



**University Regulations and Resources
(Undergraduate)**

**Programs, Courses and University Regulations
2024-2025**

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This publication provides guidance to prospects, applicants, students, faculty and staff.

- 1 . McGill University reserves the right to make changes to the information contained in this online publication - including correcting errors, altering fees, schedules of admission, and credit requirements, and revising or cancelling particular courses or programs - without prior notice.
- 2 . In the interpretation of academic regulations, the Senate is the final authority.
- 3 . Students are responsible for informing themselves of the University's procedures, policies and regulations, and the specific requirements associated with the degree, diploma, or certificate sought.
- 4 . All students registered at McGill University are considered to have agreed to act in accordance with the University procedures, policies and regulations.
- 5 . Although advice is readily available on request, the responsibility of selecting the appropriate courses for graduation must ultimately rest with the student.
- 6 . Not all courses are offered every year and changes can be made after publication. Always check the Minerva Class Schedule link at https://horizon.mcgill.ca/pban1/bwckschd.p_disp_dyn_sched for the most up-to-date information on whether a course is offered.
- 7 . The academic publication year begins at the start of the Fall semester and extends through to the end of the Winter semester of any given year. Students who begin study at any point within this period are governed by the regulations in the publication which came into effect at the start of the Fall semester.
- 8 . Notwithstanding any other provision of the publication, it is expressly understood by all students that McGill University accepts no responsibility to provide any course of instruction, program or class, residential or other services including the normal range of academic, residential and/or other services in circumstances of utility interruptions, fire, flood, strikes, work stoppages, labour disputes, war, insurrection, the operation of law or acts of God or any other cause (whether similar or dissimilar to those enumerated) which reasonably prevent their provision.

Note: Throughout this publication, "you" refers to students newly admitted, readmitted or returning to McGill.

Publication Information

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-
- 1 General Policies and Information, page 15
 - 1.1 Authorization, Acknowledgement, and Consent, page 15
 - 1.2 Student Rights and Responsibilities, page 15
 - 1.3 Language Policy, page 15
 - 1.4 Academic Integrity, page 15
 - 1.5 University Student Assessment Policy, page 16
 - 1.6 Policy Concerning Access to Records, page 16
 - 1.7 Undergraduate Leave of Absence Policy, page 17
 - 1.8 Information Technology (IT) Policies and Regulations, page 18
 - 1.8.1 Responsible Use of McGill Information Technology Resources, page 18
 - 1.8.2 Report Security Incidents, page 18
 - 1.8.3 Use of Cloud Services, page 19
 - 1.8.4 Two-Factor Authentication (2FA), page 19
 - 1.8.5 Email Communication, page 19
 - 1.8.6 Secure your Journey, page 19
 - 1.9 Student Health & Insurance, page 19
 - 1.9.1 Health Professions – Immunization Requirement, page 19
 - 1.9.2 Health Insurance – International Students, page 19
 - 1.9.3 Health Insurance – Canadian Citizens and Permanent Residents, page 20
 - 1.9.4 Special Medical Needs, page 20
 - 1.9.5 Academic Accommodation of Pregnant Students and Students Caring for Dependents, page 20
 - 1.10 Non-Smoking Policy, page 21
 - 1.11 Policy Concerning Cannabis, page 21
 - 2 Personal Information, page 21
 - 2.1 Updating Personal Information, page 21
 - 2.2 Online (Distance) Programs, page 21
 - 2.3 Submitting Legal Documents, page 23
 - 2.3.1 Why Does McGill Collect Legal Documents from You?, page 23
 - 2.3.2 What Documents Does McGill Need from You?, page 23
 - 2.3.2.1 Fee Exemptions, page 24
 - 2.3.3 Has McGill Received Your Documents?, page 25
 - 2.3.3.1 Quebec/Canadian/International Fees and Immigration Status, page 25
 - 2.3.3.2 Permanent Code, page 25
 - 2.3.4 What Are the Consequences of Not Providing Your Documents?, page 25
 - 2.3.5 Where and How Do I Send My Documents?, page 25
 - 2.3.5.1 For the School of Continuing Studies, page 25
 - 2.4 Identification (ID) Cards, page 26
 - 2.4.1 ID Card Schedule for the Downtown Campus, page 26
 - 2.4.2 ID Card Schedule for the Macdonald Campus, page 26
 - 2.5 Legal Name and Legal Sex Designation, page 26

-
- 2.5.1 Legal Name, page 26
 - 2.5.2 Legal Sex Designation, page 27
 - 2.5.3 Preferred First Name, page 27
 - 2.5.4 Verification of Name, page 28
- 3 Registration, page 28
- 3.1 Registration Periods, page 28
 - 3.1.1 Returning Students, page 29
 - 3.1.2 Newly Admitted Students Entering in September 2024, page 29
 - 3.1.3 Newly Admitted Students Entering in January 2025, page 30
 - 3.1.4 Late Registration, page 30
 - 3.2 Course Information and Regulations, page 30
 - 3.2.1 Course Numbering, page 30
 - 3.2.2 Multi-Term Courses, page 31
 - 3.2.3 Course Terminology, page 31
 - 3.2.3.1 Course Nomenclature in Program Descriptions, page 31
 - 3.2.4 Course Load, page 31
 - 3.2.4.1 Normal Course Load, page 31
 - 3.2.4.2 Course Load for Students in Probationary Standing, page 32
 - 3.2.5 Courses Taken under the Satisfactory/Unsatisfactory (S/U) Option, page 32
 - 3.2.6 First-Year Seminars, page 34
 - 3.2.7 Auditing of Courses, page 34
 - 3.3 Course Change Period, page 34
 - 3.3.1 Course Withdrawal, page 34
 - 3.3.1.1 Courses that Begin in the Fall Term, page 34
 - 3.3.1.2 Courses that Begin in the Winter Term, page 35
 - 3.4 Class Schedule, page 36
 - 3.5 Changing Programs within Selected Faculties, page 36
 - 3.6 Interfaculty Transfer, page 37
 - 3.7 Quebec Inter-University Transfer Agreement, page 37
 - 3.7.1 Quebec Inter-University Transfer Agreement: McGill Students, page 37
 - 3.7.2 Quebec Inter-University Transfer Agreement: Visiting IUT Students, page 38
 - 3.8 University Withdrawal, page 38
 - 3.8.1 Student's Responsibility, page 38
 - 3.8.2 Deadlines for University Withdrawal, page 39
 - 3.8.2.1 Fall Term, page 39
 - 3.8.2.2 Winter Term, page 39
 - 3.8.3 Consequences of University Withdrawal, page 40
 - 3.9 Deferred Admission, page 40
 - 3.10 Readmission, page 40
 - 3.11 Faculty/School Specific Information, page 41

-
- 3.11.1 Agricultural and Environmental Sciences, page 41
 - 3.11.2 Arts, page 41
 - 3.11.3 Education, page 41
 - 3.11.4 Engineering, page 41
 - 3.11.4.1 Extra Courses, page 41
 - 3.11.4.2 Prerequisites and Corequisites, page 41
 - 3.11.5 Management, page 42
 - 3.11.6 Science, page 42
 - 3.12 Summer Term/Summer Studies, page 42
 - 4 Fees, page 42
 - 4.1 Access to Fee Information, page 43
 - 4.2 Billing and Due Dates, page 43
 - 4.2.1 Confirmation of Acceptance Deposit, page 43
 - 4.2.2 Invoicing of Fees, page 43
 - 4.2.3 Guest Access on Minerva, page 43
 - 4.2.4 Payment Procedures, page 44
 - 4.3 Tuition Fees, page 44
 - 4.3.1 Quebec Students and Non-Quebec (Canadian or Permanent Resident) Students, page 44
 - 4.3.2 International Students, page 44
 - 4.3.3 Tuition Assistance for McGill Staff, page 44
 - 4.3.4 Staff Dependent Waivers, page 44
 - 4.4 Compulsory Fees, page 44
 - 4.4.1 Student Services Fees, page 45
 - 4.4.2 Athletics and Recreation Fee, page 45
 - 4.4.3 Student Society Fees, page 45
 - 4.5 Administrative Charges, page 45
 - 4.6 Other Fees, page 45
 - 4.6.1 Other Fees: Health Sciences, page 45
 - 4.7 Fees and Withdrawal from the University, page 46
 - 4.7.1 Fee Refund Deadlines, page 46
 - 4.7.1.1 Fall Term – up to and including September 17, page 46
 - 4.7.1.2 Fall Term – after September 17, page 46
 - 4.7.1.3 Winter Term – up to and including January 21, page 46
 - 4.7.1.4 Winter Term – after January 21, page 46
 - 4.7.2 Refund Procedures, page 46
 - 4.8 Other Policies Related to Fees, page 47
 - 4.8.1 Overdue Accounts, page 47
 - 4.8.1.1 Information for Registered Students, page 47
 - 4.8.1.2 Information for Students Who Are No Longer Registered, page 47
 - 4.8.1.3 Cancelling Registration for Non-Payment of Previous Term(s), page 47

-
- 4.8.2 Acceptance of Fees vs. Academic Standing, page 47
 - 4.8.3 Deferred Admission, Degree Transfers, Break in Enrolment, page 48
 - 4.8.4 Fees for Students in Two Programs, page 48
 - 4.8.5 Quebec Inter-University Transfer Agreements, page 48
 - 4.8.6 Senior Citizens, page 48
 - 4.9 Sponsorships/Awards/Fee Deferrals, page 48
 - 4.9.1 Students with Sponsors, page 48
 - 4.9.2 Students Receiving McGill Awards, page 48
 - 4.9.3 External Scholarships, page 49
 - 4.9.4 Tuition & Fees – Payment Deferral, page 49
 - 4.10 Tax Slips/Receipts, page 49
 - 4.11 Yearly Fees and Charges by Faculty, page 49
 - 5 Student Records, page 49
 - 5.1 Academic Standing, page 50
 - 5.1.1 Academic Standing: Desautels Faculty of Management, page 50
 - 5.1.2 Academic Standing: Faculty of Agricultural and Environmental Sciences, page 50
 - 5.1.3 Academic Standing: Faculties of Arts and Science (including B.A. & Sc.), page 50
 - 5.1.3.1 Satisfactory/Interim Satisfactory Standing: Faculties of Arts and Science (including B.A. & Sc.), page 50
 - 5.1.3.2 Probationary/Interim Probationary Standing: Faculties of Arts and Science (including B.A. & Sc.), page 50
 - 5.1.3.3 Unsatisfactory Readmitted Standing: Faculties of Arts and Science (including B.A. & Sc.), page 51
 - 5.1.3.4 Unsatisfactory/Interim Unsatisfactory Standing: Faculties of Arts and Science (including B.A. & Sc.), page 51
 - 5.1.3.5 Incomplete Standings: Faculties of Arts and Science (including B.A. & Sc.), page 51
 - 5.1.4 Academic Standing: Faculty of Education, page 52
 - 5.1.5 Academic Standing: Faculty of Engineering, page 52
 - 5.1.5.1 Satisfactory Standing: Faculty of Engineering, page 52
 - 5.1.5.2 Probationary Standing: Faculty of Engineering, page 52
 - 5.1.5.3 Unsatisfactory Standing: Faculty of Engineering, page 53
 - 5.1.6 Academic Standing: Faculty of Law, page 53
 - 5.1.7 Academic Standing: School of Continuing Studies, page 53
 - 5.1.8 Academic Standing: Schulich School of Music, page 53
 - 5.2 Credit System, page 53
 - 5.3 Grading and Grade Point Averages (GPA), page 54
 - 5.3.1 Grading and Grade Point Averages (GPA): Other Grades, page 55
 - 5.3.2 Unexcused Absences, page 56
 - 5.4 Transcript of Academic Record, page 57
 - 5.4.1 Transcript of Academic Record: General Information, page 57
 - 5.4.2 Unofficial Transcripts, page 57
 - 5.4.2.1 Verification of Student Records: Unofficial Transcripts, page 57
 - 5.4.3 Official Transcripts, page 58
 - 5.4.4 Course Numbering on the Transcript, page 58

-
- 5.5 Incomplete Courses, page 58
 - 5.6 Transfer Credits, page 60
 - 5.6.1 Advanced Standing Transfer Credits, page 60
 - 5.7 Tracking Student Progress, page 61
 - 5.7.1 myProgress, page 61
 - 5.7.2 Degree Evaluation Tool, page 61
 - 5.8 Changes to Student Records after Normal Deadlines, page 61
 - 5.8.1 Student Record Changes, page 61
 - 5.8.2 Registrar Deadlines, page 61
 - 5.8.3 Before Registrar Deadlines, page 61
 - 5.8.4 After Registrar Deadlines, page 62
 - 5.8.5 Fee Assessment Consequences, page 62
 - 5.8.6 Student's Citizenship and/or Immigration or Fee Exemption Status, page 62
 - 6 Examinations: General Information, page 62
 - 6.1 Examination Accommodations for Students registered with the Office for Student Accessibility & Achievement, page 63
 - 6.2 Credit by Examination, page 63
 - 6.3 Final Examinations, page 63
 - 6.3.1 Final Examinations: University Regulations Concerning Final Examinations, page 63
 - 6.3.1.1 Preamble, page 63
 - 6.3.1.2 Regulations, page 63
 - 6.3.2 Final Examinations: Deferred Examinations, page 64
 - 6.3.2.1 Deferred Examinations: Faculty of Engineering, page 68
 - 6.3.3 Final Examinations: Reassessments and Rereads, page 68
 - 6.3.3.1 Reassessments and Rereads: Faculties of Arts and Science (including B.A. & Sc.), page 69
 - 6.3.3.2 Reassessments and Rereads: Faculty of Agricultural and Environmental Sciences, page 69
 - 6.3.3.3 Reassessments and Rereads: Faculty of Law, page 69
 - 6.3.3.4 Rereads: Faculty of Engineering, page 69
 - 6.3.4 Supplemental Examinations, page 70
 - 6.3.5 Additional Work: Faculty of Science (including B.A. & Sc.), page 71
 - 6.4 Examinations: External Exam Proctors, page 71
 - 6.4.1 Contact Information, page 71
 - 6.5 Faculty of Engineering Policy on Use of Calculators in Faculty Tests and Examinations, page 71
 - 6.6 Laptop Examination Policy for the Faculty of Law, page 72
 - 6.6.1 Laptop Examination Agreement, page 72
 - 7 Internships, Exchanges, and Co-op Programs, page 72
 - 7.1 Internships and Co-op Programs, page 72
 - 7.2 Exchange Programs, page 73
 - 7.3 Field Studies, page 73
 - 7.4 Mobility Award, page 73
 - 7.5 Study Abroad Opportunities, page 73

-
- 8 Scholarships and Student Aid, page 73
 - 8.1 Entrance Awards for McGill Students, page 74
 - 8.1.1 Application Procedures, page 74
 - 8.1.2 Need-Based Entrance Financial Aid, page 74
 - 8.2 In-Course Awards for McGill Students, page 74
 - 8.2.1 In-Course Financial Aid, page 75
 - 8.3 Work Study Program, page 75
 - 8.3.1 Student Aid, page 75
 - 8.3.2 Scholarships, page 75
 - 9 Graduation, page 75
 - 9.1 Apply to Graduate, page 76
 - 9.1.1 Deadlines, page 76
 - 9.2 Graduation Approval Query, page 77
 - 9.3 Graduation Honours, page 77
 - 9.3.1 Dean's Honour List, page 77
 - 9.3.2 Distinction, page 77
 - 9.3.3 Faculty of Science Dean's Multidisciplinary Undergraduate Research List, page 77
 - 9.3.4 Honours and First-Class Honours for Faculties of Arts and Science (including B.A. & Sc.), page 78
 - 9.3.5 Honours and First Class Honours for Faculty of Agricultural and Environmental Sciences, page 78
 - 9.4 Replacing a Diploma, page 78
 - 9.4.1 Required Documents, page 78
 - 9.4.2 Submitting Your Request, page 79
 - 9.4.3 Certified Copies, page 79
 - 9.5 Aegrotat Standing and Degree at McGill University, page 79
 - 10 Admission to Professional and Graduate Studies, page 79
 - 10.1 Language Requirements for Professions, page 79
 - 10.2 Graduate Programs, page 80
 - 11 Undergraduate Advising, page 80
 - 11.1 Your Academic Career at McGill, page 80
 - 11.1.1 University-Wide Regulations, page 80
 - 11.1.2 Faculty-Specific Regulations, page 80
 - 11.1.3 Your Academic Program, page 80
 - 11.1.4 Important things to know about your academic program., page 81
 - 11.1.5 Advising and the University Mission, page 81
 - 11.1.6 The Role of Student Advising, page 81
 - 11.2 Types of Advising and Advisors, page 81
 - 11.2.1 Related Resources, page 82
 - 11.3 Contact Information for Faculty & School Student Affairs Offices, page 82
 - 11.4 Contact Information for Departments, Schools, and Programs, page 84
 - 11.5 Prospective Students, page 84

-
- 11.5.1 Student-for-a-Day Program, page 84
 - 12 Service Point, page 85
 - 12.1 Location, page 85
 - 13 Student Services, page 85
 - 13.1 Office of the Executive Director, Services for Students, page 85
 - 13.2 Support for Students: Office of the Dean of Students, page 86
 - 13.3 Student Services – Downtown Campus, page 86
 - 13.3.1 Campus Life & Engagement (CL&E), page 86
 - 13.3.2 Career Planning Service (CaPS), page 87
 - 13.3.3 First Peoples’ House, page 87
 - 13.3.4 International Student Services (ISS), page 87
 - 13.3.5 Office of Religious and Spiritual Life (MORSL), page 87
 - 13.3.6 Office for Sexual Violence Response, Support, and Education, page 87
 - 13.3.7 Student Accessibility & Achievement, page 88
 - 13.3.8 Office of Sustainability, page 88
 - 13.3.9 Scholarships and Student Aid Office, page 88
 - 13.3.10 Student Wellness Hub, page 88
 - 13.4 Student Services – Macdonald Campus, page 89
 - 13.4.1 Career Planning Service (CaPS), page 89
 - 13.4.2 International Student Services (ISS), page 89
 - 13.4.3 Student Accessibility & Achievement, page 89
 - 13.4.4 Student Wellness Hub, page 90
 - 13.4.5 Scholarships and Student Aid, page 90
 - 13.4.6 Other Services, page 90
 - 13.5 Ombudsperson for Students, page 90
 - 13.6 Extra-Curricular and Co-Curricular Activities, page 90
 - 13.6.1 University Centre, Thomson House, and Centennial Centre, page 91
 - 13.7 Bookstore, page 91
 - 13.7.1 Downtown Campus, page 91
 - 13.7.2 Macdonald Campus, page 91
 - 13.7.3 Institutional Sales Department, page 91
 - 13.8 Day Care, page 92
 - 14 Residential Facilities, page 92
 - 14.1 University Residences – Downtown, page 92
 - 14.1.1 Traditional and Hotel-Style Residences, page 92
 - 14.1.2 Apartment-Style Residences, page 93
 - 14.1.3 Shared-Facilities Houses, page 93
 - 14.1.4 Residence Fees, page 93
 - 14.1.5 Meal Plans, page 93
 - 14.1.6 oneCard, page 93

-
- 14.1.7 Student Government, page 94
 - 14.2 University Residences – Macdonald Campus, page 94
 - 14.2.1 Residence Fees – Macdonald Campus, page 94
 - 14.2.1.1 Laird Hall, page 94
 - 14.2.1.2 EcoResidence, page 94
 - 14.2.2 Residence Occupancy – Macdonald Campus, page 94
 - 14.2.3 Facilities for Non-Resident Students – Macdonald Campus, page 95
 - 14.2.4 Student Parking – Macdonald Campus, page 95
 - 15 Athletics & Recreation, page 95
 - 15.1 Downtown Campus Athletics & Recreation, page 95
 - 15.2 Macdonald Campus Athletics & Recreation, page 96
 - 16 Information Technology (IT) Services, page 96
 - 16.1 IT Support, page 96
 - 16.2 Communication and Collaboration, page 96
 - 16.3 Online Course Materials and Lecture Recordings, page 97
 - 16.4 Minerva, page 97
 - 16.5 Secure Your Journey, page 97
 - 17 Resources for Study and Research, page 98
 - 17.1 Libraries, page 98
 - 17.2 McGill Writing Centre, page 98
 - 17.2.1 McGill Writing Centre Course Information, page 98
 - 17.2.2 McGill Writing Centre Tutorial Service, page 98
 - 17.2.3 McGill Writing Centre Contact Information, page 99
 - 17.3 University Archives, page 99
 - 17.4 Redpath Museum, page 99
 - 17.5 McCord Stewart Montreal Social History Museum, page 100
 - 17.6 Lyman Entomological Museum and Research Laboratory, page 100
 - 17.7 Other Historical Collections, page 100
 - 18 The University, page 101
 - 18.1 History, page 101
 - 18.2 Incorporated and Affiliated Colleges, page 101
 - 18.2.1 Incorporated College, page 101
 - 18.2.2 Affiliated Theological Colleges, page 101
 - 18.3 University Government, page 102
 - 18.4 Recognition of Degrees, page 102
 - 18.5 Governance: Board of Governors, page 102
 - 18.5.1 The Visitor, page 102
 - 18.5.2 Board of Governors, page 103
 - 18.5.2.1 Members, page 103
 - 18.5.2.2 Student Representatives, page 103

-
- 18.6 Governance: Members of Senate, page 104
 - 18.6.1 Ex-Officio, page 104
 - 18.6.2 Elected Members, page 104
 - 18.7 Administration, page 104
 - 18.7.1 Deans, Directors of Schools and Libraries, page 105
 - 18.7.1.1 Deans, page 105
 - 18.7.1.2 Directors of Schools, page 105
 - 18.8 Student Governance, page 106

1 General Policies and Information

You must inform yourself of University rules and regulations and keep abreast of any changes that may occur. The *General Policies and Information* section of this document contains important details needed by you during your studies at McGill and should be periodically consulted, along with other sections and related publications.

1.1 Authorization, Acknowledgement, and Consent

When applying for admission to the University, you are bound by and agree to observe all statutes, rules, regulations, and policies at McGill University and the faculty or faculties to which you may be accepted and registered in, including policies contained in the University calendars and related fee documents. Your obligation as a student begins with your registration and ends in accordance with the University's statutes, rules, regulations, and policies.

You should verify all information or statements provided with your application. Incorrect or false information may jeopardize your admission. The University reserves the right to revoke an admission that is granted based on incorrect or false information in an application or supporting documents.

1.2 Student Rights and Responsibilities

Student Rights and Responsibilities is produced jointly by the Office of the Dean of Students and the Secretariat. It contains regulations and policies governing your rights and responsibilities as a student at McGill, and is available at mcgill.ca/students/srr.

Further details regarding your rights and responsibilities are also available at mcgill.ca/secretariat/policies-and-regulations.

1.3 Language Policy

The main language of instruction at McGill is English. You have the right to write essays, examinations, and theses in English or in French except in courses where knowledge of a language is one of the objectives of the course.

If you need to improve your English skills, you should take an intensive course in English as a second language before or at the start of your studies. Information concerning second language course offerings can be found through the School of Continuing Studies at mcgill.ca/continuingstudies/area-of-study/languages and the French Language Centre at mcgill.ca/flc, and in *Summer Studies* and *Continuing Studies*.



Note for the Faculty of Education: There are special language requirements for Faculty of Education students; see [Faculty of Education](#).



Note for Continuing Studies: For English language programs, refer to the School of Continuing Studies' [Global and Strategic Communications](#) section.



Note for the Faculty of Law: Due to the bilingual nature of the Law program, examinations, term papers, and essays may be written in either English or French. Participation in Moot Courts may also be in either language. While examination questions are set in the language in which a course is given, they may contain materials in either English or French.



Note for Graduate and Postdoctoral Studies: You should refer to [Courses Taken as Extra to a Program](#) in the Graduate Regulations and Resources.



Note for Health Sciences: Students studying in the Faculties of Dental Medicine and Oral Health Sciences or Medicine and Health Sciences or in the Schools of Human Nutrition, Nursing, or Physical and Occupational Therapy should consult the Health Sciences [language requirements](#) and any language policies pertaining to their specific program. Programs with a clinical component require that students have a working knowledge of both English and French. For French language proficiency guidelines, refer to mcgill.ca/undergraduate-admissions/french-proficiency.

1.4 Academic Integrity

Before submitting work in your courses, you must understand the meaning and consequences of plagiarism and cheating, which are serious academic offences. Inform yourself about what might be considered plagiarism in an essay or term paper by consulting the course instructor to obtain appropriate referencing guidelines. You should also consult *Fair Play*, the student guide to academic integrity available at mcgill.ca/students/srr/honest/students. There you will also find links to instructional tutorials and strategies to prevent cheating. The *Code of Student Conduct and Disciplinary Procedures* includes sections on

plagiarism and cheating. The possession or use of unauthorized materials in any test or examination constitutes cheating. You can find the *Code* at mcgill.ca/students/srr/publications.

Responses on multiple-choice exams are normally checked by the Exam Security Computer Monitoring program. The program detects pairs of students with unusually similar answer patterns on multiple-choice exams. Data generated by this program can be used as admissible evidence in an investigation of cheating under Article 17 of the *Code of Student Conduct and Disciplinary Procedures*.

The Office of the Dean of Students administers the academic integrity process as described in the *Student Rights and Responsibilities*.



Note: All newly-admitted undergraduate and graduate students must complete a **mandatory online academic integrity tutorial** in their first semester, accessed through *Minerva > Student Menu > Academic Integrity Tutorial* or a registration "hold" will be placed on their record. Prior to Fall 2018, undergraduate students completed the tutorial in myCourses via the course AAAA 100, but as of Fall 2018 the tutorial must be completed in Minerva. For more information, see mcgill.ca/students/srr/honest/students/test.

1.5 University Student Assessment Policy

The *University Student Assessment Policy* includes all disparate policies with regard to all types of student assessments. This policy is meant to protect students from excessive workloads, and to ensure that all students are treated equally.

This policy applies to undergraduate and graduate courses offered by the University that are evaluated by any form of assessment. Except where otherwise indicated, this policy applies to all faculties, including those which administer their own examinations.

You can consult the policy on the [Secretariat website](#).

1.6 Policy Concerning Access to Records

The University sends statements of account and all other correspondence directly to students. You retain full control over who has access to your records or accounts; however, officers and members of the University staff also have access to relevant parts of your records for recognized and legitimate use. The University does not send progress reports or any other information to your parents and/or sponsors unless you specifically request it in writing.

Personal information is protected in the Province of Quebec by the Act Respecting Access to Documents Held by Public Bodies and the Protection of Personal Information (the "Access Act"). The Access Act provides that McGill University can only release personal information contained in your file with your authorization or if specifically authorized by law.

For the purpose of consent and acknowledgement at the time of application, personal information includes, but is not limited to: name, address, telephone number, email address, date of birth, citizenship, McGill ID, program, student status, and academic record information.

Registered students may oppose the release of certain personal information by completing an [Opposition Form](#).

After having reviewed the information relating to access to personal information at the time of application, you will be asked to agree that the University may collect, use, disclose, or otherwise manage your personal information as described below, as necessary and as the case may be.

At the time of application, you will be asked to **consent to the release of personal information** contained in your admissions or student records file to the following persons or bodies, as necessary to each body, in the exercise of their mission:

- student associations recognized by McGill University for the categories of student to which you belong (limited to your contact and program information);
- schools or colleges that you have attended;
- a professional body or corporation, where relevant;
- the *Ministère de l'Immigration, de la Francisation et de l'Intégration* and/or the *Régie de l'assurance maladie du Québec*; Immigration, Refugees, and Citizenship Canada; and/or the *Ministère de l'Éducation et de l'Enseignement supérieur*;
- Universities Canada, the Association of Registrars of the Universities and Colleges of Canada, and the BCI (*Bureau de coopération interuniversitaire*, previously known as CREPUQ), or the member institutions of these organizations, for the purpose of admissions operations and the production of statistics;
- libraries of other Quebec universities with which McGill has established reciprocal borrowing agreements;
- the appropriate authorities involved with external or internal funding of your fees (financial records may also be disclosed to such authorities);
- students and alumni of the University who have volunteered to speak with students for the purpose of facilitating their integration into the University;
- other universities and colleges, at the discretion of the University, if any information connected to your application is determined to be false and misleading, concealed or withheld, or contains evidence of academic dishonesty or inappropriate conduct;
- regulatory authorities, law enforcement or other persons, as authorized or required by law; and
- McGill Network and Communications Services for the purpose of listing your McGill email address in an online email directory.

In addition to the above, **if you are a candidate for admission to Graduate and Postdoctoral Studies, you will be asked to authorize the University** to request letters of reference on your behalf from referees you have identified, with the understanding that each referee would be provided with information indicating that you have applied to be admitted to McGill University, including your name, the McGill program you have applied to, the academic term when you wish to begin your studies at McGill, and your statement describing how the referee knows you.

In addition to the above, **if you are a candidate for admission to the Faculty of Law, you will be asked to consent** to the release of personal information to the Committee for Law Admissions Statistics Services and Innovations (CLASSI) and the Native Law Centre Summer Program at the Native Law Centre, University of Saskatchewan.

In addition to the above, **if you are a candidate for admission to the Faculty of Medicine and Health Sciences or to the Faculty of Dental Medicine and Oral Health Sciences in undergraduate, graduate, or postgraduate studies, you will be asked to consent** to the release of personal information to other schools of medicine; to Employment and Social Development Canada; to the Ministère du Travail, de l'Emploi et de la Solidarité sociale of Quebec; to a McGill professor, researcher or graduate student, strictly for research or teaching purposes; and to a University teaching/affiliated hospital or health centre to which you apply/or join for residency or rotations.

In addition to the above, **if you are a candidate for admission to the Schulich School of Music, you will be asked to consent** to the use of your name and images in public recognition of academic achievement and in the advertising and audio and video recording of student ensemble concerts for distribution using different media and formats.

At the time of application, you will be asked to **authorize the University** to:

- collect and maintain your personal information for the purpose of administering your University admissions and student record files;
- obtain copies of your transcripts from the *Ministère de l'Éducation et de l'Enseignement supérieur*; the Ontario Universities' Application Centre; and/or the British Columbia Ministry of Education;
- make inquiries to and obtain personal information from the *Ministère de l'Immigration, de la Francisation et de l'Intégration*; Immigration, Refugees and Citizenship Canada; and/or the *Régie de l'assurance maladie du Québec* to verify the validity of your immigration or health insurance status;
- validate with the *Ministère de l'Éducation et de l'Enseignement supérieur* information regarding your citizenship and previous institution attended, if necessary and as required in order to manage the admissions process and to determine your tuition fees;
- verify any information or statement provided as part of your application; and
- contact you through the McGill Alumni Association and University offices that maintain contact with McGill students, alumni, and friends for the purpose of providing University updates and opportunities for direct support to the University, including fundraising and making available special offers such groups may benefit from.

At the time of application, you will be asked to **acknowledge** that:

- an admission granted based on incomplete, incorrect, or false information contained in your application or supporting documents may be revoked at the sole discretion of the University. The University reserves the right to revoke admission at any time; and
- if admitted to McGill University, you will be bound by the statutes, rules, regulations, and policies in place from time to time at McGill University and at the faculty or faculties in which you will be registered, including those policies contained in the University calendars and related fee documents. **You will undertake to observe all such statutes, rules, regulations, and policies.** Your obligations would commence with your registration and terminate in accordance with the University's statutes, regulations, and policies.

1.7 Undergraduate Leave of Absence Policy

A leave of absence may be granted to undergraduate students for reasons related to:

- maternity or parenting
- personal or family health
- professional development
- required military service

Such leave must be requested on a term-by-term basis and may be granted for a period of up to 52 weeks. A leave of absence request should be submitted to your faculty Advising or Student Affairs Office along with appropriate documentation. Refer to specific instructions on your faculty website.

Students who are granted such a leave will have "leave of absence" recorded on their transcript.

No tuition fees will be charged for the duration of the authorized leave. During a leave of absence, you maintain an active student ID card and have access to McGill mail and use of the libraries. You are not permitted to register for courses or to participate in student internships or undergraduate research. You may not normally attend another academic institution; exceptions may be requested for professional development. Faculties may request documentation of a student's readiness to resume studies; they will apply "withdrawn" status after one year of approved leave of absence if the student has not returned to the University.

Notes:

- Personal objectives, such as travel or time off, and financial matters are not grounds for a leave of absence.
- Normally, a student shall be in Satisfactory Standing when requesting a leave of absence; exceptions may apply and will be determined by the faculty and, if applicable, the professional program.
- Services are only available to students currently enrolled in a program of study. Services for students who are not currently enrolled, **including students on authorized leaves of absence**, are limited to certain services mandated by government regulation and services that help a student transition back into or out of their studies (examples include connecting a student with services off-campus and government financial aid or immigration advising for students leaving or preparing for re-entry).
- A Leave of Absence may have an impact on a student's fee status once they re-enrol after their approved leave. For more information, refer to the [Break in Enrolment](#) section on the Student Accounts webpage.

- Students who are eligible for scholarship renewal will not have scholarship monies transferred to their account while they are on leave of absence but will maintain eligibility for renewal upon registration in subsequent terms.
- Terms and conditions vary among loan and bursary providers; student consultation with an advisor in Scholarships and Student Aid is recommended.
- Professional programs may impose constraints on the application of the undergraduate leave of absence policy due to accreditation requirements or placement limitations.
- International students are advised to contact *International Student Services* (ISS) regarding individual circumstances.



Note: The Leave of Absence Policy is applicable only to currently registered students who have not withdrawn from all their courses. If a student is considering a *University Withdrawal* due to personal or family health, they should consult their faculty's Student Affairs officer about the possibility of taking a leave of absence.



Note: When on a leave of absence, if you wish to be covered by the undergraduate supplemental health insurance and/or international health insurance, you must contact your respective campus-wide student association (e.g., Students' Society of McGill University, Macdonald Campus Students' Society) and International Student Services to make arrangements. Note that there will be additional student society fees to be paid in order to be considered a member eligible for the insurance plans. For information about the student societies' supplemental health and dental coverage, click [here](#). For information about international health insurance, click [here](#).



Note: Once a leave of absence is granted, you must consult *Scholarships and Student Aid* in order to assess the impact of the leave on student aid (e.g., government loans and bursaries, etc.).



Note for M.D.,C.M. students: Refer to the *Absences & Leaves Policy of the M.D.,C.M. Program*.



Note for School of Continuing Studies Students: Undergraduate leaves of absence are not possible. Students enrolled in a program at the School of Continuing Studies are allowed to miss two consecutive terms during their studies, provided their legal status in Canada allows them to do so. Students who remain inactive for a year or more must reapply to the program of their choice.

If you need to take a leave of absence because of pregnancy or because you need to care for dependants, please consult [section 1.9.5: Academic Accommodation of Pregnant Students and Students Caring for Dependants](#).

1.8 Information Technology (IT) Policies and Regulations

McGill University students, faculty, staff, and other members of the McGill community benefit from a variety of Information Technology resources, which are used in accordance with University policies and directives. Visit the *IT policies* site for further details.

Here are some key references for students :

- [section 1.8.1: Responsible Use of McGill Information Technology Resources](#)
- [section 1.8.2: Report Security Incidents](#)
- [section 1.8.3: Use of Cloud Services](#)
- [section 1.8.4: Two-Factor Authentication \(2FA\)](#)
- [section 1.8.5: Email Communication](#)
- [section 1.8.6: Secure your Journey](#)

1.8.1 Responsible Use of McGill Information Technology Resources

Each of us has responsibilities when using McGill's IT resources. The *Policy on the Responsible Use of McGill Information Technology Resources* is a code of conduct that identifies what is acceptable when working with McGill technology resources.

For more information, view the *Policy on the Responsible Use of McGill Information Technology Resources* , available on the *Secretariat website*.



Note for M.D.,C.M., and D.M.D. Programs: For guidelines regarding the use of social media by M.D.,C.M., and D.M.D. students, see mcgill.ca/ugme/policies-procedures/guidelines-social-media and mcgill.ca/thewelloffice.

1.8.2 Report Security Incidents

Please inform IT Services immediately if you experience or are aware of an IT security incident!

- Contact IT through the *IT Service Desk*;
- Or by telephone at **514-398-3398** for immediate help;
- For additional information, please see [Reporting IT security incidents](#).

If the incident involves bullying, harassment or other potential risks to the health and safety of individuals, please contact [McGill Security Services](#) at 514-398-3000 in the Downtown Campus or 514-398-7777 at the Macdonald Campus immediately.

1.8.3 Use of Cloud Services

McGill's Cloud Directive governs your usage of cloud services—programs and apps delivered over the Internet. McGill has approved cloud apps and solutions that are available for your use while at McGill. However, you will need to choose your apps wisely as not all apps are safe, and they will not all adequately protect sensitive data (either your own or McGill's).

To learn how to safely use cloud apps and solutions, please refer to the [Cloud Services Page](#).

1.8.4 Two-Factor Authentication (2FA)

All student, faculty, and staff accounts are protected with [two-factor authentication \(2FA\)](#), an additional security measure that requires a secondary method of authentication (e.g., acknowledging a prompt or entering a code sent to your mobile device via a mobile app) when signing into many McGill systems. 2FA makes it much harder for cybercriminals to access your account and your personal information, even if they obtain your password. 2FA is required for all higher education institutions in Canada.

Find out more about 2FA at mcgill.ca/2fa.

1.8.5 Email Communication

All students are assigned a McGill email address (usually in the form of *firstname.lastname@mail.mcgill.ca*) and are given a McGill email mailbox. It is your responsibility to monitor your McGill email regularly because this is the official means of communication between McGill University and its students. Ensure that you read and act upon the emails in a timely fashion.

To access your McGill email, go to the Microsoft Office website and sign in with your McGill username and password.



Note: Confirm your McGill email address or set your McGill password on [Minerva](#), under the *Personal Menu*. You can also change or reset your McGill password by following the instructions on the [McGill Password Reset Checklist](#).

If you have another email account using an external service provider (such as Gmail, Hotmail, Yahoo, etc.), please review the "[Options for dealing with multiple email services](#)" article on the IT Knowledge Base.

For more information, visit the [Policy on E-mail Communication with Students](#), available on the [Secretariat website](#).

1.8.6 Secure your Journey

IT policies and directives identify measures required to ensure the security and integrity of data and systems you use throughout your student journey. Find out about best practices and cybersecurity steps you can take at mcgill.ca/cybersafe.

1.9 Student Health & Insurance

Learn more about health insurance, your requirements as a student, and services offered for special medical needs in the following sections.

1.9.1 Health Professions – Immunization Requirement

A compulsory immunization program exists at McGill for students in the health science fields (including Dietetics), as well as in the School of Social Work. If you are a new student in those programs, you must complete the immunization program well before classes begin. You can find further information at mcgill.ca/wellness-hub/get-support/physical-health/immunization or by calling the Student Wellness Hub at 514-398-6017.

1.9.2 Health Insurance – International Students

International Students (Non-Canadians or Non-Permanent Residents of Canada)

By Senate regulation, all international students (full-time, part-time, half-time, Additional Session, Thesis Evaluation, Non-Thesis Extension, Special, Exchange, and Visiting) and their accompanying dependants must participate in the University's compulsory International Student Health Insurance Plan (IHI). The University, the Quebec Ministry of Education, and the Canadian Immigration Authorities require a copy of your proof of health insurance on file. Take note, that minors (less than 18 years of age) are now [eligible](#) to apply for the provincial coverage in Quebec, *Régie de l'assurance maladie du Québec* (RAMQ).

For details on the IHI plan and information concerning rates, consult the [ISS website](#).

Students covered by private health insurance are not exempt from the McGill plan. However, you may be eligible for an [exemption](#) by meeting certain criteria. **Exemption requests must be made on Minerva under the International Student Health Insurance Coverage Form.** Supporting documents for your exemption request should be scanned and [emailed to ISS](#) by [certain deadlines](#), indicating in the body of the email your name, McGill ID number, and exemption request.

Exemptions are valid for one year only and must be renewed each subsequent academic year.

All inquiries related to McGill's International Health Insurance Plan must be directed to International Student Services:

International Health Insurance

Telephone: 514-398-4349

Email: international.health@mcgill.ca

Website: mcgill.ca/internationalstudents/health



Note for School of Continuing Studies: International students who are enrolled in **credit** courses at School of Continuing Studies are also billed IHI and should also refer to the office of International Student Services website for information on health insurance.

1.9.3 Health Insurance – Canadian Citizens and Permanent Residents

Canadians residing in Canada

All undergraduate and graduate (classed as Canadian full-time or Additional Session, Thesis Evaluation, Non-Thesis Extension, as well as Postdoctoral candidates) students beginning in the Fall term will be automatically enrolled in the applicable Students' Society's (SSMU, MCSS, or PGSS) supplemental Health and Dental Plans. Your supplemental health plan is only valid if you have provincial healthcare or have opted-in to the International Health Insurance Plan. For details on fees, change of coverage dates, and what is covered by the plans, refer to www.studentcare.ca, or contact:

Studentcare/Alliance pour la santé étudiante au Québec (ASEQ)

Telephone: 514-789-8775 or 1-866-795-4435 (Monday to Friday, 9 a.m. to 5 p.m.)

Website: www.studentcare.ca

If you are a Canadian student from **outside Quebec**, you should check with your provincial medicare office to ensure that you have valid provincial health coverage while studying at McGill.

Canadians who have been residing outside of Canada

If you are a Canadian student who has been living abroad, you may not be eligible for provincial health insurance coverage.

Important: If you are not eligible, in order to ensure adequate health insurance coverage you may enrol in the [group plan](#) offered through International Student Services for international students. **Please note that this option is available only during the first month of each new semester at McGill.**



Note for School of Continuing Studies: Continuing Studies students also have access to a health and dental plan offered by MACES; please refer to http://studentcare.ca/rte/en/IHaveAPlan_MACES_Home for eligibility and other information.



Note for Graduate and Postdoctoral Studies: Graduate students classed as Canadian full-time or Additional Session, Thesis Evaluation, Non-Thesis Extension, as well as postdoctoral candidates are automatically covered by their society's extended Health and Dental Plan (PGSS). Eligible students not charged automatically for insurance fees can choose to enrol themselves during the appropriate Change-of-Coverage period. For more information on what this plan covers, as well as enrolment, opt-out procedures, and deadlines, please refer to the latest information at studentcare.ca/rte/en/McGillUniversitygraduatestudentsPGSS_Home. Students without valid Canadian medicare, please see [section 1.9.2: Health Insurance – International Students](#), or the **Canadians who have been residing outside of Canada** section above.

1.9.4 Special Medical Needs

If you have special medical needs, please book an appointment with the [Student Wellness Hub](#) to discuss how to manage your health while at McGill.

If you anticipate encountering ongoing barriers in the academic or physical environment due to disability, injury, or illness, please consult with the [Student Accessibility & Achievement](#) to determine an appropriate individualized accommodation plan. Appropriate medical documentation may be required, and can be discussed with an Access Advisor. Academic accommodation planning and support is available to students at the Downtown Campus as well as the Macdonald Campus, and to students in Continuing Studies. Please refer to mcgill.ca/access-achieve/ for more information, or to book an appointment.



Note for Medicine and Health Sciences: See the WELL Office at mcgill.ca/thewelloffice.

1.9.5 Academic Accommodation of Pregnant Students and Students Caring for Dependents

McGill acknowledges the particular challenges facing you as a pregnant student and/or as a student caring for a dependant.

McGill supports you in your desire to further your education while meeting your family obligations.

Wishing to provide an environment in which you may be able to continue in your program of study and fulfil your university commitments, [these guidelines](#) aim to set out how, and in what exceptional circumstances, you may request academic accommodation.

1.10 Non-Smoking Policy

Quebec law prohibits smoking in public buildings. Smoking on University property is permitted only within outdoor designated smoking areas. Smoking is prohibited outside any designated smoking area on University property. For more information, see mcgill.ca/ehs/policies-and-safety-committees/policies/mcgill-smoking-policy and mcgill.ca/secretariat/policies-and-regulations

For the purposes of the Tobacco Control Act, "smoking" also covers the use of an electronic cigarette or of any other device of that nature; "tobacco" also includes the following accessories: cigarette tubes, rolling paper and filters, pipes, including their components, and cigarette holders. Please consult [Chapter L-6.2 - Tobacco Control Act](#), for further information.

1.11 Policy Concerning Cannabis

McGill University has adopted a *Policy Concerning Alcohol, Cannabis and Other Drugs*. This policy applies to all McGill students, faculty, staff and visitors on the Downtown and Macdonald campuses, the Gault Nature Reserve, and spaces leased by the University. The policy only permits the consumption of cannabis for medical reasons, accompanied by a valid medical certificate, under certain conditions. However, all consumption of cannabis for recreational use is prohibited on University property.

For further details on this policy please refer to the [Policy Concerning Alcohol, Cannabis and Other Drugs](#).

2 Personal Information

You must inform yourself of University rules and regulations and keep abreast of any changes that may occur. The *Personal Information* section of this publication contains important details pertaining to nominative information, legal documents, and ID cards, as well as other topics, and should be consulted periodically.

2.1 Updating Personal Information

It is important to keep your McGill record up to date with your personal information, especially a mailing or billing address, as these are used by the University year-round. Upon initial registration, students are prompted to provide this information. Every six months thereafter, students are prompted to update this information as needed.

You must update your address(es) and/or telephone number(s) and emergency contact information on *Minerva* under the Personal Menu.

If you need to change important personal information that requires the University to verify official documents—such as a name change, gender, or a correction of your birth date—refer to the instructions at mcgill.ca/student-records/personal-information/name-gender. Macdonald Campus students can request changes in person at the *Macdonald Campus Student Affairs Office*, Laird Hall, Room 106.



Note for Continuing Studies: If you need to change important personal information that requires the University to verify official documents, such as a change to your name, gender, citizenship, or a correction of your birth date, you must go in person (as soon as possible) to the School of Continuing Studies Client Services Office. Such changes can only be made in person at the School of Continuing Studies, Client Services Office, 688 Sherbrooke Street West, Room 1199.



Note for Nursing: A Quebec address and telephone number are required for Nursing students on *Minerva* to meet OIIQ registration requirements.

2.2 Online (Distance) Programs

Students registered in exclusively online (sometimes referred to as 'distance') programs are required to declare where they are geographically located while studying for every term they are registered in the online program. For students pursuing an online program, location while studying is considered — along with the fee residency status (i.e. Quebec Resident, Canadian or International) — when determining what fees are charged.

The following programs are designed to be offered exclusively online and, with some exceptions, are not offered on one of McGill's campuses:

Undergraduate Programs

Bachelor of Nursing (B.N.I.) - Integrated Nursing (65 credits) **

Graduate Programs

Graduate Certificate (Gr. Cert.) Advanced Public Administration and Governance (15 credits)
Graduate Certificate (Gr. Cert.) Chronic Pain Management (15 credits)
Graduate Certificate (Gr. Cert.) Cybersecurity (15 credits)
Graduate Certificate (Gr. Cert.) Data Analysis for Complex Systems (15 credits)
Graduate Certificate (Gr. Cert.) Data-Driven Decision Making (15 credits)
*Graduate Certificate (Gr. Cert.) Educational Leadership 1 (15 credits)***
*Graduate Certificate (Gr. Cert.) Educational Leadership 2 (15 credits)***
*Graduate Certificate (Gr. Cert.) Educational Leadership 3 (15 credits)***
*Graduate Certificate (Gr. Cert.) Healthcare Management (15 credits)**
*Graduate Certificate (Gr. Cert.) International Leadership in Educational and Administrative Development (15 credits)**
Graduate Certificate (Gr. Cert.) Public Administration and Governance (15 credits)
Certificat d'études supérieures (Cert.ed.sup.) Pédagogie de l'immersion française (15 crs)
Graduate Certificate (Gr. Cert.) Public Relations and Communication Management Practice (15 credits)
Graduate Certificate (Gr. Cert.) Teaching English as a Second Language (15 credits) Graduate Certificate (Gr. Cert.) Strategic Public Relations and Communications Management (15 credits)
*Graduate Certificate (Gr. Cert.) Teaching English as a Second Language (15 credits)***
Master of Management (M.M.) Analytics (Non-Thesis) (45 credits)
*Master of Management (M.M.) IMHL (Non-Thesis) (45 credits)**
*: Master of Science, Applied (M.Sc.A.) Multilingual Digital Communication -N (45 credits)**
Master of Science, Applied (M.Sc.A.) Occupational Health (Non-Thesis) (45 credits)

Continuing Studies Programs (Undergraduate and Graduate Levels)

Certificate (Cert.) Applied Cybersecurity (30 credits)
Certificate (Cert.) Computers and Information Technology (30 credits)
Certificate (Cert.) Indigenous Business Management (30 credits)
Certificate (Cert.) Public Administration and Governance (30 credits)
Graduate Diploma (Gr. Dip.) Legal Translation (30 credits)



*: This program is self-funded



** : This program may also have an on-campus equivalent. Only students in the online version of the program must use Minerva to submit a declaration of location for a registered term.

Students in the online version of any program listed above, except those that are self-funded, will pay tuition as follows:

1. Students studying within the province of Quebec will be subject to the rates established by the government for in-province students, according to their proven fee residency status.
2. Students who are located outside Quebec while studying will be subject to deregulated tuition rates.

Most regular university charges will apply to all students in all online programs, but certain fees may be reduced or eliminated for students located outside the province while studying. For example, the Athletics & Recreation Fee is not charged to students located outside Quebec, and International students located outside Quebec but within Canada may request to opt-in to the International Health Insurance through mcgill.ca/internationalstudents/health.

Online program students must self-declare their location while studying **for every term they are registered in the online program** via Minerva under *Student Menu > Location of Study - Online (distance) program*. Students are notified by email that the Minerva form *for the upcoming term* is open and can be accessed. The form opens to all registered students in the above programs on:

Fall term: July 16
Winter term: November 16
Summer term: March 16

Once a student has declared their location for a given term, they cannot use Minerva to update the information for that term if it should change. To make a change to the declaration:

- Students in a **Continuing Studies** program should call 514 398-6200 or email info.conted@mcgill.ca.
- All other students should contact Service Point at mcgill.ca/servicepoint/contact.

Students will be asked to support their application for a change in location with appropriate documentation which can include, for example, Quebec Medicare Card, Quebec Driver's License, rental agreement, mail addressed to them at a Quebec address, etc. If the change of location occurs by the last day of classes in the Fall/Winter terms, and August 15th for the Spring/Summer terms, then the change will affect that term. After these dates, a student must wait for the opening of the new term to make the new self-declaration for the new term. If the proof cannot be provided by the last day of classes for the term of the requested change, then Enrolment Services reserves the right to refuse the application.

Where it is determined that a student has falsely declared themselves to be in Quebec, then the University reserves the right to re-assess tuition at the deregulated rates for their program and—in addition—the student would be subject to the rules contained in the Code of Student Conduct and Disciplinary Procedures.

2.3 Submitting Legal Documents

McGill requires documentation from you to confirm your legal status. The following sections describe the documents needed for your specific situation and how you should proceed.

2.3.1 Why Does McGill Collect Legal Documents from You?

Your tuition status at McGill will vary depending on your legal status in Canada. In order to determine your appropriate rate of tuition (Quebec, Canadian out-of-province, or international), we require documentation confirming your current status. We also require these documents to confirm your valid citizenship/immigration status. To find out which documents you must provide and when they are required, refer to [section 2.3.2: What Documents Does McGill Need from You?](#)

Some of the documents McGill requests of you help us obtain your **Permanent Code** from the Government of Quebec. This unique 12-character code is created by the Quebec Ministry of Education and is obligatory for all students registered in a Quebec institution. If you have previously attended school in Quebec, you should already possess a Permanent Code; it can be found on your school report card or your CEGEP and/or university transcripts. If you do not already have a Permanent Code, we will request to have it created for you. Once it has been created, it will reflect on your unofficial transcript.

You can consult your tuition and legal status (including your Permanent Code) on [Minerva](#). Select *Student Menu > Student Accounts Menu > View your Tuition and Legal Status*.



Note for Medicine and Health Sciences: Once admitted to the Faculty, you will be required to provide additional documentation for the purposes of admission and registration. Details are provided in the application instructions. For more information, see mcgill.ca/medadmissions/applying/elements.

2.3.2 What Documents Does McGill Need from You?

Follow the instructions in the first row of this table that apply to you. Send clear, legible copies of documents (not originals).

Quebec and Canadian Out-of-Province Students

You have applied to McGill directly from CEGEP or you already have a student record at McGill	<ul style="list-style-type: none"> • Usually no documents are required to prove your Canadian and/or Quebec status. In most cases, your status is confirmed to us by the Government of Quebec or is already in your McGill record. Check your Minerva account to verify that your status is updated correctly (Select <i>Student Menu > Student Accounts Menu > View your Tuition and Legal Status</i>)
You have applied to McGill from another Quebec university	<ul style="list-style-type: none"> • Proof of Canadian status is required: Canadian birth certificate; or Canadian citizenship card or certificate (both sides); or Certificate of Indian status card; or Makivik Society card; or valid Canadian Confirmation of Permanent Residence document (Note 2); or valid Canadian Permanent Resident card (both sides of the card) • Additionally, for Quebec residency status, usually no documents are required, unless McGill cannot confirm this from the Government of Quebec. Check your Minerva account to verify that your status is correct
You were born in Quebec	<ul style="list-style-type: none"> • Quebec birth certificate (Note 4)
You were born in (or are a Landed Immigrant from) a Canadian province other than Quebec	<ul style="list-style-type: none"> • Canadian birth certificate; or Canadian citizenship card or certificate (both sides); or Certificate of Indian status card; or Makivik Society card; or valid Canadian Confirmation of Permanent Residence document (Note 2); or valid Canadian Permanent Resident card (both sides of the card) • Permanent Code Data Form (Notes 1 and 5)
You are a Quebec resident as defined by one of the other situations outlined by the Government of Quebec	<ul style="list-style-type: none"> • Canadian birth certificate; or Canadian citizenship card or certificate (both sides); or Certificate of Indian status card; or Makivik Society card; or valid Canadian Confirmation of Permanent Residence document (Note 2); or valid Canadian Permanent Resident card (both sides of the card) • Permanent Code Data Form (Notes 1 and 5) • Attestation of Residency in Quebec Form (Note 5) • <i>Other supporting documents</i>, depending on which situation you checked on the above Attestation of Residency Form

International Students

You will be studying at McGill for less than six months (i.e., for only one academic semester) as a non-degree student (e.g., Exchange, Special, Visiting)

- You may need a Visitor's Permit or Electronic Travel Authorization (*eTA*) issued by Immigration, Refugees, and Citizenship Canada at your port of entry into Canada. To determine if you are required to have a visa, please refer to the [Immigration and Citizenship](#) website
- Photo page of your passport
- Permanent Code Data Form (Notes 1 and 5)

You will be in Canada for more than six months (i.e., you are enrolled in a degree, certificate, or diploma program, usually for two or more consecutive academic semesters)

- Certificate of Acceptance of Quebec (CAQ)
- Study Permit issued by Immigration Canada (Note 3)
- Permanent Code Data Form (Notes 1 and 5)



Note 1: Your signed Permanent Code Data Form is usually required. If the names of your parents appear on your birth certificate, if you have clearly identified your parents' names on your application to McGill, or if you have already provided McGill with your Permanent Code, you do not need to supply this form.



Note 2: Your valid Canadian Permanent Resident status can be proved by a copy of your Canadian Confirmation of Permanent Residence (IMM 5292 or IMM 5688) document or with your Canadian Permanent Resident card (both sides). Alternatively, you may provide your Immigration Record of Landing (IMM 1000) document. Note that McGill reserves the right to ask you for copies of both your PR card and your IMM document.



Note 3: If you are a refugee, your Convention Refugee Status document is required instead of a Study Permit.



Note 4: Usually McGill needs your birth certificate to prove your place of birth in Quebec. If you already have a valid Quebec Permanent Code, McGill will accept a copy of your valid Canadian passport that indicates your birthplace as being within the province of Quebec as proof that you are eligible for Quebec residency.



Note 5: You can find links to download and print the Permanent Code Data and Attestation of Quebec Residency forms at mcgill.ca/legaldocuments/forms.

2.3.2.1 Fee Exemptions

Exemption from the out-of-province or international supplement tuition fees is possible for students in any of the following three categories, as authorized by the Government of Quebec:

- 1. French Course Fee Exemptions** – Full-time international students are charged fees at the Quebec tuition rate by default for certain eligible French courses (note exclusions as listed at mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions).
- 2. Out-of-Province Tuition Supplement Exemptions** – Non-Quebec Canadian students in the following categories are exempted from out-of-province tuition supplements (details at mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions):
 - Students in a Ph.D. program
 - Students in a Postgraduate Medical Education program: Medical Residents, Clinical Fellows, Clinical Research Fellows, Research Fellows
 - Students registered full-time in the Master's in French (*Maîtrise en français*). The exemption begins at the moment the student registers in the program, without retroactive effect
- 3. International Students Eligible for Fee Exemptions Based on Legal Status in Canada** – Students with one of the following statuses may be exempt from International Supplements (certain categories may be assessed at the Canadian tuition rate; full details regarding eligibility criteria are listed at mcgill.ca/legaldocuments/exemption):
 - Citizens of France
 - Citizens of certain countries with an agreement with the Government of Quebec
 - Diplomatic, consular, or other representatives of international organizations
 - Convention refugees
 - Students awaiting permanent residency in Canada and holding an eligible CSQ
 - Students whose spouse holds, or unmarried students whose parent holds a Temporary Work Permit in Canada
 - Students funded by the FRSQ (*Fonds de la recherche en santé du Québec*)

Note that this information may be subject to change.

2.3.3 Has McGill Received Your Documents?

2.3.3.1 Quebec/Canadian/International Fees and Immigration Status

Once McGill has received your documents, it usually takes 5-10 business days to process them and update your status accordingly.

- Check your tuition fee and legal status on the *Minerva* Student Accounts menu: *Student Menu > Student Accounts Menu > View Tuition Fee and Legal Status*. Ensure that you select the correct term when viewing your status.
- Check the phrase: *Fees currently calculated according to rules for...* This will tell you if your tuition status is currently being billed at the international rate, the Canadian rate, or at the Quebec rate. For information on fees, see mcgill.ca/student-accounts.

If you do not agree with your tuition status, notify McGill right away. Documentation provided to modify your legal and tuition status must be received within the given semester for changes to be applied for that semester. Retroactive tuition status updates are not permitted; requests and documents submitted after the semester has ended will be processed, with changes applied to the *following* semester.

2.3.3.2 Permanent Code

Your Permanent Code will be created and/or validated by Quebec's Ministry of Education normally within the first six to eight weeks of your first registered semester at McGill.

- Check your Permanent Code on Minerva: *Personal Menu > Name Change* or alternately via *Student Menu > Student Accounts Menu > View Tuition Fee and Legal Status*. If your 12-character Permanent Code appears there, your documents are in order. If not, you have not yet provided McGill with your documents listed in [section 2.3.2: What Documents Does McGill Need from You?](#) or the Government of Quebec has not yet confirmed that your documents are sufficient to create a Permanent Code.

2.3.4 What Are the Consequences of Not Providing Your Documents?

The deadline to submit documents in support of a change to your tuition status effective for that semester is the last day of classes for that semester (e.g., December 1 for changes to be made to your tuition status for the Fall term, or April 1 for changes to be made for the Winter term).

If documents are still missing from your file after the start of the semester, a hold will be added to your record preventing you from registering or dropping any courses, and in some cases, from obtaining your official transcript.

International students who have not provided their valid immigration documents to McGill may be de-registered from their courses.

2.3.5 Where and How Do I Send My Documents?

You must send in all your documents after you have accepted your offer of admission but before the start of classes. **Do not send originals.** Email clear and legible copies of your documents. Write your McGill student ID in the filename of each document so that McGill can match them to your record. The sooner you submit your documents, the sooner the University can update your status and ensure that your record is in order.

Please refer to mcgill.ca/legaldocuments/how for detailed instructions on where/how to submit your documents.

If there is a problem with your documents, contact Service Point at:

Telephone: 514-398-7878

Website: mcgill.ca/servicepoint/contact

2.3.5.1 For the School of Continuing Studies

By email: legaldocuments.conted@mcgill.ca

In person (appointment required) or by mail/courier:

McGill University
School of Continuing Studies
680 Sherbrooke Street West, Suite 1199
Montreal QC H3A 3R1

If there is a problem with your documents, contact Client Services at:

Telephone: 514-398-6200

Email: info.conted@mcgill.ca; legaldocuments.conted@mcgill.ca

2.4 Identification (ID) Cards

As a student registered at McGill, you are required to present an ID card to:

- write examinations;
- use libraries and student services, including certain laboratories;
- access residence buildings;
- access meal plans; and
- access the inter-campus shuttle bus.

The Student Identification card is the property of the University, for use by the cardholder only, and is not transferable. If you withdraw from all of your courses, you must return it to Enrolment Services (or the Faculty of Agricultural and Environmental Sciences, Student Affairs Office, Macdonald Campus).

- New students must be registered for at least one course to obtain an ID card.
- You must allow for at least 24 hours after you have registered for your first course before requesting an ID card.
- If you do not register for consecutive terms, you should retain your ID card to avoid having to replace it when you re-register.
- If your card has expired, there is no charge for a replacement if you hand in the ID card.
- If you change programs or faculties, there is no charge to issue a new card if you hand in the ID card.
- If your card has been lost, stolen, or damaged, there is a replacement fee; please see the [Student Records](#) website for an exact fee amount.
- If you need security access to labs or other facilities, please contact the Area Access Manager (AAM) of the building in which the room is located. To find out who the AAM is, consult the [Find the AAM](#) list on the [Security Services website](#).



Note for Continuing Studies: You must allow at least one day after you have registered before applying for your ID card. An ID card will not be issued to you if you have any outstanding fees. You may obtain your ID card at the [Client Services office](#) of the School of Continuing Studies. If you withdraw from all of your courses, you must attach your ID card to the withdrawal form or return it to the Client Services Office of the School of Continuing Studies.

2.4.1 ID Card Schedule for the Downtown Campus

The locations and opening hours of ID card centres can be found on the Student Information website at mcgill.ca/student-records/personal-information/id.

- New students can obtain their ID card 24 hours after registering for their first course. Registration dates for new students can be found [here](#).
- Returning students must be registered for at least one course and may present themselves at an ID card centre during their operational hours at any time in order to obtain a replacement card. Please refer to the following site for information on the Downtown Campus ID Centre: mcgill.ca/student-records/personal-information/id.

2.4.2 ID Card Schedule for the Macdonald Campus

New students can obtain their ID card 24 hours after registering for their first course. Registration dates for new students can be found [here](#).

The Macdonald Campus ID Centre is in the Student Affairs Office, Laird Hall, Room 106.
Information on when the ID Centre is open can be found [here](#).

2.5 Legal Name and Legal Sex Designation

2.5.1 Legal Name

Your legal name is the name that will appear on your degree, diploma, or certificate upon graduation, and on your e-bills, tax receipts, and official transcript. It is also used by the Government of Quebec to create a [Permanent Code](#).

After confirming your offer of admission and registering at McGill, the name provided on your admission application is validated and, in the event of a variation, updated to match the legal name appearing on one of the following documents:

Canadian or Permanent Resident Students:

1. Canadian birth certificate, copy of an act of birth, or citizenship card or certificate
(**Note:** A Canadian passport is not acceptable)
2. Canadian Immigration Record of Landing (IMM 1000 or IMM 5292 or IMM 5688 and Permanent Residence card)
3. Marriage certificate issued outside of Quebec—translated into English or French by a sworn officer if in another language

(**Note:** Quebec marriage certificates are only acceptable if issued prior to 1984)

- Certificate of Name Change or Certificate of Change of Sex Designation and Name issued by the Quebec Directeur de l'état civil or applicable force in any Canadian province

(**Important:** must be submitted along with a driver's license or health card indicating the name change)

International Students:

- Canadian Immigration Study or Work Permit
- Certificate of Acceptance of Quebec (CAQ)
- International passport (**Note:** For students in non-degree programs or programs that are less than 6 months; for name changes acceptable if submitted with a Certificate of Name Change)
- International birth certificate (with an official translation in English or French)
- Letter from international student's consulate or embassy in Canada
- Marriage certificate issued outside of Quebec—translated into English or French by a sworn officer if in another language (**Note:** Quebec marriage certificates are only acceptable if issued prior to 1984)
- Certificate of Name Change or Certificate of Change of Sex Designation and Name issued by an official government authority outside of Canada
(**Important:** must be submitted along with an international passport or driver's license indicating the name change)

In the case of a variation in the spelling of the name among these documents, the University will use the name on the document that appears first on the above list.

Should McGill require a copy of one of the documents listed above, both or all sides of the document must be copied and presented.

In order to update the legal name on your student record you must:

- Complete a [Personal Data Change Form](#)
- Provide us with a copy of the appropriate legal document with the updated legal name (if we don't already have a copy); the list of acceptable documents is listed above
- Submit the completed form and copy of the legal document by email attachment (PDF or TIFF format) to permcode@mcgill.ca

2.5.2 Legal Sex Designation

To update your legal sex designation, you need to:

- Complete a [Personal Data Change Form](#)
- Provide us with a copy of the appropriate legal document with the updated legal sex designation (if we don't already have a copy); the list of acceptable documents is listed in the [section 2.5.1: Legal Name](#) section above
- Submit the completed form and copy of the legal document by email attachment (PDF or TIFF format) to permcode@mcgill.ca

2.5.3 Preferred First Name

At McGill University, a student is registered under their legal name as it appears on their legal documents,—such as a birth certificate or study permit—that have been provided to the University. This name will be used on documents such as an official transcript and diploma.

Your preferred first name is a name by which you are normally addressed and is different from your legal first name. The Preferred First Name Procedure enables students to use an alternate preferred first name for certain purposes while studying at McGill.

Students who wish to use a preferred first name should enter this information into Minerva as soon as possible in order to ensure that their preferred first name is used as widely as possible.

The preferred first name is displayed on all unofficial university documents and tools, such as:

- McGill ID cards
- Class lists
- Student advising transcripts
- For a complete list of examples, please refer to [Student Records](#)

The student's legal name must appear on official university documents, such as:

- Official university transcripts
- Reports to government
- Letters of attestation
- Diplomas and certificates
- Tuition fee e-bills

- For a complete list of examples, please refer to [Student Records](#)

It is important to note that making a request to use a preferred first name at McGill does not change a student's legal name in the McGill student record or records with government authorities.

You can provide a preferred first name on your application for admission or, once admitted, on [Minerva](#), under the *Personal Menu*. From the *Personal Menu*, select *Name and Pronoun Change* and then add your preferred first name in the preferred first name field.

You can also request that your preferred first name be part of your McGill email address by submitting an [Email Alias form](#) in IT's Service Now. For further details, see [Student Records](#), which includes the Preferred First Name FAQ.

2.5.4 Verification of Name

You should verify the accuracy of your name on McGill's student records via Minerva ([mcgill.ca/minerva](#)). To do this, go to *Personal Menu* > *Name and Pronoun Change*, where you can make minor corrections such as changing case (upper/lower), adding accents, and spacing. You can also add a preferred first name that is different from your legal first name, and it will be used internally at McGill. For more information on the Preferred First Name Procedure, see [mcgill.ca/student-records/personal-information/name-gender](#).

You cannot change your legal name via Minerva. To change your legal name, please refer to [Student Records](#). A legal name change request must be submitted along with official documents (see [Legal Name and Legal Sex Designation](#)). To add a preferred first name, see [Preferred First Name](#).



Note for Continuing Studies: Requests for such changes must be made by presenting official documents (see [Legal Name and Legal Sex Designation](#)) in person at the [Client Services Office](#), School of Continuing Studies.

3 Registration

Once you have [confirmed your intention to attend McGill in Minerva](#), you must register by adding courses to your record during the registration periods listed on the [Important Dates website](#). You must register on Minerva and can continue to do so throughout the registration period by adding and dropping courses until you have finalized your schedule.

All course descriptions are available in [Class Schedule](#) and on the [eCalendar](#). If you are a new student, you should refer to [section 3.2: Course Information and Regulations](#) to familiarize yourself with McGill's course numbering system ([section 3.2.1: Course Numbering](#)), multi-term course rules ([section 3.2.2: Multi-Term Courses](#)), and course terminology ([section 3.2.3: Course Terminology](#)).

For fee policies related to registration and withdrawal from courses or withdrawal from the University, please refer to [section 4: Fees](#).



Note for the Faculties of Arts and Science (including B.A. & Sc.): For detailed information on registration, you can also refer to:

- Arts: [mcgill.ca/oasis](#)
- Science and B.A. & Sc.: [mcgill.ca/science/undergraduate](#)



Note for the Faculty of Engineering:

- If you are a **returning student**, it is mandatory that you see a departmental/school academic advisor to review your course selection at the beginning of the Fall and Winter terms.
- If you are a **new student**, it is mandatory that you see a departmental/school academic advisor during the advising period. For advising days, times and locations for new students, see the [Faculty of Engineering website](#).



Note for the Faculty of Law: For information regarding the registration periods for new and returning students in the Faculty of Law, please refer to the [Law Student Affairs Office website](#).

Returning Students – During the month of June, students in upper years are required to register on Minerva indicating their course selections for the next academic year.

Students in the Faculty of Law should consult registration materials available at [mcgill.ca/law-studies/courses](#).



Note for Medicine and Health Sciences: All M.D., C.M. and D.M.D. students must complete registration online, as per [section 3.1: Registration Periods](#), by adding the prescribed courses on [Minerva](#) in the Fall term. Medical students should refer to information provided by Medical Admissions (Med-1 students) or the UGME office (Med-2 to 4) for registration deadlines.

3.1 Registration Periods

The dates given below were accurate when this publication was finalized. Although changes are not anticipated, you should confirm the dates in the [Important Dates Search Tool](#).

3.1.1 Returning Students

Registration for undergraduates will take place between May 29 and August 14, 2024.

Registration will open in the following order:

Opening Registration Dates

Year 3 and Year 4 students:	May 29
Year 2 students:	May 30
All other returning students:	May 31

On each of these days, registration is phased in over the morning beginning at 8:00 a.m. Please see [When to Register](#) for details.

Some faculties and departments set their own schedules for advising and registration as of these dates. Further information is available at faculty student affairs offices and websites. For more information, see the [Advisor Directory](#).

To successfully complete registration, you must have an acceptable Academic Standing from the previous session and have paid any outstanding fees and/or fines. You can verify your registration eligibility in Minerva > *Student Menu* > *Registration Menu* > *Step 1: Check Your Registration Eligibility and Verify Your Curriculum*.



Note for the Faculty of Law: In order to facilitate access to small enrolment courses and ensure equity among students, registration priorities are programmed in Minerva. These priorities, established after consultation between the Faculty and the Law Students' Association, are made on a rolling basis by class year (i.e., fourth-year students register first). Priority registration dates are established by the Student Affairs Office and posted on the [Law SAO website](#).



Note for Health Sciences: The information contained in this section applies to the University in general; students are advised to consult the appropriate faculty or school section for academic policies and regulations specific to their programs.



Note for Medicine & Health Sciences: Students must register on Minerva for all courses within the registration period. Please refer to information provided by Medical Admissions (Med-1 students) or the UGME office (Med 2 to 4) for registration deadlines. U2 medical and dental students must register prior to the first day of August.



Note for Medicine & Health Sciences, and Dentistry: U2 medical and dental students need to have registered prior to August 14.

3.1.2 Newly Admitted Students Entering in September 2024

Registration will take place between June 12 and August 14, 2024.

Registration will open in the following order:

Wednesday, June 12: registration opens for students admitted from Quebec CEGEPs.

Monday, June 17: registration opens for students whose highest level of education prior to registering at McGill is a French Baccalaureate, International Baccalaureate, or at least one year of university, or who were admitted on the basis of Advanced Levels, CAPE, or other academic qualifications, which provides for Advanced Standing credit, and who therefore have a classification of Year 1 (U1) or higher.

Tuesday, June 18: registration opens for students whose highest level of education prior to registering at McGill is high school, and who have been admitted to a classification of Year 0 (U0) to the following faculties/schools/degrees: Arts (including Schools of Religious Studies and Social Work), B.A.&Sc., Education, Management, and Music.

Wednesday, June 19: registration opens for students whose highest level of education prior to registering at McGill is high school, and who have been admitted to a classification of Year 0 (U0) to the following faculties/schools: Agricultural and Environmental Sciences, Engineering (including Architecture), Nursing, Occupational Therapy, Physical Therapy, and Science.

If you are a newly admitted student in the Fall term and you want to register for courses in the Summer prior to beginning your studies, you can do so on Minerva. Please refer to [Summer Studies](#) for further information, or see mcgill.ca/summer.



Note for the Faculty of Law: Tuesday, July 9, 2024: registration opens for newly admitted students. You can find instructions on how to use Minerva in your orientation package; for more information, see the [Law Student Affairs website](#).



Note for Medicine and Health Sciences: You must register in all courses no later than **August 14** and attend the Faculty of Medicine and Health Sciences and Faculty of Dental Medicine and Oral Health Sciences mandatory orientation & registration session, where your course registration can be confirmed. Information on the mandatory orientation & registration session is available on the [Faculty of Medicine and Health Sciences Office of Admissions website](#).

3.1.3 Newly Admitted Students Entering in January 2025

Registration will take place **between December 3, 2024 and January 6, 2025** without penalty. See [section 3.1.4: Late Registration](#) for more info.

Some faculties and departments require that you meet with an advisor before registration and set specific dates for advising and registration within these dates. Please refer to the faculty sections of this publication, as well as the Welcome to McGill publication or [website](#), or the [Essential Guide for New Students, Macdonald Campus](#), which are included with your acceptance package.



Note for Dentistry: Students accepted into the DMD Advanced Standing for Foreign Trained Dentists Pathway will begin classes the first week of December 2024.



Note for the Faculty of Law: There is no Winter term admission to the Faculty of Law.



Note for the Faculty of Nursing: There is no Winter term admission to the Faculty of Nursing.

3.1.4 Late Registration

If you fail to register during the normal registration period, you can register within the period designated by the University for late registration with the payment of a **late registration fee**. For late registration fees, see [Late Registration and Course Change Charges](#) on the [Student Accounts website](#).

Returning Students: You may register late via Minerva from August 15 until and including September 10, 2024.

New and Readmitted Students (Fall): You may register late via Minerva from August 15 until and including September 10, 2024.

New and Readmitted Students (Winter): You may register late via Minerva from January 7 until and including January 14, 2025.

Special Late Registration: If you cannot register online during the late registration period, usually due to late admission, you may receive special permission to register in person. This information is included with your letter of acceptance.

3.2 Course Information and Regulations

The University reserves the right to make changes without prior notice to the information contained in this publication, including the revision or cancellation of particular courses or programs.

At the time this publication was finalized, new courses and modifications to some existing courses were under consideration. Students preparing to register are advised to consult [Class Schedule](#) and refer to [mcgill.ca/students/courses](#) for the most up-to-date information on courses to be offered.

Not all courses listed are offered every year.



Note for Graduate Studies: You are advised to also refer to [Registration](#) and [Student Records](#).



Note for Health Sciences: For information, you should refer to your Faculty/School section in this publication.



Note for Summer Studies: Refer to [Student Types and Registration Procedures](#) and [Student Records](#).

3.2.1 Course Numbering

Each McGill course is assigned a unique seven-character course “number”.

The first four characters (subject code) refer to the unit offering the course.

These codes were implemented in September 2002, replacing the three-number teaching unit codes previously used. A complete list of teaching unit codes and their subject code equivalents can be found at [mcgill.ca/student-records/transcripts/key](#) in the section *Cross-walk of current subject codes to pre-2002 course numbers*.

The three numbers following the subject code refer to the course itself, with the first of these indicating the level of the course.

- Courses numbered at the 100, 200, 300, and 400 levels are intended for undergraduate students. In most programs, courses at the 300 and 400 levels are normally taken in your last two years.
- Courses at the 500 level are intended for qualified senior undergraduate students but are also open to graduate students.
- Courses at the 600 and 700 levels are intended for graduate students only.

Two additional characters (D1, D2, N1, N2, J1, J2, J3) at the end of the seven-character course number identify multi-term courses.

3.2.2 Multi-Term Courses

Most courses at McGill are single term (Fall or Winter or Summer) courses with final grades issued and any credits earned recorded at the end of that term. Single term courses are identified by a seven-character course number.

A unit may, however, decide that the material to be presented cannot be divided into single term courses, or that it is preferable that the work to be done is carried out over two or three terms. Under such circumstances, courses are identified by a two-character extension of the course number.

In some cases, the same course may be offered in various ways: as a single term and/or in one or more multi-term versions. The course content and credit weight are equivalent in all modes; the only difference is the scheduling. You cannot obtain credit for more than one version of the same course.

Courses with numbers ending in D1 and D2 are taught in two consecutive terms (most commonly Fall and Winter). *You must register for the same section of both the D1 and D2 components.* When registering for a Fall term D1 course on Minerva, you will automatically be registered in the same section of the Winter term D2 portion. No credit will be given unless the same section of both components (D1 and D2) are successfully completed in *consecutive* terms.

Courses with numbers ending in N1 and N2 are taught in two non-consecutive terms (Winter and Fall). *You must register for the same section of both the N1 and N2 components.* No credit will be given unless the same section of both components (N1 and N2) are successfully completed within a twelve (12) month period.

Courses with numbers ending in J1, J2, and J3 are taught over three consecutive terms. *You must register for the same section of all three components (J1, J2, J3).* No credit will be given unless the same section of all three components are successfully completed in *consecutive* terms.



Note for the Faculties of Arts and Science (including B.A. & Sc.): If you select a multi-term course, you are making a commitment to that course for its entirety. *You must register in the same section in all terms of a multi-term course.* Credit will be jeopardized if you deliberately register in different sections of a multi-term course. In the case of Fall/Winter D1/D2 courses, attempting to change section in Winter may result in an inadvertent withdrawal (W) from the D1 course, and reinstatement in the D1/D2 course will result in you being charged administrative fees.

Important Conditions for Multi-Term Courses

1. You must be registered for each component of the multi-term course. You must ensure that you are registered in the same section number in each term of the multi-term course.
2. You must successfully complete each component in sequence as set out in the multi-term course. Credit is granted only at the end of the multi-term course; no partial credit is given, i.e., for completing only one component of a D1/D2 or N1/N2 course, or one to two components of a J1/J2/J3 course.

3.2.3 Course Terminology

Prerequisite: Course A is prerequisite to course B if a satisfactory pass in course A is required for admission to course B.

Corequisite: Course A is corequisite to course B if course A must be taken concurrently with (or may have been taken prior to) course B.

Credits: The credit weight of each course is indicated in parentheses beside the course title. For D1 and D2 courses, the credit weight is indicated after the course number. For further information, refer to the [Credit System](#) page from the Undergraduate Regulations and Resources.

3.2.3.1 Course Nomenclature in Program Descriptions

Required Courses: Mandatory courses that must be completed to fulfil the requirements of a program (e.g., major, minor, etc. at the undergraduate level or specific courses at the graduate level), unless the student receives exemptions. Students have no choices among required courses.

Complementary Courses: Courses selected from a restricted list, a particular subject area, or a discipline. In some programs, students must include a number of these to meet program requirements. **Complementary courses are not electives.**

Elective Courses: Courses, in some cases, taken outside of a student's program of study that do not count toward the fulfilment of the specific program requirements. Some restrictions may apply, but students have the most choice in selecting elective courses. Some faculties also permit students to take elective courses using the Satisfactory/Unsatisfactory (S/U) Option. Undergraduate students should consult their faculty regulations concerning electives; graduate students require the approval of their Program Director and Enrolment Services.

3.2.4 Course Load

It is your responsibility to follow the faculty regulations listed below. When registering on [Minerva](#), you must not exceed the maximum credits permitted by your faculty. For information on course load requirements for entrance scholarships' renewal and in-course awards, see [section 8.1: Entrance Awards for McGill Students](#).

3.2.4.1 Normal Course Load

The normal course load in most undergraduate faculties is 15 credits per term. If you carry fewer than 12 credits per term, you are considered to be a part-time student in that term.



Note for the Faculty of Agricultural and Environmental Sciences:

- The normal course load is 15 to 18 credits per term.

**Note for the Faculties of Arts and Science (including B.A. & Sc.):**

- Newly admitted students may take up to 17 credits per term.
- Continuing students in **Satisfactory Standing** may take up to 17 credits per term.
- Continuing students whose CGPA is above 3.50 may take more than 17 credits per term. Requests to exceed 17 credits per term are made to Enrolment Services via Minerva, mcgill.ca/student-records/exceedcredits; it is important that you also see a faculty advisor in Dawson Hall to talk about your options, and the effects that your request may have on your studies. For more information, see mcgill.ca/students/advising/advisordirectory.

**Note for the Faculties of Education and Management and the School of Religious Studies:**

- Newly admitted students may take up to 17 credits per term.
- Continuing students in **Satisfactory Standing** may take up to 17 credits per term.

**Note for the Faculty of Engineering:**

- The normal course load is 15 to 18 credits per term.
- If you want to register for more than 18 credits in a term, you must obtain permission from your departmental/school advisor.
- If you have deferred exams (grade of L on your unofficial transcript), you cannot register for more than 18 credits or write more than six exams per term, whichever is greater.
- You must register for enough credits to satisfy visa, financial aid, and/or scholarship requirements.
- The average number of hours per week of course activities is indicated in the course listing in a note underneath the course description. For example, (3-1-5) indicates a course consisting of three lecture hours per week, one hour of tutorial or labs, and five hours of personal study per week.

**Note for the Faculty of Law:**

- The normal course load is 15 to 18 credits per term.



Note for Health Sciences: For information, you should refer to your Faculty/School section in this publication.



Note for Medicine: M.D.,C.M. students, please refer to mcgill.ca/ugme.

**Note for the Schulich School of Music:**

- The normal course load is 15 to 18 credits per term.
- Continuing students in **Satisfactory Standing** who wish to register for more than 18 credits must obtain permission from the academic advisor or area coordinator.

3.2.4.2 Course Load for Students in Probationary Standing

Students in Probationary Standing may take up to 12 credits per term, with the following exceptions:

- Agricultural and Environmental Sciences: 14 credits
- Arts: up to 14 credits
- Engineering: 13 credits maximum, including repeated courses
- Management: 12 credits maximum of new material
- Music: 14 credits
- Science: up to 14 credits
- Nursing: up to 14 credits

In some cases, a student in Probationary Standing may add a repeated course in which a grade of D or F was obtained.

3.2.5 Courses Taken under the Satisfactory/Unsatisfactory (S/U) Option

The principle of the Satisfactory/Unsatisfactory (S/U) option is to encourage you to take courses outside the area of your specialization with the view of enabling you to acquire knowledge and skills in a variety of fields.

Where permitted by faculty and program regulations, you may take one elective course per term to be graded under the Satisfactory/Unsatisfactory (S/U) option, to a maximum of 10% of your credits taken at McGill to fulfil the degree requirements. **You are responsible for selecting the S/U option on the**

correct course amongst all courses you are registered for, and that the course is eligible for the option per faculty and program regulations. For more information, refer to the appropriate faculty note below.

If you decide to have an elective course graded as Satisfactory/Unsatisfactory (S/U), you must do so before the course change deadline on *Minerva* as part of the *Student Menu > Registration Menu > Quick Add or Drop Course Sections Menu*.

Once the option is selected, and the course change deadline has passed, you may still remove the option up until the "withdrawal without refund" deadline.

When adding or removing the S/U option to a course, you are encouraged to return to the "course grade mode" drop down menu to ensure that the S/U option has been selected or removed appropriately. **You are responsible for confirming that the S/U option has been applied or removed.**



Note for multi-term courses: You must select the S/U option by the course change deadline of the first part of the course. Once selected, you may remove the S/U option until the "withdrawal without refund" deadline for the course in question. For multi-term courses, the "withdrawal without refund" deadline normally coincides with the add/drop deadline of the term in which the second part of the course is held.

The instructor will report grades in the normal fashion.

- Grades of A through C are converted to "Satisfactory" (S)
- Grades of D, F, and J are converted to "Unsatisfactory" (U)

The courses taken under the S/U option will be excluded from the grade point average (GPA) calculations, but they will be included in the attempted credits total. Credits for courses with a final grade of S will also be included in the number of credits earned.



Note: To be considered for in-course awards, including Dean's Honour List designations, and/or the renewal of entrance scholarships, you must complete at least 27 graded credits in the regular academic session (unless otherwise stated by your faculty), not including courses completed under the S/U option.



Note: The S/U option is not available via Minerva to Visiting, Exchange, or Quebec Inter-University Transfer Agreement (IUT) students. These students must first contact their home university to ensure that a course taken under the S/U option is acceptable to their home university and that the credits are transferable. After receiving approval from their home university and before McGill's course change deadline, they must then consult their McGill Faculty Student Affairs Office for approval.



Note: Special Students are not eligible to select the S/U option.



Note for Agricultural & Environmental Sciences, Arts, B.A. & Sc. and Science: Freshman/foundation year (U0) students are not eligible to select the S/U option.



Note for Engineering:

- B.Eng. students may use the S/U option for Complementary Studies courses (i.e., Group A *Impact of Technology on Society* and Group B *Humanities and Social Sciences, Management Studies and Law*), Natural Science Complementary Courses (for Computer Engineering students from CEGEP and all Software Engineering students), and Elective Courses (for Mechanical Engineering students from CEGEP). You cannot use the S/U option for courses in any other category of the Engineering programs. If you choose not to use the S/U option, a grade of D is acceptable as a pass for these Complementary Studies courses.
- B.Sc.(Arch.) students may use the S/U option for elective courses taken outside the School of Architecture. You cannot use the S/U option for courses in any other category of the Architecture program. If you choose not to use the S/U option, a grade of D is acceptable as a pass for these elective courses.
- You cannot use the S/U option for courses that are taken to satisfy a minor.



Note for Law:

- The S/U option is available for Law and non-Law electives and Law complementary courses within the BCL/JD. program.
- The S/U option is limited to one course in the BCL/JD. program for a maximum of 4 credits.
- Students are not permitted to choose the S/U option for required courses.
- The S/U option is not permitted for courses that are taken to satisfy a minor.



Note for Management: The S/U option is not available on Minerva for Management students. Requests for the S/U option can only be made during the official add/drop period. Please contact the BCom Office (mcgill.ca/desautels/programs/bcom/contact-us) for details on the conditions that apply.



Note for the M.D.,C.M. program: The M.D.,C.M. program functions on a pass/fail system. Your final grade for each course is recorded on your university transcript as S *satisfactory* (pass) or U *unsatisfactory* (fail). Refer to The Faculty of Medicine's [Assessment System](#) for further details.



Note for Schulich School of Music: Music students may use the S/U option for elective courses taken outside the Schulich School of Music (non-music courses). Please note that the S/U option is not permitted for courses that are taken to satisfy a major or a minor.



Note for Nursing: The S/U option is not available to B.N.I. and B.Sc.(N.) students for required courses.



Note for Physical and Occupational Therapy: The S/U option is not available to Physical and Occupational Therapy students.

For further information, contact your departmental advisor or Student Affairs Office, as appropriate.

3.2.6 First-Year Seminars

First-Year Seminars (FYS) are limited-enrolment credit courses offered by the Faculties of Arts and Science to students in their first year of undergraduate study at McGill; i.e., newly admitted students in U0 or U1. Students in any faculty can enrol in an FYS, subject to the conditions and/or restrictions of the program in which they are registered. Students may take only one FYS.

FYS classes are limited to a maximum of 25 students and are designed to provide closer interaction with the professor, and better working relations with peers than are available in large introductory courses. The seminars endeavour to teach the latest academic developments and expose participants to advanced research methods. Registration is on a first-come, first-served basis.

For a listing of First-Year Seminars, see [Faculty of Arts > Undergraduate > Browse Academic Units & Programs > : First-Year Seminars](#) and [Faculty of Science > Undergraduate > Faculty Degree Requirements > Course Requirements > : First-Year Seminars: Registration](#).

3.2.7 Auditing of Courses

McGill does not permit auditing of courses.



Note for Continuing Studies: You can register for a Continuing Studies course and opt to have it "non-evaluated".

3.3 Course Change Period

You may make changes to your course registrations (add or drop courses), subject to the requirements and restrictions of your program and individual courses from the opening date of registration until the end of the course change period. The course change deadline coincides with the deadline for late registration. See mcgill.ca/importantdates.

If you drop all Fall courses **before** the end of August (or drop all Winter courses **before** the end of December), you will not be registered in that term. If you are a newly admitted student, you may be able to defer your admission (see [section 3.9: Deferred Admission](#)), or you may have to apply for a later term. If you are a returning student and want to register in a later term, you must follow the procedures for readmission (see [section 3.10: Readmission](#)).

If you drop all Fall courses **after** the end of August (or drop all Winter courses **after** the end of December) you are considered University Withdrawn and your transcript will display a notation in that term. Whether you are a newly admitted or returning student, you must follow the procedures for readmission. For more information see [section 3.10: Readmission](#).

If you are registered in the Fall term, you may add and drop Winter term courses throughout the Fall term until the Winter term deadline for course change/late registration.

After the course change deadline, you may add courses only with written permission of the instructor, and the Associate Dean or Director of your faculty. A fee will be charged for each course you add.



Note for the Faculties of Arts and Science (including B.A. & Sc.): Requests made after the course change deadline must be made through [Service Point](#). However, it is important that you also consult a Faculty advisor to talk about your options and the effects that your request may have on your studies. For more information, see mcgill.ca/students/advising.



Note for Health Sciences: For information on readmission procedures, you should refer to your Faculty/School section in this publication.

3.3.1 Course Withdrawal

After the course change deadline in the Fall and Winter terms, there is a period of a few days during which you may withdraw, with a grade of W, and receive a full refund of course fees.

After the Withdrawal (with refund) deadline, there is a period during which withdrawal from a course will also result in a grade of W but no course fees will be refunded.

3.3.1.1 Courses that Begin in the Fall Term

Deadline for withdrawal (grade of W) *with* refund:

- Tuesday, September 17, 2024

Deadlines for withdrawal (grade of W) *without* refund:

- Single-term courses: Tuesday, October 29, 2024
- Multi-term courses that begin in Fall term (**refund for the Winter portion of the course only**): Tuesday, January 14, 2025

3.3.1.2 Courses that Begin in the Winter Term

Deadline for withdrawal (grade of W) *with* refund:

- Tuesday, January 23, 2024

Deadline for withdrawal (grade of W) *without* refund:

- Single-term courses: Tuesday, February 27, 2024
- Multi-term courses that begin in Winter term (**refund for the Summer or later portion of the course only**): May 15, 2024*

* If you are in multi-term courses with course numbers ending in N1 and N2 (course begins in the Winter term, skips the Summer term, and is completed in the subsequent Fall term) you may withdraw after May 15 and until the end of the Fall term course change period by contacting your faculty Student Affairs Office.

After the withdrawal (without refund) deadline but before the end of term, and only under exceptional circumstances, you may be granted permission to withdraw from a course. Permission will not be granted merely because you are doing unsatisfactory work. A grade of W or WF, as appropriate, will appear on your transcript but will not be calculated in your GPA. For further information, consult your faculty Student Affairs Office.



Note:

1. To withdraw from required or complementary courses after the withdrawal (without refund) deadline, you may need to obtain permission from your advisor, and you must fill out and submit a course withdrawal form, available from your faculty Student Affairs Office. Additional restrictions for Music courses are indicated on the [Schulich School of Music](#) page.
2. It is solely your responsibility to initiate a course withdrawal on *Minerva*. Neither notification of the course instructor nor discontinuing class attendance is sufficient. The date on which you withdraw on *Minerva* is the official date of withdrawal, even if you had stopped attending lectures earlier.
3. You may still withdraw from a course after the course change deadline without academic penalty provided that you do so within the appropriate withdrawal deadlines for the term. Otherwise, after this time, your name will continue to appear on the class list and grade reports and, in the event that you do not take the exam, you will be given a J grade.
4. Fee refunds, if any, will be in accordance with [section 4.7: Fees and Withdrawal from the University](#).
5. Withdrawing from one or more courses during the semester may—where applicable—affect your government aid and/or McGill's Work Study Program eligibility. For international students, it may also impact your immigration status and/or permission to work in Canada. Please ensure that you are aware of any consequences related to the course withdrawal request; consult with the [Scholarships & Student Aid Office](#), [International Student Services](#), and/or your faculty Student Affairs Office, where relevant.



Note for the School of Human Nutrition: Intensive internship courses, like Professional Practice (*Stage*) in Dietetics, may have different start dates and withdrawal dates than other courses. You should consult the course outline.



Note for the Faculties of Arts and Science (including B.A. & Sc.): Requests are made through [Service Point](#). However, it is important that you also consult a Faculty advisor to talk about your options and the effects that your request may have on your studies. For more information, see mcgill.ca/students/advising.



Note for the Faculty of Law: You are encouraged to meet with a student advisor before withdrawing from a course (no refund).



Note for Graduate and Postdoctoral Studies: To add/drop/withdraw a course after the deadline has passed, you must submit a course change Request form, available at [Student Records Forms](#), to your department. If the department supports the request, the department will forward the request to the Student Records Office, Enrolment Services, along with the recommendation from the department Graduate Program Director (GPD).

Graduate students who wish to withdraw from McGill should consult [section 3.8: University Withdrawal](#), and submit a "Request for a University Withdrawal" form, available at [Student Records Forms](#). Please note that this form is sent to the Student Records Office, Enrolment Services.



Note for Health Sciences: Withdrawal (W) deadline dates are listed at mcgill.ca/importantdates. The health profession programs described in this eCalendar are highly structured and students should consult their advisor or Student Affairs Office to determine what course changes, if any, are allowed.

1. To withdraw from required or complementary courses after the withdrawal (without refund) deadline, you may need to obtain permission from your advisor, and you must fill out and submit a course withdrawal form, available from your faculty Student Affairs Office. (Note 1 is not applicable to Medicine, Dentistry, and Nursing. For information, you should refer to your Faculty/School section in this publication).
2. It is solely your responsibility to initiate a course withdrawal on *Minerva*. Neither notification of the course instructor nor discontinuing class attendance is sufficient. The date on which you withdraw on *Minerva* is the official date of withdrawal, even if you had stopped attending lectures earlier.

3. You may still withdraw from a course after the course change deadline without academic penalty, provided that you do so within the appropriate withdrawal deadlines for the term (see deadlines above). Otherwise, after this time, your name will continue to appear on the class list and grade reports and, in the event that you do not take the exam, you will be given a J grade.
4. Fee refunds, if any, will be in accordance with [section 4.7: Fees and Withdrawal from the University](#).



Note for Ingram School of Nursing: To withdraw from any courses after the withdrawal (without refund) deadline, you need to obtain permission from your Program Director. To do so, submit a formal request by email to the Ingram School of Nursing [Student Affairs Office](#) along with proper documentation to support this request.



Note for School of Physical and Occupational Therapy: The Physical Therapy and Occupational Therapy programs are highly structured and you must receive the approval of the Program Director to determine what course changes, if any, are allowed. You can consult the [Student Affairs Office](#) for information on policies and procedures.

If you are blocked from withdrawing from a required course on Minerva, and have permission to do so, you must contact the [Student Affairs Office](#), who will provide you with the proper forms.



Note for M.D.,C.M. program: Course changes are not permitted and withdrawals are only permitted when the student is on an [approved leave of absence](#) from the program.

3.4 Class Schedule

The [class schedule](#) for the upcoming Fall and Winter terms normally becomes available in April prior to the opening of advising. The Summer term schedule is normally published in early February. The class schedule includes the days and times when courses are offered, class locations, names of instructors, and related information. You can also access the details of scheduled courses by clicking the course reference number (CRN) that appears with each course section shown in the class schedule.

You should make a note of any preregistration requirements for a course, such as placement tests or departmental approval/permission required.

Class schedule information is subject to change and is updated as courses are added, cancelled, rescheduled, or relocated. It is your responsibility to consult the class schedule at the time of registration, and again before classes begin, to ensure that changes in the schedule have not caused conflicts in your schedule.

Once you have selected some courses from the class schedule, try [Visual Schedule Builder](#) (VSB) to view your possible class schedules in an easy-to-read weekly schedule format. Please note that you cannot use Visual Schedule Builder to register but you can copy your choice of course reference numbers (CRNs) from VSB to have handy for registration in Minerva.

Please note that the last day of classes in a term varies according to a course's schedule pattern (e.g., Mon-Wed-Fri, Tues-Thurs, Monday only, etc.). You may verify these details at [mcgill.ca/importantdates/key-dates](#).



Note for Health Sciences: For information, you should refer to your Faculty/School section in this publication.



Note for Medicine: This section is not applicable to M.D.,C.M. students; see [mcgill.ca/ugme](#).

3.5 Changing Programs within Selected Faculties

If you are registered in a program in one of the following faculties/units, you may add or change programs within your faculty using Minerva ([mcgill.ca/minerva](#)) under the [Student Records](#) Menu:


- Arts
- Bachelor of Arts & Science
- Kinesiology (minor program selection only)
- Management
- Science

Certain restrictions apply. In all cases, you should consult the appropriate advisor for approval before making any changes and for faculty-specific regulations concerning program changes. Further information is also available on the [Changing Programs](#) web page.


You are not permitted to use Minerva to change your degree or to select a program in another faculty or school.





Note for Arts, Science, or B.A. & Sc. freshman/foundation year programs (97 or more credits): You cannot change your freshman/foundation year program on Minerva, but may change options within your program where options are available. Once you have been promoted from the freshman/foundation year, you will be able to change departmental programs using Minerva as outlined in the note below.


 **Note for Arts, Science*, or B.A. & Sc. degree (96 or fewer credits):** You may change major/major concentrations, minor/minor concentrations or faculty programs using Minerva. You may also change into, or out of, an honours program. Some restrictions apply.

* Science students are limited to choosing majors or honours programs within the Science group to which they were admitted, but may continue to choose freely from all available minor programs. To change to a major or honours program in another Science group, students must submit an Intra-Faculty Transfer application; see mcgill.ca/students/transfer-readmission.

 **Note for Desautels Faculty of Management:** You may add or change certain programs using Minerva. Please verify restrictions with the BCom Office (mcgill.ca/desautels/programs/bcom/contact-us).

 **Note for Faculty of Education (B.Ed. Secondary program):** You may add, drop, or change majors using Minerva.


 **Note for Faculty of Law:** The addition of a major or minor must be approved by the Student Affairs Office; you will be blocked from making any program changes on Minerva.

 **Note for Schulich School of Music:** To change or to add a music major, students must submit an Intra-Faculty Transfer application on *Minerva* before the assigned deadlines. For specific program details, refer to the School's *Program Transfer and Readmission* web page. B.Mus. students who wish to add a major in another faculty can refer to the School's *Double Majors and Double Degrees* web page. B.Mus. students can also pursue a music or a non-music minor alongside their degree. A few music minors are open to students from other faculties. Visit the Music *Minor Programs* website for more information: mcgill.ca/music/programs/minor.

3.6 Interfaculty Transfer

If you are a McGill student, have not graduated, and wish to transfer into another undergraduate faculty, you may apply using the *Minerva Faculty Transfer/Readmission Menu* (mcgill.ca/minerva), unless otherwise indicated in mcgill.ca/student-records/transfer-readmission.

You must also refer to your faculty's website for faculty-specific rules and to determine what supporting documents must be submitted for your application. To access the faculty websites, and for more information on how to apply and deadlines for faculty transfers, please see mcgill.ca/student-records/transfer-readmission.

 **Note for International and Canadian non-Quebec resident students:** Please note that International and Canadian non-Quebec resident students who transfer to a different degree will be charged the tuition rate in effect for newly admitted students in their new degree in their term of transfer. Please refer to the *Student Accounts* website for details.

3.7 Quebec Inter-University Transfer Agreement

3.7.1 Quebec Inter-University Transfer Agreement: McGill Students

The Quebec Inter-University Transfer (IUT) agreement permits concurrent registration at McGill and another Quebec institution.

If you are a regular McGill undergraduate or graduate degree, diploma, or certificate student, you may register, with your faculty's permission, at any Quebec university for 3—or in some cases 6—credits per term in addition to your registration at McGill. You may also obtain permission to complete a full term (i.e., 12 to 15 credits) at another Quebec university. Your combined registration may not, however, exceed the total number of credits you are permitted to complete in a given term. These courses, subject to faculty regulations, will be recognized by McGill for the degree that you are registered for, up to the limit imposed by the residency requirements of the program. Normally, you must complete a minimum residency requirement of 60 credits at McGill to qualify for a McGill degree (please check with your faculty). This privilege will be granted if there are valid academic reasons.

If you want to take advantage of this agreement, consult your Student Affairs Office for details. Note that this agreement is subject to the following conditions:

- The Quebec universities concerned may, at their discretion, refuse the registration of a student for any of their courses.
- You must complete your faculty and program requirements.
- You are responsible for ensuring that the McGill Class Schedule permits you to take these courses without conflict.
- The Quebec universities concerned are not responsible for special arrangements in cases of examination or class schedule conflicts.
- Grades earned at the host university will not be included in your McGill grade point averages (GPA) or show on your McGill transcripts.
- If you are attending McGill as an Exchange student from outside Quebec, you are not eligible to take courses at another Quebec institution through the IUT agreement.
- Any grades received late from host universities may delay your graduation.

If you are a scholarship holder, you should consult with your Student Affairs Office and the scholarships coordinator concerning your eligibility for continuation or renewal of your award(s).

You must initiate an online Quebec Inter-University Transfer (IUT) application to request the required authorizations at mcgill.ca/students/iut. You may find additional information posted on your faculty website.



Note: Once the Quebec Inter-University Transfer (IUT) application is approved by both the home and host universities, you must register in the approved course. The method of registration of the host university will vary (e.g., web, in-person, phone, etc.). **You must allow sufficient time to complete and submit your electronic application, because you are responsible for adhering to all of the host university's registration deadlines.** If you decide later to drop or withdraw from the approved course(s), you will need to drop or withdraw from the course using the host university's registration method **and** submit this change on the online Quebec Inter-University Transfer (IUT) application.

The host institution will automatically submit your grades to McGill for any completed courses.



Note for the Faculties of Arts and Science (including B.A. & Sc.): If you participate in any type of study away or exchange (including Quebec Inter-University Transfer) during your final (U3) term—even if you are taking only one course outside of McGill—you will not be able to graduate by the end of this final term and must change your graduation to the following term.



Note for Engineering: For most programs, courses that can be taken through the IUT agreement are restricted to specific course categories. For details, please see mcgill.ca/engineering/students/exchanges-study-away/study-away.



Note for Nursing: The final grades earned at the host university must meet the minimum requirements as set by the Ingram School of Nursing, i.e., a letter grade of 'C'.



Note for Physical and Occupational Therapy: The final grades earned at the host university must meet the minimum requirements as set by the Physical Therapy or Occupational Therapy programs.

3.7.2 Quebec Inter-University Transfer Agreement: Visiting IUT Students



Note for Health Sciences: This section applies only to the Ingram School of Nursing.

If you are a student at another Quebec university and wish to take courses at McGill using the Quebec Inter-University Transfer (IUT) agreement, you must initiate an online application to request the required authorizations at mcgill.ca/students/iut. You should also refer to your home university's website for regulations on the number of credits allowed, as well as the policies for transferring the credits.



Note: Once the Quebec Inter-University Transfer (IUT) application is approved by both the home and host universities, you remain responsible for registering in the approved course. At McGill, you must register on Minerva (mcgill.ca/minerva). Once your application has been approved, you will be informed via email of the necessary registration steps. **You must allow sufficient time to complete and submit your electronic application, as you are responsible for adhering to all of McGill's registration deadlines.** If you later decide to drop or withdraw from the approved course(s), you will need to drop or withdraw from the course on Minerva **and** submit this change to the online Quebec Inter-University Transfer (IUT) application.



Note for Engineering: Summer courses administered by the Faculty of Engineering are open to McGill students only.



Note for Continuing Studies: If you are a Visiting IUT student and your application has been approved, you must register in-person, by appointment only (see [University Regulations & Resources > Continuing Studies > Registration for Continuing Studies Students > Other Ways to Register > In-Person Registration](#)).

McGill will automatically submit your grades for any completed courses to your home university.

3.8 University Withdrawal


If you are considering withdrawing from the University, you are strongly encouraged to consult with your advisor and Student Affairs Office (mcgill.ca/students/advising/advisordirectory) before making a final decision.


3.8.1 Student's Responsibility

It is solely your responsibility to initiate University withdrawal by submitting a form or writing to your Student Affairs Office. Neither notification of the course instructor nor discontinuing class attendance is sufficient. The date on which you dropped or withdrew from all courses is entered on Minerva and is the official date of withdrawal, even if you had stopped attending lectures earlier.



Note for the Faculties of Arts and Science (including B.A. & Sc.): Requests are made through [Service Point](#). However, it is important that you also consult a Faculty advisor to talk about your options and the effects that your request may have on your studies. For more information, see mcgill.ca/students/advising.

 **Note for Graduate and Postdoctoral Studies:** If you are considering withdrawing from the University, you are strongly encouraged to consult with your academic unit before making a final decision. The date the request for withdrawal is submitted is the official date of withdrawal. Students who do not register in a given term are subject to University withdrawal. If you wish to return to complete your program in a later term, you must submit a [Request for Readmission](#).

 **Note for Physical and Occupational Therapy:** If you are blocked from withdrawing from course(s) in Minerva, you must contact the Student Affairs Office, who will provide you with the proper forms.

3.8.2 Deadlines for University Withdrawal

If you decide not to attend the term(s) you are registered in, you must officially withdraw from the University within the deadlines indicated. See Withdrawal (W) deadline dates at mcgill.ca/importantdates. If you *drop* all of your courses between September 1 and the Fall add/drop deadline, or between January 1 and the Winter add/drop deadline, you are withdrawn from the University. If you *withdraw* from all of your courses by the Fall or Winter withdrawal deadlines you are withdrawn from the University.

To withdraw from the University by the deadlines indicated below, you must drop or withdraw from all courses on *Minerva*. If you are blocked from dropping or withdrawing from your last course on Minerva, you are required to contact your Student Affairs Office, which will supply any forms necessary to complete the university withdrawal **as long as you have not missed the deadline for university withdrawal**.

To return to your studies, you must follow the procedures for readmission. For more information, refer to the [Readmission](#) page of the Undergraduate Regulations and Resources.

3.8.2.1 Fall Term


From September 1 to September 10, 2024 a *drop* of all courses constitutes a university withdrawal with refund (minus \$200 for returning students and the registration deposit for new students). After September 10 and until the deadlines indicated below, you may *withdraw* from all courses to effect a university withdrawal.


- Deadline for university withdrawal with refund (minus \$200 for returning students and the registration deposit for new students): **Tuesday, September 17, 2024**
- Deadline for university withdrawal without refund: **Tuesday, October 29, 2024**


3.8.2.2 Winter Term


From January 1 to January 14, 2025, a *drop* of all courses constitutes a university withdrawal with refund (minus \$200 for returning students and the registration deposit for new students). After January 14 and until the deadlines indicated below, you may *withdraw* from all courses to effect a university withdrawal.


- Deadline for university withdrawal with refund (minus \$200 for returning students and the registration deposit for new students): **Tuesday, January 21, 2025**
- Deadline for university withdrawal without refund: **Tuesday, February 25, 2025**


 **Note:** The deadline to withdraw from a multi-term (spanned; D1/D2) course with partial refund is the Winter **add/drop** deadline.


 **Note for the Faculty of Agricultural and Environmental Sciences:** If you wish to withdraw after the deadlines indicated above, please contact the Faculty Advisor in the Student Affairs Office for further information.

 **Note for the Faculties of Arts and Science (including B.A. & Sc.):** If you want to withdraw after the deadlines indicated above, under exceptional circumstances you may be granted permission for university withdrawal. Requests are made through [Service Point](#). However, it is important that you also consult a Faculty advisor to talk about your options and the effects that your request may have on your studies. For more information, see mcgill.ca/students/advising.

 **Note for the Faculties of Education, Management, and Music:** If you want to withdraw after the deadlines indicated above, under exceptional circumstances you may be granted permission for university withdrawal. You should contact your Student Affairs Office (mcgill.ca/students/advising/advisordirectory) for further information.

 **Note for the Faculty of Law:** In addition to the above procedures, it is important that you contact the Student Affairs Office to discuss your options and the effects that your request may have on your studies.

 **Note for Graduate and Postdoctoral Studies:** A university withdrawal Request form is required by the withdrawal deadlines and is available at mcgill.ca/student-records/forms. Students who do not register in a given term will be withdrawn as of September 1 (Fall term), January 1 (Winter term), or May 1 (Summer Term).

 **Note for Health Sciences:** For information on readmission procedures, you should refer to your Faculty/School section in this publication.

3.8.3 Consequences of University Withdrawal

Any applicable fee refunds for the term of withdrawal will be according to [section 4.7: Fees and Withdrawal from the University](#).

Once you withdraw, you must return your ID card to the University as stated in [section 2.4: Identification \(ID\) Cards](#).

If you withdraw from the University in the Fall term, you are withdrawn from the entire academic year; i.e., Fall and Winter terms. If you plan on returning for the Winter term, you must follow the procedures for readmission.



Note: If you withdraw from the University and want to re-register in a later term, you must follow the procedures for readmission, except if you are in the following faculties (in which case you must contact your Student Affairs Office): Music, and Agricultural and Environmental Sciences. See the [Readmission](#) page.



Note for the Faculty of Law: You must reapply for admission via the McGill online application process. For more information, see mcgill.ca/law/bcl-jd.

3.9 Deferred Admission

To defer your offer of admission to McGill you must submit the [Deferral Request Form](#) no later than **August 31** for the Fall term and **December 31** for the Winter term. For further information, contact the [Deferral Coordinator](#).

Detailed information regarding deferrals of admission at McGill, and any conditions that may apply, can be found on the Deferral Request Form webpage. You are required pay your confirmation deposit before you may request an admission deferral.

If you have accepted your offer of admission and registered for courses and now want to defer your admission, you must drop all courses via [Minerva](#) by **the above deadlines** and before submitting a deferral request. If the University grants your request for deferral, your confirmation deposit will be placed in your account for when you begin your studies.

If you do not request a deferral by the above deadlines, you will have to reapply for the next available admission term. If you are a registered student and you withdraw after the course add/drop deadline, you must request readmission through your faculty. For more details, see [section 3.10: Readmission](#).



Note for Music: Applicants to the Schulich School of Music are not eligible to apply for deferred admission.



Note for Law: The Faculty of Law does not normally accept requests for deferred entry. You will be expected to start your course on the date and term you applied for and as indicated on your admission offer letter. If you still wish to seek an admission deferral, you must first accept the offer of admission and pay the deposit. Once the offer of admission has been accepted, you must submit, in writing, a request for deferral. The request should be addressed to the Assistant Dean (Admissions and Recruitment) and should set out the reason(s) for the request. You are encouraged to submit your request as early as possible in consideration of other candidates.



Note for M.D.,C.M. program: Requests for deferral must be submitted to the Undergraduate Medical Admissions Office no later than July 1st of the year in which the deferral is sought. For information, consult the [Office's website](#).

3.10 Readmission

To return to McGill after a university withdrawal from a Fall and/or Winter term of an academic year, you must apply for readmission using [Minerva's Faculty Transfer/Readmission Menu](#). Readmission is not automatic or guaranteed. In your application, state the reasons for your absence from the University and give a summary of your activities during that period.

Newly admitted students are only eligible for readmission if they withdrew from the University after the withdrawal with refund deadline.

If you withdrew because of illness, you must provide your faculty Student Affairs Office with a medical note to support your application for readmission, stating that you are ready to resume studies.

We encourage students to complete their degrees, particularly those who are close to completion. Students who are readmitted after a period of absence are normally subject to the program and degree requirements in effect at the time of readmission. In such cases, determining the degree requirements for completion is at the discretion of the readmitting faculty.

To return to a different faculty after an absence, apply for a faculty transfer using [Minerva's Faculty Transfer/Readmission Menu](#). For more details on the faculty transfer or readmission process and deadlines, see mcgill.ca/student-records/transfer-readmission.



Note for International and Canadian non-Quebec resident students: Certain rules apply to student fees upon readmission after a break in enrolment. Please refer to the [Student Accounts](#) website for details.



Note for Graduate and Postdoctoral Studies: Students who have been withdrawn from the University must submit a [Request for Readmission](#) to be considered for readmission into their program. For more information, refer to mcgill.ca/gps/students/progress/admission-former-students.



Note for Music students: If you need more information about the reaudition regulations, contact the Music Student Affairs Office at studentaffairs.music@mcgill.ca.



Note for Law students: If you need more information about readmission, contact the Law Admissions Office at admissions.law@mcgill.ca.



Note for Medicine and Health Sciences: Students returning from medical leave must provide documentation from the treating physician/professional counsellor attesting to the student's readiness to resume studies. Consult the [Absences and Leaves Policy](#) for details.

3.11 Faculty/School Specific Information

All students must comply with the regulations and requirements contained in their Faculty section of this publication.

3.11.1 Agricultural and Environmental Sciences

Students should note that there are no supplemental examinations for Agricultural and Environmental Sciences courses.

3.11.2 Arts

For Faculty of Arts specific program and course information, refer to:

mcgill.ca/oasis

Term(s) offered (Fall, Winter, Summer) may appear after the course credit weight to indicate when a course would normally be taught.

All courses have limited enrolment. You may register for and take any course for credit, unless otherwise indicated, in the sections of this publication applicable to the Faculties of Arts and of Science, subject to the course restrictions listed in this section.

Since the registration system is unable to verify whether or not Faculty regulations are respected, it is technically possible to register for courses that may not be credited toward your program. When your record is manually verified, however, any courses taken that break the Faculty or degree regulations will be flagged after the end of course change period as "not for credit". As a result, your expected date of graduation may be delayed.

Some courses may require special permission. You should consult this publication and/or the [Class Schedule](#) well in advance of the course change period to determine if permission is required of the instructor, the department, or the Faculty for any course you want to take.

If you believe that you have valid reasons for taking a course that may not be credited toward your program, you must obtain the permission of the Associate Dean or Director.

3.11.3 Education

Some courses will be available in the evenings only, or will be offered during the Summer term.

Students should give particular notice to prerequisite and corequisite courses and registration for Field Experience courses.

3.11.4 Engineering

Most courses offered by the Faculty of Engineering, including the School of Architecture, are restricted to Engineering students. Non-Engineering students should obtain permission from a Faculty advisor in the Student Affairs Office, [Engineering Student Centre](#), to register for Engineering courses.

A limited number of School of Architecture (ARCH) courses are open to students not registered in the School. Please refer to individual [course descriptions](#).

The average number of hours per week of course activities is indicated in the course listing in a note underneath the course description. For example, (3-1-5) indicates a course consisting of three lecture hours per week, one hour of tutorial or labs, and five hours of personal study per week.

3.11.4.1 Extra Courses

Courses that you choose to take outside your program may be classified as "extra", provided that you choose this option at the time of registration. The course will be designated as "extra" ("RX" at the time of registration, and "E" once the course is graded) on your transcript, and the grade earned in that course will not be included in your grade point average (GPA) calculation. This option will not be added to your record after the course change (add/drop) deadline. Courses that are taken to satisfy your engineering program requirements or minor requirements cannot be designated as "extra".

3.11.4.2 Prerequisites and Corequisites

You must ensure that you have completed any course prerequisite(s) and/or corequisite(s) before course registration. If you have registered for a course and did not satisfy the prerequisite(s) and/or corequisite(s), the course may be dropped from your record automatically by Minerva.

If you received advanced credit(s)/exemption(s) or passed a placement exam for a course and are blocked from registration because of a prerequisite or corequisite error, you must go to your department/school in order to receive the appropriate permit override.

3.11.5 Management

Management students should give particular notice to the following sections under [Desautels Faculty of Management > Undergraduate](#):

- [: Grading and Credit](#)
- [Overview of Programs Offered by the Desautels Faculty of Management > : BCom Program Credit Structure: General Management Program \(Concentrations\)](#)
- [Overview of Programs Offered by the Desautels Faculty of Management > : BCom Program Credit Structure: Major or Honours Programs](#)
- [Overview of Programs Offered by the Desautels Faculty of Management > : Management Core](#)

3.11.6 Science

For Faculty of Science specific program and course information, refer to:

mcgill.ca/science/undergraduate

Term(s) offered (Fall, Winter, Summer) may appear after the course credit weight to indicate when a course would normally be taught.

All courses have limited enrolment. You may register for and take for credit any course, unless otherwise indicated, in the sections of this publication applicable to the Faculties of Arts and of Science, subject to the course restrictions listed in this section.

Since the registration system is unable to verify whether or not Faculty regulations are respected, it is technically possible to register for courses that may not be credited toward your program. When your record is manually verified, however, any courses taken that break the Faculty or degree regulations will be flagged after the end of the course change period as “not for credit”. As a result, your expected date of graduation may be delayed.

Some courses may require special permission. You should consult this publication and/or the [Class Schedule](#) well in advance of the course change period to determine if permission is required of the instructor, the department, or the Faculty for any course you want to take.

If you believe that you have valid reasons for taking a course that may not be credited toward your program, you must obtain the permission of the Associate Dean or Director.

3.12 Summer Term/Summer Studies

McGill Summer Studies offers over 300 credit courses in various disciplines. Courses begin in either May, June, or July, and are usually one-month intensive. These courses may be accepted for transfer credit by other universities. For more details, see [Summer Studies](#) or contact the Summer Studies Office at summer.studies@mcgill.ca.

If you take a McGill summer course to complete your graduation requirements, you will receive your degree at the Fall convocation (normally held in November).

It is your responsibility to follow the University and faculty regulations. When registering, you must not exceed the maximum credits permitted by your faculty.

You cannot register for more than 12 credits (Music students, 18 credits) during the summer, at McGill or at other universities, except by special permission of your Associate Dean or Director.

The maximum number of credits you may take in the Summer term (May, June, and July combined) as a McGill, Visiting, or Special Student is 12 credits.

You may take a maximum of two courses in Arts, Education, Engineering, Management, or Science, in any one Summer session (May, June, or July session).

Please note that the schedule of lectures in Summer courses is very intensive and that two courses in one session is considered a very heavy workload. For students from all faculties (other than Arts) seeking to register for more than two courses in a single session:

- Current McGill students must obtain written permission from their faculty;
- Visiting students must obtain written permission from both their home university and the faculty in which they are registered;
- Special students must obtain written permission from the faculty in which they are registered.

Quebec Inter-University Transfer (IUT) students may take, in one summer term, a maximum of one course regardless of credit weight. Permission to register for more than one course per term must be obtained from the McGill faculty in which the student is registering by using the BCI's (*Bureau de coopération interuniversitaire*, previously known as CREPUQ) IUT website at www.bci-qc.ca/ (see [section 3.7.2: Quebec Inter-University Transfer Agreement: Visiting IUT Students](#)).

4 Fees

The information in this publication was updated in January 2024. The University reserves the right to make changes without notice in the published scale of fees.

Further information regarding fees can be found on the Student Accounts website: mcgill.ca/student-accounts/tuition-fees/tuition-and-fees-tables-and-rates.

For information on financial support, see [Scholarships and Student Aid](#).



Note for Graduate and Postdoctoral Studies: For information on financial support, see mcgill.ca/gps/funding.

4.1 Access to Fee Information

You can view your *Account Summary by Term* on [Minerva](#). The Fall term fees will be accessible in mid-July.

4.2 Billing and Due Dates

The following sections contain information regarding billing and due dates.

4.2.1 Confirmation of Acceptance Deposit

When you are admitted to the University, you are required to confirm your acceptance of the offer of admission on Minerva under the *Applicant Menu* at mcgill.ca/minerva and you must pay the required deposit (may vary by program) by credit card (AMEX, Visa, or MasterCard) at that time.

4.2.2 Invoicing of Fees

Fees are assessed on a term-by-term basis.

Electronic billing is the official means of delivering fee statements to all McGill students. Your e-bill includes all charges to your account, including tuition, fees, health insurance, and miscellaneous charges. The University generally produces e-bills at the beginning of the month and sends an email notification to your official McGill email address stating that your e-bill is available for viewing on [Minerva](#). Charges or payments that occur after the statement date appear on the next month's statement, but you can view them immediately on the *Account Summary by Term* under the *Student Accounts Menu* on Minerva (this is the online dynamic account balance view).

Failure to check your McGill email on a regular basis in no way warrants the cancellation of interest charges and/or late payment fees. Refer to the [Student Accounts website](#) for information on payment due dates.

Term	Payment Due Date
Fall Term	
Returning and new students	August 30, 2024
Winter Term	
Returning and new students	January 6, 2025

Late Payment Fees: If you have an outstanding balance greater than \$100 at the end of October (or the end of February for the Winter term), you are charged a late payment fee as per the fee schedule found at [section 4.6: Other Fees](#). When a student has a student aid deferral, government aid deferral, or graduate funding deferral that has ended, their next e-bill will show that there is no longer a deferral in effect. Should the balance not be paid in full by the payment due date on this bill, the late penalty fee will be charged in addition to interest.

4.2.3 Guest Access on Minerva

You may choose to give access privileges to a guest on Minerva. These privileges include viewing e-bills/account summaries, tax receipts, and e-payment.

The mcgill.ca/student-accounts/parents-and-sponsors/guest-access web page describes how to set up this access. You must provide certain information about the individual to whom you wish to grant access to your fee-related information. The guest will be contacted by email and provided with a link to use within a designated time period.

You can revoke guest access privileges at any time.

Note that [Service Point](#) staff may respond to questions from your authorized guest regarding the information to which they have been given access.

If you do not want to give a guest access privileges to Minerva, you can enter an "Alternate Student Billing" email address on Minerva to which Student Accounts will send a copy of the monthly e-bill notification, which includes the balance due on the account.

You should not share your PIN (personal identification number) with anyone, including a guest on Minerva. *Guest Access* allows your guest to view your account information without knowing your PIN.

4.2.4 Payment Procedures

Please see the Student Accounts website at mcgill.ca/student-accounts/your-account/payment for the various methods of payment available to students and their guests.

4.3 Tuition Fees

Tuition rates are subject to change each academic year. Please access *Tuition and fees* at mcgill.ca/student-accounts/tuition-fees. The annual rates of tuition and fees are updated as soon as they are known.



Note: Students who are required to submit documentation and who do not do so by the stipulated deadlines (December 1 – Fall; April 1 – Winter; August 1 – Summer) are billed at the non-Quebec Canadian or the international rate, depending on the documentation submitted. Students who are not automatically granted a fee deferral based on the University’s evaluation of their personal information at admission, and who expect their fee residency status to change within the term—contingent on appropriate supporting documentation—must contact either *Service Point* or *SCS Client Services* (School of Continuing Studies students only) to discuss what documentation is still outstanding to support their situation. These offices will decide if a fee deferral is warranted. No prior interest charges or late payment fines will be reversed; therefore, you should ensure your request is submitted before the first fee payment for the term is due.

Students in on-line programs must self-declare for each registered term, where they will be located during that term, on Minerva under the *Student Menu > Location of Study - Online (distance) program*. Students in one of these online programs will be notified by email that the Minerva form for the upcoming term is open and can be accessed for completion. Students studying within the province will be subject to the rates established by the government for in-province students. Students who are located outside Quebec while studying, will be subject to deregulated tuition rates.

4.3.1 Quebec Students and Non-Quebec (Canadian or Permanent Resident) Students

In accordance with provincial government requirements, students must provide proof that they qualify for assessment of fees at the Quebec or non-Quebec Canadian rates; see mcgill.ca/legaldocuments for details. In certain cases, non-Quebec Canadian students pay the same rate of tuition as Quebec students—for further information about these exceptions, see the Student Accounts website at mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions.

4.3.2 International Students

Exemption from international tuition fees may be claimed by students in certain categories. Such students, if eligible, are then assessed at the Quebec student rate (certain categories may be assessed at the Canadian tuition rate). These categories and the required documentation for each of them may be viewed at mcgill.ca/legaldocuments. Further information regarding these reductions of international tuition fees by the Quebec government is available on the *Student Accounts* website under *Tuition & Fees > General Tuition and Fees Information*.

For more information concerning fee exemptions, visit mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions or contact *Service Point*.

4.3.3 Tuition Assistance for McGill Staff

McGill staff may be entitled to a tuition waiver equivalent to 100% of the portion of eligible tuition fees. For complete details, refer to the policies and procedures found at mcgill.ca/hr/benefits/tuition. Should you not successfully complete the courses as detailed in the policy, the fee exemption will be cancelled and you will be required to pay these fees according to regular payment deadlines.

4.3.4 Staff Dependent Waivers

Students who are dependents of staff members or pensioners may qualify for a fee reduction. You may find further information, including instructions on how to complete and submit the application form, at mcgill.ca/hr/employee-relations/policies-procedures.

The fee reduction will be credited to your McGill fee account once eligibility has been confirmed. This fee reduction will be reflected in a T4A slip issued to the student in February by the University.

For more information, refer to the MUNACA Collective Agreement, or the Staff Dependent Policy at mcgill.ca/hr/employee-relations/policies-procedures.

4.4 Compulsory Fees

Rates are updated and available on the Student Accounts website, mcgill.ca/student-accounts/tuition-fees, as soon as they become available.

4.4.1 Student Services Fees

Student Services fees are governed by the Senate Committee on the Coordination of Student Services, a parity committee composed equally of students and University staff. Through the Office of the Executive Director, Services for Students, services, promoting student success and well-being, are available on the Downtown and Macdonald campuses to help students achieve greater academic, physical, and social well-being.

These fees are complemented by revenue from the Quebec government, the University, and the generosity of donors. They support: the Student Wellness Hub, Counselling and Tutorial Services; the Office of Religious and Spiritual Life; Career Planning Service (CaPS); Scholarships and Student Aid; International Student Services; the Office for Student Accessibility & Achievement; Campus Life & Engagement (including assistance for francophone students); and the First Peoples' House. Please refer to [section 13.3: Student Services – Downtown Campus](#) and [section 13.4: Student Services – Macdonald Campus](#) for details on these services.

4.4.2 Athletics and Recreation Fee

The Athletics and Recreation fee supports programs offered on the Downtown and Macdonald campuses. The fee provides access to most athletics facilities; however, registration to fitness and recreation courses, intramural sports, pay-as-you-go programs, and/or the Fitness Centre carries a supplemental charge. Please consult the Athletics and Recreation website at mcgillathletics.ca for further information.

4.4.3 Student Society Fees

Student Society fees are collected on behalf of student organizations and are compulsory. These fees must be approved by the student body through fee referenda according to the constitutional rules of the association or society.

Students may vote on changes to Student Society fees during either the Spring or Fall referendum periods.

For Canadian students, the Student Society fees include health and dental insurance. For international students, the Student Society fees include a dental insurance plan. International students are required to participate in the University's compulsory International Health Insurance (IHI) plan. For more information, please refer to International Student Services' [International Health Insurance](#) page.

Rates for the current year may be found on the Student Accounts [Non-tuition charges](#) page.

4.5 Administrative Charges

The University assesses a number of administrative charges to students, which include:

Registration Charge – All students in courses and programs are assessed a registration charge.

Information Technology Charge – The purpose of the information technology charge is to enhance certain technological services provided to students as well as to provide training and support to students in the use of new technologies.

Transcripts and Diploma Charge – The University assesses a transcripts and diploma charge to all students. This entitles currently enrolled students to order transcripts free of charge and covers the costs of producing diplomas and some of the costs associated with convocation ceremonies. Students who attend their convocation may be responsible for some additional costs. A fee per official transcript is applicable if you have not been registered at McGill in the last 12 months. Please see mcgill.ca/student-records/transcripts for further information.

Copyright Fee – All students in courses and programs are charged a copyright compliance fee. This fee covers the cost of using material protected by copyright. It is levied to comply with all Quebec and Canadian copyright laws.

General Administrative Charge – This fee originated from increases in ancillary fees that were allowed by the Quebec Government. The University complies with the Quebec government's regulation on administrative fee increases by applying the same indexation factor that the government applies to tuition to this charge. A portion of the amount continues to be directed to Athletics (except in the School of Continuing Studies).

For further information about administrative charges, see mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/society-services-and-administrative-fees.

4.6 Other Fees

For the current year's non-tuition charges, please refer to mcgill.ca/student-accounts/tuition-fees/non-tuition-charges.

4.6.1 Other Fees: Health Sciences

Fees specific to Health Sciences students are listed in each Health Sciences faculty or school section:

- [Dentistry](#)
- [Medicine](#)
- [Nursing](#)
- [Physical & Occupational Therapy](#)

under Undergraduate or Professional > Health Sciences: General Information > Fees: Health Sciences.

4.7 Fees and Withdrawal from the University

If you decide not to attend the term(s) in which you are registered, you must officially withdraw from the University in accordance with [section 3.8: University Withdrawal](#). Otherwise, you are liable for all applicable tuition and other fees.

If you use Minerva to drop your last course between September 1 (January 1 for the Winter term) and the end of the withdrawal period with full refund, you will be deemed withdrawn from the University. You are automatically charged a registration cancellation fee of \$200 to cover administrative costs of registration.

Newly admitted students: If you've dropped all your courses and got a full refund:

- If you haven't paid an admission deposit, you will be charged a **Registration Cancellation Fee** of \$200.
- If you did pay an admission deposit when accepting your admission offer on Minerva, you will be charged a **forfeiture fee** equal to that deposit amount.

If you stop attending classes without dropping your courses, you are liable for all applicable tuition and other fees. See [section 3.8: University Withdrawal](#).

If you are considering withdrawal from the University, please review the information found on the following Student Accounts web page for further details of the financial repercussions of withdrawal: mcgill.ca/student-accounts/your-account/withdrawals.

4.7.1 Fee Refund Deadlines

The deadline dates for course refunds are independent of the deadline dates given for withdrawal from courses.



Note for Graduate and Postdoctoral Studies: Generally, there are no refunds for tuition and fees charged for a Summer term course from which you have withdrawn. For newly admitted graduate students who have withdrawn from a Summer Term of Residence, see [Summer Registration](#) for information about a potential fee refund.

4.7.1.1 Fall Term – up to and including September 17

Returning students – 100%* refund (less registration cancellation fee of \$200 in the case of complete withdrawal).

New students – 100%* refund (less registration cancellation fee or \$200).

4.7.1.2 Fall Term – after September 17

No refund.

4.7.1.3 Winter Term – up to and including January 21

Returning students – 100%* refund (less registration cancellation fee of \$200 in the case of complete withdrawal).

New students – 100%* refund (less registration cancellation fee or \$200).

4.7.1.4 Winter Term – after January 21

No refund.

* Includes tuition and compulsory student fees.

To discuss the refund policy applicable to a special case, undergraduate students should contact their faculty Student Affairs Office (Associate Dean or Director; see [Contact Information for Faculty and School Student Affairs Offices](#)) and graduate students should contact their departmental Graduate Program Director or Graduate Program Coordinator (see mcgill.ca/gps/contact for contact information).

4.7.2 Refund Procedures

You are not automatically refunded your credit balance as many students choose to keep the balance on account for use for a future term. You may request a refund if you have a credit balance of over \$2.00. Students with awards may be subject to a waiting period for their refund until the end of course add/drop, as most awards require full-time registration. For directions on requesting your refund online in Minerva, see mcgill.ca/student-accounts/your-account/requesting-refund.



Note: We strongly recommend that you supply direct deposit banking information via [Minerva](#) (Canadian banks only); otherwise, a refund charge will apply.

4.8 Other Policies Related to Fees

The following sections describe other fee-related policies that may apply to your account.

4.8.1 Overdue Accounts

All tuition and fees assessed by the University must be paid in full or arrangements must be made to settle the debt.

Students' accounts are considered delinquent if they are not paid in full within 60 days after the bill is issued. McGill places a financial hold on these accounts, preventing students from obtaining official academic transcripts and from accessing Minerva for any registration functions. In the event that a student's account has a hold preventing registration or the release of transcripts, the University may require a guaranteed form of payment, for instance, a certified cheque or money order. Certain financial holds prevent the release of diplomas. Other financial holds can affect access to non-registration functions, for example Meal Plan Top-Ups.

Interest: Interest is charged on overdue balances at the monthly rate of 1.24% (14.88% annually), multiplied by the balance outstanding after the due date (within 2–3 days). The rate is evaluated each Spring, and then it is set for the following academic year. See mcgill.ca/student-accounts/your-account/deadlines-and-penalties/overdue for more information.



Note: You should regularly verify your account balance on Minerva.

The University has no obligation to issue any transcript of record, award any diploma, or re-register you as a student if you do not pay your tuition fees, library fees, residence fees, or loans by their due date.

4.8.1.1 Information for Registered Students

If you register for a term but still owe amounts from previous terms, you must either pay your previous term account balance or make payment arrangements with the Student Accounts Office before the end of the course add/drop period. If you have financial difficulty, first contact the **Student Aid Office** to discuss the possibility of obtaining financial aid:

Brown Student Services Building
3600 rue McTavish, Room 3200
Montreal QC H3A 0G3

Telephone: 514-398-6013
Email: student.aid@mcgill.ca
Website: mcgill.ca/studentaid

If you fail to pay the previous term's fees or to make arrangements to settle your debt prior to the add/drop deadline, the University will cancel your registration in the current and subsequent terms.

4.8.1.2 Information for Students Who Are No Longer Registered

When students fail to settle their debt or reach a suitable payment arrangement, or fail to provide the Student Accounts Office with up-to-date contact information, the University refers these delinquent accounts to a collection agency. **If neither the University nor the collection agency is able to collect on the account, the University reserves the right to have the student reported to a credit bureau.** You should be aware that the University is entitled to use all legal means to obtain payment and that students are responsible for all costs associated with such actions.

4.8.1.3 Cancelling Registration for Non-Payment of Previous Term(s)

In accordance with the fee policies stated in [section 4.8.1: Overdue Accounts](#) and [section 4.8.1.1: Information for Registered Students](#), before the University cancels your current and subsequent term registration(s), the Student Accounts Office will make all reasonable efforts to notify you if your account is delinquent, or if you owe more than \$100 from the previous term. The cancellation is effective the last day of the add/drop period unless you settle the account or make payment arrangements with the University by then. If you pay or make payment arrangements with the Student Accounts Office after the add/drop deadline and you want the University to reinstate your registration for the current or subsequent term(s), you must complete the *Request for Reinstatement* form (mcgill.ca/student-accounts/forms) and submit it to the Student Accounts Office, which will forward it to Enrolment Services for approval and processing. Your fee account will be charged a Reinstatement Penalty for the processing of the re-enrolment; exact fee amounts and further details are available on the [Student Accounts](#) website.

4.8.2 Acceptance of Fees vs. Academic Standing

Acceptance of fees by the University in no way guarantees that students will receive academic permission to pursue their studies. If it is subsequently determined that your academic standing does not permit you to continue, all fees paid in advance will be refunded.

For directions on requesting your refund online in Minerva, see mcgill.ca/student-accounts/your-account/requesting-refund.

4.8.3 Deferred Admission, Degree Transfers, Break in Enrolment

Deferred Admission: Students who defer their admission to the University will be subject to the tuition rates that are in effect for the term in which they are starting, and not the term in which they were originally admitted. This is of interest to International and Canadian non-Quebec resident students in particular programs where tuition rates have been guaranteed for the duration of their program as long as there is no break in enrolment or degree transfer.

Degree Transfers: International undergraduate students and students in non-research graduate programs who transfer degrees will be charged the tuition rate in effect for newly admitted students in the new degree in their term of transfer. Canadian non-Quebec resident students will be charged the tuition rate in effect for newly admitted students in their term of transfer.

Break in Enrolment: Quebec Residents may need to reprove their fee status if they have been absent (i.e., not enrolled) for more than two terms (not counting the Summer term). Students may verify their legal status in Minerva (select the appropriate term) to confirm that the QC residency status is still active. *Terms for which students are recorded as being away on an officially approved leave of absence are not counted.*

Canadian non-Quebec resident students who are absent (i.e., not enrolled) for more than three terms (including the summer term), will be charged the tuition rate in effect for newly admitted students in the term in which they resume their studies.

International students in undergraduate or graduate level non-research programs who are absent (i.e., not enrolled) for more than three terms (including the summer), will be charged the tuition rate in effect for newly admitted students in the term in which they resume their studies. *A term of withdrawal from the University is included in the calculation of the break in enrolment when students are not charged tuition for that term. Terms for which students are registered on an officially approved leave of absence, exchange or study away program are not calculated as part of a break in enrolment.* This policy is not applicable to Visiting and Special students as international students in these categories always pay the fees of the new academic year.

4.8.4 Fees for Students in Two Programs

Students in two programs are normally billed additional fees for their second program. Depending on the level of the two programs (e.g., one at the undergraduate level versus one at the graduate level), you may incur both society and faculty fees and/or additional tuition fees. Consult the Student Accounts website at mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/exchange-senior-citizens-part-time-and-double-program for further details.

You should consult the Student Accounts Office at student.accounts@mcgill.ca for information on tuition fees. Adjustments to bills are made throughout the term in cases where fees cannot be automatically calculated.

4.8.5 Quebec Inter-University Transfer Agreements

If you are taking courses as part of the Quebec Inter-University Transfer (IUT) agreement, you are required to pay the fees at your home university; see [section 3.7: Quebec Inter-University Transfer Agreement](#). The agreement covers only the transfer of academic credits.

IUT students taking courses at McGill are required to pay additional course charges that are compulsory upon registration, such as special activity charges or course material costs.

The University reserves the right to refuse course registrations in non-government-funded activities.

4.8.6 Senior Citizens

Financial aid is available for students in need who are aged 65 or over and who are enrolled in full-time degree programs. Contact the [Scholarships and Student Aid Office](#) for more information at 514-398-6013.

4.9 Sponsorships/Awards/Fee Deferrals

4.9.1 Students with Sponsors

If your fees will be paid by an external organization or agency (e.g., Department of Veterans Affairs, Saudi Bureau, foreign government), you must have your sponsor confirm the conditions of their sponsorship (sometimes called a financial guarantee) in writing on their corporate letterhead and send this letter to the University. Once received by the University and if registration has occurred, your account will be adjusted. Sponsors must confirm annually the list of eligible students by August 1st of each year or one month prior to the start of the term. For more information, please refer to mcgill.ca/student-accounts/parents-and-sponsors/third-party-sponsorship.

If the sponsor does not pay the promised fees within 90 days of invoicing, you are responsible for paying the fees plus the late payment fee and accrued interest.

4.9.2 Students Receiving McGill Awards

Student awards may be paid directly to your student fee account or direct deposited to your bank. Please verify the payment schedule and the method of payment on Minerva's *Financial Aid/Awards* menu if you are expecting a scholarship or award. Students who are expecting awards to be paid in early January prior to the fee deadline may reduce their payment amount by the total amount of their awards. This will avoid unnecessary credit balances to be refunded.

Please note that credit balances in student fee accounts that result from payment from scholarships and awards are refundable only after the official "course withdrawal with full refund" deadline for each term.

4.9.3 External Scholarships

You may also receive external scholarships from other organizations, outside agencies, parents' employers, or community groups. These awards are typically sent directly to the University. You should provide the Student Accounts Office with a letter from the external body indicating the details and requirements of how the scholarship funds should be distributed, including any conditions for the award. If such information is not specified, the amount of the scholarship will be split into two terms and will be credited to your account as soon as you have registered, with the second instalment credited the first working day in January, which will be prior to the fee payment deadline. As such, you may reduce your payment amount by the total amount of your awards. This will avoid unnecessary credit balances to be refunded. If you do not meet the requirements of the scholarship, the funds will be returned to the external body.

You may need an anticipated scholarship to reduce your balance owing for a given term. If so, email student.accounts@mcgill.ca, with "External Scholarships" in the subject line, at least one week before the fee deadline as stated on the e-bill, and indicate the amount, currency (Canadian or US dollars) and agency or company issuing the scholarship. A fee deferral for the expected amount will reduce the amount owed. The deferral will expire by the end of September for the Fall term or January for the Winter term. Interest will be assessed at the prevailing rate on outstanding amounts beyond the deferral deadline.

Please note that credit balances in student fee accounts that result from payment from scholarships and awards are refundable only after the official "course withdrawal with full refund" deadline for each term.

4.9.4 Tuition & Fees – Payment Deferral

Students with no prior outstanding tuition/fees may request that payment(s) of tuition and fees be deferred based on self-reported demonstrated sources of funding from the University, government or other external agencies. Such requests will be granted on a term by term basis during which time no interest or late payment charges will be applied on the fees covered by the deferral while the deferral is effective. Once the deferral has ended, notification will be sent and fees will be due in full by the next payment deadline, otherwise interest and late payment fees will apply. The length of time that a fee deferral is in effect will depend on the nature of the fee deferral. For the list of deferrals and their duration, please refer to the [Student Accounts](#) website.

Students may apply for a fee deferral via "Defer Payment of Tuition and Fees" through the *Financial Aid/Awards* menu on Minerva, selecting the category applicable to their situation. All applicants will be verified to ensure they have self-reported their situation accurately.

The Minerva application for deferral of tuition fees form is available in mid-July for the Fall term (mid-December for the Winter, and early April for the Summer). Students who apply up to the fee deadline can be assured that the deferral will be in effect prior to interest being charged on their account. Note that students who apply late may not request cancellation of interest.

A fee deferral generally covers the amount of the Fall (Winter or Summer) term charges, which include tuition, administrative, and certain academic fees, as well as health and dental insurance. Charges not covered by the tuition deferral include—but are not limited to—housing charges, meal plans, printing charges, or any other amounts owing that are not considered registration charges. Interest on outstanding already-billed amounts will continue to be charged on a monthly basis excluding amounts covered by the student aid tuition deferral.

Students are reminded that tuition and student housing fees have first call upon financial aid received from any source.

4.10 Tax Slips/Receipts

T4A, Relevé 1, T2202, and Relevé 8 slips are issued on [Minerva](#) under the *Student Accounts Menu* by the end of February each year. Note that a Quebec permanent code, a social insurance number, and a valid mailing address are required to be transmitted to *Revenu Québec* by the University as part of its tax reporting for both the Relevé 1 and the Relevé 8 slips; therefore, it is highly recommended that if you expect to be completing a Quebec income tax return, you provide this information to the University upon registration. More information on these slips is available at mcgill.ca/student-accounts/your-account/tax-information.

4.11 Yearly Fees and Charges by Faculty

Tuition fees at the undergraduate level are based on the number of credits you take.

Please consult the [Tuition and fees tables and rates](#) page on the Student Accounts website.

5 Student Records

Students must inform themselves of University rules and regulations and keep abreast of any changes that may occur. The *Student Records* section of this publication contains important details pertaining to academic standing, grading and grade point averages (GPA), and transcripts, as well as other topics, and should be periodically consulted.

5.1 Academic Standing

When you first start your program, and in your first term, you are deemed to be in Satisfactory Standing. At the end of each term, after final grades have been submitted, your academic standing in your program is determined based on your grade point average (GPA) calculations in the current and previous terms and your faculty's regulations.

Academic Standing codes are generated in January for the Fall term, in May for the Winter term, and in September for the Summer term, and are displayed on your McGill official and unofficial transcripts. If you receive Unsatisfactory Standing, you may not continue in your program, register for any future terms and must apply for readmission to your faculty. Note that readmission is not automatic or guaranteed. Consult the appropriate section of this publication for the regulations on Academic Standing for your faculty.

- [section 5.1.1: Academic Standing: Desautels Faculty of Management](#)
- [section 5.1.2: Academic Standing: Faculty of Agricultural and Environmental Sciences](#)
- [section 5.1.3: Academic Standing: Faculties of Arts and Science \(including B.A. & Sc.\)](#)
- [section 5.1.4: Academic Standing: Faculty of Education](#)
- [section 5.1.5: Academic Standing: Faculty of Engineering](#)
- [section 5.1.6: Academic Standing: Faculty of Law](#)
- [section 5.1.7: Academic Standing: School of Continuing Studies](#)
- [section 5.1.8: Academic Standing: Schulich School of Music](#)

5.1.1 Academic Standing: Desautels Faculty of Management

B.Com. students, see [Academic Standing in the Faculty of Management](#).

5.1.2 Academic Standing: Faculty of Agricultural and Environmental Sciences

Agricultural and Environmental Sciences students, see [Academic Standing](#) in the Faculty of Agricultural and Environmental Sciences.

Farm Management and Technology students, see [Academic Rules and Information – FMT](#).

5.1.3 Academic Standing: Faculties of Arts and Science (including B.A. & Sc.)

Your Academic Standing is based primarily on your cumulative grade point average (CGPA) but may also be affected by your term grade point average (TGPA). The Standing in each term determines if you are allowed to continue your studies in the next term, and if any conditions will be attached to your registration.

Decisions about Academic Standing in the Fall term are based only on grades that are available in January, i.e., if you have deferred examinations or Fall/Winter spanned courses, grades for those courses don't affect your Fall Academic Standing—they will only affect your Fall TGPA. Therefore, Academic Standings for the Fall term are designated as *Interim*. Note that Interim Standings do not appear on your official transcript. Consult the appropriate section of this publication for the regulations on Interim Standing decisions.

5.1.3.1 Satisfactory/Interim Satisfactory Standing: Faculties of Arts and Science (including B.A. & Sc.)

If you are in Interim Satisfactory or Satisfactory Standing:

- you may continue in your program;
- you have a CGPA of 2.00 or greater.

5.1.3.2 Probationary/Interim Probationary Standing: Faculties of Arts and Science (including B.A. & Sc.)

If you are in Interim Probationary Standing (at the end of the Fall term):

- you may continue in your program;
- you must carry a reduced load (maximum 14 credits per term);
- you are strongly advised to consult a departmental advisor before withdrawal deadlines about your course selection for the Winter term;
- you should see your Faculty advisor to discuss degree planning.

If you are in Probationary Standing:

- you may continue in your program;
- you must carry a reduced load (maximum 14 credits per term);
- you must raise your CGPA to return to Satisfactory Standing;

- you should see your departmental advisor about your course selection;
- you should see your Faculty advisor to discuss degree planning.

You will be placed in Probationary Standing:

- if your CGPA falls between 1.50 and 1.99 and if you were previously in Satisfactory Standing;
- if your CGPA falls between 1.50 and 1.99 and your TGPA in Fall or Winter is 2.50 or higher, and if you were previously in probationary or Interim Unsatisfactory Standing;
- if you were previously in Unsatisfactory Readmitted Standing and have satisfied the relevant conditions specified in your letter of readmission, but your CGPA is still less than 2.00.

5.1.3.3 Unsatisfactory Readmitted Standing: Faculties of Arts and Science (including B.A. & Sc.)

If you are in Unsatisfactory Readmitted Standing:

- you were previously in Unsatisfactory Standing and were readmitted by your Faculty or the Committee on Student Standing;
- you must meet the conditions specified in your letter of readmission to be allowed to continue in your program;
- you must carry a reduced load (maximum 14 credits per term) — a lower limit may be specified in your conditions of readmission;
- you should see your departmental advisor to discuss your course selection;
- you should see your Faculty advisor to discuss degree planning.

5.1.3.4 Unsatisfactory/Interim Unsatisfactory Standing: Faculties of Arts and Science (including B.A. & Sc.)

If you are in Interim Unsatisfactory Standing (at the end of the Fall term):

- you may continue in your program;
- you must carry a reduced load (maximum 14 credits per term);
- you are strongly advised to consult an academic advisor, before withdrawal deadlines, about your course selection;
- you should see your Faculty advisor to discuss degree planning.

If you are in Unsatisfactory Standing:

- you have failed to meet the minimum standards set by the faculties;
- you may not continue in your program, and your registration will be cancelled.

You will be placed in Unsatisfactory Standing:

- if your CGPA falls or remains below 1.50;
- if your TGPA in the Fall or Winter falls below 2.50 and your CGPA is below 2.00 and if you were previously in Probationary, Unsatisfactory Readmitted, or Interim Unsatisfactory Standing;
- if you were previously in Unsatisfactory Standing and were readmitted by the Faculty or the Committee on Student Standing but have not satisfied the conditions specified in the letter of readmission.

Appeals for readmission by students in Unsatisfactory Standing must be received in their respective Faculties no later than the deadlines stated on their readmission websites. For **Arts**, see mcgill.ca/oasis/students/seeking-readmission. For **Science** (including B.A. & Sc.) see mcgill.ca/science/student/general/readmission. Readmission will be considered only when proof of extenuating circumstances that affected academic performance can be provided (e.g., medical or other documentation). If you are in Unsatisfactory Standing for the second time, you must withdraw permanently.

Normally, supplemental examinations are not permitted; however, if you are in Unsatisfactory Standing, you may appeal for permission to write a supplemental examination, clearly stating the reasons for special consideration and providing proof as appropriate.

Appeals for readmission or permission for supplemental examinations must be submitted to:

- Arts: Associate Dean (Student Affairs)
- Science and B.A. & Sc.: Associate Dean, Student Affairs, Science

5.1.3.5 Incomplete Standings: Faculties of Arts and Science (including B.A. & Sc.)

- Standing awaits deferred exam.
- Must clear Ks, Ls, or Supplementals.
- Standing Incomplete.

If you are a student with an Incomplete Standing (in the Winter or Summer term):

- you may register for the Fall term, but your Standing must be resolved by the end of the course change period for that term;

- you may continue in the program if Incomplete Standing changes to Satisfactory, Probationary, or Interim Unsatisfactory Standing;
- you may not continue in your program and your registration will be cancelled if your Standing changes to Unsatisfactory Standing.

If your Standing changes to Unsatisfactory:

- you may ask for permission to continue in your program;
- you must make a request for readmission as soon as you are placed in Unsatisfactory Standing;
- you must provide proof of extenuating circumstances that affected your academic performance (e.g., medical or other documentation).

Requests for readmission following an Unsatisfactory Standing must be submitted to:

- Arts: Associate Dean (Student Affairs)
- Science and B.A. & Sc.: Associate Dean, Student Affairs, Science

If your Standing is still incomplete by the end of course change period, you should immediately consult with your faculty Student Affairs Office.

At the end of the Winter term, if you have a mark of K or L, you will be placed in the appropriate Standing in June, if the outstanding mark in the course will not affect your Standing. Otherwise, Standing decisions will be made only once incomplete marks have been cleared. For more information about incomplete grades, please refer to [Incomplete Courses](#).



Note: Requests are made at [Service Point](#) (3415 McTavish Street). However, it is important that you also see a Faculty advisor in Dawson Hall to talk about your options and the effects that your request may have on your studies. For more information, see mcgill.ca/students/advising.

5.1.4 Academic Standing: Faculty of Education

Education students, see [Academic Standing](#) in the Faculty of Education.

5.1.5 Academic Standing: Faculty of Engineering

In the Faculty of Engineering, a decision on your Academic Standing is determined on the basis of your cumulative grade point average (CGPA) according to the criteria listed below.



Note: The Faculty determines Academic Standing decisions after the completion of each term (Fall, Winter, Summer) based on grades obtained up to that point. If you have been granted permission to defer one or more examinations, the Academic Standing decision will be made disregarding the deferred exam grade.

5.1.5.1 Satisfactory Standing: Faculty of Engineering

You are in Satisfactory Standing if you have a CGPA of 2.00 or greater.

You may continue with your studies under the following conditions:

- If you obtained a grade of D or F in a core course, you must repeat the course successfully (grade of C or better) or replace it with an alternative approved course and successfully complete the course.
- If you obtained a grade of F in any other course, you must either repeat the course successfully before graduation or replace it with an alternative approved course and successfully complete the course before graduation.

5.1.5.2 Probationary Standing: Faculty of Engineering

You are in Probationary Standing if you have **either**:

a CGPA that is less than 2.00 and equal to or greater than 1.20

or

a TGPA that is equal to or greater than 2.50 and a CGPA that is less than 2.00.

You may continue with your studies under the following conditions:

- You must reduce your credit load to a maximum of 13 credits per term and must obtain, at the end of the term, either a CGPA of 2.00 or greater or a TGPA of 2.50 or greater.
- If you have a TGPA of 2.50 or greater, but you have a CGPA that is less than 2.00, you may continue with your studies but you will remain in Probationary Standing until you obtain a CGPA of 2.0 or greater.
- If you do not obtain either the TGPA or CGPA noted above, you will be placed in Unsatisfactory Standing.
- You must consult a faculty or departmental advisor before withdrawal deadlines concerning your course selection.

5.1.5.3 Unsatisfactory Standing: Faculty of Engineering

You are in Unsatisfactory Standing if you have **either**:

a CGPA that is less than 1.20

or

a TGPA that is less than 2.50 and a CGPA that is less than 2.00.

If at any time, you were placed in Unsatisfactory Standing and were readmitted to the Faculty of Engineering after one term away, and you are placed in Unsatisfactory Standing again at the end of any subsequent term, you may not continue in your program. You will be asked to **withdraw** from the Faculty of Engineering for a **minimum of one term or permanently**, based on the conditions of your last letter of readmission.

If you are in Unsatisfactory Standing for the first time, the regulations below apply.

Students in Interim Unsatisfactory Standing after the Fall term:

You may continue with your studies under the following conditions:

- You must reduce your credit load to a maximum of 13 credits per term and must obtain, at the end of the term, either a CGPA of 2.00 or greater or a TGPA of 2.50 or greater.
- If you have a TGPA of 2.50 or greater, but your CGPA is less than 2.00, you may continue with your studies but will remain in Probationary Standing until you obtain a CGPA of 2.00 or greater.
- If you do not obtain either the TGPA or CGPA noted above, you will be placed in Unsatisfactory Standing.
- You must consult a faculty or departmental advisor before withdrawal deadlines concerning your course selection.

Students in Unsatisfactory Standing after the Winter term:

- You must withdraw from the Faculty of Engineering for a minimum of one term.

For more information about Academic Standing, see mcgill.ca/engineering/students/undergraduate/advising-programs/academic-standing.

5.1.6 Academic Standing: Faculty of Law

If you do not obtain a sessional grade point average (GPA at the end of Fall and Winter terms combined) of at least 1.50, you will be required to withdraw from the Faculty. If your sessional GPA is between 1.50 and 1.99, you will be permitted to continue with your program, but you must obtain a subsequent sessional GPA of 2.50 or a Cumulative GPA (CGPA) of 2.00. You must have a CGPA of 2.00 to be considered for graduation. Students who are required to withdraw from the Faculty may be authorized to continue in their program by the Faculty Admissions Committee if there are exceptional reasons for the required withdrawal.

5.1.7 Academic Standing: School of Continuing Studies

If you are in Unsatisfactory Standing, you must apply to the Appeals Committee of your academic area.

5.1.8 Academic Standing: Schulich School of Music

Music students, see [Academic Standing](#) in the Schulich School of Music.

5.2 Credit System

The faculties listed in this publication use the credit system, where each course is assigned a credit rating reflecting the number of weekly contact hours. In general, a three-credit course indicates three hours of lectures per week for one term, but this does not apply to all faculties. Laboratory contact hours usually count for fewer credits. Credits also reflect the amount of effort required of you and generally assume two hours of personal study for each contact hour.


The credit weight of each course is indicated in parentheses beside the course title.





Note: One credit equals about 45 hours of work. This may be a combination of lecture, laboratory, tutorial, and conference time plus personal study hours. Personal study hours may include required activities, group activities, time spent doing assignments, and preparing and reviewing for a course. All synchronous activities should be held within the time the course is scheduled per the [Minerva Class Schedule](#). Credit hours normally do not require a set number of synchronous hours, allowing for flexibility in course design and scheduling options. However, some programs, such as those with accreditation requirements, may require a minimum of synchronous contact hours.




Note: Credit for multi-term courses (courses with the suffixes: D1, D2; N1, N2; J1, J2, J3) is granted only after successful completion of all components in the specified time frame. For example, a student would have to take D1 and D2 components in consecutive terms and successfully complete them both in order to obtain credit.

 **Note for Agricultural and Environmental Sciences, and Science:** As a guideline, a one-credit course would represent approximately 45 hours of total work per course. This is, in general, a combination of lecture hours and other contact hours such as laboratory periods, tutorials, and problem periods as well as personal study hours.

 **Note for Engineering:** One credit normally represents three hours total work per week. This is, in general, a combination of lecture hours and other contact hours such as laboratory periods, tutorials, and problem periods as well as personal study hours. As a guide, the average number of hours per week of course activities is indicated in the course listing underneath the course description. For example, (3-1-5) indicates a course consisting of three lecture hours per week, one hour of tutorial or lab, and five hours of personal study per week.

 **Note for Summer Studies:** For Summer courses, a three-credit course usually indicates ten hours of lectures per week starting in either the May, June, or July session and spanning a maximum period of five weeks.

5.3 Grading and Grade Point Averages (GPA)

 **Note for Physical and Occupational Therapy:** A grade of C+ is the minimum required passing grade for courses with the subject codes of OCC1, PHTH, and POTH. A grade of C is the minimum required passing grade for all other courses. For complete details, refer to the Rules and Regulations, available at mcgill.ca/spot/programs.

Instructors may submit final grades as either letter grades or in percentages, but the official grade in each course, which is displayed on the transcript is the letter grade. Where appropriate, a class average appears on transcripts expressed as the letter grade most representative of the class performance. In such cases, the class average is calculated for courses, where the total number of grades in all its course sections is 25 or more, and the grades have a grade point (e.g. grades of S, U, or P do not have grade points).

Since Fall 2002, the University has only used letter grades on transcripts and verification forms.

Grades A through C represent satisfactory passes, D a conditional (non-continuation) pass, and F a failure. Certain courses have been approved for Pass/Fail (P/F) grading. Students may also designate elective courses to be graded under the S/U option. See [Courses Taken under the Satisfactory/Unsatisfactory \(S/U\) Option](#).

Policy on Pass/Fail Grading:


For a course to be graded P/F, a proposal must be approved by the Program Director, approved by the Faculty Curriculum Committee, and approved by the Subcommittee on Courses and Teaching Programs (SCTP). Courses that are approved to be graded P/F must indicate this in the course syllabus. Pass/Fail grading applies to all students in a course section and cannot be selectively added to individual students.

Grades of Pass are not included in the GPA calculation and as such are not normally applied to required courses. Grades of F are included in GPA calculations. However, both grades of P and F are included in the count of completed credits for determining eligibility for scholarships and awards.

Please refer to the Satisfactory/Unsatisfactory option for information on that grading option for students.

You must obtain a grade of C or better in courses that you take to fulfil program requirements. You may not register in a course unless you have passed all the prerequisite courses with a grade of C or better, except by written permission of the appropriate department chair.

Grades	Grade Points	Numerical Scale of Grades
A	4.0	85 – 100%
A-	3.7	80 – 84%
B+	3.3	75 – 79%
B	3.0	70 – 74%
B-	2.7	65 – 69%
C+	2.3	60 – 64%
C	2.0	55 – 59%
D	1.0	50 – 54%
F (Fail)	0	0 – 49%

 **Note for Engineering:** The Faculty of Engineering does not use this numeric scale. See *Note for Engineering* below.

 **Note for Law:** Faculty of Law does not use this numeric scale.

The University assigns grade points to letter grades according to the above table. Your Academic Standing (e.g., satisfactory, probationary), which is your academic status at the end of each term, is determined by a grade point average (GPA), which is calculated by multiplying the course credit by the grade

points and dividing the sum by the total GPA course credits. The GPA result is truncated by two decimal points and not rounded up to the nearest decimal point. For example, a GPA of 3.596 will display on the transcript as 3.59 and is NOT rounded up to 3.60.

GPA course credits are the credits of courses with final grades that are assigned grade points according to the table above (e.g. a 3-credit course with a final grade of A has 3 GPA course credits, but a 3-credit course with a final grade of P has no GPA course credits because a grade of P does not have a grade point value).

$$\text{GPA} = \frac{\sum (\text{course credit} \times \text{grade points})}{\sum (\text{GPA course credits})}$$

The *term grade point average* (TGPA) is the GPA for a given term calculated using all the applicable courses at the same level in that term. The *cumulative grade point average* (CGPA) is the GPA calculated using your entire record of applicable courses at McGill at the same level; if you change levels, e.g., from undergraduate to graduate, the CGPA starts again.

This policy took effect in January 2003. Prior to January 2003, if your degree program had changed—e.g., from B.Sc. to B.A.—the CGPA calculation restarted again. For students with academic information prior to Fall 2002, who are registered in a different program or in a different level post-Fall 2002, the transcript displays a special message regarding the CGPA restarting.

If you repeat courses, all final grades are included in the GPA calculation. Therefore, grades of D or F continue to be used in the CGPA calculation even after you repeat the course or if you take a supplemental examination. Note that credits are only granted once for a repeated course regardless of the passing grade.

You must obtain a minimum CGPA of 2.00 to be considered for graduation with a McGill degree.



Note: During the first week of lectures, each instructor will provide you with a written course outline. This information should include, where appropriate:

- whether there will be a final examination in the course;
- how term work will affect the final grade in the course;
- how term work will be distributed through the term;
- whether there will be a supplemental examination in the course, and if so, whether the supplemental exam will be worth 100% of the supplemental grade, or whether term work will be included in the supplemental grade (courses with formal final examinations *must* have supplementals);
- whether students with grades of D, F, J, or U will have the option of submitting additional work, and, if so, how the supplemental grade will be calculated with the extra work (applicable only to students in Science and B.A. & Sc.).



Note for Engineering: In the Faculty of Engineering, letter grades are assigned according to the grading scheme adopted by the professor in charge of a particular course. This may not correspond to grades indicated in the “Numerical Scale of Grades” column in *Grading and Grade Point Averages*. A grade of D indicates marginal performance which is acceptable only for Complementary Studies courses (i.e., Group A *Impact of Technology on Society*; and Group B *Humanities and Social Sciences, Management Studies and Law*), Natural Science Complementary Courses (for Computer Engineering and Software Engineering students from CEGEP), and Elective Courses (for Mechanical Engineering students from CEGEP and for Architecture students). A grade of D is not acceptable for required (core) courses (including Year 0 (Freshman/Foundation Year) math and science courses), technical complementary courses, laboratory complementary courses, or courses in any other category of Engineering programs. Individual departments/schools will decide if a student with a D in a prerequisite course(s) may take the subsequent course.

Grades have the following designations:

A, A-	Very Good
B+, B, B-	Good
C+, C	Satisfactory
D	Conditional Pass
F	Fail

5.3.1 Grading and Grade Point Averages (GPA): Other Grades



Note: Not all grades listed below apply to every faculty, school, or level. Faculty policy prevails when determining if a student may be eligible to receive one of these grades.

Other Grades

J	—	unexcused absence (failed); the student is registered for a course but does not write the final examination or complete other required work; calculated as a failure in the TGPA and CGPA
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Other Grades

K	—	incomplete; instructor has extended the deadline for submission of work in a course
KE or K*	—	further extension granted for submission of work in a course, approval from the Faculty SAO may be required
KF	—	failed to meet the extended deadline for submission of work in a course; calculated as a failure in TGPA and CGPA
KK	—	completion requirement waived; not calculated in TGPA or CGPA; Associate Dean approval is required.
L	—	approved to write a deferred examination in a course
LE or L*	—	permitted to defer examination for more than the normal period
NR	—	no grade reported by the instructor (recorded by the Registrar)
P	—	pass; not calculated in TGPA or CGPA
Q	—	course continued in next term (applicable only to courses taken pre-Fall 2002)
S	—	satisfactory; equivalent to C or better in an elective course; not calculated in TGPA or CGPA (See Courses Taken under the Satisfactory/Unsatisfactory (S/U) Option)
U	—	unsatisfactory; equivalent to D or F in an elective course; not calculated in TGPA or CGPA (See Courses Taken under the Satisfactory/Unsatisfactory (S/U) Option)
W	—	withdrew; a course dropped, with permission, after the Course Change deadline; not calculated in TGPA or CGPA
WF	—	withdrew failing; a course dropped, with special permission in an exceptional case, after faculty deadline for withdrawal from course, the student's performance in the course at that stage being on the level of an F; not calculated in TGPA or CGPA (Not used by Music.)
WL	—	faculty permission to withdraw from a deferred examination; not calculated in TGPA or CGPA
NA or &&	—	grade not yet available
W- - or - -	—	no grade; student withdrew from the University, not calculated in TGPA or CGPA (applicable only to courses taken pre-Fall 2002)



Note for Physical and Occupational Therapy: Grades of S/U are not applicable.



Note for Medicine: Refer to mcgill.ca/ugme/policies-procedures/ugme-student-assessment-policy and mcgill.ca/ugme/policies-procedures/medical-student-performance-record.


5.3.2 Unexcused Absences


All students who miss a final exam or do not complete other required work in a course are given a J grade. You then have the following options:


1. Ask to be assigned a grade based only on the grades earned for your work submitted up to, but not including, the final exam or other required course work.

The grade earned is calculated by adding the grades obtained on the individual pieces of work and a grade of 0 for the portion of the final grade allocated to the final exam or other required course work. This option is not available if the professor stipulated in the course outline that the final exam or other course work is a required part of the evaluation.

2. Request a deferred exam if you have the appropriate reasons and documentation.
3. Apply for a supplemental exam if permitted by your faculty.

 **Note for Engineering:** Option 1 is not available to students in the Faculty of Engineering.

 **Note for Law:** Option 1 is not available to students in the Faculty of Law. Option 3 is by approval of the Associate Dean (Academic) or the Director (Student Life & Learning) only.


 **Note for Music:** Option 1 is not available to students in the Schulich School of Music.


You must request option 1 no later than four months after the end of the examination period of the original course.

You must request option 2 by the faculty deadlines as indicated in [Final Examinations: Deferred Exams](#).

You must request option 3 by the faculty deadlines as indicated at mcgill.ca/exams.

If you wish to appeal a J grade, you should write to your Associate Dean or Director.

 **Note for the Faculties of Arts and Science (including B.A. & Sc.):** Requests are made at [Service Point](#) (3415 McTavish Street). However, it is important that you also meet with a Faculty advisor in [Arts OASIS](#) or [SOUSA](#) to talk about your options and the effects that your request may have on your studies. For more information, see mcgill.ca/students/advising.

 **Note for Graduate and Postdoctoral Studies:** Only options 2 and 3 above are applicable to graduate students. Students wishing to appeal a J grade should write to the [Associate Dean of Graduate and Postdoctoral Studies](#).

5.4 Transcript of Academic Record

The proceeding sections contain information on transcripts and other details regarding academic records.

5.4.1 Transcript of Academic Record: General Information

A McGill transcript includes all attempted work and final grades obtained in all programs. The University does **not** issue partial transcripts under any circumstances.

The University issues official transcripts in electronic or paper format. Requests for both electronic official (**eTranscripts**) and paper transcripts are submitted in [Minerva](#).

eTranscript PDFs are sent the same-day in as little as 15 minutes (providing there are no holds on your student account and no attachments to review) via the National Student Clearing House, a US-based non-profit organization and leading provider of trusted, educational data exchange and verification services. A minimal service fee applies.

Paper official transcripts are normally processed in 3 to 5 working days (5 to 7 during peak periods) and mailed by regular Canada Post mail to the address(es) indicated on the request. Paper transcripts are free of charge for currently registered students. Transcript fees apply for alumni and former students. Requests for archived transcripts (pre-1972) have a longer processing time.

Paper official transcripts are printed on secure paper that cannot be copied. eTranscripts are digitally signed and certified PDF documents that cannot be copied.

For more information on requesting official transcripts, refer to [Official Transcripts](#).

Note: The University may not be held responsible for the loss or delay of transcripts in the mail.

Note: You cannot submit a transcript request in Minerva if you have **holds** on your record (e.g., accounting, registrar, library, etc.). Please verify the top of your unofficial transcript in [Minerva](#) for any holds.

5.4.2 Unofficial Transcripts

If you require a copy of your student record, access Minerva (mcgill.ca/minerva) to view and print an unofficial transcript. This applies to records from 1976 to the present. For pre-1976 records, your transcript is archived, and you must order an official transcript. See [section 5.4.3: Official Transcripts](#).

5.4.2.1 Verification of Student Records: Unofficial Transcripts

Subject to [section 5.8: Changes to Student Records after Normal Deadlines](#), you are responsible for verifying your academic record on [Minerva](#) using the unofficial transcript to ensure that you are registered in the proper courses, and that the correct program information and expected term of graduation appear on your record.

If you are graduating, verify your record on Minerva before the end of your final term to ensure that the correct expected graduation term appears on your unofficial transcript; if not, you may be overlooked for graduation. You should direct any questions or problems with your record to your Student Affairs Office.

A student's academic record is deemed final once the record has been approved for graduation and the 'Degree Granted' notation displays. No further record changes may be requested at this point (e.g. grade changes).



Note for the Faculties of Arts and Science (including B.A. & Sc.): Requests are made at [Service Point](#) (3415 McTavish Street). However, it is important that you also meet with a Faculty advisor in [Arts OASIS](#) or [SOUSA](#) to talk about your options and the effects that your request may have on your studies. For more information, refer to [Academic Advising](#).



Note for Graduate and Postdoctoral Studies: You should direct any questions or problems with your record to your [Graduate Program/Director](#).

5.4.3 Official Transcripts

For more information on transcripts, applicable costs, delivery method, and processing time, see mcgill.ca/student-records/transcripts.

Currently Registered Students: Use [Minerva](#) to order an official transcript at *Student Menu > Student Records Menu > Request/Official Transcript*.

Alumni or former students who were registered or graduated as of 1972 or later: You **must** submit your request in [Minerva](#) at *Student Menu > Student Records Menu > Request/Official Transcript* and will require login credentials. Please contact the IT Service Desk (mcgill.ca/it) to obtain your McGill ID & Minerva PIN.

Alumni or former students who were registered or graduated prior to 1972 (archived records): You must submit an online *Request for Archived Official Transcript* located at: mcgill.ca/student-records/transcripts/printed-transcripts and will be required to provide a copy of a government-issued Photo ID.



Note: Proxy requests will be accepted only with written authorization.

5.4.4 Course Numbering on the Transcript

Prior to September 2002, course numbers had seven-character designations beginning with a three-number code indicating the teaching unit/department. The next three digits specified the course, with the first of these indicating its level. The final character was a letter indicating the term, or terms, during which the course was offered. For example:

107-200A = Philosophy (107) course (200) in Fall term (A);

301-202B = Architecture (301) course (202) in Winter term (B);

154-230D = Economics (154) course (230) extending for two terms, Fall and Winter (D).

A list of the former teaching unit codes and their subject code equivalents is available at mcgill.ca/student-records/transcripts/key.

For information on our current course numbering, see [University Regulations & Resources > Undergraduate > Registration > Course Information and Regulations > section 3.2.1: Course Numbering](#).



Note for Continuing Studies: Examples of course numbers displaying on transcripts prior to September 2002 are:

280-211X = Intro. to Financial Accounting in Fall term (X);

629-202Y = Microeconomics in Winter term (Y);

660-221Z = Project Management extending for two terms, Fall and Winter (Z).

5.5 Incomplete Courses

If the instructor decides there is sufficient reason to permit a delay in the submission of required term work, they may extend the deadline for your work until after the end of the course. In this case, the instructor will submit a grade of K (incomplete).



Note: If the instructor submits a grade of K, they will also indicate the date by which you must complete the work. Consult the faculty sections for maximum extensions.



Note: If the instructor submits a new grade within the deadline, both the new grade and the grade of K will appear on your verification forms and unofficial and advising transcript. However, the new grade will replace the K on your official transcript.



Note: If you do not complete the required work before the deadline, a grade of KF will be updated on your record. A KF denotes a failed course and is calculated in the TGPA and CGPA as an F.



Note: In exceptional circumstances, and with the approval of the Associate Dean or Director, the deadline may be extended further, in which case the grade of KE (further extension granted) appears. If you do not meet the extended deadline, a grade of KF will replace the KE.



Note for the Faculties of Arts and Science (including B.A. & Sc.): An instructor who believes that there is justification for a student to delay submitting term work may extend the deadline until after the end of the course. In this case, the instructor will submit a grade of K (incomplete), indicating the date by which the work is to be completed. The maximum extensions for the submission of grades are as follows:

Students graduating in June

Fall, Winter, and multi-term courses	April 30
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Non-graduating students

Fall courses	April 30
Winter and multi-term courses	July 30
Summer courses	November 30

Students' deadlines for submitting their work must be scheduled appropriately before these dates to ensure that the work can be assessed and the grade submitted on time.

It is important to note that instructors may impose earlier deadlines than those listed above.

If grades to clear Ks have not been submitted by the above deadlines, the K is automatically changed to a KF and counts as an F in the GPA.

Students with a grade of K who have serious extenuating circumstances may request an extension of the K deadline (KE) from the Associate Dean or Director of their faculty.

For more information, see [section 5.3: Grading and Grade Point Averages \(GPA\)](#).

Requests must be made to the instructor for consideration. If your request is approved, the instructor will inform you of the extension deadline, and submit a grade of K (incomplete). However, it is important that you also meet with a Faculty advisor in Dawson Hall to talk about your options and the effects that your request may have on your studies. For more information, see mcgill.ca/students/advising.

If the required work has not been submitted by the deadline, a grade of KF will be updated on the student's record. A KF denotes a failed course and is calculated in the student's TGPA and CGPA as an F. This in turn may impact the student's academic standing, changing this to either [Probationary](#) or [Unsatisfactory](#) and requiring that they immediately follow the outlined conditions.



Note for the Faculty of Agricultural and Environmental Sciences: The maximum extensions for the submission of grades to the Student Affairs Office are as follows:

Students graduating in June

Fall courses	January 15
Winter courses, and courses spanning Fall/Winter	April 30

Non-graduating students

Fall courses	January 15
Winter courses, and courses spanning Fall/Winter	May 15

Students' deadlines for submitting their work must be sufficiently in advance of these dates to ensure that the work can be graded and the mark submitted on time. It is important to note that instructors may impose earlier deadlines than those listed above.

If instructors have not submitted grades to clear Ks to the Student Affairs Office by the above dates, the K is automatically changed to a KF and counts as an F in the GPA.

Students with a grade of K who have serious extenuating circumstances may request an extension of the K deadline (KE) from the Associate Dean (Student Affairs). More information about grading and credit is found under *University Regulations and Resources > Undergraduate > Student Records > section 5.3: Grading and Grade Point Averages (GPA)*.



Note 1 for Law students: In the Faculty of Law, permission to delay submission of required term work must be obtained from the Director (Student Life & Learning). It cannot be granted by the instructor. If, in the opinion of the Director (Student Life & Learning), there is sufficient reason to permit a delay in the submission of required term work, the Director may grant you an extension of the deadline after the end of the course. In this case, the instructor will submit a grade of K (incomplete). If an extension of the deadline is granted, the Director (Student Life & Learning) will indicate the date by which you must complete the work. If the instructor submits a new grade within the new deadline, both the new grade and the grade of K will appear on your faculty reports and verification forms. However, on your official transcript the new grade will replace the K. If the required work is not completed before the deadline, a grade of KF will be updated on your record. A KF denotes a failed course and is calculated in the TGPA and CGPA the same as an F. In exceptional circumstances, and with the approval of the Director (Student Life & Learning), the deadline may be extended further, in which case the grade of KE (further extension granted) will appear. If the extended deadline is not met, a grade of KF will replace the KE.



Note 2 for Law students: If, without a valid excuse, you do not participate in or write a final examination or submit required term work for any courses you were registered in, you will receive a final grade of J (unexcused absence).

5.6 Transfer Credits

Students who have been approved to transfer credits from another university and students who participate in a formal university exchange could be eligible to transfer earned credits to McGill if the grade earned in the host university course(s) is equal to or higher than the grade/CGPA required to graduate from the host university. The policy will apply to both elective and required courses and, to be counted, courses must be taken at the host institution for the same purpose (i.e., major, minor, elective, etc.) than they would have at McGill. Please note that grade/GPA requirements may differ across programs and that your Student Affairs Office will determine the category to which credits are transferred to your program.

You need to obtain approval from your Student Affairs Office for courses taken at other universities. In some faculties, you will need approval from your Student Affairs Office and your academic advisor before taking the course, especially if they are part of your program requirements. Please note that credits that have not been preapproved might not be transferred. Admissions, Faculties, and Departments vet the courses they approve for credit and thus have the right to refuse certain courses that do not satisfy program requirements.

You may be granted credit for courses meeting the requirements described above at other universities if you are within the number of credits imposed by McGill's residency and program requirements for some faculties. In general, a minimum of 60 credits completed at McGill is needed to qualify for a McGill degree. You must be in Satisfactory Standing to be granted the transfer credits.

Grades for transfer courses earned at the host university are not entered on your McGill transcript and are not part of the TGPA or CGPA calculation. Courses at a host university which you fail or from which you withdraw will appear on your McGill transcript with zero credit granted.

For universities outside Quebec, it is your responsibility to ensure that the host institution sends an official transcript to the Student Affairs Office. You must submit all documents required for approval of your transfer credits with your faculty at McGill **within four months** of completing your exchange program or study away. If you are studying at another [Quebec university on an Inter-University Transfer \(IUT\) agreement](#), the host university sends your grade(s) to McGill automatically. For additional information, see [section 3.7: Quebec Inter-University Transfer Agreement](#).

Transcripts for transfer courses must be received by the following deadlines:

Graduation Term	Convocation
April 1, if your term of graduation is Winter	Convocation in Spring
August 15, if your term of graduation is Summer	Convocation in Fall
December 15, if your term of graduation is Fall	Degree granted February, Convocation in Spring

Transcripts not received by the appropriate date are considered for the next graduation period only.



Note for the Faculty of Arts: The Arts Office of Advising and Student Information Services (OASIS) does not encourage you to participate in any type of study away or exchange in the last term of your final year (U3), as this will delay your graduation to the next graduation period.



Note for the Faculty of Engineering: If you are completing a B.Eng. degree, half of your program must be completed at McGill. The number of transfer credits granted for courses taken outside McGill cannot exceed 50% of the total credits for your program. Note that the total of credits for your program includes those associated with the Required Year 0 (Freshman/Foundation Year) courses. If you are completing the B.Sc.(Arch.) degree, the number of transfer credits granted will be limited to ensure that you complete a minimum of 60 credits of courses at McGill taken to satisfy your degree requirements, excluding those taken to satisfy the Required Year 0 (Freshman/Foundation Year) courses listed in your program.



Note for the Faculty of Law: A limited number of the credits required for the BCL/JD degree program may be obtained in appropriate courses offered by other McGill faculties or other universities, with the approval of the Director (Student Life & Learning) before registration. The total number of credits allowed under this regulation must not exceed six non-law credits and six non-McGill law credits.



Note for the Faculty of Science (including B.A. & Sc.): The Science Office for Undergraduate Student Advising (SOUSA) does not encourage you to participate in any type of study away or exchange in the last term of your final year (U3), as this will delay your graduation to the next graduation period.

5.6.1 Advanced Standing Transfer Credits

Students who have successfully completed their high school studies, including courses or programs that may result in the awarding of Advanced Standing and exemptions, such as the International Baccalaureate, Advanced Placement examinations, GCE A-Levels, French Baccalaureate, and other qualifications, must declare these studies upon applying for admission to McGill University. Advanced Standing and exemptions will be given for these completed studies.

Students who have been granted advanced standing for the International Baccalaureate, Advanced Placement examinations, GCE A-Levels, French Baccalaureate, and other qualifications, but who wish to complete a four-year undergraduate program at McGill, will be permitted to do so, with the appropriate limitations on the repetition of courses for which they have received exemptions. This gives students with Advanced Standing the option of completing 120 McGill credits.

Interested students should contact their Faculty or School advisors.

5.7 Tracking Student Progress

5.7.1 myProgress

myProgress is a web-based degree audit tool that allows students to track their progress towards completion of their degree. The tool offers an overview of your degree requirements and what still need to be completed before graduation. It is currently open to select faculties only; please refer to the following websites for more information.

- **Undergraduate students:** please refer to the [Undergraduate myProgress website](#).
- **Graduate students:** please refer to the [Graduate myProgress website](#).

5.7.2 Degree Evaluation Tool



Note: The Degree Evaluation tool is currently available only to students in certain faculties admitted *prior to Fall 2019*.

Degree Evaluation is a Minerva tool to help students and advisors compare the student's academic record with the requirements of a specific program. If you have access to Degree Evaluation on [Minerva](#) under the *Student Records Menu*, you can review your progress within your current program. Also, if you are considering a program change, you can generate a “what-if” comparison of your academic record with the requirements of another program.

The presentation in the **Degree Evaluation Report** may have a different appearance than the requirements listed in this publication. For example, a long listing of courses may be grouped into one course “attribute” on the Minerva report.

Degree Evaluation also provides a central record of advisor/faculty-approved adjustments to your program of study (e.g., the replacement of one specified course with another or acceptance of a non-McGill course for credit).

[Degree Evaluation](#) is an advising tool only. A Degree Evaluation Report that indicates program requirements have been satisfied does **not** constitute approval to graduate.



Note for Medicine, Dentistry, and Nursing: The Degree Evaluation tool is not used in the Faculties of Medicine and Health Sciences, Dental Medicine and Oral Health Sciences, and the Ingram School of Nursing.

5.8 Changes to Student Records after Normal Deadlines

5.8.1 Student Record Changes

Student record changes include the following: course add or course drop, course withdrawal, university withdrawal, program change (including changing majors or concentrations), or status change (i.e., leave of absence, exchange, or term away). They also include changes to tuition status based on the submission of legal documents.

5.8.2 Registrar Deadlines

Fall term – January 31
 Winter term – June 1
 Summer term – October 1

5.8.3 Before Registrar Deadlines

For record changes after the normal deadlines published in this publication, but before the [section 5.8.2: Registrar Deadlines](#), you must make a request in writing to your Associate Dean or Director, clearly explaining why you could not request the change before these dates. The Associate Dean or Director will review your request and decide. If your request is approved, the change is processed according to existing faculty and Enrolment Services student record procedures.



Note for the Faculties of Arts and Science (including B.A. & Sc.): Requests are made at [Service Point](#) (3415 McTavish). However, it is important that you also meet with a faculty advisor in [Arts OASIS](#) or [SOUA](#) to talk about your options and the effects that your request may have on your studies. For more information, refer to [Academic Advising](#).

5.8.4 After Registrar Deadlines

The University does not normally consider a change requested after the [section 5.8.2: Registrar Deadlines](#) have passed. In situations where there are extraordinary personal or extraordinary academic circumstances that could not have been foreseen prior to these deadlines, you may formally request a student record change from your Associate Dean or Director. If your Associate Dean or Director approves the request, the change will be processed according to faculty and Enrolment Services student record procedures. You may be assessed a fee for a change requested after Registrar deadlines. For all changes other than grade changes, the faculty will file full documentation that supports the extraordinary circumstances with Enrolment Services.



Note for the Faculties of Arts and Science (including B.A. & Sc.): Requests are made at [Service Point](#) (3415 McTavish). However, it is important that you also meet with a Faculty advisor in [Arts OASIS](#) or [SOUSA](#) to talk about your options and the effects that your request may have on your studies. For more information, refer to [Academic Advising](#).

5.8.5 Fee Assessment Consequences

When a change to your student record is made, the revised fee assessment appears on your next fee statement.

If you wish to contest the fee assessment, you must submit a written request to Enrolment Services. Enrolment Services will review the extraordinary circumstances described in the supporting documentation provided by your faculty and, if necessary, consult with the Student Accounts Office to decide whether to consider your request. Then, Enrolment Services will communicate with you explaining the decision.

5.8.6 Student's Citizenship and/or Immigration or Fee Exemption Status

Note that your faculty/school or Graduate and Postdoctoral Studies does not handle changes related to your citizenship and/or immigration or fee exemption status; see [section 2.3.1: Why Does McGill Collect Legal Documents from You?](#) You may be assessed a fee for a change requested after the submission deadline.

6 Examinations: General Information



Note: The University Exam Regulations governed by the University Student Assessment Policy are available at mcgill.ca/exams/regulations.

In addition to the University Student Assessment Policy (available on the [Secretariat website](#)) and the general examination regulations listed at mcgill.ca/exams/regulations, you should also consult the faculty sections of this publication for particular regulations. You will be informed of the evaluation method used in each course by the end of the Course add/drop period.

As per the [section 1.3: McGill Language policy](#), every student has a right to write papers, examinations and theses in English or in French, except in courses where knowledge of a language is one of the objectives of the course.

You are not permitted to write an in person or online examination in any course unless you have fulfilled the requirements of the course to the satisfaction of the instructor and your Associate Dean or Director. For an in person examination or test, you must submit all written work to the invigilator or instructor before leaving.

As per the exam regulations, you must have your valid McGill student ID card with you to write an in person examination. If you have lost your McGill ID, please provide a government issued ID with your full name written on it. Verification of your ID will be made at the time of your exam.

As per the [Code of Conduct and Disciplinary Procedures](#), Article 17, cheating in any examination is considered a serious offence that could lead to expulsion from the University. Students are not permitted to have in their possession, or to use, any unauthorized materials during an examination. This includes electronic devices such as cell phones, iPods, MP3 players, PDAs, smart watches, and other web-access devices. Unauthorized items used during an exam will be reported to the Disciplinary Officer.

Responses on multiple-choice examinations are normally checked by the Exam Security Computer Monitoring Program. The program detects pairs of students with unusually similar answer patterns on multiple-choice examinations. Data generated by the program can be used as admissible evidence either to initiate or corroborate an investigation or a charge of cheating under Section 17 of the [Code of Student Conduct and Disciplinary Procedures](#).

All students are responsible for familiarizing themselves with the University Student Assessment Policy (available on the [Secretariat website](#)) and the [Code of Student Conduct and Disciplinary Procedures](#) (available at mcgill.ca/exams/regulations).

You can find information about issues related to academic integrity at mcgill.ca/students/srr/honest.



Note for Engineering Students: You should also refer to the Engineering website for more information at mcgill.ca/engineering/students/undergraduate/courses-registration/exams-assessment.



Note for Law Students: You should also refer to the Law website for more information at mcgill.ca/law-studies/courses/exams.



Note for Medicine: Refer to UGME's [Assessment and Promotion Policy](#).



Note for Continuing Studies Students: You should consult the academic sections of this publication for particular regulations.

6.1 Examination Accommodations for Students registered with the Office for Student Accessibility & Achievement

Students registered with the Office for Student Accessibility & Achievement with an active accommodation plan may register for accommodations for all tests, quizzes, exams, and finals. For more information see: mcgill.ca/osd/student-resources/forms/exam-sign.

6.2 Credit by Examination

In certain exceptional cases and in certain faculties, you can apply to the Associate Dean or Director to write a final examination in order to obtain credit in a course that you were not registered in. This is possible only in those courses where there is no other assessment except the final examination.

6.3 Final Examinations

Final examinations in regularly scheduled courses are held during the final examination period at the end of the term. The format of the final exams can be either online or in person, depending on the situation. The dates of the final examination periods are listed at mcgill.ca/exams.



Important Note: You are advised not to make travel plans prior to the release of the Final Exam Schedule. Vacation plans *do not* constitute grounds for the deferral or re-scheduling of final exams.



Note for Summer Studies: All information pertaining to final exam conflicts can be found at mcgill.ca/summer/finalexams.

In some courses there is no final examination; your final grade in these courses is determined by different forms of assessment(s) indicated in the course outline. During the first week of class, students will be provided with a course outline, which along with other details, will include the types of assessment to be used in the course and the weight accorded to each assessment.

6.3.1 Final Examinations: University Regulations Concerning Final Examinations

6.3.1.1 Preamble

The objectives of these regulations are as follows:

1. to protect students from excessive workloads;
2. to use the entire term to maximum advantage.

6.3.1.2 Regulations

1. These regulations shall apply to undergraduate courses up to and including the 500 level that are evaluated by the use of written examinations. They shall not apply to clinical, field, laboratory, performance, and seminar courses, or to other courses that are evaluated solely by means of a design, paper, program, or project.
2. Written examinations (including take-home examinations) shall not be held during the last two weeks of scheduled classes during the Fall and Winter terms, except where a pattern of continuous evaluation has been established, in which case the total value of examinations given in this period shall comprise no more than 10% of the final grade.
3. If the written examinations in a course constitute 50% or more of the final grade, one of these shall be given as a final written examination, and it shall take place during the examination period after the last day of scheduled lectures in December or April. Final examinations can be administered as either in person or online assessments.
4. A final examination given during the examination period shall be worth at least 25% of the final grade.
5. Students shall be informed of all course requirements by the end of the course add/drop period. All term work shall be assigned early enough in the term for students to complete the assignment(s) by the last day of class.
6. The due date for term work in courses to which these regulations apply shall be no later than the last day of classes.
7. In courses that span the Fall and Winter terms (course pairs with numbers ending D1 and D2), instructors who wish to give a mid-year examination in December must schedule it in the formal examination period.

8. The principles enunciated in these regulations shall be applied, appropriately modified, to courses given during the summer, to other courses of less than a 13-week duration, and to courses in the Faculties of Law, Medicine and Health Sciences, Dental Medicine and Oral Health Sciences, and Education that do not follow the normal University Timetable.
9. Individual faculties may propose variations in these regulations to the Academic Policy and Planning Committee to meet their special needs.
10. These regulations, and any variations to them, shall be made known to students by each faculty.

Instructors are not permitted to grant any special treatment regarding examinations to any student. Students who believe there are circumstances which might justify making special examination arrangements for them or which might legitimately be taken into account in evaluating their performance should apply to the Associate Dean or Director of their faculty.



Note for the Faculties of Arts and Science (including B.A. & Sc.): Requests are made at [Service Point](#) (3415 McTavish Street). However, it is important that you also see a faculty advisor in Arts OASIS or Science SOUSA to talk about your options and the effects that your request may have on your studies. For more information, refer to [Academic Advising](#).

It is the responsibility of the student to confirm the date, time, format for online or location of an in person examination by checking examination schedules posted on mcgill.ca/exams. No student will be allowed to enter an in person examination later than one hour after it has started.



Note for Medicine and Health Sciences: Refer to UGME's [Assessment and Promotion Policy](#).



Note for Dental Medicine and Oral Health Sciences: Refer to mcgill.ca/dentistry/academicaffairs/examschedule.

6.3.2 Final Examinations: Deferred Examinations

Step 1: Understanding your options and the consequences

Deciding whether or not to defer a final exam can be difficult. While there are obviously times when taking that step is necessary, there are usually more cons involved than pros. If you're contemplating applying for a deferred exam, consider the following first:

- Exams during the regular period are scheduled shortly after the end of the course. Deferred exams are held much later after the end of a term, **meaning course material will not be as fresh.**
- Applying for a deferred exam does not guarantee approval. **Deferred exam requests are not automatically granted**, even with supporting documentation. Consult the "Eligibility" section for more information.
- Deferrals are meant to help students who are severely ill or dealing with unforeseeable, significant extenuating circumstances. Requests due to minor illnesses (cold), minor personal matters, or scheduling conflicts (travel plans) **will not be approved.**
- **Do not use deferral requests to manage your exam schedule** or to reduce your exam load. If you request to defer one exam due to illness, then write another exam the same day or the next, your request will likely be refused. It is your responsibility to plan how you will meet the academic requirements of your program.
- **Deferred exam requests will not be approved if you attend your exam** and partway through decide that you were not well enough to perform at full capacity.
- In cases of incidental illness (e.g., a cold, cramps, nausea, etc.) that affected your study time leading up to the exam, but where you recovered on the day of your exam, you are expected to write your exam, and a deferral **will not be granted.**
- If you have requested a deferred exam in the past, any **future requests will be reviewed more stringently**, and requests with similar reasons or circumstances as previous requests will not likely be approved.
- If you have made requests due to disability or chronic illness in the past, **it is your responsibility to take measures** to manage your condition and your course schedule to avoid relying on deferred exams in subsequent exam periods. Please refer to resources available (listed in final bullet for Step 1) and consult with your [academic advisor](#) to assist you in this process.
- **You cannot defer a deferred exam.** If you fall ill right before your deferred exam, you will not have the option to defer it again.
- **You will have to provide supporting documentation for your request if this is not your first deferral.**
- A deferred exam may have an **impact on future plans**, such as exchanges, studying abroad, internships, etc.
- **Deferring an exam merely pushes it to the future**, to a time when you may have a full course load of other exams to prepare for. You are strongly advised not to defer more than two exams in an exam period, as this could make for an unmanageable deferred exam period and workload for the following semester.
- The course with a deferred final exam will show a grade of "L" on your transcript until the deferred exam is written and graded. **Both the grade of "L" and your final grade will display on your advising/unofficial transcript.**

- McGill offers **many resources** to help you avoid having to defer, including McGill [Tutoring Services](#), McGill [Counselling Workshops](#), [faculty-specific resources](#), and other [academic resources](#). If you have a disability or a chronic illness, register with the [Student Accessibility & Achievement](#) to help you manage your accommodation needs
- Your [academic advisor](#) can help point you toward valuable resources and support services, as well as outline how a deferral might affect your career and timeline.

Step 2: Find out if you are eligible for a deferred exam

The following are the eligibility requirements for a deferred exam:

- Requests are submitted according to your Faculty Guidelines (see "Submitting a request").
- You must cite a valid reason for requesting a deferred exam, even if this is your first-time request. Valid reasons are:
 - Serious medical illness;
 - Serious personal issues/circumstances;
 - Serious unforeseeable or extenuating circumstances.



Note: Travel plans are not a valid reason.

- If this is not your first deferred exam request, you must also provide supporting documentation (such as a medical note) which confirms your inability to write the exam on the original date. Documents should be submitted as soon as you submit your deferral request in [Minerva](#). Incomplete requests will be cancelled, and late documents will not be accepted. See "Submitting a request" for details on accepted supporting documents and how and when to submit supporting documents.
- First-time requests: Students in eligible faculties (**listed below**) who request a **first-time** exam deferral due to illness or other serious extenuating circumstance may be granted the deferral without the need for supporting documentation (such as a medical note). Students requesting a first-time deferral are nonetheless required to have a valid reason, and all other requirements and deadlines for submitting a request for a deferred exam will apply.

Eligible faculties:

- Science (including the Bachelor of Arts & Science)
- Management
- Law
- Engineering (including School of Architecture)
- Education
- Arts (including Schools of Social Work and Religious Studies)
- Agricultural and Environmental Sciences

Ineligible faculties/schools:

- Continuing Studies
 - Nursing
 - Information Studies
 - Physical and Occupational Therapy
 - Dentistry
 - Medicine and Health Sciences
 - Music
 - Graduate and Postdoctoral Studies
- For ineligible faculties/schools, the [guidelines](#) for your home faculty or school are applicable.

Step 3: Submit your request

1. Read Step 1: Options and consequences, and Step 2: Eligibility.
2. Check the deadlines for submitting a request applicable to you. Visit [My Exams](#) to view deferred exams application deadlines.
3. Submit your request. You must do this by the posted [deadline](#) in your [faculty guidelines](#).

Faculty	How/Where do I submit an exam deferral request?	Where do I submit supporting documents (e.g., medical note)?	Where can I seek academic advising?
Agriculture and Environmental Sciences	Minerva (Student Menu>Student Records Menu>Deferred Exam Application)	Student Affairs at Macdonald Campus	Student Affairs at Macdonald Campus
Arts (including Information Studies and Social Work)	Minerva (Student Menu>Student Records Menu>Deferred Exam Application)	Current Student Contact Form	OASIS at Dawson Hall
Continuing Studies	Minerva (Student Menu>Student Records Menu>Deferred Exam Application)	In person at School of Continuing Studies or by email	Continuing Studies Front Desk (688 Sherbrooke W. , 11th floor)
Dentistry	Minerva (Student Menu>Student Records Menu>Deferred Exam Application)	Associate Dean of Student Affairs within Dentistry	Student Affairs within Dentistry - or Norman Miller
Education	Minerva (Student Menu>Student Records Menu>Deferred Exam Application)	In person at Student Affairs (3700 McTavish , room 243) or by email	Student Affairs at Education (3700 McTavish , room 243)
Engineering (including Architecture and Urban Planning)	Minerva (Student Menu>Student Records Menu>Deferred Exam Application)	In person at Frank Dawson Adams Building (3450 University , Room 22)	Student Affairs at Frank Dawson Adams Building (3450 University , Room 22)
Graduate Studies	Consult with the Graduate program department - your Graduate Program Coordinator must submit a Deferred Exam Request on your behalf	Consult with your Graduate department	Departmental Supervisor
Law	Minerva (Student Menu>Student Records Menu>Deferred Exam Application)	In person at Law Student Affairs (3644 Peel , room 433)	In person at Law Student Affairs (3644 Peel , room 433)
Management	Minerva (Student Menu>Student Records Menu>Deferred Exam Application)	Student Affairs at Desautels Faculty of Management	Student Affairs at Desautels Faculty of Management
Medicine and Health Sciences	Minerva (Student Menu>Student Records Menu>Deferred Exam Application)	Medicine The WELL Office (3708 Peel Street)	Medicine Student Affairs (680 Sherbrooke West)
Music	Minerva (Student Menu>Student Records Menu>Deferred Exam Application)	Student Affairs at Music - Elizabeth Wirth Music Building (527 Sherbrooke St W. , 7th floor)	Student Affairs at Music - Elizabeth Wirth Music Building (527 Sherbrooke St W. , 7th floor)
Nursing	Minerva (Student Menu>Student Records Menu>Deferred Exam Application)	Student Affairs (680 Sherbrooke Ouest , 19th floor, room 1944)	Student Affairs (680 Sherbrooke Ouest , 19th floor, room 1944)
Physical and Occupational Therapy	Minerva (Student Menu>Student Records Menu>Deferred Exam Application)	In person at Student Affairs (3630 Sir William Osler)	In person at Student Affairs (3630 Sir William Osler)
Religious Studies	Minerva (Student Menu>Student Records Menu>Deferred Exam Application)	In person at Service Point or by email (BA in Religious Studies)	Religious studies (Birks Building, 3520 University)
Science (including B.A. and Sc.)	Minerva (Student Menu>Student Records Menu>Deferred Exam Application)	Current student Contact Form	SOUSA at Dawson Hall
Summer Studies - Special Students	Minerva (Student Menu>Student Records Menu>Deferred Exam Application)	In person at Service Point or by email	N/A

4. Submit supporting documents.

What do you need to provide?

Supporting documents must substantiate your claim of incapacity or inability to attend your exam(s) on the given date(s).

Medical notes must be from a health practitioner who has observed and diagnosed your condition directly and in-person (telephone or remote diagnoses are not permitted). The following is a list of registered and licensed health practitioners deemed acceptable:

- A Dental Surgeon or Dentist
- A Psychologist, Psychotherapist, or Social Worker
- A Physician, Psychiatrist, or Surgeon
- A Nurse or Nurse Practitioner
- A health professional from any of the McGill health services (i.e., [Student Wellness Hub](#))

All supporting documents must be clear, complete, and include the following:

- a. Your full name, and where applicable McGill ID#
- b. Information about your health practitioner:
 - their name, address, and license #
 - their signature
 - the date you met with them
- c. Information about your circumstances:
 - a statement of capacity, indicating that you weren't/aren't able to attend your exam and why;
 - the date(s) that you were/are incapable of doing so;
 - the date on which you'll be able to resume your studies/exams.

When do you need to provide it?

Supporting documents must be sent as soon as you have submitted your [Minerva](#) request. Note that incomplete requests will be cancelled.

- Arts and Science students:
 - Submit PDF copies of your documents to Service Point by completing the Current student Contact form mcgill.ca/servicepoint/current-student-contact-form and selecting the option "Final Exams".
- Students from all other Faculties must submit documents directly to their [Faculty Student Affairs Office](#).

Step 4: Understanding your decision (approved or refused)

If your deferred exam request is approved

- It is your responsibility to verify the Deferred Exam schedule for the exact date, time, and location of your exam. The schedule will be posted at mcgill.ca/exams approximately two weeks prior to your deferred exam period.
 - Exams deferred from the **December exam period** (i.e., from the Fall term) are scheduled in the **Winter term Reading Break**.
 - Exams deferred from the **April exam period** (i.e., from the Winter term) are scheduled in the **3rd week of August**.
 - You are expected to be available during a deferred exam period to write your exam.
- You can only defer your final exam once. If you request a late course withdrawal (late-W) from a course with an approved exam deferral and the reasons for the late-W are similar to those for your deferred exam request, then your request will not be granted.
- If you requested a deferred exam and then ended up writing the original final exam, you will no longer be eligible to write the deferred exam, even if your request was approved. It is your responsibility to inform your Student Affairs office (or Service Point, for Arts and Science students) that you wrote the final exam at the originally scheduled time. Failure to meet this obligation may place you in violation of the [Code of Student Conduct](#) and may involve disciplinary measures.
- Take measures to avoid similar issues arising in your next exam period. If you have a chronic condition or disability, register with the [Student Accessibility & Achievement](#). If you are experiencing anxiety or other mental health issues, see a counsellor or therapist and talk to your faculty advisor regarding ways you can better manage your course load. McGill offers many resources to help you avoid having to defer, including McGill [Tutoring Services](#), McGill [Wellness and Life Skills Workshops](#), Counselling resources through the [Student Wellness Hub](#), and other [academic resources](#).

If your deferred exam request is refused

- The refusal could be for any number of reasons, including but not limited to:

- You did not provide a valid reason for your request;
- Your medical documentation was non-specific, inadequate, or missing;
- You have made previous requests for similar or the same reasons and there is no evidence that you have taken measures to address the challenges you are facing during exam periods.
- You **must write the final exam at its originally scheduled date and time**. If you do not or did not write your final exam, you will receive a grade of J, which counts as a failure in your TGPA and CGPA. If you receive a J, a supplemental exam may be an option for you if you meet the eligibility requirements. See [Supplemental Exams](#).
- If you are an Arts or Science student, you may make a written request to have the decision reviewed; there must be new information or documentation relevant to your initial request that you did not originally submit.

If you believe that your situation warrants a decision review, submit your written request no later than 5 business days after the refusal of your initial request.

- How to submit a request:
 - Write a concise (max 500 words) statement explaining why you are requesting a decision review, and what new and relevant information you are sharing to support your request.
 - Email your statement - including PDF-formatted supporting documents - to servicepoint@mcgill.ca from your McGill email account, ensuring that the subject line reads "Decision Review: Deferred Exam".
- Decisions are reviewed by a committee consisting of the following individuals: Director, Service Point; Registrar and Executive Director of Enrolment Services; and either the Associate Dean (Arts OASIS) or the Director of Advising (Science SOUSA), depending on your Faculty.
- Decisions made by this committee **are final**.



Note for the Faculties of Arts and Science (including B.A. & Sc.): Submit your supporting documents to [Service Point](#) (3415 McTavish Street). However, it is important that you also see a faculty advisor in Arts OASIS or Science SOUSA to talk about your options and the effects that your request may have on your studies. For more information, see mcgill.ca/students/advising.



Note for the Faculty of Agricultural and Environmental Sciences: The Faculty offers deferred exams for medical reasons and exceptional circumstances (to be approved by the Associate Dean (Student Affairs)) for the Fall and Winter periods. Verify dates on the Important Dates website at mcgill.ca/importantdates, apply on Minerva, and provide medical documentation to the Student Affairs Office.



Note for the Faculty of Engineering: You should refer to [section 6.3.2.1: Deferred Examinations: Faculty of Engineering](#) for more information on the Faculty of Engineering policies on deferred exams.



Note for the Faculty of Law: You should refer to mcgill.ca/law-studies/courses/exams for more information on the Faculty of Law policies on deferred exams.



Note for the Schulich School of Music: A Music student who has not cleared a grade of L by mid-May is ineligible for scholarships.

6.3.2.1 Deferred Examinations: Faculty of Engineering

For information regarding deferred examinations in the Faculty of Engineering, please see mcgill.ca/engineering/students/undergraduate/courses-registration/exams-assessment/deferred-exams.

6.3.3 Final Examinations: Reassessments and Rereads

In accordance with the [Charter of Students' Rights](#), and subject to its stated conditions, students have the right to consult any written submission for which a grade has been received and the right to discuss the submission with the examiner. If a formal final examination reread is sought, an application must be submitted in writing. A [reread fee](#) is applicable, which is charged to the student's fee account and reimbursed only if the reread results in an increase in the final grade.

- Students in undergraduate faculties, except in the Faculty of Arts or the Faculty of Science, must contact their Student Affairs Office to determine the process to request a formal reread; see [section 11.3: Contact Information for Faculty & School Student Affairs Offices](#);

OR

- Students in the Faculty of Arts or the Faculty of Science must submit a [Final Exam Reread Request](#).

Students must consult their faculty Student Affairs Office or their faculty/school website for the most up-to-date information on exam rereads in their specific faculty/school.

The deadlines to submit a formal reread for undergraduate courses are:

- March 31 for courses in the Fall term
- September 30 for courses in the Winter and Summer terms

6.3.3.1 Reassessments and Rereads: Faculties of Arts and Science (including B.A. & Sc.)

There are two recognized types of impartial reviews: reassessments and rereads:

- reassessment of coursework completed during the term (term papers, mid-terms, assignments, quizzes, etc.)
- reread of a final exam

In both cases, rather than correct and grade the work again, reviewers assess the **appropriateness** of the original grade based, for example, on the application of the grading key to the student's work. If a grade is deemed unfair, it is changed, whether the new grade is higher or lower than the original, i.e., the reviewer's grade takes precedence over the original grade.

6.3.3.1.1 Reassessment of Coursework

These reassessments are administered and conducted solely by the units involved according to procedures specified by the units and made available to staff and students. Requests for such reassessments must be made within 10 working days after the graded material(s) has been made available for students to view. Reassessments should normally be completed within 20 working days of the request.

6.3.3.1.2 Rereads of Final Examinations

Deadlines to request final exam rereads:

- **March 31** for courses in the Fall term
- **September 30** for courses in the Winter and Summer terms

Exam reread fees apply; refer to the [Student Accounts](#) website for fee amounts and information.

For students pursuing a *Bachelor of Arts*, *Bachelor of Science*, or *Bachelor of Arts & Science*:

- Requests for a final exam reread must be made via [Service Point](#);
- It is strongly recommended, but not required, that you consult with the instructor of the course before requesting a reread of a final exam.

Students from outside the Faculties of Arts or Science taking a course administered by them must submit final exam reread requests directly to the Student Affairs Office of their Faculty for Approval.

Reassessments and rereads in courses not in the Faculties of Arts and Science are subject to the deadlines, rules, and regulations of their relevant faculties.

6.3.3.2 Reassessments and Rereads: Faculty of Agricultural and Environmental Sciences

Two forms of formal re-evaluation of graded work are possible: reassessments of term work (midterm exams, quizzes, assignments, etc.) and rereads of final exams.

In both cases the first step is to discuss your grades with your instructor, for explanation and possible adjustment. If a satisfactory conclusion cannot be reached, a formal re-evaluation by a qualified and impartial evaluator can be requested.

For term work, you must apply for a reassessment in writing to the chair of the department that administers the course. An email request is sufficient. If in doubt about whom to contact, ask your Academic Advisor. The request for reassessment of term work must be made within 10 working days after the graded material has been made available to you.

For formal final examinations, you must apply for a reread in writing to the Associate Dean (Student Affairs). Application for rereads must be made by March 31 for Fall term courses and by September 30 for Winter term and Summer term courses.

You should be aware that, in either case:

- grades may be raised, stay the same, or be lowered as the result of a re-evaluation;
- the final course grade will be determined using the new grade, whether it is higher or lower;
- re-evaluations in courses outside the Faculty of Agricultural and Environmental Sciences are subject to the deadlines, rules, and regulations of the relevant faculty.

6.3.3.3 Reassessments and Rereads: Faculty of Law

For information on the Faculty of Law's grade review regulations (rereads of failed examinations, rereads of failing assignments, and review of final evaluations) refer to: mcgill.ca/law-studies/courses.

6.3.3.4 Rereads: Faculty of Engineering

You can request a formal reread of a final examination once you have discussed it with your instructor. You must complete a Reassessment of a Grade and Reread [webform](#) and submit it to the Student Affairs Office, [Engineering Student Centre](#).

The following regulations apply:

- Grades may be either raised or lowered as the result of a reread.

Reread application deadlines:

- Fall courses: last working day of March
- Winter courses: last working day of July
- Summer courses: last working day of September

Non-Engineering courses: Rereads in courses not in the Faculty of Engineering are subject to the deadlines, rules, and regulations of the relevant faculty.

6.3.4 Supplemental Examinations

If you are in [section 5.1: *satisfactory or probationary standing*](#) and received a grade of D, F, J, or U, you may be eligible to write a supplemental exam, which will count for a substantial percentage of your final grade. Your initial grade will still appear on your transcript, and both will be calculated into your CGPA.

To apply for a supplemental examination for a course, you must submit a request on Minerva (mcgill.ca/minerva) by going to *Student Menu > Student Records Menu > Supplemental Exam Application*.

The following rules and conditions apply:

- You must be in Satisfactory or Probationary Standing;
- You must have received a final grade of D, F, J, or U in the course;
- A non-refundable fee for each supplemental exam application is assessed at the time of application and charged directly to your McGill account; consult the Student Accounts website for the fee at mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/other;
- Only one supplemental examination is allowed in a course;
- Supplemental examinations are available for most courses given in the Faculties of Arts, Science, Education, Religious Studies, and the School of Social Work;
- Supplemental examinations are not available for courses administered by Agricultural and Environmental Sciences, Engineering, Management or Music;
- Special permission is required if you want to write supplemental exams totalling more than 8 credits;
- The format of the supplemental examination (e.g., multiple-choice or essay questions) will not necessarily be the same as the final examination, so you should consult the instructor before you write the supplemental examination;
- The supplemental result may or may not include the same proportion of class work as did the original grade; the instructor will announce the arrangements to be used for the course by the end of the Course add/drop Period;
- The supplemental grade will not replace the grade originally obtained, which is used in calculating the GPA; both the original grade and the supplemental result will be calculated in the CGPA;
- For courses in which both a supplemental examination and additional work are available, you may choose the additional work, or the examination, or both; where both are written, only one supplemental grade will be submitted, reflecting grades for both the supplemental examination and the additional work;
- There are no supplemental examinations for Summer Studies courses;
- Additional credit will not be given for a supplemental exam where the original grade for the course was a D and you already received credit for the course;
- No supplemental examinations are available if you fail to achieve a satisfactory grade in a course where you have written a deferred examination;
- Supplemental examinations in courses outside your faculty are subject to the deadlines, rules, and regulations of the relevant faculty.

You must frequently verify the status of your supplemental exam application on Minerva for any additional information required by your Student Affairs Office or Service Point. Once your application has been approved, you will receive a confirmation email at your McGill email address.

If you register for a supplemental examination but find yourself unprepared for it, you should not take the exam; except for the loss of the application fee, there is no penalty for missing a supplemental examination. You should consult your Student Affairs Office for further information. It is important that you also see a Faculty advisor to talk about your options and the effects that your request may have on your studies. For more information, see mcgill.ca/students/advising.

You must verify the date and time of the supplemental examination and make yourself available to write the exam. Supplemental examinations for courses taken in the *Fall term* will be written during *Reading Break* the following Winter term. Supplemental examinations for courses taken in the *Winter term* will be written in August of that year. Dates can be found at mcgill.ca/exams/dates.



Note for Continuing Studies: Availability of supplemental exams and the conditions under which you will be permitted to take them are different in each academic area.



Note for the Faculties of Arts and Science (including B.A. & Sc.): It is important that you also see a Faculty Advisor in Arts OASIS or SOUSA to talk about your options and the effects that your request may have on your studies. For more information, see mcgill.ca/students/advising.



Note for the Faculty of Engineering: Supplemental examinations are available for the following courses: CHEM 110, CHEM 120, CHEM 212, CHEM 234, COMP 202, MATH 133, MATH 140, MATH 141, PHYS 131, PHYS 142, and other courses administered by the Faculty of Science as well as courses administered by the Faculty of Arts (e.g., some Complementary Studies courses from Group A *Impact of Technology on Society* and from Group B *Humanities and Social Sciences, Management Studies and Law*).

Supplemental examinations are **not** available for the following Engineering courses: CHEM 233, EPSC 221, MATH 262, MATH 263, MATH 264, MATH 271, MATH 363, and PHYS 271. These courses are offered by the Faculty of Science, but they are administered by the Faculty of Engineering. If you are not sure which courses offer supplemental examinations, please contact the [Engineering Student Centre](#).



Note for the Faculty of Law: Regular supplemental examinations are available to a student who has failed a course, but who is not required to withdraw from the Faculty. Regular supplemental examinations may be written in up to two courses that do not exceed a total of seven credits together, or in any one course even if it exceeds seven credits. Supplemental examinations are written at the Law Faculty in the month of August. For more information, see *Supplemental Examinations* at mcgill.ca/law-studies/courses/exams.

6.3.5 Additional Work: Faculty of Science (including B.A. & Sc.)

Instructors of courses that include graded, written term work may choose to provide the option of additional work to eligible students. The following conditions apply:

- if there is an option for additional work, it must be announced in the course outline at the beginning of the course;
- additional work involves revising one or more previously submitted papers or submitting new written work to replace the original work;
- you must be in Satisfactory or Probationary Standing;
- you must have received a final grade of D, J, F, or U in the course;
- the weight of the additional work will be equal to the weight given to the work that was revised or replaced when the original grade was submitted;
- the grade resulting from the revised or additional work will be recorded as a supplemental grade;
- the supplemental result will not replace the grade originally obtained, which is used in calculating the GPA; both the original grade and the supplemental grade will count in calculating the CGPA;
- in courses in which both a supplemental examination and additional work are available, you may choose the additional work or the examination or both; where both are written, only one supplemental grade will be submitted, reflecting grades for both the supplemental examination and the additional work;
- additional work in courses outside the Faculty of Science (including B.A. & Sc.) is subject to the deadlines, rules, and regulations of the relevant faculty.



Note for the Faculty of Science (including B.A. & Sc.): Requests are made at [section 12: Service Point](#). However, it is important that you also see a Faculty advisor in Arts OASIS or SOUSA to talk about your options and the effects that your request may have on your studies. For more information, see mcgill.ca/students/advising.

6.4 Examinations: External Exam Proctors

Upon request, McGill will act as proctor for paper-based and online exams from universities or professional accreditation associations and organizations. For complete information on scheduling, fees, payment and all other details please consult the [Exams website](#).

6.4.1 Contact Information

Email: proctor.es@mcgill.ca

Website: mcgill.ca/exams/dates/proctor

6.5 Faculty of Engineering Policy on Use of Calculators in Faculty Tests and Examinations

The use of calculators during tests and examinations is at the discretion of the course instructor. If a calculator is permitted in the examination, you are required to use one of the following calculators:

- CASIO fx-100MS
- CASIO fx-115MS
- CASIO fx-260
- CASIO fx-300MSPlus
- CASIO fx-570MS
- CASIO fx-991MS
- CASIO fx-992S
- SHARP EL-510
- SHARP EL-520
- SHARP EL-531

- SHARP EL-546 (all extensions are acceptable for SHARP calculators)
- TI-30XIIS

No other calculators will be permitted, regardless of their level of sophistication, unless otherwise stated by the examiner. **Non-regulation calculators will be removed and no replacement calculator will be provided.** You are expected to own one of the above-listed Faculty of Engineering Standard Calculators.

For more information, see mcgill.ca/engineering/students/current-students/undergraduate/courses-registration/exams-assessment/faculty-standard-calculators.

6.6 Laptop Examination Policy for the Faculty of Law

All students wishing to write one or more final examinations on their laptop must:

1. ensure laptop compatibility with Faculty-approved software;
2. complete the Faculty of Law Laptop Examination Agreement;
3. download the Faculty-approved software;
4. run a test prior to the start of the examination period;
5. if necessary, sign an *IST Customer Services-Computer Repair Waiver*.

The Student Affairs Office will provide term-specific deadlines. You will not be permitted to use a laptop unless you have fulfilled the above requirements. You must ensure that the laptop you are using meets the minimum requirements for the software as specified by the Student Affairs Office, as posted on the [SAO website](#) and [myCourses](#). Students using laptops will not be placed in separate examination rooms. You may opt out of using your laptop at any point, even once the examination has started, and revert to handwriting.

First-year students are required to attend the examination information session and software download session during the Fall term; dates will be provided by the SAO.

Students considering updating their laptop's operating system should consult the Student Affairs office in advance, to ensure that the new version of the operating system is compatible with the examination software.

6.6.1 Laptop Examination Agreement

The Examination Agreement is designed to confirm that students agree to the terms of the laptop policy. The following are the components of the Examination Agreement:

1. I elect to write one or more of my law examinations using a laptop with the approved McGill University software during the examination period. I recognize that this is a third-party application, and that neither McGill University nor the Faculty of Law is responsible for its proper functioning.
2. I confirm that my personal laptop meets the minimum requirements (as stipulated in the Faculty of Law – Laptop Exam Student section of the myCourses course Law-Law-Student Affairs-Examinations) for the laptop exam pilot project. My laptop has access to the McGill wireless network. Once I have completed this agreement, I will download and install the University-approved software on my laptop. I will follow the tutorial and test the software on my laptop within the stated deadlines.
3. If my laptop fails during the exam (e.g., a computer crash), I agree to continue and finish the exam by handwriting it. I understand that I will not be granted additional time to resolve the computer problems during the exam. If the incomplete examination cannot be retrieved from my computer within two working days, the Associate Dean (Academic) will determine remedial options.
4. I understand that, if necessary, ICS staff may be available to troubleshoot any difficulties encountered with the approved software (a third-party application). I will be asked to sign an *IST Customer Services-Computer Repair Waiver* acknowledging that ICS staff will not be held responsible for any theft, loss, or damage (to hardware or software) occurring during the diagnosis or repair of my laptop, or for any loss of data, regardless of when it was lost.

For more information on this agreement, see: mcgill.ca/law-studies/courses.

7 Internships, Exchanges, and Co-op Programs

7.1 Internships and Co-op Programs

Several faculties at McGill offer undergraduate students the opportunity to participate in an internship or co-op program.

- **Faculty of Agricultural and Environmental Sciences** students: Refer to [Faculty of Agricultural and Environmental Sciences > Undergraduate > Overview of Programs Offered by the Faculty of Agricultural and Environmental Sciences > : Internship Opportunities](#).
- **Faculty of Arts** students: See the Arts Internships website at mcgill.ca/arts-internships.

- **Faculty of Education** students: For information on B.Ed. Field Experiences (student teaching), please refer to the [Internships & Student Affairs website](#); for information on B.Sc. Kinesiology internships, please [contact your KPE Student Advisor](#).
- **Faculty of Engineering** students: Refer to [Faculty of Engineering > Undergraduate > : Engineering Internship Program](#). The Department of Mining and Materials Engineering also offers co-op programs in Mining Engineering and Materials Engineering.
- **Faculty of Law** students: For information on Human Rights internships, see: [mcgill.ca/humanrights/clinical/internships](#).
- **Desautels Faculty of Management** BCom students: Refer to [mcgill.ca/desautels/career/students/bcom/internships](#).
- **Faculty of Science** students: Information regarding internships for Science students can be found at [mcgill.ca/science/undergraduate/internships-field/internships](#).

7.2 Exchange Programs

For information on Exchange Programs, refer to [Study Abroad & Field Studies > Undergraduate > : Exchange Programs](#).



Note for Arts students: Further information on exchanges and studying away may be obtained from the Arts OASIS website at [mcgill.ca/oasis](#).



Note for Engineering students: For further information, contact the Faculty of Engineering Student Affairs Office in the Engineering Student Centre, and see [mcgill.ca/engineering/students/undergraduate/exchanges-study-away](#).



Note for Law students: Students should consult [mcgill.ca/law-studies/bcljd-studies/exchange](#) for the eligibility criteria.



Note for Management students: See also [Desautels Faculty of Management > Undergraduate > Desautels Faculty of Management Studies > : International Student Exchange Program](#).



Note for Science and B.A. & Sc. students: Further information may be obtained from the SOUSA website at [mcgill.ca/science/student/undergraduate/undergraduate/handbook#contents_exchange](#).



Note for Music students: For further information, contact the Schulich School of Music Student Affairs Office and see [mcgill.ca/music/student-resources/undergraduates/learning-abroad](#).

7.3 Field Studies

For information on Field Studies, refer to [Study Abroad & Field Studies](#).



Note for Science and B.A. & Sc. students: Please refer to [mcgill.ca/science/undergraduate/internships-field/field](#).

7.4 Mobility Award

The purpose of the Mobility Award is to encourage students to study abroad as part of their McGill degree program by defraying part of the cost of this experience. Complete information on this award is available on the [McGill Abroad](#) website.

7.5 Study Abroad Opportunities

For information on Study Abroad, refer to [Study Abroad & Field Studies > Undergraduate > : Opportunities for Field Study and Study Abroad](#), or see [mcgill.ca/mcgillabroad](#).

8 Scholarships and Student Aid

The Scholarships and Student Aid Office offers a complete range of merit and need-based awards for entering and in-course undergraduate students. As well, the office administers all federal, provincial, and U.S. government student aid programs. For information and links to government websites as well as

comprehensive information concerning all undergraduate awards appearing in the *Undergraduate Scholarships and Awards Calendar*, see [Scholarships and Student Aid](#).

8.1 Entrance Awards for McGill Students

Undergraduate Entrance Scholarships are available to students entering McGill University for the first time in a full-time undergraduate degree program.

You should consult mcgill.ca/studentaid/scholarships-aid/future-undergrads/entrance-scholarships for details. Highlights include:

- Entrance Scholarships are entirely merit-based; financial need is not considered.
- Value ranges from \$3,000 to \$12,000.
- There are two types: the One-Year, where eligibility is based solely on academic achievement; and the renewable Major, based on academic achievement as well as leadership qualities in school and/or community activities.

8.1.1 Application Procedures

- **One-Year Scholarships:** by applying to McGill, all eligible applicants who meet the minimum academic requirements are automatically considered. No separate application is required. For more information, see mcgill.ca/studentaid/scholarships-aid/future-undergrads/entrance-scholarships/criteria.
- **Major (renewable) Scholarships:** candidates can apply on the web by the scholarship deadline dates after their application for admission has been submitted and they have received an email acknowledgment.
- You must ensure that you send in all required supporting documentation; please refer to mcgill.ca/studentaid/scholarships-aid/future-undergrads/entrance-scholarships/application-instructions.
- The Faculties of Dentistry, Law, Medicine and Health Sciences, and Music administer their own entrance award programs. Applicants should inquire at their respective faculty's admissions office regarding availability and procedures.
- If you hold a renewable scholarship from the Committee on Enrolment and Student Affairs, the scholarship is renewed only if you meet the McGill standards for renewal. See mcgill.ca/studentaid/scholarships-aid/regulations-responsibilities/regulations.

8.1.2 Need-Based Entrance Financial Aid

This program offers financial aid to students from families of modest means who require assistance to attend McGill. Upon acceptance to the University, first-year, undergraduate degree students can apply for an entrance bursary on Minerva. Entrance bursaries range in value and are determined by the level of need demonstrated by the student/family and the tuition fee rate charged based on student residency and program of study. Since financial need is the primary factor in the selection of aid recipients, applicants for this program are expected to apply for government student aid programs where eligible. For more information, see mcgill.ca/studentaid.

8.2 In-Course Awards for McGill Students

Faculty scholarships and awards are decided by the faculty scholarships committees. You should consult the appropriate section of the *Undergraduate Scholarships and Awards Calendar* for regulations and information concerning these awards at mcgill.ca/studentaid/scholarships-aid/current-undergrads.

- Most undergraduate scholarships and awards are granted on the basis of the combined GPA for the Fall and Winter terms (i.e., your sessional GPA), or a ranking in the top 1 to 5% of the faculty, subject to the faculty's budget. Applications are not required unless specifically indicated in the terms of an award.
- To be considered for in-course awards, you must complete at least 27 graded credits in the regular academic year unless otherwise stated by your Faculty. Courses completed under the Satisfactory/Unsatisfactory (S/U) option, and Summer courses, are not considered. Program content and number of credits may also be considered.
- Up to a maximum of 6 credits from courses taken at other Quebec universities through the Inter-University Transfer (IUT) agreement can be counted toward the requirements for scholarship renewal or for consideration for other academic awards. Eligibility is based on all courses taken during the regular academic year, on both the McGill GPA and the global GPA, which includes the IUT credits. Please consult mcgill.ca/students/iut.
- You should review all regulations regarding in-course awards by consulting mcgill.ca/studentaid/scholarships-aid/regulations-responsibilities/regulations.
- A maximum of the top 10% of students in each faculty are named to the Dean's Honour List. This designation is based on the combined GPA for the Fall and Winter terms (i.e., your sessional GPA) and the minimum required combined GPA is determined by each faculty. It is an official University recognition of your achievements and appears on your transcript. There is no monetary reward.
- All awards, with the exception of convocation prizes, are credited to students' tuition fee accounts for the following academic year. Students must be registered on a full-time basis to receive the funds.
- If you hold a renewable scholarship from the Committee on Enrolment and Student Affairs, it will *only* be renewed if you meet the McGill standards for renewal. See mcgill.ca/studentaid/scholarships-aid/regulations-responsibilities/regulations.

8.2.1 In-Course Financial Aid

The University offers an In-Course Financial Aid program to full-time undergraduate degree students on the basis of demonstrated financial need. This aid includes bursaries, short- and long-term loans, and a Work Study Program. To be considered for McGill financial aid, the University recommends that applicants apply for the maximum government student assistance for which they are eligible. The Scholarships and Student Aid Office oversees all provincial, federal, and U.S. student aid programs and disburses government funds.

Student Aid Counsellors are available for consultation on an individual basis to provide advice on budgeting and debt management, and to award financial assistance to needy and deserving students. For more information, see mcgill.ca/studentaid.

8.3 Work Study Program

The Work Study Program provides students with financial assistance through part-time employment on campus. Students are accepted into the program based primarily on financial need, though Academic Standing is also considered. There are a variety of Work Study positions available, ranging from clerical work in an administrative office to research with a professor. In addition to helping you cope with your financial obligations, Work Study also provides practical work experience that may enhance future employment opportunities.

Further information is available on McGill's Work Study website at mcgill.ca/studentaid/work-study and at the Scholarships and Student Aid Office:

William & Mary Brown Student Services Building
3600 McTavish Street, Suite 3200
Montreal QC H3A 0G3
Canada

Email: work.study@mcgill.ca

Website: mcgill.ca/studentaid/work-study

8.3.1 Student Aid

Telephone: 514-398-6013

Email: student.aid@mcgill.ca

Website: mcgill.ca/studentaid

8.3.2 Scholarships

Telephone: 514-398-6013

Email: scholarships@mcgill.ca

Website: mcgill.ca/studentaid/scholarships-aid

9 Graduation

To graduate, you must complete faculty and program requirements in the program you were admitted to and registered in. **It is your responsibility to meet all faculty and program requirements before graduation.**

At the time of graduation from an undergraduate degree, you must be in Satisfactory Standing with a minimum CGPA of 2.00. Certain faculties may require a higher CGPA for graduation.

You should contact your advisor (graduate students should contact their department) early in the graduating year to make sure you will meet your program requirements by graduation time. For contact information on advisors, see mcgill.ca/students/advising/advisordirectory.

Once your record has been approved for graduation, your unofficial and official transcripts will indicate the notation "Degree Granted" after approval by the University Senate. At this point, your academic record is deemed as final and no further record changes may be requested at this time (e.g. grade changes).

- **Fall term graduation** (courses completed by the end of December; transcript will indicate "Degree Granted" in February after approval by the University Senate; diploma will be conferred at Spring convocation): You must apply on Minerva by the end of November.

- **Winter term graduation** (courses completed by the end of April; transcript will indicate "Degree Granted" in May after approval by the University Senate; diploma will be conferred at Spring convocation): You must apply on Minerva by the end of February.

- **Summer term graduation** (courses completed by the end of August; transcript will indicate "Degree Granted" in October after approval by the University Senate; diploma will be conferred at Fall convocation): You must apply on Minerva by mid-May.

For more information on applying to graduate, refer to the [Apply to Graduate](#).

Minimum Residency Requirement

The total number of McGill credits required to graduate is known as the minimum residency requirement. You must successfully complete a minimum of 60 McGill credits to obtain a McGill undergraduate degree. Some programs have specific requirements on the type of credits that must be completed at McGill. For example, two-thirds of all program requirements must be completed at McGill. For specific information refer to your faculty's section of this publication.

Students completing a second undergraduate degree at McGill must successfully complete a minimum of 60 McGill credits to obtain their degree. You should check with your Faculty advisor for any conditions applicable to the McGill credits required toward your degree.

Graduate students should refer to their faculty under [Faculties & Schools > Graduate > Program Requirements](#) for information on minimum residency requirements for graduate programs. This information is listed for each faculty, and you can also access it through the faculty's graduate pages.



Note for Continuing Studies: Minimum Residency Requirement (Continuing Studies):

- You must successfully complete a minimum of 21 McGill credits (excluding prerequisites and corequisites) to obtain a McGill undergraduate certificate. For specific information refer to your department section of this publication.
- Students completing a second undergraduate certificate at McGill must successfully complete a minimum of 21 McGill credits (excluding prerequisites and corequisites) to obtain their certificate. You should check with your advisor for any conditions applicable to the McGill credits required toward your certificate.

9.1 Apply to Graduate

Most undergraduate students and non-thesis graduate students (master's, certificates, diplomas) must use [Minerva](#) to apply to graduate (go to [Student Records > Apply for Graduation for Your Primary Curriculum](#)). It is your responsibility to inform the University of your intention to graduate. You need a minimum residency requirement of 60 credits at McGill to qualify for a McGill undergraduate degree. For more information, see [section 9: Graduation](#). The minimum CGPA required to graduate is 2.00, and you must be in Satisfactory Standing.

The Application for Graduation is available on Minerva when you register for your final year (e.g., U3 or U4), except if you are in the Faculty of Medicine and Health Sciences or Faculty of Dental Medicine and Oral Health Sciences, where you are automatically flagged for graduation in your final year. For more information on how to apply on Minerva, go to [mcgill.ca/graduation/applying](#).

Once you apply to graduate, you are authorizing the University to:

1. include your name and image in the McGill Convocation programs, web streamed convocation broadcast, and other convocation-related communications.
2. to have your ID, name, degree and ceremony provided to the academic regalia provider for the purposes of Convocation preparation.
3. to have your ID, name, email, degree and ceremony provided to the convocation photographer for the purposes of Convocation preparation.
4. to have your name, email, degree and confirmation of graduation sent to your professional order, if you are in a professional program (e.g. Engineering OIQ, Nursing OIIQ), for licensing or accreditation purposes.

If you want to opt out of your information being sent to any of the above (1, 2, 3, or 4), you must complete an [Opposition Form](#) by March 15 for Spring convocation, and September 15 for Fall convocation.

9.1.1 Deadlines

- **Fall term graduation** (courses completed by the end of December; transcript will indicate “Degree Granted” in February after approval by the University Senate; diploma will be conferred at Spring convocation): You must apply on Minerva by the end of November.
- **Winter term graduation** (courses completed by the end of April; transcript will indicate “Degree Granted” in May after approval by the University Senate; diploma will be conferred at Spring convocation): You must apply on Minerva by the end of February.
- **Summer term graduation** (courses completed by the end of August; transcript will indicate “Degree Granted” in October after approval by the University Senate; diploma will be conferred at Fall convocation): You must apply on Minerva by mid-May.

If you miss one of these deadlines, contact your faculty's Student Affairs Office immediately.



Note for the Faculties of Arts and Science (including B.A. & Sc.): Requests are made at [Service Point](#) (3415 McTavish Street). However, it is important that you also meet with a Faculty advisor [Arts OASIS](#) or [SOUSA](#) to talk about your options and the effect that your request may have on your studies. For more information, see [mcgill.ca/students/advising](#).



Note for Continuing Studies: The minimum residency requirement of 60 credits does not apply to the School of Continuing Studies certificates and diplomas.



Note for Graduate and Postdoctoral Studies: If you miss one of these deadlines, you must follow the procedures at [mcgill.ca/gps/students/registration/graduating](#). The Application for Graduation is available on Minerva for students in non-thesis programs who have registered for their final year. To ensure that you have met the requirements for graduation, you should refer to [Program Requirements > Master's Degrees](#), found under each faculty's [Graduate](#) section in the McGill [eCalendar](#). Students in a doctoral program should refer to [Regulations Concerning Theses](#).



Note for Physical and Occupational Therapy: You must be in Satisfactory Standing with a minimum CGPA of 2.30 to graduate.

9.2 Graduation Approval Query

As a graduating student, you can view the status of your graduation record on *Minerva* during the Faculty review and approval process (go to *Student Records > Graduation Approval Query*). The Graduation Approval Query form becomes available to graduating students in early January for Fall term graduation, in early April for Winter term graduation and in early September for Summer term graduation.

If you meet all requirements for graduation, your graduation record will indicate **Faculty Approved** on the Graduation Approval Query, and your transcript on Minerva will display the **Degree Granted** notation after the approval of degrees by University Senate and according to this schedule:

- Late February, for **Fall term** graduation (Courses completed by the end of December, Convocation in Spring)
- Late May, for **Winter term** graduation (Courses completed by the end of April, Convocation in Spring)
- Late October, for **Summer term** graduation (Courses completed by the end of August, Convocation in Fall)

See mcgill.ca/graduation/convocation for information regarding convocation ceremonies.



Note for Medicine and Dentistry: The *Application for Graduation* is available on Minerva when you register for your final year (e.g., U3 or U4), except if you are in the Faculty of Medicine and Health Sciences or Faculty of Dental Medicine and Oral Health Sciences, where you are automatically flagged for graduation in your final year.

9.3 Graduation Honours

The following sections describe honours that may be conferred at graduation.

9.3.1 Dean's Honour List

If you are graduating with an undergraduate degree, you may be awarded the designation Dean's Honour List under the following conditions:

1. you have completed a minimum of 60 McGill credits toward your degree; and
2. you are in the top 10% of your faculty's graduating class; this calculation is based on the CGPA.



Note for transfer students: This designation may be withdrawn if your CGPA at another university or in another faculty at McGill is not comparable to the CGPA earned in your graduating faculty.

9.3.2 Distinction

If you are graduating with an undergraduate degree, you may be awarded the designation Distinction under the following conditions:

1. you have completed a minimum of 60 McGill credits toward your degree; and
2. you are in the top 25%, but below the top 10%, of your faculty's graduating class; this calculation is based on the CGPA.



Note for transfer students: This designation may be withdrawn if your CGPA at another university or in another faculty at McGill is not comparable to the CGPA earned in your graduating faculty.



Note: The Faculties of Education, Dental Medicine and Oral Health Sciences, Law, Medicine and Health Sciences, and the School of Continuing Studies do not assign the designation of Distinction to graduating students.



Note: The designation of Great Distinction is no longer awarded at graduation. Prior to September 2009, Distinction and Great Distinction were awarded at graduation according to faculty-specific regulations. You can find these rules in the faculty chapters of the *2008–2009 Undergraduate Programs Calendar* or any earlier version at mcgill.ca/students/courses/calendars.

9.3.3 Faculty of Science Dean's Multidisciplinary Undergraduate Research List

The Faculty of Science Dean's Multidisciplinary Undergraduate Research List recognizes Bachelor of Science (B.Sc.) and Bachelor of Arts and Science (B.A. & Sc.) students who have participated in substantial and broad undergraduate science research. To be placed on the Faculty of Science Dean's Multidisciplinary Undergraduate Research List at graduation time, you must have completed at least 9 credits of research-based courses, taken for a letter grade; where qualifying courses are either specified in the list of approved science research courses (see

mcgill.ca/science/research/undergraduate-research/researchcourses) or are pre-approved by the Faculty of Science, for other undergraduate science research courses.

Furthermore, considering all qualifying science research-based courses on your transcript at graduation time:

- at least one course, worth at least 3 credits, must be from a different unit than the other research-based courses; and
- every qualifying course must have been completed with a grade of C or above; and
- the average GPA over all qualifying courses must be 3.0 or above.

NOTE: Exceptionally, courses taken in Winter 2020, Summer 2020, Fall 2020, and Winter 2021 with grade of S (Satisfactory) will count as qualifying courses, and will count toward the 9-credit requirement, even though they will not be counted in GPA calculations.

If these requirements are met, the mention “Dean’s Multidisciplinary Undergraduate Research List” will be recorded on your transcript at graduation time.

Application

No application is necessary if you have taken courses from the approved list; all B.Sc. and B.A. & Sc. graduating students’ records are considered by the Faculty of Science.

In exceptional circumstances, if you have taken a science research course *not* already on the approved list and wish for this course to be counted toward the Dean’s Multidisciplinary Undergraduate Research List, you must apply. A qualifying course involves a science research project as its primary focus, culminating in a substantive written report. **Ineligible** courses include reading courses; BASC 396 and BASC 449; and courses offered by the Faculty of Arts. For information on how to apply, please contact your advisor in the Science Office for Undergraduate Science Advising at least four months prior to graduation (e.g., February 1, for June graduation; July 1, for November graduation; August 1, for February graduation).

9.3.4 Honours and First-Class Honours for Faculties of Arts and Science (including B.A. & Sc.)

As a graduating student registered in an Honours program, you may be recommended for *Honours* or *First-Class Honours* by your department(s) to the Faculty, under the following conditions only:

- you must complete all requirements imposed by the department
- for *Honours*, the CGPA at graduation must be at least 3.00
- for *First-Class Honours*, the CGPA at graduation must be 3.50 or better
- students in a Joint Honours program must satisfy the above criteria for both Joint Honours components
- some departments have additional requirements which must be met before you are recommended for *Honours* or *First-Class Honours* (please consult the relevant department)

Students in an Honours program whose program GPA or CGPA is below 3.00, or who did not satisfy certain additional program requirements, must consult their advisor to determine if they are eligible to graduate in a program other than Honours.

9.3.5 Honours and First Class Honours for Faculty of Agricultural and Environmental Sciences

Departments may recommend to the Faculty that graduating students registered in an honours program be awarded Honours or First-Class Honours under the following conditions:

- you must complete all honours program requirements; for Honours, the CGPA at graduation must be at least 3.00;
- for First-Class Honours, the CGPA at graduation must be at least 3.50;
- some programs may impose additional requirements, which must be met before you are recommended for Honours or First-Class Honours.

Students in an honours program whose CGPA is below 3.00, or who did not satisfy certain program requirements, must consult their academic advisor to determine their eligibility to graduate in a program other than Honours.

9.4 Replacing a Diploma

9.4.1 Required Documents

Diplomas are normally distributed to new graduates at their Convocation ceremony, in either May or October/November. **Diplomas are not available prior to the Convocation date.**

Replacing a lost diploma

To replace a lost diploma, you must submit an order and pay for its replacement and delivery by courier using the [ES Services eStore](#).

Requesting a diploma following your Convocation ceremony

If you did not attend your Convocation ceremony and need your diploma, you can submit an order and pay for its delivery by courier using the [ES Services eStore](#) or contact [Service Point](#) for an appointment to pick up your diploma.

Modifying the name on your diploma

If you have changed your name after graduation and need to obtain a replacement diploma with your new name, first follow the [steps to request a name change](#) by completing and signing a [Personal Data Change Form](#) and submitting the [section 2.5: required supporting documentation](#). Once you have received confirmation that your McGill record reflects the updated name, submit a request for a replacement diploma and pay the fee for replacement and delivery via courier using the [ES Services eStore](#).

9.4.2 Submitting Your Request

You can submit a request and pay for a replacement diploma and delivery via the [ES Services eStore](#).

9.4.3 Certified Copies

Enrolment Services will certify copies of your diploma in the original language or issue certified translations in English (from the original Latin) or French (from the original English or Latin).

Submitting your request for a certified copy

You can submit your request and pay the requisite fee via the [ES Services eStore](#).

9.5 Aegrotat Standing and Degree at McGill University

In rare cases where a student, based on serious medical or similar evidence, is unable to complete their program requirements within a reasonable time, or at all, they may be awarded their degree with *Aegrotat* Standing.

At McGill, this designation may be considered if a student has completed 75% or more of their degree program requirements and based on a serious medical situation or other extenuating circumstance is unable to complete their program. If approved, this could result in the awarding of an *aegrotat* degree. An *aegrotat* indicator of "Y" at graduation signifies that a student was awarded such a degree. An *aegrotat* degree is awarded only to students in Satisfactory Standing who have been unable to complete their degree due to special circumstances toward the end of their program. Information on this degree designation is only included in the convocation program, and not on the transcript.

A degree with *Aegrotat* standing is rarely granted at McGill University. A formal request must be submitted to the Dean of the student's faculty and the Deputy Provost, Student Life and Learning, to approve granting such a degree.

10 Admission to Professional and Graduate Studies

If you intend to proceed into Dentistry, Law, or Medicine, consult the faculties concerned about their prerequisites for admission.

10.1 Language Requirements for Professions

Quebec law requires that candidates seeking admission to provincially recognized professional corporations* must be able to communicate verbally and in writing in French. To demonstrate a working knowledge of French, the professional corporation requires one of the following:

- Evidence that you have completed three years of full-time instruction in a French post-primary school
- A certificate that shows you completed your secondary education in Quebec in 1986 or later
- Successful completion of a written examination set by Quebec's *Office québécois de la langue française* (OQLF). See below for more information.

If you are a registered student and are within two years of graduating with a degree that will give you access to a professional corporation, you can write the OQLF examination. You should contact Enrolment Services for an application form. Examinations take place every three months and may be attempted an unlimited number of times. Priority is given to students closest to graduation.

More information may be obtained from the *Office québécois de la langue française*, 125 Sherbrooke Street West, Montreal, Quebec, H2X 1X4. Telephone: 514-873-6565. Website: www.oqlf.gouv.qc.ca.

If you need to acquire a functional level of proficiency in French, you can take courses from either the French Language Centre (Faculty of Arts mcgill.ca/flc) or the School of Continuing Studies, 688 Sherbrooke Street West, telephone: 514-398-6200 (mcgill.ca/continuingstudies/oqlf-french-exam-preparation-course).

If you are already strong in French and want to maintain or improve your proficiency, you may consider taking courses in the Department of French Language and Literature, Faculty of Arts, or the School of Continuing Studies.



Note: You cannot apply non-credit language courses, and certain credit language courses, completed at the School of Continuing Studies to program/degree requirements. Consult your faculty for clarification.

* McGill degrees and diplomas currently give access to corporations regulating the activities of the following professional groups:

Professional Groups

Agrologists	Lawyers
Architects	Licensed General Accountants
Chartered Accountants	Nurse Clinicians
Chartered Appraisers	Occupational Therapists
Chemists	Physicians
Dentists	Physiotherapists
Dietitians	Psychologists
Engineers	Social Workers
Geologists	Speech Therapists and Audiologists
Industrial Administration Accountants	Urbanists
Industrial Relations Counsellors	Vocational Guidance Counsellors

10.2 Graduate Programs

McGill University offers over 250 Doctoral and Master's degree programs in more than 85 fields of study. We award degrees in a full range of academic disciplines, and are committed to providing you with an excellent graduate education and a rewarding student experience.

Please see mcgill.ca/gradapplicants to learn about graduate programs, research, admission requirements, and funding opportunities. You can also view the Graduate sections of a faculty or school at [Faculties & Schools > Graduate](#).

11 Undergraduate Advising

McGill offers students access to a variety of advisors, mentors, and counsellors with different skills, expertise, and levels of authority. To help determine whether you need to speak to a faculty advisor, departmental/school advisor, professor/lecturer, or peer advisor, see [section 11.1.6: The Role of Student Advising](#) and [section 11.2: Types of Advising and Advisors](#).

11.1 Your Academic Career at McGill

11.1.1 University-Wide Regulations

This publication contains the regulations about your undergraduate academic career at McGill. It includes regulations concerning when to register, when to add, drop, or withdraw from courses, the consequences of missing deadlines, how grading appears on your transcript, and other important information.

11.1.2 Faculty-Specific Regulations

McGill has 12 faculties, and every student belongs to one of them. When you are admitted to McGill, your offer letter indicates the faculty, degree, and program to which you have been accepted, and the number of credits you need to complete for your degree.

You should consult the appropriate faculty section in this publication for information pertinent to your degree and program, and for faculty-specific regulations.

11.1.3 Your Academic Program

You are registered in a **degree**, but for many degrees there are associated programs (a major, minor, major concentration, etc.). For some degrees, such as Bachelor of Engineering, you will typically follow one program (such as Computer Engineering). For others, such as Bachelor of Arts, you will typically follow more than one program (such as a major concentration in English, with a minor concentration in History).

A typical undergraduate degree at McGill is 120–140 credits (four years of full-time study).

- Quebec CEGEP students typically receive 30 credits of Advanced Standing, so they will usually only have a further 90–110 credits (three years of full-time study) to complete. This varies by faculty, so consult your faculty section. In your first year, you will be placed in **U1** (undergraduate year 1).
- Most other students typically have 120–140 credits to complete. This varies by faculty, so consult your faculty section. In your first year, you will be placed in **U0** (undergraduate year 0), which is often referred to as your Freshman /Foundation year.

- Many students at McGill come with other forms of Advanced Standing (International Baccalaureate, French Baccalaureate, advanced placement exams, or students admitted from other universities as transfer students). If this is your case, you will receive information during the admissions process.



Note: Students given Advanced Standing who nevertheless wish to complete 120 McGill credits may be allowed to do so; for full details, see [section 5.6.1: Advanced Standing Transfer Credits](#).

You will find **program requirements** in your faculty section or in departmental sections within a faculty. In some cases, you may pursue one of your programs in a department outside your faculty. For example, if you are enrolled in a Bachelor of Commerce, but are pursuing a minor concentration in Italian Civilization, you would consult the Desautels Faculty of Management section for the B.Com. requirements, and the Italian Studies department section, under the Faculty of Arts, for the Italian Civilization program requirements.

11.1.4 Important things to know about your academic program:

- The number of credits needed to complete your academic program or programs and, ultimately, your degree. Typically, three credits correspond to a one-term course, but there are many variations; for more information, see [section 5.2: Credit System](#).
- For information about **required, complementary, and elective courses**, see [section 3.2.3: Course Terminology](#) and [section 3.2.5: Courses Taken under the Satisfactory/Unsatisfactory \(S/U\) Option](#).
- Some departments or programs may provide you with a **recommended list** of courses (or streams), so that you know the typical term-by-term course pattern. There may also be a program guide or handbook available; you can ask your departmental or program advisor about this.

For more assistance in understanding program requirements, and for a list of advisors on both Downtown and Macdonald campuses, see [section 11: Undergraduate Advising](#).

11.1.5 Advising and the University Mission

The Mission Statement of the University expresses the commitment to offer students the *best education available*. An essential component of this is the advising process. Academic advising takes place in many ways and locations at McGill, so it is important that you learn about the different [section 11.2: Types of Advising and Advisors](#) and how they can help you reach your goals. You should also consult the advising information provided on your Faculty's website ([section 11.3: Contact Information for Faculty & School Student Affairs Offices](#)) and on the [Academic Advising website](#).

11.1.6 The Role of Student Advising

Your active participation in the advising process is essential for accessing the full range of academic opportunities during your studies. You must be proactive in seeking meetings with various academic advisors, professors, and related administrative units to ensure that you receive the advice you need to formulate a personal plan of study and to meet your academic goals. While advisors are there to provide you with guidance, you are ultimately responsible for meeting your degree or diploma requirements. It is your responsibility to learn the rules and regulations of the University, your faculty, and your program. With your collaboration, your academic advisors can assist you throughout your undergraduate studies.

11.2 Types of Advising and Advisors

While at McGill, you have access to academic advisors who have different skills, expertise, and levels of authority. Your academic advisors can help you succeed academically by providing timely, accurate, and coherent information about University regulations and program requirements and by working, as appropriate, with other University services and resources to help support you throughout your degree. All conversations with your academic advisors are confidential. The main types of advisors are described below. You should refer to your faculty's section of this publication for additional advising information specific to your degree program and to the [Advising website](#) for more general information. Note that some academic matters require approval of more than one advisor, e.g., the faculty advisor and the department/school academic advisor.

Faculty Advisors are normally located in the Student Affairs Office of each faculty and are available throughout the calendar year ([section 11.3: Contact Information for Faculty & School Student Affairs Offices](#)).

Faculty advisors:

- are experts in the rules, regulations, and requirements pertaining to specific degree programs;
- provide ongoing advice and guidance on program selection, course registration, credit load, deadlines, and majors and minors;
- communicate with other advisors within the University and, with your permission, serve as a direct link to other University resources;
- may assist you in planning for, and applying to, university exchange programs and may also provide, or direct you to, information about scholarships, awards, research fellowships, and opportunities within a given field;
- are a valuable source of information about the various resources available at McGill;
- offer support, guidance, and appropriate referrals to help you manage academic situations during periods of personal, financial, or medical difficulties, and work with you to identify various possibilities and strategies for making informed decisions.

Department/School Academic Advisors are normally located close to the offices of professors in your program and may only be available during specific times of the year (e.g., prior to registration for the next session or during the add/drop period) or during regularly scheduled office hours. If you are completing a major or minor in more than one unit, you will likely have an advisor in each unit. The departmental academic advisor may be either a professor or a

member of the administrative staff. You should contact your department's administrative office to determine the identity and availability of your academic advisor. You should check your progress with your departmental academic advisor from time to time—and certainly before your final year.

Departmental academic advisors:

- guide you through course selection to meet the subject matter requirements of the major or minor;
- consider requests for course equivalencies, recommend prior approval for inter-university transfer credits, or explain the rationale for the design of a department/school program;
- may assist you in planning for, and applying to, university exchange programs, and may also provide, or direct you to, information about scholarships, awards, research fellowships, and opportunities within a given field;
- are a valuable source of information about the various resources available at McGill;
- can provide support, guidance, and appropriate referrals if you experience academic or personal difficulties while studying at McGill;
- are often responsible for confirming that you have met major or minor program requirements for graduation.

Professors/Lecturers may act in a voluntary capacity to mentor you as you progress through your program. The faculty advisor or department/school academic advisor may be able to help you identify a good resource person in your program.

Professors/lecturers:

- may provide advice on the latest trends in a specific field of study and make recommendations on related advanced readings;
- may discuss opportunities for a student research experience and help you connect with a professor or lecturer who best suits your interests or learning style;
- refer you back to the faculty advisor or departmental academic advisor for signatures and permission related to program requirements.

Peer Advisors are students who have been trained by faculty advisors or department/school academic advisors. They normally offer drop-in hours for advice on University life and will help you find the information you need in this publication or through other University resources. Peer advisors are only available in some faculties or departments.

11.2.1 Related Resources

For a full list of services available to undergraduate students, please refer to [section 13.3: Student Services – Downtown Campus](#) and [section 13.4: Student Services – Macdonald Campus](#).

Ask an Advisor (mcgill.ca/students/advising) is an advising and referral resource for undergraduate students in all faculties. If you don't know who to contact with your advising questions or what your next step should be, Ask an Advisor can help by sending you to the right person or place the first time.

Campus Life & Engagement (CL&E) (Brown Student Services Building; mcgill.ca/cle) can help new students navigate their way through this publication and the information provided to new students; see mcgill.ca/accepted and mcgill.ca/getready. The CL&E staff are always available to provide advice and referrals to the many support mechanisms at McGill.

The Student Wellness Hub (Brown Student Services Building; mcgill.ca/wellness-hub) has professional counsellors, social workers, and psychologists who are available to discuss personal, academic, and career goals or problems. They provide individual counselling, therapy, psychoeducational workshops, and crisis intervention. Drop-in services are available. Additionally, **Local Wellness Advisors** can be accessed throughout faculties and services across campus, and they offer support, information, and resources tailored to each faculty and/or student population. Visit mcgill.ca/wellness-hub/about-hub/clinicians/local-wellness-advisors to find the right advisor for you.

Career Planning Service (CaPS) (Brown Student Services Building; mcgill.ca/caps) provides career education, guidance, and individual advising to help you in your search for permanent, part-time, or summer jobs and internships.

Service Point (3415 McTavish Street, Montreal QC H3A 0C8; 514-398-7878; mcgill.ca/servicepoint) is the student-facing customer-service arm of Enrolment Services, which provides administrative services and assistance related to official documents, student records, tuition and fees, and student exchanges.

On the Macdonald Campus, information is provided by the Student Affairs Office, Laird Hall, Room 106; mcgill.ca/macdonald.



Note for Medicine: The Faculty of Medicine and Health Sciences' **WELL Office** also provides services to M.D.,C.M. students, including career planning advising offered by the Faculty's **Undergraduate Career Planning Office**.

11.3 Contact Information for Faculty & School Student Affairs Offices

The following contact information is for faculty-level student affairs offices. For student affairs/advising information for a specific department within a faculty, please refer to mcgill.ca/faculties.

Faculty of Agricultural and Environmental Sciences, incl. School of Human Nutrition

Telephone: 514-398-7925

Email: studentinfo.macdonald@mcgill.ca

Website: mcgill.ca/macdonald/studentinfo/sao

Faculty of Arts, incl. Schools of Information Studies, Public Policy, Religious Studies, and Social Work

Office of Advising and Student Information Services (OASIS)
 Dawson Hall, Room 110
 To book an appointment, to submit an enquiry, or for office hours: mcgill.ca/oasis

Students in U1 or above should also see the contact information for departmental academic advisors at mcgill.ca/oasis/advising/departmental-advising-information.

Faculty of Dental Medicine and Oral Health Sciences

2001 McGill College Avenue
 Telephone: 514-398-7203
 Email: undergrad.dentistry@mcgill.ca
 Website: mcgill.ca/dentistry

Faculty of Education

Internships & Student Affairs Office (ISA)
 Telephone: 514-398-7042 (for student affairs)
 Telephone: 514-398-7046 (for internships)
 Email: isa.education@mcgill.ca
 Website: mcgill.ca/isa

Faculty of Engineering, incl. Schools of Architecture and Urban Planning

McGill Engineering Student Centre (Student Affairs Office, Career Centre, and Peer Tutoring Service): Telephone: 514-398-7257
 Email: advisor.engineering@mcgill.ca
 Website: mcgill.ca/engineering/students/undergraduate/mesc/sao



Note: You are required to meet with an academic advisor before the start of classes. If you are admitted to Year 0 and you are seeking transfer credits, you are initially advised by the Student Affairs Office, Engineering Student Centre, followed by advising in your department. If you are admitted to Year 0 and you are not seeking transfer credits, or if you are admitted to Year 1, you should contact the department/school directly.

Bieler School of Environment

Telephone: 514-398-4306
 Email: kathryn.roulet@mcgill.ca
 Website: mcgill.ca/environment/contact

Faculty of Law

Telephone: 514-398-6608
 Email: sao.law@mcgill.ca
 Website: mcgill.ca/law-studies/law-student-affairs-office

Desautels Faculty of Management

Telephone: 514-398-4068
 Email: bcom.mgmt@mcgill.ca
 Website: mcgill.ca/desautels/programs/bcom

Faculty of Medicine and Health Sciences

For academic inquiries:

Faculty of Medicine and Health Sciences

Telephone: 514-398-5557
Email: undergrad.med@mcgill.ca
Website: mcgill.ca/ugme/people

For personal inquiries:
The WELL Office
Telephone: 514-398-5836
Email: thewelloffice@mcgill.ca
Website: mcgill.ca/thewelloffice

Ingram School of Nursing

Undergraduate Nursing Student Affairs Office (UG-NSAO)
Telephone: 514-398-4159 or 514-398-3784
Email: undergraduate.nursing@mcgill.ca or student-affairs-officer.nursing@mcgill.ca
Website: mcgill.ca/nursing/students

School of Physical & Occupational Therapy

Telephone: 514-398-4500
Email: undergrad.spot@mcgill.ca
Website: mcgill.ca/spot/about/contact-us

Schulich School of Music

Telephone: 514-398-4541
Email: studentaffairs.music@mcgill.ca
Website: mcgill.ca/music/resources/undergraduate

Faculty of Science, incl. School of Computer Science

Science Office for Undergraduate Student Advising (SOUSA)
Telephone: 514-398-5442
Email: newstudentadvising.science@mcgill.ca for newly admitted students only
Email: advisor.science@mcgill.ca
Website: mcgill.ca/science/undergraduate

Students in U1 or above should also see the contact information for departmental academic advisors at mcgill.ca/science/undergraduate/advice/program-advisors.

11.4 Contact Information for Departments, Schools, and Programs

Please refer to mcgill.ca/faculties to view websites and contact information for a faculty's specific department, school, or program representatives.

11.5 Prospective Students

For information about opportunities for undergraduates at McGill, please visit the Undergraduate Admissions website.

11.5.1 Student-for-a-Day Program

If you visit our **Downtown Campus** in October/November (Fall term) or February/March (Winter term), you can choose to sit in on a class that is open to visitors and experience McGill from a student's perspective.

For details and a list of available courses, please contact the [Welcome Centre](mailto:welcome@mcgill.ca) (514-398-6555; welcome@mcgill.ca). Tours of the Downtown Campus can be booked through mcgill.ca/undergraduate-admissions/visits/campus-tours.

If you visit our **Macdonald Campus**, you can participate in Student-for-a-Day to have the Macdonald experience. For further information, please contact the [Macdonald Campus Student Affairs Office](mailto:studentinfo.macdonald@mcgill.ca) (514-398-7925; studentinfo.macdonald@mcgill.ca). Tours can be booked directly at future.mcgill.ca/portal/mac_visits and include campus tours, meeting academic advisors, and visiting residences.

12 Service Point

Service Point has brought together newly integrated, front-line undergraduate and graduate student administrative services. Located on the ground floor of the McLennan Library Building in the heart of the Downtown Campus, Service Point will address a wide variety of students' needs.

Some of the many services offered at Service Point for undergraduate and graduate students:

- certified or translated copies of diplomas
- degree verification
- help with admissions
- help with Minerva
- international health insurance cards and exemptions
- McGill ID cards
- official transcript pick-up
- replacement diplomas
- student exchanges/study abroad
- submitting legal documents
- tuition and fees information
- pick-up of alternative U.S. Loans

Arts or Science students will also be able to inquire about:

- course and program registration
- exams (including deferred and supplemental)

For a complete list of student services and resources at McGill, see mcgill.ca/student-services/.

For more information about Service Point, see mcgill.ca/servicepoint.

12.1 Location

3415 McTavish Street (at Sherbrooke)
 Montreal QC H3A 0C8
 Telephone: 514-398-7878
 Opening hours: please refer to mcgill.ca/servicepoint
 Email: please refer to mcgill.ca/servicepoint/contact

13 Student Services

McGill offers a full range of student services and resources that support your life, learning, personal, and academic achievements.

13.1 Office of the Executive Director, Services for Students

William and Mary Brown Student Services Building
 3600 McTavish Street, Suite 4100

Montreal QC H3A 0G3

For information, contact:

Telephone: 514-398-8238

Website: mcgill.ca/studentervices

The Executive Director, Services for Students (EDSS), coordinates all student services at McGill to help promote student success and well-being. The EDSS is available to provide assistance and/or information on almost all aspects of non-academic student life. Concerns of an academic nature are directed to the proper individual, office, or department.

13.2 Support for Students: Office of the Dean of Students

The Dean and the Associate Dean of Students coordinate and promote initiatives concerned with important aspects of the student experience, such as advising, academic integrity, student discipline, student recognition programs, and outreach to families, the McGill community, and the broader local community.

William and Mary Brown Student Services Building
3600 McTavish Street, Suite 2100
Montreal QC H3A 0G3

For information, contact (Dean/Associate Dean):

Telephone: 514-398-4990

Email: deanofstudents@mcgill.ca

Website: mcgill.ca/deanofstudents

13.3 Student Services – Downtown Campus

Unless otherwise indicated, all **Student Services** on the Downtown Campus are located in the William and Mary Brown Student Services Building:

Brown Student Services Building, Suite 4100
3600 McTavish Street
Montreal QC H3A 0G3
Email: student.services@mcgill.ca
General Information: 514-398-8238
Website: mcgill.ca/studentervices

A list of services available is given below. For further information, see the *Student Services website*. This list also includes services offered by McGill offices external to the Student Services office.

- [section 13.3.1: Campus Life & Engagement \(CL&E\)](#)
- [section 13.3.2: Career Planning Service \(CaPS\)](#)
- [section 13.3.3: First Peoples' House](#)
- [section 13.3.4: International Student Services \(ISS\)](#)
- [section 13.3.5: Office of Religious and Spiritual Life \(MORSL\)](#)
- [section 13.3.6: Office for Sexual Violence Response, Support, and Education](#)
- [section 13.3.7: Student Accessibility & Achievement](#)
- [section 13.3.8: Office of Sustainability](#)
- [section 13.3.9: Scholarships and Student Aid Office](#)
- [section 13.3.10: Student Wellness Hub](#)

13.3.1 Campus Life & Engagement (CL&E)

Supports all students, new and returning, and connects them to resources and opportunities that will enhance their student experience.

Brown Student Services Building
3600 McTavish Street, Suite 4100
Telephone: 514-398-6913
Email: cle@mcgill.ca

Website: mcgill.ca/cle

Incoming first-year students:

Email: irstyear@mcgill.ca

Website: mcgill.ca/getready

13.3.2 Career Planning Service (CaPS)

Provides career education, industry events, advising, mentoring, workshops and a comprehensive job posting system (myFuture) to help you find permanent/part-time/summer jobs and internships, explore your career or graduate education options, and build your network.

Brown Student Services Building, East Wing, Suite 2200

Service also available at Macdonald Campus, in Centennial Centre, Room 124. Please mention campus location when booking your appointment.

Telephone: 514-398-3304

Email: careers.caps@mcgill.ca

Website: mcgill.ca/caps

myFuture: caps.myfuture.mcgill.ca

13.3.3 First Peoples' House

McGill's First Peoples' House provides a sense of community and a voice to Indigenous students who have left their home communities in order to pursue higher education. Services and supports address academic, cultural and community needs. All Indigenous students including Métis, the Inuit, & First Nations (both "status" & "non-status"), Maori and Aborigines are welcome.

A McGill ID card is not required for access to services.

First Peoples' House at McGill

3505 Peel Street

Telephone: 514-398-3217

Email: irstpeopleshouse@mcgill.ca

Website: mcgill.ca/fph

13.3.4 International Student Services (ISS)

Offers support to international students; orientation and transition programs; and immigration and health insurance information.

Brown Student Services Building, East Wing, Suite 5100

Service also available at Macdonald Campus, in Centennial Centre, Room 124. Please mention campus location when booking your appointment.

Telephone: 514-398-4349

myISS Request for Information Form can be submitted at mcgill.ca/internationalstudents/myiss

International Health Insurance email: international.health@mcgill.ca

Website: mcgill.ca/internationalstudents

13.3.5 Office of Religious and Spiritual Life (MORSL)

Connects students from various religious backgrounds with their on-campus communities and faith liaisons. Provides students with space and resources to explore spirituality, and educates students on how to thrive in a pluralistic society.

3610 McTavish Street, 3rd floor, Room 36-2

Telephone: 514-398-4104

Email: morsl@mcgill.ca

Website: mcgill.ca/morsl

13.3.6 Office for Sexual Violence Response, Support, and Education

Confidential, non-judgmental, and non-directional support for students, faculty, and staff of all genders impacted by sexual and gender-based violence. Services offered in both French and English.

550 Sherbrooke W., Suite 585 (West Tower)

Telephone: 514-398-3786; 514-398-4486

Email: svoffice@mcgill.ca

Website: mcgill.ca/osvrse

13.3.7 Student Accessibility & Achievement

Student Accessibility & Achievement provides learning assessment, support services, and reasonable accommodations to **undergraduate, graduate, and postdoctoral** students with documented disabilities, mental health issues, chronic illnesses, or other impairments, whether they be temporary, permanent, or episodic.

Main Office - Downtown

1010 Sherbrooke St. West Suite 410

Service also available at Macdonald Campus, in Centennial Centre, Room 124. Please mention campus location when booking your appointment.

Telephone: 514-398-6009

Email: access.achieve@mcgill.ca

Website: mcgill.ca/access-achieve/contact-us

Exam Centre

Redpath Library Building,

3459 McTavish St., Suite RS-56

Telephone: 514-398-2480

Email: access.exams@mcgill.ca

Website: mcgill.ca/access-achieve

Macdonald Campus

Centennial Centre, Room 124

Telephone: 514-398-7992

Website: mcgill.ca/osd

13.3.8 Office of Sustainability

Supports McGill's goal to become an institutional model of sustainability for society. Whether you have a project in mind, or just a lot of questions, there are many ways for you to get involved with sustainability at McGill.

Sherbrooke 1010 Building, Suite 1200

Telephone: 514-398-2268

Email: sustainability@mcgill.ca

Website: mcgill.ca/sustainability

13.3.9 Scholarships and Student Aid Office

Provides assistance in the form of bursaries, loans, and Work Study programs to students requiring financial aid; administers government aid programs; and promotes financial wellness through tools and workshops.

Brown Student Services Building, East Wing, Suite 3200

Service also available at Macdonald Campus, in Centennial Centre, Room 124. Please mention campus location when booking your appointment.

Telephone: 514-398-6013

Student Aid email: student.aid@mcgill.ca

Scholarships email: scholarships@mcgill.ca

Website: mcgill.ca/studentaid

13.3.10 Student Wellness Hub

The Student Wellness Hub provides physical and mental health and wellness resources in one space to all McGill students who pay the Student Services fee. Access doctors, nurses, counsellors, access advisors, dietitians, psychiatrists (by referral only), sexologists, and lab technicians; as well as information, support, and programming through the Healthy Living Annex.

Downtown Campus

Brown Student Services Building, 3rd floor

Service also available at Macdonald Campus, in Centennial Centre, Room 124. Please mention campus location when booking your appointment.

Telephone: 514-398-6017

Email: hub.clinic@mcgill.ca

Website: mcgill.ca/wellness-hub

Macdonald Campus
 Centennial Centre, Room 124
 Telephone: 514-398-7992
 Website: mcgill.ca/macdonald-studentservices/health-wellness

13.4 Student Services – Macdonald Campus

Students who study on the Macdonald campus may make full use of all Student Services on both campuses. A complete list of Student Services can be found at mcgill.ca/studentservices/services. All **Student Services** at Macdonald Campus are located in the Centennial Centre, unless otherwise noted:

Centennial Centre, Room 124
 21,111 Lakeshore Road
 Sainte-Anne-de-Bellevue QC H9X 3V9
 Telephone: 514-398-7992
 Email: stuserv.macdonald@mcgill.ca
 Website: mcgill.ca/macdonald-studentservices

A list of services available is given below. For detailed information, please visit [our website](#) and the main [Student Services website](#).

- [section 13.4.1: Career Planning Service \(CaPS\)](#)
- [section 13.4.2: International Student Services \(ISS\)](#)
- [section 13.4.3: Student Accessibility & Achievement](#)
- [section 13.4.4: Student Wellness Hub](#)
- [section 13.4.5: Scholarships and Student Aid](#)
- [section 13.4.6: Other Services](#)

13.4.1 Career Planning Service (CaPS)

Provides career education, industry events, advising, mentoring, workshops, and a comprehensive job posting system (myFuture) to help you find permanent/part-time/summer jobs and internships, explore your career or graduate education options, and build your network.

Telephone: 514-398-3304
 Email: careers.caps@mcgill.ca
 Website: mcgill.ca/caps
 myFuture: caps.myfuture.mcgill.ca

13.4.2 International Student Services (ISS)

Offers support to international students; orientation and transition programs, and immigration and health insurance information.

Telephone: 514-398-4349
 Website: mcgill.ca/internationalstudents

13.4.3 Student Accessibility & Achievement

Student Accessibility & Achievement provides learning assessment, support services and programs, and reasonable accommodations to undergraduate, graduate, and postdoctoral students with documented disabilities, mental health issues, chronic illnesses, or other impairments, whether they be temporary, permanent, or episodic.

Appointments can be arranged with an Access Services Advisor at Macdonald Campus.

Macdonald Campus
 Telephone: 514-398-7992 (Mac)
 Website: mcgill.ca/access-achieve/

Main Office - Downtown
 1010 Sherbrooke St. W., Suite 410
 Telephone: 514-398-6009
 Email: access.achieve@mcgill.ca

13.4.4 Student Wellness Hub

The Student Wellness Hub provides physical and mental health and wellness resources to all McGill students who pay the Student Services fee. Access doctors, nurses, counsellors, access advisors, local wellness advisors, dietitians, psychiatrists (by referral only), sexologists, and lab technicians. In addition, information, support, and programming are available through the Student Wellness Hub's Healthy Living Annex.

Macdonald Campus Clinic
Centennial Centre, room 124
Telephone: 514-398-6017
Website: mcgill.ca/wellness-hub

Downtown Campus
Brown Student Services Building, 3rd floor
Telephone: 514-398-6017
Email: hub.clinic@mcgill.ca
Website: mcgill.ca/wellness-hub/

13.4.5 Scholarships and Student Aid

Provides assistance in the form of bursaries, loans, and Work Study programs to students requiring financial aid; administers government aid programs; and promotes financial wellness through tools and workshops.

Telephone: 514-398-6013
Website: mcgill.ca/studentaid

13.4.6 Other Services

The following resources available to students are external to the Student Services office.

Office of Sustainability

McGill's Office of Sustainability, located in the Downtown campus, sends representatives to Macdonald campus every month to support McGill's goal to become an institutional model of sustainability for society. Whether you have a project in mind, or just a lot of questions, there are many ways for you to get involved with sustainability at McGill.

Telephone: 514-398-2268
Email: sustainability@mcgill.ca
Website: mcgill.ca/sustainability

13.5 Ombudsperson for Students

The Office of the Ombudsperson for Students offers confidential, informal, independent, and impartial dispute resolution services to all members of the student community by providing information, advice, intervention, and referrals.

The mandate of the Office is to intervene at any point and attempt to resolve issues informally before proceeding to more formal processes. Please refer to the website to determine *when you should contact the Ombudsperson*.

Office of the Ombudsperson
3610 McTavish Street, Room 14 (main floor)
Telephone: 514-398-7059
Email: ombudsperson@mcgill.ca
Website: mcgill.ca/ombudsperson

13.6 Extra-Curricular and Co-Curricular Activities

Student associations and University units at McGill host over **300** activities, clubs, and services that students may join. These include:

- Athletics and recreation sports clubs
- Charity and environmental clubs
- Community outreach and volunteering clubs

- Fine art, dance, and performance clubs
- Health and wellness clubs
- Languages and publications clubs
- Leisure activity and hobby clubs
- Networking and leadership development clubs
- Political and social activism clubs
- Religion and cultural clubs

An overview of extra-curricular activities at McGill is available on [Campus Life & Engagement's](#) site. [myInvolvement](#) is an online tool managed by Career Planning Services for McGill students to find current involvement opportunities on campus. Students can then record their involvement in eligible activities, workshops, volunteer opportunities, and leadership positions on their Co-Curricular Record (CCR).

13.6.1 University Centre, Thomson House, and Centennial Centre

The [University Centre](#), 3480 McTavish Street, provides clubrooms for many extra-curricular activities in a four-storey building with dining options, a ballroom, lounges, and a black box theatre. Activities for graduate students are centred in [Thomson House](#) at 3650 McTavish Street.

On the Macdonald Campus, facilities are located in the [Centennial Centre](#); please consult the [Student Services website](#) for services and activities on the Macdonald Campus.



Note: Space and room availability on campus varies seasonally and depending on university and public health guidelines; please refer to each building's website for more information.

13.7 Bookstore

13.7.1 Downtown Campus

The [Le James](#) – McGill Bookstore sells a full range of books for the academic and professional community, stationery supplies, McGill clothing, and gift items. Visit the [Le James](#) website to sign up for the newsletter so you are the first to know about services, promotions, store hours, and so much more. The [Le James online store](#) is open year-round, and you can shop 24/7 from the comfort of your home.

Main Store:

680 Sherbrooke Street West

Website: lejames.ca

13.7.2 Macdonald Campus

Located on the main floor of the Centennial Centre, the Macdonald Campus Bookstore carries textbooks and course materials for Macdonald Campus classes. McGill and Macdonald clothing and insignia items are also available. Shop online 24/7 at lejames.ca.

Macdonald Campus Bookstore

Macdonald Campus Centennial Centre

21111 Lakeshore Road, Sainte-Anne-de-Bellevue

Website: lejames.ca/category/macdonald-campus

13.7.3 Institutional Sales Department

The Institutional Sales Department (formerly the McGill Computer Store; MCS) is dedicated to the support and success of the McGill community. We are committed to the mission of Ancillary Services to provide efficient and quality assistance to McGill staff and departments, as well as the affiliated teaching hospitals of the MUHC.

Contact the sales team at is.bookstore@mcgill.ca with your enquiry or list of products.

Institutional Sales

Website: lejames.ca/institutional

13.8 Day Care

The McGill Childcare Centre (CPE McGill) is an independently run centre that can accommodate 110 children, ranging in age from four months to five years. Applications are to be submitted at www.laplace0-5.com; early application is required as placement is limited.

The Centre is located at:

3491 Peel Street
Montreal QC H3A 1W7
Telephone: 514-398-6943
Website: mcgill.ca/daycare

A Campus Day Care Centre, located adjacent to the Macdonald Campus, is an independently run centre that can accommodate approximately 60 children, ranging in age from four months to five years. Preference is given to the Macdonald Campus community. Early application is recommended.

The Centre is located at:

1 Maple Avenue
Ste.-Anne-de-Bellevue QC H9X 2E3
Telephone: 514-398-7951

14 Residential Facilities

McGill residences offer you a variety of accommodations that reflect the diversity of our student population on both the Downtown and Macdonald campuses.

Mission statement

To continuously develop a safe home and nurturing community for our students through the following means:

- Keeping the value of respect for ourselves, others, and the physical environment as our cornerstone
- Making environmentally and economically sustainable choices
- Being responsive to student needs and supporting student initiatives
- Maintaining open lines of communication and collaborative decision-making
- Working together to provide a comfortable, clean, and secure environment
- Keeping current with developing technology, practices, and professional development
- Maintaining integrity and accountability
- Thinking critically about what we do and having the courage to change
- Honouring our rich history and strong residence tradition

14.1 University Residences – Downtown

Move-in weekend is scheduled for August 17-18, 2024. Leases run from August 15 to May 4.

McGill residences house approximately 3,000 undergraduate students in dormitories, apartments, and shared-facilities houses. McGill's dormitories are primarily for first-year students and feature full meal service. McGill's apartment-style residences and shared-facilities houses are mainly for first-year students who desire a more independent residence experience. Residence Life Managers provide 24-hour oversight of the residences. An elected Residence Council serves as the voice of students. All McGill residences are connected to the McGill wireless network.

McGill Student Housing and Dining Service Centre
University Hall
3473 University Street
Montreal QC H3A 2A8
Phone: 514-398-6368
Email: housing inquiries: housing.residences@mcgill.ca; meal plan and food services inquiries: food.fds@mcgill.ca
Website: mcgill.ca/shhs

14.1.1 Traditional and Hotel-Style Residences

McGill has nine dormitory residences:

- The four co-ed traditional-style **Bishop Mountain Residences** (Gardner, McConnell, Molson, and Douglas halls) are located on the slope of Mount Royal and overlook the campus.
- The **Royal Victoria College** (RVC) West Wing, is a traditional-style, all-women's residence located just one block away from the McGill gates.
- The co-ed hotel-style **New Residence Hall** is located five short blocks from the campus.
- **University Hall** is for exchange students.
- **Carrefour Sherbrooke** is a co-ed hotel-style residence located two blocks from campus.
- **La Citadelle** is the newest fully renovated hotel-style residence building, located two blocks east of McGill Campus.

Residents of traditional or hotel-style residences have compulsory All You Care to Eat meal plan and access to multiple cafeterias.

Rooms in the traditional-style residences—the Upper Residences and RVC—are primarily single occupancy. The hotel-style residences—La Citadelle, Carrefour Sherbrooke, and the New Residence Hall—primarily have double rooms. Regardless of the residence style, each student gets a bed, desk, desk lamp, chair, dresser, closet, and small fridge (one fridge per double room).

No matter the hall, residents are responsible for the cleanliness of their rooms. Common bathrooms and showers are located on each floor of the traditional-style residences. Hotel-style residences feature a private *en suite* bathroom in each room. Each hall has laundry rooms, washers and dryers, and ironing facilities. The use of washers and dryers in the residence buildings are available 24/7 at no additional charge. All halls have a TV and recreation room. Storage for items such as suitcases, ski equipment, etc. are present in each building.

New for Fall 2024: Upper year undergraduate students will have the opportunity to live in RVC Tower, which was previously for undergraduate students only. These students will continue to enjoy the benefits of proximity to campus and the downtown Montreal core, private bedrooms, and easy access to various dining halls. Students who choose RVC Tower will be placed on the mandatory All You Care to Eat meal plan.

14.1.2 Apartment-Style Residences

- The **Greenbriar Apartments** residence is located one block from the campus. It houses both upper-year undergraduate and graduate students in self-contained studio and double-occupancy, one-bedroom apartments. Apartment kitchens have a stove, fridge, and sink, and bedrooms have a bed, desk, table, chairs, dresser, and blinds.
- Similar to Greenbriar, **Hutchison Apartments** are also available for upper-year undergraduate and graduate students. Located on Hutchison Street, the building is a short walk from campus and offers studios and one-bedroom single occupancy units.

Although these residences do not require full meal plans, residents may purchase one from Food and Dining Services for use at the residence cafeterias or elsewhere on campus. For more information, see mcgill.ca/foodservices/mealplans.

14.1.3 Shared-Facilities Houses

McGill Residences maintains a number of beautifully renovated older buildings, each housing between 15 and 30 first-year students. These shared-facilities houses are located a few blocks from the campus and have both single- and double-occupancy bedrooms with large shared kitchens, bathrooms, and common areas. Each bedroom has a desk, chair, bed (some are loft beds), dresser, closet, and blinds. Common areas are also fully furnished.

Although these residences do not require meal plans, residents are free to purchase one from Food and Dining Services for use at the residence cafeterias or elsewhere on campus. For more information, see mcgill.ca/foodservices/mealplans.

14.1.4 Residence Fees

The full list of housing options and prices is available on the Student Housing website at mcgill.ca/students/housing/fees-applying.

14.1.5 Meal Plans

Residence students assigned to Carrefour Sherbrooke, La Citadelle, Douglas Hall, Gardner Hall, Molson Hall, McConnell Hall, New Residence Hall, and Royal Victoria College are on the new All You Care to Eat (AYCTE) mandatory meal plan. This plan offers students the opportunity to swipe their card at the entrance of any of the [dining halls](#) and enjoy as much as they care to eat while at the locations.

This new plan enhances community building by focusing on communal dining; it offers unlimited dine-in meals, giving students the opportunity to connect with friends.

While all the hotel or traditional-style residences offer small kitchens or kitchenettes for the convenience of students, these are NOT fully equipped. La Citadelle is the only residence which has a fully equipped communal kitchen, where residents can prepare snacks or full meals at any time.

The apartments and houses have fully-equipped kitchens where students can prepare their own meals.

For more information, see mcgill.ca/foodservices/mealplans.

The full list of housing options and prices is available on the Student Housing website at mcgill.ca/students/housing/fees-applying.

14.1.6 oneCard

oneCard is a taxable account that is already added to all undergraduate resident students' McGill ID cards, allowing them to make purchases and easily access multiple services on campus (including dining at some off-campus restaurants in the downtown area) without the hassle of carrying cash and debit

cards. Downtown residence students will have \$500 on their oneCard account and Macdonald Campus residence students will have \$400, due at the end of September.

14.1.7 Student Government

Each hall has a Residence Council, elected at the start of the academic year. It is the job of the council to gather hall opinions, supervise financial affairs, and organize recreational and social activities within the residences. McGill's residences are run for the convenience and advantage of the students living in them. Residence Councils play a significant role in deciding and administering their community standards.



Note: Residence fees include an activity fee of \$25 collected by the University on behalf of the Residence Council of each hall and the Inter-Residence Council. These funds comprise each Council's budget with which to plan activities for the hall and across residences.

14.2 University Residences – Macdonald Campus

Residence Admissions Office
Laird Hall / EcoResidence
P.O. Box 188
Macdonald Campus of McGill University
21 111 Lakeshore, Room 107
Sainte-Anne-de-Bellevue QC H9X 3V9
Telephone: 514-398-7716
Email: residences.macdonald@mcgill.ca
Website: mcgill.ca/students/housing/residence-options/macdonald

Residence life is an integral part of Macdonald Campus activities.

- **Laird Hall**, with a capacity of 250 students, is a co-ed residence that provides accommodation for all incoming students. Residents enjoy comfortable rooms, modern kitchens, cozy lounge facilities, and other amenities that help make their residence life a complete and meaningful part of their university experience. Included in the room rent is high-speed Internet service.
- The **EcoResidence** accommodates 100 students. This residence will appeal to students who enjoy independent living in self-contained fully furnished apartments of two or six single-bedroom units. Units are split-level with large, airy, common living areas. EcoResidence is for upper-year and graduate students only for 2024-2025 academic year.

14.2.1 Residence Fees – Macdonald Campus

Residence fees are paid separately from tuition, in accordance with regulations of the Fee Payment Option selected at the time of signing a residence lease.

At the time of publishing, all fees for the new academic year were not available. We recommend consulting the fee sheet which will be available on the Macdonald residence website at mcgill.ca/students/housing/fees-applying/mac-fees for the most up-to-date pricing.

There is no meal plan offered on the Macdonald Campus. Students may, however, load their oneCard to purchase meals; refer to mcgill.ca/onecard for more information. Meals are also available on a cash basis from the Café Twigs, located on the ground floor between the Macdonald-Stewart Building and Barton Library. For budgeting purposes, the cost of meals for the academic year is approximately \$3,500.

14.2.1.1 Laird Hall

Laird Hall is a co-ed residence that provides accommodation for undergraduate, graduate, and Farm Management Technology students.

[View the Laird Hall annual fees.](#)

14.2.1.2 EcoResidence

Each EcoResidence unit is a self-contained, fully furnished apartment with two or six single bedrooms, and large open common living areas.

[View the EcoResidence annual fees.](#)

14.2.2 Residence Occupancy – Macdonald Campus

The residence fees cover the period from **August 15, 2024 to May 4, 2025**. You must vacate your room at the end of the lease term. Only under exceptional circumstances will you be granted permission to arrive prior to the beginning date of the lease or remain in residence during the summer months. In these cases, you must apply to the [Campus Housing Office](#); an additional fee will be charged if permission is granted.

You can request permission to extend your stay in residence (at the normal weekly charge) if you are taking extended courses after the regular session, employed on campus, or registered for summer courses.

In exceptional circumstances, international students or students coming from a distance may be admitted early. Permission from the Campus Housing Office must be obtained prior to arrival. Floor Fellows may be admitted before the opening date of courses, if permission is granted by the Campus Housing Office.

14.2.3 Facilities for Non-Resident Students – Macdonald Campus

The Centennial Centre features common lounging areas such as the **Eco-Niche** CC Lobby, and when available, the **Ceilidh**. Lockers are available in the Macdonald-Stewart Building. You can rent them at the Students' Society Office in Centennial Centre. **Twigs Café** is located on the ground floor between the Macdonald-Stewart Building and Barton Library.



Note: Non-resident students cannot stay overnight in any residence without permission from the Campus Housing Office.

14.2.4 Student Parking – Macdonald Campus

Parking permits are available from Macdonald Campus's Security Services office, Laird Hall, room 101. You can also download the [Macdonald application form](#) and email it to macdonald.security@mcgill.ca ahead of time. Please note that parking permits are only available to Macdonald Campus staff and students due to the limited parking space. A confirmation email will be sent once a request is processed. Payment must only be made in person. Permits are sold on a first come, first served basis.

Users have the option of purchasing an annual or a half-year parking permit at the following rates:

- Annual permit costs \$204 and is valid from September 1, 2024 to August 31, 2025.
- Half-year permit costs \$122 and is valid from January 1, 2024 to June 30, 2024, or from July 1, 2024 to December 31, 2024. Both types of half-year permits include the summer period of June 1 to August 31.
- Daily parking users may pay for parking by the day or half day by purchasing tickets at the Horticulture Lot machine. The rates are \$8 for the day and \$4 for the half day. The vehicle must remain parked at the Horticulture Lot.

For more information, see mcgill.ca/transport/parking/mac.

15 Athletics & Recreation

15.1 Downtown Campus Athletics & Recreation

Offers a wide range of facilities, activities, and equipment. Facilities include:

- gymnasium
- fully-equipped fitness centre
- varsity weight room
- pool
- arena
- fieldhouse
- stadium
- indoor and outdoor running tracks and tennis courts
- squash and racquetball courts
- spinning, fitness, and martial arts studios
- various playing fields
- small groups and one-on-one training spaces
- gender-neutral changing spaces and bathrooms

McGill students can participate in instructional, recreational, intramural, and intercollegiate activities, as well as sports clubs. There are nominal fees for instructional courses, intramurals, sports equipment rentals, and membership to the Fitness Centre. Sporting equipment (x-country skis, snowshoes, racquets, balls, etc.) is available for loan or rent.

McGill Sports Complex

475 Pine Avenue West

Telephone: 514-398-7000

Email: perry.karnofsky@mcgill.ca (recreational sports) or lisen.moore@mcgill.ca (varsity sports)

Website: mcgillathletics.ca

Facebook: www.facebook.com/mcgillathleticsandrecreation

Twitter: www.twitter.com/McGillAthletics

15.2 Macdonald Campus Athletics & Recreation

Offers a wide range of facilities, activities, and equipment, free of charge. Facilities include:

- gym
- fitness centre
- smart studios
- arena
- multi-courts
- playing fields
- outdoor Trekfit gym
- outdoor volleyball court
- large expanses of green space
- Paddle Mac

Students can participate in instructional, recreational, intramural, and intercollegiate activities. There are nominal fees for intramural and fitness courses. Sporting equipment (cross-country skis, snowshoes, stand up paddle boards, kayaks, frisbees, balls, etc.) is available for loan or rent.

Athletics offices are located in the Stewart Athletic Complex, just west of the Centennial Centre.

Stewart Athletic Complex

Telephone: 514-398-7789

Website: macdonaldcampusathletics.ca

Facebook: www.facebook.com/Mac-Athletics-and-Recreation-559732057427796/?fref=ts

16 Information Technology (IT) Services

- [section 16.1: IT Support](#)
- [section 16.2: Communication and Collaboration](#)
- [section 16.3: Online Course Materials and Lecture Recordings](#)
- [section 16.4: Minerva](#)
- [section 16.5: Secure Your Journey](#)

McGill University students, faculty, staff, and other members of the McGill community benefit from a variety of Information Technology resources. Please visit [IT Services > Resources for Students](#) for details.

16.1 IT Support

McGill's [IT Support site](#) is your one-stop shop for information and support on using IT services including email, Microsoft 365 tools, Wi-Fi, VPN, and more. Search the IT Knowledge Base for instructional articles, report issues, make requests for services, chat with support agents, view announcements and system status, and follow up on your support tickets all from one convenient location.

16.2 Communication and Collaboration

McGill offers communication and collaboration tools that work together to support and enhance your educational experience.

Email

All students are assigned a McGill email address (usually in the form of [firstname.lastname@mail.mcgill.ca](#)) and given a McGill email mailbox. Please refer to [section 1.8.5: Email Communication](#) for further information on email services.

MS Teams

Microsoft Teams is the recommended application for conducting virtual meetings, audio and video calls, text messaging, and file sharing among McGill students, faculty, and staff members.

OneDrive

Students are given 1 Terabyte of free *file storage space* on the Microsoft 365 cloud where you can store and share documents.

Microsoft Office and 365 Apps

As a student you can download and install the entire *Microsoft 365 apps (previously ProPlus apps)* suite (Word, Excel, PowerPoint, OneNote, etc.) to your personal devices, and sync your files with the online versions in OneDrive.

Other Microsoft 365 apps include Forms (surveys and data collection), Sway (interactive online presentations), Stream (video streaming platform), SharePoint Online, and more. Find out about all the Microsoft 365 apps at mcgill.ca/it/explore-services/o365.



Note for Continuing Studies: The above services are not available if you are registered in short courses or seminars not recorded on the official McGill transcript.

16.3 Online Course Materials and Lecture Recordings

Sign in to *myCourses* for your online assignments, reading materials, and syllabus. Many course lectures are recorded for streaming playback on demand.

Zoom is the cloud-based tool used for attending remote classes when on-campus classes are not available.

See the *Teaching & Learning Services website* for more information.

16.4 Minerva

Minerva is McGill's web-based information system serving applicants, students, staff, and faculty. To access Minerva, go to mcgill.ca/minerva and log in with your McGill username and password or with your McGill ID and Minerva PIN. Once logged in, you can:

- Apply to McGill and view your application status
- View class schedules, including course descriptions and spaces available in course sections
- Register and make course changes
- Change your major or minor program (not all faculties)
- View your unofficial transcript and degree evaluation reports
- View your McGill Username, used to access computers on campus, WiFi, Email, Office 365, campus printing, and more
- View your Permanent Code, citizenship, and Quebec residency status, and fee information
- Update personal information such as address, telephone number, and emergency contacts
- Update your preferred first name
- Submit an online course evaluation
- Submit an application to participate in an exchange program (not all faculties)
- Apply to graduate
- View graduation status and convocation details
- Order official transcripts
- Retrieve tax receipts
- Official documentation to order a reduced-fare STM Opus card

For information on accessing Minerva, visit *McGill's IT Portal*.

16.5 Secure Your Journey

McGill IT Services wants to ensure students have a safe and secure journey from the moment you apply to the university to graduation, and beyond. Our new Secure Your Journey website contains tips on:

- Starting your McGill journey safely with strong passwords and two-factor authentication (2FA);
- Learning securely; and
- Staying vigilant against cyber threats such as phishing.

Visit mcgill.ca/cybersafe for tools and resources to secure your student journey at McGill.

17 Resources for Study and Research

Resources for study and research at McGill University include libraries, archives, museums, laboratories, and other historical collections.

17.1 Libraries

The McGill Libraries provide access to *over nine million items*, both in print and electronic formats, and consist of multiple location and units, including the *McGill University Archives*, and the *McGill University Visual Arts Collection*. Visit mcgill.ca/library/branches for a map of all our locations, and bring your McGill ID card if you wish to borrow physical items from our collections. Access to our electronic resources (e-books, e-journals, databases, etc.) is possible anytime and anywhere. You will be prompted to enter your McGill username and password when accessing our e-resources from off campus.

The website (mcgill.ca/library) is the portal to all our resources and services for your learning and research needs. There are thousands of *databases available* that you can choose from when doing a search on any topic. Librarians have created subject guides for each area of study at McGill. Each guide pulls together all the relevant resources for doing research in that field. Find your *subject guide* to get started. In addition, unique scholarly materials from the *Rare Books and Special Collections have been digitized* and are accessible through the library's website. Our website also provides access to items such as *newspapers*, and escholarship.mcgill.ca, a digital repository, which collects, preserves, and showcases the publications, scholarly works, and theses of McGill University faculty members, researchers, and students.

Friendly staff in each library location can help you locate the information you need. Students have *liaison librarians* for their departments. Liaison librarians provide *workshops* on finding, organizing, and citing information, visit your classes to provide instruction on doing research for course assignments, and are available to assist you with your questions, whether in person, on the phone, by email, or via online chat.

Most libraries are open up to 90 hours per week, and several branch libraries extend *opening hours* during exam periods. The Library offers a variety of comfortable and attractive spaces, such as individual quiet study areas and group study rooms that can be *booked* for use. Wireless access is available throughout the library, as are hundreds of computers, and all libraries have printing, scanning, and copying machines.

Special library services like the *Course Readings Service* allows you to access digital items on course reading lists in the Library's catalogue and in *myCourses*. You can also borrow materials from any library location and the McGill University Collection Centre and return them anywhere across the system. If you need material not owned by the McGill University Library, our *network loan* and *Interlibrary Loan and Document Delivery Service* will obtain it for you at no cost for McGill students, faculty, and staff. Loans can be picked up at any library location.

17.2 McGill Writing Centre

The McGill Writing Centre (MWC), established in 2010, is the University's central resource for writing and communication. Staffed by specialists in writing pedagogy, the Writing Centre offers a slate of credit courses and non-credit activities that attract undergraduate and graduate students from across disciplines.

The MWC's core set of credit courses focuses on a number of relevant topics, e.g., academic or scholarly communication, creative writing, digital genres, business communication, and communicating science to broad audiences. In addition to courses, students can also access non-credit programming (e.g., workshops, writing retreats) and individualized writing consults with the Tutorial Service.

The courses in academic, creative, digital, and professional writing may be taken as electives or to fulfil language requirements in some undergraduate degree programs. In some faculties, you need to obtain approval from your Student Affairs Office as well as from your academic advisor before you take courses outside of your faculty, especially if the courses do not form part of your program requirements.

For further information, please visit the MWC website at mcgill.ca/mwc.

17.2.1 McGill Writing Centre Course Information

Undergraduate course offerings can be found at mcgill.ca/mwc/courses/undergraduate.

Graphos graduate course offerings can be found at mcgill.ca/graphos/courses.

Continuing Education (non-credit) course offerings can be found at mcgill.ca/mwc/special-interest-courses.

Course Coordinator Information:

If you have inquiries about courses, please contact the specific course coordinator listed at mcgill.ca/mwc/contact-us.

17.2.2 McGill Writing Centre Tutorial Service

The *McGill Writing Centre Tutorial Service* provides writing instruction and support for all McGill students. Our tutors work with students at every stage of the writing process, from outlining to final revision. For more information, visit mcgill.ca/mwc/tutorial-service.

17.2.3 McGill Writing Centre Contact Information

McGill Writing Centre
McLennan-Redpath Library
Main Floor, Room #02
3459 McTavish Street
Montreal QC H3A 0C9
Telephone: 514-398-7109
Fax: 514-398-7416
Website: mcgill.ca/mwc
General Inquiries: mwc@mcgill.ca

Graphos
Website: mcgill.ca/graphos
Inquiries: graphos@mcgill.ca

MWC Tutorial Service
Website: mcgill.ca/mwc/tutorial-service
Inquiries: mwctutorial@mcgill.ca

17.3 University Archives

The McGill University Archives (MUA) acquires, preserves, and makes available to students, faculty, staff and researchers (including the general public) more than 30,000 metres of records dating from 1797 to the present. These records document McGill University faculty, research, alumni, and student organizations, as well as certain Montreal-based organizations. Archived media include:

- textual records
- photographs
- audio tapes
- film
- video
- plans
- University publications
- artifacts

The MUA acquires private records to complement its collection of the University's documentary heritage and to support University research goals. The MUA manages the University's corporate memory and information assets through its records management program. This program manages the lifecycle of administrative records and protects vital evidence of University functions and activities according to federal and Quebec archives and records legislation, in addition to professional standards.

The MUA Reading Room is open Monday to Friday, from 10:00 a.m. to 6:00 p.m.; however, appointments are recommended. The MUA website features virtual exhibitions, tools to search the MUA holdings, and a large bank of digitized images.

McGill University Archives
McLennan Library Building, 4th Floor
3459 rue McTavish
Montreal QC H3A 0C9
Telephone: 514-398-4711
Email: refdesk.archives@mcgill.ca
Website: mcgill.ca/library/branches/mua

17.4 Redpath Museum

The Redpath Museum is an academic unit of McGill University. Its mission is to foster understanding and appreciation of the diversity of our biological, geological, and cultural heritage through scientific research, collections-based study, and education. Its collections have been growing for over a century, and provide resources for research and for graduate and undergraduate education in biology, geology, anthropology, and other fields. Its largest collections include fossils from the ancient sea floor of eastern Quebec, the oldest land plants, a vast range of minerals, molluscs from around the world, Egyptian and classical antiquities, and artifacts from Central Africa. The Museum also houses research laboratories and classrooms.

The Museum welcomes McGill students and staff to visit its permanent exhibit, which presents the history of life through the ages illustrated by material from Quebec and neighbouring regions, as well as displays that feature the mineral and mollusc collections. The Museum also features a world cultures gallery devoted to cultures throughout the world, including ancient Egypt, classical Greece and Rome, Asia, and Africa.

859 Sherbrooke Street West
Montreal QC H3A 0C4
Telephone: 514-398-4086, 514-398-4861
Email: redpath.museum@mcgill.ca
Website: mcgill.ca/redpath

17.5 McCord Stewart Montreal Social History Museum

The McCord Stewart Montreal Social History Museum houses one of the finest historical collections in North America. It possesses some of Canada's most significant cultural treasures, including the most comprehensive collection of clothing—comprising over 27,000 garments or accessories—made or worn in Canada; an extensive collection of First Nations objects—the most important of its kind in Quebec, with a corpus of over 16,000 objects from across Canada; and an impressive Photography collection of more than 2,150,000 historical photographs—including the 400,000 photographs of the renowned Notman Photographic Archives—which offers a unique pictorial record of Canada from pre-Confederation to the present.

The museum also houses paintings by renowned artists such as Louis Dulongpré, James Duncan, Cornelius Krieghoff, and Robert Harris, along with iconographic documents reflecting the perspectives of Canadians over the past three centuries. A Material Culture collection consisting of more than 62,000 objects primarily documents the history of the domestic material environment in Montreal. The museum's textual archives include some 340 linear metres of documents relating to Canadian history.

Finally, *the museum's website* features award-winning exhibitions, innovative learning resources, and a vast, searchable database of information on the museum's collections. Since the spring 2022, the *McCord Stewart Museum Online Collection platform* allows everyone to browse bilingual descriptions of over 157,000 objects, photographs and archival documents from its collections. The site also features close to 153,000 royalty-free images that may be downloaded in the highest resolution available, free of charge, with no restrictions on their use.

Exhibitions at the McCord Stewart Museum provide innovative interpretations of the social and cultural history of Montreal, Quebec, and Canada. In addition to guided tours, school programs, cultural activities, and lectures, the museum offers a range of services including Café Notman and the boutique.

Researchers are welcome by appointment. Please contact the museum's *Archives and Documentation Centre*.

690 Sherbrooke Street West
Telephone: 514-861-6701, ext. 1234
Email: info@mccord-stewart.ca
Website: musee-mccord-stewart.ca

17.6 Lyman Entomological Museum and Research Laboratory

Located on the Macdonald Campus, this institution is the insect collection and systematic entomology laboratory of McGill University. The collection houses 2.8 million specimens of insects and other arthropods, making it the second-largest insect collection in Canada, and the largest university insect collection in the country. The Lyman Museum is not generally open to the public since its main functions are research and teaching, not exhibitions. However, tours are available by appointment to interested parties.

Telephone: 514-398-7914
Website: mcgill.ca/historicalcollections/departmental/lyman

17.7 Other Historical Collections

In addition to the McGill museums, there are other collections and exhibits of a specialized nature curated by McGill's **Heritage Advisory Committee**.

McGill began accumulating cultural property by virtue of acquisition or donation even before the university itself was established. At the Montreal Medical Institute, which became McGill's Faculty of Medicine and Health Sciences, specimens were collected and used as teaching tools as early as 1822. Articles published about early collections gained international recognition for faculty members such as Andrew Fernando Holmes and Sir William Dawson. Their collections and others had a major influence on building McGill's reputation as a learned institution.

For more information, and to view the full list of historical collections at McGill, please visit mcgill.ca/historicalcollections.

18 The University

McGill University is one of Canada's best-known institutions of higher learning and one of the leading universities in the world. With students coming to McGill from some 150 countries, our student body is the most internationally diverse of any research-intensive university in the country.

18.1 History

The Hon. James McGill—a leading merchant and prominent citizen of Montreal, who died in 1813—bequeathed an estate of 46 acres called Burnside Place together with £10,000 to the “Royal Institution for the Advancement of Learning” upon condition that the latter erect “upon the said tract or parcel of land, an University or College, for the purpose of education and the advancement of learning in this Province”; and further upon condition that “one of the Colleges to be comprised in the said University shall be named and perpetually be known and distinguished by the appellation of ‘McGill College.’”

At the time of James McGill's death, the Royal Institution, although authorized by law in 1801, had not been created, but was duly instituted in 1819. In 1821 it obtained a Royal Charter for a university to be called McGill College. Further delay was occasioned by litigation, and the Burnside estate was not acquired until March 1829. The Montreal Medical Institution, which had begun medical lectures at the Montreal General Hospital in 1822, was accepted by the College as its Faculty of Medicine in June 1829. After further litigation, the College received the financial endowment in 1835 and the Arts Building and Dawson Hall were erected. The Faculty of Arts opened its doors in 1843.

Progress, however, was slow until the 1821 Charter was amended in 1852 to constitute the members of the Royal Institution as the Governors of McGill College. Since that time the two bodies have been one. It was first called “The University of McGill College” but in 1885 the Governors adopted the name “McGill University”. Even after the amended charter was granted, little advance was made until 1855 when William Dawson was appointed Principal. When he retired 38 years later, McGill had over 1,000 students and Molson Hall (at the west end of the Arts Building), the Redpath Museum, the Redpath Library, the Macdonald Buildings for Engineering and Physics, and a fine suite of medical buildings had been erected.

Since then, the University has continued to grow vigorously. In 1884, the first women students were admitted and in 1899 the Royal Victoria College was opened, a gift of Lord Strathcona, to provide separate teaching and residential facilities for women students. Gradually, however, classes for men and women were merged.

In 1905, Sir William Macdonald established Macdonald College at Sainte-Anne-de-Bellevue as a residential college for Agriculture, Household Science, and the School for Teachers. Those components have since become the Faculty of Agricultural and Environmental Sciences, which includes the School of Human Nutrition, on the Macdonald Campus, and the Faculty of Education, located on the Downtown Campus. The University's general development has been greatly facilitated by the generosity of many benefactors, and particularly by the support of its graduates, as regular public funding for general and capital expenditures did not become available until the early 1950s. Since that time, government grants have become a major factor in the University's financial operations, but it still relies on private support and private donors in its pursuit of excellence in teaching and research.

The University now comprises 10 Faculties and 17 Schools. At present, over 40,000 students are taking credit courses; one in four is registered in Graduate Studies.

The University is also active in providing courses and programs to the community through the School of Continuing Studies.

18.2 Incorporated and Affiliated Colleges

18.2.1 Incorporated College

The Royal Victoria College is a non-teaching college of McGill University that provides residential accommodation for both men and women in a co-education environment.

Royal Victoria College

3425 University Street, Montreal QC H3A 2A8

18.2.2 Affiliated Theological Colleges

The three colleges below train students for the ministry and grant certificates for ordination but they have remitted their degree-granting powers, except with respect to the M.Div. and honorary doctorates, to the University.

Montreal Diocesan Theological College

3473 University Street, Montreal QC H3A 2A8

Montreal Diocesan Theological College

Principal: Rev. Dr. Jesse Zink; B.A.(Acad.), M.A.(Chic.), M.Div.(Yale), Ph.D.(Camb.)

Presbyterian College of Montreal

3495 University Street, Montreal QC H3A 2A8

Principal: Rev. Dr. Roland de Vries; B.A.(Guelph), M.Div.(The Presbyterian College), S.T.M., Ph.D.(McG.)

United Theological College of Montreal

3475 University Street, Montreal QC H3A 2A8

Principal: Rev. Maylanne Maybee; B.A.(Tor.), Dip.Theol., Cert.Ed.(Oxon), M.Div.(Trin. Coll., Tor.)

18.3 University Government

McGill University is a corporation created by a Royal Charter granted by the Crown of the United Kingdom, a general supervisory power being retained by the Crown and exercised through the Governor General as Visitor.

The Governors of the University constitute the Royal Institution for the Advancement of Learning, a corporation existing under the laws of the Province of Quebec. In them is vested the management of finances, the appointment of professors, and other duties. Twelve of the governors are elected by the Board from amongst those nominated by its Nominating, Governance and Ethics Committee; three are elected by the Alumni Association; two are elected by the Senate from amongst its members; two are elected by the full-time administrative and support staff from amongst its members; two are elected by the full-time academic staff; and two are elected by students from amongst the student body. The Board elects the Chancellor of the University and also, from amongst its members, a chair to preside at its meetings. The Chancellor and the President are ex officio members.

The Chancellor is presiding officer of Convocation and of joint sessions of the Board of Governors and the Senate.

The Chair of the Board of Governors is President of the Royal Institution for the Advancement of Learning.

The President and Vice-Chancellor is the chief executive officer of the University, appointed by the Board of Governors after consultation with a statutory committee. The President is, ex officio, Chair of the Senate.

The Senate is the highest academic authority of the University and has control over admission, courses of study, discipline, and degrees. The regulations of Senate are executed by the various faculties and schools, which also carry primary responsibility for the educational work of the University.

18.4 Recognition of Degrees

The Royal Institution for the Advancement of Learning (McGill University) is a publicly funded institution and holds a Royal Charter dated 1821 (amended in 1852) as well as being incorporated under the laws of the Province of Quebec.

McGill University was a founding member of the organization that evolved into Universities Canada and remains an active member university to this day. In addition, McGill University is a member of the American Association of Universities (A.A.U.). It is also a member of the Association of Commonwealth Universities and the International Association of Universities. Its undergraduate, professional, and graduate degrees—including doctorates in a full range of disciplines—have been recognized by educational, government, and private organizations worldwide for decades.

All of McGill's degree programs are approved by the Government of Quebec.

18.5 Governance: Board of Governors**18.5.1 The Visitor****The Visitor**

Her Excellency the Right Honourable Mary Simon; C.C., C.M.M., C.O.M., O.Q., C.D., Governor General and Commander-in-Chief of Canada **Administrator of the Government of Canada**

18.5.2 Board of Governors

Board of Governors

Maryse Bertrand, Ad.E., M.Sc.(RM)

Chair

Deep Saini

President and Vice-Chancellor

John McCall MacBain; B.A.(McG.), B.A.(Wadham), M.A.(Oxford),
M.B.A.(Harvard)

Chancellor

18.5.2.1 Members

Members

Bob Babinski; B.A.(McG.)

Arun Bajaj; LL.B.(McG.)

Maryse Bertrand; B.C.L.(McG.), M.Sc.(NYU), Ad. E.

Gregory David; B.C.L., LL.B.(McG.)

Ariel Deckelbaum; LL.B., B.C.L., B.A.(McG.)

Alan Desnoyers; B.Com.(McG.)

Luciano D'Iorio; SIOR, A.E.O.

Lucy Gilbert; M.D., M.Sc., F.R.C.O.G.

Celia Greenwood; Ph.D.(McG.)

Joseph Hakim; B.Com.(McG), M.B.A.(C' dia)

Fred Headon; B.A.(Winn.), B.C.L./LL.B.(McG.)

Inez Jabalpurwala; B.A., M.A., M.B.A., M.M.(McG.)

Pierre Matuszewski; B.A.(Laval), M.B.A.(McG.)

Ram Panda; M.Eng., M.B.A.(McG.)

Maarika Paul; B.Com., Gr. Dip.(McG.), F.C.P.A., F.C.A., C.B.V.

Adrienne Piggott

Diletta Prando

Samira Sakhia; B.Com., M.B.A.(McG.)

Jonathan Sigler; B.S., M.S.

Petra Rohrbach; B.Sc.(McG.), M.Sc., Ph.D.(Heidel.)

Edith A. Zorychta; B.Sc.(St. FX), M.Sc., Ph.D.(McG.)

18.5.2.2 Student Representatives

Student Representatives

Students' Society of McGill (1)

Post-Graduate Students' Society of McGill (1)

Observers ("voice but no vote"):

McGill Association of Continuing Education Students (1)

Macdonald Campus Students' Society (1)

18.6 Governance: Members of Senate

18.6.1 Ex-Officio

Ex-Officio

The Chancellor

The Chair of the Board of Governors

The President and Vice-Chancellor

The Provost, Deputy Provost, and the vice-presidents

The deans of faculties

The Dean of Continuing Studies

The Dean of Graduate and Postdoctoral Studies

The Dean of Students

The Dean/Director of Libraries

The University Registrar and Executive Director of Enrolment Services

The Director of Teaching and Learning Services

18.6.2 Elected Members

Elected Members

65 members elected by the faculties, the University libraries, the Board of Governors, and administrative and support staff

21 Student Members

18.7 Administration

McGill's Senior Administration and governing bodies—the *Board of Governors* and *Senate*—provide strategic guidance and oversight, ensuring accountability through a system of formal decision-making and reporting.

Please refer to mcgill.ca/about/administration to meet McGill's senior staff and learn about the University's administration and governance structure.

Administration

John McCall MacBain	Chancellor
Deep Saini	President and Vice-Chancellor
Véronique Bélanger	Chief of Staff
Christopher Manfredi	Provost and Vice-President (Academic)
Fabrice Labeau	Deputy Provost (Student Life and Learning)
Gillian Nycum	University Registrar and Executive Director of Enrolment Services
TBD	Executive Director of Services for Students
Christopher Buddle	Associate Provost (Teaching and Academic Planning)
Angela Campbell	Associate Provost (Equity and Academic Policies)
Petra Rohrbach	Associate Vice-President (Macdonald Campus) and Dean (Faculty of Agricultural and Environmental Sciences)
Marc Denoncourt	Chief Information Officer
Edyta Rogowska	Secretary-General
Diana Dutton	Vice-President (Administration and Finance) (<i>Interim</i>)
Diana Dutton	Associate Vice-President (Human Resources)

Administration

Cristiane Tinmouth	Associate Vice-President (Financial Services)
Denis Mondou	Associate Vice-President (Facilities Management and Ancillary Services)
Vacant	Vice-President (Communications and External Relations)
Lesley Fellows	Vice-President (Health Affairs) and Dean (Faculty of Medicine and Health Sciences)
Jean-Pierre Farmer	Associate Vice-President and Vice-Dean (Health Affairs, Faculty of Medicine and Health Sciences)
Martha Crago	Vice-President (Research and Innovation)
Philippe Gros	Deputy Vice-President (Research and Innovation)
Benoit Boulet	Associate Vice-President (Research and Innovation) (Innovation and Partnerships)
Lara Khoury	Associate Vice-President (Research)
Marc Weinstein	Vice-President (University Advancement)
Jean-François Legault	General Counsel and Director of Legal Services
Pascal Théoret	Executive Director, Internal Audit

18.7.1 Deans, Directors of Schools and Libraries**18.7.1.1 Deans****Deans**

Valérie Orsat	Agricultural and Environmental Sciences
Lisa Shapiro	Arts
Carola Weil	Continuing Studies
Elham Emami	Dental Medicine and Oral Health Sciences
Victoria Talwar	Education
Viviane Yargeau	Engineering
Josephine Nalbantoglu	Graduate and Postdoctoral Studies
Robert Leckey	Law
Guylaine Beaudry	Libraries
Yolande E. Chan	Management
Lesley Fellows	Medicine and Health Sciences
Sean Ferguson	Music
R. Bruce Lennox	Science
Robin Beech	Dean of Students

18.7.1.2 Directors of Schools**Directors of Schools**

David Theodore	Architecture
Alvin Shrier	Biomedical Sciences
Susan Rvachew	Communication Sciences and Disorders
Mathieu Blanchette	Computer Science
Ryan J. Mailloux	Human Nutrition

Directors of Schools

Frederic Fabry	Environment
Joan Bartlett	Information Studies
TBA	Medicine, School of
Anita Gagnon	Nursing
Laurie Snider	Physical and Occupational Therapy
Timothy Evans	Population and Global Health
Garth W. Green	Religious Studies
Nicole Ives	Social Work
Lisa Bornstein	Urban Planning
Christopher Ragan	Public Policy

18.8 Student Governance

All students registered in an undergraduate program on the Downtown Campus are registered members of the accredited Students' Society of McGill University, more commonly known as SSMU. The SSMU is your representative on key issues inside and outside of the campus and will advocate for student priorities to both the McGill administration and government bodies. There are six elected executives of SSMU who represent all 22,000-plus undergrads on the Downtown Campus. There is a *Legislative Council* that meets with representatives from faculty associations and other student groups around campus on a bi-weekly basis. This council of thirty-seven members meets to discuss student issues and how services are being provided to students.

SSMU operates over 250 clubs and runs 19 student services; for more information, see ssmu.ca/student-life/clubs-services-issg. SSMU provides a great deal of extra-curricular opportunities for students to balance a life of study with a life of involvement, and an opportunity to meet other students. The organization also provides event programming such as Orientation Week, Activities Night, Faculty Olympics, community engagement opportunities, workshops, and concerts. Each faculty and each department also has organizations dedicated to providing extra-curricular involvement for their students.

Situated on the Downtown Campus, SSMU operates a five-floor building including a student lounge, cafeteria, *campus bar*, and many multipurpose spaces namely for use by student groups, but also for McGill community members.

SSMU offices are located at 3600 McTavish Street, Suite 1200 and operate between the hours of 9:00 a.m. and 5:00 p.m. during the year.

For more information regarding student government at McGill you can *contact the SSMU* or visit their website at ssmu.ca.

Email: frontctr@ssmu.ca

President: president@ssmu.ca

Welcome to McGill and we look forward to representing your interests.