



**University Regulations and Information
Programs, Courses and University Regulations
2011-2012**

The publication is produced in electronic form and the most recent version is the official university publication. Archival copies are available at www.mcgill.ca/study.

This publication provides guidance to prospects, applicants, students, f

- 1 General Policies and Information, page 11
 - 1.1 Authorization, Acknowledgement and Consent, page 11
 - 1.2 Student Rights and Responsibilities, page 11
 - 1.3 Language Policy, page 11
 - 1.4 Policy Concerning Access to Records, page 11
 - 1.5 Email Communication, page 12
 - 1.6 Academic Integrity ,grity ,

- 4.12 Other Policies Related to Fees: Fees for Students in Two Programs, page 38
- 4.13 Other Policies Related to Fees: Quebec Inter-University Transfer Agreements, page 38
- 4.14 Other Policies Related to Fees: Senior Citizens, page 38
- 4.15 Deferred Fee Payment, page 38
 - 4.15.1 Students with Sponsors, page 38
 - 4.15.2 Students Receiving McGill Scholarships/Awards, page 38
 - 4.15.3 External Scholarships , page 38
 - 4.15.4 Students Receiving Government Aid, page 39
- 4.16 Other Information: Payment Procedures, page 39
- 4.17 Other Information: Tax Receipts, page 39
- 4.18 Yearly Fees and Charges by Faculty, page 39
- 5 Student Records, page 39
 - 5.1 Academic Standing, page 39
 - 5.1.1 Academic Standing: Faculties of Arts and Science (including B.A. & Sc.), page 39
 - 5.1.1.1 Satisfactory/Interim Satisfactory Standing: Faculties of Arts and Science (including B.A. & Sc.), page 40
 - 5.1.1.2 Probationary/Interim Probationary Standing: Faculties of Arts and Science (including B.A. & Sc.) , page 40
 - 5.1.1.3 Unsatisfactory Readmitted Standing: Faculties of Arts and Science (including B.A. & Sc.), page 40
 - 5.1.1.4 Unsatisfactory/Interim Unsatisfactory Standing: Faculties of Arts and Science (including B.A. & Sc.), page 40
 - 5.1.1.5 Incomplete Standings: Faculties of Arts and Science (including B.A. & Sc.), page 41
 - 5.1.2 Academic Standing: Faculty of Engineering , page 41
 - 5.1.2.1 Satisfactory Standing: Faculty of Engineering, page 41
 - 5.1.2.2 Probationary Standing: Faculty of Engineering, page 42
 - 5.1.2.3 Unsatisfactory Standing: Faculty of Engineering,

-
- 6.3 Credit by Examination, page 50
 - 6.4 Faculty of Engineering Policy on use of Calculators in Faculty Tests and Examinations, page 50
 - 6.5 Final Examinations, page 50
 - 6.5.1 Final Examinations: University Regulations Concerning Final Examinations, page 50
 - 6.5.2 Final Examinations: Deferred Examinations, page 51
 - 6.5.2.1 Deferred Examinations: Faculty of Engineering, page 51
 - 6.5.3 Final Examinations: Reassessments and Rereads, page 52
 - 6.5.3.1 Reassessments and Rereads: Faculties of Arts and Science (including B.A. & Sc.), page 52
 - 6.5.3.2 Rereads: Faculty of Engineering, page 53
 - 6.5.4 Additional Work: Faculty of Science (including B.A. & Sc.), page 53
 - 6.5.5 Supplemental Examinations, page 53
 - 6.6 Examinations: Invigilation (Exams from Other Universities), page 54
 - 7 Internships, Exchanges and Co-op Programs, page 55
 - 7.1 Internships and Co-op Programs, page 55
 - 7.2 Exchange Programs, page 55
 - 7.3 Field Studies, page 56
 - 7.4 Mobility Award, page 56
 - 7.5 Study Abroad Opportunities, page 56
 - 8 Scholarships and Student Aid, page 56
 - 8.1 Entrance Awards for McGill Students, page 56
 - 8.2 In-Course Awards for McGill Students, page 57
 - 8.3 Work Study Program, page 57
 - 9 Graduation, page 58
 - 9.1 Graduation Honours: Dean's Honour List, page 58
 - 9.2 Graduation Honours: Distinction, page 58
 - 9.3 Graduation Honours: Faculty of Science Dean's Multidisciplinary Undergraduate Research List , page 59
 - 9.4 Graduation Honours: Honours and First-Class Honours, page 59
 - 9.4.1 Graduation Honours: Honours and First-Class Honours for Faculties of Arts and Science (including B.A. & Sc.), page 59
 - 9.5 Apply to Graduate, page 59
 - 9.6 Graduation Approval Query, page 60
 - 9.7 Replacement Diploma, page 60
 - 10 Aegrotat Standing and Degree at McGill University Calendar Submission, page 60
 - 11 Admission to Professional and Graduate Studies, page 61
 - 11.1 Language Requirements for Professions, page 61
 - 11.2 Graduate Programs, page 61
 - 12 Undergraduate Advising, page 62
 - 12.1 Advising and the University Mission, page 62
 - 12.2 The Role of Student Advising, page 62
 - 12.3 Types of Advising and Advisers, page 62
 - 12.4 Student-For-A-Day Program, page 63

- 12.5 Contact Information for Advising, page 63
- 12.6 Faculty Student Affairs Offices, page 63
- 12.7 Contact Information for Departments, Schools and Programs for Students in the Faculty of Arts (or the B.A. & Sc. Degree), page 65
- 12.8 Contact Information for Departments and Programs for Students in the Faculty of Education (B.Ed. & B.Sc. (Kinesiology) Degree), page 71
- 12.9 Contact Information for Departments, Schools and Programs for Students in the Faculty of Engineering, page 72
- 12.10 Contact Information for Departments, Schools and Programs for Students in the Faculty of Science (or the B.A. & Sc. Degree), page 73
- 12.11 Your Academic Career at McGill, page 76
 - 12.11.1 University-Wide Regulations, page 76
 - 12.11.2 Faculty-Specific Regulations, page 77
 - 12.11.3 Your Academic Program, page 77
 - 12.11.4 Important things to know about your academic program:, page 77
- 13 Service Point, page 77
- 14 Support for Students: Office of the Dean of Students, page 78
- 15 Student Services, page 78
 - 15.1 Office of the Executive Director, Services for Students, page 78
 - 15.2 Student Services – Downtown Campus, page 79
 - 15.3 Student Services – Macdonald Campus, page 80
 - 15.4 Ombudsperson for Students, page 81
 - 15.5 Extra-Curricular Activities, page 81
 - 15.6 Bookstore, page 81
 - 15.7 Computer Store, page 82
 - 15.8 Day Care, page 82
- 16 Residential Facilities, page 82
 - 16.1 University Residences – Downtown, page 82
 - 16.1.1 Dormitory-style Residences, page 83
 - 16.1.2 Apartment-style Residences, page 83
 - 16.1.3 Shared-facilities Houses, page 83
 - 16.1.4 Residence Fees, page 83
 - 16.1.5 Meal Plans, page 84
 - 16.1.6 Student Government, page 84
 - 16.2 University Residences – Macdonald Campus, page 84
 - 16.2.1 Residence Fees – Macdonald Campus, page 84
 - 16.2.2 Residence Occupancy – Macdonald Campus, page 84
 - 16.2.3 Facilities for Non-Resident Students – Macdonald Campus, page 85
 - 16.2.4 Student Parking – Macdonald Campus, page 85
- 17 Athletics & Recreation, page

- 19.1 Contact Information for the McGill Writing Centre, page 88
- 20 Resources for Study and Research: Libraries, page 89
- 21 Resources for Study and Research: University Archives, page 89

7. Students and alumni who have volunteered to speak with admitted students.
8. Student Associations recognized by McGill University for the student category(ies) to which you belong.
9. The McGill Alumni Association.
10. Professional bodies or corporations (e.g., engineers, dentists).
11. McGill Network and Communications Services for the purposes of listing your McGill email address in an online email directory.

If you do not want to authorize the University to disclose personal information to the organizations mentioned above in 8, 9, 10 and 11, you must complete and submit an *Opposition Form*, available at Service Point (<http://www.mcgill.ca/students/servicepoint>).

1.5 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. You can view your McGill Email Address and set your McGill Password on Minerva (<http://www.mcgill.ca/minerva>), under the *Personal Menu*.

Email sent to your McGill Email Address is an official means of communication between McGill University and its students. As with all official University communications, it is your responsibility to ensure you read and act upon University emails in a timely fashion. If you choose to forward University email to another email mailbox, it is your responsibility to ensure that the alternate email mailbox is valid.

You should read and familiarize yourself with the *Code of Conduct for Users of McGill Computing Facilities and Email Communications with Students* policies found under *Information Technology* on the University Secretariat website at www.mcgill.ca/secretariat/policies/informationtechnology. For more information on email for students, refer to www.mcgill.ca/it and see *section 18: For your Information Technology (IT) needs*.

1.6 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 www.mcgill.ca/students/srr/honest. 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. plagiarism 18

- 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.

For information on logging-in to the Minerva website, visit our IT Services website at www.mcgill.ca/it and select **Logins and Passwords**.

1.14 myMcGill

McGill's portal, myMcGill, gives students and staff a personalized interface to the University's information systems.

myMcGill is a collection of useful links and offers an integrated web experience with a single sign-on (SSO) to several McGill web systems. This allows you to access multiple McGill systems without being prompted for additional logins.

Systems that you can access through the portal are:

- Athletics
- Classroom A/V
- Exchange (email)
- Famis
- Gateway (www.mcgill.ca)
- InfoEd
- Library
- Minerva
- myCourses (WebCT)
- myFuture
- myLab

To log into myMcGill, click the myMcGill tab at the top-right corner of the McGill homepage (www.mcgill.ca) or go to <https://my.mcgill.ca>.

2 Personal Information

Students must inform themselves 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, ID Cards, as well as other topics, and should be consulted periodically.

2.1 Updating Personal Information

It is important to keep your official records up to date, especially your mailing or billing address, because these are used by the University year round. If your address information on file is invalid, incomplete or missing, the University will hold your mail. Once you have provided a valid address, the University will resume sending your mail.

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

If you are away from campus and do not have access to the internet, you can request changes by writing to your Student Affairs Office or to Service Point. Your written request must include your signature.

If you need to change important personal information that requires the University to verify official documents, such as a name or citizenship change, or correction of your birth date, you must go in person (as soon as possible) to Service Point, 3415 McTavish Street, Montreal, Quebec, H3A 1Y1. Macdonald Campus students can request changes in person at the Student Affairs Office, Laird Hall, Room 106.

Montreal, QC H3A 3R1

By Fax:

514-398-2650

If there is a problem with your documents, contact:

Telephone: 514-398-6200

Email: info.conted@mcgill.ca

2.7 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.

To receive your ID card you must be a registered student, while also providing your Permanent Code information and proof of legal status in Canada (for a list of acceptable documents, see [section 2.3: Legal Documents: What Documents Does McGill Need from You?](#)).

ID cards will not be issued if any of your legal documents are missing.

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 attach your ID card to the withdrawal form or 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 at least three hours after you have registered before applying for your 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 as long as you hand in the ID card.
- If you change programs or faculties there is no charge as long as you hand in the ID card.
- If your card has been lost, stolen or damaged, there is a \$25 replacement fee.
- If you need security access to labs or other facilities, see www.mcgill.ca/security/services/access.

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 www.mcgill.ca/students.

- **Quebec CEGEP students** can obtain their ID cards as of June 9, 2011.
- **Canadian and International students** can obtain their ID cards as of July 27, 2011.

ID Card Schedule for the Macdonald Campus:

Students can obtain an ID card from:

Student Affairs Office, Room 106, Laird Hall

Office hours:

Monday through Friday – 9:00 a.m. to 4:00 p.m.

Friday throughout the summer – 9:00 a.m. to 3:00 p.m.

Closed for the statutory holidays of Thursday June 24, and Thursday July 1.

- **Quebec CEGEP students (newly registered)** can obtain their ID cards as of June 9, 2011.
- **Canadian and International Students** can obtain their ID cards as of August 1, 2011.

As of Monday, August 29, 2011, you can obtain an ID card from the Macdonald Campus Student Affairs Office during normal office hours.

2.8 Name: Legal Name

This is the name that will appear on your degree, diploma or certificate on graduation, and on your transcript. It is also used by the Quebec *Ministère de l'Éducation, du Loisir et du Sport* (MELS) to create a Permanent Code.

All students are registered under their legal name as it appears in one of the following documents:

1. Canadian birth certificate.
2. Canadian Immigration Record of Landing (IMM 1000 or IMM 5292 and Permanent Residence card, both sides).
3. Canadian Immigration Study or Work Permit document.
4. Certificate of Acceptance of Quebec (CAQ).
5. International passport (for Canadians, a Canadian citizenship card is required. Note that a Canadian passport is not acceptable).
6. Letter from international student's consulate or embassy in Canada.
7. Marriage certificate issued outside of Quebec (translated into English or French by a sworn officer if in another language). Note that Quebec marriage certificates are only acceptable if issued prior to 1984.
8. Certificate of Name Change issued by the Quebec *Directeur de l'état civil*.

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.

2.9 Name: Preferred First Name

You can provide a preferred first name on your application for admission or, once admitted, on Minerva (<http://www.mcgill.ca/minerva>), under the *Personal Menu*. From the *Personal Menu*, select *Name Change* and you will be able to add/modify this field.

Your preferred first name appears on class lists (in parentheses beside your legal name) for use by instructors. Note that your legal name will continue to appear on your transcript and diploma.

You can request to have your preferred first name display as part of your McGill Email Address by submitting a change to Network and Communication Services via REGGIE (www.mcgill.ca/reggie). For more information, see www.mcgill.ca/student-records/biographical.

2.10 Name: Verification of Name

You should verify the accuracy of your name on McGill's student records via Minerva (<http://www.mcgill.ca/minerva>). T



Note for the Faculty of Engineering:

- If you are a returning student, it is mandatory that you see a departmental/school academic adviser 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 adviser during the advising period. For advising days, times and locations for new students, see www.mcgill.ca/engineering/student/sao/newstudents.

Note for the Faculty of Law: All first-year students and all new students in the Faculty of Law must register by adding the registration confirmation course REGN RCLW on Minerva at www.mcgill.ca/minerva. The registration period for new Law students for the 2011-12 academic year begins Tuesday, July 12, and ends Thursday, September 1, 2011.

All first-year students and new students must present themselves at the Faculty of Law on Monday, August 29, 2011 to complete their registration. Welcoming of new students will follow r

Some faculties and departments require that you meet with an adviser 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* booklet (or website at www.mcgill.ca/newstudents) or the *Essential Guide for New Students, Macdonald Campus* (see www.mcgill.ca/macdonald/studentinfo), which are included with your acceptance package.

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. You will be assessed a late registration fee as listed below:

Returning Students: You may register late from Tuesday, July 26 until and including Thursday, September 1 with the payment of a late registration fee of \$85 (\$35 for Special Students).

New, Readmitted, and Returning Students (Fall): You may register late via Minerva from Friday, September 2 until Tuesday, September 13 with the payment of a late registration fee of \$150 (\$75 for Special Students).

New and Readmitted Students (Winter): You may register late via Minerva with the payment of a late registration fee of \$150 (\$75 for Special Students). Specific dates for the academic year are available at <http://www.mcgill.ca/importantdates>.

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

Students are advised to also refer to [section 3: Registration](#) and [section 5: Student Records](#).

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 on the web at www.mcgill.ca/students/courses for the most up-to-date information on courses to be offered in 2011-2012.

Not all courses listed are offered every year.

3.2.1 Course Information and Regulations: Class Schedule

Class Schedule for the upcoming Fall and Winter terms normally becomes available in March prior to the opening of advising at www.mcgill.ca/study. The Summer term schedule is normally published in January. 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 CRN (course reference number) that appears with each course section shown in 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 Class Schedule at the time of registration, and again before classes begin, to ensure that changes have not caused conflicts in your schedule.

3.2.1.1 Course Numbering

Each McGill course is assigned a unique seven-character course “

Courses with numbers ending in D1 and D2 are taught in two consecutive terms (most commonly Fall and Winter). Students must register for the same section of both the D1 and D2 components. When registering for a Fall term D1 course on Minerva, the student will automatically be registered for the Winter term D2 portion. No credit will be given unless both components (D1 and D2) are successfully completed in consecutive terms, e.g., Fall 2010 and Winter 2011.

Courses with numbers ending in N1 and N2 are taught in two non-consecutive terms (Winter and Fall). Students must register for the same section of both the N1 and N2 components. No credit will be given unless 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. Students must register for the same section of all three components (J1, J2, J3). No credit will be given unless all three components are successfully completed.



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 exceptional cases, when circumstances are beyond the student's control, the Faculty Student Affairs Office may grant permission to change sections midway through a multi-term course. You must make your request in writing citing your reason for the request. The request must also have the written support of the instructors of the sections involved and of the coordinator of the course (if applicable). Your request must be submitted to:

- Arts students - Associate Dean, Student Affairs
- Science and B.A. & Sc. students - Director of Advising Services, Science

Important Conditions for Multi-term Courses

1. Students must be registered for each component of the multi-term course. Students must ensure that they are registered in the same section in each term of the multi-term course.
2. Students 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 credit is given for partial completion.

3.2.1.3 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. F

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

3.3 Course Load

It is your responsibility to follow the faculty regulations listed below. When registering on Minerva (www.mcgill.ca/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](#).

3.3.1 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 and the Schulich School of Music:

- 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 *only* with written permission from their faculty Associate Dean or Director.



Note for the Faculties of Education, Management and 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 adviser.
- 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 hours in the course listing after the course credit. For example, (3-0-6) indicates a course consisting of three lecture hours per week, no other contact hours, and six hours of personal study per week.

3.3.2 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

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

3.3.3 Course Information and Regulations

For course information and regulations, see [section 3.2: Course Information and Regulations](#) in this publication.

3.4 Changing Programs within Selected Faculties

If you are re

- Arts
- Science (see Note 2 below)
- Bachelor of Arts and Science degree
- Management (certain programs only)
- Education (certain programs only)
- Engineering (certain programs only; see below)

Certain restrictions apply. In all cases, you should consult the appropriate adviser for approval before making any changes and for faculty-specific regulations concerning program changes.

You are not permitted to use Minerva to change your degree (with the exception of Engineering, as below) or to select a program in another faculty or school.



Note for Arts, Science, or B.A. & Sc. freshman programs (97 or more credits): You cannot change your freshman program on Minerva, but may change options within your freshman program where options are available. Once you have been promoted from the freshman 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 admitted September 2009 and later 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 make an Intra-Faculty Transfer application; see www.mcgill.ca/student-records/inter-faculty-transfers.



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



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



Note for Faculty of Education (Kinesiology program): You may add, drop or change minors using Minerva.



Note for Faculty of Engineering students who have confirmed their offer of admission to the B.Eng. Electrical/B.Eng. Computer/B.S.E. (Software Engineering) program: You must select your specific program using Minerva before the beginning of classes, in your first term. To make any further change, you must consult an adviser in the Department of Electrical and Computer Engineering (www.mcgill.ca/ece/supportstaff). If you are in another program in the Faculty of Engineering, you cannot make any program changes using Minerva.

3.5 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 three, or in some cases six, **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. 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 in order to qualify for a McGill degree (you should 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 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 www.mcgill.ca/students/transferecredit/current/iut. You may find additional information posted at 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 course that was approved. The method of registration of the host uni

- 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 only applicable to non-Law electives.



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 (www.mcgill.ca/desautels/bcom/contact) for details on the conditions that apply.



Note for 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 minor.

3.8 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 www.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 3.11: Deferred Admission](#)), or 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 3.14: 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 3.14: 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 at the *Service Point* (3415 McTavish Street). However, it is important that you also see a Faculty adviser in Dawson Hall to talk about your options and the effects that your request may have on your studies. For more information, see www.mcgill.ca/students/advising.

3.9 Regulations Concerning 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.

Courses that begin in the Fall C3.14 Tm(all)Tj 0 0 1 2c6.m 0 1 .88 .88 .88 g 0 1 43.52 314.1 2c6.m 0 1Tj10 G0 g/F1 8.1 Tf1 0 0 1 429.2

- Single-term courses: specific dates for the academic year are available at <http://www.mcgill.ca/importantdates>.
- Multi-term courses that begin in Winter term: specific dates for the academic year are available at <http://www.mcgill.ca/importantdates>.*

*Note that 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 adviser, 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 in the *Schulich School of Music* section of 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. 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 4.9: Fees and Withdrawal from the University](#).



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

3.10 Regulations Concerning University Withdrawal

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

3.10.1 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 at the *Service Point* (3415 McTavish). However, it is important that you also see a Faculty adviser in Dawson Hall to talk about your options and the effects that your request may have on your studies. For more information, see www.mcgill.ca/students/advising.

3.10.2 Regulations Concerning University Withdrawal: 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 www.mcgill.ca/importantdates. If you drop or withdraw from your last Fall or Winter course by the end of the add/drop period of that term, you are withdrawn from the University. To return to your studies, you must follow the procedures for readmission. For more information, see [section 3.14: Readmission](#).

To withdraw from the University by the deadlines indicated below, you must drop or withdraw from all courses on Minerva (www.mcgill.ca/minerva).

Fall Term :

Deadline for University withdrawal with refund (minus \$200 for returning and the registration deposit for new students):
Specific dates for the academic year are available at <http://www.mcgill.ca/importantdates>.

Deadline for University withdraw

Specific dates for the academic year are available at www.mcgill.ca/importantdates.

Deadline for University withdrawal without refund:

Specific dates for the academic year are available at www.mcgill.ca/importantdates

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**.



Note for the Faculty of Agricultural and Environmental Sciences: If you wish to withdraw after the deadlines indicated above, please contact the Faculty Adviser 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 at Service Point (3415 McTavish Street). However, it is important that you also see a Faculty adviser in Dawson Hall to talk about your options and the effects that your request may have on your studies. For more information, see www.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 (www.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.

3.10.3 Regulations Concerning University Withdrawal: Consequences of University Withdrawal

Any applicable fee refunds for the term of withdrawal will be according to [section 4.9: Fees and Withdrawal from the University](#).

Once you withdraw, you must return your ID card to the University as stated in [section 2.7: Identification \(ID\) Cards](#).

If you withdraw from the University in the Fall term, you are considered to be 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 [section 3.14: Readmission](#) for more information.

Note for the F

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.

3.14 Readmission

To return to McGill after an absence from a Fall and/or Winter term of an academic year, you must submit an application for readmission using Minerva's *Faculty Transfer/Readmission Menu* ([www](#))

Students applying as of Winter 2012: \$40 (CEGEP applicants) or \$20 (all non-CEGEP applicants).	
All Graduate programs	\$100
Admission appeals charge	\$100
Late Registration	
<i>After regular registration deadline:</i>	
All eligible returning students, except Special students and Graduate part-time and additional session students.	\$100
Special students and Graduate part-time and additional session students.	\$50
<i>As of the second day of classes:</i>	
All students except Special students and Graduate part-time and additional session students.	\$150
Special students and Graduate part-time and additional session students.	\$75
Late Course Change Fee	\$50
Registration Cancellation Fee upon withdrawal (or if newly admitted students, the deposit)	\$200
Rereading Examination Paper (refundable if the letter grade is increased)	\$35
Supplemental Examinations, each written paper	\$35
Duplicate ID Card	\$25
Late Payment charged on balances > \$100 as of the end of October (end of February for the Winter term)	\$50
Interest on outstanding balances (rate determined in February, to be applicable on June 1, is 1.24% monthly or 14.88% annually)	
Returned cheque or Pre-Authorized Debit payment **	\$35
** Please note that the \$35 fee for returned cheques and pre-authorized debit payments is in addition to the value of the amount debited for the returned item in question. For transactions in Canadian dollars, the amount debited is the same as the amount paid. For transactions in other currencies, including pre-authorized debit payments in US dollars, accounts will be debited at the exchange rate charged by the bank to the University. This sometimes represents a significant difference from the amount originally paid, depending on the rate of exchange on the date of the return.	
Cheque Refund charge:	
on balances less than \$100	\$5

on balances \$100 and over	\$10
<hr/>	
Schulich School of Music Fees:	
Audition Fee	\$60
Late Music Placement Examination Fee	\$50
Late application fee for Music Performance examination (requires the permission of the Chair of the Department of Performance)	\$50
Supplemental Practical Examination in Music	\$150
Music Private Lessons Fee (MUIIN, MUPG subject code courses)	\$500
Music Practical Instruction: part-time or Special student status, <u>or</u> 2 nd instrument or voice, <u>or</u> in excess of quota; 1 hr/wk lessons	\$785
Music Practical Instruction: part-time or Special student status, <u>or</u> in excess of quota; 1.5 hr/wk lessons (Artist Diploma)	\$1,175
Music Practical Instruction: Special student status; Opera Studio	\$680
Music Practical Instruction: part-time or Special status, <u>or</u> in excess of quota; Voice Coaching	\$550
<hr/>	
Reinstatement penalty	\$150 (see <i>Cancelling Registration for Non-Payment</i> in section 4.10: Other Policies Related to Fees: Overdue Accounts)
<hr/>	

Term	Payment Due Date
Fall Term	
Returning students	August 31, 2011
Students new to the University in Fall	September 30, 2011
Winter Term	
Returning students	January 5, 2012
Students new to the University in Winter	January 31, 2012

Late Payment Fees: If you have an outstanding balance greater than \$100 on your account at the end of October (end of February for the Winter term), you are charged a late payment fee of \$50 over and above interest.

4.8 Billings and Due Dates: 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 www.mcgill.ca/student-accounts/guest web page describes how to set up this access. You must provide certain information about the individual 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 cancel 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 alternative student billing email address on Minerva to which Student Accounts will send a copy of the monthly e-bill notification. However, if someone has been granted access as a guest and their guest email is the same as a student billing email address, the University will deactivate the student billing email address in order to only notify your guest about the billings once.

Winter Term

Specific dates for the academic year are available at <http://www.mcgill.ca/importantdates>.

4.9.2 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 however request your credit balance to be refunded at any time, after the course withdrawal with full refund period has passed. For directions on requesting your refund online in Minerva, see www.mcgill.ca/student-accounts/refund.

Other P

4.12 Other Policies Related to Fees: Fees for Students in Two Programs

Students in two programs normally are billed additional fees for their second program. Depending on the level of the two programs (e.g., one at the undergraduate 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 www.mcgill.ca/student-accounts 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.

4.13 Other Policies Related to Fees: 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 3.5: Quebec Inter-University Transfer Agreement: McGill Students](#). The agreement covers only the transfer of academic credits.

International students in undergraduate programs are not usually permitted to take IUT courses.

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.

4.15.4 Students Receiving Government Aid

The University encourages you to pay your tuition promptly when you receive your government assistance. Interest on outstanding tuition is charged monthly beginning in August for returning students and in September for new students. Students who have applied for a tuition payment deferral via Financial Aid and Awards on Minerva, may be entitled to an exemption of interest and/or late payment charges. A verification will be made for all applicants of a tuition payment deferral to ensure they have applied for government assistance. Please check the Scholarships and Student Aid website for more details on applying for a tuition payment deferral or email: <mailto:student.aid@mcgill.ca>.

Deferrals will cover only the amount of the Fall (Winter) term charges, which include tuition, fees and health and dental insurance. Charges not covered by the tuition payment deferral include 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 payment deferral.

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

4.16 Other Information: Payment Procedures

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

4.17 Other Information: Tax Receipts

T4A (RL-1); T2202A and Relevé 8 slips are issued on Minerva (www.mcgill.ca/minerva)

5.1.1.1 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.

5.1.1.2 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 should consult a departmental adviser to reduce it as appropriate;
- you are strongly advised to consult a departmental adviser, before withdrawal deadlines about your course selection for the Winter term;
- you should see your Faculty adviser 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 adviser about your course selection;
- you should see your Faculty adviser 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.

5.1.1.3 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 should see your departmental adviser (you should see your departmental adviser before withdrawal deadlines about your course selection for the Winter term).

Appeals for readmission by students in unsatisfactory standing should be received no later than July 15 for readmission to the Fall term, November 15 for the Winter term, and June 10 for the Summer term. 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.: Director of Advising Services

Note for students in the Concurrent B.Sc.-B.Ed. Program: If you receive an F or J in any Education Field Experience course, you are placed in unsatisf

5.1.2.2 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 adviser before withdrawal deadlines concerning your course selection.

5.1.2.3 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.



Note for Agricultural and Environmental Sciences, and Science: As a guideline, a one-credit course would represent approximately 45 hours 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 hours in the course listing after the course credit. For example, (3-0-6) indicates a course consisting of three lecture hours per week, no other contact hours, and six hours of personal study per week.

5.3 Grading and Grade Point Averages (GPA)

Courses can be graded either by letter grades or in percentages, but the official grade in each course is the letter grade. Where appropriate, a class average appears on transcripts expressed as the letter grade most representative of the class performance.

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 [section 3.7: Courses Taken under the Satisfactory/Unsatisfactory \(S/U\) Option](#).

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 Marks
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 table above. Your academic standing is determined by a grade point average (GPA), which is calculated by dividing the sum of the course credit, times the grade points by the total course GPA credits. The result is not rounded up to the nearest decimal point.

GPA credits are the credits of courses with grades that are assigned grade points.

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

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 started 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 results 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:

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 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 K's 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 are made at the *Service Point* (3415 McTavish Street). However, it is important that you also see a Faculty adviser in Dawson Hall to talk about your options and the effects that your request may have on your studies. For more information, see www.mcgill.ca/students/advising.

Note 1 for Law students: In the Faculty of Law, permission to delay submission of required term work must be obtained from the Student Affairs Officer. It cannot be granted by the instructor. If, in the opinion of the Student Affairs Officer, there is sufficient reason to permit a delay in the

 **Note for the Faculty of Arts:** The Arts Office of Advising & 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 Engineering:** 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) courses listed in your program.


 **Note for Law:** In the Faculty of Law, a maximum of 15 transfer credits may be granted. To receive more than 15 transfer credits, you must obtain special permission from the Assistant Dean (Student Life and Learning).

 **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.

5.8 Verification of Student Records: Unofficial Transcripts

Subject to [section 5.10: Changes to Student Records after Normal Deadlines](#), you are responsible for verifying your academic record on Minerva (www.mcgill.ca/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.

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

5.9 Verification of Student Records: Degree Evaluation

Degree Evaluation is a Minerva tool to help students and advisers 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* (www.mcgill.ca/minerva) 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 adviser/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).

Please note that Degree Evaluation is an advising tool only. A Degree Evaluation Report that indicates program requirements have been satisfied does NOT constitute approval to graduate.

For details regarding Degree Evaluation, including *Reading a Degree Evaluation Report*, see www.mcgill.ca/students/courses/plan/evaluation.

Before Registrar Deadlines

For record changes after the normal deadlines published in this publication, but before the Registrar deadlines listed in *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 make a decision. 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 the *Service Point* (3415 McTavish). However, it is important that you also see a Faculty adviser in Dawson Hall to talk about your options and the effects that your request may have on your studies. For more information, see www.mcgill.ca/students/advising.

After Registrar Deadlines

The University does not normally consider a change requested after the Registrar deadlines listed in *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. 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 the *Service Point* (3415 McTavish). However, it is important that you also see a Faculty adviser in Dawson Hall to talk about your options and the effects that your request may have on your studies. For more information, see www.mcgill.ca/students/advising.

Fee Assessment Consequences

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

If you want to contest the fee assessment, you must make a written request to Enrolment Services. Enrolment Services reviews the extraordinary circumstances described in the supporting documentation provided by your faculty, and consults with the Student Accounts Office if necessary, to decide whether or not to consider the request. Enrolment Services then sends you a letter explaining the decision.

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 2.2: Legal Documents: Why Does McGill Collect Legal Documents from You?](#)

5.11 Transcript of Academic Record: Unofficial Transcripts

If you require a copy of your student record, access Minerva (www.mcgill.ca/minerva) to view and print an unofficial transcript. This applies to records from 1976 to the present. For pre-1976 records, you must order an official transcript. See [section 5.12: Transcript of Academic Record: Official Transcripts](#).

5.12 Transcript of Academic Record: Official Transcripts

Use Minerva (<http://www.mcgill.ca/minerva>) to order an official transcript at *Student Menu > Student Records Menu > Request Printed/Official Transcript*. For more information on transcripts, delivery method and processing time see: <http://www.mcgill.ca/student-records/transcripts>

Alumni who were registered or graduated prior to Fall 2002: Please visit the IT Knowledgebase (<http://www.mcgill.ca/it>) to view how your McGill ID & Minerva PIN has changed.

Alumni who were registered or graduated prior to 1972 (archived records): You are unable to submit a request in Minerva. Complete and sign a *Request for Release of Official Document* form located on: <http://www.mcgill.ca/student-records/forms/> and submit the form to Service Point (<http://www.mcgill.ca/student-records/contact/>).

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

5.13 Transcript of Academic Record: General Information

Transcripts are free of charge.

The University sends official transcripts directly to the addresses provided by the student. If you intend to deliver the transcript to another institution yourself, you can request to receive it in a sealed envelope.

Requests are normally processed in 24 to 48 hours; transcripts requested at peak times and for pre-1976 records take longer.

Enrolment Services is not responsible for transcripts that are lost or delayed in the mail.

The University issues only complete transcripts that record all attempted work and final results obtained in any and all programs. Under no circumstances does the University issue partial transcripts.

Official transcripts are NOT issued for students registered on or after September 2001 who have failed to provide the information and/or documents necessary to obtain or verify their Permanent Code.

Transcripts are not issued if you owe fees or fines over \$30.

The University prints official transcripts on secure paper that cannot be copied.

Requests for official transcripts must be submitted on Minerva. For more information, refer to [section 5.12: Transcript of Academic Record: Official Transcripts](#).

5.14 Transcript of Academic Record: 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);

6.1 Class Tests

Members of the teaching staff may give interim class tests from time to time.

6.2 Special Examination Facilities for the Disabled

If you have a permanent or temporary disability, consult the Coordinator, Office for Students with Disabilities, about the possibility of arranging special examination facilities. For more information, see:

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 F

- reassessment of course

The follo

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 www.mcgill.ca/students/courses/calendars, or the following website: www.mcgill.ca/studentaid/scholarships/current.

- 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 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 and/or the renewal of entrance scholarships, you must complete at least 27 graded credits in the regular academic year. 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 towards 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.
- You should review all regulations regarding in-course awards by consulting www.mcgill.ca/studentaid/scholarships/current/eligibility.
- 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 the student's achievements and appears on the transcript. There is no monetary reward.
- All awards, with the exception of prizes, are credited to the tuition fee accounts of students 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 www.mcgill.ca/studentaid/scholarships/prospective/regulation.

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 students can apply for an entrance bursary on Minerva. The value of the entrance bursary depends on the student's degree of need. 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.

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 www.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 www.mcgill.ca/studentaid/workstudy and at the Scholarships and Student Aid Office:

William & Mary Brown Student Services Building
3600 McTavish Street, Suite 3200
Montreal, QC H3A 1Y2 Canada

Telephone: 514-398-7297
Email: work.study@mcgill.ca
Website: www.mcgill.ca/studentaid/workstudy

Student Aid

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

9.3 Graduation Honours: Faculty of Science Dean's Multidisciplinary Undergraduate Research List

The Dean's Multidisciplinary Undergraduate Research List recognizes Bachelor of Science (B.Sc.) students who have participated in substantial and broad undergraduate research. To be placed on the 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 specified in the list of approved research courses (see www.mcgill.ca/science/ours/researchcourses).

Furthermore, considering all qualifying 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.

If these requirements are met, the mention "Dean's Multidisciplinary Undergraduate Research List" will be recorded on your transcript at graduation time. No application is necessary; all B.Sc. graduating students' records are considered by the Office for Undergraduate Research in Science.

9.4 Graduation Honours: Honours and First-Class Honours

9.4.1 Graduation Honours: 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* (see the departmental entries).

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 adviser to determine if they are eligible to graduate in a program other than Honours.

Apply to Graduate



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

9.6 Graduation Approval Query

As a graduating student, you can view the status of your graduation record on Minerva (www.mcgill.ca/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 approximately three to four weeks before the *Degree Granted* notation is updated on their records.

If you have met all requirements for graduation, your student record on Minerva will display the *Degree Granted* notation at the appropriate time:

- Late February, for Fall term graduation (Convocation in Spring).
- Late May, for Winter term graduation (Convocation in Spring).
- Late October, for Summer term graduation (Convocation in Fall).

See www.mcgill.ca/convocations for information regarding convocation ceremonies.

9.7 Replacement Diploma

If your diploma was lost, damaged, or the name on the diploma should be changed, you can request a replacement diploma. You must send a written request plus a certified cheque or money order for CAD\$60, payable to McGill University. You should refer to the sections below to determine which situation applies to you. Send your request to:

Enrolment Services
Duplicate Diploma Request
McGill University
3415 McTavish Street
Montreal (QC) H3A 1Y1

Email: servicepoint@mcgill.ca

Please note that requests made on behalf of a student must be accompanied by a signed letter of authorization from the student.

To replace a lost diploma: You must provide a sworn affidavit from a notary, a lawyer or a commissioner of oaths certifying that the diploma is lost. The affidavit must include: your full name; student number; address; phone number; date of birth; degree granted/year granted; and reason for a replacement diploma.

To replace a damaged diploma or change the name on the diploma: You must send or deliver the original diploma, and your letter must include the following information: full name; student number; address; phone number; date of birth; reason for a replacement diploma; and any corrections, additions or deletions.

For name changes: You must include clear and complete photocopies of legal documents supporting your name change request. Please see [section 2.8: Name: Legal Name](#) for the list of acceptable documents. Note that the name change must be processed in the University system before a duplicate diploma can be issued.

To request certified copies of a diploma: McGill provides only one original diploma per student. However, you may obtain certified copies of your diploma. Simply photocopy your original diploma on 8.5" x 11" paper in landscape mode, making certain to reduce it so that all seals and signatures are visible. Enrolment Services will certify as many copies as required at no charge. A cover letter bearing your signature and including your full name, student number, address and phone number is required for mail or fax requests. Note that certified copies of your diploma are not sent by fax or email.

To request a translation of a diploma: McGill can provide you certified English or French translations of your diploma as required, free of charge. Please send us a written request specifying the degree to be translated and how many copies you need. You should ensure to include your complete name, address, date of birth and signature. You must allo

been unable to complete their degree due to special circumstances. Information on this degree designation is included only in the convocation program, and not on the transcript.

Aegrotat standing is rarely granted at McGill University. A formal request must be submitted to the Dean of the faculty in which the student is registered during the graduating year. The approval of the Dean and the Deputy Provost, Student Life and Learning, is necessary to grant this status.

11 Admission to Professional and Graduate Studies

If you intend to proceed into Dentistry, La

Undergraduate Ad

Faculty of Arts

Office of Advising and Student Information Services (OASIS)

Telephone: 514-398-1029

Newly admitted students email: newstudentadvising.arts@mcgill.ca

Returning students email: adviser.arts@mcgill.ca

Website: www.mcgill.ca/oasis

Students in U1 or above should also see the contact information for departmental academic advisers in [section 12.7: Contact Information for Departments, Schools and Programs for Students in the Faculty of Arts \(or the B.A. & Sc. Degree\)](#).

Faculty of Education

Telephone: 514-398-7042

Email: sao.education@mcgill.ca

Website: www.mcgill.ca/edu-sao

Faculty of Engineering

McGill Engineering Student Centre (Student Affairs Office, Career Centre, and Peer Tutoring Service)	514-398-7257
Architecture	514-398-6702
Chemical Engineering	514-398-4494
Civil Engineering and Applied Mechanics	514-398-6345
Electrical and Computer Engineering	514-398-3943
General Engineering	514-398-7257
Mechanical Engineering	514-398-8070
Mining and Materials Engineering	Mining: 514-398-2215 Materials: 514-398-1040
Urban Planning	514-398-4075

Email: adviser@engineering.mcgill.ca or information@engineering.mcgill.ca

Website: www.mcgill.ca/engineering

Note: You are required to meet with an academic adviser 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 and you will be assigned an academic adviser before the start of classes.

Mathematics & Statistics (Department of)

Website: www.math.mcgill.ca

Middle East Studies (program)

Telephone: 514-398-6077

Email: laila.parsons@mcgill.ca

Website: www.mcgill.ca/mes

Music (program)

Telephone: 514-398-4535 ext. 6333

Email: bruce.minorgan@mcgill.ca

Website: www.mcgill.ca/music/current-students/undergraduate

North American Studies (program)

Telephone: 514-398-4400 ext. 9557

Email: interdisciplinary.arts@mcgill.ca

Website: www.mcgill.ca/nast

Philosophy (Department of)

Telephone: 514-398-6060

Email: info.philosophy@mcgill.ca

Website: www.mcgill.ca/philosophy

Philosophy and Western Religions (program)

Telephone: 514-398-4400 x09557

Email: interdisciplinary.arts@mcgill.ca

Website: www.mcgill.ca/phwr

Political Science (Department of)

Telephone: 514-398-4800 or 514-398-4183

Email: della.maharajh@mcgill.ca

Website: www.mcgill.ca/politicalscience

Psychology (Department of)

Telephone: 514-398-6100

Email: info@psych.mcgill.ca

Website: www.psych.mcgill.ca

Québec, Études sur le (program)

Telephone: 514-398-4400 x09557

Email: quebecstudies.arts@mcgill.ca

Québec, Études sur le (program)

Website: www.mcgill.ca/qcst

Religious Studies (program)

Telephone: 514-398-4121

Email: web.relgstud@mcgill.ca

Website: www.mcgill.ca/religiousstudies

Russian & Slavic Studies (Department of)

Telephone: 514-398-3639

Email: russian.slavicstudies@mcgill.ca

Website: www.mcgill.ca/russian

Science for Arts Students (program)

Telephone: 514-398-4109

Email: nancy.nelson@mcgill.ca

Sexual Diversity Studies (program)

Telephone: 514-398-3911

Email: info.igsf@mcgill.ca

Website: www.mcgill.ca/igsf/programs/sdst

Social Studies of Medicine (program)

Telephone: 514-398-6033

Email: ssom@mcgill.ca

Website: www.mcgill.ca/ssom

Social Work (School of)

Telephone: 514-398-7070

Email: undergraduate.socialwork@mcgill.ca

Website: www.mcgill.ca/socialwork

Sociology (Department of)

Telephone: 514-398-6868

Email: giovanna.terrasi@mcgill.ca

Website: www.mcgill.ca/sociology

Women's Studies (program)

Telephone: 514-398-3911

Email: info.igsf@mcgill.ca

Website: www.mcgill.ca/igsf/programs/wmst

World Cinemas (program)

Telephone: 514-398-4400 x09557

Email: <http://www.mcgill.ca/worldcinemas/requiredcourses>

12.8 Contact Information for Departments and Programs for Students in the Faculty of Education (B.Ed. & B.Sc. (Kinesiology) Degree)

All students in the Faculty of Education are required to meet with an Academic Adviser prior to the start of classes.

Additional contact information is located in the relevant sections of this publication.

Kindergarten & Elementary Program

Telephone: 514-398-4527

Email: advisedise.education@mcgill.ca

Secondary English, Mathematics, Social Studies or Science & Technology

Telephone: 514-398-4527

Email: advisedise.education@mcgill.ca

Teaching English as a Second Language

Telephone: 514-398-4527

Email: advisedise.education@mcgill.ca

Music

Telephone: 514-398-4527

Email: advisedise.education@mcgill.ca

Concurrent B.Mus./B.Ed.

Telephone: 514-398-4527

Email: advisedise.education@mcgill.ca

Concurrent B.Sc./B.Ed.

Telephone: 514-398-4527

Email: advisedise.education@mcgill.ca

Physical & Health Education

Telephone: 514-398-4184 ext. 0472

Email: kin.physed@mcgill.ca

Kinesiology

Telephone: 514-398-4184 ext. 0472
Email: kin.physed@mcgill.ca

12.9 Contact Information for Departments, Schools and Programs for Students in the Faculty of Engineering

All students in the Faculty of Engineering are required to meet with an Academic Adviser prior to the start of classes.

U0 students (seeking transfer credits): You are initially advised by the Faculty of Engineering Student Affairs Office, followed by advising in your department/school.

U0 students (not seeking transfer credits) and U1 students: Contact your department/school directly.

Additional contact information can be found in the relevant sections of this publication.

Architecture

Telephone: 514-398-6702
Email: mary.lanni@mcgill.ca
Website: www.mcgill.ca/architecture

Chemical Engineering

Telephone: 514-398-4494
Email: info.chemeng@mcgill.ca
Website: www.mcgill.ca/chemeng

Civil Engineering and Applied Mechanics

Telephone: 514-398-6345
Email: ugradinfo.civil@mcgill.ca
Website: www.mcgill.ca/civil

Electrical and Computer Engineering

Telephone: 514-398-3943
Email: undergrad.ece@mcgill.ca
Website: www.mcgill.ca/ece

Mechanical Engineering

Telephone: 514-398-8070
Email: lisa.lapka@mcgill.ca
Website: www.mcgill.ca/mecheng

Mining and Materials Engineering

Mining
Telephone: 514-398-2215
Email: admin.mining@mcgill.ca
Website: www.mcgill.ca/minmat

Mining and Materials Engineering

Materials

Telephone: 514-398-1040

Email: coordinator.minmat@mcgill.ca

Website: www.mcgill.ca/minmat

Urban Planning

Telephone: 514-398-4075

Email: admissions.planning@mcgill.ca

Website: www.mcgill.ca/urbanplanning

12.10 Contact Information for Departments, Schools and Programs for Students in the Faculty of Science (or the B.A. & Sc. Degree)

U0 students: Contact the Faculty of Science Student Aff1 0 0 1 110.94(1 fl advisals o 0 1 4t)Tj1 freshm/Fpr0 0 1 1 0 0 1 55 &4t . freshm/Fpr0 0 1.1 0 0 1 67.52 508.9

Interdepartmental Honours Immunology (program)

Telephone: 514-934-1934 x45135 (Microbiology and Immunology) **or** 514-398-4342 (Physiology)
Email: ciro.piccirillo@mcgill.ca (Microbiology and Immunology) **or** monroe.cohen@mcgill.ca (Physiology)
Website: www.mcgill.ca/microimm/undergraduate/programs/interdepartmental

Kinesiology for Science Students (program)

Telephone: 514-398-4184 ext. 0302
Email: kin.physed@mcgill.ca
Website: www.mcgill.ca/edu-kpe

Management (BCom program)

Telephone: 514-398-4068
Email: bcom.mgmt@mcgill.ca
Website: www.mcgill.ca/desautels/bcom

Mathematics & Statistics (Department of)

Telephone: 514-398-3800
Email: ugrad.mathstat@mcgill.ca
Website: www.math.mcgill.ca

Microbiology & Immunology (Department of)

Telephone: 514-398-3915
Email: office.microimm@mcgill.ca
Website: www.mcgill.ca/microimm

Music (program)

Telephone: 514-398-4535
Email: bruce.minorgan@mcgill.ca
Website: www.mcgill.ca/music

Neuroscience (program)

Telephone: 514-398-7330
Email: ryan.bouma@mcgill.ca
Website: www.mcgill.ca/neuroscience

Pathology (Department of)

Telephone: 514-398-7192
Email: mira.hoffman@mcgill.ca
Website: www.mcgill.ca/pathology

Pharmacology (program)

Telephone: 514-398-3623
Email: chantal.grignon@mcgill.ca
Website: www.medicine.mcgill.ca/pharma

Physics (Department of)

Telephone: 514-398-6477
Email: chairsec.physics@mcgill.ca
Website: www.physics.mcgill.ca

Physiology (Department of)

Telephone: 514-398-4316
Email: sonia.viselli@mcgill.ca
Website: www.medicine.mcgill.ca/physio

Psychology (Department of)

Telephone: 514-398-6100
Email: info@psych.mcgill.ca
Website: www.psych.mcgill.ca

Redpath Museum

Telephone: 514-398-4086 ext. 3188
Email: marie.laricca@mcgill.ca
Website: www.mcgill.ca/redpath

Science for Teachers

Telephone: 514-398-3202
Email: peter.barry@mcgill.ca
Website: www.mcgill.ca/scienceforteachers

Technological Entrepreneurship for Science Students (program)

Telephone: 514-398-4068
Email: bcom.mgmt@mcgill.ca
Website: www.mcgill.ca/desautels

12.11 Your Academic Career at McGill

12.11.1 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..

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. Funding is also available for projects, initiated by students and/or staff, that enhance student life and learning.

15.2 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, 3600 McTavish Street, Montreal, Quebec, H3A 1Y2.

A list of services available is given below. For further information, see the Student Services website: www.mcgill.ca/studentservices.

Student Services:

Brown Student Services Building, suite 4100
3600 McTavish Street
Montreal, Quebec, H3A 1Y2
General Information: 514-398-8238
Website: www.mcgill.ca/studentservices

Career Planning Service (CaPS): Provides career education, guidance, and individual advising to help you in your search for permanent, part-time, or summer jobs and internships.

Brown Student Services Building, Suite 2200
Telephone: 514-398-3304
Email: careers.caps@mcgill.ca
Website: www.mcgill.ca/caps

Chaplaincy Service: Concerned with the spiritual and mental well-being of all students.

Brown Student Services Building, Suite 4400
Telephone: 514-398-4104
Email: chaplaincy@mcgill.ca
Website: www.mcgill.ca/chaplaincy

Counselling Service: Assists with psychological, emotional, and interpersonal issues as well as vocational and academic concerns.

Brown Student Services Building, Suite 4200
Telephone: 514-398-3601
Email: counselling.service@mcgill.ca
Website: www.mcgill.ca/counselling

First Peoples' House: Fosters a sense of community for Aboriginal students studying at McGill.

3505 Peel Street
Telephone: 514-398-3217
Email: firstpeopleshouse@mcgill.ca
Website: www.mcgill.ca/fph

First-Year Office: Helps ease the transition of all students new to McGill. Coordinates "Discover McGill," a one-day, campus-wide Univvwn St1/F371.

Bro

Off-Campus Housing: Maintains online listings of available off-campus student housing. McGill ID and Minerva PIN required to access the listings.

Telephone: 514-398-7992

Website: www.mcgill.ca/offcampus

Student (Financial) Aid Office: Information and assistance is available for all students concerning government aid programs (includes all Canadian provinces), McGill Loans and Bursaries, and the Work Study Program. A Loan Administrator visits the centre every Wednesday to help students with specific financial concerns.

Telephone: 514-398-7992

Chaplaincy Service: Offers two support programs: The **Winter Coat Project** provides students with slightly used winter jackets and accessories. The **McGill Student Parents' Network (MSPN)** provides support for students with children, to help them succeed in their studies.

The Centennial Centre also provides international students with their mandatory Blue Cross Health Insurance cards, and coordinates midterm examinations for students registered with the Office for Students with Disabilities.

15.4 Ombudsperson for Students

The Office of the Ombudsperson for students offers confidential, informal, independent, and neutral dispute resolution services to all members of the student community by providing information, advice, intervention and referrals.

The mandate of the Ombudsperson at McGill University is to intervene at the beginning of the complaint process, and to attempt to resolve issues informally before they proceed to more formal processes. To learn more about the role and scope of the Ombudsperson for Students, visit the University Secretariat website at: <http://www>

15.7 Computer Store

The McGill Computer Store, located on the second floor of the University Bookstore, sells a full range of computer hardware, software, peripherals and consumer electronics at educational prices.

3420 McTavish Street
Telephone: 514-398-5025
Email: sales.mcs@mcgill.ca
Website: www.mcgill.ca/mcs

15.8 Day Care

The McGill Childcare Centre is an independently run centre that can accommodate 106 children, ranging in age from four months to four years. Early application is required as placement is limited, especially for certain age groups.

The Centre is located at:

3491 Peel Street
Montreal, Quebec H3A 1W7
Telephone: 514-398-6943
Website: www.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, Quebec H9X 2E3
Telephone: 514-398-7951

16 Residential Facilities

McGill Residences offers 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

16.1 University Residences – Downtown

McGill Residences house approximately 2,700 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 lifestyle.

Trained upper-year student leaders (Floor Fellows) and Academic Staff (Directors) live in all McGill Residences and provide support for the residents. An elected Residence Council serves as the voice of students.

All residence rooms have telephone and high-speed network-access services which are available at extra cost. All McGill Residences are connected to the McGill Wireless Network.

Residence Admissions Office
3473 University Street, room 150
Montreal, QC H3A 2A8
Telephone: 514-398-6368
Fax: 514-398-2305
Email: housing.residences@mcgill.ca
Website: www.mcgill.ca/residences

16.1.1 Dormitory-style Residences

McGill has nine dormitory residences:

- The four co-ed Bishop Mountain Residences (Gardner, McConnell, Molson and Douglas Halls) are located on the slope of Mount Royal and overlook the campus.
- Royal Victoria College (RVC), which has one all-female and one co-ed wing, is located one block from the McGill gates.
- The co-ed New Residence Hall is located five short blocks from the campus.
- University Hall and Prez Rez are co-ed dorms located directly across from the Milton Gates to campus.
- The newest residence, Carrefour Sherbrooke, is a co-ed hall located two blocks from campus.

Dormitory residents have compulsory meal plans and have access to multiple cafeterias.

Rooms at the Bishop Mountain Residences, University Hall, Prez Rez and RVC are mostly single occupancy. Carrefour Sherbrooke and the New Residence Hall have mostly double rooms. Each student gets a bed, desk, desk lamp, chair, dresser, closet and small fridge (one fridge per double room).

In all Halls, residents are responsible for the cleanliness of their rooms. Common bathrooms and showers are located on each floor, except in Carrefour Sherbrooke and the New Residence Hall, where there are private bathrooms within each room. Each Hall has a laundry room, including card-operated washers and dryers, and ironing facilities. All Halls have a TV and recreation room, pay telephones, and a small storage area for suitcases, ski equipment, etc.

16.1.2 Apartment-style Residences

Solin Hall is a modern, award-winning apartment-style residence that has two, three and four-bedroom apartments. Located four Metro stops west of the main campus, Solin features large common areas (TV and game rooms) as well as a computer lab, and houses mostly first-year students. Each apartment has a living room, dining room, kitchen and bathroom(s), with basic furniture such as stove, fridge, table, chairs, sofa, lamps and drapes. Bedrooms have a bed, desk, chair and dresser. All apartments and public area floors are carpeted. Shopping areas are within short w

plan, from which they had the choice of opting out. Single-occupancy studio apartments at Greenbriar were \$10,010 and double-occupancy one-bedroom apartments were \$6,072 to \$7,238 per person. Rates at Greenbriar did not include a meal plan.

Shared facilities houses are also leased on an 11-month basis: September 1 to July 31. Room rates ranged from \$8,129 to \$9,548 for a single room, depending on the dimensions of the room. The rate for a double room was \$6,798. Rates did not include a meal plan.

16.1.5 Meal Plans

All dormitory residents have compulsory meal plans that can be used seven days a week. Residents at Molson, McConnell and Gardner Halls dine in the large, centrally-located Bishop Mountain Hall. Carrefour Sherbrooke, New Residence Hall, Douglas Hall and RVC ha

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. Student Monitors may be admitted before the opening date of courses, if permission is granted by the Campus Housing Office.

16.2.3 Facilities for Non-Resident Students – Macdonald Campus

The Centennial Centre features common rooms for studying. Lockers are available in the Macdonald-Stewart Building. You can rent them at the Students' Society counter in Centennial Centre. The Link Café is located on the ground floor between the Macdonald-Stewart Building and Barton Library and is open Monday through Thursday 8:00 a.m. to 8:00 p.m. and Friday 8:00 a.m. to 2:30 p.m. The Link Café is not open Saturdays, Sundays, or holidays designated by the University.



Note: Non-resident students cannot stay overnight in any residence without permission from the Campus Housing Office.

16.2.4 Student Parking – Macdonald Campus

Parking permits are available from Macdonald Campus Security, Room 101 Laird Hall. A parking decal is \$165 for one year and \$99 for one semester and can be picked up Monday to Friday from 8:15 a.m. to 3:40 p.m.

Daily passes for students are \$3 and can be purchased from the parking meter located in the Upper East Gravel lot. The meter is coin-operated and exact change is required. All students obtaining a daily pass must park in the Horticulture lot, east of the Highway 20 overpass. If you are not sure of the location, you can pick up a map from the Campus Security office in Laird Hall. For more information, see www.mcgill.ca/transport/parking/mac.

17 Athletics & Recreation

Downtown Campus

Department of Athletics & Recreation

Offers a wide range of facilities, activities, and equipment. Facilities include a gymnasium, fully-equipped fitness centre, v

Athletics offices are located in the Stewart Athletic Complex, just west of the Centennial Centre.

Stewart Athletic Complex

Telephone: 514-398-7789

Website: www.macdonaldcampusathletics.mcgill.ca

18 For your Information Technology (IT) needs

22 Resources for Study and Research: 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 an ethnology gallery devoted to cultures throughout the world, including ancient Egypt, classical Greece and Rome, Asia, and Africa.

859 Sherbrooke Street West

Telephone: 514-398-4086

Email: redpath.museum@mcgill.ca

Website: www.mcgill.ca/redpath

23 Resources for Study and Research: McCord Museum of Canadian History

The McCord 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 16,000 garments or accessories - made or worn in Canada; an extensive collection of First Nations artifacts - the most important of its kind in Quebec with a corpus of over 13,000 objects from across Canada; and the renowned Notman Photographic Archives, which contain over one million historical photographs and offers a unique pictorial record of Canada from pre-Confederation to the present. The McCord also houses paintings by renowned artists such as Théophile Hamel, Cornelius Krieghoff, James Pattison Cockburn and George Heriot. The Museum's Textual Archives include some 185 linear metres of documents relating to Canadian history. Finally, the McCord's website (www.mccord-museum.qc.ca) features award-winning virtual exhibitions, innovative learning resources and a vast, searchable database of information on the Museum's collections.

Exhibitions at the McCord provide innovative interpretations of the social and cultural history of Montreal, Quebec and Canada. In addition to guided tourcultuV0 0 1 2

26.2.2 AFFILIATED THEOLOGICAL COLLEGES

Montreal Diocesan Theological College

3473 University Street, Montreal, QC H3A 2A8

Principal: J. M. Simons; B.A.(Bishop's), S.T.B.(Trin. Coll. (Tor.)), Ph.D.(G'town)

Presbyterian College of Montreal

3495 University Street, Montreal, QC H3A 2A8

Principal: J. Vissers; B.A.(Tor

26.5 Governance: Board of Governors**26.5.1 The Visitor**

His Excellency The Right Honourable David L. Johnston

The Governor General of Canada

26.5.2 Board of Governors

Stuart (Kip) Cobbett; B.A., B.C.L.(McG.)

Chair

H. Arnold Steinber

Chancellor

26.6 Governance: Members of Senate

Ex-officio

The Chancellor
 The Chair of the Board of Governors
 The Principal and Vice-Chancellor
 The Provost, Deputy Provost, and the vice-principals
 The deans of faculties
 The Dean of Continuing Education
 The Dean of Graduate and Postdoctoral Studies
 The Dean of Students
 The Dean/Director of Libraries

Elected Members

60 members elected by the faculties, the University Libraries, the Board of Governors, and administrative and support staff.
 Medical Residents or Postdoctoral Scholars Group (1)
 Student Members (19)

26.7 Administration

H. Arnold Steinberg	Chancellor
Heather Munroe-Blum; O.C., O.Q., B.A., B.S.W.(McM.), M.S.W.(W. Laur.), Ph.D.(N. Carolina)	Principal and Vice-Chancellor
Anthony C. Masi; A.B.(Colgate), Ph.D.(Brown)	Provost
Morton J. Mendelson; B.Sc.(McG.), Ph.D.(Harv.)	Deputy Provost (Student Life & Learning)
Kathleen Massey; B.A.(York)	University Registrar and Executive Director of Enrolment Services
Jana Luker; B.A.(Guelph), B.Ed., M.Ed.(Tor.)	Executive Director of Services for Students
Nathalie M. Cooke; B.A. (Qu.), B.Ed., M.A.(Tor.), M.A. (C'nell), Ph.D.(Tor.)	Associate Provost (Academic Staff & Priority Initiatives)
Jan Jorgensen; B.A., M.A.(N. Carolina), Ph.D.(McG.)	Associate Provost (Faculty Affairs & Resource Allocation)
Lydia White; B.A., M.A.(Camb.), Ph.D.(McG.)	Associate Provost (Policies, Procedures & Equity)
Martin Kreiswirth; B.A.(Hamilton), M.A.(Chic.), Ph.D.(Tor.)	Associate Provost (Graduate Education) and Dean (Graduate & Postdoctoral Studies)
Chandra Madramootoo; B.Sc., M.Sc., Ph.D.(McG.)	Associate Vice-Principal (Macdonald Campus) and Dean (Faculty of Agricultural & Environmental Sciences)
Ghilaine Roquet; B.A.(UQAM), M.Sc.A.(Montr.)	Chief Information Officer
Stephen Stroppe; B.A.(Dal.), M.A.(York)	Secretary-General
Michael Di Grappa; B.A.(C'dia), M.P.P.A.(Col.), M.A.(Harv. Business School)	Vice-Principal (Administration & Finance)
Lynne B. Gervais; B.A.(C'dia)	Associate Vice-Principal (Human Resources)
Jim Nicell; B.A.Sc., M.A.Sc., Ph.D.(Windsor), P.Eng.	Associate Vice-Principal (University Services)
Marc Weinstein; B.A., B.C.L., LL.B.(McG.)	Vice-Principal (Development & Alumni Relations) and Director (University Campaigns)

Richard I. Levin; B.S.(Yale), M.D.(NYU)	Vice-Principal (Health Affairs) and Dean (Faculty of Medicine)
Sam Benaroya; B.Sc., M.D.,C.M.(McG.)	Associate Vice-Principal (Health Affairs) and Associate Dean (Inter-Hospital Affairs)
Rose Goldstein; B.Sc., M.D.,C.M.(McG.)	Vice-Principal (Research & International Relations)
Masad J. Damha; B.Sc., Ph.D. (McG.)	Associate Vice-Principal (Research & International Relations)
Rima Rozen; B.Sc., Ph.D.(McG.)	Associate Vice-Principal (Research & International Relations)
Vaughan Dowie	Executive Head of Public Affairs

26.7.1 Deans, Directors of Schools and Libraries

Deans

Chandra Madramootoo; B.Sc., M.Sc., Ph.D.(McG.)	Agricultural & Environmental Sciences
Christopher Manfredi; B.A., M.A.(Calg.), M.A., Ph.D.(Claremont)	Arts
Judith Potter; B.Sc.(Tor.), M.Ad.Ed.(St. FX), Ed.D.(Tor.)	Continuing Education
Paul J. Allison; B.D.S., F.D.S.R.C.S., M.Sc.(Lond.), Ph.D.(McG.)	Dentistry
Hélène Perrault; B.Sc.(C' dia), M.Sc., Ph.D.(Montr.)	Education
Christophe Pierre; M.Sc.(Prin.), Ph.D.(Duke)	Engineering
Martin Kreiswirth; B.A.(Hamilton), M.A.(Chic.), Ph.D.(Tor.)	Graduate & Postdoctoral Studies
Colleen Cook; B.A., M.L.S., M.A., Ph.D.(Texas)	Libraries
Daniel Jutras; LL.B.(Montr.), LL.M.(Harv.)	Law
Peter Todd; B.Com.(McG.), Ph.D.(Br.Col.)	Management
Richard I. Levin; B.Sc.(Yale), M.D.(NYU)	Medicine
Gordon Foote (Interim); B.Sc.(Minn),M.A.(Minn)	Music
Ellen Aitken; A.B.(Harv.), M.Div.(U. of the South), Th.D.(Harv.)	Religious Studies
Martin Grant; B.Sc.(PEI), M.Sc., Ph.D.(Tor.)	Science
Jane Everett; M.A.(Car.), Ph.D.(McG.)	Dean of Students

Directors of Schools

Michael Jemtrud; B.Sc., B.Arch., B.A.(Penn. St.), M.Arch.(McG.)	Architecture
Marc Pell (Interim); B.A.(Ott.), M.Sc., Ph.D.(McG.)	Communication Sciences & Disorders
Gregory Dudek; B.Sc.(Qu.), M.Sc., Ph.D.(Tor.)	Computer Science
Kristine G. Koski; B.Sc., M.Sc.(Wash.), Ph.D.(Calif.)	Dietetics & Human Nutrition
Marilyn Scott; B.Sc.(New Br.), Ph.D.(McG.)	Environment
France Bouthillier; B.Ed.(UQAM), M.B.S.I.(Montr.), Ph.D.(Tor.)	Information Studies
Hélène Ezer; B.Sc., M.Sc.(McG.), Ph.D.(Montr.)	Nursing
Annette Majnemer (Interim); B.Sc., M.Sc., Ph.D.(McG.)	Physical & Occupational Therapy
Wendy Thomson; B.S.W., M.S.W.(McG.), Ph.D.(Brist.)	Social Work
Raphael Fischler; B.Eng.(Technische Univ Eindhoven), M.C.P.(MIT), Ph.D.(Calif.)	Urban Planning

26.8 Student Governance

All students registered in an undergraduate program on the downtown (McGill) campus are registered members of the accredited Students' Society of McGill University, affectionately known as SSMU. SSMU acts as your representation on key issues inside and outside of the campus. There are six elected executives of the SSMU who represent all 20,000-plus undergrads on the downtown campus. There is a legislative council which meets with representatives from faculty associations and other student groups around campus on a bi-weekly basis. This council of thirty-five members meets to discuss SSMU business.

The SSMU runs over 200 clubs and services and provides a great deal of e