



**Summer Studies**  
**Programs, Courses and University Regulations**  
**2013**



This PDF excerpt of Programs, Courses and University Regulations

## Publication Information

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- 3.4 Course Selectionpage23
- 3.5 DepartmentApproval, page24
- 3.6 Course Changepage24
- 3.7 Course Drop andWithdrawal, page24
- 3.8 Your Responsibilitypage24
- 3.9 Quebec InteUniversityTransferAgreement: McGill Studentspage25
- 3.10 Quebec InteUniversityTransferAgreement/Visiting IUT Studentspage25
- 3.11 CoursesTaken under the Satisfactory/Unsatisfactory (S/U) Optionpage26
- 3.12 Auditing of Coursespage26
- 4 Fees,page27
  - 4.1 Invoicing Information,page27
  - 4.2 Tuition Feespage27
    - 4.2.1 Quebec Students and Non-Quebec (Canadian or Permanent Resident) Studentspage27,
    - 4.2.2 International Studentspage27
    - 4.2.3 Other Policies Related to Fees: DueAccounts,page28
      - 4.2.3.1 Information for Registered Studentspage28
      - 4.2.3.2 Information for StudentsWho Are No Longer Registered,page28
      - 4.2.3.3 Cancelling Registration for Non-Payment,page28
    - 4.2.4 Other Policies Related to Fees: Quebec InteUniversityTransferAgreementspage28
    - 4.2.5 Other Policies Related to Fees: Acceptance of Fees vs Academic Standingpage29
  - 4.3 Other Information: Payment Procedurepage29
  - 4.4 Other Information: Tax Slips/Receipts,page29
  - 4.5 Other Information: StudentsWith Sponsorspage29
  - 4.6 Refunds,page29
  - 4.7 Fees OtherThanTuition, page29
- 5 Student Records,page30
  - 5.1 Academic Standingpage30
    - 5.1.1 Academic Standing: Faculties of Arts and Science (including B.A. & Sc)page30
      - 5.1.1.1 Satisfactory/Interim Satisfactory Standing: Faculties of Arts and Science (including B.A. & Sc)page30
      - 5.1.1.2 Probationary/Interim Probationary Standing: Faculties of Arts and Science (including B.A. & Sc)page30
      - 5.1.1.3 Unsatisfactory Readmitted Standing: Faculties of Arts and Science (including B.A. & Sc)page31
      - 5.1.1.4 Unsatisfactory/Interim Unsatisfactory Standing: Faculties of Arts and Science (including B.A. & Sc)page31
      - 5.1.1.5 Incomplete Standings: Faculties of Arts and Science (including B.A. & Sc)page31
    - 5.1.2 Academic Standing: Faculty of Engineeringpage32
      - 5.1.2.1 Satisfactory Standing: Faculty of Engineeringpage32
      - 5.1.2.2 Probationary Standing: Faculty of Engineeringpage32
      - 5.1.2.3 Unsatisfactory Standing: Faculty of Engineeringpage32
    - 5.1.3 Academic Standing: Faculty of Law, page33
    - 5.1.4 Academic Standing: Continuing Studies,page33
    - 5.1.5 Academic Standing for Degree Students Registered in the Summer Term,page33



- 9.6 Computer Storagepage46
- 10 Summer Residence Accommodationpage46
  - 10.1 Residencespage46
  - 10.2 Reservations for Summer Residencepage47
- 11 Athletics & Recreationpage48
  - 11.1 Downtown Campuspage48
    - 11.1.1 Department of Athletics & Recreationpage48
  - 11.2 Macdonald Campuspage48
    - 11.2.1 Athletics & Recreationpage48
- 12 For your InformationTechnology (IT) needspage48
  - 12.1 Logging In,page49





- 
- 32.2 Biology, page71
  - 32.3 Earth & Planetary Sciences, page71
  - 32.4 Geography, page71



nd links to instructional tutorials and strategies to prevent cheating. The Code of Student Conduct and Disciplinary Procedures includes sections on plagiarism and cheating. The possession or use of unauthorized materials in a test or examination constitutes cheating. You can find the Code in the Handbook on Student Rights and Responsibilities.

**Revision, July 2012. Start of revision.**

You should read and familiarize yourself with the policies on Responsible Use of McGill Information Technology Resources and Email Communications with Students found under Information Technology on the University Secretariat website at [www.mcgill.ca/secretariat/policies/informationtechnology](http://www.mcgill.ca/secretariat/policies/informationtechnology). For more information on email for students, refer to [www.mcgill.ca/it](http://www.mcgill.ca/it) and see section 12 For your Information Technology (IT) needs

**Revision, July 2012. End of revision.**



Note for Continuing Studies: The above services are not available if you are registered in short courses or seminars not recorded on the official McGill transcript.

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## 1.8 Responsible Use of McGill Information Technology Resources

You must comply with the Policy on the Responsible Use of McGill Information Technology Resources as approved by the University Senate. You can find this policy in the listing of University Policies, Procedures and Guidelines under Information Technology, at [www.mcgill.ca/secretariat/policies/informationtechnology](http://www.mcgill.ca/secretariat/policies/informationtechnology).

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## 1.9 Non-Smoking Policy

Quebec law prohibits smoking in public buildings. For more information, see [www.mcgill.ca/adminhandbook/adminiative-policies-and-procedures/smoking](http://www.mcgill.ca/adminhandbook/adminiative-policies-and-procedures/smoking)

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## 1.10 Health Insurance International Students

By Senate regulation, all international students (full-time, part-time, half-time, Additional Session, Special, Exchange, Visiting) and their accompanying dependants must participate in the University's compulsory International Student Health Insurance Plan. The University and the Quebec Ministry of Education require a copy of your proof of health insurance on file. Students covered by private health insurance are not exempt from the McGill plan. You must pick up an International Health Insurance card from Service Point upon your arrival at McGill University.

Students who meet certain criteria may be eligible for exemption. If you believe you are eligible, you must submit an online exemption request on Myeav and present valid documentation proving eligibility to Service Point before the deadline.

Service Point  
3415 McTavish Street  
Montreal, Quebec H3A 0C8

For enrolment procedures and details on the health insurance plan and information concerning rates, consult the website: [www.mcgill.ca/internationalstudents/health](http://www.mcgill.ca/internationalstudents/health)

All inquiries related to this University policy must be directed to International Student Services:

International Health Insurance  
Telephone: 514-398-6012  
Email: [international.health@mcgill.ca](mailto:international.health@mcgill.ca)  
Website: [www.mcgill.ca/internationalstudents/health](http://www.mcgill.ca/internationalstudents/health)

For details on fees, change of coverage dates, and on what is covered by the plans, refer to [www.ihaveaplan.ca](http://www.ihaveaplan.ca). If you're not sure of your eligibility, contact the Alliance pour la santé étudiante au Québec (ASEQ) at 514-789-8775 or 1-866-795-4435, Monday to Friday from 9 a.m. to 5 p.m. ([www.aseq.com](http://www.aseq.com)).



**Note for Continuing Studies:** As a Continuing Studies student, you are not a member of SSMU or MGS. Therefore, the coverage of the Students' Society's Health and Dental Plans is not applicable.

**Revision, July 2012. Start of revision.**



**Note for Graduate and Postdoctoral Studies:** Graduate students classed as Canadian full-time Additional Session Thesis Evaluation, Non-Thesis Extension, as well as postdoctoral candidates are automatically covered by their society's extended Health and Dental Plan (PGSS). Students without valid Canadian Medicare, please see [section 1.10 Health Insurance International Students](#). In 2012-2013, the cost of this plan is \$401.45 (single coverage). Eligible students not covered automatically for insurance fees can choose to enrol themselves during the appropriate Change-of-Coverage period. For more information on what is covered by this plan, as well as enrolment, opt-out procedures, and deadlines, please refer to the latest information at [www.ihaveaplan.ca/pgss](http://www.ihaveaplan.ca/pgss).

**Revision, July 2012. End of revision.**

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## 1.12 Special Medical Needs

If you have special medical needs, have your physician submit appropriate information, on a confidential basis, directly to the Student Health Service; see [section 9.2 Student Services Downtown Campus](#) ([www.mcgill.ca/studenthealth/clin](http://www.mcgill.ca/studenthealth/clin)) for contact information on the Downtown campus, and see [www](#)

Exchange (email)  
FAMIS  
Gateway ([www.mcgill.ca](http://www.mcgill.ca))  
InfoEd  
Library  
Minerva  
myCourses  
myFuture  
myLab

To access myMcGill, click Quick Links , available at the top of any McGill web page (e.g. [www.mcgill.ca/students](http://www.mcgill.ca/students)) and then click myMcGill, or go to <https://mymcgill.mcgill.ca> Sign in with your McGill Username and McGill Password.

**Revision, July 2012. End of revision.**



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2.1.2 Legal Documents: What Documents Does McGill Need from You?

Revision, January 2013. Start of revision.

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

|  |  |
|--|--|
| Quebec and Canadian Out-of-Province Students   |  |
| You have applied to McGill directly from CEGEP or you already have a student record at McGill  | Usually no documents are required for your Canadian and/or Quebec status, based on McGill records or as confirmed by the Government of Quebec  |
| You have applied to McGill from another Quebec university  | Proof of Canadian status is required: Canadian birth certificate; or Canadian citizenship card (both sides of the card); or Certificate of Indian status card; or <del>Makik</del> <b>Makik</b> Society card; or valid Canadian Record of Permanent Resident status (Note 2); <del>and</del> <b>and</b> Canadian Permanent Resident card (both sides of the card)<br>Additionally, for your Quebec residency status, usually no documents are required, unless McGill cannot confirm this from the Government of Quebec                        |
| You were born in Quebec  | Quebec birth certificate (Note 4)<br>Permanent Code Data form (Notes 1 and 5)  |
| You were born in (or are a Landed Immigrant from) a Canadian province other than Quebec  | Canadian birth certificate; or Canadian citizenship card (both sides of the card); or Certificate of Indian status card; or <del>Makik</del> <b>Makik</b> Society card; or valid Canadian Record of Permanent Resident status (Note 2); <del>and</del> <b>and</b> Canadian Permanent Resident card (both sides of the card)<br>Permanent Code Data form (Notes 1 and 5)  |
| You are a Quebec resident as defined by one of the other situations outlined by the Government of Quebec   | Canadian birth certificate; or Canadian citizenship card (both sides of the card); or Certificate of Indian status card; or <del>Makik</del> <b>Makik</b> Society card; or valid Canadian Confirmation of Permanent Residence (Note 2); or valid Canadian Permanent Resident card (both sides of the card)<br>Permanent Code Data form (Notes 1 and 5)<br>Attestation of Residency in Quebec Form (Note 5)<br><a href="#">Other supporting documents</a> , depending on which situation you checked on the above Attestation of Residency Form |
| International Students   |  |
| You will be studying at McGill for less than six months (i.e., for only one academic semester) as a non-degree student (e.g., Exchange, Specializing)                        | Visitors Permit issued at your port of entry into Canada by Citizenship and Immigration Canada<br>Photo page of your passport and the page date-stamped by Citizenship and Immigration Canada at your port of entry<br>Permanent Code Data form (Notes 1 and 5)  |
| You will be in Canada for more than six months (i.e., you are enrolled in a degree, certificate, or diploma program, usually for two or more consecutive academic semesters) | Certificate of Acceptance of Quebec (CAQ)<br>Permanent Code Data form (Notes 1 and 5)<br>Study Permit issued by Immigration Canada (Note 3)  |

-  Note 1: Your signed Permanent Code Data form is usually required. If the names of your parents appear on your birth certificate, or if you have already provided McGill with your Permanent Code, you do not need to supply this form.
-  Note 2: Your valid Canadian Permanent Resident status can be verified by a copy of your Canadian Confirmation of Permanent Residence (IMM 5292 or IMM 5688) document or with your Canadian Permanent Resident card (both sides required). Alternatively, you may provide your Immigration Record of Landing (IMM 1000) document. Note that McGill reserves the right to ask you for copies of both your PR card and your IMM document.





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



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



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

### 2.1.2.1 Fee Exemptions

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

1. French Course Fee Exemptions Non-Quebec Canadian and international students are automatically assessed fees for certain eligible French courses at the Quebec tuition rate (not to be confused as listed at [www.mcgill.ca/student-accounts/tuition-fees/legal-information/tuition-fee-exemptions](http://www.mcgill.ca/student-accounts/tuition-fees/legal-information/tuition-fee-exemptions)).
2. Out-of-province Tuition Supplement Exemptions Non-Quebec Canadian students in the following categories are exempted from out-of-province tuition supplements (details at [www.mcgill.ca/student-accounts/tuition-fees/legal-information/tuition-fee-exemptions](http://www.mcgill.ca/student-accounts/tuition-fees/legal-information/tuition-fee-exemptions)):

Students in a Ph.D. program

Students in a Post-Graduate Medical Education program: Medical Residents, Clinical Fellows, Fellowship Research Fellows, Research Fellows

Students registered full-time in the Masters in French (Maîtrise en français) (This exemption begins at the moment the student registers in the program, without retroactive effect.)

3. International Students Eligible for Fee Exemptions Based on Legal Status in Canada Students with one of the following statuses may be exempt from International Supplements (certain categories may be assessed at the Canadian tuition rate; full detailing eligibility criteria are listed at [www.mcgill.ca/legaldocuments/exemption](http://www.mcgill.ca/legaldocuments/exemption)):

Citizens of France

Citizens of certain countries with an agreement with the Government of Quebec

Diplomatic, consular or other representatives of international organizations

Convention refugees

Students waiting permanent residency in Canada and holding an eligible CSQ

Students whose spouse or unmarried students whose parent holds a Temporary Work Permit in Canada

Students funded by the FRSC (Fonds de la recherche en santé du Québec)

These exemptions lower your fees to the Quebec rate of tuition. More detailed information for the categories listed above are available at [www.mcgill.ca/student-accounts/tuition-fees/legal-information/tuition-fee-exemptions](http://www.mcgill.ca/student-accounts/tuition-fees/legal-information/tuition-fee-exemptions) as well as at [www.mcgill.ca/legaldocuments/exemption](http://www.mcgill.ca/legaldocuments/exemption)

Note that this information may be subject to change.

Revision, January 2013. Start of revision.

### 2.1.3 Legal Documents: Has McGill Received Your Documents?

#### 2.1.3.1 Quebec/Canadian/International Fees and Immigration Status

Once McGill has received your documents, it usually takes one week to process them and update your file accordingly.

Check your tuition status on the Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)) Student Accounts menu Student Menu > Student Accounts Menu > View Tuition Fee and Legal Status

Check the phrase Fees currently calculated according to rules for. This will tell you if your tuition status is currently being billed at the international rate, the Canadian rate, or at the Quebec rate. For more information on fees, see [www.mcgill.ca/student-accounts](http://www.mcgill.ca/student-accounts)

Electronic billing is the official means of delivering fee statements to all students; you may view your e-bill on Minerva. For more information, see the following website: [www.mcgill.ca/student-accounts](http://www.mcgill.ca/student-accounts)

If you do not agree with your tuition status, notify McGill right away. If you provide additional documentation in support of your file after the last day of classes for the given term, McGill will be unable to accept your requested changes, or to update your tuition status rate for that term.

#### 2.1.3.2 Permanent Code

The Government of Quebec usually takes one to four weeks to verify or issue your Permanent Code.

Check your Permanent Code on Minerva Personal Menu > Name Change or alternately via Student Menu > Student Accounts Menu > View Tuition Fee and Legal Status. If your 12-character Permanent Code appears there, your documents are in order; you have not yet provided McGill with your documents listed in section 2.1.2 Legal Documents/What Documents Does McGill Need from You? or the Government of Quebec has not yet confirmed that your documents are sufficient to create a Permanent Code.

#### 2.1.4 Legal Documents: What Are the Consequences of Not Providing Your Documents?

**Revision, January 2013. Start of revision.**

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

McGill will not produce your ID card until all of your legal documents have been received. Your ID card is essential to the use of many services on campus, and to take your final exams.

If we are missing the required legal documents, a hold will be added to your record preventing you from registering or dropping any courses, and from obtaining your official transcript.

International students who have not provided their valid immigration documents to McGill may be deregistered.

If your tuition status is changed and your fees are reduced as a result of the document review process, McGill will waive the difference on any accumulated late payment or interest charges.

**Revision, January 2013. End of revision.**

#### 2.1.5 Legal Documents: Where Do I Send My Documents?

You must send in all your documents after you have been accepted to McGill before the start of classes. Do not send originals. Email or mail clear and legible copies of your documents. Write your McGill student ID on each document so that McGill can match them to your record. The sooner you submit your documents, the sooner the University can update your status and ensure that your record is in good standing. Refer to [www.mcgill.ca/legaldocuments](http://www.mcgill.ca/legaldocuments) for further details.

By Email:

Follow the steps to submit your legal documents electronically

1. Save the attached file in an accepted format.

Standard PDF (.pdf) encrypted PDFs will not be accepted.

Tagged image format (.tif, .tiff for scanned images).

Ensure that you save your documents properly in one of the above formats do not just rename the file extension. Due to the possibility of computer viruses, McGill does not accept Microsoft Word documents (.doc) or text files (.htm, .html), JPG, GIF or any other format.

2. Ensure that the resolution used is at least 300 dpi (dots per inch) for an electronic replica (scan) of documentation (e.g., a scan of your birth certificate). The preferred file size is 100KB per image.
3. Address your email to [legaldocumentation@mcgill.ca](mailto:legaldocumentation@mcgill.ca) and attach your relevant scanned document(s). Attach the file(s) to your email; do not include the documents in the body of your email.
4. Put your First Name, Last Name, and McGill ID number in the subject line of your email.

Note: Individual email size (including your attachments) should not exceed 5 MB (5120 KB).

**Revision, July 2012. Start of revision.**

By Mail or Courier:

McGill University

Enrolment Services

Student Records

Room MS-13

3415 Avenue St.

Montreal, QC H3A 0C8 CANADA

**Revision, July 2012. End of revision.**

In Person:

[Service Point](#)

3415 Avenue Street

Montreal, Quebec H3A 0C8

If there is a problem with your documents, contact:

Telephone: 514-398-7878

Email: <http://webforms.mcgill.ca/servicepoint/request.asp>

### 2.1.5.1 For the School of Continuing Studies

#### Revision, January 2013. Start of revision.

By Mail or in Person:

McGill University  
The School of Continuing Studies, Client Services Office  
688 Sherbrooke Street West  
Suite 1199  
Montreal, QC H3A 3R1

#### Revision, January 2013. End of revision.

By Fax:

514-398-2650

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

Telephone: 514-398-6200

Email: [info.conted@mcgill.ca](mailto:info.conted@mcgill.ca) / [legaldocuments.conted@mcgill.ca](mailto:legaldocuments.conted@mcgill.ca)

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## 2.2 Identification (ID) Cards

#### Revision, January 2013. Start of revision.

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

- write examinations;
- use libraries and student services, including certain laboratories;
- access residence buildings;
- access meal plans;
- access the intercampus shuttles.

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 2.1.2 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).




Note that you cannot change the name on your record via Minerva. Requests for such changes must be made by presenting of cial documents (see section 2.3 Name: Legal Name and section 2.4 Name: Preferred First Name) in person at a Service Point, 3415 McTavish Street, Montreal, Quebec, H3A 0C8.



Note for Continuing Studies: Requests for such changes must be made by presenting of cial documents (see section 2.3 Name: Legal Name) in person at the Client Services Office, School of Continuing Studies.

### 3 Student Types and Registration Procedures

All students, including McGill students, Quebec Inter-University Transfer students, and Special Admitting Students from universities outside Quebec, must register using Minerva, McGill's web-based registration system at [www.mcgill.ca/minerva](http://www.mcgill.ca/minerva). Once you have determined your student type, be sure to take note of the registration procedures in the corresponding column. Please note that students with outstanding fees from previous terms will be denied access to register on Minerva.

| STUDENT TYPES  | REGISTRATION PROCEDURES  |
|--|--|
| <p>A) A McGill student is:</p> <p>One who is registered in the Winter term immediately preceding the Summer 2013 term in a McGill degree or diploma program; students who are graduating in June 2013, see instructions for D) Special Student</p> <p>One who has not registered or who withdrew in the Winter term and has received a letter of readmission from the faculty of ce.</p> | <p>Please remember to:</p> <p>Pay any outstanding fees on your student account;</p> <p>Verify the course and program requirements in the Undergraduate Programs, Courses and University Regulations publication at <a href="http://www.mcgill.ca/study">www.mcgill.ca/study</a></p> <p>Consult your faculty student affairs office for a list of Summer courses that are acceptable for credit toward your degree. Other courses may be taken, but may not count toward your degree;</p> <p>Obtain authorization from the appropriate department, if required;</p> <p>Go to <a href="http://www.mcgill.ca/students/coses/add/register">www.mcgill.ca/students/coses/add/register</a> and follow instructions on how to register. View your class schedule on Minerva to ensure you are correctly registered.</p>   |
| Graduate students  | Before registering via Minerva, should consult with their graduate department/unit (see <a href="http://www.mcgill.ca/gps/students/registration">www.mcgill.ca/gps/students/registration</a> )   |
| School of Continuing Studies students  | Must register with the School of Continuing Studies (see <a href="http://www.mcgill.ca/potential">www.mcgill.ca/potential</a> )  |
| Macdonald campus Summer session students   | Must register with the Faculty of Agriculture and Environmental Sciences (see <a href="http://www.mcgill.ca/macdonald">www.mcgill.ca/macdonald</a> )   |
| <p>B) A Quebec Inter-University Transfer student is:</p> <p>One who is currently registered at a Quebec university and wishes to transfer credits granted by McGill during the Summer to that university.</p>  | <p>Currently registered students at other Quebec universities should follow the steps below:</p> <p>Initiate an online Inter-University Transfer (IUT) form to request the required authorizations. Complete the IUT form available online at <a href="http://www.crepuq.qc.ca">www.crepuq.qc.ca</a> and click on the indicated link and enter your application information.</p> <p>After the online Inter-University Transfer form is approved by your home university and McGill, you must register in the approved course(s) on Minerva.</p> <p>Go to <a href="http://www.mcgill.ca/students/coses/add/register">www.mcgill.ca/students/coses/add/register</a> and follow instructions on how to register. View your class schedule on Minerva to ensure you are correctly registered.</p> <p> Note: The online IUT form is only an approval process and does not signify that you will be registered in the course.</p> |
| <p>C) A Visiting Student from a University Outside Quebec is:</p> <p>One who is currently registered in a degree or diploma program at another university. (You may take 116.24 you may 0 1 88.P Tm (f) Tj 1 0 0 1 323m O08 1 0 0M693 0 1 152.065 159.497 Tm (On O08 1 0 0M6 (Before re60 1 ) T</p>  | <p>Registration for Visiting Students from universities outside Quebec and for all Special Students:</p>   |





Students should pay close attention to the following on Class Schedule and in this publication:

- course restrictions: for example, permission of the instructor required; enrolment limited, or limited to students in a particular program or year;
- course prerequisites, and/or corequisites: it is a McGill University regulation to register for a course for which you have not completed all the prerequisites with a C or better;
- time at which each course section is held: do not register for course sections that have a time overlap; or
- departmental approval required: specified in the course description; and
- placement examination required: specified in the course description.

If you are currently a McGill student, please consult the Undergraduate Programs, Courses and University Regulations publication at [www.mcgill.ca/study](http://www.mcgill.ca/study) to check your course and program requirements and consult your faculty/students affairs office for a list of Summer courses that are admissible for credit toward your degree. Other courses may be taken but may not count toward your degree requirements.

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### 3.5 Department Approval

Some courses require that you first obtain department approval from the department offering the course (for Education courses, from the Student Affairs Office, Faculty of Education) before registering. A course requiring department approval will be listed as such in the Class Schedule. Department approval gives you the permission to register, but does not reserve a place in the course.

Since enrolment in these courses is on a first-come, first-served basis, you should register on Minerva as soon as you have your Department Approval.

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### 3.6 Course Changes

All students must use Minerva to make any changes to their course selection. You can use Minerva to add or drop courses at any time up to and including



### 3.9 Quebec Inter-University Transfer Agreement: McGill Students

#### Revision, January 2013. Start of revision.

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 a 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 courses without conflict.

The Quebec universities concerned are not responsible for special arrangements in case of absence 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/amsfcredit/current/iut](http://www.mcgill.ca/students/amsfcredit/current/iut). You may find additional information posted on your faculty website.



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

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



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

#### Revision, January 2013. End of revision.

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

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

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

If you decide to have an elective course graded as Satisfactory/Unsatisfactory (S/U), you must do so before the Course Change deadline on Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)) as part of the Student Menu > Registration Menu > Quick Add or Drop Course Sections Menu. You cannot make any changes after the Course Change deadline even if you selected the option by mistake. If the course is a multi-term course, you must select the S/U option by the Course Change deadline of the first part of the course.

The instructor will report grades in the normal fashion. Grades of D through C are converted to "Satisfactory" (S), and grades of D<sub>+</sub> and J are converted to "Unsatisfactory" (U). The courses taken under the S/U option will be excluded from the grade point average (GPA) calculations, but they will be included in the attempted credits total. Credits for courses with a final grade of S will also be included in the number of credits earned.



Note: To be considered for in-course awards, including Dean's Honour List designations, and/or the various entrance scholarships, you must complete at least 27 graded credits in the regular academic session, not including courses completed under the S/U option.



Note: The S/U option is not available via Minerva to Visiting, Exchange, or Quebec Inter-University Transfer Agreement (IUT) students. These students must first contact their home university to ensure that a course taken under the S/U option is acceptable to their home university and that the credits are transferable. After receiving approval from their home university and before McGill's Course Change deadline, they must then consult their McGill faculty Student Affairs Office for approval. Students in the faculties of Arts or Science: you will need to go to Service Point (3415 McTavish Street) to make this request. 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](http://www.mcgill.ca/students/advising)



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

For further information, contact your departmental adviser or student affairs office, as appropriate.



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

#### Revision, August 2012. Start of revision.



Note for Engineering:

You will only be permitted to take a course under the Satisfactory/Unsatisfactory (S/U) option if you are in Satisfactory Standing. B.Eng. and B.S.E. students may use the S/U option for Complementary Studies courses (i.e., Group of Technology on Society and Group B Humanities and Social Sciences, Management Studies and Law Basic Science Complementary Courses (for Computer Engineering and Software Engineering students from CEGEP), and Elect Courses (for Mechanical Engineering students from CEGEP) cannot use the S/U option for courses in another category of the Engineering programs. If you choose not to use the S/U option, a grade of D is acceptable as a pass for these Complementary Studies courses. B.Sc.(Arch.) students may use the S/U option for elective courses taken outside the School of Architecture. You cannot use the S/U option for courses in another 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 do not satisfy a minor.



Note for Law: The S/U option is only applicable to non-LL.B. electives.

#### Revision, August 2012. End of revision.



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/pgrams/bcom/contact](http://www.mcgill.ca/desautels/pgrams/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 do not satisfy a minor.

### 3.12 Auditing of Courses

McGill does not permit auditing of courses.



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

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## 4 Fees

### Revision, January 2013. Start of revision.

The information in this publication is updated in early January 2013. The University reserves the right to make changes without notice in the published scale of fees.

Further information regarding fees can be found on the Student Accounts website: [www.mcgill.ca/student-accounts/tuition/fees/tuition-and-fees](http://www.mcgill.ca/student-accounts/tuition/fees/tuition-and-fees)

For information on financial support, see [Programs, Courses and University Regulations > University Regulations and Resources > Undergraduate > Scholarships and Student Aid](#).

### Revision, January 2013. End of revision.

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### 4.1 Invoicing Information

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

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

### Revision, January 2013. Start of revision.

Failure to check email on a regular basis in no way warrants the cancellation of interest charges and/or late payment fees. Refer to the Important Dates for Students website at [www.mcgill.ca/importantdates](http://www.mcgill.ca/importantdates) for information on payment due dates.

us with a copy of their valid passport with the entry stamp issued by the Immigration official at the port of entry into Canada (we may also require a copy

#### 4.2.5 Other Policies Related to Fees: Acceptance of Fees vs. Academic Standing

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

For directions on requesting your refund online in Minerva see [www.mcgill.ca/student-accounts/your-account/requesting-a-refund](http://www.mcgill.ca/student-accounts/your-account/requesting-a-refund)

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#### 4.3 Other Information: Payment Procedures

Please see the Student Accounts website at [www.mcgill.ca/student-accounts/your-account/payment](http://www.mcgill.ca/student-accounts/your-account/payment) for the various methods of payment available to students and their guests.

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#### 4.4 Other Information: Tax Slips/Receipts

**Revision, July 2012. Start of revision.**

T4A, Relevé 1, T2202A, and Relevé 8 slips are issued on Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)) under the Student Accounts Menu by the end of February each year. Note that a social insurance number and a mailing address are required to be transmitted to Revenu Québec by the University as part of its tax reporting for both the Relevé 1 and the Relevé 8 slips; therefore, it is highly recommended that if you are to be completing a Quebec income tax return, you provide this information to the University upon registration. More information on these slips is available at [www.mcgill.ca/student-accounts/your-account/tax-information](http://www.mcgill.ca/student-accounts/your-account/tax-information)

**Revision, July 2012. End of revision.**

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#### 4.5 Other Information: Students With Sponsors

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

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

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#### 4.6 Refunds

Refunds of tuition and administrative charges are available in the following cases:

- if you cancel your registration prior to the start of classes;
- if you drop a course during the Course Change period (first four scheduled classes, which include lectures and laboratories [please see course descriptions of intensive courses where deadlines may be non-standard]).

You are not automatically refunded your credit balance as students choose to keep the balance on account for use for a future year. You may however, request your credit balance to be refunded at an

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## 5 Student Records

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

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### 5.1 Academic Standing

**Revision, January 2013. Start of revision.**

You enter the University in Satisfactory Standing, and your Academic Standing is determined at the end of each term based on faculty's regulations. Standing codes are generated in January for the Fall term, in May for the Winter term, and in September for the Summer term, and are displayed on your McGill official and unofficial transcripts. If you receive Unsatisfactory Standing, you must apply to your faculty for readmission. Consult the appropriate section of this publication for the regulations on Academic Standing for your faculty.

#### **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 able to continue in your program;
- you must carry a reduced load (maximum 14 credits per term) and a limit may be specified in your conditions of readmission;
- you should see your departmental adviser to discuss your course selection;
- you should see your faculty adviser to discuss degree planning.

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

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

- you may continue in your program;
- you must carry a reduced load (maximum 14 credits per term);
- you are strongly advised to consult an academic adviser

you must provide proof of extenuating circumstances that affected your academic performance (e.g., medical or other documentation).

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

- Arts: Associate Dean (Student Affairs)
- Science and B.A. & Sc.: Director of Advising Services

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

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



Note: Requests are made at Service Point (3415 McEwen Street). However, it is important that you also see an advisor 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](http://www.mcgill.ca/students/advising)

Revision, January 2013. End of revision.

## 5.1.2 Academic Standing: Faculty of Engineering

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



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

### 5.1.2.1 Satisfactory Standing: Faculty of Engineering

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

You may continue with your studies under the following conditions:

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

If you obtained a grade of F in another course, you must either repeat the course successfully before graduation or replace it with an approved course and successfully complete the course before graduation.

### 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 CGP



Students in Interim Unsatisfactory Standing after the Fall term:

You may continue with your studies under the following conditions:

You must reduce your credit load to a maximum of 13 credits per term and must obtain, at the end of the term, either a CGPA greater or a TGPA of 2.50 or greater

If you have a TGPA of 2.50 or greater but your CGPA is less than 2.00, you may continue with your studies but will remain in Probationary Standing until you obtain a CGPA of 2.00 or greater

If you do not obtain either the TGPA or CGPA noted above, you will be placed in Unsatisfactory Standing.

You must consult a faculty or departmental adviser before withdrawal deadlines concerning your course selection.

Students in Unsatisfactory Standing after the Winter term:

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

For more information about Academic Standing, see [www.mcgill.ca/engineering/student/sao/policies/academic](http://www.mcgill.ca/engineering/student/sao/policies/academic)

### 5.1.3 Academic Standing: Faculty of Law

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

### 5.1.4 Academic Standing: Continuing Studies

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

## Academic Standing f

Revision, January 2013. End of revision.

### 5.3 Grading and Grade Point Averages (GPA)

Courses can be graded either by letter grades or in percentages. 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 graduation forms.

Grades A through C represent satisfactory passes, D a conditional (non-continuation) pass, and F a fail. Certain courses have been approved for Pass/Fail (P/F) grading. Students may also designate selected courses to be graded under the S/U option. [Section 3.11 Courses Taken under the Satisfactory/Unsatisfactory \(S/U\) Option](#)

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

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



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

Revision, August 2012. Start of revision.



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

Revision, August 2012. End of revision.

The University assigns grade points to letter grades according to the table. Your Academic Standing is determined by a grade point average (GPA),

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

**Revision, August 2012. Start of revision.**



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

Grades have the following designations:

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

**Revision, August 2012. End of revision.**

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**5.4 Grading and Grade Point Averages (GPA): Other Grades**

Other Grades

unexcused absence(s); the student is registered for a course but does not write the final examination or do other required work. 918.584.382.93(T)j 1 0 0 1 T1 248.684 403.39 Tm87



Revision, July 2012. Start of revision.



Note for Graduate and Postdoctoral Studies You should direct any questions or problems with your record to your Graduate Program Director

Revision, July 2012. End of revision.

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## 5.7 Changes to Student Records after Normal Deadlines

### 5.7.1 Student Record Changes

Student record changes include the following: course add or course drop, course withdrawal, university withdrawal, program change (including changing majors, minors, or concentrations).

### 5.7.2 Registrar Deadlines

Fall term January 31

Winter term June 1

Summer term October 1

### 5.7.3 Before Registrar Deadlines

For record changes after the normal deadlines published in this publication, 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. Associate Dean or Director will view your request and make a decision. If your request is approved, the change is processed according to faculty and Enrolment Services student record procedures.



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

### 5.7.4 After Registrar Deadlines

The University does not normally consider a change requested after the Registrar deadlines listed in section 5.7.2 Registrar Deadlines have passed. In situations where there are "extraordinary personal" or "extraordinary academic" circumstances that could not have been foreseen prior to these deadlines, you may formally request a student record change from your Associate Dean or Director. If your Associate Dean or Director approves the request, the change will be processed according to faculty and Enrolment Services student record procedures. All changes other than grade changes, faculty will file full documentation that supports the extraordinary circumstances with Enrolment Services.



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

### 5.7.5 Fee Assessment Consequences

When a change to your student record is made, a fee assessment appears on your 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 an explanation of the decision.

### 5.7.6 Student's Citizenship and/or Immigration or Fee Exemption Status

Note that your faculty/school or Graduate and Postdoctoral Studies does not handle changes related to your citizenship and/or immigration or fee status; see



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## 6 Examinations: General Information



Note: The University Exam Regulations governed by the University Student Assessment Policy are available at [www.mcgill.ca/students/exams/regulations](http://www.mcgill.ca/students/exams/regulations)

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

Every student has a right to write term paper examinations and theses in English or in French, except in courses where knowledge of a language is one of the objectives of the course.

You are not permitted to write an examination in any course unless you have fulfilled the requirements of the course to the satisfaction of the instructor and your Associate Dean or Director. Once you have

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## 6.4 Faculty of Engineering Policy on use of Calculators in Faculty Tests and Examinations

The use of calculators during tests and examinations is at the discretion of the course instructor. If a calculator is permitted in the examination, you are required to use one of the following calculators: CASIO fx-115, CASIO fx-991, CASIO fx-570MS, SHARP EL-520, or SHARP EL-546. No other calculators will be permitted, regardless of their level of sophistication. Non-regulation calculators will be removed and no replacement calculator will be provided. You are expected to own one of the above-listed Faculty of Engineering Standard Calculators.

For more information, see [www.mcgill.ca/engineering/student/sao/policies/examinations/calculator](http://www.mcgill.ca/engineering/student/sao/policies/examinations/calculator).

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## 6.5 Final Examinations

Formal final examinations are held during an examination period at the end of the course term. The dates of the examination periods are listed at [www.mcgill.ca/importantdates](http://www.mcgill.ca/importantdates).



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

**Revision, January 2013. Start of revision.**



Note for Summer Studies: All information pertaining to final exam conflicts can be found at [www.mcgill.ca/summer/naleams](http://www.mcgill.ca/summer/naleams).

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Note for the Faculties of Arts and Science (including B.A. & Sc.): Requests are made at Service Point (3415 McTavish Street). However, it is important that you also see a faculty 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](http://www.mcgill.ca/students/advising)

It is the responsibility of the student to confirm the date, time and place of the examination by checking examination schedules posted on notice boards on campus and at [www.mcgill.ca/students](http://www.mcgill.ca/students). This information is not available by telephone. No student will be allowed to enter an examination later than one hour after it has started.

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## 6.6 Deferred Examinations for Summer Term Courses

If, for serious reasons such as illness or injury, you have not written one or more examinations, you must contact in writing the Associate Dean, or Program Director of the faculty in which you are registered within four days of the date of the examination. The reason(s) for your having missed the examination must be fully documented, in writing.

If the Associate Dean, or Program Director approves the request, you may be granted the option of writing a deferred examination. In such cases, a grade of "L" will be entered on your record, to be replaced subsequently by the grade earned on the deferred examination.

Students with permission to write a deferred examination (for courses administered by faculties outside of Engineering) should e

## 6.7.2 Rereads: Faculty of Engineering

You can request a formal reread of a ~~re~~examination once you ~~ha~~ve discussed it with your instructor. You must complete a Request for a Read of a Final Exam form and submit it to the Student Affairs Office, Engineering Student Centre.

The following regulations apply:

You may request rereads for only one course per term, unless you obtain permission from the Student Affairs Office, Engineering Student Centre.

Grades may be either raised or lowered as the result of a reread.

A \$35 fee for each reread will be assessed directly to your McGill account if the result remains the same or is lowered. If the grade is raised, there is no charge.

Reread application deadlines:

F3

Email for current students: <http://webforms.mcgill.ca/servicepoint/request.asp?bhcp=1>

Email for applicants/prospective students: <http://webforms.mcgill.ca/servicepoint/contact.asp?bhcp=1>

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## 8 Support for Students: Office of the Dean of Students

The Dean and the Associate Dean of Students coordinate and promote initiatives concerned with important aspects of the student experience, such as advising, academic integrity, student discipline, student recognition programs, and outreach activities, the McGill community and the broader local community.

William and Mary Brown Student Services Building  
3600 McTavish Street, Suite 4100  
Montreal, QC H3A 0G3

For information, contact (Dean/Associate Dean):

Telephone: 514-398-4990  
Email: [deanofstudents@mcgill.ca](mailto:deanofstudents@mcgill.ca)  
Website: [www.mcgill.ca/deanofstudents](http://www.mcgill.ca/deanofstudents)

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## 9 Student Services

McGill offers a full range of student services and resources that support your life, learning, personal, and academic experience.

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### 9.1 Office of the Executive Director, Services for Students

**Revision, June 2012. Start of revision.**

William and Mary Brown Student Services Building  
3600 McTavish Street, Suite 4100  
Montreal, QC H3A 0G3

**Revision, June 2012. End of revision.**

For information, contact:

Telephone: 514-398-3825  
Website: [www.mcgill.ca/studentsservices](http://www.mcgill.ca/studentsservices)

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

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### 9.2 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 0G3.

A list of services available is given below. For further information, see the Student Services website: [www.mcgill.ca/studentsservices](http://www.mcgill.ca/studentsservices)

Student Services:

Brown Student Services Building, suite 4100  
3600 McTavish Street  
Montreal, Quebec, H3A 0G3  
General Information: 514-398-8238  
Website: [www.mcgill.ca/studentsservices](http://www.mcgill.ca/studentsservices)

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: [carees.caps@mcgill.ca](mailto:carees.caps@mcgill.ca)

Website: [www.mcgill.ca/caps](http://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](mailto:chaplaincy@mcgill.ca)

Website: [www.mcgill.ca/students/chaplaincy](http://www.mcgill.ca/students/chaplaincy)

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

Brown Student Services Building, Suite 4200

Telephone: 514-398-3601

Email: [counsellingservice@mcgill.ca](mailto:counsellingservice@mcgill.ca)

Website: [www.mcgill.ca/counselling](http://www.mcgill.ca/counselling)

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

3505 Peel Street

Telephone: 514-398-3217

Email: [rstpeopleshouse@mcgill.ca](mailto:rstpeopleshouse@mcgill.ca)

Website: [www.mcgill.ca/fph](http://www.mcgill.ca/fph)

First-Year Office: Helps ease the transition of all students to McGill. Coordinates "Discover McGill," a one-day campus-wide University and faculty

Website: [www.mcgill.ca/osd](http://www.mcgill.ca/osd)

**Revision, May 2012. End of revision.**

Scholarships and Student (Financial) Aid Office: Provides assistance in the form of loans, bursaries, and Work Study programs to students requiring financial aid.

Brown Student Services Building, Suite 3200  
 General Information: 514-398-6013/6014  
 Telephone: 514-398-4807 (Scholarships)  
 Email: [student.aid@mcgill.ca](mailto:student.aid@mcgill.ca)  
 Website: [www.mcgill.ca/studentaid](http://www.mcgill.ca/studentaid)

Tutorial Service: Sponsors an extensive tutorial program for students.

Brown Student Services Building, Suite 4200  
 Telephone: 514-398-6011  
 Email: [tutoring.service@mcgill.ca](mailto:tutoring.service@mcgill.ca)  
 Website: [www.mcgill.ca/tutoring](http://www.mcgill.ca/tutoring)

### 9.3 Student Services Macdonald Campus

**Revision, January 2013. Start of revision.**

Students who study on the Macdonald campus may fully use of all Student Services on both campuses. All Macdonald campus Student Services are located in the Centennial Centre.

A list of services available is given below. For detailed information, please visit our website at [www.mcgill.ca/macdonald-studentservices](http://www.mcgill.ca/macdonald-studentservices) and the main Student Services website [www.mcgill.ca/student-services](http://www.mcgill.ca/student-services)

Macdonald Campus Student Service Centre  
 Centennial Centre, Room CC1-124  
 21,111 Lakeshore Road  
 Sainte-Anne-de-Bellefleur, Quebec H9X 3V9  
 Telephone: 514-398-7992  
 Fax: 514-398-7610  
 Email: [stuser@macdonald.mcgill.ca](mailto:stuser@macdonald.mcgill.ca)

Career Planning Service (CaPS): Assists you in your career development and search for permanent, part-time, and summer jobs. Provides workshops, individual advising, a comprehensive job posting service, Career fairs, and a Career Resource Centre.

Telephone: 514-398-7582  
 Website: [www.mcgill.ca/caps](http://www.mcgill.ca/caps)  
 Email: [caps.macdonald@mcgill.ca](mailto:caps.macdonald@mcgill.ca)

Counselling Service: Offers confidential counselling with a psychologist for personal, social, emotional, and academic issues, among others. Appointments are required.

Website: [www.mcgill.ca/counselling](http://www.mcgill.ca/counselling)  
 Telephone: 514-398-7992

Health Services: Offers health services in a confidential environment for a variety of health-related issues including general checkups, STI testing as well as routine and travel vaccinations. Appointments are available with our Nurse and Doctor.

Website: (Macdonald campus) [www.mcgill.ca/macdonald-studentservices/feeling-good](http://www.mcgill.ca/macdonald-studentservices/feeling-good)  
 Website: (Downtown campus) [www.mcgill.ca/studenthealth](http://www.mcgill.ca/studenthealth)  
 Telephone: 514-398-7992

Student Financial Aid: 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. Appointments can be arranged with a Loan Administrator through the Student Service Centre at Macdonald campus to help students with specific financial concerns.

Website: [www.mcgill.ca/studentaid](http://www.mcgill.ca/studentaid)  
 Telephone: 514-398-7992

Macdonald Campus Student Services also provides international health insurance (Blue Cross cards), administers medical terminations for students registered with the Of



Montreal, Quebec H3A 2A8

Telephone: 514-398-6010

Fax: 514-398-2305

Email: [ofcampus.housing@mcgill.ca](mailto:ofcampus.housing@mcgill.ca)

Website: [www.mcgill.ca/ofcampus](http://www.mcgill.ca/ofcampus)

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## 11 Athletics & Recreation

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### 11.1 Downtown Campus

#### 11.1.1 Department of Athletics & Recreation

Offers a wide range of facilities, activities, and equipment. Facilities include a gymnasium, fully-equipped fitness centre, weight room, pool, arena, Fieldhouse, stadium, indoor and outdoor running tracks and tennis courts, squash & racquetball courts, spinning, dance and martial arts studios, and volleyball courts.

McGill students can participate in instructional, recreational, intramural, and intercollegiate activities, as well as sports clubs. There are nominal fees for instructional courses and membership to the Fitness Centre.

McGill Sports Complex

475 Pine Avenue West

Telephone: 514-398-7000

Email: [perry.karnofsky@mcgill.ca](mailto:perry.karnofsky@mcgill.ca) (recreational sports) [ben.moore@mcgill.ca](mailto:ben.moore@mcgill.ca) (intercollegiate sports)

Website: [www.mcgillathletics.ca](http://www.mcgillathletics.ca)

Mobile Website: [m.athletics.mcgill.ca](http://m.athletics.mcgill.ca)

Facebook: [www.facebook.com/mcgillathleticsandrecreation](http://www.facebook.com/mcgillathleticsandrecreation)

Twitter: [www.twitter.com/McGillAthletics](http://www.twitter.com/McGillAthletics)

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### 11.2 Macdonald Campus

#### 11.2.1 Athletics & Recreation

Offers a wide range of facilities, activities, and equipment, free of charge. Facilities include a gymnasium, weight room (with fitness trainers on hand four evenings per week), arena, tennis courts, playing fields, and expanses of green space. Students can participate in instructional, recreational, intramural, and intercollegiate activities. There are nominal fees for instructional courses.

Athletics of centres 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](http://www.macdonaldcampusathletics.mcgill.ca)

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## 12 For your Information Technology (IT) needs

McGill's IT Services website is your one-stop shop for all central IT services at McGill [www.mcgill.ca/itto](http://www.mcgill.ca/itto):

Find details on all IT services, including available training and support. Services are organized by categories such as Telephone, Network, and Wireless.

Search the McGill IT Knowledge Base for FAQs and supporting articles on all IT services. Search by keywords such as myMcGill, or by specific article number

Send us your feedback or get help on an IT issue.

Read featured articles on computer security, software, and other timely tips.



Find out about new IT projects on the horizon.

Check the status of IT systems at a glance and view announcements and scheduled downtimes.

Take an interactive video tour of IT services at <http://kbmcgill.ca/it/welcome-students> where you'll learn about myMcGill, the University portal, and myCourses (for online course content). You'll also find information on accessing your McGill email, connecting to the McGill wireless network, making computer clinics, and downloading free software available to students.

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## 12.1 Logging In

### Revision, July 2012. Start of revision.

You need to use your McGill Username (usually in the form of `firstname.lastname@mail.mcgill.ca`) and McGill Password to access most central IT services including: myMcGill, myCourses, email, wireless, and Virtual Private Network (VPN).

For some systems, such as uPrint, you may sign in using your McGill Short Username, i.e., the first letter of your first name followed by the first letters of your last name, usually followed by a number (e.g., `jsmith5`).

To find out your McGill Username and Short Username, and to create or reset your McGill Password:

1. Log in to Minerva [www.mcgill.ca/minerva](http://www.mcgill.ca/minerva) (using your 9-digit McGill ID number and your 6-character PIN).
2. Go to Personal Menu > Password for McGill Username
3. Follow the onscreen instructions.

### Revision, July 2012. End of revision.

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## 12.2 myMcGill (the University portal)

myMcGill is the central access point where you:

- Read your email.
- Check myCourses.
- Get direct links to Minerva to view and update your student records and account information.
- Search the McGill Library Catalogue.
- Keep abreast of the latest McGill news.

Click myMcGill at the top of the McGill home page ([www.mcgill.ca](http://www.mcgill.ca)) or through the McGill Quick Links and sign in using your McGill Username and McGill Password.

### 12.2.1 Browser Compatibility

myMcGill currently supports the latest versions of the following browsers:

- Internet Explorer (IE) (Windows)
- Firefox (Mozilla) (Windows/Macintosh)

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## 12.3 myCourses

### Revision, July 2012. Start of revision.

Many of your courses will have online materials or activities such as assignments and readings, syllabus, project guidelines, discussion forums, calendars, etc.

Access your online course content via the myCourses link within the myMcGill portal.

- Verify your browser settings using the System Check utility at the top-right corner of the page.
- Watch [myCourses videos for students](#) and access help documentation from the IT Knowledge Base.

Find more information on myCourses for students at [www.mcgill.ca/it](http://www.mcgill.ca/it)

### Revision, July 2012. End of revision.



McGill IT Knowledge Base:

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## 13.1 Contact Information for The McGill Writing Centre

The McGill Writing Centre  
McLennan-Redpath Library  
Redpath Main, Room #02  
3459 McAvish Street  
Montreal, Quebec H3A 0C9

Telephone: 514-398-7109  
Fax: 514-398-7416  
Website: [www.mcgill.ca/mwc](http://www.mcgill.ca/mwc)  
General Inquiries: [mwc@mcgill.ca](mailto:mwc@mcgill.ca)

Inquiries concerning CCOM 205 should be directed to:

Prof. Sue Laver  
Email: [suelaver@mcgill.ca](mailto:suelaver@mcgill.ca)  
McLennan-Redpath Library  
Redpath Main, Room #03  
Telephone: 514-398-2351

Inquiries concerning CESL 299, CESL 300, CESL 400, CESL 640, and CESL 650 should be directed to:

Prof. Carolyn Samuel  
Email: [carolyn.samuel@mcgill.ca](mailto:carolyn.samuel@mcgill.ca)  
McLennan-Redpath Library  
Redpath Main, Room #02F  
Telephone: 514-398-1712

Inquiries concerning CCOM 206, CEAP 250, CESL 500, and CESL 690 should be directed to:

Prof. Robert Myles  
Email: [robert.myles@mcgill.ca](mailto:robert.myles@mcgill.ca)  
McLennan-Redpath Library  
Redpath Main, Room #02D  
Telephone: 514-398-3320

Administrative inquiries should be directed to [mwc@mcgill.ca](mailto:mwc@mcgill.ca)

Revision, January 2013. End of revision. Rec shTj 0 0 1 172.52931m254 T1Tf(Re )TStudj 0 0 1 183.1.2 60254 T1Tf(Reynd CE)Tse

can be booked for use. Wireless access is available throughout the library and all libraries have card-operated printing and copying facilities. Special facilities are available for vision- and hearing-impaired users. Laptops and e-readers are available for loan.

You can use special library services such as the Electronic Data Resources Service, which supports empirical and statistical research. Unique scholarly materials from the Rare Books and Special Collections are being digitized and these are being submitted electronically to the Electronic Journals Collection in each branch library. Each branch library includes copies of textbooks and high-demand items on course reading lists. You can borrow materials from any library and return them anywhere across the system. If you need material owned by McGill University Library our Interlibrary Loan & Document Delivery Service will source it for you and pickup is available at any branch.

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## 15 Resources for Study and Research: University Archives

The McGill University Archives (MUA) acquires, preserves, and makes available to researchers (including students) more than 5,000 metres of records dating from 1797 to the present. These records document McGill University faculty, research, alumni, and student organizations, and certain Montreal-based organizations. Archived media include textual records, photographs, audio-tapes, film, video, plans, and university publications, and artifacts.

The MUA acquires private records to support University research goals and manages the University's corporate memory and information assets through its records management program. This program regulates the flow of administrative records and protects vital evidence of University functions and activities according to Quebec archives and records legislation.

The MUA Reading Room is open Monday to Friday from 9:00 a.m. to 12:30 p.m. and from 1:45 p.m. to 4:45 p.m. However, appointments are recommended. The MUA website features virtual exhibitions, tools to search the MUA holdings, and a large bank of digitized images.

McGill University Archives  
McLennan Library Building 8<sup>th</sup> Floor, Room 17B  
Telephone: 514-398-3772  
Fax: 514-398-8456  
Email: [refdesk.archives@mcgill.ca](mailto:refdesk.archives@mcgill.ca)  
Website: [www.archives.mcgill.ca](http://www.archives.mcgill.ca)

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## 16 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 education, and public 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 seacoast of eastern Quebec, the oldest land plants, a 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, and Africa.

859 Sherbrooke Street West  
Telephone: 514-398-4086  
Email: [redpath.museum@mcgill.ca](mailto:redpath.museum@mcgill.ca)  
Website: [www.mcgill.ca/redpath](http://www.mcgill.ca/redpath)

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## 17 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 world's largest Notman Photographs Archives, which contain over one million historical photographs and form a unique pictorial record of Canada from pre-Confederation to the present. The McCord also houses paintings by renowned



Since then the University has continued to grow vigorously. In 1884, the first women students were admitted and in 1899 the Victoria College was opened, a gift of Lord Strathcona, to provide separate teaching and residential facilities for women students. Gradually, however, classes for men and women were merged.

In 1905 Sir William Macdonald established Macdonald College at Sainte-Anne-de-Bellefleur, as a residential college for Agriculture, Household Science, and the School for Teachers. Those components have

from amongst those nominated by its membership committee; three are elected by the Association; two are elected by Senate from amongst its members; two are elected by the full-time administrative and support staff from amongst its members; one elected by the full-time academic staff and two elected by students from amongst the student body. The Board elects the Chancellor of the University and also, from amongst its members, a chair to preside at its meetings, who may also be the Chancellor. The Chancellor and the Principal are ex officio members.

The Chancellor is presiding officer of Convocation and of joint sessions of the Board of Governors and the Senate.

The Chair of the Board of Governors is President of the Royal Institution for the Advancement of Learning.

The Principal and Vice-Chancellor is the chief executive officer of the University, appointed by the Board of Governors after consultation with a Statutory Committee to Nominate a Principal. The Principal is, ex officio, Chair of Senate.

The Senate is the highest academic authority of the University and has control over admission, courses of study, discipline, and degrees. The regulations of Senate are executed by the various faculties and schools, which also carry primary responsibility for the education of the University.

## 20.4 Recognition of Degrees

The Royal Institution for the Advancement of Learning (McGill University) is a publicly funded institution and holds a Royal Charter dated 1821 (amended in 1852) as well as being incorporated under the law of the Province of Quebec.

McGill University was a founding member of the organization that evolved into the current Association of Universities and Colleges of Canada (A.U.C.C.) in which it remains very active. In addition, McGill University is a member of the American Association of Universities (A.A.U.). It is also a member of the Association of Commonwealth Universities and the International Association of Universities. Its undergraduate, professional, and graduate degrees, including doctorates in a full range of disciplines, have been recognized by educational government, and private organizations worldwide for decades.

All of McGill's degree programs are approved by the Government of Quebec and the Conférence des recteurs et des principaux des universités du Québec (CREPUQ).

## 20.5 Governance: Board of Governors

### 20.5.1 The Visitor

The Visitor

His Excellency The Right Honourable David L. Johnston

The Governor General of Canada

### 20.5.2 Board of Governors

Board of Governors

Chair



**Members**

Kenneth Hastings; B.A., Ph.D.(McG.)  
 Bryan Haynes; B.A., LL.B.(McG.)  
 Juliet Johnson; A.B.(Stan.), M.A., Ph.D.(Princ.)  
 David Kalant; B.Sc.(McG.), Ph.D.(C'ndia)  
 Samuel Minzberg; LL.B.(McG.)  
 Cynthia Price; B.Com.(McG.)  
 Martine Turcotte; B.C.L./LL.B.(McG.), M.B.A.(London Business School)  
 Thierry Vandal; B.Eng., M.B.A.(Mont)  
 Ann Vroom; B.A.(McG.)  
 Edith A. Zorychta; B.Sc.(St. FX), M.Sc., Ph.D.(McG.)  
 TBA  
 TBA

**Revision, January 2013. End of revision.**

**20.5.2.2 Student Representatives****Student Representatives**

Students Society of McGill (1)  
 Post-Graduate Students Society of McGill (1)  
 Observes  
 McGill Association of Continuing Education Students (1)  
 Macdonald Campus Students Society (1)

**20.6 Governance: Members of Senate****20.6.1 Ex-officio****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 Studies  
 The Dean of Graduate and Postdoctoral Studies  
 The Dean of Students  
 The Dean/Director of Libraries

**20.6.2 Elected Members****Elected Members**

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

## Elected Members

Student Members (19)

## 20.7 Administration

Revision, January 2013. Start of revision.

### Administration

|  |   |
|--|---|
| H. Arnold Steinberg; C.M., B.Com.(McG.), M.B.A.(Harv), LL.D.(McG.)                     | Chancellor  |
| Heather Munroe-Blum; O.C., O.Q., B.A., B.S.(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 Masse; B.A.(York), M.A.(R. Roads)   | University Registrar and Executive Director of Enrolment Services                                       |
| Jana Luler; B.A.(Guelph), B.Ed., M.Ed.(UfL)  | Executive Director of Services for Students   |
| Nathalie M. Cooke; B.A. (Qu.), B.Ed., M.A.(Tr.), M.A. (C'neil), Ph.D.(Tr.)             | Associate Povost (Academic Staff & Priority Initiati ves)   |
| Jan Jørgensen; B.A., M.A.(N. Carolina), Ph.D.(McG.)                                    | Associate Povost (Faculty Affairs & Resource Allocation)  |
| Lydia White; B.A., M.A.(Camb), Ph.D.(McG.)   | Associate Povost (Policies, Procedures & Equity)  |
| Martin Kreiswirth; B.A.(Hamilton), M.A.(Chic.), Ph.D.(UfL)                             | Associate Povost (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 Strople; B.A.(Dal.), M.A.(York)  | Secretary-General   |
| Michael Di Grappa; B.A.(C'odia), M.P.A.(Col.), M.A.(Harv Business School)              | Vice-Principal (Administration & Finance)   |
| Lynne B. Gerai; B.A.(Codia)  | Associate Vice-Principal (Human Resources)  |
| Robert Couvrette; B.Sc.(École Polytechnique, HEC), MPM(UQAM)                           | Associate Vice-Principal (University Services)  |
| Marc Weinstein; B.A., B.C.L., LL.B.(McG.)  | Vice-Principal (Development & Alumni Relations)   |
| David Eidelman; M.D., C.M.(McG.), FRCPC, FACP  | Vice-Principal (Health Affairs) and Dean (Faculty of Medicine)  |
| Sam Benayza; 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)   |
| Rima Rozen; B.Sc., Ph.D.(McG.)   | Associate Vice-Principal (Research & International Relations)   |
| Sarah Stroud; B.A.(Harv) Ph.D.(Princ.)   | Associate Vice-Principal (Research & International Relations)   |
| Olivier Marcil; B.A.(She), M.A.(Montr)   | Vice-Principal (External Relations)   |

Revision, January 2013. End of revision.

### 20.7.1 Deans, Directors of Schools and Libraries

#### 20.7.1.1 Deans

##### 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                                  |

## Deans

|  |                                 |
|--|---------------------------------|
| Paul J.Allison; B.D.S., FD.S.R.C.S., M.Sc.(Lond.), Ph.D.(McG.) | Dentistry                       |
| Hélène Perrault; B.Sc.(C'dia), M.Sc., Ph.D.(Montr)             | Education                       |
| Andrew Kirk; B.Sc.(Brist.), Ph.D.(Lond.) (Interim)             | Engineering                     |
| Martin Kreiswirth; B.A.(Hamilton), M.A.(Chic.), Ph.D.(Pr.)     | Graduate & Postdoctoral Studies |
| Daniel Jutras; LL.B.(Mont), LL.M.(Harv)                        | Law                             |
| Colleen Cook; B.A., M.L.S., M.A., Ph.D.(Texas)                 | Libraries                       |
| Peter Todd; B.Com.(McG.), Ph.D.(BCol.)                         | Management                      |
| David Eidelman; M.D., C.M.(McG.), FRCPC, ACP                   | Medicine                        |
| Sean Ferguson; B.Mus.(Alta.), M.Mus., D.Mus.(McG.)             | 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.(Pr.)                    | Science                         |
| <b>Revision, December 2012. Start of revision.</b>             |                                 |
| Andre Coustopoulos; B.A.(McG.), M.A.(Montr) Ph.D.(Oulu)        | Dean of Students                |
| <b>Revision, December 2012. End of revision.</b>               |                                 |

### 20.7.1.2 Directors of Schools

#### Directors of Schools

|  |                                    |
|--|------------------------------------|
| Annamarie Adams; B.A.(McG.), M.Arch., Ph.D.(Calif., Berk.) | Architecture                       |
| Marc Pell; B.A.(Ott.), M.Sc., Ph.D.(McG.)                  | Communication Sciences & Disorders |
| Gregory Dudek; B.Sc.(Qu.), M.Sc., Ph.D.(Pr.)               | Computer Science                   |
|  | Dietetics & Human Nutrition        |

Vice President Clubs and Services: [clubs@ssmu.mcgill.ca](mailto:clubs@ssmu.mcgill.ca)  
 Vice President Internal Affairs: [internal@ssmu.mcgill.ca](mailto:internal@ssmu.mcgill.ca)  
 Vice President External Affairs: [external@ssmu.mcgill.ca](mailto:external@ssmu.mcgill.ca)  
 Vice President Finance and Operations: [operations@ssmu.mcgill.ca](mailto:operations@ssmu.mcgill.ca)  
 Vice President University Affairs: [ua@ssmu.mcgill.ca](mailto:ua@ssmu.mcgill.ca)

Or visit the website at [www.ssmu.mcgill.ca](http://www.ssmu.mcgill.ca)

Welcome to McGill and we look forward to representing your interests.

## 21 About Summer Studies

Looking to expand your knowledge base, take some courses before university starts, or make up a few credits? McGill offers a wide array of condensed summer courses on our campuses designed for current students, visiting students, international students and university transfers.

Studying at McGill during the summer allows you to take advantage of everything Montreal has to offer. McGill is right in the heart of one of North America's most appealing and cosmopolitan cities. Montreal is a lively, sophisticated, fun, and affordable city. As an English-language university, McGill is perfectly situated to offer you many opportunities to explore the French language and Quebec culture.

## 22 Key Dates, Summer 2013

These dates are a general guideline. See [mcgill.ca/importantdates](http://mcgill.ca/importantdates) for a complete list. Check [Class Schedule](#) for the precise dates of your course.

| Agricultural & Environmental Sciences, Arts, Education, Engineering, Music, Religious Studies, and Science |   |                                 |                  |
|--|---|---------------------------------|------------------|
|  | Day Courses   |                                 |                  |
| Registration opens for:  | May Section   | June Section                    | July Section     |
| U3 and U4 McGill students (including U3 and U4 readmitted students)  | Tuesday March 5   | Tuesday March 5                 | Tuesday March 5  |
| U2 and U1 McGill students (including U2 and U1 readmitted students) and all Special Visiting Students      | Thursday March 7  | Thursday March 7                | Thursday March 7 |
| 1st day of classes and last day to register without penalty  | Wednesday May 1   | Tuesday June 4                  | Monday July 8    |
| Last day to add/drop a course (with refund)*   |   | 4th SCHEDULED CLASS             |                  |
|  | * The add/drop deadline might differ for intensive courses; please consult the course description for details.    |                                 |                  |
| Last day to withdraw from a course (no refund)**   |   | 8th SCHEDULED CLASS             |                  |
|  | ** The withdrawal deadline might differ for intensive courses; please consult the course description for details. |                                 |                  |
| Statutory Holidays (no classes)  | Monday May 20   | Monday June 24<br>Monday July 1 |                  |
| EXAMINATIONS   |   |                                 |                  |
| 3-credit courses   | Friday, May 31 &<br>Monday, June 3  | Friday, July 5                  | Monday, August 5 |
| 6-credit courses   | Friday, July 5  | Monday August 5                 |                  |
| Management   |   |                                 |                  |
|  | Day and Evening Courses   |                                 |                  |
| Registration opens for:  | May Section   | July Section                    |                  |

Management

Tuesday March 5

Tuesday March 5

Management courses restricted to McGill U3 students in  
B.Com.; Minors in Management Technological  
Entrepreneurship, Construction Engineering and  
Management; B.A. Joint Honours Economics and Finance;  
B.A. Joint Honours Economics and Accounting; B.A.  
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## 24 How to Reach Us

### GENERAL INFORMATION

McGill Summer Studies  
688 Sherbrooke Street West, Suite 1029 (corner of University Street)  
Montreal, Quebec H3A 3R1  
CANADA  
Telephone: 514-398-5212  
Fax: 514-398-5224  
Email: [summestudies@mcgill.ca](mailto:summestudies@mcgill.ca)  
Web: [www.mcgill.ca/summer](http://www.mcgill.ca/summer)  
Office Hours: Monday Friday: 09:00-17:00

### TO INQUIRE ABOUT THE STATUS OF YOUR REGISTRATION TO SUMMER STUDIES:

Faculties of Arts, Education, Music, Religious Studies, Science:

Enrolment Services  
Service Point  
3415 McAvish Street  
Montreal, Quebec H3A 0C8  
CANADA  
Telephone: 514-398-7878  
Fax: 514-398-8301  
Email: [registration@mcgill.ca](mailto:registration@mcgill.ca)  
Office hours for Enrolment Services can be found at [www.mcgill.ca/students/servicepoint](http://www.mcgill.ca/students/servicepoint)

Faculty of Agricultural & Environmental Sciences:

Macdonald Campus Student Affairs Office  
Laird Hall, Room 106  
21,111 Lakeshore Road  
Sainte-Anne-de-Bellefleur, Quebec H9X 3V9  
CANADA  
Telephone: 514-398-7925  
Fax: 514-398-7968  
Email: [studentinfo.macdonald@mcgill.ca](mailto:studentinfo.macdonald@mcgill.ca)  
Web: [www.mcgill.ca/macdonald](http://www.mcgill.ca/macdonald)  
Office hours and directions to the Student Affairs Office can be found at [www.mcgill.ca/macdonald/studentinfo/sao](http://www.mcgill.ca/macdonald/studentinfo/sao)

### FOR ACADEMIC INQUIRIES ABOUT A SPECIFIC SUMMER COURSE:

For academic information (prerequisites, placement test, departmental approval) regarding a specific course, please contact the department or unit offering the course. The name of the department or unit can be found under the course title and a list of contact information is available in [section 26 Departmental Contact Information](#). The following website also lists all Faculties, Schools, and Departments at the University: [www.mcgill.ca/index/academic](http://www.mcgill.ca/index/academic)



N.B.: Offices will be closed and there will be no classes on May 20, June 24, and July 1, 2013.

MINERVA HELPLINE: 514-398-7878

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## 25 How to Register for Summer Studies

How do I register for a course at McGill University during the Summer?

### 1. McGill Students:

Register online using your MINERVA student account in March. Please refer to the [www.mcgill.ca/summer/dates](http://www.mcgill.ca/summer/dates) website for specific registration dates:

## 2. Non-McGill Students:

Complete the Summer Registration Package and be sure to include all necessary Supporting Legal Documentation Once you have obtained your McGill ID number, you must register online in March using your WE MINERVA student account.

To submit your Summer Registration Package, please visit [www.mcgill.ca/summer/applying](http://www.mcgill.ca/summer/applying) and select the category that best applies to you.

Should you require assistance, please contact the Summer Studies Office at 514-398-5212 or by [summerstudies@mcgill.ca](mailto:summerstudies@mcgill.ca)

For information regarding the status of your Summer Registration, please contact Enrolment Services at 514-398-7878.

## 26 Departmental Contact Information

### Departmental Contact Information

#### Faculty of Agricultural and Environmental Sciences

[Dietetics & Human Nutrition](#)  
514-398-7840

[Food Science & Agricultural Chemistry](#)  
514-398-7898

[Plant Science](#)  
514-398-7851

#### Faculty of Arts

[Anthropology](#)  
514-398-2953

[Art History & Communication Studies](#)  
514-398-1828

[EastAsian Studies](#)  
514-398-6742

[Economics](#)  
514-398-3030

[English](#)  
514-398-6550

[French Language Centre](#)  
514-398-4172

[French Language & Literature](#)  
514-398-6883

[History & Classical Studies](#)  
514-398-3975

[International Development Studies](#)  
514-398-4804

[Islamic Studies](#)  
514-398-6077

[Languages, Literatures, & Cultures](#)  
(formerly German, Hispanic, Italian, and Russian & CIS Studies)  
514-398-3650

[Linguistics](#)  
514-398-4222

#### Faculty of Education

[Integrated Studies in Education](#)  
514-398-4527

[Kinesiology & Physical Education](#)  
514-398-4184 x0302

[Educational & Counselling Psychology](#)  
514-398-4241

#### Faculty of Engineering

[Architecture](#)  
514-398-6700

[Biomedical Engineering](#)  
514-398-2866

[Chemical Engineering](#)  
514-398-4494

[Civil Engineering & Applied Mechanics](#)  
514-398-6345

[Electrical & Computer Engineering](#)  
514-398-3943

[General Engineering](#)  
514-398-7257

[Mechanical Engineering](#)  
514-398-8070

[Mining & Materials Engineering](#)  
Mining: 514-398-2215  
Materials: 514-398-1040

#### Desautels Faculty of Management

[BCom Office](#)  
514-398-4068

#### Schulich School of Music

[Music Research](#)  
514-398-4540

#### Faculty of Religious Studies

[Religious Studies](#)

## Departmental Contact Information

### Music

514-398-4535

514-398-4121

Faculty of Science

### Philosophy

514-398-6060

### Biology

514-398-7045

### Political Science

514-398-4800

### Chemistry

514-398-6999

### Quebec Studies

514-398-3960

### Computer Science

514-398-7071

### Social Work

514-398-7070

### Earth & Planetary Sciences

514-398-6767

### Sociology

514-398-6848

### Geography

514-398-4111

School of Continuing Studies

### School of Continuing Studies

514-398-6200

### Mathematics & Statistics

514-398-3800

### Physics

514-398-6477

### Psychology

514-398-6100

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## 27 Faculty of Agricultural and Environmental Sciences

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### 27.1 Barbados Interdisciplinary Tropical Studies Field Semester

Website: [www.mcgill.ca/bits](http://www.mcgill.ca/bits)

The Barbados Interdisciplinary Tropical Studies (BITS) Field Semester is led jointly by McGill University and the University of the West Indies (UWI). It is an activity-led, hands-on experience for students with an interest in international studies with a Caribbean focus. The focus is on sustainable agri-food and energy production and nutrition on a tropical coral island with a tourist-based economy, offered annually (in the summer). It consists of 2-hour orientation sessions conducted on the McGill campus, followed by three 3-credit and one 6-credit project course at Bellairs Research Institute in Barbados. This is a 10-week program for students with a 10-credit load.



It is a time of development, expansion, innovation, and renewal. A McGill Arts education is an opportunity to explore the rich diversity of human endeavor and creative expression.

It is a chance to develop linguistic, critical, and analytical skills that will allow you to approach a question or issue from a variety of perspectives, to respond effectively to new developments, and to adapt to changing circumstances. These skills are highly sought after in a broad range of professional, academic, cultural, service, and business environments.

(May 6 May 31, 2013, taught in English by Richard Schulz. Topic for Summer 2013: Media Relation in the Age of the Internet.)

POLI 359 TOPICS IN INTERNATIONAL POLITICS 1 (3 credits)

(July 1 July 26, 2013, taught in English by Antonia Maioni. Topic for Summer 2013: Rise and Decline of the Italian City-State.)

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### **28.3 French Language Centre**

Students registering for courses offered by the French Language Centre, please also see Programs, Courses and Univ

Programs and courses offered by the School of Continuing Studies are developed in collaboration with McGill faculties. Representatives of the business and cultural communities as well as faculty members and students, serve on advisory committees that oversee each program area. Programs offered include:

- Career development: The School offers a wide range of certificate and diploma programs in the fields of management, education, and languages and translation, as well as courses and seminars designed for practising professionals abreast of current developments.
- General interest courses: These courses are designed for those who wish to pursue an interest or develop a new understanding.

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## 29.1 Undergraduate Programs

Whether you want to acquire new job-related skills, boost your credentials, or begin down a brand new career path, Career and Professional Development can help you achieve your goals. We have highly qualified instructors, real-life professional focus, and various undergraduate-level certificate programs and courses that can expand your current skill set or get you to the next stage in your career.

### 29.1.1 Business and Professional Programs (Undergraduate)

The following business and professional programs are found in the School of Continuing Studies, Courses and University Regulations publication under Areas of Study - Career and Professional Development (available at [www.mcgill.ca/study/2012-2013](http://www.mcgill.ca/study/2012-2013))

- : [Certificate in Accounting](#)
- : [Certificate in Applied Finance](#)
- : [Certificate in Entrepreneurship](#)

- : Certificate of Proficiency French for Professional Communication (30 credits)
- : Intensive English Program: Certificate of Proficiency in English Language and Culture
- : Intensive French Program: Certificate of Proficiency in French Language and Culture
- : Graduate Certificate in Professional Communication Spanish (18 credits)

The follo

## Diploma Programs

The following business and professional programs are found in the School of Continuing Studies, Courses and University Regulations publication under Areas of Study - Career and Professional Development (available at [www.mcgill.ca/study/2012-2013](http://www.mcgill.ca/study/2012-2013))

- : [Diploma in Accounting](#)
- : [Diploma in Applied Finance](#)
- : [Diploma in Human Resources Management](#)
- : [Diploma in Internet Business Technology](#)
- : [Diploma in Management](#)

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**30 Desautels Faculty of Management**

For the most up-to-date information concerning Summer courses, please consult the

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## **32 Faculty of Science**

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### **32.1 Off-Campus Field Courses**

The Department of Biology offers students the opportunity to put theory into practice through off-campus field courses during the Summer term.

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### **32.2 Biology**

BIOL 240 MONTEREGIAN FLORA (3 credits)

BIOL 335 MARINE MAMMALS (3 credits)

BIOL 573 VERTEBRATE PALAEOONTOLOGY FIELD COURSE (3 credits)

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### **32.3 Earth & Planetary Sciences**

EPSC 231 FIELD SCHOOL 1 (3 credits)

EPSC 341 FIELD SCHOOL 3 (3 credits)

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### **32.4 Geography**

GEOG 495 FIELD STUDIES PHYSICAL GEOGRAPHY (3 credits)

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