



University Regulations and Resources (School
of Continuing Studies)

Programs, Courses and University Regulations

2017-2018

This PDF excerpt of *Programs, Courses and University Regulations* is an archived snapshot of the web content on the date that appears in the footer of the PDF.

Archival copies are available at www.mcgill.ca/study.

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

1 . McGill University reserves the right to mak

Publication Information

Published by

Enrolment Services

McGill University
3415 McTavish Street
Montreal, Quebec, H3A 0C8
Canada

All contents copyright © 2017 by McGill University. All rights reserved, including the right to reproduce this publication, or portions thereof, in any form.

McGill University reserves the right to make changes to the information contained in this publication - including correcting errors, altering fees, schedules of admission and credit requirements, and revising or cancelling particular courses or programs - without prior notification.

Not all courses are offered every year and changes can be made after publication. Always check the Minerva Class Schedule link at https://horizon.mcgill.ca/pban1/bwckschd.p_disp_dyn_sched for the most up-to-date information on whether a course is offered.

-
- 4.6.3 Deferred Admission, Degree Transfers, Break in Enrolment, page 33
 - 4.6.4 Deferred Fee Payment for Continuing Studies Students, page 33
 - 4.6.5 Fees for Students in Two Programs, page 34
 - 4.6.6 Other Policies Related to Fees: Quebec Inter-University Transfer Agreements, page 34
 - 4.7 Loans and Bursaries for Continuing Studies Students, page 34
 - 4.8 Corporate Tax Benefits for Continuing Studies Students, page 34
 - 4.9 Tax Slips for Continuing Studies Students, page 34
 - 5 Student Records, page 34
 - 5.1 Academic Standing, page 34
 - 5.1.1 Academic Standing: Desautels Faculty of Management, page 35
 - 5.1.2 Academic Standing: Faculty of Agricultural and Environmental Sciences, page 35
 - 5.1.3 Academic Standing: Faculties of Arts and Science (including B.A. & Sc.), page 35
 - 5.1.3.1 Satisfactory/Interim Satisfactory Standing: Faculties of Arts and Science (including B.A. & Sc.), page 35
 - 5.1.3.2 Probationary/Interim Probationary Standing: Faculties of Arts and Science (including B.A. & Sc.), page 35
 - 5.1.3.3 Unsatisfactory Readmitted Standing: Faculties of Arts and Science (including B.A. & Sc.), page 36
 - 5.1.3.4 Unsatisfactory/Interim Unsatisfactory Standing: Faculties of Arts and Science (including B.A. & Sc.), page 36
 - 5.1.3.5 Incomplete Standings: Faculties of Arts and Science (including B.A. & Sc.), page 36
 - 5.1.4 Academic Standing: Faculty of Education, page 37
 - 5.1.5 Academic Standing: Faculty of Engineering, page 37
 - 5.1.5.1 Satisfactory Standing: Faculty of Engineering, page 37
 - 5.1.5.2 Probationary Standing: Faculty of Engineering, page 37
 - 5.1.5.3 Unsatisfactory Standing: Faculty of Engineering, page 37
 - 5.1.6 Academic Standing: Faculty of Law, page 38
 - 5.1.7 Academic Standing: School of Continuing Studies, page 38
 - 5.1.8 Academic Standing: Schulich School of Music, page 38
 - 5.2 Credit System, page 38
 - 5.2.1 Continuing Education Units (CE units), page 39
 - 5.3 Grading and Grade Point Averages (GPA) for Continuing Studies, page 39
 - 5.3.1 Other Grades for Continuing Studies, page 40
 - 5.4 Transcript of Academic Record, page 41
 - 5.4.1 Transcript of Academic Record: General Information, page 41
 - 5.4.2 Unofficial Transcripts, page 41
 - 5.4.3 Verification of Student Records: Unofficial Transcripts, page 41
 - 5.4.4 Official Transcripts, page 41
 - 5.4.5 Course Numbering on the Transcript, page 42
 - 5.5 Unexcused Absences for Continuing Studies Students, page 42
 - 5.6 Incomplete Courses for Continuing Studies, page 42
 - 5.7 Non-Evaluated Work for Continuing Studies Students, page 42
 - 5.8 Changes to Student Records after Normal Deadlines, page 43
 - 5.8.1 Student Record Changes, page 43

- 5.8.2 Registrar Deadlines, page 43
- 5.8.3 Before Registrar Deadlines, page 43
- 5.8.4 After Registrar Deadlines, page 43
- 5.8.5 Fee Assessment Consequences, page 43
- 5.8.6 Student's Citizenship and/or Immigration or Fee Exemption Status, page 43
- 5.9 Letters of Attestation for Continuing Studies Students, page 43
- 6 Examinations: General Information, page 44
 - 6.1 Class Tests, page 44
 - 6.2 Examination Facilities for Students with Disabilities, page 44
 - 6.3 Credit by Examination, page 45
 - 6.4 Final Examinations, page 45
 - 6.4.1 University Regulations Concerning Final Examinations for Continuing Studies Students, page 45
 - 6.4.2 Deferred Examinations for Continuing Studies Students, page 46
 - 6.4.3 Examination Conflicts for Continuing Studies Students, page 46
 - 6.4.4 Supplemental Examinations, page 46
 - 6.4.5 Reassessment and Reread Policy for Continuing Studies Students, page 47
 - 6.4.5.1 Reassessment of an Assignment or a Mid-term by the Instructor, page 48
 - 6.4.5.2 Reread of an Assignment or a Mid-term Exam by a Third Party, page 48
 - 6.4.5.3 Reread of a Final Exam by a Third Party, page 48
 - 6.4.5.4 Mark Verification, page 49
 - 6.5 Examinations: Invigilation (Exams from Other Universities), page 49
 - 6.5.1 Contact Information, page 49
- 7 Graduation, page 49
 - 7.1 Apply to Graduate, page 49
 - 7.1.1 Deadlines, page 50
 - 7.2 Graduation Approval Query, page 50

-
- 13.5.2.1 Members, page 65
 - 13.5.2.2 Student Representatives, page 65
 - 13.6 Governance: Members of Senate, page 65
 - 13.6.1 Ex-officio, page 65
 - 13.6.2 Elected Members, page 66
 - 13.7 Administration, page 66
 - 13.7.1 Deans, Directors of Schools and Libraries, page 67
 - 13.7.1.1 Deans, page 67
 - 13.7.1.2 Directors of Schools, page 67
 - 13.8 Student Governance: McGill Association of Continuing Education Students (MACES), page 67

1 General Policies and Information

Students must inform themselves of University rules and regulations and keep abreast of any changes that may occur. The *General Policies and Information* section of this publication contains important details required by students during their studies at McGill and should be periodically consulted, along with other sections and related publications.

1.1 Authorization, Acknowledgment, and Consent

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

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

1.2 Student Rights and Responsibilities

The *Handbook on Student Rights and Responsibilities* is produced jointly by the Office of the Dean of Students and the University Secretariat. It contains regulations and policies governing your rights and responsibilities as a student at McGill, and is available to you electronically at www.mcgill.ca/secretariat/policies/students.

To find out more about this topic, see: www.mcgill.ca/students/srr.

1.3 Language Policy

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

If you need to improve your English skills, you should take an intensive course in English as a second language before or at the start of your studies. Information concerning second language course offerings can be found through the School of Continuing Studies at www.mcgill.ca/continuingstudies/programs-and-courses/languages and the *French Language Centre* at www.mcgill.ca/flc, and in *Summer Studies* and *Continuing Studies*. There are special language requirements for Faculty of Education students; see *Faculty of Education*.

Note for Continuing Studies: For English language programs, see [Continuing Studies > Areas of Study > Languages > : English Language Programs](#)

1.4 Academic Integrity

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

Responses on multiple-choice exams are normally checked by the Exam Security Computer Monitoring program. The program detects pairs of students with unusually similar answer patterns on multiple-choice exams. Data generated by this program can be used as admissible evidence in an investigation of cheating under Article 16 of the *Code of Student Conduct and Disciplinary Procedures*.

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



Note: Effective Fall 2013, all newly-admitted undergraduate students must complete a **mandatory online academic integrity tutorial** accessed through myCourses. For more information, see www.mcgill.ca/students/srr/honest/students/test.



Note for Graduate and Postdoctoral Studies: Since Spring 2011, graduate students must complete a **mandatory online academic integrity tutorial** accessed through myCourses. All newly-admitted graduate students must complete the tutorial within their first semester or a “hold” will be placed on their record. For more information, see www.mcgill.ca/students/srr/honest/students/test.

1.5 University Student Assessment Policy

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

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

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

1.6 Policy Concerning Access to Records

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

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

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

Registered students may oppose the release of certain Personal Information by completing an [Opposition Form](#) at the Enrolment Services Office or at the Student Affairs Office (Macdonald Campus).

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

At the time of application, you would also be asked

- students and alumni of the University who have volunteered to speak with students for the purpose of facilitating their integration to the University;
- other universities and colleges, at the discretion of the University, if any information connected to your application is determined to be false and misleading, concealed or withheld, contains evidence of academic dishonesty or inappropriate conduct;
- regulatory authorities, la

- Personal objectives, such as travel or time off, and financial matters are not grounds for a leave of absence.
- Normally, a student shall be in Satisfactory Standing when requesting a leave of absence; exceptions may apply and will be determined by the faculty and, if applicable, the professional program.
- Since students on a leave of absence pay no fees, the Student Services are not available; however, an opt-in option is available at the usual rate.
- Students who are eligible for scholarship renewal will not have scholarship monies transferred to their account while they are on leave of absence but will maintain eligibility for renewal upon registration in subsequent terms.
- Terms and conditions vary among loan and bursary providers; student consultation with an adviser in Scholarships and Student Aid is recommended.
- Professional programs may impose constraints to application of the undergraduate leave of absence policy due to accreditation requirements or placement limitations.
- International students are advised to contact *International Student Services* (ISS) regarding individual circumstances.



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



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

If you need to take a leave of absence because of pregnancy or because you need to care for a dependant, please consult [section 1.9.4: Guidelines for the Academic Accommodation of Pregnant Students and Students Caring for Dependants](#).

1.8 Information Technology (IT) Resources

McGill University offers a variety of Information Technology resources open to students, faculty, staff, and other members of the McGill community. Please see [section 11: Information Technology \(IT\) Services](#) and visit [IT Services > Getting Started > Students](#) for further details.

1.8.1 Responsible Use of McGill Information Technology Resources

When using all McGill IT services, whether hosted on premises, by an external supplier, or in the cloud, you must comply with the *Policy on the Responsible Use of McGill Information Technology Resources*. You can find this policy in the listing of *University Policies, Procedures and Guidelines* under *Information Technology*, at www.mcgill.ca/secretariat/policies/informationtechnology.



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

1.8.2 Use of Cloud Services

Your usage of cloud services, whether provided by McGill or self-acquired as a consumer service, must respect the *Cloud Data Directive*. The *Cloud Data Directive* is also available at www.mcgill.ca/secretariat/policies/informationtechnology.

1.8.3 Email Communication

All students are assigned a McGill Email Address (usually in the form of *firstname.lastname@mail.mcgill.ca*) and are given a McGill email mailbox. You can view your McGill Email Address and set your McGill Password on Minerva (www.mcgill.ca/minerva), under the *Personal Menu*.

Email sent to your McGill Email Address is an official means of communication between McGill University and its students. As with all official University communications, it is your responsibility to ensure you read and act upon University emails in a timely fashion. If you have another email account using an external service provider (such as Gmail, Hotmail, Yahoo, etc.), please see the [Options for dealing with multiple email services](#) Knowledge Base article and choose the most appropriate method for accessing your McGill email conveniently.

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. For more information on email for students, refer to www.mcgill.ca/it.



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.

1.8.4 Minerva

Minerva is McGill's web-based information system serving applicants, students, staff, and faculty. To access Minerva, go to www.mcgill.ca/minerva and log in. Once logged in, you can:

- Apply to McGill and view your application status
- View class schedules, including course descriptions and spaces available in course sections
- Register and make course changes
- Change your major or minor program (not all faculties)
- View your unofficial transcript and degree evaluation reports
- View your McGill login information to access the Internet and email
- View your Permanent Code, citizenship, and Quebec residency status and fee information
- Update personal information such as address, telephone number, and emergency contacts
- Update your preferred first name
- Submit an online course evaluation
- Submit an application to participate in an exchange program (not all faculties)
- Apply to graduate
- View graduation status and convocation details
- Order official transcripts
- Retrieve tax receipts

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

1.8.5 myMcGill

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

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

Systems that you can access through the portal are:

- Athletics
- Email
- FAMIS
- McGill home page (www.mcgill.ca)
- InfoEd
- Library
- Minerva
- myCourses
- myFuture
- myLab
- Visual Schedule Builder

To access myMcGill, click **Quick Links**, available at the top of any McGill web page, and then click myMcGill, or go to <https://mymcgill.mcgill.ca>. Sign in with your McGill Username and McGill Password.

1.9 Student Health & Insurance

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

1.9.1 Health Insurance ± International Students

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

By Senate regulation, all international students (full-time, part-time, half-time, Additional Session, Thesis Evaluation, Non-Thesis Extension, Special, Exchange, and Visiting) and their accompanying dependants must participate in the University's compulsory International Student Health Insurance Plan (IHI). The University 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 confirm your IHI contract **on Minerva under the International Student Health Insurance Coverage Form** and pick up an International Health Insurance card upon your arrival at McGill University from:

- **Downtown campus**
Service Point

3415 McTavish
Montreal QC H3A 0C8
Website: www.mcgill.ca/students/servicepoint

- **Macdonald campus**

Student Services
Centennial Centre, Suite CC1-124
21,111 Lakeshore Road
Ste. Anne de Bellevue QC H9X 3V9
Website: www.mcgill.ca/macdonald-studentservices

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

Students who meet certain criteria may be eligible for an *exemption*. **Exemption requests must be made on Minerva under the International Student Health Insurance Coverage Form.** Supporting documents for your exemption request should be scanned and emailed to [ISS](#), indicating in the body of the email your name, McGill ID number, and exemption request.

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

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

International Health Insurance

Telephone: 514-398-4349

Email: international.health@mcgill.ca

Website: www.mcgill.ca/internationalstudents/health



Note for Continuing Studies: If you are registered in the Intensive English and/or the Intensive French programs, you should contact the Client Services Office, School of Continuing Studies, at 514-398-6200 for information on health insurance.

1.9.2 Health Insurance ± Canadian Citizens and Permanent Residents

Canadians residing in Canada

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

Studentcare/Alliance pour la santé 0coe9 364.931d52 384.371 Tm(Tj/F2 8.1erning rates, cons2P)Tj1 0 0 1 258e.se 384.371 Tm(Tj/F2 8.1 0 1)Tj1 0 0 1 28l.2

studentcare.ca/rte/en/McGillUniversitygraduatestudentsPGSS_Home. Students without valid Canadian Medicare, please see [section 1.9.1: Health Insurance – International Students](#), or the **Canadians who have been residing outside of Canada** section above.

1.9.3 Special Medical Needs

If you have special medical needs, please book an appointment with Health Services to discuss how to manage your health while at McGill. Contact information for the **Downtown campus** is available at www.mcgill.ca/studenthealth/see-doctor, and for the **Macdonald campus** at www.mcgill.ca/macdonald-studentservices/feeling-sick.

If you anticipate encountering ongoing barriers in the academic or physical environment due to disability, injury, or illness, please consult with the [Office for Students with Disabilities](#) to determine an appropriate Individualized Accommodation Plan. Appropriate medical documentation may be required, and can be discussed with an Access Advisor. Academic Accommodation planning and support is available to students at the downtown campus, as well as the MacDonald campus and Continuing Studies students. Please refer to www.mcgill.ca/osd for more information, or to book an appointment.



Note for Medicine and Dentistry: In addition, see www.mcgill.ca/thewelloffice.

1.9.4 Guidelines for the Academic Accommodation of Pregnant Students and Students Caring for or Dependents

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

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

Wishing to provide an environment in which you may be able to continue in your program of study and fulfil your university commitments when faced with exceptional circumstances related to particular family commitments, these guidelines aim to set out how, and in what exceptional circumstances, you may request academic accommodation.

You can consult the guidelines at www.mcgill.ca/students/records/pregnant-students-and-dependants.

1.10 Non-Smoking Policy

Quebec law prohibits smoking in public b

2.2 Submitting Legal Documents

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

2.2.1 Why Does McGill Collect Legal Documents from You?

Your tuition status at McGill will vary depending on your legal status in Canada. In order for us to determine your appropriate rate of tuition (Quebec, Canadian out-of-province, or international), we require documentation confirming your current status. We also require these documents to confirm your valid citizenship/immigration status. To find out which documents you must provide—and when they are required—refer to: [section 2.2.2: What Documents Does McGill Need from You?](#)

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

You can consult your tuition and legal status (including your Permanent Code) on Minerva (www.mcgill.ca/minerva). Select *Student Menu > Student Accounts Menu > View your Tuition and Legal Status*.

Note for Medicine: Students admitted to the Faculty of Medicine will be required to provide additional documentation for the purposes of admission and registration. Details are provided in the application instructions. For more information, see [593.521 3orinatCC92.27 514.621 Tm\(.mcgill.ed of admiss/the y](#)

Menu > Accounts Menu > View your Tuition and Legal Status)

Proof of Canadian status is required: Canadian birth certificate; or Canadian citizenship card or certificate (both sides); or Certificate of Indian status card; or Makivik Society card; or v

[Minerva](#) account to verify (When your status is correct) Tj0 Tw1 0

What Document (Does McGill Need from You?) Tj b02 1 406.471 267.821 Tm (on) Tj 1 0 048 565.471 267.821 Yo ha

Canadian birth certificate; or Canadian citizenship card or certificate (both sides); or Certificate of Indian status card; or Makivik Society card; both sides of t

Canadian birth certificate; or Canadian citizenship card or certificate (both sides); or Certificate of Indian status card; or Makivik Society card; both sides of t

Attestation of Residency in Quebec Form (Note 5)
[Other supporting documents](#), depending on which situation you checked

International Students

You will be studying at McGill for less than six months (i.e., for only one

2.2.5.1 For the School of Continuing Studies

By Email:

legaldocuments.conted@mcgill.ca

In Person (appointment required) or By Mail/Courier:



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

2.4 Legal Name

For *Translation and Written Communication*, see [School of Continuing Studies](#) > *Areas of Study* > *Translation and Written Communication* > *About Translation and Written Communication Programs and Courses* > *Translation Programs* > : [Translation Programs: General Academic Requirements](#).

International Students

In addition to the above, international students should bring:

1. A completed Study Plan



Note: Once accepted into a program, School of Continuing Studies students will be provided with a Study Plan, outlining the appropriate sequence of courses which will enable them to complete their program within the time frame specified by the immigration authorities. For more information, please contact Client Services at 514-398-6200 or send an email to info.conted@mcgill.ca.

2. A Study Permit and Certificate of Acceptance of Quebec (CAQ), or other proof of immigration status (see [section 2.2.1: Why Does McGill Collect Legal Documents from You?](#))
3. Valid passport

Simply not attending classes or informing the instructor does not constitute an official withdrawal.

3.3.2.1 How to Change (Add/Drop/Withdraw) a Course

3.3.2.1.1 How to Add/Drop a Course

You can add or drop a course in one of two ways:

- Online using *Minerva* (*Registration Menu*)
- In person by completing a “Course Change Form” available at www.mcgill.ca/continuingstudies/current-students/registration/add-change-or-drop-course and bringing it to the Client Services Office

You can change sections, add, and drop courses only during the add/drop period. You will be charged a \$20 administrative fee for each course dropped. Refer to the *Important Dates Supplement* for specific add/drop dates. Courses dropped before and during the Late Registration and add/drop period will not show on your record.

3.3.2.1.2 How to Withdraw From a Course ± Grade of “W”

You can withdraw from a course in one of two ways:

-

3.3.3 Auditing of Courses

McGill does not permit auditing of courses.



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

3.4 Class Schedule

Class Schedule for the upcoming Fall and Winter terms normally becomes available in March prior to the opening of advising. The Summer term schedule

3.7 Quebec Inter -University Transfer Agreement

3.7.1 Quebec Inter -University Transfer Agreement: McGill Students

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

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

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

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

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

You must initiate an online Quebec Inter-University Transfer (IUT) application to request the required authorizations at www.mcgill.ca/students/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 any completed courses.



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



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



Note for Nursing: You must obtain the Ingram School of Nursing's permission to register at another Quebec university for three, or in some cases six, credits per term in addition to your registration at McGill. These courses, subject to the Ingram School of Nursing's 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 (i.e., courses taken at McGill) requirement of 60 credits at McGill in order to qualify for a McGill degree (you should check with the Ingram School of Nursing). This privilege will be granted if there are valid academic reasons. If you want to take advantage of this agreement, please see www.mcgill.ca/students/iut for information and application procedures. The final grades earned at the host university must meet the minimum requirements as set by the Ingram School of Nursing, i.e., a letter grade of 'C'.



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

3.7.2 Quebec Inter -University Transfer Agreement: Visiting IUT Students



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

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

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

In accordance with provincial government requirements, students must provide proof that the

SCS Career Advising & Transition Services (CATS) Fee

The School of Continuing Studies (SCS) has been offering workshops, individual sessions and networking events as part of its Career Advising and Transition Services to students registered in credit and non-credit courses. A portion of these services have, up to now, been funded through temporary means through the School. Further to a referendum in March 2016 conducted by the McGill Association of Continuing Education Students (MACES), a fee was approved to provide the financial support required to expand the services to include a job board, internships, mentorship and other special programs for targeted groups.

The fee is \$15.00 per term and is to be renewed every three years. It is non opt-outable and charged to all SCS students who are members of MACES and registered in credit and non-credit courses. Students will have access to CATS services as they become available, and up to one calendar year following graduation.

4.4.1 Administrative Charges

The University assesses a number of administrativ

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

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

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

4.6.1.1 Information for Registered Students

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

Brown Student Services Building
3600 rue McTavish, Room 3200
Montreal QC H3A 0G3
Telephone: 514-398-6013
Email: student.aid@mcgill.ca
Website: www.mcgill.ca/studentaid

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

4.6.1.2 Information for Students who are no Longer Registered

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

4.6.1.3 Cancelling Registration for Non-Payment of Previous Terms

In accordance with the fee policy stated in [section 4.6.1: Overdue Accounts](#), before the University cancels your current and subsequent term registration(s), the Student Accounts Office will make all reasonable efforts to notify you if your account is delinquent, or if you owe more than \$100 from the previous term. The cancellation is effective the last day of the add/drop period unless you settle the account or make payment arrangements with the University by then. If you pay or make payment arrangements with the Student Accounts Office after the add/drop deadline and you want the University to reinstate your registration for the current or subsequent term(s), you must complete the [Request for Reinstatement](#) form (available at www.mcgill.ca/student-accounts/forms) and submit it to the Student Accounts Office, which will forward it to Enrolment Services for approval and processing. Your fee account will be charged a Reinstatement Penalty for the processing of the re-enrolment; exact fee amounts and further details are available on the [Student Accounts](#) website.

4.6.2 Acceptance of Fees vs. Academic Standing

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

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

4.6.3 Deferred Admission, Degree Transfers, Break in Enrolment

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

Degree Transfers: International students who transfer to degrees in Computer Science, Engineering, Law, Management, or Science will be charged the tuition rate in effect for newly admitted students to those degrees in their term of transfer.

Break in Enrolment: International students in Computer Science, Engineering, Law, Management, or Science, who apply for readmission after an absence of four consecutive terms or more, will be charged the tuition rate in effect for newly admitted students in their term of readmission.

4.6.4 Deferred Fee Payment for Continuing Studies Students

Students with Sponsors

If your fees will be paid by an outside agency such as the Department of Veterans Affairs, CIDA, a foreign government, or your University department (i.e., teaching assistants or demonstrators), you must have written proof of this sponsorship. Your sponsor must confirm the conditions of their sponsorship in writing on company letterhead to the University. This allows the University to initiate a contract with your sponsor and effect the payment to your fee account. You need to notify the University at least one month before the beginning of the term in which the contract takes effect. For more information and the required forms, see www.mcgill.ca/student-accounts/parents-and-sponsors/third-party-sponsorship.

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

5.1.1 Academic Standing: Desautels Faculty of Management

BCom students, see [Desautels Faculty of Management](#) > Undergraduate > BCom Degree Requirements > : [Academic Standing](#).

5.1.2 Academic Standing: Faculty of Agricultural and Environmental Sciences

Agricultural and Environmental Sciences students, see [Faculty of Agricultural and Environmental Sciences](#) > Undergraduate > About the Faculty of Agricultural and Environmental Sciences, including School of Human Nutrition (Undergraduate) > Faculty Information and Regulations > : [Academic Standing](#).

Farm Management and Technology students, see [Faculty of Agricultural and Environmental Sciences](#)

- if you were previously in Unsatisfactory Readmitted Standing and have satisfied the relevant conditions specified in your letter of readmission, but your CGPA is still less than 2.00.

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

If you are in Unsatisfactory Readmitted Standing:

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

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

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

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

If you are in Unsatisfactory Standing:

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

You will be placed in Unsatisfactory Standing:

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

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

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

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

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



Note for students in the Concurrent B.Sc.-B.Ed. Program: If you receive an F or J in any Education Field Experience course, you are placed in Unsatisfactory Standing. Although you may complete your term, you are required to withdraw from the Concurrent Program. However, you may apply to transfer to a conventional B.Sc. program as outlined in [Faculty of Science > Undergraduate > Browsing Academic Units & Programs > Science or Mathematics for Teachers](#).

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

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

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

- you may register for the Fall term, but your Standing must be resolved by the end of the course change period for that term;
- you may continue in the program if Incomplete Standing changes to Satisfactory, Probationary, or Interim Unsatisfactory Standing;
- you may not continue in your program and your registration will be cancelled if your Standing changes to Unsatisfactory Standing.

If your Standing changes to Unsatisfactory:

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

Requests for readmission following an Unsatisf

OR

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

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

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

Students in Interim Unsatisfactory Standing after the Fall term:

You may continue with your studies under the following conditions:

- You must reduce your credit load to a maximum of 13 credits per term and must obtain, at the end of the term, either a CGPA of 2.00 or greater or a TGPA of 2.50 or greater.
- If you have a TGPA of 2.50 or greater, but your CGPA is less than 2.00, you may continue with your studies but will remain in Probationary Standing until you obtain a CGPA of 2.00 or greater.
- If you do not obtain either the TGPA or CGPA noted above, you will be placed in Unsatisfactory Standing.
- You must consult a faculty or departmental 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/students/current-students/undergraduate/advising-programs/academic-standing.

5.1.6 Academic Standing: Faculty of Law

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

5.1.7 Academic Standing: School of Continuing Studies

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

5.1.8 Academic Standing: Schulich School of Music

Music students, see [Schulich School of Music > Undergraduate > Academic Information > : Academic Standing](#).

5.2 Credit System

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

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



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



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



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



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

5.2.1 Continuing Education Units (CE units)

Some courses at the School of Continuing Studies carry a Continuing Education Unit (CEU) rating. These courses do not normally count toward the fulfillment of a credit program.

A Continuing Education Unit is a measure of the number of hours of participation—contact and/or study—in an organized Continuing Education activity. One CE unit represents ten hours of participation.

5.3 Grading and Grade Point Averages (GPA) for Continuing Studies

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

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

For undergraduate courses, Grades A through C represent satisfactory passes, D a conditional (non-continuation) pass, and F a failure. Certain courses have been approved for Pass/Fail (P/F) grading.

For graduate level courses, Grades A through B- represent satisfactory passes. Students must obtain a B- or better in courses to fulfil program requirements.

You cannot register in a course for which you have not passed all the prerequisite courses with a grade of C or better at the undergraduate level and B- or better at the graduate level, except by written permission of the Director. Certain programs have further requirements. Students should refer to the program regulations in the appropriate academic area of this Calendar.

Undergraduate Grading

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%
P		Pass

* A grade of D is a conditional (non-continuation) pass:

- If you obtain a grade of D in a course that is a prerequisite, you cannot register for any course that requires this prerequisite.
- If you obtain a grade of D in a required course, the course will not count toward your program.

Graduate Grading

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%
F (Fail)	0	0–64%
P		Pass

The University assigns grade points to letter grades according to the table above. Your Academic Standing is determined by a grade point average (GPA), which is calculated by dividing the sum of the course credit, times the grade points by the total course GPA credits. The result is not rounded up to the nearest decimal point.

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

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

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

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

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

5.4.5 Course Numbering on the Transcript

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

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

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

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

A list of the former Teaching Unit Codes and their Subject Code equivalents is available at www.mcgill.ca/student/records/transcripts/key.

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

Note for Continuing Studies:

5.8 Changes to Student Records after Normal Deadlines

5.8.1 Student Record Changes

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

5.8.2 Registrar Deadlines

Fall term – January 31

Winter term – June 1

Summer term – October 1

5.8.3 Before Registrar Deadlines

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



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

5.8.4 After Registrar Deadlines

The University does not normally consider a change requested after the Registrar deadlines listed in [section 5.8.2: Registrar Deadlines](#) have passed. In situations where there are “extraordinary personal” or “extraordinary academic” circumstances that could not have been foreseen prior to these deadlines, you may formally request a student record change from your Associate Dean or Director. If your Associate Dean or Director approve

- Beginning and end dates for each course
- Certificate or diploma program in which the student is registered

If you require information from previous terms, you may order a transcript (www.mcgill.ca/students/records/transcripts).

Please allow 48 hours for these letters to be prepared.

For more information on obtaining a letter on Minerva, see www.mcgill.ca/students/records/proof-reg.

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.

In addition to the University Student Assessment Policy (available on the [Secretariat website](http://www.mcgill.ca/secretariat)) and the general examination regulations listed at 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 papers, examinations and theses in English or in French, except in courses where knowledge of a language is one of the objectives of the course.

You are not permitted to write an 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 presented yourself for an examination or test, you must submit all written work to the invigilator before leaving.

You must have your valid McGill student ID card with you to write an examination. Forgetfulness is not an acceptable excuse.

You are reminded that cheating in any examination is considered a serious offence that could lead to expulsion from the University. Students are not permitted to have in their possession, or to use, any unauthorized materials during an examination. This includes electronic devices such as cell phones, iPods, MP3 players, PDAs, smart watches, and other web-access devices. Unauthorized items found on the student or desk area during an exam will be confiscated and turned over to the Disciplinary Officer.

6.3 Credit by Examination

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

6.4 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.



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

Note f

6.4.2 Deferred Examinations for Continuing Studies Students

If, for serious reasons such as illness or family affliction, you have not written one or more examinations, you may receive the permission of your Faculty Client Services Office upon providing supporting documentation to defer the examination to the next supplemental examination period, except in the Faculty of Engineering (where students write the examination the next time the course is given); see [University Regulations and Resources > Undergraduate > Examinations: General Information > Final Examinations > : Deferred Examinations: Faculty of Engineering](#). You should be aware that the University will only defer examinations for compelling reasons, verified and accepted by the Client Services Office. You must provide supporting evidence such as an appropriate medical report, and you must inform the Client Services Office as soon as possible to explain why you missed the examination.



Note for Continuing Studies: There is no supplemental examination schedule.

You must **apply for deferred examinations on [Minerva](#)**

- A non-refundable fee for each supplemental exam application is assessed at the time of application and charged directly to your McGill account; consult the Student Accounts website for the fee at www.mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/other;
- Only one supplemental examination is allowed in a course;
- Supplemental examinations are available for most courses given in the Faculties of Arts, Science, Education, Religious Studies, and the School of Social Work;
- Supplemental examinations are not available for courses administered by Agricultural and Environmental Sciences, Engineering, Management, Music, or Nursing;
- Special permission is required if you want to write supplemental exams totalling more than 8 credits;
- The format of the supplemental examination (e.g., multiple-choice or essay questions) will not necessarily be the same as the final examination, so you should consult the instructor before you write the supplemental examination;
- The supplemental result may or may not include the same proportion of class work as did the original grade; the instructor will announce the arrangements to be used for the course by the end of the Course Change Period;
- The supplemental grade will not replace the grade originally obtained, which is used in calculating the GPA; both the original mark and the supplemental result will be calculated in the CGPA;
- For courses in which both a supplemental examination and additional work are available, you may choose the additional work, or the examination, or both; where both are written, only one supplemental mark will be submitted, reflecting marks for both the supplemental examination and the additional work;
- There are no supplemental examinations for Summer Studies courses;
- Additional credit will not be giv

Grades received for course components other than written work or examinations, such as presentations and/or participation marks, are not subject to the procedures noted below. Students should meet with the instructor to address any concerns regarding these forms of assessment.

SCS recognizes four types of reassessment:

-

6.4.5.4 Mark Verification

In a case where a student believes that an error has been made in arriving at the final grade for a course as a whole, a Verification of Grade form must be completed at the SCS [Client Services](#) Office requesting that the instructor carry out a detailed check that the final course grade has been computed correctly.

For all courses and programs of study, the request **must be made within 10 working days* of the date on which the final grade appears on the student's transcript**. *Requests received after this deadline will not be considered.* The mark verification process should normally be completed within 20 working days* of receipt of the request by SCS Client Services.

* "Working days" means Monday through Friday.

6.5 Examinations: Invigilation (Exams from Other Universities)

Upon request, McGill will act as proctor for exams from other universities or professional accreditation associations. Exams are scheduled on weekdays at 10:00 a.m., and cannot be scheduled on evenings, weekends, statutory holidays, or McGill holidays.

Please consult the [Exams website](#) for complete information on fees, payment, and how to arrange for a proctor exam at McGill.

Contact Inf

The Application for Graduation is available on Minerva when you register for your final year (e.g., U3 or U4), except if you are in the Faculty of Medicine or Faculty of Dentistry, where you are automatically flagged for graduation in your final year. For more information on how to apply on Minerva, go to www.mcgill.ca/students/graduation/applying.

Once you apply to graduate, you are authorizing the University to include your name in the Convocation program. If you want your name to be omitted from this publication you must send an email to Enrolment Services at studentrecords@mcgill.ca by March 15 for Spring convocation, and September 15 for Fall convocation.

7.1.1 Deadlines

- **Fall term graduation** (courses completed in December; transcript will indicate “Degree Granted” in February; Spring convocation): You must apply on Minerva by the end of November.
- **Winter term graduation** (courses completed in April; transcript will indicate “Degree Granted” in May; Spring convocation): You must apply on Minerva by the end of February.
- **Summer term graduation** (courses completed by August; transcript will indicate “Degree Granted” in October; Fall convocation): You must apply on Minerva by the end of March.

If you miss one of these deadlines, contact your Faculty Student Affairs Office immediately.



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



Note for Continuing Studies: The minimum residency requirement of 60 credits does not apply to the School of Continuing Studies certificates and diplomas.

Note f

Resolute Forest Products Prizes

Established in 1980, to be awarded to a student obtaining the highest academic standing in the Diploma in Management. One prize will be available for each of the Spring and Fall convocations.

Value: \$350 each.

Tata Communications Prize in French as a Second Language

Established in 1989, this prize is awarded annually to the student obtaining the highest standing in the Certificate of Proficiency in French.

Value: \$300.

Students are eligible for awards only in the year they have completed their program.

7.5 Replacing a Diploma

7.5.1 Required Documents

Replacing a lost diploma

You must provide a request including your full name, address, phone number, and date of birth, as well as your degree and the year it was granted.

Requesting a diploma or modifying your name

You must provide a written request including your full name, address, phone number, and date of birth, as well as your degree and the year it was granted. For name changes, upload a photocopy of your birth certificate, change of name certificate, marriage certificate, proof of divorce, or other legal documents that support your name change, corrections, additions, or deletions. Make sure to indicate any changes you want made in your written request.

7.5.2 Submitting your request

There are two ways to submit a request:

1. Via *Service Point Checkout eStore* – Follow the instructions found at www.mcgill.ca/students/graduation/diplomas first, then to submit the order go to spcheckout.mcgill.ca.
2. Come to *Service Point* in person with the required documents. You must pay the replacement fee of CAD\$120 per diploma copy (includes trackable mail delivery). Payment is accepted by **debit card only**. If you choose this option, please allow for appropriate delays in diploma printing and mailing time.



Note: Requests made on behalf of a student must be accompanied by a signed letter of authorization from the student.

7.5.3 Certified Copies

Enrolment Services will certify copies of your diploma in the original language or issue certified translations in English (from the original Latin) or French (from the original in English or Latin).

Submitting your request for a certified copy

There are two ways to submit a request:

1. Via *Service Point Checkout eStore* – Follow the instructions found at www.mcgill.ca/students/graduation/diplomas first, then to submit the order go to spcheckout.mcgill.ca.
2. In person:
 - Come to *Service Point* with a photocopy of your original diploma on 8.5" x 11" paper in landscape mode, making certain to reduce it so that all seals and signatures are visible, and indicate how many copies you need;
 - Indicate if you require certified translations, and if yes, in what language (i.e., English or French);
 - Pay the CAD\$15 per copy fee payable via **debit card only**.



Note: Requests made on behalf of a student must be accompanied by a signed letter of authorization from the student.

8 Advising and the University Mission

The Mission Statement of the University expresses the commitment to offer students the *best education available*. An essential component of this is the advising process. Academic advising takes place in many ways and locations at McGill, so it is important that you learn about the different [Types of Advising and Advisers](#) and how they can help you reach your goals. You should also consult the advising information provided on your Faculty's website ([Contact Information for Student Affairs Offices](#)) and on the [Academic Advising website](#).

8.1 The Role of the Student in Advising

Your active participation in the advising process is essential for accessing the full range of academic opportunities during your studies. You must be proactive in seeking meetings with various advisers, professors, and counsellors to ensure that you receive the advice you need to formulate a personal plan of study and to meet your academic goals. While advisers are there to provide you with guidance, you are ultimately responsible for meeting your degree or diploma requirements. It is your responsibility to learn the rules and regulations of the University, your faculty, and your program. With your cooperation, advisers and counsellors will assist you throughout your undergraduate studies.

8.2 Contact Information for Continuing Studies Advising

Client Services Office

Telephone: 514-398-6200

Email: info.conted@mcgill.ca

Website: www.mcgill.ca/continuingstudies/about-scs/client-services

Career and Professional Development

For both undergraduate and graduate-level programs, contact either:

Robert Guirguis or Mary Rubiano

Telephone: 514-398-6200

Language and Intercultural Communication

France Bruneau

Telephone: 514-398-7514

Translation and Written Communication

Client Services Office

Telephone: 514-398-6200

9 Service Point

Service Point has brought together newly integrated, front-line undergraduate and graduate student administrative services. Located on the ground floor of the McLennan Library Building in the heart of the Downtown

- submitting legal documents
- tuition and fees information
- pick-up of alternative U.S. Loans

Arts or Science students will also be able to inquire about:

- course and program registration
- exams (including deferred and supplemental)

For a complete list of student services and resources at McGill, see www.mcgill.ca/students.

For more information about Service Point, see www.mcgill.ca/students/servicepoint .

9.1 Location

3415 McTa

Office f

Telephone: 514-398-3304

Email: careers.caps@mcgill.ca

Website: www.mcgill.ca/caps

10.5.3 McGill Athletics Package for Continuing Studies Students

McGill athletics facilities include:

- Fitness Centre, aerobics room, tw

Clothing, Technology, and Continuing Studies Course Materials

680 Sherbrooke Street West
Telephone: 514-398-5025

Mobile Store (Seasonal)

McGill Lower Campus

Webstore: lejames.ca

10.6.2 Macdonald Campus

Located on the main floor of the Centennial Centre, the Robber's Roost Bookstore carries textbooks and course materials for Macdonald Campus classes. McGill and Macdonald clothing and insignia items are also available.

Robber's Roost Bookstore

Macdonald Campus Centennial Centre

Telephone: 514-398-8300

Website: mcss.mcgill.ca/bookstore

10.7 Computer Store

All technology products (hardware, software, and accessories) can now be found at *Le James* – McGill Bookstore located at 680 Sherbrooke. For any special orders, please contact us at sales.mcs@mcgill.ca.

10.8 Library Workshops

Workshops and tours designed to teach effective library use and to familiarize students with the McGill Libraries system are offered at various times throughout the academic session. For library guides, brochures, information, and schedules, visit the website at www.mcgill.ca/library/services/workshops.

10.9 Minerva Workstations for Continuing Studies Students

Minerva workstations, located on the 11th and 13th floors at 688 Sherbrooke Street West, are available to Continuing Studies students to view course offerings, add and drop courses, view their transcripts, and access all other services.

11 Information Technology (IT) Services

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

- Find details on all IT services, including network connectivity, email, Minerva, myCourses, Microsoft Office 365, and more.
- 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.
- View [IT security alerts](#), such as phishing emails that target McGill.
- Send us your [feedback](#) or get help on an IT issue.
- Read featured [articles](#) on computer security, new software, and other timely tips.
- Check the [Service Status](#) icons for availability of key services at a glance.
- View announcements about new services and scheduled downtimes.

11.1 Getting Started with IT for Students

Under the [Getting Started](#) tab you'll find a section on IT services specifically for students, including 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, and downloading McGill-provided software.

12 Resources for Study and Research

Resources for study and research at McGill University include libraries, archives, museums, laboratories, and other historical collections.

12.1 Libraries

The McGill Library system provides access to *over 6 million items*, both in print and electronic formats, and consists of multiple branches, the McGill University Archives, and the McGill University Visual Arts Collection. Visit www.mcgill.ca/library/branches for a map of all our locations, and bring your McGill ID card if you wish to borrow physical items from Library collections. Access to our electronic resources (e-books, e-journals, databases, etc.) is possible anytime and anywhere. You will be prompted to enter your McGill username and password when accessing our e-resources from off campus.

The Library's website (www.mcgill.ca/library) is the portal to all our resources and services for your learning and research needs. There are thousands of *databases available* that you can choose from when doing a search on any topic. Librarians have created subject guides for each area of study at McGill. Each guide pulls together all the relevant resources for doing research in that field. Find your *subject guide* to get started. In addition, unique scholarly materials from the *Rare Books and Special Collections have been digitized* and are accessible through the library's website. Our website also provides access to items such as *newspapers* and *McGill theses*.

Friendly staff in each branch library can help you locate the information you need. Students have *liaison librarians* for their departments. Liaison librarians provide *workshops* on finding, organizing, and citing information, visit your classes to provide instruction on doing research for course assignments, and are available to assist you with your questions, whether in person, on the phone, by email, and via online chat.

Most libraries are open up to 90 hours per week, and several branch libraries extend *opening hours* during exam periods. The Library offers a variety of comfortable and attractive spaces, such as individual quiet study areas and group study rooms that can be *booked* for use. Wireless access is available throughout the library, as are hundreds of computers, and all libraries have printing, scanning, and copying machines. Facilities are available for vision and hearing impaired users.

Special library services like the Course Reserve collection located in each branch library allow you to borrow high-demand items on course reading lists. You can also borrow materials from any library and return them anywhere across the system. If you need material not owned by the McGill University Library, our *Interlibrary Loan and Document Delivery Service* will obtain it for you at no cost for McGill students, faculty, and staff. Interlibrary loans can be picked up at any branch.

12.2 McGill Writing Centre

The McGill Writing Centre (MWC) offers credit courses in academic writing that may be taken as electives or to fulfil language requirements in some degree programs. In some faculties, you need to obtain approval from your Student Affairs Office as well as from your academic adviser before you take courses outside of your faculty, especially if the courses do not form part of your program requirements. In addition to its credit course offerings, the MWC offers non-credit courses, workshops, and individualized tutoring. For further information, please visit the MWC website: www.mcgill.ca/mwc.

Undergraduate Courses:

Course Number	Course Title	Credits	Notes
CEAP 150	Critical Analysis and Composition	3	Instructor permission required
CEAP 250	Research Essay and Rhetoric	3	
CESL 299	ESL: Academic English Seminar	3	
CESL 300	ESL: Academic English 2	3	Placement test required (see www.mcgill.ca/mwc for details)
CESL 400	ESL: Essay & Critical Thinking	3	Placement test required (see www.mcgill.ca/mwc for details)
CESL 500	ESL: Research Essay and Rhetoric	3	Placement test required (see www.mcgill.ca/mwc for details)
CCOM 206	Communication in Engineering	3	Restricted to and required for students pursuing a B.Sc. in Engineering
CCOM 300	Writing and Community Action	3	Instructor permission and departmental interview required



Note: CEAP, CESL, and CCOM undergraduate courses are not open to students who have taken them previously under the corresponding EAPR, ESLN, and EDEC codes.

Graduate Courses:

Course Number	Course Title	Credits
CEAP 642	Cornerstones of Academic Writing	1
CEAP 652	Fundamentals of Academic Presentations	1
CEAP 661	Summaries and Critiques	1
CEAP 665	Literature Reviews	1
CESL 631	Strategies for Academic Communication in English	1
CESL 641	Fundamentals of Academic Writing in English	1
CESL 651	Pronunciation for Effective Communication	1

Note1

Telephone: 514-398-1712

Inquiries concerning CCOM 206 should be directed to:

Prof. Diane Dechief

Email: diane.dechief@mcgill.ca

McLennan-Redpath Library

Main Floor, Room #02

Telephone: 514-398-3320

Inquiries concerning graduate-le

The Museum welcomes McGill students and staff to visit its permanent exhibit, which presents the history of life through the ages illustrated by material from Quebec and neighbouring regions, as well as displays that feature the mineral and mollusc collections. The Museum also features a world cultures gallery devoted to cultures throughout the world, including ancient Egypt, classical Greece and Rome, Asia, and Africa.

859 Sherbrooke Street West

Telephone: 514-398-4086

Email: redpath.museum@mcgill.ca

Website: www.mcgill.ca/redpath

12.5 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 18,845 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 15,800 objects from across Canada; and the renowned Notman Photographic Archives, which contain over 1,300,000 historical photographs and offers a unique pictorial record of Canada from pre-Confederation to the present. The McCord also houses paintings by renowned artists such as Louis Dulongpré, James Duncan, Cornelius Krieghoff, and Robert Harris. The Museum's Textual Archives include some 262 linear metres of documents relating to Canadian history. Finally, the McCord's [website](#) features award-winning virtual exhibitions, innovative learning resources, and a vast, searchable database of information on the Museum's collections.

Exhibitions at the McCord provide innovative interpretations of the social and cultural history of Montreal, Quebec, and Canada. In addition to guided tours, school programs, cultural activities, and lectures, the McCord offers a range of services including the Museum Café and [514-398-4086](tel:5143984086).

United Theological College of Montreal

3521 University Street, Montreal QC H3A 2A9

Principal: Philip Joudrey; B.A., M.Div.(Acad.), D.Min.(Andover Newton)

The above three colleges train students for the ministry and grant certificates for ordination but they have remitted their degree-granting powers, except with respect to the M.Div. and honorary doctorates, to the University.

13.3 University Government

McGill University is a corporation created by a Royal Charter granted by the Crown of the United Kingdom, a general supervisory power being retained by the Crown and exercised through the Governor General as Visitor.

The Governors of the University constitute the Royal Institution for the Advancement of Learning, a corporation existing under the laws of the Province of Quebec. In them is vested the management of finances, the appointment of professors, and other duties. Twelve of the governors are elected by the Board from amongst those nominated by its Nominating, Governance and Ethics Committee; three are elected by the Alumni Association; two are elected by Senate from amongst its members; two elected by the full-time administrati

13.5.2.1 Members

Members

Nathalie Bourque; M.B.A.(McG.)
 Michael T. Boychuk; BCom(McG.)
 Gerald Butts; B.A., M.A.(McG.)
 Victor Chisholm; B.A.(McG.)
 Peter Coughlin; BCom(Car.), M.B.A.(W. Ont.)
 Ronald Harry Critchley; B.A.(C'dia-Loyola), M.A.(York)
 Kathy Fazel; BCom(McG.)
 Claude Généreux; B.Eng.(McG.), M.A.(Oxf.)
 Stephen Halperin; B.C.L., LL.B.(McG.)
 David N. Harpp; A.B.(Middlebury), M.A.(Wesl.), Ph.D.(N. Carolina)
 Bryan Haynes; B.A., LL.B.(McG.)
 Tina Hobday; B.C.L., LL.B.(McG.)
 Samuel Minzberg; LL.B.(McG.)
 Derek Nystrom; B.A.(H.)(Wisc.), M.A., Ph.D.(Virg.)
 Ram Panda; M.Eng., M.B.A.(McG.)
 Cynthia Price; BCom(McG.)
 Alvin Shrier; B.Sc.(C'dia), Ph.D.(Dal.)
 Martine Turcotte; B.C.L./LL.B.(McG.), M.B.A.(London Business School)
 Thierry Vandal; B.Eng., M.B.A.(Montr.)
 Edith A. Zorychta; B.Sc.(St. FX), M.Sc., Ph.D.(McG.)

13.5.2.2 Student Representatives

Student Representatives

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

13.6 Governance: Members of Senate

13.6.1 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

Ex-officio

The Dean of Graduate and Postdoctoral Studies

The Dean of Students

The Dean/Director of Libraries

The University Registrar and Executive Director of Enrolment Services

The Director of Teaching and Learning Services

13.6.2 Elected Member s

Elected Members

66 members elected by the faculties, the University Libraries, the Board of Governors, and administrative and support staff

Student Members (21)

13.7 Administration

Administration

Michael A. Meighen; B.A.(McG.), LL.L.(Laval)

Suzanne Fortier; B.Sc., Ph.D.(McG.)

Chancellor

Principal and Vice-Chancellor

ProvMstrincipal and

13.7.1 Deans, Directors of Schools and Libraries

13.7.1.1 Deans

Deans

Anja Geitmann; Diplom(Konstanz), Ph.D.(Siena)	Agricultural & Environmental Sciences
Antonia Maioni; B.A.(Laval), M.A.(Car.), Ph.D.(N'western)	Arts
Judith Potter; B.Sc.(Tor.), M.Ad.Ed.(St. FX), Ed.D.(Tor.)	Continuing Studies
Paul J. Allison; B.D.S., F.D.S.R.C.S., M.Sc.(Lond.), Ph.D.(McG.)	Dentistry
Dilson Rassier; B.Sc.(Fed. de Pelotas), M.Sc.(UFRGS), Ph.D.(Calg.)	Education
James Nicell; B.A.Sc., M.A.Sc., Ph.D.(Windsor), P.Eng.	Engineering
Josephine Nalbantoglu; B.Sc., Ph.D.(McG.)	Graduate & Postdoctoral Studies
Robert Leckey; B.A.(Hons.)(Qu.), B.C.L./LL.B.(McG.), S.J.D.(Tor.)	Law
Colleen Cook; B.A., M.L.S., M.A., Ph.D.(Texas)	Libraries
Isabelle Bajoux-Besnainou; Degree(ENS Paris), M.Sc.(Paris VI & Paris IX), Doctorate(Paris IX)	Management
David Eidelman; M.D.,C.M.(McG.), FRCPC, FACP	Medicine
Brenda Rav	Music

Additionally, the Association offers a variety of services for its members including a fully equipped computer lab, which is free for all members, Microsoft courses, as well as study, meeting, and social spaces in its building located at 3437 Peel Street, only minutes away from the McGill downtown campus. MACES also organizes and sponsors various events that provide an opportunity for students to build their social and professional network.

MACES has an ideal warm, relaxed ambiance for socializing, studying, or having a group meeting after a working day, before classes, and on weekends, a place where students are always welcome.

MACES is governed by its bylaws through the elected MACES Board of Directors. These executives are there to run the Association as well as to address students' needs with an open-door policy.

Full details of MACES services, bylaws, officers, and committees are available from the Association (telephone 514-398-4974 or visit www.maces.ca)