Summer Studies

Programs, Courses and University Regulations

2012

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

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

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

Publication Information

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1 General Policies and Information

Revision, February 2012. Start of revision.

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.

Revision, February 2012. End of revision.

1.1 Authorization, Acknowledgement, and Consent

Revision, February 2012. Start of revision.

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.

Revision, February 2012. End of revision.

1.2 Student Rights and Responsibilities

Revision, February 2012. Start of revision.

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

Revision, February 2012. End of revision.

1.3 Language Policy

Revision, February 2012. Start of revision.

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 courses and programs can be found through the School of Continuing Studies at www.mcgill.ca/conted/language and the French Language Centre at: www.mcgill.ca/flc, and in the Summer Studies and School of Continuing Studies publications. There are special language requirements for Faculty of Education students; see the Faculty of Education publication.

Note for Continuing Studies: For English language programs, see the School of Continuing Studies Programs, Courses and University Regulations publication under Areas of Study > Languages > : The Language and Intercultural Communication Unit > English Language Programs.

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

Note for Graduate and Postdoctoral Studies: You should refer to Graduate and Postdoctoral Studies University Regulations and Resources > Regulations > Registration > Courses Taken as Extra to a Program.

Revision, February 2012. End of revision.

1.4 Academic Integrity

Revision, February 2012. Start of revision.

Before submitting work in your courses, you must understand the meaning and consequences of plagiarism and cheating, which are serious forms of academic of 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 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 during a test or examination constitutes cheating. You can nd the Code in the Handbook on Student Rights and Responsibilities 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.

Revision, February 2012. End of revision.

1.5 University Student Assessment Policy

Revision, February 2012. Start of revision.

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 at University Student Assessment Policy.

Revision, February 2012. End of revision.

1.6 Policy Concerning Access to Records

Revision, February 2012. Start of revision.

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 other information to your parents and/or sponsors unless you specifically request it in writing.

In accordance with Quebec's Act Respecting Access to Documents held by Public Bodies and the Protection of Personal Information (the "Access Act"), personal information, including transcripts of academic records, may be released only with the student's authorization. When you apply to McGill, you authorize the University to release certain personal information (name, address, telephone, e-mail address, date of birth, program, and student status) to specific persons and bodies.

The following persons and bodies are included in your information release authorization:

1. Libraries of other Quebec universities with which McGill has reciprocal borrowing agreements (ID number and bar code may also be disclosed to those libraries).
2. Ministère de l'Immigration et des Communautés culturelles and/or the Régie de l'assurance-maladie du Québec and the Ministère de l'Éducation, du Loisir et du Sport (MELS).
3. The appropriate authorities involved with the external or internal funding of your student fees (financial records may also be disclosed to those authorities).
4. The Association of Universities and Colleges of Canada.
5. The Association of Registrars of Universities and Colleges of Canada and the Conférence des recteurs et des principaux des universités du Québec, or the member institutions of these organizations, for the purpose of admissions operations and the production of statistics.
6. The school(s) or college(s) that you attended.
7. Students and alumni who have volunteered to speak with admitted students.
8. Student Associations recognized by McGill University for the student category(ies) to which you belong.
9. The McGill Alumni Association.
10. Professional bodies or corporations (e.g., engineers, dentists).
11. McGill Network and Communications Services for the purposes of listing your McGill email address in an online email directory

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

Revision, February 2012. End of revision.

1.7 Email Communication

Revision, February 2012. Start of revision.

All students are assigned a McGill Email Address (usually in the form of first name.last name@mcgill.ca) and have 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 choose to forward University email to another email mailbox, it is your responsibility to ensure that the alternate email mailbox is v

You should read and familiarize yourself with the

International Health Insurance
Telephone: 514-398-6012
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.

Revision, February 2012. End of revision.

1.11 Health Insurance Canadian Residents

Revision, February 2012. Start of revision.

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

If you are a Canadian student who has been living abroad, you may not be eligible for provincial health insurance coverage. To ensure adequate health insurance coverage, you may enrol in the group plan offered through International Student Services (www.mcgill.ca/internationalstudents/health/canadian-non-residents). Please note that this option is available only during the first month of each semester at McGill.

All undergraduate students who pay tuition fees at either the Canadian or Quebec rates and who are members of the Students' Society of McGill University (SSMU) or the Macdonald Campus Students' Society (MCSS) are automatically covered by their applicable Students' Society's Health and Dental Plans. For details on fees, change of coverage dates, and on what is covered by the plans, refer to 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).

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

Note for Graduate and Postdoctoral Studies: Graduate students classed as Canadian full-time Additional Session/Thesis Examination/Non-Thesis Extension as well as all postdoctoral candidates are automatically covered by their society's Health and Dental Plan (PGSS). Students without valid Canadian Medicare, please see section 1.10 Health Insurance International Students. In 2012-2013, this plan costs $651 (single coverage). Students not charged during the fall term for insurance fees can choose to enrol directly at the PGSS office during the January adjustment period. For details on what is covered by this plan as well as opt-out procedures, please refer to the information contained at http://pgss.mcgill.ca.

Revision, February 2012. End of revision.

1.12 Special Medical Needs

Revision, February 2012. Start of revision.

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/clinic) for contact information on the Downtown campus, and see www.mcgill.ca/macdonald-studentservices/services/student-health-service for Macdonald campus.

Revision, February 2012. End of revision.

1.13 Minerva

Revision, February 2012. Start of revision.

- View your Permanent Code, citizenship, and Quebec residency status and fee information.
- Update personal information such as address, telephone numbers, and emergency contacts.
- 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

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

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

If you need to change important personal information that requires the University to verify official documents, such as a name or citizenship change, or correction of your birth date, you must go in person (as soon as possible) to Service Point, 3415 McTavish Street, Montreal, Quebec, H3A 0C8. Macdonald campus students can request changes in person at the Student Affairs Office, Laird Hall, Room 106.

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

Revision, February 2012. End of revision.

2.1.1 Legal Documents: Why Does McGill Collect Legal Documents from You?

Revision, February 2012. Start of revision.

Your tuition status at McGill will vary depending on your status in Canada. In order for us to determine your appropriate rate of tuition (Quebec, Canadian out-of-province, or international), we require official documents confirming your current status. We also require these documents to confirm your valid citizenship/immigration status. To find out which documents you must provide, refer to: section 2.1.2 Legal Documents: 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 issued by the Quebec Ministère de l'Éducation, du Loisir et du Sport (MELS), and is obligatory for all students registered in a Quebec institution.

If you have previously attended school in Quebec, you already possess a Permanent Code, which can be found on your school report card or your CEGEP and/or university transcripts. After you have accepted the University's offer of admission, you can check on Minerva (under the Personal Menu) to see if McGill has received your Permanent Code.

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

Revision, February 2012. End of revision.

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

Revision, February 2012. 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 Quebec Ministère de l'Éducation, du Loisir et du Sport (MELS)
You have applied to McGill from another Quebec university	Canadian birth certificate; or Canadian citizenship card (both sides of the card); or Certificate of Indian status card; or Nunavik Society card; or valid Canadian Record of Permanent Resident status (Note 3); or valid Canadian Permanent Resident card (both sides of the card) For your Quebec residency status, usually no documents are required, unless McGill cannot confirm this from the Quebec Ministère de l'Éducation, du Loisir et du Sport (MELS)
You were born in Quebec	Quebec birth certificate (Notes 1 and 5) Permanent Code Data Form (Notes 2 and 6)
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 Nunavik Society card; or valid Canadian Record of Permanent Resident status (Note 3); or valid Canadian Permanent Resident card (both sides of the card) Permanent Code Data Form (Notes 2 and 6)

Quebec and Canadian Out-of-Province Students	
You are a Quebec resident as defined by one of the other situations outlined by the Quebec Ministère de l'Éducation, du Loisir et du Sport (MELS)	Canadian birth certificate; or Canadian citizenship card (both sides of the card); or Certificate of Indian status card; or Métis Society card; or valid Canadian Confirmation of Permanent Residence (Note 3); or valid Canadian Permanent Resident card (both sides of the card) Permanent Code Data Form (Notes 2 and 6) Attestation of Residency for Quebec Form (Note 6) Other supporting documents, depending on which situation you checked on the above Attestation of Residency Form

International Students	
You will be studying at McGill for less than six months (i.e., for only one academic semester) as a non-degree student (e.g., Exchange, Special, Visiting)	Visitors Permit issued at your port of entry into Canada by Citizenship and Immigration Canada Photo page of your passport and the page date-stamped by Citizenship and Immigration Canada at your port of entry Permanent Code Data Form (Notes 2 and 6)
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) Permanent Code Data Form (Notes 2 and 6) Study Permit issued by Immigration Canada (Note 4)

Note 1: You may alternatively provide your Quebec baptismal certificate if it was issued prior to January 1, 1994, and clearly shows where you were born and that your baptism in Quebec occurred no more than four months after your date of birth.

Note 2: 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 3: Your valid Canadian Permanent Resident status can be verified by a copy of your Canadian Confirmation of Permanent Residence (IMM 5292) 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 4: If you are a refugee, your Convention Refugee status document is required instead of a Study Permit.

Note 5: 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 6: You can find links to download and print the Permanent Code Data and Attestation of Quebec Residency forms at www.mcgill.ca/legaldocuments/forms

2.1.2.1 Fee Exemptions

Students in certain categories may be eligible to claim an exemption from the international rate of tuition fees according to the regulations set by the Quebec Ministère de l'Éducation, du Loisir et du Sport (MELS). These exemptions lower your fees to the Quebec rate of tuition. A list of categories and the required application form are available at 1 121.805 267.55 Tm (Y)Tj 1 0 0 1 126.762ght t07 c89.48 Tm (v)T

Check the phrase Fees currently calculated according to rules for. This will tell you if your tuition status is currently being billed at the international rate, the Canadian rate, or at the Quebec rate. For information on fees, see 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

Montreal, Quebec H3A 0C8

If there is a problem with your documents, contact:
Telephone: 514-398-7878
Email: http://webforms.mcgill.ca/servicepointrequest.asp?bhcp=1

2.1.5.1 For the School of Continuing Studies

By Mail or in Person:

McGill University
The School of Continuing Studies, Client Services Office
688 Sherbrooke Street West
11th Floor
Montreal, QC H3A 3R1

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; legaldocuments.conted@mcgill.ca

Revision, February 2012. End of revision.

2.2 Identification (ID) Cards

Revision, February 2012. 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.

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?).

The three numbers following the Subject Code refer to the course itself, with the first of these indicating the le

3.9 Quebec Inter-University Transfer Agreement: McGill Students

Revision, February 2012. 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 f

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

Revision, February 2012. Start of revision.

The principle of the Satisfactory/Unsatisfactory (S/U) option is to encourage you to take courses outside the area of your specialization with the aim 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) 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 A through C are converted to "Satisfactory" (S), and grades of D, E 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 award of 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

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.

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 A, Impact of Technology on Society and Group B Humanities and Social Sciences, Management Studies and Law

Note for Continuing Studies: You can register for a Continuing Studies course and opt to take it "non-e

Student Accounts website under Tuition and Fees > Gener

4.3 Other Information: Payment Procedures

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

4.4 Other Information: Tax Slips/Receipts

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

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.

5.1 Academic Standing

You enter the University in satisfactory standing, and your academic standing is determined soon after the end of a term based on University 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.

Note for Continuing Studies: If you are in unsatisfactory standing, you must apply to the Appeals Committee of your academic area.

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

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

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

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

If you are in interim satisfactory or satisfactory standing:

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

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

If you are in interim probationary standing (at the end of the Fall Term):

- you may continue in your program;
- you should evaluate your course load and reduce it as appropriate;
- you are strongly advised to consult a departmental adviser before withdrawal deadlines about your course selection for Winter term;
- you should see your faculty adviser to discuss degree planning.

If you are in probationary standing:

- you may continue in your program;
- you must carry a reduced load (maximum 14 credits per term);
- you must raise your CGPA to return to satisfactory standing;
- you should see your departmental adviser about your course selection;
- you should see your faculty adviser to discuss degree planning.

You will be placed in probationary standing:

- if your CGPA falls between 1.50 and 1.99 and if you were previously in satisfactory standing;
- if your CGPA falls between 1.50 and 1.99 and your TGPA in Fall or Winter is 2.50 or higher, and if you were previously in probationary or interim unsatisfactory standing;
- if you were previously in unsatisfactory readmitted standing and have satisfied the relevant conditions specified in your letter of readmission, but your CGPA is still less than 2.00.

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

If you are in unsatisfactory readmitted standing:

- you were previously in unsatisfactory standing and were readmitted by your faculty or the Committee on Student Standing;
- you must meet the conditions specified in your letter of readmission to be allowed to continue in your program;
- you should see your departmental adviser 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 should evaluate your course load and reduce it as appropriate;
- 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 on the condition that you have not satisfied the conditions specified in the letter of readmission.

Appeals for readmission by students in unsatisfactory standing should be received no later than July 15 for readmission to the Fall term, November 15 for the Winter term, and June 10 for the Summer term. Readmission will be considered only when circumstances affecting 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 the Undergraduate Programs, Courses and University Regulations publication under Faculty of Science -> Science or Mathematics for Teachers.

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

Standing awaits deferred exam.

Must clear K's, L's 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 standing changes to unsatisfactory standing.

If your standing changes to unsatisfactory:

- you may ask for permission to continue in your program;

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

5.1.2 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 academic term (Fall, Winter, Summer) based on grades obtained up to that point. If you have been granted permission to defer one or more examinations, the academic standing decision will be made pending 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 CGPA that is less than 2.00.

You may continue with your studies under the following conditions:

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

5.1.2.3 Unsatisfactory Standing: Faculty of Engineering

You are in unsatisfactory standing if you have EITHER :

a CGPA that is less than 1.20

For more information about academic standing, see 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 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.

5.1.4 Academic Standing: Continuing Studies

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

5.1.5 Academic Standing for Degree Students Registered in the Summer Term

If you are in Unsatisfactory Standing, you may register in Summer courses but will be blocked from Fall term registration unless you have been readmitted by your faculty. Consult the student affairs office of your faculty for more information (www.mcgill.ca/students/advising/advisordirectory).

If you are graduating at the end of the Winter 2012 term, you can still register in Summer courses, but you will be classified as a Special Student. Please contact Enrolment Services on the Downtown campus or the Student Affairs Office on the Macdonald campus for a Change of Program Status Form and for further information.

You are reminded that you cannot graduate at the end of the Summer 2012 term and attend the Spring 2012 convocation. If you complete your degree requirements during Summer 2012, you will be granted your degree at the Fall 2012 convocation.

5.2 Credit System

Revision, February 2012. Start of revision.

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 (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 suffix 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 should represent approximately 45 hours total work per course. This is, in general, a combination of lecture hours and other contact hours such as laboratory periods, tutorials, and problem periods as well as personal study hours.

Note for Engineering: One credit normally represents three hours total work per week. This is, in general, a combination of lecture hours and other contact hours such as laboratory periods, tutorials and problem periods as well as personal study hours. As a guide, the average number of hours per week of course activities is indicated in hours in the course listing after the course credits. For example, (3-0-6) indicates a course consisting of three lecture hours per week, no other contact hours, and six hours of personal study per week.

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.

Revision, February 2012. End of revision.

5.3 Grading and Grade Point Averages (GPA)

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

Since Fall 2002, the University has only used letter grades on transcripts and certification 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 elective courses to be graded under the S/U option. See 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 take to 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 Marks
A	4.0	85 100%
A-	3.7	80 84%
B+	3.3	75 79%
B	3.0	70 74%
B-	2.7	65 69%
C+	2.3	60 64%
C	2.0	55 59%
D	1.0	50 54%
F (Fail)	0	0 49%

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Grades have the following designations:	
B+, B, B-	Good
C+, C	Satisfactory
D	Conditional Pass
F	Fail

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

Other Grades	
J	unexcused absence (fee); the student is registered for a course but does not write the final examination or do other required work; calculated as a failure in the TGPA and CGPA
K	incomplete; deadline extended for submission of work in a course
KE or K*	further extension granted
KF	failed to meet the extended deadline for submission of work in a course; calculated as a failure in TGPA and CGPA
KK	completion requirement waived. Not calculated in TGPA or CGPA.
L	deferred examination
LE or L*	permitted to defer examination for more than the normal period
NR	no grade reported by the instructor (recorded by the Registrar)
P	pass; not calculated in TGPA or CGPA
Q	course continued in next term (applicable only to courses taken pre-Fall 2002)
S	satisfactory; equivalent to C or better in an elective course; not calculated in TGPA or CGPA. (See section 3.11: Courses Taken under the Satisfactory/Unsatisfactory (S/U) Option)
U	unsatisfactory; equivalent to D or F in an elective course; not calculated in TGPA or CGPA. (See section 3.11: Courses Taken under the Satisfactory/Unsatisfactory (S/U) Option)
W	withdrew; a course dropped, with permission, after the Course Change deadline; not calculated in TGPA or CGPA
WF	withdrew failing; a course dropped, with special permission in exceptional case, after faculty deadline for withdrawal from course, the student's performance in the course at that stage being worth the letter F; not calculated in TGPA or CGPA (Not used by Music.)
WL	faculty permission to withdraw from a deferred examination; not calculated in TGPA or CGPA
NA or &&	grade not yet available
W- - or - -	no grade; student withdrew from the University, not calculated in TGPA or CGPA

5.5 Grading and Grade Point Averages (GPA): Unexcused Absences

All students who miss a nal exam are given a J grade. You then have the following options:

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

   The grade earned is calculated by adding the grades obtained on the individual pieces of work and a grade of 0 for the portion of the nal grade allocated to the nal exam. This option is not available if the professor stipulated in the course outline that the nal exam is a required part of the evaluation.
2. Request a deferred exam, if you have the appropriate reasons and documentation.
3. Apply for a supplemental exam if permitted by your faculty.

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

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

You must request option 2) by the faculty deadlines as indicated in University Regulations and Resources> Undergraduate> Examinations: General Information> Final Examinations> : Final Examinations: Deferred Examinations

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

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

Note for the Faculties of Arts and Science (including B.A. & Sc.): Requests are made at Service Point (3415 McTavish Street). However, it is important that you also 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 Graduate and Postdoctoral Studies: Only options 2 and 3 above are applicable to graduate students. Students wishing to appeal a J grade should write to the Associate Dean (GPS) or Director (GPS).

5.6 Verification of Student Records: Unofficial Transcripts

Subject to section 5.7 Changes to Student Records after Normal Deadlines, you are responsible for verifying your academic record on Minerva (www.mcgill.ca/minerva) using the unofficial transcript to ensure that you are registered in the proper courses, and that the correct program information and expected term of graduation appear on your record.

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

Note for the Faculties of Arts and Science (including B.A. & Sc.): Requests are made at 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 Graduate and Postdoctoral Studies: You should direct any questions or problems with your record to your Graduate Program Director or directly to GPS.

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

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

Note for Engineering Students: You should also refer to the Engineering website for more information at www.mcgill.ca/engineering/student/sao/policies/examinations/examination

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

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

Revision, February 2012. End of revision.

6.1 Class Tests

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

6.2 Special Examination Facilities for the Disabled

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

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 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, SH- 5oP EL 0.84 a1 Te.N8y3446.598 l h f BT /F0 9.1 Tf 1 0 0

6.5.1 Final Examinations: University Regulations Concerning Final Examinations

6.5.1.1 Preamble

The objectives of these regulations are as follows:

1. to protect students from excessive workloads;
2. to use the full 15-week term to maximum advantage.

6.5.1.2 Regulations

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

6.7 Final Examinations: Reassessments and Rereads

In accordance with the Charter of Students' Rights, and subject to its stated conditions, you have the right to consult any written submission for which you have received a grade. You also have the right to discuss this submission with the examiner. If you want to have a formal final examination reread, you must apply in writing to your Student Affairs Office (the Associate Dean, Student Affairs, in the Faculty of Agricultural and Environmental Sciences and in the

7 Service Point

Service Point has brought together within one integrated, front-line Undergraduate and Graduate student administrative services. Located on the ground floor of the McLennan Library Building in the heart of the downtown campus, Service Point will address a wide variety of students' needs.

Among the many services offered at Service Point for Undergraduate & Graduate students:

- certified or translated copies of diplomas
- degree verification
- help with admissions
- help with Minerva
- international health insurance cards & exemptions
- McGill ID cards
- official transcript pick-up
- replacement diplomas
- student exchanges/study abroad
- submitting legal documents
- tuition & fees info
- pick-up of alternative U.S. Loans

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

- course & 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.

Service Point Location

3415 McTavish Street (corner Sherbrooke)
Montreal, QC
H3A 0C8

Opening hours:
Monday to Friday, 9:30 a.m. – 5:00 p.m.
Telephone: 514-398-7878
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

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

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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

9.1 Office of the Executive Director, Services for Students

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

For information, contact:

Telephone: 514-398-3825
Website: www.mcgill.ca/studentservices

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 to students and academic units in dealing with personal and academic difficulties.

Centennial Centre, Room CC1-124
21,111 Lakeshore Road
Telephone: 514-398-7992
Fax: 514-398-7610
Email: stuserv.macdonald@mcgill.ca

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

Telephone: 514-398-7582
Website: www.mcgill.ca/caps
Email: caps.macdonald@mcgill.ca

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

Telephone: 514-398-7992

Health Service: 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 vaccination required.

Macdonald Bookstore
Centennial Centre
Telephone: 514-398-8300
Website: http://mcss.mcgill.ca/index.php?pg=bookstore

9.6 Computer Store

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

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

10 Summer Residence Accommodation

10.1 Residences

McGill Uni

11.2 Macdonald Campus

11.2.1 Athletics & Recreation

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

Athletics of, playing

12.2.1 Browser compatibility

myMcGill currently supports the latest versions of the following browsers:

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

12.3 myCourses

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

Access your online course content in myCourses at www.mcgill.ca/mycourses or through links within myMcGill.

- Sign in using your McGill Username and McGill Password.
- Click myCourses (WebCT Vista) to enter the site.
- Verify your browser settings using the Check Browser utility at the top-right corner of the page.

Find more information on myCourses for students at www.mcgill.ca/it.

12.4 Email

Your McGill Email Address (usually in the form of firstname.lastname@mail.mcgill.ca) is the University's official means of email communication with you. For information on the policy, see E-mail Communications with Students at www.mcgill.ca/secretariat/policies/informationtechnology. Access your email at http://exchange.mcgill.ca or through the myMcGill portal using your McGill Username and McGill Password. View your McGill Username, McGill Email Address and set up your McGill Password on the Minerva Personal Menu.

12.5 Online Student Directory

You can opt in to the student directory and make it easier for your fellow classmates to contact you. Find more on this service at www.mcgill.ca/directory/students.

12.6 Getting Connected

You will need to use your McGill Username and McGill Password to access the services listed below. You can find more details on these services at www.mcgill.ca/it.

Wireless: Access the Internet using your laptop or other mobile device from virtually anywhere on campus, through the McGill Wireless network. Log in to the Wireless network using your McGill Username and McGill Password.

Virtual Private Network (VPN): If you connect to the Internet with an Internet Service Provider (ISP), you need to establish a VPN connection to access McGill restricted sites and resources (e.g., Library databases). Connect to VPN by using your McGill Username and McGill Password. For instructions on setting up a VPN connection, search the IT Knowledge Base at www.mcgill.ca/it.

McGill Residences Telecommunications: For students living in McGill Residences and McGill Off-Campus Residences, there is Residence and Data service (wired and wireless). For more information search the IT Knowledge Base at www.mcgill.ca/it

Computer Labs: Many faculties and departments offer their students computer labs. For lab locations, computer availability and software/peripheral availability, see http://webforms.mcgill.ca/labs.

Connectivity@McGill iCare Clinic:

Free software: Download free antivirus software and other campus software from McGill's Software Licensing site at www.mcgill.ca/software. Find out more about campus software and protecting your computer at www.mcgill.ca/it.

Note: Be sure to uninstall any previous antivirus software from your computer before installing new antivirus software.

Tips for keeping information secure: Read about steps you can take to protect your data and identity at www.mcgill.ca/it/information-security

12.8 Set up your security questions in myMcGill

Setting up your security questions and answers for your McGill Password allows you to use the Forgot Password? link found on several McGill applications, in case you forget it.

Once you have set up your McGill Password in Minerva, log in to myMcGill (https://mymcgill.mcgill.ca) and click the link in the McGill Password Security portlet. Follow the onscreen instructions to set up your own security questions and responses.

12.9 Need Help?

Welcome New Students: Take an interactive guided tour of IT services: http://knowledgebase.mcgill.ca/it/welcome-students

McGill IT Knowledge Base: Search the IT Knowledge Base at http://knowledgebase.mcgill.ca/it for setup instructions and answers to commonly asked questions about IT

12.9.1 Getting Help?

Contact the ICS Service Desk by submitting your request via a web form at www.mcgill.ca/it/get-started-it/need-help, or check phone and walk-in support hours at www.mcgill.ca/it.

13 The McGill Writing Centre

The McGill Writing Centre (MWC) offers credit courses in academic writing for both native and non-native speakers of English. In addition to its credit course offerings, the MWC offers workshops, seminars, and tutorials. For further information, please visit the MWC website: www.mcgill.ca/mwc

Courses coded as CEAP (for native speakers of English) and CESL (for non-native speakers of English) may be taken to fulfil language requirements or as electives 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 are part of your program requirements.

List of Undergraduate Courses: (please take note of course number changes)

Previous Course Number	New Course Number	Course Title	Credits
ESLN 640	CESL 640	Fundamentals of Academic Writing for Graduate Students	3
ESLN 650	CESL 650	Pronunciation & Communication	3
ESLN 660	CESL 660	Pronunciation: Independent Study	N/A
ESLN 690	CESL 690	Writing for Graduate Students	3

Note: CESL courses are not open to students who have taken them previously under the corresponding ESLN codes.

Courses for School of Continuing Studies Students	
CCOM 205**	Communications in Management 1
CCOM 207***	Communications in Public Relations

** CCOM 205 is required for and restricted to students in Career and Professional Development programs offered by the School of Continuing Studies.

*** CCOM 207 is required for and restricted to students in the Public Relations Certificate program offered by Career and Professional Development in the School of Continuing Studies.

13.1 Contact Information for the McGill Writing Centre

Revision, February 2012. Start of revision.

The McGill Writing Centre
McLennan [illegible] Library [illegible] Main St[illegible]nnalnm 569.5616nnaln l 569.483.
Redpath Main, Room #02
3459 McTavish Street
Montreal, Quebec
H3A 0C8

Revision, February 2012. End of revision.

Telephone: 514-398-7109
Fax: 514-398-7416
Website: www.mcgill.ca/mwc
General Inquiries: mwc@mcgill.ca

Inquiries concerning CEAP 250, as well as CCOM courses, should be directed to:

Prof. Sue Lauer, Director of the MWC
Email: suelav6 0 1 1anisto 1 [illegible] Tmentre

Telephone: 514-398-3320

Administrative inquiries should be directed to Mr. Bryan Jim (bryan.jim@mcgill.ca).

14 Resources for Study and Research: Libraries

The McGill Library consists of 12 branch libraries and three special collections located across both campuses. Numbering more than six million items, the Library's vast holdings include 2.5 million books, textbooks, and course-readers, thousands of journal titles, rare manuscript and pictorial collections, and thousands of sound and video recordings. The Library's e-resources are extensive, and include over 60,000 e-journals, multimedia, and over two million e-books on subjects

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

859 Sherbrooke Street West
Telephone: 514-398-4086
Email: redpath.museum@mcgill.ca
Website: www.mcgill.ca/redpath

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 g

20 The University

McGill University is one of Canada's best-known institutions of higher learning and one of the country's leading research-intensive universities. With students coming to McGill from about 150 countries, our student body is the most internationally diverse of any medical-doctoral university in Canada.

20.1 History

The Hon. James McGill, a leading merchant and prominent citizen of Montreal, who died in 1813, bequeathed an estate of 46 acres called Burnside Place together with £10,000 to the Royal Institution for the Advancement of Learning upon condition that the latter erect upon the said tract or parcel of land, an University or College, for the purpose of education and the advancement of learning in this Province ; and further upon condition that one of the Colleges to be comprised in the said University shall be named and perpetually known and distinguished by the appellation of McGill College.

At the time of James McGill's death, the Royal Institution, although authorized by law in 1801, had not been created, but was duly instituted in 1819. In 1821 it obtained a Royal Charter for a university to be called McGill College. Further delay was occasioned by litigation, and the Burnside estate was not acquired until March 1829. The Montreal Medical Institution, which had given medical lectures at the Montreal General Hospital in 1822, was accepted by the College as its F

Presbyterian College of Montreal

3495 University Street, Montreal, QC H3A 2A8
Principal: J. Vissers; B.A.(Tor.), M.Div.(Knox, Tor.), Th.M.(Princ.), Th.D.(Knox, Tor.)

United Theological College of Montreal

3521 University Street, Montreal, QC H3A 2A9
Principal: P. 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.

20.3 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 membership committee; three are elected by the Association; two are elected by Senate from amongst its members; two 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 work 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 laws of the Province of Quebec.

McGill University was a founding member of the organization which evolved into the current Association of Universities and Colleges of Canada (A.U.C.C.) in

Heather Munroe-Blum; O.C., O.Q., B.A., B.S.W.(McG.), M.S.W.(W. Laur.), Ph.D.(N. Carolina)	Principal and Vice-Chancellor
H. Arnold Steinberg; C.M., B.Com.(McG.), M.B.A.(Harv.), LL.D.(McG.)	Chancellor

20.5.2.1 Members

Revision, February 2012. Start of revision.

Michael T. Boychuk; B.Com.(McG.)

Gerald Butts; B.A., M.A.(McG.)

Roshi Chadha

Morna Flood Consedine; B.A.(C'dia), M.Ed., D.Ed.(McG.)

Peter Coughlin; B.Com.(Car.), M.B.A.(Western)

Ronald Harry Critchley; B.A.(C'dia-Loyola), M.A.(York)

Lili de Grandpré; B.A.(Western), M.B.A.(McG.)

Kathy Fazel; B.Com.(McG.)

Daniel J. Gagnier; B.A.(Loyola), M.A.(McG.), Ph.D.(ANU)

Claude Généreux; B.Eng.(McG.), M.A.(Oxf.)

David N. Harpp; A.B.(Middlebury), M.A.(Wesl.), Ph.D.(N. Carolina)

Kenneth Hastings; B.A., Ph.D.(McG.)

David Kalant; B.Sc.(McG.), Ph.D.(C'dia)

Samuel Minzberg; LL.B.(McG.)

Gary Pekeles; B.Sc., M.Sc.(McG.), M.D.,C.M.(Baylor)

Cynthia Price; B.Com.(McG.)

Amir Raz; M.Sc., Ph.D.(Hebrew)

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.)

Revision, February 2012. End of revision.

20.5.2.2 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)

20.6 Governance: Members of Senate

20.6.1 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

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)

Student Members (19)

20.7 Administration

Revision, February 2012. 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.W.(McM.), M.S.W.(W. Laur.), Ph.D.(N. Carolina)	Principal and Vice-Chancellor
Anthony C. Masi; A.B.(Colgate), Ph.D.(Brown)	Provost
Morton J. Mendelson; B.Sc.(McG.), Ph.D.(Harv.)	Deputy Provost (Student Life & Learning)
Kathleen Massye; B.A.(York), M.A.(R. Roads)	University Registrar and Executive Director of Enrolment Services
Jana Luker; B.A.(Guelph), B.Ed., M.Ed.(T.)	Executive Director of Services for Students
Nathalie M. Cooke; B.A. (Qu.), B.Ed., M.A.(Tor.), M.A. (C'nell), Ph.D.(Tor.)	Associate Provost (Academic Staff & Priority Initiatives)
Jan Jorgensen; B.A., M.A.(N. Carolina), Ph.D.(McG.)	Associate Provost (Faculty Affairs & Resource Allocation)
Lydia White; B.A., M.A.(Camb.), Ph.D.(McG.)	Associate Provost (Policies, Procedures & Equity)
Martin Kreiswirth; B.A.(Hamilton), M.A.(Chic.), Ph.D.(TA.8.2o4.317 308.862 Tm(Associate Provost (Graduate Education) and Dean (Graduate & Postdoctoral Studies)	

Re

20.8 Student Governance

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

The SSMU runs over 200 clubs and services and provides a great deal of extra-curricular opportunities for students to balance a life of study with a life of play and an opportunity to meet other students. The organization also provides event programming like freshman orientation (Orientation Week/Frosh), Activities Night, a holiday fair, movie screenings, Homecoming Bash, concerts, and speakers. Each faculty and each department also has organizations dedicated to providing extra-curricular involvement for their students.

Situated on the Downtown campus, the SSMU operates a three-floor building including a student lounge, cafeteria, campus pub, office space, and a campus multipurpose venue.

The SSMU offices are located at 3600 McTavish Street, suite 1200 and operate between the hours of 9:00 a.m. and 5:00 p.m. during the year.

For more information regarding student government at McGill you can contact:

President: pres@ssmu.mcgill.ca
Vice President Clubs and Services: vpcs@ssmu.mcgill.ca
Vice President Internal Affairs: internal@ssmu.mcgill.ca
Vice President External Affairs:

Agricultural & En vir onmental Sciences,

1. Examination: The examination schedule will be posted online at www.mcgill.ca/students/exams and on the Summer Studies website www.mcgill.ca/summer/ nal exams after the start of the course. Please consult either one of these sites to verify details of the date, time, and place at which your examination will be held.
2. Registration: You may register at any time between the date when registration opens and the first day of class. Late registration for all courses starts the day after the first day of classes, and runs until the day of the fourth scheduled class (lab or tutorial). A late registration fee (non-refundable) of $50 will be charged, payable at the time of registration.

23 Administration and Governance

Dr. Leah Moss; B.A.(W.Ont), M.A.(C'dia), Ph.D.(McG.)	Director
	Program Administrator

For academic information (prerequisites, placement test, departmental approval, etc.) 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 contacts is available in Departmental Contact Information.

N.B. Offices will be closed and there will be no classes on May 21, June 25, and July 2, 2012.

MINERVA HELPLINE: 514-398-7878

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 following website for specific registration dates: www.mcgill.ca/summer/dates

2. Non-McGill Students:

   Complete the Summer Application Package, and be sure to include all necessary Supporting Legal Documentation. Once you have been accepted for the Summer session, you may register online in March using your new MINERVA student account.

To submit your Summer Application Package, please visit and select the category that best applies to you.

Should you require any assistance, please contact the Summer Studies Office at 514-398-5212 or by email at summer.studies@mcgill.ca

26 Departmental Contact Information

Departmental Contact Information	
Faculty of Agricultural and Environmental Sciences	School of Continuing Studies
Dietetics & Human Nutrition 514-398-7840	514-398-6200
Food Science & Agricultural Chemistry 514-398-7898	Faculty of Education
Plant Science 514-398-7851	Integrated Studies in Education 514-398-4527
Faculty of Arts	Kinesiology & Physical Education 514-398-4184 x0302
Anthropology 514-398-2953	Educational & Counselling Psychology 514-398-4241
Art History & Communication Studies 514-398-1828	Faculty of Engineering
East Asian Studies 514-398-6742	Architecture 514-398-6700
Economics 514-398-4800	Biomedical Engineering 514-398-2866
English 514-398-6550	Chemical Engineering 514-398-4494
French Language Centre 514-398-4172	Civil Engineering and Applied Mechanics 514-398-6345
French Language & Literature 514-398-6883	Electrical and Computer Engineering 514-398-3943
	General Engineering 514-398-7257

Departmental Contact Information	
History & Classics 514-398-3975 International Development Studies 514-398-4804 Islamic Studies 514-398-6077 Languages, Literatures, and Cultures (formerly German, Hispanic, Italian and Russian & Slavic Studies) 514-398-3650 Linguistics 514-398-4222 Music 514-398-4535 Philosophy 514-398-6060 Political Science 514-398-4800 Quebec Studies 514-398-3960 Social Work 514-398-7070 Sociology 514-398-6848	Mechanical Engineering 514-398-8070 Mining and 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 514-398-4121 Faculty of Science Biology 514-398-7045 Chemistry 514-398-6999 Computer Science 514-398-7071 Earth & Planetary Sciences 514-398-6767 Geography 514-398-4111 Mathematics & Statistics 514-398-3800 Physics 514-398-6477 Psychology 514-398-6100

27 Faculty of Agricultural and Environmental Sciences

27.1 Barbados Interdisciplinary Tropical Studies Field Semester

Website: www.mcgill.ca/bits

The Barbados Interdisciplinary Tropical Studies (BITS) Field Semester is offered jointly by McGill University and the University of the West Indies (UWI). It is an activity- filled, hands-on experience for students with an interest in international studies with a Caribbean flavour. The focus is on sustainable agri-food and energy production and nutrition on a tropical coral island with a tourist-based economy. It is offered annually (in the Summer). It consists of 12 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 program integrates intensive course work with group project work of national importance in Barbados. It contributes to the formation of professionals

with planning, managing, decision-making, and communication skills. This program addresses a global need for experienced professionals capable of interacting with various levels of government, non-governmental organizations, and the private sector.

Required Courses (15 credits)		
AEBI 421	(3)	Tropical Horticultural Ecology
AEBI 423	(3)	Sustainable Land Use
AEBI 425	(3)	Tropical Energy and Food
AEBI 427	(6)	Barbados Interdisciplinary Project

For more information, students should visit the BITS website at www.mcgill.ca/bits or contact Dr. Julie Major by telephone (514-398-8380) or email (julie.major@mcgill.ca).

28 Faculty of Arts

As the largest faculty at the University, Arts is committed to remaining at the forefront of intellectual inquiry in our changed and continually changing world. It is a time of development, expansion, innovation, and renewal. A McGill Arts education is an opportunity to explore the rich diversity of human endeavour

Improve your French oral and written communication skills and de

29.2.2 Professional Development Courses

Comprehensive Business Analysis

Effective Public Speaking

Intellectual Property

Comprehensive Project Management

Advanced Project Management: Bridging Theory and Practice

Telephone: 514-398-5454
Website: www.mcgill.ca/conted

29.3 Special Programs

29.3.1 Aboriginal Pathways

CCOM 205 COMMUNICATION IN MANAGEMENT 1 (3 credits)

A three-week intensive program July 29th to August 16th, 2012

Aboriginal Pathways offers a supportive environment and an engaging curriculum that embraces both Indigenous and Western knowledge traditions. Over a three-week period, students will receive intensive instruction in the writing process from experienced and dedicated staff, enjoy lunches at the First Peoples' House, explore the McGill campus and some of Montreal's cultural highlights through social activities all included in the program.

Benefits

Summer course intended specifically for members of the Aboriginal community who wish to improve their writing skills
Course is worth 3 university credits

Prerequisites and Registration

Interested candidates must be 18 years or older and supply both a Letter of Intent and a Letter of Support. The program is limited to 25 participants. To find out more about this program, please contact Kakwiranó:ron Cook, B.A., at 514-398-3217 or kakwiranoron.cook@mcgill.ca.

30 Desautels Faculty of Management

For the most up-to-date information concerning Summer Abroad courses, please consult the Class Schedule at www.mcgill.ca/students/courses/calendars.

30.1 Summer Abroad Brazil Program

MRKT 434 TOPICS IN MARKETING 1 (3 credits)

ORGB 380 CROSS CULTURAL MANAGEMENT (3 credits)

30.2 International Summer Program

BUSA 481 MANAGING IN NORTH AMERICA (3 credits)

MRKT 434 TOPICS IN MARKETING 1 (3 credits)

31 Faculty of Medicine

31.1 Department of Epidemiology, Biostatistics and Occupational Health

27th ANNUAL SUMMER SESSION IN EPIDEMIOLOGY & BIOSTATISTICS

May 7 - June 29, 2012

The Annual Summer Session in Epidemiology and Biostatistics offers health professionals the opportunity to gain familiarity with the principles of epidemiology and biostatistics. It also offers graduate students from McGill and other universities the opportunity to acquire academic credits and thereby accelerate coursework during a Summer term.

The 2012 Summer Session in Epidemiology and Biostatistics offers courses within the themes listed on the website. Courses are offered over one, two, and four weeks (refer to the website for schedules and course descriptions: www.mcgill.ca/epi-biostat-occ/summer).

The language of instruction is English (unless otherwise stated), and students are advised that English is essential to benefit from the courses offered. However, students may submit their assignments and examinations in French.

The courses are intended for health professionals (e.g., physicians, nurses, respiratory therapists, psychologists, physical and occupational therapists, etc.) or professionals in related fields (e.g., industrial hygienists, environmental specialists, urban planners, engineers), as well as social and basic scientists.

Academic credits are available to graduate students, and to residents and fellows from residency training programs at McGill and other universities. Physicians with a license from Canada or the U.S. can register for Continuing Medical Education (CME) units, fully accredited by the Committee on Accreditation of Canadian Medical Schools (CACMS) and by the Accreditation Council for Continuing Medical Education (ACCME) of the U.S.A.

In addition, physicians coming from outside Canada or the U.S., as well as health and other professionals, can obtain a professional interest certificate. Tuition fees vary. Please contact the Student Affairs Office at:

McGill University, Faculty of Medicine
Department of Epidemiology, Biostatistics and Occupational Health
Purvis Hall, Room 27
1020 Pine Avenue West
Montreal, Quebec H3A 1A2
Telephone: 514-398-6258
Fax: 514-398-8851

Website: www.mcgill.ca/epi-biostat-occ/summer

STUDENTS SEEKING ACADEMIC CREDITS

Registration is via Minerva, McGill's web-based registration system, at www.mcgill.ca/minerva. Minerva course selection forms can be downloaded from the web

32.3 Earth & Planetary Sciences

EPSC 231 FIELD SCHOOL 1(3 credits)

EPSC 341 FIELD SCHOOL 3(3 credits)

32.4 Geography

GEOG 495 FIELD STUDIES PHYSICAL GEOGRAPHY (3 credits)