

**University Regulations and Resources (Summer
Studies)**

**Programs, Courses and University Regulations
2016-2017**

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

1 . McGill University reserves the right to mak

Publication Information

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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.

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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.

1.8 Non-Smoking Policy

Quebec law prohibits smoking in public buildings. For more information, see www.mcgill.ca/ehs/mcgill-smoking-policy.

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 will be automatically enrolled in the applicable Students' Society's (SSMU, MCSS, or PGSS) supplemental Health and Dental Plans. For details on fees, change of coverage dates, and what is covered by the plans, refer to www.ihaveaplan.ca, or contact:

Alliance pour la santé étudiante au Québec (ASEQ)

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

Website: www.aseq.com

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

Canadians who have been residing outside of Canada

If you are a Canadian student who has been living abroad, you may not be eligible for provincial health insurance coverage. To verify your *eligibility* for the Quebec provincial health plan, contact:

Régie de l'assurance maladie du Québec (RAMQ)

425 Boulevard de Maisonneuve O., Suite 300

Montreal QC H3A 3G5

Telephone: 514-864-3411

Website: www.ramq.gouv.qc.ca/en/pages/home.aspx

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



Note for 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 or Additional Session, Thesis Evaluation, Non-Thesis Extension, as well as postdoctoral candidates are automatically covered by their society's extended Health and Dental Plan (PGSS). Students without valid Canadian Medicare, please see [section 1.9.1: Health Insurance – International Students](#). In 2016/2017, the cost of this plan is \$419.06 (single coverage). Eligible students not charged automatically for insurance fees can choose to enrol themselves during the appropriate Change-of-Coverage period. For more information on what is covered by this plan, as well as enrolment, opt-out procedures, and deadlines, please refer to the latest information at www.ihaveaplan.ca/rte/en/McGillUniversitygraduatestudentsPGSS_Home.

1.9.3 Special Medical Needs

If you have special medical needs, have your physician submit appropriate information, on a confidential basis, directly to the Student Health Service; see [section 8.3: Student Services – Downtown Campus](#) or www.mcgill.ca/studenthealth/see-doctor for contact information on the Downtown campus, and see www.mcgill.ca/macdonald-studentservices/feeling-sick for the Macdonald campus.

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 MacDonal 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.

2 Personal Information

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

2.1 Updating Personal Information

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

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

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 QC H3A 0C8. Macdonald campus students can request changes in person at the [Macdonald Campus Student Affairs Office](#), Laird Hall, Room 106.

Note for Continuing Studies: If you need to change important personal information that requires the University to v

Quebec and Canadian Out-of-Province Students

You are a Quebec resident as defined by one of the other situations outlined by the Government of Quebec

- Permanent Code Data Form (*Notes 1 and 5*)
- Canadian birth certificate; or Canadian citizenship card or certificate (both sides); or Certificate of Indian status card; or Maki-vik Society card; or valid Canadian Confirmation of Permanent Residence document (*Note 2*); or valid Canadian Permanent Resident card (both sides of the card)
- Permanent Code Data Form (*Notes 1 and 5*)
- Attestation of Residency in Quebec Form (*Note 5*)
- [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)

- You may need a Visitor's Permit or *eTA* issued by Citizenship and Immigration Canada at your port of entry into Canada. To determine if you are required to have a visa, please refer to the [Citizenship and Immigration Canada](#) website.
-

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

- Citizens of France
- Citizens of certain countries with an agreement with the Government of Quebec
- Diplomatic, consular or other representatives of international organizations
- Convention refugees
- Students awaiting permanent residency in Canada and holding an eligible CSQ
- Students whose spouse or unmarried students whose parent holds a Temporary W

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

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

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

If there is a problem with your documents, contact:

Telephone: 514-398-7878

Email: www.mcgill.ca/students/servicepoint/studentrequestform

2.2.5.1 For the School of Continuing Studies

By Email:

legaldocuments.conted@mcgill.ca

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

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

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

Telephone: 514-398-6200

Email: info.conted@mcgill.ca; www.7.5t51.1199ess.yr1.38.e.pfi.Tmsoinl.g.d.Mcar.pfi.telephone.Tj/F3.10.Tf1.0.03.8741.477.4.Courier:ese.If.ther.Tj1.0.8.T34992.70xa

2.3.1 ID Card Schedule for the Downtown Campus

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

- New students can obtain their ID card 24 hours after registering for their first course. Registration dates for new students can be found [here](#).
- Returning students must be registered for at least one course, and may present themselves

STUDENT TYPES

B) A Quebec Inter-University Transfer student is:

- One who is currently registered at a Quebec university and wishes to transfer credits granted by McGill during the Summer to that university.

C) A Visiting Student from a University Outside Quebec is:

- One who is currently registered in a degree or diploma program at another university. (You may take Summer courses at McGill for credit at your home university. After you have selected the courses that you would like to take for unives:

REGISTRATION PROCEDURES

Currently registered students at other Quebec universities should follow the steps below:

- Initiate an online Inter-University Transfer (IUT) form to request the required authorizations. Complete the online IUT form available through www.mcgill.ca/students/iut by clicking on the indicated link and entering your application information.
- After the online Inter-University Transfer form is approved by your home university and McGill, you must register in the approved course(s) on Minerva.
- Go to www.mcgill.ca/students/courses/add/register and follow instructions on how to register. View your class schedule on [Minerva](#) to ensure you are correctly registered.



Note: The online IUT form is only an approval process and does not signify that you will be registered in the course.

Registration for Visiting Students from universities outside Quebec and for all Special Students:

- Before registering for courses on Minerva, you must have a McGill record. You must first fill out a Registration Package for Summer 2017, available for download at

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

Not all courses listed are offered every year.



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

3.1.1 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 is normally published in early February. Class Schedule includes the days and times when courses are offered, class locations, names of instructors, and related information. You can also access the details of scheduled courses by clicking the course reference number (CRN) that appears with each course section shown in Class Schedule.

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

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

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

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



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



Note for Medicine: This section is not applicable to M.D.,C.M. students; see www.mcgill.ca/ugme.

3.1.2 Course Numbering

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


The first four characters (Subject Code) refer to the unit offering the course.


These codes were implemented in September 2002, replacing the three-number Teaching Unit Codes previously used. A complete list of Teaching Unit Codes is available on your schedule.


3.3.1 Course Drop and Withdrawal

You may drop (with refund) a course on [Minerva](#) up to and including the fourth (4th) scheduled class, and withdraw (without refund) from a course from the 5th to the 9th scheduled class*. A withdrawal means that a grade of "W" will appear on your record and you will not be eligible for a fee refund. See the specific dates outlined in [: Key Dates, Summer 2017](#).


Students who do not attend classes and examinations and/or who do not formally withdraw will receive a grade of "J" on their transcripts. If, after the ninth day of class, illness or special circumstances force you to stop attending class, permission may be granted for an official withdrawal.

 **Note:** To be considered for in-course awards, including Deans Honour List designations, and/or the renewal 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*), Natural Science Complementary Courses (for Computer Engineering and Software Engineering students from CEGEP), and Elective Courses (for Mechanical Engineering students from CEGEP). You cannot use the S/U option for courses in any other category of the Engineering programs. If you choose not to use the S/U option, a grade of D is acceptable as a pass for these Complementary Studies courses.
- B.Sc.(Arch.) students may use the S/U option for elective courses taken outside the School of Architecture. You cannot use the S/U option for courses in any other category of the Architecture program. If you choose not to use the S/U option, a grade of D is acceptable as a pass for these elective courses.
- You cannot use the S/U option for courses that are taken to satisfy a minor.


 **Note for Law:**

- The S/U option is available for Law and non-Law electives and Law complementary courses within the B.C.L./LL.B. program as of 2013/2014.
- The S/U option is limited to one course in the B.C.L./LL.B. program for a maximum of 4 credits.
- Students are not permitted to choose the S/U option for required courses.
- The S/U option is not permitted for courses that are taken to satisfy a minor.

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

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

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

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

4.2.3 Overdue Accounts

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

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

Interest: Interest is charged on overdue balances at the monthly rate of 1.24% (14.88% annually), multiplied by the balance outstanding after the due date (within 23 days). 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.

4.2.3.1 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 terms' 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.

4.2.3.2 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.

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

In accordance with the fee policies stated in [section 4.2.3: Overdue Accounts](#) and [section 4.2.3.1: Information for Registered Students](#), before the University cancels your current and subsequent term registration(s), the Student Accounts Office will make all reasonable efforts to notify you if your account is delinquent, or if you o

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

4.3 Payment Procedures

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

4.4 Tax Slips/Receipts

T4A, Relev 1, T2202A, and Relev 8 slips are issued on Minerva (www.mcgill.ca/minerva) under the *Student*

- 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.

5.1.3.3 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:

-

- 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

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

5.1.5.3 Unsatisfactory Standing: Faculty of Engineering

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

a CGPA that is less than 1.20

OR

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

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

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 hours in the course listing after the course credit. For example, (3-1-5) indicates a course consisting of three lecture hours per week, one hour of tutorial or lab, and five hours of personal study per week.



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

5.3 Grading and Grade Point Averages (GPA)



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

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.

Other Grades

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)

satisfactory; equivalent to C or better. Satisfactory grades are not calculated in the TGPA or CGPA. Satisfactory grades are only reported for courses taken pre-Fall 2002.



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.

5.5.5 Fee Assessment Consequences

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

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

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

Note that your faculty/school or Graduate and Postdoctoral Studies does not handle changes related to your citizenship and/or immigration or fee exemption status; see [section 2.2.1: Why Does McGill Collect Legal Documents from You?](#) You may be assessed a fee for a change requested after the submission deadline.

5.6 Transcript of Academic Record

The following sections contain information on transcripts and other details regarding academic records. Use the right-hand menu to jump to a specific section.

5.6.1 Transcript of Academic Record: General Information

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

The University issues official transcripts free of charge for currently registered students and will mail them by regular mail to the address(es) indicated on the request made in *Minerva*. Alternatively, an official transcript may be picked up in person at [Service Point](#) in a sealed envelope.

Requests for official transcripts are processed in about 3 to 5 working days (5 to 7 during peak periods). Requests for archived transcripts (pre-1972), however, will take longer.

Official transcripts are printed on secure paper that cannot be copied.

For more information on requesting official transcripts, refer to the Official Transcripts section below.



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



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

5.6.2 Unofficial Transcripts

If you require a copy of your student record, access *Minerva* (www.mcgill.ca/minerva) to view and print an unofficial transcript. This applies to records from 1976 to the present. For pre-1976 records, you must order an official transcript. See [section 5.6.3: Official Transcripts](#).

5.6.3 Official Transcripts

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

Currently Registered Students: Use *Minerva* (www.mcgill.ca/minerva) to order an official transcript at *Student Menu > Student Records Menu > Request Printed/Official Transcript*.

Alumni or former students who were registered or graduated as of 1972 or later: You **must** submit your request in *Minerva* (www.mcgill.ca/minerva) at *Student Menu > Student Records Menu > Request Printed/Official Transcript* and will require login credentials. Please visit the IT Knowledgebase (www.mcgill.ca/it) to view how to obtain your McGill ID & *Minerva* PIN.

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



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

6.1 Class Tests

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

6.2 Examination Facilities for Students with Disabilities

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.

Credit by Examination

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 re

6.6 Supplemental Examinations

There are no supplemental examinations for Summer courses.

7 Service Point

Service Point has brought together newly integrated, front-line undergraduate and graduate student administrative services. Located on the ground floor of the McLennan Library Building in the heart of the Downtown campus, Service Point will address a wide variety of students' needs.

Some of the many services of

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

For information, contact (Dean/Associate Dean):

Telephone: 514-398-4990
Email: deanofstudents@mcgill.ca
Website: www.mcgill.ca/deanofstudents

8.2 Office of the Senior Director, Services for Students

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

For information, contact:

Telephone: 514-398-8238
Website: www.mcgill.ca/studentsservices

The Senior Director, Services for Students (SDSS), coordinates all student services at McGill to help promote student success and well-being. The SDSS is available to provide assistance and/or information on almost all aspects of non-academic student life. Concerns of an academic nature are directed to the proper individual, office, or department. Funding is also available for projects, initiated by students and/or staff, that enhance student life and learning.

8.3 Student Services – Downtown Campus

Unless otherwise indicated, all **Student Services** on the Downtown campus are located in the William and Mary Brown Student Services Building.

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

Brown Student Services Building, Suite 4100
3600 McTavish Street
Montreal QC H3A 0G3
General Information: 514-398-8238
Website: www.mcgill.ca/studentsservices

8.3.1 Campus Life & Engagement

Supports all students, new and returning, and connects them to resources and opportunities that will enhance their student experience.

Brown Student Services Building, Suite 3100
Telephone: 514-398-6913
Email: cle@mcgill.ca
Website: www.mcgill.ca/cle

First-year students:

Email: firs_tudsh@mcgill.ca

8.3.3 Counselling Service

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

Brown Student Services Building, Suite 4200

Telephone: 514-398-3601

Email: counselling.service@mcgill.ca

Website: www.mcgill.ca/counselling

8.3.4 First Peoples' House

Promotes and supports Aboriginal student success and well-being in a culturally welcoming environment.

3505 Peel Street

Telephone: 514-398-3217

Email: firstpeopleshouse@mcgill.ca

Website: www.mcgill.ca/fph

8.3.5 Health Services

Provides access to experienced ph

Redpath Library Building, 3459 McTavish, Suite RS-56
Telephone: 514-398-6009
TDD: 514-398-8198
Email: disabilities.students@mcgill.ca
Website: www.mcgill.ca/osd

8.3.10 Office of Sustainability

Supports McGill's goal to become an institutional model of sustainability for society. Whether you have a project in mind, or just a lot of questions, there are many ways for you to get involved with sustainability at McGill. Stay up to date via our [Facebook](#) and [Twitter](#) pages, and by [signing up](#) to receive our monthly e-newsletter.

Sherbrooke 1010 Building, Suite 1200
Telephone: 514-398-2268
Email: sustainability@mcgill.ca
Website: www.mcgill.ca/sustainability

Sc

Main Floor, Suite 14
Telephone: 514-398-7059 (for an appointment)
Website: www.mcgill.ca/ombudsperson

8.6 Bookstore

The McGill University Bookstores stock new and used textbooks, a full range of books for the academic and professional community, stationery supplies, and McGill insignia clothing and gift items. Visit the Bookstore websites or in person to sign up for email reminders so you are the first to know about services such as used textbook buy-back and other events.

8.6.1 Downtown Campus

As of August 2016, the Bookstore is operating from multiple locations. Please visit the [Le James website](#) for details and directions.

Course Materials

3544 ave. du Parc
Telephone: 514-398-3655

Clothing and Insignia

680 Sherbrooke W.
Telephone: 514-398-3655

Mobile Store

McGill Lower Campus, near Roddick Gates

Website: lejames.ca

8.6.2 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

8.7 Computer Store

The McGill Computer Store (MCS), now at a new location, sells a full range of computer hardware, software, peripherals, and consumer electronics at educational prices.

680 Sherbrooke W., Ground Floor
Telephone: 514-398-8418
Email: sales.mcs@mcgill.ca
Website: lejames.ca/services/computers

9 Summer Residence Accommodation

9.1 Residences

McGill University Housing and Conference Services offers residence accommodations in three different locations during the summer:

- **Royal Victoria College (RVC)** is situated next to the main campus in the heart of downtown Montreal;

- Just down the street on Sherbrooke is **La Citadelle (LC)**;
-

McGill Food and Dining Services provides food services at a variety of outlets across campus throughout the Summer term. For more information please refer to www.mcgill.ca/foodservices.

Off-Campus Housing

The McGill Off-Campus Housing Service lists various types of accommodation in the downtown area. Please contact:

Off-Campus Housing -University Hall
3473 University Street
Montreal, Quebec H3A 2A8

Telephone: 514-398-6010
Fax: 514-398-2305
Email: offcampus.housing@mcgill.ca
Website: www.mcgill.ca/students/housing/offcampus

10 Athletics & Recreation

10.1 Downtown Campus Athletics & Recreation

Offers a wide range of facilities, activities, and equipment. Facilities include:

- gymnasium
- fully-equipped fitness centre
- varsity weight room
- pool
- arena
- fieldhouse
- stadium
- indoor and outdoor running tracks and tennis courts
- squash and racquetball courts
- spinning
- dance and martial arts studios
- various playing fields

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

McGill Sports Complex
475 Pine Avenue West
Telephone: 514-398-7000
Email: perry.karnofsky@mcgill.ca (recreational sports) or lisen.moore@mcgill.ca (intercollegiate sports)
Website: www.mcgillathletics.ca
Facebook: www.facebook.com/mcgillathleticsandrecreation
Twitter: www.twitter.com/McGillAthletics

10.2 Macdonald Campus Athletics & Recreation

Offers a wide range of facilities, activities, and equipment, free of charge. Facilities include:

- a gymnasium
- weight room
- arena
- tennis courts

- playing fields
- outdoor TrekFit gym
- large expanses of green space

Students can participate in instructional, recreational, intramural, and intercollegiate activities. There are nominal fees for intramurals and fitness courses. Athletics offices are located in the Stewart Athletic Complex, just west of the Centennial Centre.

Stewart Athletic Complex
 Telephone: 514-398-7789
 Website: <http://macdonaldcampusathletics.ca>
 Facebook: www.facebook.com/pages/Mac-Athletics-and-Recreation

11 For your Information Technology (IT) Needs

McGill's **IT Services** website 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 available training and support. Services are organized by categories such as Telephone, Network, and Wireless."
- Search the McGill IT *Knowledge Base* for FAQs and supporting articles on all IT services. Search by keywords such as myMcGill, or by specific article number.
- Send us your *feedback* or get help on an IT issue.
- Read featured *articles* on computer security, new software, and other timely tips.
- Find out about new *IT projects* on the horizon.
- Check the status of IT systems at a glance and view IT announcements and scheduled downtimes.

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 free software.

11.1 Logging In

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

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

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

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

11.2 myMcGill (the University portal)

myMcGill is the central access point where you:

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

Click myMcGill in the *Quick Links* menu, at the top of any McGill web page (www.mcgill.ca), and sign in using your McGill Username and McGill Password.

Browser Compatibility

myMcGill currently supports the latest versions of the following browsers:

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

11.3 myCourses

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

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

- Verify your browser settings by clicking **System Check** in the **Support** widget on the myCourses home page.
- Watch [myCourses videos for students](#) and access help documentation from the IT Knowledge Base.

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

11.4 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 <https://outlook.com/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](#).

11.5 Microsoft Office 365

Office 365 is a packaged offering from Microsoft that provides cloud-based services including:

- email
- web communications
- file storage
- file sharing

At McGill we are currently providing students with **free** Office 365 ProPlus software and OneDrive cloud storage. Additional components of Office 365 will be rolled out over the course of the coming year. For more information, see www.mcgill.ca/it/o365.

11.6 Software

In addition to the Office 365 ProPlus software, mentioned above, McGill IT Services provides free software to students at mcgill.onthehub.com/WebStore/Welcome.aspx and through the IT Knowledge Base at kb.mcgill.ca/it/software. Sign in using your McGill Username and Password.

11.7 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.

11.8 Getting Connected

You will need to use your [McGill Username and McGill Password](#) to access the services listed below:

Wireless: Through the McGill Wireless network, you can access the Internet using your laptop or other mobile device from virtually anywhere on campus, including McGill residences and the inter-campus shuttle buses. Log in to the Wireless network using your McGill Username and McGill Password. Find configuration instructions for your computer/phone in the IT Knowledge Base at

Virtual Private Network (VPN): If you need to access restricted systems or servers from off campus, you may be required to establish a VPN connection. See kb.mcgill.ca/it/vpn for additional information.

11.9 Safe Computing

Free antivirus software: Download free antivirus software to protect your computer at <http://kb.mcgill.ca/it/antivirus>.



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.

11.10 Need Help?

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

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

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

Located across both campuses, the McGill Library system consists of eight library branches, one special reserve collection in education, one reading room, the McGill University Archives, and the McGill University Visual Arts Collection. A full map of all locations is available at www.mcgill.ca/library/branches.

Numbering over 6 million items, the Library's vast holdings include:

- over 2 million books;
- tens of thousands of journal titles;
- vast manuscript and pictorial collections;
- over 150,000 sound and video recordings;
- extensive e-resources, including over 120,000 e-journals and over 2 million e-books on subjects ranging from early English literature to nutrition.

A comprehensive website (www.mcgill.ca/library), an online catalogue, and a wide range of library services link the Library's resources to those who need them for learning, research, and scholarship. Hundreds of databases on topics from art history to zoology guide users to relevant journal articles and research materials, while subject guides on topics like chemistry and social work provide comprehensive and clear direction for users undertaking research. Unique scholarly materials from the Rare Books and Special Collections are *digitized* and also made widely accessible online through the site. The Library's website also provides access to items such as past examination papers, McGill theses, and foreign newspapers. All electronic resources are available for use in laboratories anywhere on the campus or from home using *EZproxy*.

The staff in each branch library can help you locate information for coursework, assignments, or research topics. *Workshops* are provided at all student levels to ensure you know how to find and use information. Information skills programs are undertaken as part of course curricula. *Liaison librarians* specialize in specific disciplines, and are available to assist students and staff in person, on the phone, online, by email, and via online chat.

Although opening hours vary, most libraries are open up to 90 hours per week, and several branch libraries extend opening hours during examination periods. Hundreds of computers are available for email, word processing, accessing online courses, reading library materials, preparing assignments, and searching the Internet. Designed to enhance the learning experiences of diverse students, the Library offers a variety of comfortable and attractive spaces, including quiet individual study areas, dynamic e-zones, and group study rooms that can be booked. Wireless access is available throughout each library, and all libraries have ID card-operated printing and copying facilities. Special facilities are available for vision and hearing impaired students.

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 owned by the McGill University Library, our *Interlibrary Loan and Document Delivery Service* will source it for you, and pickup is available 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 the 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



Note: MWC graduate courses are not open to postdoctoral fellows.

Course for School of Continuing Studies Students:

Course Number	Course Title	Notes
CCOM 205	Communication in Management 1	Restricted to and required for students in Career and Professional Development programs offered by the School of Continuing Studies

Course in Professional Writing (CE Units):

Course Number	Course Title	Notes
CCOM 208	Professional Writing in Business	

12.2.1 McGill Writing Centre Contact Information

McGill Writing Centre
McLennan-Redpath Library
Main Floor, Room #02

3459 McTavish Street
Montreal QC H3A 0C9

Telephone: 514-398-7109

Fax: 514-398-7416

Website: www.mcgill.ca/mwc

General Inquiries: mwc@mcgill.ca

Inquiries concerning CEAP 150, CEAP 250, CESL 500, and CCOM 300 should be directed to:

Prof. Sarah Wolfson

Email: sarah.wolfson@mcgill.ca

in the country. The Lyman Museum is not generally open to the public since its main functions are research and teaching, not exhibitions. However, tours are available by appointment to interested parties.

Telephone: 514-398-7914

Website: <http://lyman.mcgill.ca>

12.7 Other Historical Collections

In addition to the McGill museums, there are other collections and exhibits of a specialized nature curated by McGill's **Heritage Advisory Committee**.

McGill began accumulating cultural property by virtue of acquisition or donation even before the university itself was established. At the Montreal Medical Institute, which became McGill's Faculty of Medicine, specimens were collected and used as teaching tools as early as 1822. Articles published about early collections gained international recognition for faculty members such as Andrew Fernando Holmes and Sir William Dawson. Their collections and others had a major influence on building McGill's reputation as a learned institution.

For more information, and to view the full list of historical collections at McGill, please visit www.mcgill.ca/historicalcollections.

13 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.

13.1 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 £0,000 to the Royal Institution for the Advancement of Learning "upon condition that the latter erect upon the said tract or parcel of land, an University or College, for the purpose of education and the advancement of learning in this Province;" and further upon condition that one of the Colleges to be comprised in the said University shall be named and perpetually be known and distinguished by the appellation of 'McGill College!'"

At the time of James McGill's death, the Royal Institution, although authorized by law in 1801, had not been created, but was duly instituted in 1819. In 1821 it obtained a Royal Charter for a university to be called McGill College. Further delay was occasioned by litigation, and the Burnside estate was not acquired until March 1829. The Montreal Medical Institution, which had begun medical lectures at the Montreal General Hospital in 1822, was accepted by the College as its Faculty of Medicine in June 1829. After further litigation, the College received the financial endowment in 1835 and the Arts Building and Dawson Hall were erected. The Faculty of Arts opened its doors in 1843.

Progress, however, was slow until the 1821 Charter was amended in 1852 to constitute the members of the Royal Institution as the Governors of McGill College. Since that time the two bodies have been one. It was first called The University of McGill College but in 1885 the Governors adopted the name McGill University. Ever

13.2 Incorporated and Affiliated Colleges

13.2.1 Incorporated College

Royal Victoria College

13.4 Recognition of Degrees

The Royal Institution for the Adv

Members

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

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 Members**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)

Chancellor

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

Principal and Vice-Chancellor

Christopher Manfredi; B.A., M.A.(Calg.), M.A., Ph.D.(Claremont)

Provost and Vice-Principal (Academic)

Ollivier Dyens; B.F.A.(C'dia), M.A., Ph.D.(Montr.)

Deputy Provost (Student Life & Learning)

Administration

Kathleen Massey; B.A.(York), M.A.(R. Roads)

Jana Luker; B.A.(Guelph), B.Ed., M.Ed.(Tor.)

Ghyslaine McClure; B.Eng.(Montr.), S.M.(MIT), Ph.D.(Montr.)

Angela Campbell; B.A. B.C.L.(McG.), LL.M.(Harv.)

Anja Geitmann; Diplom(Konstanz), Ph.D.(Siena)

Ghilaine Roquet; B.A.(UQAM), M.Sc.A.(Montr.)

Stephen Strople; B.A.(Dal.), M.A.(York)

Morty Yalovsky; B.Sc., M.Sc., Ph.D.(McG.) (*Interim*)

Lynne B. Gervais; B.A.(C'dia)

University Registrar and Executive Director of Enrolment Services

Executive Director of Services for Students

Associate Provost (Budget & Resources)

Associate Provost (Policies, Procedures & Equity)

Associate Vice-Principal (Macdonald Campus) and Dean (Faculty of Agricultural & Environmental Sciences)

Chief Information Officer

Secretary-General

Vice-Principal (Administration & Finance)

13.7.1.2 Directors of Schools

Directors of Schools

Martin Bressani; B.Arch.(McG.), M.Sc.(MIT), Ph.D.(Paris 1)

Architecture

Communication Sciences & Disorders