



**Summer Studies**  
**Programs, Courses and University Regulations**  
**2020-2021**



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

Archival copies are available at [www.mcgill.ca/study](http://www.mcgill.ca/study).

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

**1 .** McGill University reserves the right to mak

## ***Publication Information***

Published by

### **Enrolment Services**

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

All contents copyright © 2021 by McGill University. All rights reserved, including the right to reproduce this publication, or portions thereof, in any form.

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

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

- 1 University Regulations and Resources, page 11
  - 1.1 General Policies and Information, page 11
    - 1.1.1 Authorization, Acknowledgement, and Consent, page 11
    - 1.1.2 Student Rights and Responsibilities, page 11
    - 1.1.3 Language Policy, page 11
    - 1.1.4 Academic Integrity, page 11
    - 1.1.5 University Student Assessment Policy, page 12
    - 1.1.6 Policy Concerning Access to Records, page 12
    - 1.1.7 Information Technology (IT) Resources, page 13
      - 1.1.7.1 Responsible Use of McGill Information Technology Resources, page 13
      - 1.1.7.2 Use of Cloud Services, page 13
      - 1.1.7.3 Email Communication, page 13
      - 1.1.7.4 Minerva, page 14
      - 1.1.7.5 myMcGill, page 14
    - 1.1.8 Non-Smoking Policy, page 14
    - 1.1.9 Policy Concerning Cannabis, page 15
    - 1.1.10 Student Health & Insurance, page 15
      - 1.1.10.1 Health Insurance – International Students, page 15
      - 1.1.10.2 Health Insurance – Canadian Citizens and Permanent Residents, page 15
      - 1.1.10.3 Special Medical Needs, page 16
  - 1.2 Personal Information, page 16
    - 1.2.1 Updating Personal Information, page 16
    - 1.2.2 Submitting Legal Documents, page 17
      - 1.2.2.1 Why Does McGill Collect Legal Documents from You?, page 17
      - 1.2.2.2 What Documents Does McGill Need from You?, page 17
      - 1.2.2.3 Has McGill Received Your Documents?, page 19
      - 1.2.2.4 What Are the Consequences of Not Providing

- 1.3.2.1 Departmental Approval, page 24
- 1.3.2.2 Summer Course Load for McGill, Visiting, and Special Students, page 24
- 1.3.2.3 Course Load for Quebec Inter-University Transfer (IUT) Students, page 25
- 1.3.3 Course Changes, page 25
  - 1.3.3.1 Course Drop and Withdrawal, page 25
- 1.3.4 Your Responsibility, page 25
- 1.3.5 Quebec Inter-University Transfer Agreement, page 25
  - 1.3.5.1 Quebec Inter-University

- 1.5.5 Changes to Student Records after Normal Deadlines, page 38
  - 1.5.5.1 Student Record Changes, page 38
  - 1.5.5.2 Registrar Deadlines, page 38
  - 1.5.5.3 Before Registrar Deadlines, page 38
  - 1.5.5.4 After Registrar Deadlines, page 38
  - 1.5.5.5 Fee Assessment Consequences, page 38
  - 1.5.5.6 Student's Citizenship and/or Immigration or Fee Exemption Status, page 39
- 1.5.6 Transcript of Academic Record, page 39
  - 1.5.6.1 Transcript of Academic Record: General Information, page 39
  - 1.5.6.2 Unofficial Transcripts, page 39
  - 1.5.6.3 Official Transcripts, page 39
  - 1.5.6.4 Course Numbering on the Transcript, page 39
- 1.6 Examinations: General Information, page 40
  - 1.6.1 Class Tests, page 40
  - 1.6.2 Examination Facilities for Students with Disabilities, page 40
  - 1.6.3 Credit by Examination, page 40
  - 1.6.4 Faculty of Engineering Policy on Use of Calculators in Faculty Tests and Examinations, page 41
  - 1.6.5 Final Examinations, page 41
    - 1.6.5.1 Final Examinations: University Regulations Concerning Final Examinations, page 41
    - 1.6.5.2 Deferred Examinations for Summer Term Courses, page 42
    - 1.6.5.3 Final Examinations: Reassessments and Rereads, page 42
  - 1.6.6 Supplemental Examinations, page 43
- 1.7 Service Point, page 43
  - 1.7.1 Location, page 44
- 1.8 Student Services, page 44
  - 1.8.1 Support for Students: Office of the Dean of Students, page 44
  - 1.8.2 Office of the Senior Director, Services for Students, page 44
  - 1.8.3 Student Services – Downtown Campus, page 44
    - 1.8.3.1 Campus Life & Engagement (CL&E), page 45
    - 1.8.3.2 Career Planning Service (CaPS), page 45
    - 1.8.3.3 First Peoples' House, page 45MORSL,

- 1.8.4.1 Career Planning Service (CaPS), page 47
- 1.8.4.2 International Student Services (ISS), page 47
- 1.8.4.3 Office for Students with Disabilities (OSD), page 48
- 1.8.4.4



- 
- 1.13.6.1 Ex-officio, page 58
  - 1.13.6.2 Elected Members, page 58
  - 1.13.7 Administration, page 58
    - 1.13.7.1 Deans, Directors of Schools and Libraries, page 58
  - 1.13.8 Student Governance, page 59
  - 2 About Summer Studies, page 60
  - 3 Key Dates, Summer 2021, page 60
  - 4 Administration and Governance, page 61
  - 5 How to Reach Us, page 62
    - 5.1 Inquiries about the Status of your Registration to Summer Studies, page 62
    - 5.2 Academic Inquiries about a Specific Summer Course, page 62
  - 6 How to Register for Summer Studies, page 63
  - 7 Departmental Contact Information, page 63
  - 8 Faculty of Agricultural and Environmental Sciences: Summer Studies, page 64
    - 8.1 Barbados Interdisciplinary Tropical Studies Field Semester, page 65
  - 9 Faculty of Arts: Summer Studies, page 65
    - 9.1 McGill Summer Studies in Greece (MSSG), page 65
    - 9.2 French Language Centre, page 65
    - 9.3 Histoire et Culture de Montréal et du Québec en français, page 66
    - 9.4 Summer Intensive Language Program, page 66
  - 10 School of Continuing Studies: Summer Studies, page 67
    - 10.1 Undergraduate Programs, page 67
      - 10.1.1 Career and Professional Development (Undergraduate), page 67
      - 10.1.2 Education (Undergraduate), page 67
      - 10.1.3 Languages (Undergraduate), page 68
      - 10.1.4 Translation (Undergraduate), page 68
    - 10.2 Graduate Programs, page 68
      - 10.2.1 Career and Professional Development (Graduate), page 68
      - 10.2.2 Education (Graduate), page 69
      - 10.2.3 Languages (Graduate), page 69
      - 10.2.4 Translation (Graduate), page 69
    - 10.3 Professional Development Courses, page 69
    - 10.4 Study Abroad: Summer Short Programs, page 69
  - 11 Desautels Faculty of Management: Summer Studies, page 69
  - 12 Faculty of Medicine: Summer Studies, page 69
    - 12.1 Department of Epidemiology, Biostatistics and Occupational Health, page 70
  - 13 Faculty of Science: Summer Studies, page 70
    - 13.1 Off-Campus Field Courses, page 70
    - 13.2 Biology, page 70
    - 13.3 Earth and Planetary Sciences, page 71



# 1 University Regulations and Resources

## 1.1 General Policies and Information

You must inform yourself 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 you during your studies at McGill and should be periodically consulted, along with other sections and related publications.

### 1.1.1 Authorization, Acknowledgement, and Consent

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

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

### 1.1.2 Student Rights and Responsibilities

The *Handbook on Student Rights and Responsibilities* is produced jointly by the Office of the Dean of Students and the University Secretariat. It contains regulations and policies governing your rights and responsibilities as a student at McGill, and is available at [www.mcgill.ca/students/srr](http://www.mcgill.ca/students/srr).

Further details regarding your rights and responsibilities are also available at [www.mcgill.ca/secretariat/policies-and-regulations](http://www.mcgill.ca/secretariat/policies-and-regulations).

### 1.1.3 Language Policy

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

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



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



**Note for the Faculty of 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 [University Regulations & Resources > Graduate > Regulations > Registration > : Courses Taken as Extra to a Program](#).



**Note for Health Sciences:** Students studying in the Faculties of Dentistry or Medicine or in the Schools of Human Nutrition, Nursing, or Physical and Occupational Therapy should consult the Health Sciences : [Language Policy](#) and any language policies pertaining to their specific program. Programs with a clinical component require that students have a working knowledge of both English and French.

### 1.1.4 Academic Integrity

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



In addition to the above, **if you are a candidate for admission to the Faculty of Medicine or to the Faculty of Dentistry in undergraduate, graduate, or postgraduate studies, you would be asked to consent** to the release of personal information to other schools of medicine; to Employment and Social Development Canada; to the Ministère du Travail, de L'Emploi et de la Solidarité sociale of Quebec; to a McGill professor, researcher or graduate student, strictly for research or teaching purposes; and to a University teaching/affiliated hospital or health centre to which you apply/or join for residency or rotations.

In addition to the above, **if you are a candidate for admission to the Schulich School of Music, you would be asked to consent** to the use of your name and images in public recognition of academic achievement and in the advertising and audio and video recording of student ensemble concerts for distribution using different media and formats.

At the time of application, you would be asked to **authorize the University** to:

- collect and maintain your personal information for the purpose of administering your University admissions and student record files;
- obtain copies of your transcripts from the *Ministère de l'Éducation et de l'Enseignement supérieur*; the Ontario Universities' Application C de laTj1 tT0 0 1 67.52 70





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

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 301  
Montreal QC H3A 3G5  
Telephone: 514-864-3411  
Website: [www.ramq.gouv.qc.ca/en/pages/home.aspx](http://www.ramq.gouv.qc.ca/en/pages/home.aspx)

**Important:** 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). 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 [studentcare.ca/rte/en/McGillUniversitygraduatestudentsPGSS\\_Home](http://studentcare.ca/rte/en/McGillUniversitygraduatestudentsPGSS_Home). Students without valid Canadian medicare, please see *section 1.1.10.1: Health Insurance – International Students*, or the **Canadians who have been residing outside of Canada** section above.

#### 1.1.10.3 Special Medical Needs

If you have special medical needs, please book an appointment with the Student Wellness Hub to discuss how to manage your health while at McGill. Contact information for the **Downtown campus** is available at [www.mcgill.ca/wellness-hub/access-care/meet-professional](http://www.mcgill.ca/wellness-hub/access-care/meet-professional), and for the **Macdonald campus** at [www.mcgill.ca/wellness-hub/access-care/macdonald-campus-care](http://www.mcgill.ca/wellness-hub/access-care/macdonald-campus-care).

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 adviser. Academic accommodation planning and support is available to students at the downtown campus as well as the Macdonald campus, and to students in Continuing Studies. Please refer to [www.mcgill.ca/osd](http://www.mcgill.ca/osd) for more information, or to book an appointment.



**Note for Medicine and Dentistry:** See the WELL Office at [www.mcgill.ca/thewelloffice](http://www.mcgill.ca/thewelloffice).

---

## 1.2 Personal Information

You must inform yourself 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, and ID cards, as well as other topics, and should be consulted periodically.

### 1.2.1 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* 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 a correction of your birth date—refer to the instructions at [www.mcgill.ca/student-records/personal-information/address](http://www.mcgill.ca/student-records/personal-information/address). Macdonald campus students can request changes in person at the *Macdonald Campus Student Affairs Office*





**Note for Nursing:** A Quebec address and telephone number must be registered on Minerva to meet OIIQ registration requirements.

## 1.2.2 Submitting Legal Documents

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

### 1.2.2.1 Why Does McGill Collect Legal Documents from You?

Your tuition status at McGill will vary depending on your legal status in Canada. In order for us to determine your appropriate rate of tuition (Quebec, Canadian out-of-province, or international), we require documentation confirming your current status. We also require these documents to confirm your valid citizenship/immigration status. To find out which documents you must provide—and when they are required—refer to: [section 1.2.2.2: What Documents Does McGill Need from You?](#)

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

You can consult your tuition and legal status (including your Permanent Code) on [Minerva](#). Select *Student Menu > Student Accounts Menu > View your Tuition and Legal Status*.



**Note for Medicine:** Once admitted to the Faculty of Medicine, you will be required to provide additional documentation for the purposes of admission and registration. Details are provided in the application instructions. For more information, see [www.mcgill.ca/medadmissions/applying/elements](http://www.mcgill.ca/medadmissions/applying/elements).

### 1.2.2.2 What Documents Does McGill Need from You?

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 to prove your Canadian and/or Quebec status. In most cases, your status is confirmed to us by the Government of Quebec or is already in your McGill record. Check your [Minerva](#) account to verify that your status is updated correctly (Select *Student Menu > Student Accounts Menu > View your Tuition and Legal Status*)

You have applied to McGill from another Quebec university

- Proof of Canadian status is required: Canadian birth certificate; or Canadian citizenship card or certificate (both sides); or Certificate of Indian status card; or Makivik Society card; or valid Canadian Confirmation of that appl6s;8learboth sides)1 seus.e921 Tm(Confirmation 0 0 1 Tf1



### 1.2.2.3 Has McGill Received Your Documents?

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

Once McGill has received your documents, it usually takes 5-10 business days to process them and update your status accordingly.

- Check your tuition status on the [Minerva](#) Student Accounts menu: *Student Menu > Student Accounts Menu > View Tuition Fee and Legal Status*.



**Note:** Ensure that you select the correct term when viewing your status.

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

**If you do not agree with your tuition status, notify McGill right away. Documentation provided to modify your legal and tuition status must be received within the given semester for changes to be applied for that semester. Retroactive tuition status updates are not permitted; requests and documents submitted after the semester has ended will be processed, with changes applied to the following semester.**

#### 1.2.2.3.2 Permanent Code

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

- Check your Permanent Code on Minerva: *Personal Menu >*

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

### 1.2.3 Identification (ID) Cards

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

- write examinations;
- use libraries and student services, including certain laboratories;
- access residence buildings;
- access meal plans;
- access the inter-campus shuttle bus.

The Student Identification card is the property of the University, for use by the cardholder only, and is not transferable. If you withdraw from all of your courses, you must attach your ID card to the withdrawal form or return it to Enrolment Services (or the Faculty of Agricultural and En

3. Canadian Immigration Study or Work Permit.
4. Certificate of Acceptance of Quebec (CAQ.)
5. International passport (**Note:** If you possess Canadian citizenship, a Canadian citizenship card or certificate is required as a Canadian passport is not acceptable.)
6. Letter from international student's consulate or embassy in Canada.
7. Marriage certificate issued outside of Quebec (translated into English or French by a sworn officer if in another language). *Note that Quebec marriage certificates are only acceptable if issued prior to 1984.*
8. Certificate of Name Change issued by the Quebec *Directeur de l'état civil* or applicable force in any Canadian Province.

In the case of a variation in the spelling of the name among these documents, the University will use the name on the document that appears first on the above list.

Should McGill require a copy of one of the documents listed about, both or all sides of the document must be copied and presented.

#### 1.2.4.1 Preferred First Name

Your preferred first name is a name by which you are normally addressed, and is different from your legal first name. The Preferred First Name Procedure enables students to use an alternate preferred first name for certain purposes while studying at McGill.

**Students who wish to use a preferred first name should enter this information into Minerva as soon as possible in order to ensure that their preferred first name is used as widely as possible.**

The preferred first name may be used on all unofficial university documents and tools, such as:

- McGill ID cards
- Class lists
- Student advising transcripts

The student's legal name must appear on official university documents, such as:

- Official university transcripts
- Reports to government
- Letters of attestation
- Diplomas and certificates
- Tuition fee e-bills

It is important to note that making a request to use a preferred first name at McGill does not change a student's legal name in the McGill student record or records with government authorities.

You can provide a preferred first name on your application for admission or, once admitted, on *Minerva*, under the *Personal Menu*. From the *Personal Menu*, select *Name Change* and then add your preferred first name in the preferred first name field.

You can also request that your preferred first name be part of your McGill email address by submitting a change to Network and Communications Services (NCS) via the *REGGIE* tool. For further details, see [www.mcgill.ca/student-records/personal-information/address](http://www.mcgill.ca/student-records/personal-information/address), which includes the Preferred First Name FAQ.

#### 1.2.4.2 Verification of Name

You should verify the accuracy of your name on McGill's student records via Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)). To do this, go to *Personal Menu > Name Change*, where you can make minor corrections such as changing case (upper/lower), adding accents, and spacing. You can also add a preferred first name that is different from your legal first name, and it will be used internally at McGill. For more information on the Preferred First Name Procedure, see [www.mcgill.ca/student-records/personal-information/address](http://www.mcgill.ca/student-records/personal-information/address).

Note that you cannot change your legal name via Minerva. Requests for such changes must be made by presenting official documents (see [section 1.2.4: Legal Name](#) and [section 1.2.4.1: Preferred First Name](#)) in person at *Service Point*, 3415 McTavish Street, Montreal QC H3A 0C8.



**Note for Continuing Studies:** Requests for such changes must be made by presenting official documents (see [section 1.2.4: Legal Name](#)) in person at the *Client Services Office*, School of Continuing Studies.

## 1.3 Student Types and Registration Procedures

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





These codes were implemented in September 2002, replacing the three-number teaching unit codes previously used. A complete list of teaching unit codes and their subject code equivalents can be found at [www.mcgill.ca/student-records/transcripts/key](http://www.mcgill.ca/student-records/transcripts/key) in the section *Cross-walk of current subject codes to pre-2002 course numbers*.

**The three numbers following the subject code** refer to the course itself, with the first of these indicating the level of the course.

- Courses numbered at the 100, 200, 300, and 400 levels are intended for undergraduate students. In most programs, courses at the 300 and 400 levels are normally taken in your last two years.
- Courses at the 500 level are intended for qualified senior undergraduate students but are also open to graduate students.
- Courses at the 600 and 700 levels are intended for graduate students only.

**Two additional characters (D1, D2, N1, N2, J1, J2, J3) at the end of the seven-character course number identifies multi-term courses.**

### 1.3.1.3 Course Terminology

**Prerequisite:** Course A is prerequisite to course B if a satisfactory pass in course A is required for admission to course B.

**Corequisite:** Course A is corequisite to course B if course A must be taken concurrently with (or may have been taken prior to) course B.

**Credits:** The credit weight of each course is indicated in parentheses beside the course title. For D1 and D2 courses, the credit weight is indicated after the course number. For further information, refer to [University Regulations & Resources > Undergraduate > Student Records > section 1.5.2: Credit System](#).

#### 1.3.1.3.1 Course Nomenclature in Program Descriptions

**Required Courses:** Mandatory courses that must be completed to fulfil the requirements of a program (e.g., major, minor, etc. at the undergraduate level or specific courses at the graduate level), unless the student receives exemptions. Students have no choices among required courses.

**Complementary Courses:** Courses selected from a restricted list, a particular subject area, or a discipline. In some programs, students must include a number of these to meet program requirements. **Complementary courses are not electives.**

**Elective Courses:** Courses, in some cases, taken outside of a student's program of study that do not count toward the fulfilment of the specific program requirements. Some restrictions may apply, but students have the most choice in selecting elective courses. Some faculties also permit students to take elective courses using the Satisfactory/Unsatisfactory (S/U) Option. Undergraduate students should consult their faculty regulations concerning electives; graduate students require the approval of their Program Director and Enrolment Services.

## 1.3.2 Course Selection

Course descriptions for all faculties can be found at [www.mcgill.ca/study/courses/search](http://www.mcgill.ca/study/courses/search). We also encourage you to check [www.mcgill.ca/summer/courseselection](http://www.mcgill.ca/summer/courseselection); in addition to descriptions for all courses, [Class Schedule](#) includes the days and times when courses are offered, names of instructors, class location, and remarks and comments. This information is subject to change and is updated as courses are added, rescheduled, or relocated. It is your responsibility to consult Class Schedule on Minerva at the time of registration, and again before classes begin to ensure that changes have not resulted in conflicts in your schedule.

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

- *course restrictions:* departmental approval required, permission from the instructor required, enrolment limited, enrolment reserved for students in a particular program or year, etc.;
- *course prerequisites and/or corequisites:* students must have completed all prerequisites for a course with a grade of C or better to be eligible to register for that course;
- *time at which each course section is given:* do not register for course sections that have a time overlap;
- *placement examination required:* this is specified in the course description.

If you are currently a McGill student, please consult the Undergraduate eCalendar at [www.mcgill.ca/study](http://www.mcgill.ca/study) to check your *course r*



- **Visiting students** must obtain written permission from both their home university and the faculty in which they are registered;
- **Special students** must obtain written permission from the faculty in which they are registered.

### 1.3.2.3 Course Load for Quebec Inter-University Transfer (IUT) Students

The maximum number of courses an IUT Student may take in one Summer term is 1 (one), regardless of credit weight. Permission to register for more than one course per term must be obtained from the McGill faculty in which the student is registering by using the BCI (*Bureau de coopération interuniversitaire*, previously known as CREPUQ) electronic IUT site at [www.bci-qc.ca](http://www.bci-qc.ca).

### 1.3.3 Course Changes

**All students** must use *Minerva* to make any changes to their course selection. You can use Minerva to add or drop courses at any time up to and including the fourth scheduled day of classes (which include lectures and laboratories). See the specific dates outlined in [section 3: Key Dates, Summer 2021](#).

Inter-University Transfer (IUT) students wishing to drop or withdraw from their course(s) should use Minerva; cancelling the course on BCI (*Bureau de coopération interuniversitaire*, previously known as CREPUQ) is not sufficient. If you want to take a different course you must reapply on the BCI site at [www.bci-qc.ca/](http://www.bci-qc.ca/) and, upon approval, register for the course using Minerva.

You are responsible for all courses in which you are registered unless you formally drop the courses online using Minerva before the deadline date. **Neither notification of the course instructor nor discontinuing class attendance is sufficient.** Please see [section 1.4.6: Refunds](#) for information on refunds.

#### 1.3.3.1 Course Drop and Withdrawal

**You may drop (with refund) a course on *Minerva* up to and including the fourth (4<sup>th</sup>) scheduled class, and withdraw (without refund) from a course from the 5<sup>th</sup> to the 9<sup>th</sup> 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 [section 3: Key Dates, Summer 2021](#).

**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 (without refund). In such cases, you must apply in writing to the Associate Dean/Director of the faculty in which you are registered. If permission is granted, a grade of "W" or "WF" will be assigned.



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

If the course is cancelled due to insufficient enrolment, fees are refunded in full. There are no refunds under any circumstance if you withdraw from a course after the fourth scheduled day of classes (which include lectures and laboratories).

\* **Note:** The add/drop and withdrawal deadlines may be different for intensive courses. Please consult the course description for details.

### 1.3.4 Your Responsibility

While departmental and faculty advisers and staff will provide advice and guidance (see [www.mcgill.ca/students/advising](http://www.mcgill.ca/students/advising)), you have ultimate responsibility for:

- the completeness and correctness of your course selection and registration;
- compliance with the completion of the course requirements;
- observance of regulations and deadlines as outlined in the Summer Studies eCalendar.

### 1.3.5 Quebec Inter-University Transfer Agreement

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

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

If you are a regular McGill undergraduate or graduate degree, diploma, or certificate student, you may register, with your faculty's permission, at any Quebec university for three—or in some cases six—credits per term in addition to your registration at McGill. You may also obtain permission to complete a full term (i.e., 12 to 15 credits) at another Quebec university. Your combined registration may not, however, exceed the total number of credits you are permitted to complete in a given term. These courses, subject to faculty regulations, will be recognized by McGill for the degree that you are registered for, up to the limit imposed by the residency requirements of the program. Normally, you must complete a minimum residency requirement of 60 credits at McGill in order to qualify for a McGill degree (you should check with your faculty). This privilege will be granted if there are valid academic reasons.

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

- The Quebec universities concerned may, at their discretion, refuse the registration of a student for any of their courses.
- You must complete your faculty and program requirements.
- You are responsible for ensuring that the McGill Class Schedule permits you to take these courses without conflict.

- The Quebec universities concerned are not responsible for special arrangements in cases of examination or class schedule conflicts.
- Grades earned at the host university will not be included in your McGill grade point averages (GPA) or show on your McGill transcripts.
- If you are attending McGill as an Exchange student from outside Quebec, you are not eligible to take courses at another Quebec institution through the IUT agreement.
- Any grades received late from host universities may delay your graduation.

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

You must initiate an online Quebec Inter-University Transfer (IUT) application to request the required authorizations at [www.mcgill.ca/students/iut](http://www.mcgill.ca/students/iut). You may find additional information posted on your faculty website.

**Note:** Once the Quebec Inter-University Transfer (IUT) application is approved by both the home and host universities, you must re

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

The principle of the Satisfactory/Unsatisfactory (S/U) option is to encourage you to take courses outside the area of your specialization with the view of enabling you to acquire kno



**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.

### 1.3.7 Auditing of Courses

McGill does not permit auditing of courses.



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

---

## 1.4 Fees

The information in this publication was updated in January 2021. **The University reserves the right to make changes without notice in the published scale of fees.**

**Further information regarding fees can be found on the Student Accounts website:**

[www.mcgill.ca/student-accounts/tuition-fees/tuition-and-fees-tables-and-rates](http://www.mcgill.ca/student-accounts/tuition-fees/tuition-and-fees-tables-and-rates).

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



**Note for Graduate and Postdoctoral Studies:** For information on financial support, see [www.mcgill.ca/gps/funding](http://www.mcgill.ca/gps/funding).

### 1.4.1 Invoicing Information

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

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

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

### 1.4.2 Tuition Fees

**Tuition rates are subject to change each academic year.** Please access *Tuition and fees* at [www.mcgill.ca/student-accounts/tuition-fees](http://www.mcgill.ca/student-accounts/tuition-fees). The annual rates of tuition and fees are updated as soon as they are known.



**Note:** Students who are required to submit documentation and who do not do so by the stipulated deadlines (December 1 – Fall; April 1 – Winter; August 1 – Summer) are billed at the non-Quebec Canadian or the international rate, depending on the documentation submitted. Students who are not automatically granted a fee deferral based on the University's evaluation of their personal information at admission, and who expect their fee residency status to change within the term—contingent on appropriate supporting documentation—must contact either [Service Point](#) or [SCS Client Services](#) (School of Continuing Studies students only) to discuss what documentation is still outstanding to support their situation. These offices will decide if a fee deferral is warranted. v5 Tm(decide 05 Tm(Services p-0.28 Tw1 ll sident d 0 1 fnate, dee discuss whab97ttati of9 0 01-0.28 Tw1 ll.525 Tm(v)Tj



**Note:** Visa-exempt foreign nationals who study in Canada for less than 6 months will require an Electronic Travel Authorization (eTA) to study in Canada. Exceptions include U.S. citizens and travellers with a valid visa. The Electronic Travel Authorization (eTA) is completed online. Please visit [Citizenship and Immigration Canada](#).

Exemptions from international tuition fees may be claimed by students in certain categories. Such students, if eligible, are then assessed at the Quebec student rate (certain categories may be assessed at the Canadian tuition rate). These categories, and the required documentation for each of them, may be viewed at [www.mcgill.ca/legaldocuments](http://www.mcgill.ca/legaldocuments). Further information regarding these reductions of International Tuition Fees by the Quebec government is available on the [Student Accounts](#) website under [Tuition & Fees > General Tuition and Fees Information > Tuition fee exemptions](#). International students who already hold a valid International Student Fee Exemption may use it for Summer courses.

For more information concerning Fee Exemptions, contact Service Point at [www.mcgill.ca/servicepoint](http://www.mcgill.ca/servicepoint).

### 1.4.2.3 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 2–3 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](http://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 Univ

The University reserves the right to refuse course registrations in non-government-funded activities.

#### **1.4.2.5 Acceptance of Fees vs. Academic Standing**

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

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

#### **1.4.3 Payment Procedures**

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

#### **1.4.4 Tax Slips/Receipts**

T4A, Relevé 1, T2202, and Relevé 8 slips are issued on [minerva](#) under the *Student Accounts Menu* by the end of February each year. Note that a Quebec permanent code, a social insurance number, and a valid mailing address are required to be transmitted to *Revenu Québec* by the University as part of its tax reporting for both the Relevé 1 and the Relevé 8 slips; therefore, it is highly recommended that if you 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 at [www.mcgill.ca/student-accounts/your-account/tax-information](http://www.mcgill.ca/student-accounts/your-account/tax-information).

#### **1.4.5 Students With Sponsors**

If your fees will be paid by an external organization or agency (e.g., Department of Veterans Affairs, Saudi Bureau, foreign government), you must have your sponsor confirm the conditions of their sponsorship (sometimes called a financial guarantee) in writing on their corporate letterhead and send this letter to the University. Once received by the University and if registration has occurred, your account will be adjusted. Sponsors must confirm annually the list of eligible students by August 1st of each year or one month prior to the start of the term. F

## 1.5.1 Academic Standing

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

- [section 1.5.1.1: Academic Standing: Desautels Faculty of Management](#)
- [section 1.5.1.2: Academic Standing: Faculty of Agricultural and Environmental Sciences](#)
- [section 1.5.1.3: Academic Standing: Faculties of Arts and Science \(including B.A. & Sc.\)](#)
- [section 1.5.1.4: Academic Standing: Faculty of Education](#)
- [section 1.5.1.5: Academic Standing: Faculty of Engineering](#)
- [section 1.5.1.6: Academic Standing: Faculty of Law](#)
- [section 1.5.1.7: Academic Standing: School of Continuing Studies](#)
- [section 1.5.1.8: Academic Standing: Schulich School of Music](#)

### 1.5.1.1 Academic Standing: Desautels Faculty of Management

BCom students, see [Desautels Faculty of Management > Undergraduate > BCom Degree Requirements > : Academic Standing MC No Changes](#).

### 1.5.1.2 Academic Standing: Faculty of Agricultural and Environmental Sciences

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

Farm Management and Technology students, see [Faculty of Agricultural and Environmental Sciences > Undergraduate > Farm Management and Technology Program > : Academic Rules and Information – FMT](#).

### 1.5.1.3 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 allowed to continue your studies in the next term, and if any conditions will be attached to your registration.

Decisions about Academic Standing in the F

- 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.

**1.5.1.3.3 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.

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

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

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

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

At the end of the Winter term, if you have a mark of K or L, you will be placed in the appropriate Standing in June, if the outstanding mark in the course will not affect your Standing. Otherwise, Standing decisions will be made only once incomplete marks have been cleared. For more information about incomplete grades, please refer to [University Regulations and Resources > Undergraduate > Student Records > : Incomplete Courses](#).



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

#### 1.5.1.4 Academic Standing: Faculty of Education

Education students, see [Faculty of Education > Undergraduate > Faculty Regulations for Undergraduate Programs > : Academic Standing](#).

#### 1.5.1.5 Academic Standing: Faculty of Engineering

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



**Note:** The Faculty determines Academic Standing decisions after the completion of each term (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 disregarding the deferred exam grade.

##### 1.5.1.5.1 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 alternative approved course and successfully complete the course.
- If you obtained a grade of F in any other course, you must either repeat the course successfully before graduation or replace it with an alternative approved course and successfully complete the course before graduation.

##### 1.5.1.5.2 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.

##### 1.5.1.5.3 Unsatisfactory Standing: Faculty of Engineering

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

a CGPA that is less than 1.20

**or**

a TGP

You may continue with your studies under the following conditions:

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

#### **Students in Unsatisfactory Standing after the Winter term:**

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

For more information about Academic Standing, see [www.mcgill.ca/engineering/students/undergraduate/advising-programs/academic-standing](http://www.mcgill.ca/engineering/students/undergraduate/advising-programs/academic-standing).

#### **1.5.1.6 Academic Standing: Faculty of Law**

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

#### **1.5.1.7 Academic Standing: School of Continuing Studies**

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

#### **1.5.1.8 Academic Standing: Schulich School of Music**

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

#### **1.5.1.9 Academic Standing for Degree Students Registered in the Summer Term**

If you are in Unsatisfactory Standing, you may register for 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](http://www.mcgill.ca/students/advising/advisordirectory)).

If you are graduating at the end of the Winter 2021 term, you can still register in Summer courses, but you will be classified as a Special Student. Please fill out the *Authorization for Change of Program - Graduating Students* form available at [www.mcgill.ca/students/records/forms](http://www.mcgill.ca/students/records/forms).



**Note:** You cannot graduate at the end of the Summer 2021 term and attend the Spring 2021 convocation. If you complete your degree requirements during Summer 2021, you will be granted your degree at the Fall 2021 convocation.

#### **1.5.2 Credit System**

The faculties listed in this publication use the credit system, where each course is assigned a credit rating reflecting the number of weekly contact hours. In general, a three-credit course indicates three hours of lectures per week for one term, but this does not apply to all faculties. Laboratory contact hours usuSummer



**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.

### 1.5.3 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.



**Note:** During the first week of lectures, each instructor will provide you with a written course outline. This information should include, where appropriate:

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



**Note for Engineering:** In the Faculty of Engineering, letter grades are assigned according to the grading scheme adopted by the professor in charge of a particular course. This may not correspond to grades indicated in the “Numerical Scale of Grades” column in *Grading and Grade Point Averages*. A grade of D indicates marginal performance which is acceptable only 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 and for Architecture students). A grade of D is not acceptable for required (core) courses (including Year 0 (Freshman) math and science courses), technical complementary courses, laboratory complementary courses, or courses in any other category of the Engineering programs. Individual departments/schools will decide if a student with a D in a prerequisite course(s) may take the subsequent course.

**Grades have the following designations:**

A, A-	Very Good
GoodA-	



## 1.5.4 Verification of Student Records: Unofficial Transcripts

Subject to [section 1.5.5: Changes to Student Records after Normal Deadlines](#), you are responsible for verifying your academic record on *Minerva* using the unofficial transcript to ensure that you are registered in the proper courses, and that the correct program information and expected term of graduation appear on your record.

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



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



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

## 1.5.5 Changes to Student Records after Normal Deadlines

### 1.5.5.1 Student Record Changes

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

### 1.5.5.2 Registrar Deadlines

Fall term – January 31

Winter term – June 1

Summer term – October 1

### 1.5.5.3 Before Registrar Deadlines

For record changes after the normal deadlines published in this publication, but before the [section 1.5.5.2: Registrar Deadlines](#), you must make a request in writing to your Associate Dean or Director, clearly explaining why you could not request the change before these dates. The

### 1.5.5.6 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 1.2.2.1: Why Does McGill Collect Legal Documents from You?](#) You may be assessed a fee for a change requested after the submission deadline.

## 1.5.6 Transcript of Academic Record

The proceeding sections contain information on transcripts and other details regarding academic records.

### 1.5.6.1 Transcript of Academic Record: General Information

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

The University issues official transcripts in electronic or paper format. Requests for both electronic official (**eTranscripts**) and paper transcripts are submitted in [Minerva](#).

eTranscript PDFs are sent the same-day in as little as 15 minutes (providing there are no holds on your student account and no attachments to review) via the National Student Clearing House, a US-based non-profit organization and leading provider of trusted, educational data exchange and verification services. A minimal fee applies.

Paper official transcripts are processed in 3 to 5 working days (5 to 7 during peak periods) and are mailed by regular Canada Post mail to the address(es) indicated on the request. Paper transcripts are free of charge for currently registered students. Transcript fees apply for alumni and former students. Requests for archived transcripts (pre-1972) have a longer processing time.

Paper official transcripts are printed on secure paper that cannot be copied. eTranscripts are digitally signed and certified PDF documents that cannot be copied.

For more information on requesting official transcripts, refer to [Official Transcripts](#).

**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 the top of your unofficial transcript in [Minerva](#) for any holds.

### 1.5.6.2 Unofficial Transcripts

If you require a copy of your student record, access Minerva ([www.mcgill.ca/minerva](http://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 1.5.6.3: Official Transcripts](#).

### 1.5.6.3 Official Transcripts

For more information on transcripts, applicable costs, delivery method, and processing time, see [www.mcgill.ca/student-records/transcripts](http://www.mcgill.ca/student-records/transcripts).

**Currently Registered Students:** Use [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](#) at *Student Menu > Student Records Menu > Request Printed/Official Transcript* and will require login credentials. Please visit the IT Knowledgebase ([www.mcgill.ca/it](http://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 (areRecor**



**Note for Continuing Studies:** Examples of course numbers displaying on transcripts prior to September 2002 are:

280-211X = Intro. to Financial Accounting in Fall term (X);

629-202Y = Micro Economics in Winter term (Y);

660-221Z = Project Management extending for two terms, Fall and Winter (Z).

---

## 1.6 Examinations: General Information



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

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

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

You are not permitted to write an examination in any course unless you have fulfilled the requirements of the course to the satisfaction of the instructor and your Associate Dean or Director. Once you have presented yourself for an examination or test, you must submit all written work to the invigilator before leaving.

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

**You are reminded that cheating in any examination is considered a serious offence that could lead to expulsion from the University. Students are not permitted to have in their possession, or to use, any unauthorized materials during an examination. This includes electronic de**



### 1.6.4 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-100MS
- CASIO fx-115MS
- CASIO fx-260
- CASIO fx-300MSPlus
- CASIO fx-570MS
- CASIO fx-991MS
- CASIO fx-992S
- SHARP EL-510
- SHARP EL-520
- SHARP EL-531
- SHARP EL-546 (all extensions are acceptable for SHARP calculators)
- TI-30XIIS

No other calculators will be permitted, regardless of their level of sophistication, unless otherwise stated by the examiner. **Non-regulation calculators will be removed and no replacement calculator will be provided.** You are expected to own one of the above-listed Faculty of Engineering Standard Calculators.

For more information, see

[www.mcgill.ca/engineering/students/current-students/undergraduate/courses-registration/exams-assessment/faculty-standard-calculators](http://www.mcgill.ca/engineering/students/current-students/undergraduate/courses-registration/exams-assessment/faculty-standard-calculators).

### 1.6.5 Final Examinations

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



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



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

In some courses there is no final examination; your Standing in these courses is determined by term work and class tests.

#### 1.6.5.1 Final Examinations: University Regulations Concerning Final Examinations

##### 1.6.5.1.1 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.

##### 1.6.5.1.2 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 grade.
3. If the written examinations in a course constitute 50% or more of the final grade, one of these shall be given as 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 grade.
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 a 13-week duration, and to courses in the Faculties of Law, Medicine, Dentistry, and Education that do not follow the normal University Timetable.
9. Individual faculties may propose variations in these regulations to the Academic Policy and Planning Committee in order to meet their special needs.
10. These regulations, and any variations to them, shall be made known to students by each faculty.

**Instructors are not permitted to grant any special treatment regarding examinations to any student.** Students who believe there are circumstances which might justify making special examination arrangements for them or which might legitimately be taken into account in evaluating their performance should apply to the Associate Dean or Director of their faculty.



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

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



**Note for Medicine:** Refer to [www.mcgill.ca/ugme/policies-procedures/examinations](http://www.mcgill.ca/ugme/policies-procedures/examinations).



**Note for Dentistry:** Refer to [www.mcgill.ca/dentistry/academicaffairs/examschedule](http://www.mcgill.ca/dentistry/academicaffairs/examschedule).

#### 1.6.5.2 Deferred Examinations for Summer Term Courses

If, for serious reasons such as illness or family affliction, you have not written one or more examinations, you must submit a request for a deferral on Minerva.

If the request is approved, you may be granted the option of writing a deferred examination. In such cases, a grade of "L" will be entered on your record, to be replaced subsequently by the grade received in the deferred examination.

Students with permission to write a deferred examination (for courses administered by faculties outside of Engineering) should expect to write the deferral in mid-August concurrent with the Winter deferred exams. Please see [www.mcgill.ca/students/exams/dates/supdefeer](http://www.mcgill.ca/students/exams/dates/supdefeer) for further details. For deferral application dates, please see [www.mcgill.ca/students/exams/dates](http://www.mcgill.ca/students/exams/dates).

Please note that for courses administered by the Faculty of Education, deferred examinations will not be permitted; however, in exceptional circumstances, you may be granted permission to withdraw from the course, without refund.



**Note for Engineering Courses:** For summer courses administered by the Faculty of Engineering, the deferral application is not available on Minerva. Students must submit a request to defer a final exam by email to [defferalexam.engineering@mcgill.ca](mailto:defferalexam.engineering@mcgill.ca) **no later than one week or five (5) working days after the missed exam.**

A student who, in the absence of exceptional circumstances, does not write the final examination and has not formally withdrawn from the course, will be given a letter grade of "J," which will count as a failure in the TGPA and CGPA.

The final examination schedule for Summer Studies courses is available at [www.mcgill.ca/summer/finalexams](http://www.mcgill.ca/summer/finalexams).

#### 1.6.5.3 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 Schulich School of Music); see : [Contact Information for Faculty & School Student Affairs Offices](#);

OR

- via [Service Point](#) if you are a student in the Faculty of Arts or the Faculty of Science.

You should check with that office regarding application deadlines for formal rereads.

##### 1.6.5.3.1 Reassessments and Rereads: Faculties of Arts and Science (including B.A. & Sc.)

There are two recognized types of impartial reviews: reassessments and rereads:

- reassessment of coursework completed during the term (term papers, mid-terms, assignments, quizzes, etc.)
- reread of a final exam

In both cases, rather than recorrect the work and then grade it as they would have done themselves, reviewers assess the **appropriateness** of the original grade based, for example, on the application of the grading key to the student's work. If a grade is deemed unfair, it is changed, whether the new grade is higher or lower than the original, i.e., the reviewer's grade takes precedence over the original grade.

#### 1.6.5.3.1.1 Reassessment of Coursework

These reassessments are administered and conducted solely by the units involved according to procedures specified by the units and made available to staff and students. Requests for such reassessments must be made within 10 working days after the graded material(s) has been made available for students to view. Reassessments should normally be completed within 20 working days of the request.

#### 1.6.5.3.1.2 Rereads of Final Examinations

Deadlines to request final exam rereads:

- **March 31** for courses in the Fall term
- **September 30** for courses in the Winter and Summer terms

Exam reread fees apply; refer to the [Student Accounts](#) website for fee amounts and information.

For students pursuing a *Bachelor of Arts*, *Bachelor of Science*, or *Bachelor of Arts & Science*:

- Requests for a final exam reread must be made via [Service Point](#);
-

- pick-up of alternative U.S. Loans

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

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

For a complete list of student services and resources at McGill, see [mcgill.ca/students](http://mcgill.ca/students).

For more information about Service Point, see [mcgill.ca/servicepoint](http://mcgill.ca/servicepoint).

### 1.7.1 Location

3415 McTavish Street (corner Sherbrooke)  
Montreal QC H3A 0C8  
Telephone: 514-398-7878  
Opening hours: please refer to [www.mcgill.ca/servicepoint](http://www.mcgill.ca/servicepoint)  
Email: please refer to [www.mcgill.ca/servicepoint/contact-us](http://www.mcgill.ca/servicepoint/contact-us)

---

## 1.8 Student Services

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

### 1.8.1 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 to families, the McGill community, and the broader local community.

William and Mary Brown Student Services Building  
3600 McTavish Street, Suite 2100  
Montreal QC H3A 0G3

For information, contact (Dean/Associate Dean):

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

### 1.8.2 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](http://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.

### 1.8.3 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:

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

A list of services available is given below

### **1.8.3.5 Office of Religious and Spiritual Life (MORSL)**

Connects students from various religious backgrounds with their on-campus communities and faith liaisons. Provides students with space and resources to explore spirituality, and educates students on how to thrive in a pluralistic society.

Presbyterian College, 3495 University Street, 2<sup>nd</sup> floor

Telephone: 514-398-4104

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

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

### **1.8.3.6 Office for Sexual Violence Response, Support, and Education**

Confidential, non-judgmental, and non-directional support for students, faculty, and staff of all genders impacted by sexual and gender-based violence. Services offered in both French and English.

550 Sherbrooke

#### **1.8.3.10 Student Wellness Hub**

The Student Wellness Hub provides physical and mental health and wellness resources in one space to all McGill students who pay the Student Services fee. Access doctors, nurses, counsellors, access advice.

Telephone: 514-398-7992

Website: [www.mcgill.ca/macdonald-studentservices/services](http://www.mcgill.ca/macdonald-studentservices/services)

#### **1.8.4.3 Office for Students with Disabilities (OSD)**

Offers support to students experiencing barriers to their academic success related to a disability, mental health condition, chronic illness, or other impairment. An Access Services Advisor is present at Mac campus at least once per month during the academic year to discuss students' barriers and determine if academic accommodations can be put in place. Appointments can also be made via Skype through the downtown office.

Macdonald Campus

Telephone: 514-398-7992 (Mac)

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

Main Office - Downtown

1010 Sherbrooke St. W., Suite 410

Telephone: 514-398-6009

Email: [disabilities.students@mcgill.ca](mailto:disabilities.students@mcgill.ca)

#### **1.8.4.4 Office of Religious and Spiritual Life (MORSL)**

Through a volunteer MacDonald campus liaison, MORSL connects students who identify as religious with their on-campus communities and faith liaisons. Provides students with resources to explore spirituality and non-denominational de-stress activities.

Contact via email: [cowanvl@gmail.com](mailto:cowanvl@gmail.com)

#### **1.8.4.5 Student Wellness Hub**

The Student Wellness Hub provides physical and mental health and wellness resources in one space to all McGill students who pay the Student Services fee. Access doctors, nurses, counsellors, access advisors, dietitians, psychiatrists (by referral only), and lab technicians, as well as information, support, and programming through the Healthy Living Annex. Drop-in appointments are also available on a first-come first-served basis.

Macdonald Campus

Centennial Centre, room 124

Telephone: 514-398-7992

Website: [www.mcgill.ca/wellness-hub/access-care/macdonald-campus-care](http://www.mcgill.ca/wellness-hub/access-care/macdonald-campus-care)

Downtown Campus

Brown Student Services Building, 3rd floor

Telephone: 514-398-6017

Email: [hub.clinic@mcgill.ca](mailto:hub.clinic@mcgill.ca)

Website: [www.mcgill.ca/wellness-hub/](http://www.mcgill.ca/wellness-hub/)

#### **1.8.4.6 Student Financial Aid**

Information and assistance is available for all students concerning government aid programs (includes all Canadian provinces), McGill Loans and Bursaries, and the Work Study Program. Appointments can be arranged with a Financial Aid Counsellor to help students with specific financial concerns.

Telephone: 514-398-7992

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

#### **1.8.4.7 Other Services**

##### **Office of Sustainability**

McGill's Office of Sustainability, located in the Downtown campus, sends representatives to Macdonald campus every month to support 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.

Telephone: 514-398-2268

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

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



### **1.8.5 Ombudsperson for Students**

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

The mandate of the Ombudsperson for Students at McGill University is to intervene at any point and attempt to resolve issues informally before proceeding to more formal processes. To consult the mandate, visit the website of the Office of the Ombudsperson for Students.

Office of the Ombudsperson  
3610 McTavish  
Main Floor, Suite 14  
T

First-class shopping, restaurants, and museums are at your doorstep, with outdoor events and street festivals around every corner. The cobblestone streets and historic b

- small groups and one-on-one training spaces
- gender-neutral changing spaces and bathrooms

McGill students can participate





Inquiries concerning graduate-level courses and other aspects of the Graphos program, as well as YCCM 600, should be directed to:

Dr. Yvonne Hung  
Email: [yvonne.hung@mcgill.ca](mailto:yvonne.hung@mcgill.ca)  
McLennan-Redpath Library  
Main Floor, Room #02  
Telephone: 514-398-8430

Administrative inquiries should be directed to:

[mwc@mcgill.ca](mailto:mwc@mcgill.ca) for undergraduate courses  
[graphos@mcgill.ca](mailto:graphos@mcgill.ca) for graduate courses

### 1.12.3 University Archives

The McGill University Archives (MUA) acquires, preserves, and makes available to students, faculty, staff and researchers (including the general public) more than 30,000 metres of records dating from 1797 to the present. These records document McGill University faculty, research, alumni, and student organizations, and certain Montreal-based organizations. Archived media include:

- textual records;
- photographs;
- audio tapes;
- film;
- video;
- plans;
- University publications;
- artifacts.

The MUA acquires private records to complement its collection of the University's documentary heritage and to support University research goals. The MUA manages the University's corporate memory and information assets through its records management program. This program manages the lifecycle of administrative records and protects vital evidence of University functions and activities according to federal and Quebec archives and records legislation, in addition to professional standards.

The MUA Reading Room is open Monday to Friday, from 10:00 a.m. to 6:00 p.m.; however, appointments are recommended. The MUA website features virtual exhibitions, tools to search the MUA holdings, and a large bank of digitized images.

McGill University Archives  
McLennan Library Building, 4th Floor  
3459 rue McTavish  
Montreal QC H3A 0C9  
Telephone: 514-398-4711  
Email: [refdesk.archives@mcgill.ca](mailto:refdesk.archives@mcgill.ca)  
Website: [www.mcgill.ca/library/branches/mua](http://www.mcgill.ca/library/branches/mua)

### 1.12.4 Redpath Museum

### **1.12.5 McCord Museum of Canadian History**

The McCord Museum houses one of the finest historical collections in North America. It possesses some of Canada's most significant cultural treasures, including the most comprehensive collection of clothing—comprising over 18,845 garments or accessories—made or worn in Canada; an extensive collection of First Nations artf

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

In 1905, Sir William Macdonald established Macdonald College at Sainte-Anne-de-Bellevue as a residential college for Agriculture, Household Science, and the School for Teachers. Those components have since become the Faculty of Agricultural and Environmental Sciences, which includes the School of



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. 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 educational work of the University.

#### **1.13.4 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 that evolved into Universities Canada and remains an active member uni

**Members**

Martine Turcotte; B.C.L./LL.B.(McG.), M.B.A.(London Business School)

Edith A. Zorychta; B.Sc.(St. FX), M.Sc., Ph.D.(McG.)

**1.13.5.2.2 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)

**1.13.6 Governance: Members of Senate****1.13.6.1 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

**1.13.6.2 Elected Members****Elected Members**

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

Student Members (21)

**1.13.7 Administration**

McGill's Senior Administration and governing bodies—the *Board of Governors* and *Senate*—provide strategic guidance and oversight, ensuring accountability through a system of formal decision-making and reporting.

Please refer to [www.mcgill.ca/about/administration](http://www.mcgill.ca/about/administration) to meet McGill's senior staff and learn about the University's administration and governance structure.

**1.13.7.1 Deans, Directors of Schools and Libraries****1.13.7.1.1 Deans****Deans**

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

**Agricultural & Environmental Sciences**

Antonia Maioni; B.A.(Laval), M.A.(Car.), Ph.D.(N'western)

**Arts**

## Deans

Carola Weil; B.A.(Bryn Mawr), M.A., M.P.M., Ph.D.(Md.)	<b>Continuing Studies</b>
Elham Emami; D.D.S.(Tehran), M.Sc., Ph.D.(Montr.)	<b>Dentistry</b>
Dilson Rassier; B.Sc.(UFPel, Brazil), M.Sc.(UFRGS), Ph.D.(Calg.)	<b>Education</b>
James Nicell; B.A.Sc., M.A.Sc., Ph.D.(Windsor), P.Eng.	<b>Engineering</b>
Josephine Nalbantoglu; B.Sc., Ph.D.(McG.)	<b>Graduate &amp; Postdoctoral Studies</b>
Robert Leckey; B.A.(Qu.), B.C.L./LL.B.(McG.), S.J.D.(Tor.)	<b>Law</b>
Colleen Cook; B.A., M.L.S., M.A., Ph.D.(Texas)	<b>Libraries</b>
Isabelle Bajoux-Besnainou; Degree(ENS Paris), M.Sc.(Paris VI & Paris IX), Doctorate(Paris IX)	<b>Management</b>
David Eidelman; M.D.,C.M.(McG.), FRCPC, FACP	<b>Medicine</b>
Brenda Ravenscroft; B.Mus.(Cape Town), M.Mus.(King's, Lond.), Ph.D.(Br. Col.)	<b>Music</b>
R. Bruce Lennox; B.Sc., M.Sc., Ph.D.(Tor.)	<b>Science</b>
Chris Buddle; B.Sc.(Guelph), Ph.D.(Alta.)	<b>Dean of Students</b>

### 1.13.7.1.2 Directors of Schools

#### Directors of Schools

Martin Bressani; B.Arch.(McG.), M.Sc.(MIT), Ph.D.(Paris 1)	<b>Architecture</b>
Susan Rvachew; B.Sc.(UAlberta), M.Sc., Ph.D.(Calg.)	<b>Communication Sciences &amp; Disorders</b>
Bettina Kemme; M.C.S.(Friedrich-Alexander Univ.), Ph.D.(ETH Zürich)	<b>Computer Science</b>
Linda Wykes; B.Sc., M.Sc., Ph.D.(Tor.)	<b>Human Nutrition</b>
Sylvie de Blois; B.Sc.(McG.), M.Sc., Ph.D.(Montr.)	<b>Environment</b>
Kimiz Dalkir; B.Sc., M.B.A.(McG.), Ph.D.(C'dia)	<b>Information Studies</b>
Anita Gagnon; B.Sc.(CUA), M.P.H.(Johns Hop.), Ph.D.(McG.)	<b>Nursing</b>
Laurie Snider; B.Sc.(O.T.)(McG.), M.A.(Br. Col.), Ph.D.(Tor.)	<b>Physical &amp; Occupational Therapy</b>
Timothy Evans, Ph.D.(Oxf.), M.D.(McM.)	<b>Population &amp; Global Health</b>
Garth W. Green; M.A.(Boston), M.A.(KU Leuven), Ph.D.(Boston)	<b>Religious Studies</b>
Nico Trocmé; B.A., M.A., Ph.D.(Tor.)	<b>Social Work</b>
Richard Shearmur; B.A.(Camb.), M.U.P.(McG.), Ph.D.(Montr.) ( <i>Interim</i> )	<b>Urban Planning</b>
Christopher Ragan; B.A.(Vic., BC), M.A.(Qu.), Ph.D.(MIT)	<b>Public Policy</b>

### 1.13.8 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, more commonly known as SSMU. The SSMU is your representative on key issues inside and outside of the campus and will advocate for student priorities to both the McGill administration and government bodies. There are six elected executives of SSMU who represent all 22,000-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-seven members meets to discuss student issues and how servMcG.)

Email: [frontctr@ssmu.ca](mailto:frontctr@ssmu.ca)  
 President: [president@ssmu.ca](mailto:president@ssmu.ca)

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

## 2 About Summer Studies

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

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

## 3 Key Dates, Summer 2021

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

Agricultural & Environmental Sciences, Arts, Education, Engineering, Music, Religious Studies, and Science			
Day Courses			
Registration opens for:	May Session	June Session	July Session
<ul style="list-style-type: none"> <li>U3 and U4 McGill students (including U3 and U4 readmitted students)</li> </ul>	Tuesday, March 2	Thursday, March 2	Tuesday, March 2
<ul style="list-style-type: none"> <li>U2 and U1 McGill students (including U2 and U1 readmitted students) and all Special and Visiting Students</li> </ul>	Thursday, March 4	Friday, March 4	Thursday, March 4
<b>1st day of classes</b>	Monday, July 5	Monday, July 5 & Monday, July 7	Friday, July 9 & Monday, July 12
Last day to <b>add/drop</b> a course ( <b>with refund</b> )*	Monday, July 5	Monday, July 5	Monday, July 5
Last day to <b>withdraw</b> from a course ( <b>no refund</b> )	Monday, July 5	Monday, July 5	Monday, July 5
Statutory Holidays (no classes)		June 24 & July 1	
<b>EXAMINATIONS</b>			
3-credit courses		Monday, July 8	Monday, August 9
6-credit courses		Monday, August 9	

Management		
Minor in Operations Management, Minor in Construction Engineering and Management; B.A. Faculty Program in Industrial Relations; B.A. Joint Honours Economics and Accounting; B.A. Joint Honours Economics and Finance; B.A. Major Concentration in Contemporary German Studies; Major in Agricultural Economics; B.A. Honours or Interfaculty Program in Sustainability, Science and Society; Minor in Agribusiness Entrepreneurship.		
<ul style="list-style-type: none"> <li>Management courses restricted to McGill students in B.Com.; Minor in Management, Minor in Technological Entrepreneurship, Minor in Finance, Minor in Marketing, Minor in Operations Management, Minor in Construction Engineering and Management; B.A. Faculty Program in Industrial Relations; B.A. Joint Honours Economics and Accounting; B.A. Joint Honours Economics and Finance; B.A. Major Concentration in Contemporary German Studies; Major in Agricultural Economics; B.A. Honours or Interfaculty Program in Sustainability, Science and Society; Minor in Agribusiness Entrepreneurship.</li> </ul>	Thursday, March 4	Thursday, March 4
<ul style="list-style-type: none"> <li>Management courses open to all McGill students and Special and Visiting Students.</li> </ul>	Tuesday, March 9	Tuesday, March 9
<b>1st day of classes</b>	Monday, May 3	Monday, July 12
Last day to <b>add/drop</b> a course ( <b>with refund</b> )*	<b>4th SCHEDULED CLASS</b> * The add/drop deadline might differ for intensive courses; please consult the course description for details.	
Last day to <b>withdraw</b> from a course ( <b>no refund</b> )**	<b>9th SCHEDULED CLASS</b> ** The withdrawal deadline might differ for intensive courses; please consult the course description for details.	
Statutory Holidays (no classes)	Monday, May 24	N/A
Last day of classes (includes exam)	Thursday, June 17 & Monday, June 21	Wednesday, August 25 & Thursday, August 26



**Note for Examinations:** The examination schedule will be posted on the Summer Studies website [mcgill.ca/summer/finalexams](http://mcgill.ca/summer/finalexams) two weeks prior to the Final Examination date. Please consult the Summer Studies website to verify details of the date, time, and place at which your examination will be held. Final Examinations for the Desautels Faculty of Management will be posted online at [mcgill.ca/exams](http://mcgill.ca/exams).

## 4 Administration and Governance

### Administration and Governance

Guy Mineau; B.Sc., M.Sc., Ph.D.(Montr.)

Daniel Bromberg; B.A.(C'dia)

Chloe Sun; B.A.(CNU, Beijing), M.A.(McG.)

Jasna Hancevic; B.Com(McG.), M.Sc.(UQAM)

Elaina Klukowski; B.A.(Montr.)

Simon Desharnais; B.A.(UQAM)

**Director**

**Business Partnerships Manager**

**Operations Manager**

**Program Administrator**

**Student Recruitment Associate**

**Student Affairs Coordinator**

---

## 5 How to Reach Us

### General Information

Faculty Partnerships and Summer Studies  
Suite 1029  
688 Sherbrooke Street West  
Montreal QC H3A 3R1  
Canada  
Telephone: 514-398-5212  
Fax: 514-398-5224  
Email: [summer.studies@mcgill.ca](mailto:summer.studies@mcgill.ca)  
Website: [mcgill.ca/summer](http://mcgill.ca/summer)  
Office Hours: Monday–Friday: 9:00 a.m.–5:00 p.m.

---

### 5.1 Inquiries about the Status of your Registration to Summer Studies

#### Faculties of Arts, Education, Music, and Science:

Enrolment Services  
Service Point  
3415 McTavish Street  
Montreal QC H3A 0C8  
CANADA  
Telephone: 514-398-7878  
Office hours for Service Point, as well as online student query forms, can be found at [mcgill.ca/servicepoint](http://mcgill.ca/servicepoint).

#### Faculty of Agricultural & Environmental Sciences:

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

---

### 5.2 Academic Inquiries about a Specific Summer Course

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 [section 7: Departmental Contact Information](#). Information for all Faculties, Schools, and Departments at the University is also available at [mcgill.ca/faculties](http://mcgill.ca/faculties).

---

## 6 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 as of March 2, 2021 if you are a U3 or U4 McGill student or March 4, 2021 for U1 and U2 students as well as special and visiting students. Please refer to the following website for specific registration dates: [mcgill.ca/summer/dates](http://mcgill.ca/summer/dates).

**2. Non-McGill Students:**

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

T

### **Faculty of Arts**

*Social Work*; 514-398-7070

*Sociology*; 514-398-6848

### **School of Continuing Studies**

*School of Continuing Studies*; 514-398-6200

### **Faculty of Education**

*Educational & Counselling Psychology*; 514-398-4242

*Integrated Studies in Education*; 514-398-4527

*Kinesiology & Physical Education*; 514-398-4184, ext. 0302

### **Faculty of Engineering**

*Architecture*; 514-398-6700

*Biomedical Engineering*; 514-398-6736

*Chemical Engineering*; 514-398-4494

*Civil Engineering & Applied Mechanics*; 514-398-6860

*Electrical & Computer Engineering*; 514-398-7110

*General Engineering*; 514-398-7257

*Mechanical Engineering*; 514-398-6296

*Mining & Materials Engineering*

Mining: 514-398-2215

Materials: 514-398-4755

### **Desautels Faculty of Management**

*BCom Office*; 514-398-4068

### **Schulich School of Music**

*Music Research*



---

## 8.1 Barbados Interdisciplinary Tropical Studies Field Semester

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



**Important Note:** The BITS program for Summer 2021 has been cancelled due to COVID-19.

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), consisting of three 3-credit courses and one 6-credit project course at Bellairs Research Institute in Barbados. This program integrates intensive coursework with group project work of national importance in Barbados. It contributes to the training of professionals with planning, managing, decision-making, and communication skills. The 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, visit the BITS website at 9 at 9 at 9 as018 visit the ex7at 9 at 9 as018 v4 0.9216 0.8431o r41 0 0 1 71.903 7.5jis ofnational impored ds018 v4 0.9216 0





- : [Certificate \(Cert.\) Education for First Nations and Inuit \(60 credits\)](#)
- : [Certificate \(Cert.\) First Nations and Inuit Educational Leadership \(30 credits\)](#)
- : [Certificate \(Cert.\) First Nations and Inuit Student Personnel Services \(30 credits\)](#)
- : [Certificate \(Cert.\) Inclusive Education \(30 credits\)](#)
- : [Certificate \(Cert.\) Middle School Education in Indigenous Communities \(30 credits\)](#)

#### **Diploma Program**

- : [Diploma \(Dip.\) Human Relations and Family Life Education \(30 credits\)](#)

### **10.1.3 Languages (Undergraduate)**

The following language programs are found in [School of Continuing Studies Areas of Study > Languages](#) or [Translation and Written Communication](#).

- : [Certificate \(Cert.\) Proficiency - English for Professional Communication \(30 credits\)](#)
- : [Certificate \(Cert.\) Proficiency - French for Professional Communication \(30 credits\)](#)

The following language programs are also offered in the Summer term:

- English Immersion Summer Program (EISP) – [www.mcgill.ca/continuingstudies/program/english-immersion-summer-program](http://www.mcgill.ca/continuingstudies/program/english-immersion-summer-program)
- Intensive English Language and Culture – [www.mcgill.ca/continuingstudies/program/certificate-proficiency-english-language-and-culture-intensive](http://www.mcgill.ca/continuingstudies/program/certificate-proficiency-english-language-and-culture-intensive)
- Intensive French Language and Culture – [www.mcgill.ca/continuingstudies/program/certificate-proficiency-french-language-and-culture-intensive](http://www.mcgill.ca/continuingstudies/program/certificate-proficiency-french-language-and-culture-intensive)

### **10.1.4 Translation (Undergraduate)**

Translation programs can be found in [School of Continuing Studies > Areas of Study > Translation Studies > : Translation Studies](#).

- : [Certificate \(Cert.\) Translation: English to French Option \(30 credits\)](#)

---

## **10.2 Graduate Programs**

The School of Continuing Studies offers programs and courses to help you reach your personal and professional goals. Regardless of the field of study, you will be surrounded by motivated students and taught by experienced course lecturers who are current business and industry leaders.

### **10.2.1 Career and Professional Development (Graduate)**

The following business and professional programs are found in [School of Continuing Studies > Areas of Study > Career and Professional Development > Graduate Programs, Diplomas, and Graduate Certificates > : Graduate Programs](#).

#### **Graduate Certificates**

- : [Graduate Certificate \(Gr. Cert.\) Aviation Leadership \(24 credits\)](#) (This program is currently not offered.)
- : [Graduate Certificate \(Gr. Cert.\) CPA Professional Education \(24 credits\)](#)
- : [Graduate Certificate \(Gr. Cert.\) Digital Marketing \(15 credits\)](#) (Program under review. Admissions are currently not accepted.)
- : [Graduate Certificate \(Gr. Cert.\) Entrepreneurship \(15 credits\)](#)
- : [Graduate Certificate \(Gr. Cert.\) Financial Planning \(15 credits\)](#) (Program under review. Admissions are currently not accepted.)
- : [Graduate Certificate \(Gr. Cert.\) Human Resources Management \(15 credits\)](#)
- : [Graduate Certificate \(Gr. Cert.\) International Business \(15 credits\)](#)
- : [Graduate Certificate \(Gr. Cert.\) Leadership \(24 credits\)](#) (This program is currently not offered.)
- : [Graduate Certificate \(Gr. Cert.\) Public Relations Management \(15 credits\)](#)

#### **Diploma Programs**

- : [Diploma \(Dip.\) Accounting \(30 credits\)](#)
- : [Diploma \(Dip.\) Applied Marketing \(30 credits\)](#)
- : [Diploma \(Dip.\) Digital Analytics & Business Intelligence \(30 credits\)](#)
- : [Diploma \(Dip.\) Entrepreneurship \(30 credits\)](#)
- : [Diploma \(Dip.\) Human Resources Management \(30 credits\)](#)

- : [Diploma \(Dip.\) Integrated Aviation Management \(30 credits\)](#)
- : [Diploma \(Dip.\) Management: General \(30 credits\)](#)
- : [Diploma \(Dip.\) Management: International Business Concentration \(30 credits\)](#)
- : [Diploma \(Dip.\) Professional Practice in Finance \(30 credits\)](#)
- : [Diploma \(Dip.\) Public Relations and Communications Management \(30 credits\)](#)
- : [Diploma \(Dip.\) Supply Chain and Operations Management \(30 credits\)](#)

#### **Graduate Diploma Programs**

- : [Graduate Diploma \(Gr. Dip.\) Leadership \(30 credits\)](#)

### **10.2.2 Education (Graduate)**

The following education programs are found in [School of Continuing Studies > Areas of Study > Education > : About Education Programs](#).

- : [Graduate Certificate \(Gr. Cert.\) Counselling Applied to Teaching \(15 credits\)](#)
- : [Graduate Certificate \(Gr. Cert.\) Teaching Indigenous Education for Non Indigenous Educators \(15 credits\)](#)

#### **Languages (Graduate)**

---

## 12.1 Department of Epidemiology, Biostatistics and Occupational Health

### 36<sup>th</sup> ANNUAL SUMMER SESSION IN EPIDEMIOLOGY & BIostatISTICS

May 3–June 30, 2021

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. Courses are offered over one, two, or four weeks. Please refer to [mcgill.ca/epi-biostat-occh/academic-programs/summer](http://mcgill.ca/epi-biostat-occh/academic-programs/summer)

**BIOL 240 Montereyan Flora** (3 credits)

**BIOL 334D1/D2 Applied Tropical Ecology** (1.5 credits/1.5 credits) (Winter/Summer)

**BIOL 335 Marine Mammals** (3 credits)

**BIOL 573 Vertebrate Palaeontology Field Course** (3 credits)

---

### **13.3 Earth and Planetary Sciences**

The following off-campus field courses are offered during the summer:

**EPSC 231 FIELD SCHOOL 1** (3 credits)

**Note:** This field course will be offered in late August 2021. The fee, projected to be \$594.10, normally co

