University Regulations and Resources (Graduate and Postdoctoral Studies)

Programs, Courses and University Regulations

2022-2023

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

1 . McGill University reserves the right to mak

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

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1 Regulations

You must inform yourself of University rules and regulations and keep abreast of any changes that may occur. The *Regulations* 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 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.

1.2 Categories of Students

You must inform yourself of University rules and regulations and keep abreast of any changes that may occur. The *Catements.*

In doctoral programs, students must be registered on a full-time basis for one more year after completion of the residency (i.e., Ph.D. 4 year) before continuing as Additional Session students until completion of the program. It is expected that, at this stage, all the coursework and comprehensive examinations will have been completed and students will be engaged in thesis preparation.

Graduate students in non-thesis programs, graduate diplomas and certificates who have registered for all required courses but have not completed the work and/or have completed the residency requirements must register as Non-Thesis Extension students and pay fees accordingly. For example, a student who has registered for a last course such as a project but has not completed it, must register as Non-Thesis Extension status until graduation. Students in a Non-Thesis Extension session who are not registered for at least 12 credits per term, are not considered engaged in full-time studies.

1.2.5 Thesis Evaluation Students

Students who have completed the residency requirements for their graduate thesis program and who have submitted their initial thesis to Graduate and Postdoctoral Studies by the April 15, August 15, or December 15 initial thesis submission deadlines must register on *Minerva* in order for their registration status to be updated to "Thesis Evaluation". All students are required to stay registered and pay the associated fees up until the term of graduation. The registration status will be updated to "Thesis Evaluation" for all subsequent terms until the term of the final thesis submission. Students in thesis programs whose initial thesis and final thesis submissions are in the same term will not require a "Thesis Evaluation" status.

"Thesis Evaluation" students are considered to be:

- registered at the University in a full-time status;
- eligible for University services;
- eligible for funding;
- eligible for a T2202 tax slip crediting the months for which they are registered and any ancillary fees charged.

Students in "Thesis Evaluation" status are not permitted to register for courses. Students who still need to take courses to fulfill the program requirements after submitting their initial thesis will remain registered in additional session status and pay associated fees.

1.2.6 Qualifying Students

Students admitted to a Qualifying program are known as .751 Tm(1.2.6)Tj/ admitted to a Qualify1L.751 Tm(1.2.6)TAmh,1 admittelfil1m(1.2.6)Tj/s.041 Tm(The)T3ent

- the student is engaged in collaborative projects between professor(s) at McGill and the student's sponsoring institution
- the student wishes to take advantage of specific expertise, academic resources, or technical capabilities at McGill to enhance the thesis research being conducted at the sponsoring institution
- the student is spending a stage at McGill under a specific Memorandum of Understanding between McGill and the sponsoring institution
- the student's thesis supervisor has relocated to McGill, but the student remains registered at the former institution to complete their graduate degree.

The category of Graduate Research Trainee cannot be used to conduct the majority of thesis research at McGill under the supervision of a McGill professor.

Conditions

Students applying to be a Graduate Research Trainee:

- must be registered in a graduate degree program at another university;
- must have permission from the sponsoring institution and include a letter of permission with their application;
- must have the approval of a McGill professor and graduate program to supervise their research;
- may apply for a start date throughout the academic year, but for administrative reasons, must reapply at the beginning of the formal academic year (for Fall term admission) if remaining at McGill; for example, if you begin a 12-month visit in January, you must reapply for the Fall term (September). A trainee may spend up to a maximum of 12 months at McGill, but the time does not have to be consecutive. The trainee can apply for multiple stages over a period of time that does not exceed 12 months.
- must include copies of transcripts as part of the application package;
- must demonstrate adequate proficiency in English to function in the University environment, including any required safety training and understanding of policies and procedures. Assessment of written and verbal language skills is the responsibility of the supervising professor;
- are not charged fees for any term of registration including Summer;
- are not charged any Student Services or Ancillary fees and thus do not have access to these services (including health insurance). Membership to athletics services may be purchased. Graduate Research Trainees do have access to McGill libraries, email, and required training in research ethics and safety;
- must arrange for basic health insurance coverage prior to arrival at McGill and may be required to provide proof of coverage.

To submit an application refer to: *mcgill.ca/gps/students/graduate-research-trainee*.

1.2.10 Non-Resident Exchange Status

The status of "non-resident" is only applicable to students participating in a formal exchange program, in which McGill has signed an exchange agreement with a partner institution. The student must register and will be charged full-time tuition including other student-related fees at McGill.

1.2.11 Medical Residents

Residents and fellows on staff of teaching hospitals associated with the University are included in Graduate and Postdoctoral Studies statistics. In the event that residents and fellows wish to take courses at the graduate level, they must apply for admission as Special Students, or apply to a degree program, graduate diploma, or certificate.

1.2.12 McGill Staff as Graduate Students

Members of the teaching staff of the University up to and including the rank of lecturer may enrol as candidates for a degree, diploma or certificate. If their teaching duties are designated as full-time, they may only enrol as half-time students.

Professorial members of the academic staff may not enrol in graduate degree and diploma programs. This rule shall apply also to any persons who have been on the professorial staff within the previous 12 months, unless they resign completely from their positions at McGill.

Should persons registered in graduate studies be promoted to professorial rank, they may no longer remain graduate students, unless they resign or are granted a leave of absence from their professorial appointments.

In certain exceptional cases, professorial members of the academic staff may apply to a graduate program in academic units other than their own. Enrolment Services may grant permission if it is satisfied that the applicant's teaching unit and proposed unit for graduate study are sufficiently remote that conflict of interest situations will not arise. Permission must be granted before any courses are taken toward the proposed degree.

1.2.13 Quebec Inter-University Transfer Agreement

1.2.13.1 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 3—or in some cases 6—**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.

McGill will automatically submit your grades for any completed courses to your home university.

1.3 Registration

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

1.3.1 Registration for Fall and Winter Terms (Including Additional Session and Non-Thesis Extension Students)

All returning and new graduate students must register online at

1.3.5 Courses Taken in the School of Continuing Studies

In the Fall and Winter terms, students may add credit courses (500 level or higher) offered through the School of Continuing Studies (SCS) directly on Minerva. Please see *mcgill.ca/importantdates* for deadlines.

Non-credit general interest or languages courses cannot be added directly by you. You may register for these courses in person at the SCS *Client Services Desk*, where the course(s) will be added to their record as "**Extra**" to their program and course fees will be charged.

1.3.6 Courses Taken as Extra to a Program

Courses that you choose to take outside your program may be classified as "extra" provided that you choose this option at the time of registration. The course will be designated as "extra" ("RX" at the time of registration, and "E" once the course is graded) on your transcript, and the grade earned in that course will not be included in your grade point average (GPA) calculation. This option cannot be added to your record after the course change add/drop deadline. With the exception of those who are eligible for a Graphos tuition sponsorship (see below), you will be responsible for any tuition fees associated with an "extra" course.

1.3.6.1 Graphos Scholarly Communication Courses

Note: This information remains accurate until the end of the Winter 2022 term. In May 2022 the McGill Writing Centre will transfer to the Faculty of Arts. All course codes will be revised and will begin with WCOM. For the most up-to-date information, please visit *mcgill.ca/mwc* and *mcgill.ca/graphos*.

The McGill Writing Centre (*mcgill.ca/mwc*) offers several 1-credit courses in scholarly communication. Most of these courses form part of the Graphos program (*mcgill.ca/graphos*) for graduate students and postdoctoral fellows. Graphos courses are not counted toward the requirements of a graduate program (the sole exception being the non-thesis Master's program in Second Language Education, toward which only CESL 641, CEAP 642, CEAP 661, and CEAP 665 may be counted).

Notes:

- All Graphos courses are

department concerned. Each year, a progress report must be submitted from the two departments concerned to the Graduate Admissions Committee c/o the Graduate Admissions Unit of Enrolment Services before a student in this category will be permitted to register.

1.3.8 Late Registration

If you fail to register during the normal registration period, you can register within the period designated by the University for late registration with the payment of a **late registration fee**. For late registration fees, see *Late Registration and Course Change Charges* on the *Student Accounts website*.

Returning Students:gitur

2. It is solely your responsibility to initiate a course withdrawal on *Minerva*. Neither notification of the course instructor nor discontinuing class attendance is sufficient. The date on which you withdraw on *Minerva* is the official date of withdrawal, even if you had stopped attending lectures earlier.
3. You may still withdraw from a course after the course change deadline without academic penalty provided that you do so within the appropriate withdrawal deadlines for the term. Otherwise, after this time, your name will continue to appear on the class list and grade reports and, in the event that you do not take the exam, you will be given a J grade.
4. Fee refunds, if any, will be in accordance with *section 8.8: Fees and Withdrawal fr*

1.4 Course Information and Regulations

The University reserves the right to make changes without prior notice to the information contained in this publication, including the revision or cancellation of particular courses or programs.

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

Not all courses listed are offered every year.

Note for Graduate Studies: You are advised to also refer to *University Regulations & Resources* > *Graduate* > *Regulations* > *section 1.3: Registration* and *section 1.8: Student Records*.

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

Note for Summer Studies: Refer to *: Student Types and Registration Procedures* and *: Student Records* for further information.

1.4.1 Class Schedule

Class Schedule for the upcoming Fall and Winter terms normally becomes available in March prior to the opening of advising. The Summer term schedule is normally published in early February. Class Schedule includes the days and times when courses are offered, class locations, names of instructors, and related information. You can also access the details of scheduled courses by clicking the course reference number (CRN) that appears with each course section shown in Class Schedule.

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

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

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

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

Note for Health Sciences

A unit may, however, decide that the material to be presented cannot be divided into single term courses, or that it is preferable that the work to be done is carried out over two or three terms. Under such circumstances, courses are identified by a two-character extension of the course number.

In some cases, the same course may be offered in various ways: as a single term and/or in one or more multi-term versions. The course content and credit

1.5.1 Student's Responsibility

It is solely your responsibility to initiate University withdrawal by submitting a form or writing to your Student Affairs Office. Neither notification of the course instructor nor discontinuing class attendance is sufficient. The date on which you dropped or withdrew from all courses is entered on Minerva and is the official date of withdrawal, even if you had stopped attending lectures earlier.

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

Note for Graduate and Postdoctoral Studies: If you are considering withdrawing from the University, you are strongly encouraged to consult with your academic unit before making a final decision. The date the request for withdrawal is submitted is the official date of withdrawal. Students who do not register in a given term are subject to University withdrawal. If you wish to return to complete your program in a later term, you must submit a *Request for Readmission*.

Note for Physical and Occupational Therapy: If you are blocked from withdrawing from course(s) in Minerva, you must contact the Student Affairs Office, who will provide you with the proper forms.

1.5.2 Deadlines for University Withdrawal

If you decide not to attend the term(s) you are registered in, you must officially withdraw from the University within the deadlines indicated. See Withdrawal (W) deadline dates at *mcgill.ca/importantdates*. If you *drop* all of your courses between September 1 and the Fall add/drop deadline, or between January 1 and the Winter add/drop deadline, you are withdrawn from the University. If you *withdraw* from all of your courses by the Fall or Winter withdrawal deadlines you are withdrawn from the University.

To withdraw from the University by the deadlines indicated below, you must drop or withdraw from all courses on *Minerva*. If you are blocked from dropping or withdrawing from your last course on Minerva, you are required to contact your Student Affairs Office, which will supply any forms necessary to complete the University withdrawal **as long as you have not missed the deadline for University withdrawal**.

To return to your studies, you must follow the procedures for readmission. For more information, refer to *University Regulations & Resources* > *Undergraduate* > *Registration* > *: Readmission*.

1.5.2.1 Fall Term

From September 1 to September 13, 2022 a *drop* of all courses constitutes a University withdrawal with refund (minus $200 for returning students and the registration deposit for new students). After September 13 and until the deadlines indicated below, you may *withdraw* from all courses to effect a University withdrawal.

- Deadline for University withdrawal with refund (minus $200 for returning students and the registration deposit for new students): **Tuesday, September 20, 2022**
- Deadline for University withdrawal without refund: **Tuesday, October 25, 2022**

Winter

Note for the Faculty of Law: In addition to the above procedures, it is important that you contact the Student Affairs Office to discuss your options and the effects that your request may have on your studies.

Note for Graduate and Postdoctoral Studies: A University Withdrawl Request form is required by the withdrawal deadlines and is available at *mcgill.ca/student-records/forms*. Students who do not register in a given term will be withdrawn as of September 1 (Fall term), January 1 (Winter term), or May 1 (Summer Term).

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

1.5.3 Consequences of University Withdrawal

Any applicable fee refunds for the term of withdrawal will be according to *section 8.8: Fees and Withdrawal from the University*.

Once you withdraw, you must return your ID card to the University as stated in *section 1.11.1: Identification (ID) Cards*.

If you withdraw from the University in the Fall term, you are considered to be withdrawn from the entire academic year; i.e., Fall and Winter terms. If you plan on returning for the Winter term, you must follow the procedures for readmission.

Note: If you withdraw from the University and want to re-register in a later term, you must follow the procedures for readmission, except if you are in the following faculties (in which case you must contact your Student Affairs Office): Music, and Agricultural and Environmental Sciences. See *University Regulations & Resources* > *Undergraduate* > *Registration* > *: Readmission* for more information.

Note for the Faculty of Law: You must reapply for admission via the McGill online application process. For more information, see *mcgill.ca/law/bcl-jd*.

1.6 Summer Studies

Detailed information about summer registration is available as of March at *mcgill.ca/gps/students/registration/dates*.

The Class Schedule, available at *mcgill.ca/students/courses*, should be consulted for a complete listing of undergraduate and graduate-level courses.

Students doing graduate work in Education are strongly advised to enrol in summer studies.

Course registration for graduate students takes place via *Minerva* for the Summer term. It is the responsibility of the student to register for courses within deadlines, after obtaining departmental approval.

Students in thesis programs, who pay fees on a per term basis and who have already paid full-time tuition fees during the preceding year are not required to pay for required courses taken in the summer. If you are registered in a thesis program in Additional Session status, you will be charged Additional Session fees in the Summer term. Students in non-thesis programs will be charged fees for courses taken in the summer. **Registration for "summer studies" should not be confused with summer term of residency in a graduate program. For more information, see *section 1.3.3: Summer Registration* .**

Many summer courses have limited enrolment and students are advised to register early. Graduate students intending to register for restricted undergraduate courses must complete a *Request for Registration/Cour*

- For master's programs structured as Course, Project, or Non-Thesis options where the program is pursued on a part-time basis, residency requirements are normally fulfilled when students complete all course requirements in their respective programs (minimum 45 credits or a minimum of three full-time

Doctoral programs at McGill require candidates to pass a comprehensive examination or set of examinations or equivalent, such as qualifying examinations, preliminary examinations, candidacy papers, comprehensive evaluations, thesis proposals, etc. The results of this examination determine whether or not students will be permitted to continue in their program. The methods adopted for examination and evaluation and the areas to be examined are specified by departmental regulations and approved by Graduate and Postdoctoral Studies. It is your responsibility to inform yourself of these details. For more information, see *University Regulations & Resources* > *Graduate* > *Guidelines and Policies* > *section 2.10: Ph.D. Comprehensives Policy*.

Language Requirements – Doctoral

You should consult their academic units to inquire about language requirements.

You must contact their department to assess the Language Reading Proficiency Examinations. You may, however, demonstrate competence by a pass standing in two undergraduate language courses taken at McGill (see departmental regulations).

All language requirements must be fulfilled and the grades reported **before** submission of the thesis to GPS (see *section 1.9: Regulations Concerning Theses*).

Candidates are advised to fulfil their language requirements as early in their program as possible.

Thesis – Doctoral

The thesis for the Ph.D. degree must display original scholarship expressed in good literate style and must be a distinct contribution to knowledge. **Formal notice of a thesis title and names of examiners must be submitted to eGraduate and Postdoctoral Studies (GPS) on the *Nomination of Examiners* eform, available at *mcgill.ca/gps/thesis/thesis-guidelines/initial-submission*, in accordance with the dates on *mcgill.ca/importantdates*, at the same time as the thesis is submitted**. The list of examiners must be approvNw/.3ailable at Nw/.3ailab. 0 0 1 67.52 548.747 677The lSed b

Grades of Pass are not included in the GPA calculation and as such are not normally applied to required courses. P/F courses are not included in GPA calculations but are included in the count of completed credits for determining eligibility for scholarships and awards.

Please refer to the Satisfactory/Unsatisfactory option for information on that grading option for students.

Other Course Grades:

NA or && — grade not yet available.

NR — no grade reported by the instructor (recorded by the Registrar).

Q — course continued in next term; (applicable only to courses taken pre-Fall 2002).

Satisfactory/Unsatisfactory — *Not used on the transcripts of Graduate students.*

W — withdrew with approval; a course dropped, with permission, after the Course Change deadline; not calculated in TGPA or CGPA.

WF — withdrew failing; a course dropped, with special permission in an exceptional case, after f

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

Registered students may oppose the release of certain personal information by completing an *Opposition Form* at the Enrolment Services Office or at the Student Affairs Office (Macdonald Campus).

After having reviewed the information relating to access to personal information at the time of application, you would be askF

1.8.2.2 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 service fee applies.

Paper official transcripts are normally processed in 3 to 5 working days (5 to 7 during peak periods) and 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.

1.8.2.3 Unofficial Transcripts

If you require a copy of your student record, access Minerva (*mcgill.ca/minerva*) to view and print an unofficial transcript. This applies to records from 1976 to the present. For pre-1976 records, your transcript is archived and you must order an official transcript. See *section 1.8.2.4: Official Transcripts*.

1.8.2.3.1 Verification of Student Records: Unofficial Transcripts

Subject to *section 1.8.4: 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 *Arts OASIS* or *SOUSA* to talk about your options and the effects that your request may have on your studies. For more information, see *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*.

1.8.2.4 Official Transcripts

For more information on transcripts, applicable costs, delivery method, and processing time, see *mcgill.ca/student-records/transcripts*.

Currently Registered Students: Use *Minerva* to order an official transcript at *Student Menu* > *Student Records Menu* > *Request/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/Official Transcript* and will require login credentials. Please contact the IT Service Desk (*mcgill.ca/it*) to obtain your McGill ID & Minerva PIN.

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

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

1.8.2.5 Course Numbering on the Transcript

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

107-200A = Philosophy (107) course (200) in Fall term (A);
301-202B = Architecture (301) course (202) in Winter term (B);

A list of the former teaching unit codes and their subject code equivalents is available at *mcgill.ca/student-records/transcripts/key*.

For information on our current course numbering, see *University Regulations & Resources* > *Undergraduate* > *Registration* > *Course Information and Regulations* > *section 1.4.2: Course Numbering*.

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).

1.8.3 Tracking Student Progress: myProgress

1.8.3.1 myProgress

myProgress is a web-based tool that allows students to track their progress towards completion of their undergraduate degree. The tool offers an overview of the degree requirements a student has completed in relation to those remaining before being able to apply for graduation.

Students admitted to a McGill undergraduate program as of Fall 2019 will have access to myProgress. It is currently open to select faculties only; please refer to the following websites for more information.

- **Undergraduate students**: please refer to the *Undergraduate myProgress website*.
- **Graduate students**: please refer to the *Graduate myProgress website*.

1.8.3.2 Degree Evaluation Tool

Note: The Degree Evaluation tool is currently available only to students in certain faculties admitted *prior to Fall 2019*.

Degree Evaluation is a Minerva tool to help students and advisers compare the student's academic record with the requirements of a specific program. If you have access to Degree Evaluation on *Minerva* under the *Student Records Menu*, you can revie

1.9.6 Conflict of Interest

A nominated examiner must be without conflict of interest to evaluate the thesis. A conflict of interest can be perceived to prejudice the examiner's evaluation of the thesis. Any contact with examiners by the supervisor or student after the nomination process constitutes a conflict of interest and the examination process will be cancelled.

1.9.7 Thesis Examination

If one or both examiners determine that the thesis does not meet the requirements for the degree (i.e., an outcome of not passed is designated on the examination report) the student has the option to revise and resubmit the failed thesis. Graduate and Postdoctoral Studies must be notified within six weeks if the student decides to revise and resubmit. When the examiner's report is received by the Thesis Office, the student's transcipt will indicate 'Thesis Requires Revision'. If the revised thesis is subsequently not passed, the thesis will be considered failed and the student will be withdrawn from the University.

If the student does not contact Graduate and Postdoctoral Studies requesting to revise and resubmit the thesis within the designated six-week time period or, once approved to revise the thesis, does not submit the revised thesis by the one-year deadline, the thesis will be deemed to have failed and the student will be withdrawn from the University. Their transcript will indicate "Thesis Revision - Not Passed".

If a thesis has not been passed and the student feels that this judgment is based on bias, error, or serious misrepresentation on the part of the examiner(s), the student may submit a written request for a new examiner for the thesis to the Dean of Graduate and Postdoctoral Studies, documenting the bias, error, or serious misrepresentation. This request must be made within six weeks of the notification that the thesis has not passed, and may be accompanied by a letter of support from the supervisor and/or unit.

1.9.8 Doctoral Oral Defence

The objectives of the oral defence are to ensure that:

1. the thesis meets the academic standards necessary for the Ph.D. degree
2. the Ph.D. candidate can effectively present and defend the thesis at a level of knowledge and understanding that is commensurate with that of the Ph.D. degree.

The unit is responsible for confirming the defence date and notifying Graduate and Postdoctoral Studies at least four weeks prior to the defence date.

The oral defence committee consists of five or seven voting members, including the Academic Unit representative (chair or delegate), supervisor(s), the internal thesis examiner, other member of the unit, and the external member (external to the unit). The defence committee is designed to ensure that a majority of members have not been closely involved with the thesis research and to have an odd number of members to avoid a tie in case of a vote. The Pro-Dean is a non-voting committee member appointed by Graduate and Postdoctoral Studies to facilitate the examination.

1.9.9 Oral Defence Outcomes

There are four possible outcomes of an oral defence: a "Passed" outcome and three "Not Passed" outcomes.

PASSED

- If the committee feels that the thesis and the responses to questions raised in the defence meet appropriate academic standards for the granting of the Ph.D. degree, the student will be judged to have passed the defence.
- If the committee determines that minor revisions (i.e., stylistic or editorial changes) are necessary for the thesis to fulfill the academic standards necessary for partial fulfillment of the Ph.D. degree, the Pro-Dean must delegate one member of the committee, usually the supervisor, to ensure that the student carries out the required changes.

NOT PASSED

If the committee determines that the thesis or oral defence does not meet appropriate academic standards for the Ph.D. degree and would require, for example, major revisions to the text and/or additional study, it must then decide between the following three "Not Passed" outcomes:

- **Thesis not passed**: The oral defence is satisfactory but the *thesis* does not meet Ph.D. degree standards. If this is the first "Not Passed" outcome, the student is allowed to submit a revised version of the thesis within six (6) months to the oral defence committee who will then evaluate the revised thesis without another oral defence.
- **Oral defence not passed**: The thesis is satisfactory but the *oral defence* does not meet Ph.D. degree standards. If this is the first "Not Passed" outcome, the student is allowed to conduct another oral defence within six (6) months without the submission of a revised thesis.
- **Thesis and oral defence not passed**: Both the *thesis* and *oral defence* do not meet Ph.D. degree standards. If this is the first "Not Passed" outcome, the student is allowed to submit a revised version of the thesis within six (6) months to the oral defence committee, who will then evaluate the revised thesis and conduct another oral defence.

Note: If the student has a previous "Not Passed" decision on an initial thesis or Oral Defence, a second "Not Passed" decision will result in withdrawal from the University.

1.10 Academic Integrity

Before submitting w

- Returning students must be registered for at least one course, and may present themselves at an ID card centre during their operational hours at any time in order to obtain a replacement card. Please refer to the following site for information on the downtown campus ID centre: *mcgill.ca/student-records/personal-information/id*.

1.11.1.2 ID Card Schedule for the Macdonald Campus

New students can obtain their ID card 24 hours after registering for their first course. Registration dates for new students can be found *here*.

The Macdonald Campus ID Centre is in the Student Affairs Office, Laird Hall, Room 106.
Information on when the ID Centre is open can be found *here*.

1.11.2 Legal Name

Your legal name is the name that will appear on your degree, diploma, or certificate upon graduation, and on your e-bills, tax receipts, and official transcript. It is also used by the Government of Quebec to create a *Permanent Code*.

After confirming your offer of admission and registering at McGill, the name provided on your admission application is v

1.11.4 Verification of Name

You should verify the accuracy of your name on McGill's student records via Minerva (*mcgill.ca/minerva*). To do this, go to *P*

: Diploma (Dip.) Public Administration and Governance (30 credits)
: Gr

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

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

1.12.2.1 Fee Exemptions

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

1. **French Course Fee Exemptions** – Non-Quebec Canadian and international students are automatically assessed fees for certain eligible French courses at the Quebec tuition rate (note exclusions as listed at *mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions*).
2. **Out-of-province Tuition Supplement Exemptions** – Non-Quebec Canadian students in the following categories are exempted from out-of-province tuition supplements (details at *mcgill.ca/student-accounts/tuition-fees/gench Course F eemptions*

1.12.4 What Are the Consequences of Not Providing Your Documents?

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

McGill. For example, two-thirds of all program requirements must be completed at McGill. For specific information refer to your faculty section of this publication.

Students completing a second undergraduate degree at McGill must successfully complete a minimum of 60 McGill credits to obtain their degree. You should check with your Faculty adviser for any conditions applicable to the McGill credits required toward your degree.

Graduate students should refer to their faculty under *Faculties & Schools* > *Graduate* > *Program Requirements* for information on minimum residency requirements for graduate programs. This information is listed for each faculty, and you can also access it through your faculty's graduate pages.

Note for Continuing Studies: Minimum Residency Requirement (Continuing Studies):

- You must successfully complete a minimum of 21 McGill credits (excluding prerequisites and corequisites) in order to obtain a McGill undergraduate certificate. For specific information refer to your department section of this publication.
- Students completing a second undergraduate certificate at McGill must successfully complete a minimum of 21 McGill credits (excluding prerequisites and corequisites) to obtain their certificate. You should check with your adviser for any conditions applicable to the McGill credits required toward your certificate.

1.13.1 Apply to Graduate

Most undergraduate students and non-thesis graduate students (master's, certificates, diplomas) must use *Minerva* to apply to graduate (go to *Student Records* > *Apply for Graduation for Your Primary Curriculum*). It is your responsibility to inform McGill of your intention to graduate. You need a minimum residency requirement of 60 credits at McGill to qualify for a McGill undergraduate degree. For more information, see *section 1.13: Graduation*. The minimum CGPA required to graduate is 2.00, and you must be in Satisfactory Standing.

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

Once you apply to graduate, you are authorizing the University to:

1. include your name and image in the McGill Convocation programs, web streamed convocation broadcast, and other convocation-related communications
2. to have your ID, name, degree and ceremony provided to the Academic Regalia provider for the purposes of Convocation preparation
3. to have your ID, name, email, degree and ceremony provided to the Convocation Photographer for the purposes of Convocation preparation
4. to have your name, email, degree and confirmation of graduation sent to your professional order, if you are in a professional program (e.g. Engineering OIQ, Nursing OIIQ), for licensing or accreditation purposes

If you want to opt out of your information being sent to any of the above (1, 2, 3 or 4), you must complete an *Opposition Form* by March 15 for Spring convocation, and September 15 for Fall convocation.

1.13.1.1 Deadlines

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

1.13.2 Graduation Approval Query

As a graduating student, you can view the status of your graduation record on *Minerva* during the Faculty review and approval process (go to *Student Records > Graduation Approval Query*). The Graduation Approval Query form becomes available to graduating students in early January for Fall term graduation, in early April for Winter term graduation and in early September for Summer term graduation.

If you meet all requirements for graduation, your graduation record will indicate ***Faculty Approved*** on the Graduation Approval Query, and your transcript on Minerva will display the ***Degree Granted*** notation after the approval of degrees by University Senate and according to this schedule:

- Late February, for **Fall term** graduation (Courses completed by the end of December, Convocation in Spring)
-

- Indicate if you require certified translations, and if yes, in what language (i.e., English or French);

- Pay the CAD$15 per copy fee payable via **debit card only**.

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

1.13.4 Aegrotat Standing and Degree at McGill University

In rare cases where a student, based on serious medical or similar evidence, is unable to complete their program requirements within a reasonable time, or at all, they may be awarded their degree with Aegrotat Standing.

At McGill, this designation may be considered if a student has completed 75% or more of their degree program requirements and based on a serious medical situation or other extenuating circumstance is unable to complete their program requirements. If approved, this could result in the awarding of an aegrotat degree. An aegrotat indicator of 'Y' at graduation signifies that a student was awarded such a degree. An aegrotat degree is awarded only to students in Satisfactory Standing who have been unable to complete their degree due to special circumstances toward the end of their program. Information on this degree designation is only included in the convocation program, and not on the transcript.

A degree with Aegrotat Standing is rarely granted at McGill University. A formal request must be submitted to the Dean of the student’s faculty and the Deputy Provost, Student Life and Learning, to approve granting a degree with Aegrotat Status.

1.14 Information Technology (IT) Policies and Regulations

McGill University students, faculty, staf

1.14.4 Two-factor Authentication (2FA)

All student, faculty and staff accounts are protected with *two-factor authentication (2FA)*, an additional security measure that requires a secondary method of authentication (ex.: acknowledging a prompt or entering a code sent to your mobile device via a mobile app) when signing into many McGill systems. 2FA makes it much harder for cybercriminals to access your account and your personal information, even if they obtain your password. 2FA is required for all higher education institutions in Canada.

Find out more about 2FA at *mcgill.ca/2fa*.

1.14.5 Email Communication

All students are assigned a McGill email address (usually in the form of *firstname.lastname*@mail.mcgill.ca) and are given a McGill email mailbox. It is your responsibility to monitor your McGill email regularly because this is the official means of communication between McGill University and its students. Ensure that you read and act upon the emails in a timely fashion.

To access your McGill email, go to the Microsoft Office website and sign in with your McGill username and password.

Note: Confirm your McGill email address or set your McGill password on *Minerva*, under the *Personal Menu*. You can also change or reset your McGill password by following the instructions on the *McGill Password Reset Checklist*.

If you have another email account using an external service provider (such as Gmail, Hotmail, Yahoo, etc.), please review the "*Options for dealing with multiple email services*" article on the IT Knowledge Base.

For more information, visit the *Policy on E-mail Communication with Students*, available on the *Secretariat website*.

1.14.6 Secure your Journey

IT policies and directives identify measures required to ensure the security and integrity of data and systems you use throughout your student journey. Find out about best practices and cybersecurity steps you can take at *mcgill.ca/cybersafe*.

1.15 Student Health & Insurance

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

1.15.1 Health Professions – Immunization Requirement

A compulsory immunization program exists at McGill for students in the health science fields (including Dietetics), as well as in the School of Social Work. If you are a new student in those programs, you must complete the immunization program well before classes begin. You can find further information at *mcgill.ca/wellness-hub/access-care/vaccines-immunization-reviews* or by calling the Student Wccess-cuo0tio7ud services of

Note for Continuing Studies: International students who are enrolled in **credit** courses at School of Continuing Studies are also billed IHI and should also refer to the *Office of International Student Services* website for information on health insurance.

1.15.3 Health Insurance – Canadian Citizens and Permanent Residents

Canadians residing in Canada

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

Studentcare/*Alliance pour la santé é*

1.16.1 Proper Use of Computing Facilities

You must comply with the *Policy on the Responsible use of McGill Information Technology Resources* as approved by the University Senate. You can find this policy in the listing of *University Policies, Procedures and Guidelines* under *Information Technology*, at *mcgill.ca/it/policies*.

1.16.2 Non-Smoking Policy

Quebec law prohibits smoking in public buildings. Smoking on University Property is permitted only within outdoor Designated Smoking Areas. Smoking is prohibited outside any Designated Smoking Area on University Property. For more information, see *mcgill.ca/ehs/policies-and-safety-committees/policies/mcgill-smoking-policy* and *mcgill.ca/secretariat/policies-and-regulations*.

Note: *For the purposes of the Tobacco Control Act, "smoking" also covers the use of an electronic cigarette or of any other device of that nature; "tobacco" also includes the following accessories: cigarette tubes, rolling paper and filters, pipes, including their components, and cigarette holders.* Please consult *Chapter L-6.2 - Tobacco Control Act, for further information.*

1.16.3 Policy Concerning Cannabis

McGill University has adopted a *Policy Concerning Alcohol, Cannabis and Other Drugs.* This policy applies to all McGill students, faculty, staff and visitors on the Downtown and Macdonald campuses, the Gault Nature Reserve, and spaces leased by the University. The policy only permits the consumption of cannabis for medical reasons, accompanied by a valid medical certificate, under certain conditions. However, all consumption of cannabis for recreational use is prohibited on University property.

For further details on this policy please refer to the *Policy Concerning Alcohol, Cannabis and Other Drugs.*

2 Guidelines and Policies

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

2.1 Academic Accommodation of Pregnant Students and Students Caring for Dependants

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

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

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

2.2 Failure Policy

Purpose

This policy specifies conditions under which graduate students will be withdrawn from the University due to unsatisfactory standing resulting from failed courses and/or unsatisfactory Graduate Student Research Progress Tracking Reports.

Scope

This policy pertains to courses and Graduate Student Research Progress Tracking Reports. It does not apply to comprehensive examinations, thesis examinations or doctoral oral defences.

For a failed thesis examination or doctoral oral defence, the policy on *Thesis examination failures* applies; for a failed comprehensive examination, the *section 2.10: Ph.D. Comprehensives Policy* applies.

Definitions

- "**Course**": a course that counts for credit toward the student's degree program (whether required, complementary, or elective), excluding comprehensive examinations. This includes courses approved to be taken at other institutions that count for credit toward the student's degree program.
- " ***Graduate Student Research Progress Tracking Report*** ": a written record of a meeting attended by the graduate student, his or her supervisor(s) and a member of the supervisory committee or a representative from the academic unit at which objectives for the upcoming year are established and prior progress recorded and evaluated.
- "**Failur**

- "**Student**": a student registered in a graduate degree program (including those registered in a Qualifying Year).

Failure Policy

A student will be withdrawn from the University, if he or she:

a. fails two courses (i.e., two different courses, one failed course plus a failed repeat of the same course or one failed course and a failed supplemental exam for that course); **or**

b. obtains two unsatisfactory Graduate Student Research Progress Tracking Reports and the academic unit in which the student is registered recommends that he or she be withdrawn; **or**

c. fails one course, obtains one unsatisfactory Graduate Student Research Progress Tracking Report and the academic unit in which the student is registered recommends that he or she be withdrawn.

The student's transcript will thereafter indicate that the student was withdrawn from the University.

Students in a Qualifying Year

Failing a course in a Qualifying Year is equivalent to failing a course in a graduate program, and counts as a first failed course if a student is subsequently admitted to a graduate program in a related field.

Readmission

A student withdrawn according to this policy cannot apply for readmission to the program from which he or she was withdrawn.

Senate, October 11, 2000.
Revised by GPS Council, February 10, 2003; February 9, 2015.

2.2.1 Procedure to follow in cases of failure

In the event of course failure:

- For a **failed course**, the academic unit (department) must:
  - Ensure that the failing grade is recorded on the student's record (if a course).
  - Complete the web form *Recommendation Following a First Failure* to indicate whetherm(racking Repj1v, Tm(e7indicate who 0 0 1 365.197 609.91 1 29ate w

to Graduate and Postdoctoral Studies with a recommendation from the academic unit (department) for a deferral **before or immediately after** the examination. In particular, such recommendation will not be considered if medical reasons are brought forth after a grade is submitted. Medical reasons declared after the fact will not be considered acceptable grounds of appeal of withdrawal under the *Failure Policy* .

2.3 Graduate Student Research Progress Tracking

1. Research Progress Reporting for Doctoral Students

1.1. At least annually, there must be a progress tracking meeting at which objectives for the upcoming year are established and prior progress recorded and evaluated on the Graduate Student Research Progress Tracking Form (available at *mcgill.ca/gps/students/progress-tracking*. For doctoral students whose committees have been formed, a member of the supervisory committee must also attend. If a committee member is unavailable, a representative from the academic unit may exceptionally attend in lieu of a committee member.

1.2. Students should be informed of the phases through which they must pass towards the achievement of the graduate degree, the approximate amount of time each phase should take, the criteria for successful completion, and any deadlines relating to these phases.

1.3 Units may also use the Graduate Student Research Progress Tracking Form for master's students in thesis and non-thesis research programs if this is a unit-wide practice.

2. Procedures

2.1. At the first annual progress reporting meeting (to be held shortly after doctoral students begin their programs), written objectives/expectations for the year must be recorded in the **objectives** box on page 1 of the form. Those attending the meeting-the student, the supervisor, and a member of the supervisory committee (or exceptionally, a representative from the academic unit if a committee member is not available)-must sign the form on page 3.

2.2. Subsequently, the student and supervisor(s), and a member of the supervisory committee (or exceptionally, a representative from the academic unit if a committee member is not available) must meet annually to review the progress that has been achieved toward the recorded objectives. Prior to these meetings, the student should record their accomplishments and progress for the year by completing the **progress** box on page 1 of the form. This completed form is then evaluated by the committee (i.e., supervisor and the member of the supervisory committee or exceptionally, a representative from the academic unit if a committee member is not available) on page 2 of the form. It is strongly recommended that this section include a detailed assessment of student progress from the perspective of the supervisory committee. All parties sign the form on page 3. At this same meeting, objectives for the following year should be recorded in the **objectives** box on page 1 of the same form.

2.3. If progress is judged unsatisfactory, a follow-up progress tracking meeting must occur not sooner than 4 months and not later than 6 months after the first report. A deadline for the follow-up meeting must be indicated on page 2 of the form. If progress is judged satisfactory at the follow-up meeting, the timing of the next progress tracking meeting will be determined by the regular deadlines indicated in myProgress milestones for the student's program.

2.4. Tw(al under the)Tlating to these phases.

2.3. Thesis supervisors must be chosen from full-time tenure-track or tenured academic staff, or ranked contract academic staff who have research as part of their duties. Supervisors should have competence in the student's proposed area of research. When thesis supervisors retire or resign from the University, they cannot act as sole supervisors but may serve as co-supervisors, with the unit's and GPS's consent.

2.4. Emeritus Professors may not act as sole supervisors but may serve as co-supervisors, with the unit's and GPS's consent.

2.5. Adjunct Professors may not act as sole supervisors but may serve as co-supervisors, with the unit's and GPS's approval. After approval, a letter of understanding, signed by the co-supervisor and the supervisee, must be submitted to GPS. If problems arise, the McGill supervisor will be held accountable to McGill policies and regulations.

2.6. The academic unit must ensure continuity of appropriate supervision when a student is separated from a supervisor, for example, when the supervisor is on sabbatical, leaves McGill, or retires.

2.7. Ph.D. students must have a supervisory committee consisting of at least one faculty member in addition to the supervisor(s). The supervisory committee must provide, on a regular basis, guidance and constructive feedback on the student's research (*Graduate Student Research Progress Tracking*).

2.8. A Letter of Understanding (LOU) is mandatory between Ph.D. students and their supervisor(s).GPS strongly recommends that units also implement an LOU for master's students.

2.9. The Chair of the academic unit (or delegate) must address serious disagreements that may arise, for example, between a student and a supervisor or between a supervisor and committee members. If the i1 5Qvisor

Studies within 5 working days of receiving the graded work. This intention must be confirmed within 30 days of the posting of the final marks for the course.

Note: Material that has been returned to a student **cannot be reread** unless arrangements have been made to ensure that the material has not been changed subsequent to the original grading; for example, the student can make a copy for the professor to retain either before handing the material in or immediately upon receiving it back from the instructor or at the point where the professor and student review the work together. Instructors are strongly advised to write their corrections in red pen and to write comments which help the student to understand the mark assigned.

2. The request for a formal reread must be made by the student in writing to *Graduate and Postdoctoral Studies* and should specify the reasons for the request. It should include a statement indicating that the student has already met with the faculty member responsible for the course to review the mark or indicating why this has not been possible. The reread fee will be charged directly to the student's fee account after the result of the reread is received; this will be reimbursed if there is an upwards change in the letter grade for the course. The reread fee amount and other details can be found on the *Student Accounts website*.
3. a) Administration of the reread is handled by Graduate and Postdoctoral Studies, not by the department. Graduate and Postdoctoral Studies will contact the department to obtain the course syllabus, the work to be reread, a list of potential readers, and details of the marking. **The list of potential readers must be approved by the Department Chair or Graduate Program Director. The Chair or Graduate Program Director must, as well, vouch for the impartiality of these readers.** All communication with the second reader is conducted by Graduate and Postdoctoral Studies.

   b) The second reader is given the course syllabus, the original assignment with marginalia, corrections, summary comments, and mark intact, as well as any notes from the instructor pertinent to the general nature of the course or the assignment and grading schemes, etc.
4. The student's and the instructor's names are blanked out to reduce the possibility of prejudice and to help meet the requirements of the *Charter of Students'*

Note for Health Sciences: Students studying in the Faculties of Dental Medicine and Oral Health Sciences or Medicine and Health Sciences or in the Schools of Human Nutrition, Nursing, or Physical and Occupational Therapy should consult the Health Sciences *language requirements* 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.

2.8 Leave of Absence Status

2.8.1 Graduate and Postdoctoral Leave of Absence Policy

A leave of absence may be granted for reasons such as:

- maternity or parenting
- personal or family health
- professional development (graduate students only)
- required military service (graduate students only)
- employment that precludes progress toward the degree (graduate students only)

A leave must be requested on a term by term basis and may be granted for a period of up to 52 weeks.

Students and postdocs must submit a request, by completing the appropriate *web form*, to their department along with supporting documentation justifying the leave. The department shall forward the request for approval to Enrolment Services, Management of Academic Records.

A status of “leave of absence” will display on the records of students and postdocs during the specified period of the authorized leave.

It remains the student's responsibility to verify their record; in particular, as it pertains to term and course registration to ensure that the accurate information is reflected.

During a **leave of absence for parental or familial reasons**, a student will **not** be eligible to take courses but he/she may request and expect guidance on thesis and research work. Students and postdocs will have free access to the University's academic facilities. Library services will continue to be available by registering at the *Humanities and Social Sciences Library* (McLennan-Redpath).

During a **leave of absence for personal health reasons**, a student will **not** be eligible to request guidance on thesis and research work or to take courses. Students and postdocs will not have access to the University's academic facilities but library services will normally continue to be available by registering at the *Humanities and Social Sciences Library* (McLennan-Redpath).

NOTES:

- Requests for a leave of absence due to health, familial, or parental reasons must be supported by a medical certificate.
- Requests for a leave of absence due to professional development are for activities that preclude progress toward the degree.
- A request for leave without proper justification and supporting documents will **not** be considered.
- A request for retroactive leave of absence will **not** be considered.
- No tuition fees will be charged for the duration of the authorized leave.
- A Leave of Absence may have an impact on a student's fee status once they re-enroll after their approved Leave. For more information, refer to the *Break in Enrolment* section on the Student Accounts webpage.
- Research supervisors are not obligated to remunerate students and postdocs on leave.
- In order to be covered by the graduate supplemental health insurance and/or international health insurance during a leave, The

If on leave of absence during the Winter and/or Summer terms, the student must register for an active term of study in the Fall term (at least) in order to apply for graduation.

Funding Council Leave Policies for Graduate and Postdoctoral Fellowships

A summary table of various leave policies (paid or unpaid) for students and postdocs paid from the Federal and Quebec Councils through fellowships or research grants is available at *mcgill.ca/gps/funding/getting-paid*; see information on the "Funding Council Leave Policies for Graduate Students and Postdoctoral Fellows."

Procedure for Requesting a Leave

To submit a request for leave to the department, the student or postdoc must:

- complete the *Request for a Leave* web form available at: *mcgill.ca/student-records/forms*; and
- submit the necessary supporting documents (e.g., a medical certificate, proof of employment, proof of mandatory military service) to the graduate department.

Once the department has received and reviewed the request and supporting documents, if the request is justified, a recommendation for approval will be sent via email to Enrolment Services, Management of Academic Records.

The student or postdoc will be notified once their record has been updated to indicate the leave.

NOTES:

- A medical certificate must contain at least the following items:
  - the student or postdoc's name, as well as complete contact information for the physician;

- take-home examination
- synthesis of relevant research in the field
- written research proposal and/or thesis proposal
- oral examination or defence

Timing

Units must clearly specify when the comprehensive must be tak

2.12 Time Limitation

Candidates for master's degrees must complete the degree **within three years of initial registration**. If the degree is pursued strictly on a less-than-full-time basis, it must be completed within five years of initial registration, after which the student will be withdrawn from the University.

Candidates for doctoral degrees must complete the degree by the end of PhD7. Please note that students admitted after a master's degree are normally considered to be PhD2 and not PhD1 (direct entry). Students should contact their *Graduate Program Coordinator/Administrator* to confirm the number of years in which they must complete the degree.

The object of these regulations is to encourage candidates to complete their theses and qualify for their degree without undue delay.

Students who do not complete their degree requirements within the time limits stated above will be withdrawn from the University and will lose their student status and access to McGill facilities and support. International students on study permits will also be required to leave Canada.

Students can apply for readmission by completing and submitting the *Request for Readmission webform* only when they are ready to submit their thesis and will be charged fees for the term of readmission and any future terms of registration up to and including their term of graduation.

Council of FGSR, February 2, 1996; Revised January 18, 2016.

Senate, April 20, 2016.

2.13 University Student Assessment Policy

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

Faculty of Arts	**Degrees Available**
: Economics	M.A., Ph.D.
: English	M.A., Ph.D.
: French Language and Literature	M.A., Ph.D.
: Geography	M.A., Ph.D.
: History and Classical Studies	M.A., Ph.D. M.A., Ph.D.
: Information Studies	M.I.St., Ph.D., Graduate Certificate
: International Development	N/A
: Islamic Studies	M.A., Ph.D.
: Jewish Studies	M.A., Ph.D. (*Ad Hoc*)
: Languages, Literatures, and Cultures	M.A., M.A. (*Ad Hoc*), Ph.D., Ph.D. (*Ad Hoc*)
: Linguistics	M.A., Ph.D.
: Mathematics and Statistics	M.A., Ph.D.
:1 r5b.osohy	M.A., Ph.D.

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Faculty of Law	**Degrees Available**
: Law	LL.M., D.C.L., Graduate Certificate, M.S.W. & B.C.L./J.D.
Bieler School of Environment	**Degrees Available**
: Environment	N/A
Faculty of Medicine and Health Sciences	**Degrees Available**
: Anatomy and Cell Biology	M.Sc., Ph.D.
: Biochemistry	M.Sc., Ph.D.
: Bioethics	N/A
: Biological and Biomedical Engineering	M.Eng., Ph.D.
: Biomedical Engineering	Graduate Certificate
: Communication Sciences and Disorders	M.Sc., M.Sc.A., Ph.D.
: Epidemiology and Biostatistics	M.Sc., Ph.D.
: Human Genetics	M.Sc., Ph.D.
: Medical Physics	M.Sc., Graduate Diploma
: Medicine, Experimental	M.Sc., Ph.D., Graduate Diploma
: Medicine, Family	M.Sc., Ph.D.
: Microbiology and Immunology	M.Sc., Ph.D.
: Neuroscience (Integrated Program)	M.Sc., Ph.D.
: Occupational Health	M.Sc.A., Ph.D.
: Oncology	Graduate Diploma
: Otolaryngology – Head and Neck Surgery	M.Sc.
: Pathology	M.Sc., Ph.D.
: Pharmacology and Therapeutics	M.Sc., Ph.D.
: Physiology	M.Sc., Ph.D.
: Psychiatry	M.Sc.
: Surgery, Experimental	M.Sc., Ph.D., Graduate Certificate, Graduate Diploma
Ingram School of Nursing	**Degrees Available**
: Nursing	M.Sc.A., Ph.D., Graduate Certificate, Graduate Diploma
School of Physical and Occupational Therapy	**Degrees Available**
: About the School of Physical and Occupational Therapy	M.Sc., M.Sc.A., Ph.D., Graduate Certificate
Schulich School of Music	**Degrees Available**
: Schulich School of Music	M.A., M.Mus., D.Mus., Ph.D., Graduate Artist Diploma, Graduate Certificate, Graduate Diploma
Faculty of Science	**Degrees Available**
: Atmospheric and Oceanic Sciences	M.Sc., Ph.D.
: Biology	M.Sc., Ph.D.
: Chemistry	M.Sc., Ph.D.
: Computer Science	M.Sc., Ph.D.
: Earth and Planetary Sciences	M.Sc., Ph.D.
Geography (*Science* > *Graduate* > *Browse Academic Units & Programs* > *Geography*)	M.Sc., Ph.D.

Faculty of Science	Degrees Available
Mathematics and Statistics (*Science* > *Graduate* > *Browse Academic Units & Programs* > *Mathematics and Statistics*)	M.Sc., Ph.D.
: Physics	M.Sc., Ph.D.
Psychology (*Science* > *Graduate* > *Browse Academic Units & Programs* > *Psychology*)	M.Sc., Ph.D.

3.2 Master's Degrees Available at McGill

The following list shows all of the master's degrees available at McGill, along with their prerequisites. See *section 3.2.1: Master's Degree Programs and Specializations* for more information on specific programs and options.DegrSpecializations

3.2.1 Master's Degree Programs and Specializations

The following list shows all of the programs and options available for each degree at McGill.

Program	Thesis/Non-Thesis	Options
Master of Architecture (M.Arch.)		
Professional	Non-Thesis	Design Studio, Design Studio – Directed Research
Post-professional	Non-Thesis	Architectural History and Theory, Urban Design and Housing
Master of Arts (M.A.)		
Anthropology	Thesis	Development Studies, Environment, Gender and Women's Studies
Art History	Thesis	Gender and Women's Studies
Classics	Thesis, Non-Thesis	N/A
Communication Studies	Thesis, Non-Thesis	Gender and Women's Studies (Thesis)
Counselling Psychology	Non-Thesis (Professional Internship), Non-Thesis (Project)	N/A
East Asian Studies	Thesis (*Ad Hoc*)	N/A
Economics	Thesis, Non-Thesis	Development Studies, Population Dynamics, Social Statistics (Non-Thesis)
Educational Psychology	Thesis	Health Professions Education, Human Development, Learning Sciences, School/Applied Child Psychology
Education and Society	Thesis, Non-Thesis	Gender and Women's Studies, Mathematics and Science Education (Thesis) Course Work, Course Work Math & Science Education, Gender and Women's Studies, Jewish Education, Project Math & Science Education (Non-Thesis)
Educational Leadership	Thesis, Non-Thesis (Coursework), Non-Thesis (Project)	Gender and Women's Studies (Thesis) Gender and Women's Studies (Non-Thesis (Project))
English	Thesis, Non-Thesis	N/A
French Language and Literature	Thesis, Non-Thesis	Gender and Women's Studies (Thesis)
Geography	Thesis	Development Studies, Environment, Gender and Women's Studies, Neotropical Environment
German	Thesis, Non-Thesis	N/A
Hispanic Studies	Thesis, Non-Thesis	N/A
History	Thesis, Non-Thesis	Development Studies, European Studies, Gender and Women's Studies (Thesis) Development Studies, European Studies, Gender and Women's Studies
Islamic Studies	Thesis	Gender and Women's Studies
Italian	Thesis, Non-Thesis	N/A
Jewish Studies	Thesis, Non-Thesis	N/A
Kinesiology and Physical Education	Thesis, Non-Thesis	N/A
Languages, Literatures and Cultures	Thesis (*Ad Hoc*)	Digital Humanities
Linguistics	Non-Thesis	N/A
Mathematics and Statistics	Thesis, Non-Thesis	N/A
Medical Anthropology	Thesis	N/A
Music – Music Education	Thesis, Non-Thesis	N/A
Music – Music Technology	Thesis	N/A
Music – Musicology	Thesis, Non-Thesis	Gender and Women's Studies (Thesis)

Master of Arts (M.A.)		
Music – Theory	Thesis, Non-Thesis	Gender and Women's Studies (Thesis)
Philosophy	Thesis	Bioethics
Political Science	Thesis, Non-Thesis	Development Studies, European Studies (Thesis)
		Development Studies, European Studies, Gender and Women's Studies, Social Statistics (Non-Thesis)

Master of Laws (LL.M.)		
		Air and Space Law, Comparative Law, Environment (Thesis and Non-Thesis)
Master of Management (M.M.)		
Analytics	Non-Thesis	N/A
Finance	Non-Thesis	N/A
Manufacturing Management	Non-Thesis	N/A
IMHL	Non-Thesis	N/A
IMPM	Non-Thesis	N/A
Master of Music (M.Mus.)		
Music – Composition	Thesis	N/A
Performance	Thesis	Jazz Performance, Early Music, Orchestral Instruments and Guitar, Collaborative Piano, Piano, Opera and Voice, Organ and Church Music, Conducting
Sound Recording	Non-Thesis	N/A
Master of Public Policy (M.P.P.)		
Public Policy	Non-Thesis	N/A
Master of Sacred Theology (S.T.M.)		
A program leading to the degree of *Sanctae Theologiae Magister* (S.T.M.) is given in the School of Religious Studies. This degree is primarily for those who intend to enter the ministry of the Christian Church or another religious institution, or to proceed to teaching in schools. A Master of Arts program (thesis and non-thesis) is also available.		
Religious Studies	Non-Thesis	N/A
Master of Science (M.Sc.)		
Agricultural Economics	Thesis	N/A
Animal Science	Thesis	N/A
Atmospheric and Oceanic Science	Thesis	Environment
Biochemistry	Thesis	Bioinformatics, Chemical Biology
Biology	Thesis	Bioinformatics, Environment, Neotropical Environment
Bioresource Engineering	Thesis, Non-Thesis	Environment (Thesis) Integrated Water Resource Management (Non-Thesis)
Biostatistics	Thesis, Non-Thesis	N/A
Cell Biology	Thesis	N/A
Chemistry	Thesis	N/A
Civil Engineering	Thesis	N/A
Communication Sciences and Disorders	Thesis	N/A
Computer Science	Thesis, Non-Thesis	Bioinformatics
Dental Sciences	Thesis, Non-Thesis	N/A
Earth and Planetary Sciences	Thesis	Environment
Electrical Engineering	Thesis	N/A
Entomology	Thesis	Environment, Neotropical Environment
Epidemiology	Thesis, Non-Thesis	Environmental & Occupational Health (Non-Thesis), Pharmacoepidemiology (Non-Thesis)
Experimental Medicine	Thesis	Bioethics, Environment
Experimental Surgery	Thesis, Non-Thesis	Global Surgery, Surgical Education, Surgical Innovation (Thesis)

Master of Science (M.Sc.)		
Family Medicine	Thesis	Bioethics, Medical Education
Food Science and Agricultural Chemistry	Thesis, Non-Thesis	Food Safety (Non-Thesis)
Genetic Counselling	Non-Thesis	N/A
Geography	Thesis	Environment, Neotropical Environment
Human Genetics	Thesis	Bioethics, Bioinformatics
Human Nutrition	Thesis	N/A
Kinesiology and Physical Education	Thesis, Non-Thesis	N/A
Materials Engineering	Thesis	N/A
Mathematics and Statistics	Thesis, Non-Thesis	N/A
Mechanical Engineering	Thesis	N/A
Medical Radiation Physics	Thesis	N/A
Microbiology	Thesis	N/A
Microbiology and Immunology	Thesis	N/A
Mining Engineering	Thesis	N/A
Neuroscience	Thesis	N/A
Otolaryngology	Thesis	N/A
Parasitology	Thesis	N/A
Pathology	Thesis	N/A
Pharmacology	Thesis	Environmental Health Sciences
Physics	Thesis	N/A
Physiology	Thesis	Bioinformatics, Chemical Biology
Plant Science	Thesis	Bioinformatics, Environment, Neotropical Environment
Psychiatry	Thesis	N/A
Psychology	Thesis	N/A
Public Health	Non-Thesis	N/A
Rehabilitation Sciences	Thesis, Non-Thesis	N/A
Renewable Resources	Thesis, Non-Thesis	Environment, Neotropical Environment (Thesis) Environmental Assessment (Non-Thesis)

Master of Science, Applied (M.Sc.A.)

This degree was designed to provide postgraduate training of a professional and vocational character, with less emphasis on theoretical knowledge and research than in Master of Science programs, but with no lower standards either for admission or completion of requirements. Two years of full-time study or equivalent are normally required with an emphasis on coursework.

Animal Science	Non-Thesis	Sustainable Agriculture
Bioresource Engineering	Non-Thesis	Environment, Environmental Engineering, Integrated Food and Bioprocessing
Biotechnology	Non-Thesis	N/A
Communication Sciences and Disorders	Non-Thesis	Speech-Language Pathology
Human Nutrition	Non-Thesis, Non-Thesis (Project), Non-Thesis (Practicum)	Dietetics Credentialing
Nursing	Non-Thesis	Advanced Clinical Practice, Nursing, Nursing: Global Health, Mental Health Nurse Practitioner, Neonatology Nurse Practitioner, Nursing Services Administration, Pediatric Nurse Practitioner, Primary Care Nurse Practitioner, Adult Care Nurse Practitioner

Master of Science, Applied (M.Sc.A.)		
Occupational Health	Non-Thesis (Resident), Non-Thesis (Distance)	N/A
Occupational Therapy	Non-Thesis	N/A
Physical Therapy	Non-Thesis	N/A
Plant Science	Non-Thesis	N/A
Social Work	Non-Thesis	Couple and Family Therapy
Master of Social Work (M.S.W.)		
The M.S.W. degree represents a second lev		

Program	Options	Offered by Faculty/School
Doctor of Civil Law (D.C.L.)		
Law	Air and Space Law, Comparative Law	Faculty of Law
Doctor of Music (D.Mus.)		
The Doctor of Music degree is offered in Composition. The Doctoral thesis consists of a musical composition of major dimensions together with a written analysis of the work. The composition is presented by the candidate in concert. The regulations set forth for the Ph.D. generally apply also to the D.Mus. The Doctor of Music degree is also offered in Performance. It is offered to professional musicians who wish to teach at the university level and to develop a specialization in a particular repertoire, approach, or discipline (musicology, music theory, music education and pedagogy, or music technology).		
Music	Composition, Performance Studies	Schulich School of Music
Doctor of Philosophy (Ph.D.)		
Animal Science	Bioinformatics	Faculty of Agricultural and Environmental Sciences
Anthropology	Neotropical Environment	Faculty of Arts
Architecture	N/A	Faculty of Engineering
Art History	Gender and Women's Studies	Faculty of Arts
Atmospheric and Oceanic Sciences	N/A	Faculty of Science
Biochemistry	Bioinformatics, Chemical Biology	Faculty of Medicine and Health Sciences
Biology	Bioinformatics, Environment, Neotropical Environment	Faculty of Science
Biological and Biomedical Engineering	N/A	Faculty of Engineering, Faculty of Medicine and Health Sciences
Bioresource Engineering	Environment	Faculty of Agricultural and Environmental Sciences
Biostatistics	N/A	Faculty of Medicine and Health Sciences
Cell Biology	N/A	Faculty of Medicine and Health Sciences
Chemical Engineering	N/A	Faculty of Engineering
Chemistry	N/A	Faculty of Science
Civil Engineering	N/A	Faculty of Engineering
Communication Sciences and Disorders	Language Acquisition	Faculty of Medicine and Health Sciences
Communication Studies	Gender and Women's Studies	Faculty of Arts
Computer Science	Bioinformatics	Faculty of Science
Counselling Psychology	N/A	Faculty of Education
Earth and Planetary Sciences	Environment	Faculty of Science
Economics	N/A	Faculty of Arts
Educational Psychology	Human Development, Learning Sciences	Faculty of Education
Educational Studies	Gender and Women's Studies, Language Acquisition, Mathematics and Science Education	Faculty of Education
Electrical Engineering	N/A	Faculty of Engineering
English	N/A	Faculty of Arts
Entomology	Environment, Neotropical Environment	Faculty of Agricultural and Environmental Sciences
	Glo131.76 Tm4 Tc1f	Faculty of Medicine and Health Sciences

Doctor of Philosophy (Ph.D.)		
Food Science and Agricultural Chemistry	N/A	Faculty of Agricultural and Environmental Sciences
French Language and Literature	Gender and Women's Studies	Faculty of Arts
Geography	Environment, Gender and Women's Studies, Neotropical Environment	Faculty of Arts, Faculty of Science
German	N/A	Faculty of Arts
Hispanic Studies	N/A	Faculty of Arts
History	N/A	Faculty of Arts
Human Genetics	Bioinformatics	Faculty of Medicine
Human Nutrition	N/A	Faculty of Agricultural and Environmental Sciences
Information Studies	N/A	Faculty of Arts
Islamic Studies	Gender and Women's Studies	Faculty of Arts
Kinesiology	N/A	Faculty of Education
Linguistics	Language Acquisition	Faculty of Arts
Management	Environment	Desautels Faculty of Management
Materials Engineering	N/A	Faculty of Engineering
Mathematics and Statistics	N/A	Faculty of Science
Mechanical Engineering	N/A	Faculty of Engineering
Microbiology	Bioinformatics	Faculty of Agricultural and Environmental Sciences
Microbiology and Immunology	N/A	Faculty of Medicine and Health Sciences
Mining Engineering	N/A	Faculty of Engineering
Music	Composition, Music Education, Musicology, Music Technology, Sound Recording, Theory, Gender and Women's Studies	Schulich School of Music
Neuroscience	N/A	Faculty of Medicine and Health Sciences
Nursing	N/A	Ingram School of Nursing
Occupational Health	N/A	Faculty of Medicine and Health Sciences
Parasitology	Bioinformatics	Faculty of Agricultural and Environmental Sciences
Pathology	N/A	Faculty of Medicine and Health Sciences
Pharmacology	N/A	Faculty of Medicine and Health Sciences
Philosophy	Environment, Gender and Women's Studies	Faculty of Arts
Physics	N/A	Faculty of Science
Physiology	Bioinformatics, Chemical Biology	Faculty of Medicine and Health Sciences
Plant Science	Bioinformatics, Environment, Neotropical Environment	Faculty of Agricultural and Environmental Sciences
Political Science	Gender and Women's Studies	Faculty of Arts
Psychology	Behavioural Neuroscience, Language Acquisition, Psychosocial Oncology	Faculty of Arts, Faculty of Science
Quantitative Life Sciences	N/A	Faculty of Medicine and Health Sciences
Rehabilitation Science	N/A	School of Physical and Occupational Therapy
Religious Studies	Gender and Women's Studies	Faculty of Religious Studies
Renewable Resources	Environment, Neotropical Environment	Faculty of Agricultural and Environmental Sciences
Russian	N/A	Faculty of Arts
School/Applied Child Psychology	N/A	Faculty of Education

Doctor of Philosophy (Ph.D.)		
Social Work	N/A	Faculty of Arts
Sociology	Gender and Women's Studies, Population Dynamics	Faculty of Arts
Joint Doctor of Philosophy (Ph.D.)		
Nursing	N/A	McGill / Université de Montréal
Management	N/A	McGill / Concordia / H.E.C. / UQAM
Social Work	N/A	McGill / Université de Montréal
***Ad Hoc* Doctor of Philosophy (Ph.D. (*Ad Hoc*))**		
East Asian Studies	N/A	Faculty of Arts
Italian Studies	N/A	Faculty of Arts
Jewish Studies	N/A	Faculty of Arts

3.4 Postdoctoral Research

See *: Postdoctoral Research* for information about postdoctoral research at McGill University.

3.5 Graduate Diplomas and Graduate Certificates

The graduate diplomas and graduate certificates listed below are programs of study under the academic supervision of Graduate and Postdoctoral Studies. The prerequisite for a diploma or certificate is an undergraduate degree in the same discipline.

The graduate diploma programs consist of at least two terms of full-time study or the equivalent.

Graduate Diplomas	
Clinical Research	Neonatal Nurse Practitioner
Medical Radiation Physics	Pediatric Nurse Practitioner
Mental Health Nurse Practitioner	Primary Care Nurse Practitioner
Mining Engineering	Registered Dietitian Credentialing (R.D.)
Music Artist	School/Applied Child Psychology (Post-Ph.D.)
Music Performance	Surgical Innovation
Graduate Certificates	
Air and Space Law	Pédagogie de l'immersion française
Bioinformatics	Performance Choral Conducting
Biotechnology	Post-M.B.A.
Chronic Pain Management	Post-M.B.A. Japan
	Profes0 0 30 05321.5 194.9 Tm8eonducting

Graduate Certificates

Library and Information Studies

All graduate regulations apply to graduate diploma and graduate certificate candidates.

Note: The School of Continuing Studies also offers graduate diplomas and graduate certificates that are not under the academic supervision of Graduate and Postdoctoral Studies. To see a list of programs offered, refer to *Continuing Studies* > *Getting Started* > *Admission Requirements* > *: Programs of Study*.

4 Graduate Admissions and Application Procedures

Website: *mcgill.ca/gradapplicants*
Contact: *mcgill.ca/gradapplicants/contact-us*

Deadline: Admission to McGill, to study at the graduate level, is competitive; accordingly, late applications are considered only if time and space permit. Meeting minimum admission standards does not guarantee admission. Admission decisions are not normally subject to appeal or reconsideration and therefore are not subject to change. To be considered for entrance fellowships, where available, j1 0 0 1 late re

www.ets.org/gre for further information. Only some academic units require applicants to write the GRE examination, but all applicants who have written either the general aptitude or the advanced test are advised to ensure that official test results are sent to McGill directly by the testing service.

This credential is of special importance in the case of applicants whose education has been interrupted, or has not led directly toward graduate study in the subject selected. In such cases, the academic unit has the right to insist on a report from the GRE or some similar test. High standing in this examination will not by itself guarantee admission.

Graduate Management Admissions Test (GMAT)

Applicants to graduate programs in Management must ensure that official results are released to McGill by the Graduate Management Admission Council (GMAC). The test is a standardized assessment offered by the GMAC to help business schools assess candidates for admission. For further information, see *www.mba.com/exams/gmat*.

4.5 Competency in English

Applicants to graduate studies must demonstrate an adequate level of proficiency in English **prior to admission**, regardless of citizenship status or country of origin.

Normally, applicants meeting any one of the following conditions are **not** required to submit proof of proficiency in English:

1. Mother tongue (language first learned and still used on a daily basis) is English.
2. Has obtained (or is about to obtain) an undergraduate or graduate degree from a recognised institution in Canada or the United States of America (anglophone or francophone).
3. Has obtained (or is about to obtain) an undergraduate or graduate degree from a recognised foreign institution where English is the language of instruction.
4. Has lived and attended university, or been employed, for at least four consecutive years, in a country where English is the acknowledged primary language.

Applicants who do not meet any of the above-listed conditions must demonstrate proficiency in English using ***one*** of the following options:

1. *TOEFL* (Test of English as a Foreign Language): minimum acceptable scores are: **iBT (Internet-based test)**: 86 overall, and no less than 20 in each of the four component scores.

   Note: an institutional version of the T

4.7 Admission as a Special Student

Candidates wishing to take one or two courses at the graduate level, but who do not wish to pursue a degree, can submit an application to be considered as a Special student. Special students must hold a recognized undergraduate degree, and must meet the admission requirements to the program for which they are being considered.

Special students must register for at least one 600-level course, or higher, but can simultaneously register for undergraduate courses, normally with permission from the department. Special students cannot register for more than two terms, and can complete a maximum of six credits per semester

Research assistantships and teaching assistantships are considered employment and are also handled by individual academic units at McGill. All assistantship inquiries should be directed to units.

Graduate and Postdoctoral Studies holds funding agreements with some international agencies to fund graduate degrees at McGill for eligible international students. These sponsorships opportunities can be found on the Graduate Funding website: *mcgill.ca/gps/funding/international*. A small number of citizens from countries whose governments have entered

- *section 7.3.9: Scholarships and Student Aid Office*
- *section 7.3.10: Student Wellness Hub*
- *section 7.3.11: Tutorial Services*

7.3.1 Campus Life & Engagement (CL&E)

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

Brown Student Services Building
3600 McTavish Street, Suite 4100
Telephone: 514-398-6913
Email: *cle@mcgill.ca*
Website: *mcgill.ca/cle*

First-year students:
Email: *firstyear@mcgill.ca*
Website: *mcgill.ca/firstyear*

7.3.2 Career Planning Service (CaPS)

Provides career education, industry events, advising, mentoring, workshops and a comprehensive job posting system (myFuture) to help you find permanent/part-time/summer jobs and internships, explore your career or graduate education options, and build your network.

Brown Student Services Building, East Wing, Suite 2200
Service also available at Macdonald Campus, in Centennial Centre, Room 124. Please mention campus location when booking your appointment.
Telephone: 514-398-3304
Email: *careers.caps@mcgill.ca*
Website: *mcgill.ca/caps*
myFuture: *caps.myfuture.mcgill.ca*

7.3.3 First Peoples' House

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

3505 Peel Street
Telephone: 514-398-3217
Email: *firstpeopleshouse@mcgill.ca*
Website: *mcgill.ca/fph*

7.3.4 International Student Services (ISS)

Offers support to international students; orientation and transition programs; and immigration and health insurance information.

Brown Student Services Building, East Wing, Suite 5100
Service also available at Macdonald Campus, in Centennial Centre, Room 124. Please mention campus location when booking your appointment.
Telephone: 514-398-4349
Email: *international.students@mcgill.ca*
International Health Insurance Email: *international.health@mcgill.ca*
Website: *mcgill.ca/internationalstudents*

7.3.5 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.

3610 McTavish Street, 3rd floor, Room 36-2
Telephone: 514-398-4104
Email: *morsl@mcgill.ca*
Website: *mcgill.ca/morsl*

7.3.6 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 W., Suite 585 (West Tower)
Telephone: 514-398-3786; 514-398-4486
Email: *svoffice@mcgill.ca*
Website: *mcgill.ca/osvrse*

7.3.7 Office for Student Accessibility & Achievement

The Office for Student Accessibility & Achievement provides learning assessment, support services, and reasonable accommodations to **undergraduate, graduate, and postdoctoral** students with documented disabilities, mental health issues, chronic illnesses, or other impairments, whether they be temporary, permanent, or episodic.

Main Office - Downtown
1010 Sherbrooke St. W., Suite 410
Service also available at Macdonald Campus, in Centennial Centre, Room 124. Please mention campus location when booking your appointment.
Telephone: 514-398-6009
Email: *disabilities.students@mcgill.ca*

Exam Centre
Redpath Library Building, 3459 McTavish St., Suite RS-56
Telephone: 514-398-2480
Email: *exams.osd@mcgill.ca*
Website: *mcgill.ca/osd*

Macdonald Campus
Centennial Centre, Room 124
Telephone: 514-398-7992
Website: *mcgill.ca/osd*

7.3.8 Office of Sustainability

Supports McGill's goal to become an institutional model of sustainability for society. Whether you have a project in mind, or just a lot of questions, there are many ways for you to get involved with sustainability at McGill.

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

7.3.9 Scholarships and Student Aid Office

Provides assistance in the form of bursaries, loans, and Work Study programs to students requiring financial aid; administers government aid programs; and promotes financial wellness through tools and workshops.

Brown Student Services Building, East Wing, Suite 3200
Service also available at Macdonald Campus, in Centennial Centre, Room 124. Please mention campus location when booking your appointment.
Telephone: 514-398-6013
Student Aid email: *student.aid@mcgill.ca*
Scholarships email: *scholarships@mcgill.ca*
Website: *mcgill.ca/studentaid*

7.3.10 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 advisors, dietitians, psychiatrists (by referral only), sexologists, and lab technicians, as well as information, support, and programming through the Healthy Living Annex.

Downtown Campus
Brown Student Services Building, 3rd floor
Service also available at Macdonald Campus, in Centennial Centre, Room 124. Please mention campus location when booking your appointment.
Telephone: 514-398-6017
Email: *hub.clinic@mcgill.ca*
Website: *mcgill.ca/wellness-hub*

Macdonald Campus
Centennial Centre, Room 124
Telephone: 514-398-7992
W**ebsite:** *mcgill.ca/macdonald-studentservices/health-wellness*

7.3.11 Tutorial Services

Sponsors an extensive peer matching tutoring program for students.

1010 Sherbrooke Street W., Suite 410
Telephone: 514-398-2505
Email: *tutoring. 0 20 1 84.8Tc7 3801ne: 514-398-7992*

7.4.3 Office for Student Accessibility & Achievement

The Office for Student Accessibility & Achievement provides learning assessment, support services, and reasonable accommodations to undergraduate, graduate, and postdoctoral students with documented disabilities, mental health issues, chronic illnesses, or other impairments, whether they be temporary, permanent, or episodic.

Appointments can be arranged with an Access Services Advisor at Macdonald Campus.

Macdonald Campus
Telephone: 514-398-7992 (Mac)
Website: *mcgill.ca/osd*

Main Office - Downtown
1010 Sherbrooke St. W., Suite 410
Telephone: 514-398-6009
Email: *disabilities.students@mcgill.ca*

7.4.4 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, local wellness advisors, dietitians, psychiatrists (by referral only), sexologists, and lab technicians, as well as information, support, and programming through the Healthy Living Annex.

Macdonald Campus Clinic
Centennial Centre, room 124
Telephone: 514-398-6017
Website: *mcgill.ca/wellness-hub*

Downtown Campus
Brown Student Services Building, 3rd floor
Telephone: 514-398-6017
Email: *hub.clinic@mcgill.ca*
Website: *mcgill.ca/wellness-hub/*

7.4.5 Scholarships and Student Aid

Provides assistance in the form of bursaries, loans, and Work Study programs to students requiring financial aid; administers gov

- Keeping the value of respect for ourselves, others, and the physical environment as our cornerstone
- Making environmentally and economically sustainable choices
- Being responsive to student needs and supporting student initiatives
- Maintaining open lines of communication and collaborative decision-making
- Working together to provide a comfortable, clean, and secure environment
- Keeping current with developing technology, practices, and professional development
- Maintaining integrity and accountability
- Thinking critically about what we do and having the courage to change
- Honouring our rich history and strong residence tradition

7.5.1 Graduate Housing – Downtown

Student Housing and Dining Service Centre
University Hall
3473 University Street
Montreal QC H3A 2A8
Telephone: 514-398-6368
Email: *housing.residences@mcgill.ca*
Website: *mcgill.ca/shhs*

McGill University offers two main types of housing for graduate students: single-occupancy apartments and single bedrooms in houses with shared facilities. No family housing is available. Only a limited number of graduate spaces are available. Out of 160 spaces, approximately 70 become vacant annually. Availability is on a first-come, first-served basis, and you must be admitted or recommended for admission to be considered. To apply, indicate “Yes” in the housing request area of your McGill application and check Minerva for updates in your housing status. For more information, consult the Student Housing and Dining Service Centre's *website*.

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7.5.2.1 Residence Fees – Macdonald Campus

Residence fees are paid separately from tuition, in accordance with regulations of the Fee Payment Option selected at the time of signing a Residence Lease.

At time of publishing, all fees for the new academic year were not available. Prices for the previous year are displayed below for your guidance, however, we recommend consulting the fee sheet will be available on the Macdonald residence website at *http://www.mcgill.ca/students/housing/fees-applying/mac-fees/ mcgill.ca/students/housing/fees-applying/mac-fees* for the most up to date pricing.

There is no meal plan offered on the Macdonald Campus. Students may, however, load their *One Card* to purchase meals; refer to *mcgill.ca/onecard* for more information. Meals are also available on a cash basis from *the Café Twigs*, located on the ground floor between the Macdonald-Stewart Building and Barton Library. For budgeting purposes, the cost of meals for the academic year is approximately $3,500.

7.5.2.1.1 Laird Hall

A co-ed residence that provides accommodation for undergraduate, graduate, and Farm Management Technology students.

Laird Hall				
	Rent will be charged in 8 equal monthly installments of:	**oneCard Fees**	**Activity Fees**	**Annual Fees (2021-2022 amounts)**
Single Room	$557	$150	$30	$4,636
Double Room	$507	$150	$30	$4,236
Renovated Single Room	$580	$150	$30	$4,820
Renovated Double Room	$528	$150	$30	$4,332
Single with Bathroom	$590	$150	$30	$4,900
Double with Bathroom	$539	$150	$30	$4,492
Graduate Room	$590	$150	$30	$4,900

7.5.2.1.2 EcoResidence

7.5.2.4 Student Parking – Macdonald Campus

Parking permits are available from Macdonald Campus Security, Room 101, Laird Hall. A parking decal is $200 for one year and $120 for one semester and can be picked up Monday to Friday from 8:15 a.m. to 3:45 p.m.

Daily passes for students are $8 and can be purchased at the Upper Gravel Lot and the Horticulture parking lot. Half-day passes are $4 and can only be purchased at the meter (exact change is required). All students obtaining a daily pass must park in the Horticulture lot, east of the Highway 20 overpass. If you are not sure of the location, you can pick up a map from the Campus Security office in Laird Hall. For more information, see *mcgill.ca/transport/parking/mac*.

7.6 Athletics & Recreation

7.6.1 Downtown Campus Athletics & Recreation

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

- gymnasium
- fully-equipped fitness centre
- varsity weight room
- pool
- arena
- fieldhouse
- stadium
- indoor and outdoor running tracks and tennis courts
- squash and racquetball courts
- spinning, fitness, and martial arts studios
- various playing fields
- small groups and one-on-one training spaces
- gender-neutral changing spaces and bathrooms

McGill students can participate in instructional, recreational, intramural, and intercollegiate activities, as well as sports clubs. There are nominal fees for instructional courses, intramurals, sports equipment rentals, and membership to the Fitness Centre. Sporting equipment (x-country skis, snowshoes, racquets, balls, etc.) is available for loan or rent.

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

7.6.2 Macdonald Campus Athletics & Recreation

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

- gym
- fitness centre
- arena
- tennis courts
- playing fields
- outdoor TrekFit gym
- outdoor volleyball court
- large expanses of green space
- Mac Paddle Shack

Students can participate in instructional, recreational, intramural, and intercollegiate activities. There are nominal fees for intramurals and fitness courses. Sporting equipment (x-country skis, snowshoes, stand up paddle boards, kayaks, canoes, Frisbees, balls, etc.) is available for loan or rent.

Athletics offices are located in the Stewart Athletic Complex, just west of the Centennial Centre.

Stewart Athletic Complex
Telephone: 514-398-7789
Website: *macdonaldcampusathletics.ca*
Facebook: *www.facebook.com/Mac-Athletics-and-Recreation-559732057427796/?fref=ts*

7.7 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
Email: *ombudsperson@mcgill.ca*
Website: *mcgill.ca/ombudsperson*

7.8 Extra-Curricular and Co-Curricular Activities

Student associations and University units at McGill host over **300** activities, clubs, and services that students may join. These include:

- Athletics and recreation sports clubs
- Charity and Environmental clubs
- Community Outreach and Colunteering clubs
- Fine Art, Dance, and Performance clubs
- Health and Wellness clubs
- Languages and Publications clubs
- Leisure Activity and Hobby clubs
- Networking and Leadership Development clubs
- Political and Social Activism clubs
- Religion and Cultural clubs

An overview of extra-curricular activities at McGill is available on Campus Life & Engagement's ***Engage McGill*** site. ***myInvolvement*** is an online tool managed by Career Planning Services for McGill students to find current involvement opportunities on campus. Students can then record their involvement in eligible activities, workshops, volunteer opportunities, and leadership positions on their Co-Curricular Record (CCR).

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7.9 Bookstore

7.9.1 Downtown Campus

The *Le James* – McGill Bookstore sells a full range of books for the academic and professional community, stationery supplies, McGill clothing, and gift items. Visit the *Le James* website to sign up for the newsletter so you are the first to know about services, promotions, store hours, and so much more. The *Le James online store* is open year-round, and you can shop 24/7 from the comfort of your home.

Main Store:
680 Sherbrooke Street West
Website: *lejames.ca*

7.9.2 Macdonald Campus

Located on the main floor of the Centennial Centre, the Mac Campus Bookstore carries textbooks and course materials for Macdonald Campus classes. McGill and Macdonald clothing and insignia items are also available. Shop online 24/7 at *lejames.ca*.

Mac Campus Bookstore
Macdonald Campus Centennial Centre
21111 Lakeshore Road, Sainte-Anne-de-Bellevue
Website: *lejames.ca*

7.9.3 Institutional Sales Department

The Institutional Sales Department (formerly the McGill Computer Store; MCS) is dedicated to the support and success of the McGill community. We are committed to the mission of Ancillary Services to provide efficient and quality assistance to McGill staff and departments, as well as the affiliated teaching hospitals of the MUHC.

Contact the Sales Team at *is.bookstore@mcgill.ca* with your enquiry or list of products.

Institutional Sales
Website: *lejames.ca/institutional*

7.10 Day Care

The McGill Childcare Centre (CPE McGill) is an independently run centre that can accommodate 110 children, ranging in age from four months to five years. Applications are to be submitted at *www.laplace0-5.com*; early application is required as placement is limited.

The Centre is located at:

3491 Peel Street
Montreal QC H3A 1W7
Telephone: 514-398-6943
Website: *mcgill.ca/daycare*

A Campus Day Care Centre, located adjacent to the Macdonald campus, is an independently run centre that can accommodate approximately 60 children, ranging in age from four months to five years. Preference is given to the Macdonald campus community. Early application is recommended.

The Centre is located at:

1 Maple Avenue
Ste.-Anne-de-Bellevue QC H9X 2E3
Telephone: 514-398-7951

8 Fees

The information in this publication was updated in January 2022. **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:
***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 *mcgill.ca/gps/funding*.

8.1 Access to Fee Information

You can view your *Account Summary by Term* on *Minerva*. The Fall term fees will be accessible in mid-July.

8.2 Billings and Due Dates

Confirmation of Acceptance Deposit

In certain graduate departments, you are required to make a deposit on tuition shortly after receiving notice of your acceptance to the University. You will be required to confirm your acceptance of the offer of admission on *mcgill.ca/accepted/nextsteps/accepting* and pay the required deposit by credit card (Visa, American Express, or Mastercard) at that time.

Invoicing of Fees

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

These fees are complemented by revenue from the Quebec government, the University, and the generosity of donors. They support: the Student Wellness

8.8.1 Fee Refund Deadlines

The deadline dates for course refunds are independent of the deadline dates given for withdrawal from courses.

Note for Graduate and Postdoctoral Studies: Generally, there are no refunds for tuition and fees charged for a Summer term course from which you have withdrawn. For newly admitted graduate students who have withdrawn from a Summer Term of Residence, see *University Regulations & Resources* > *Graduate* > *Regulations* > *Registration* > *section 1.3.3: Summer Registration* for information about a potential fee refund.

8.8.1.1 Fall Term – up to and including September 20

Returning students – 100%* refund (less registration cancellation fee of $200 in the case of complete withdrawal).

New students – 100%* refund (less registration deposit or $200, whichever is higher).

8.8.1.2 Fall Term – after September 20

No refund.

8.8.1.3 Winter Term – up to and including January 24

Returning students – 100%* refund (less registration cancellation fee of $200 in the case of complete withdrawal).

New students – 100%* refund (less registration deposit or $200, whichever is higher).

8.8.1.4 Winter Term – after January 24

No refund.

* Includes tuition and compulsory student fees.

To discuss the refund policy applicable to a special case, undergraduate students should contact their faculty Student Affairs Office (Associate Dean or Director; see *: Contact Information for Faculty & School Student Affairs Offices*) and graduate students should contact their departmental Graduate Program Director or Graduate Program Coordinator (see *mcgill.ca/gps/contact* for contact information).

8.8.2 Refund Procedures

You are not automatically refunded your credit balance as many students choose to keep the balance on account for use for a future term. You may request a refund if you have a credit balance of over $2.00. Students with awards may be subject to a waiting period for their refund until the end of course add/drop, as most awards require full-time registration. For directions on requesting your refund online in Minerva, see *mcgill.ca/student-accounts/your-account/requesting-refund*.

Note: We strongly recommend that you supply direct deposit banking information via *Minerva* (Canadian banks only); otherwise, a refund charge will apply.

8.9 Other Policies Related to Fees

The following sections describe other fee-related policies that may apply to your account.

8.9.1 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 *mcgill.ca/student-accounts/your-account/deadlines-and-penalties/overdue* for more information.

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

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

8.9.1.1 Information for Registered Students

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

Brown Student Services Building
3600 rue McTavish, Room 3200
Montreal QC H3A 0G3

Telephone: 514-398-6013
Email: *student.aid@mcgill.ca*
Website: *mcgill.ca/studentaid*

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

8.9.1.2 Information for Students Who Are No Longer Registered

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

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

In accordance with the fee policies stated in *section 8.9.1: Overdue Accounts* and *section 8.9.1.1: Information for Registered Students*, before the University cancels your current and subsequent term registration(s), the Student Accounts Office will make all reasonable efforts to notify you if your account is delinquent, or if you owe more than $100 from the previous term. The cancellation is effective the last day of the add/drop period unless you settle the account or make payment arrangements with the University by then. If you pay or make payment arrangements with the Student Accounts Office after the add/drop deadline and you want the University to reinstate your registration for the current or subsequent term(s), you must complete the *Request for Reinstatement* form (*mcgill.ca/student-accounts/forms*) and submit it to the Student Accounts Office, which will forward it to Enrolment Services for approval and processing. Your fee account will be charged a Reinstatement Penalty for the processing of the re-enrolment; exact fee amounts and further details are available on the *Student Accounts* website.

8.9.2 Acceptance of Fees vs. Academic Standing

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

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

8.9.3 Deferred Admission

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

8.9.4 Fees for Students in Two Programs

Students in two programs are normally billed additional fees for their second program. Depending on the level of the two programs (e.g., one at the undergraduate level versus one at the graduate level), you may incur both society and faculty fees and/or additional tuition fees. Consult the Student Accounts website at *mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/exchange-senior-citizens-part-time-and-double-program* for further details.

You should consult the Student Accounts Office at *student.accounts@mcgill.ca* for information on tuition fees. Adjustments to bills are made throughout the term in cases where fees cannot be automatically calculated.

8.9.5 Students Taking Courses Extra to Their Program

Students who have been given permission by their department and Enrolment Services to take courses that are considered to be extra to their primary program, must request, in writing to their department, to have those courses flagged as extra to their program, and are required to pay additional tuition charges. Such assessment of fees will be processed after normal course add/drop deadlines have passed.

Please refer to the “Extra Courses” policy found at *mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/grad-studies-information*.

8.9.6 Senior Citizens

Financial aid is available for students in need who are aged 65 or over and who are enrolled in full-time degree programs. Contact the *Scholarships and Student Aid Office* for more information at 514-398-6013.

8.9.7 Quebec Inter-University Transfer Agreements

If you are taking courses as part of the Quebec Inter-University Transfer (IUT) agreement, you are required to pay the fees at your home university; see *section 1.2.13: Quebec Inter-University Transfer Agreement*. The agreement covers only the transfer of academic credits.

IUT students taking courses at McGill are required to pay additional course charges that are compulsory upon registration, such as special activity charges or course material costs.

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

8.10 Sponsorships/Funding/Fee Deferrals

8.10.1 Students with Sponsors

If your fees will be paid by an outside agency such as the Department of Veterans Affairs, CIDA, or a foreign government, you must hav

Note: Students who apply late may not request cancellation of interest.

A fee deferral generally covers the amount of the Fall (Winter or Summer) term charges, which include tuition, administrative and certain academic fees, and health and dental insurance. Charges not covered by the tuition deferral include, but are not limited to, housing charges, meal plans, printing charges, or any other amounts owing that are not considered registration charges. Interest on outstanding already-billed amounts will continue to be charged on a monthly basis excluding amounts covered by the student aid tuition deferral.

Students are reminded that tuition and student housing fees have first call upon financial aid received from any source.

8.11 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 *mcgill.ca/student-accounts/your-account/tax-information*.

8.12 Yearly Fees and Charges

In thesis programs, students are charged tuition based on 15 credits per term if they are registered full-time. In non-thesis programs, students are charged tuition on a per credit basis.

Part-time, Qualifying, Special, diploma, and certificate students will be charged tuition fees at the per credit rate and all students are subject to student society fees, student services fees, athletics and recreation fees, and administrative charges.

Students who have completed the residency requirements for their program but have not yet completed the program requirements are required to be registered in a supplementary term until graduation. Where a student is in a thesis program, this is called “Additional Session” and fees will be charged each term that they are registered, including the Summer. Students required to register in a Thesis Evaluation term upon initial submission of the thesis will be charged only society and administrative fees in each term that they must be registered. Where a student is in a non-thesis program, this is called “Non-Thesis Extension” and fees will be charged in each term that they are registered. Please refer to *Program Requirements* > *section 1.7.1: Master's Degrees* and *section 1.7.2: Doctoral Degrees*, found in the *Graduate* section of each faculty and school.

In the Summer term, students with a status of “Continuing” in a thesis program are not charged tuition fees, unless they are enrolled in courses which are considered extra to their program. Students in a non-thesis program taking courses in the Summer will be charged tuition and ancillary fees on a per credit basis.

Non-unionized postdoctoral candidates are charged fees for membership to the *Post-Graduate Students' Society* (PGSS) and Student Services fees in both the Fall and Winter terms, as well as the PGSS Health and Dental Insurance plan.

Note: Please consult the *Student Accounts website* for the current fees payable by graduate-level students.

9 Information Technology (IT) Services

- *section 9.1: IT Support*
- *section 9.2: Communication and Collaboration*
- *section 9.3: Online Course Materials and Lecture Recordings*
- *section 9.4: Minerva*
- *section 9.5: Secure Your Journey*

McGill University students, faculty, staff, and other members of the McGill community benefit from a variety of Information Technology resources. Please visit *IT Services* > *Resources for* > for details.

9.1 IT Support

McGill's IT Support site at *mcgill.ca/itsupport* is your one-stop shop for information and support on using IT services including email, Microsoft 365 tools, Wi-Fi, VPN, and more. Search the IT Knowledge Base for instructional articles, report issues, make requests for services, text with support agents, view announcements and system status, and follow up on your support tickets all from one convenient location.

9.2 Communication and Collaboration

McGill offers communication and collaboration tools that work together to support and enhance your educational experience.

Email

All students are assigned a McGill email address (usually in the form of *firstname.lastname*@mail.mcgill.ca) and given a McGill email mailbox. Please refer to *section 1.14.5: Email Communication* for further information on email services.

MS Teams

Microsoft Teams is the recommended application for conducting virtual meetings, audio and video calls, text messaging, and filesharing among McGill students, faculty, and staff members.

- Order official transcripts
- Retrieve tax receipts
- Official documentation to order a reduced-fare STM Opus card

For information on accessing Minerva, visit *mcgill.ca/itsupport/minerva-students*.

Undergraduate Courses:

10.2.1 McGill Writing Centre Contact Information

McGill Writing Centre
McLennan-Redpath Library
Main Floor, Room #02
3459 McTavish Street
Montreal QC H3A 0C9
T

graphos@mcgill.ca for graduate courses

10.3 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*
Website: *mcgill.ca/library/branches/mua*

10.4 Redpath Museum

The Redpath Museum is an academic unit of McGill University. Its mission is to foster understanding and appreciation of the diversity of our biological, geological, and cultural heritage through scientific research, collections-based study, and education. Its collections have been growing for over a century, and provide resources for research and for graduate and undergraduate education in biology, geology, anthropology, and other fields. Its largest collections include fossils from the ancient sea floor of eastern Quebec, the oldest land plants, a vast range of minerals, molluscs from around the world, Egyptian and classical antiquities, and artifacts from Central Africa. The Museum also houses research laboratories and classrooms.

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

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

10.5 McCord Museum of Canadian History

The McCord Museum houses one of the finest historical collections in North America. It possesses some of Canada's most significant cultural treasures, including the most comprehensive collection of clothing—comprising over 18,845 garments or accessories—made or worn in Canada; an extensive collection of First Nations artifacts—the most important of its kind in Quebec with a corpus of over 15,800 objects from across Canada; and the renowned Notman Photographic Archives, which contain over 1,300,000 historical photographs and offers a unique pictorial record of Canada from pre-Confederation to the present. The McCord also houses paintings by renowned artists such as Louis Dulongpré, James Duncan, Cornelius Krieghoff, and Robert Harris. The Museum's Textual Archives include some 262 linear metres of documents relating to Canadian history. Finally, the McCord's *website* features award-winning virtual exhibitions, innovv

Exhibitions at the McCord provide innovative interpretations of the social and cultural history of Montreal, Quebec, and Canada. In addition to guided tours, school programs, cultural activities, and lectures, the McCord offers a range of services including the Museum Café and boutique.

Researchers are welcome by appointment.

690 Sherbrooke Street West
Telephone: 514-398-7100
Email: *info@mccord.mcgill.ca*
Website: *musee-mccord.qc.ca*

10.6 Lyman Entomological Museum and Research Laboratory

Located on the Macdonald campus, this institution is the insect collection and systematic entomology laboratory of McGill University. The collection houses 2.8 million specimens of insects and other arthropods, making it the second-largest insect collection in Canada, and the largest university insect collection in the country. The L

been greatly facilitated by the generosity of many benefactors, and particularly by the support of its graduates, as regular public funding for general and capital expenditures did not become available until the early 1950s. Since that time government grants have become a major factor in the University's financial operations, but it still relies on private support and private donors in its pursuit of excellence in teaching and research.

The University now comprises 10 Faculties and 17 Schools. At present over 40,000 students are taking credit courses; one in four is registered in Graduate Studies.

The University is also active in providing courses and programs to the community through the School of Continuing Studies.

11.2 Incorporated and Affiliated Colleges

11.2.1 Incorporated College

Royal Victoria College

3425 University Street, Montreal QC H3A 2A8

The Royal Victoria College, a non-teaching colle

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.

11.4 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 university to this day. In addition, McGill University is a member of the American Association of Universities (A.A.U.). It is also a member of the Association of Commonwealth Universities and the International Association of Universities. Its undergraduate, professional, and graduate degrees, including doctorates in a full range of

Members
Louise Pilote; M.P.H.(Harv.), Ph.D.(Calif., Berk.)
Samira Sakhia; B.Com., M.B.A.(McG.)
Karen Sciortino; B.A., B.F.A.(C'dia)
Cynthia Price Verreault; B.Com.(McG.)
Petra Rohrbach; B.Sc.(McG.), M.Sc., Ph.D.(Heidel.)
Edith A. Zorychta; B.Sc.(St. FX), M.Sc., Ph.D.(McG.)

11.5.2.2 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)

11.6 Governance: Members of Senate

11.6.1 Ex-officio

Ex-officio
The Chancellor
The Chair of the Board of Governors
The Principal and Vice-Chancellor
The Provv

Please refer to *mcgill.ca/about/administration* to meet McGill's senior staff and learn about the University's administration and governance structure.

Administration	
John McCall MacBain	**Chancellor**
Suzanne Fortier	**Principal and Vice-Chancellor**
Véronique Bélanger	**Chief of Staff**
Christopher Manfredi	**Provost and Vice-Principal (Academic)**
Fabrice Labeau	**Deputy Provost (Student Life & Learning)**
Gillian Nycum	**University Registrar and Executive Director of Enrolment Services**
Martine Gauthier	**Executive Director of Services for Students**
Chris Buddle	**Associate Provost (Teaching & Academic Programs)**
Angela Campbell	**Associate Provost (Equity & Academic Policies)**
Anja Geitmann	**Associate Vice-Principal (Macdonald Campus) and Dean (Faculty of Agricultural & Environmental Sciences)**
Marc Denoncourt	**Chief Information Officer**
Edyta Rogowska	**Secretary-General**
Yves Beauchamp	**Vice-Principal (Administration & Finance)**
Diana Dutton	**Associate Vice-Principal (Human Resources)**
Cristiane Tinmouth	**Associate Vice-Principal (Financial Services)**
Denis Mondou	**Associate Vice-Principal (Facilities Management and Ancillary Services)**
Louis Arsenault	**Vice-Principal (Communications & External Relations)**
David Eidelman	**Vice-Principal (Health Affairs) and Dean (Faculty of Medicine and Health Sciences)**
Sam Benaroya	**Associate Vice-Principal (Health Affairs) and Vice-Dean (Faculty of Medicine and Health Sciences)**
Martha Crago	**Vice-Principal (Research & Innovation)**
Philippe Gros	**Deputy Vice-Principal (Research & Innovation)**
Benoit Boulet	**Associate Vice-Principal (Research & Innovation) (Innovation & Partnerships)**
Debra Titone	**Associate Vice-Principal (Research)**
Marc Weinstein	**Vice-Principal (University Advancement)**
Line Thibault	**General Counsel and Director of Legal Services**
Giovanna Santullo	**Executive Director, Internal Audit**

11.7.1 Deans, Directors of Schools and Libraries

11.7.1.1 Deans

Deans	
Anja Geitmann	**Agricultural & Environmental Sciences**
Mary Hunter (*Interim*)	**Arts**
Carola Weil	**Continuing Studies**
Elham Emami	**Dental Medicine and Oral Health Sciences**
Dilson Rassier	**Education**
James Nicell	**Engineering**
Josephine Nalbantoglu	**Graduate & Postdoctoral Studies**

Deans	
Robert Leckey	**Law**
Colleen Cook	**Libraries**
Yolande E. Chan	**Management**
David Eidelman	**Medicine and Health Sciences**