



**University Regulations and Resources  
(Undergraduate)**

**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

## *Publication Information*

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- 1 General Policies and Information, page 15
  - 1.1 Authorization, Acknowledgement, and Consent, page 15
  - 1.2

- 2.5.1 Preferred First Name, page 27
- 2.5.2 Verification of Name, page 27
- 3 Registration, page 27
  - 3.1 Registration Periods, page 28
    - 3.1.1 Returning Students, page 28
    - 3.1.2 Newly Admitted Students Entering in September 2022, page 29
    - 3.1.3 Newly Admitted Students Entering in January 2023, page 29
    - 3.1.4 Late Registration, page 29
  - 3.2 Course Information and Regulations, page 29
    - 3.2.1 Course Numbering, page 30
    - 3.2.2 Multi-term Courses, page 30
    - 3.2.3 Course Terminology, page 31
      - 3.2.3.1 Course Nomenclature in Program Descriptions, page 31
    - 3.2.4 Course Load, page 31
      - 3.2.4.1 Normal Course Load, page 31
      - 3.2.4.2 Course Load for Students in Probationary Standing, page 32
      - 3.2.4.3 Course Information and Regulations, page 32
    - 3.2.5 Courses Taken under the Satisfactory/Unsatisfactory (S/U) Option, page 32
    - 3.2.6 First-Year Seminars, page 33
    - 3.2.7 Auditing of Courses, page 33
  - 3.3 Course Change Period, page 33
    - 3.3.1 Course Withdrawal, page 34
      - 3.3.1.1 Courses that Begin in the Fall Term, page 34
      - 3.3.1.2 Courses that Begin in the Winter Term, page 34
  - 3.4 Class Schedule, page 35
  - 3.5 Changing Programs within Selected Faculties, page 36
  - 3.6 Interfaculty Transfer, page 36
  - 3.7 Quebec Inter-University Transfer Agreement, page 37
    - 3.7.1 Quebec Inter-University Transfer Agreement: McGill Students, page 37
    - 3.7.2 Quebec Inter-University Transfer Agreement: Visiting IUT Students, page 38
  - 3.8 University Withdraw

- 3.11.2 Arts, page 41
- 3.11.3 Education, page 41
- 3.11.4 Engineering, page 41
  - 3.11.4.1 Extra Courses, page 41
  - 3.11.4.2 Prerequisites and Corequisites, page 41
- 3.11.5 Management, page 41
- 3.11.6 Science, page 42
- 3.12 Summer Term/Summer Studies, page 42
- 4 Fees, page 42
  - 4.1 Access to Fee Information, page 43
  - 4.2 Billing and Due Dates, page 43
    - 4.2.1

- 4.8.3 Deferred Admission, Degree Transfers, Break in Enrolment, page 47
- 4.8.4 Fees for Students in Two Programs, page 48
- 4.8.5 Quebec Inter-University Transfer Agreements, page 48
- 4.8.6 Senior Citizens, page 48
- 4.9 Sponsorships/Awards/Fee Deferrals, page 48
  - 4.9.1 Students with Sponsors, page 48
  - 4.9.2 Students Receiving McGill Awards, page 48
  - 4.9.3 External Scholarships, page 48
  - 4.9.4 Tuition & Fees – Payment Deferral, page 49
- 4.10 Tax Slips/Receipts, page 49
- 4.11 Yearly Fees and Charges by Faculty, page 49
- 5 Student Records, page 49
  - 5.1 Academic Standing, page 49
    - 5.1.1 Academic Standing: Desautels Faculty of Management, page 50
    - 5.1.2 Academic Standing: Faculty of Agricultural and Environmental Sciences, page 50
    - 5.1.3 Academic Standing: Faculties of Arts and Science (including B.A. & Sc.), page 50
      - 5.1.3.1 Satisfactory/Interim Satisfactory Standing: Faculties of Arts and Science (including B.A. & Sc.), page 50
      - 5.1.3.2 Probationary/Interim Probationary Standing: Faculties of Arts and Science (including B.A. & Sc.), page 50
      - 5.1.3.3 Unsatisfactory Readmitted Standing: Faculties of Arts and Science (including B.A. & Sc.), page 50
      - 5.1.3.4 Unsatisfactory/Interim Unsatisfactory Standing: Faculties of Arts and Science (including B.A. & Sc.), page 51
      - 5.1.3.5 Incomplete Standings: Faculties of Arts and Science (including B.A. & Sc.), page 51
    - 5.1.4 Academic Standing: Faculty of Education, page 52
    - 5.1.5 Academic Standing: Faculty of Engineering, page 52
      - 5.1.5.1 Satisfactory Standing: Faculty of Engineering, page 52
      - 5.1.5.2 Probationary Standing: Faculty of Engineering, page 52
      - 5.1.5.3 Unsatisfactory Standing: Faculty of Engineering, page 52
    - 5.1.6 Academic Standing: Faculty of Law, page 53
    - 5.1.7 Academic Standing: School of Continuing Studies, page 53
    - 5.1.8 Academic Standing: Schulich School of Music, page 53
  - 5.2 Credit System, page 53
  - 5.3 Grading and Grade Point Averages (GPA), page 53
    - 5.3.1 Grading and Grade Point Averages (GPA): Other Grades, page 55
    - 5.3.2 Unexcused Absences, page 56
  - 5.4 Transcript of Academic Record, page 57
    - 5.4.1 Transcript of Academic Record: General Information, page 57
    - 5.4.2 Unofficial Transcripts, page 57





- 
- 8.1 Entrance Awards for McGill Students, page 73
    - 8.1.1 Application Procedures, page 73
    - 8.1.2 Need-Based Entrance Financial Aid, page 74
  - 8.2 In-Course Awards for McGill Students, page 74
    - 8.2.1 In-Course Financial Aid, page 74
  - 8.3 Work Study Program, page 74
    - 8.3.1 Student Aid, page 75
    - 8.3.2 Scholarships, page 75
  - 9 Graduation, page 75
    - 9.1 Apply to Graduate, page 76
      - 9.1.1 Deadlines, page 76
    - 9.2 Graduation Approval Query, page 76
    - 9.3 Graduation Honours, page 77
      - 9.3.1 Dean's Honour List, page 77
      - 9.3.2 Distinction, page 77
      - 9.3.3 Faculty of Science Dean's Multidisciplinary Undergraduate Research List, page 77
      - 9.3.4 Honours and First-Class Honours for Faculties of Arts and Science (including B.A. & Sc.), page 78
      - 9.3.5 Honours and First Class Honours for Faculty of Agricultural and Environmental Sciences, page 78
    - 9.4 Replacing a Diploma, page 78
      - 9.4.1 Required Documents, page 78
      - 9.4.2 Submitting your request, page 78
      - 9.4.3 Certified Copies, page 79
    - 9.5 Aegrotat Standing and Degree at McGill University, page 79
  - 10 Admission to Professional and Graduate Studies, page 79
    - 10.1 Language Requirements for Professions, page 79
    - 10.2 Graduate Programs, page 80
  - 11 Undergraduate Advising, page 80
    - 11.1 Your Academic Career at McGill, page 80
      - 11.1.1 University-Wide Regulations, page 80
      - 11.1.2 Faculty-Specific Regulations, page 80
      - 11.1.3 Your Academic Program, page 80
      - 11.1.4 Important things to know about your academic program., page 81
      - 11.1.5 Advising and the University Mission, page 81
      - 11.1.6 The Role of Student Advising, page 81
    - 11.2 Types of Advising and Advisers, page 81
      - 11.2.1 Related Resources, page 82
    - 11.3 Contact Information for Faculty & School Student Affairs Offices, page 82
    - 11.4 Contact Information for Departments, Schools, and Programs, page 84
    - 11.5 Prospective Students, page 85
      - 11.5.1 Student-for-a-Day Program, page 85

- 12 Service Point, page 85
  - 12.1 Location, page 85
- 13 Student Services, page 86
  - 13.1 Office of the Executive Director, Services for Students, page 86
  - 13.2 Support for Students: Office of the Dean of Students, page 86
  - 13.3 Student Services – Downtown Campus, page 86
    - 13.3.1 Campus Life & Engagement (CL&E), page 87
    - 13.3.2

- 14.1.7 Student Government, page 94
- 14.2 University Residences – Macdonald Campus, page 94
  - 14.2.1 Residence Fees – Macdonald Campus, page 94
    - 14.2.1.1 Laird Hall, page 95
    - 14.2.1.2 EcoResidence, page 95
  - 14.2.2 Residence Occupancy – Macdonald Campus, page 95
  - 14.2.3 Facilities for Non-Resident Students – Macdonald Campus, page 95
  - 14.2.4 Student Parking – Macdonald Campus, page 95

- 
- 18.6.2 Elected Members, page 106
  - 18.7 Administration, page 106
    - 18.7.1 Deans, Directors of Schools and Libraries, page 107
      - 18.7.1.1 Deans, page 107
      - 18.7.1.2 Directors of Schools, page 107
  - 18.8 Student Governance, page 108



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## 1 General Policies and Information

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

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### 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.

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### 1.2 Student Rights and Responsibilities

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

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

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

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



**Note:** All newly-admitted undergraduate students must complete a **mandatory online academic integrity tutorial** in their first semester, accessed through [Minerva](#) > *Student Menu* > *Academic Integrity Tutorial* or a registration "hold" will be placed on their record. Prior to Fall 2018, the tutorial was completed in myCourses via the course AAAA 100, but as of Fall 2018 the tutorial must be completed in Minerva. For more information, see [mcgill.ca/students/srr/honest/students/test](http://mcgill.ca/students/srr/honest/students/test).



**Note for Graduate and Postdoctoral Studies:** Graduate students must complete a **mandatory online academic integrity tutorial** accessed through [Minerva](#) > *Student Menu* > *Academic Integrity Tutorial*. All newly-admitted graduate students must complete the tutorial within their first semester or a registration "hold" will be placed on their record. For more information, see [mcgill.ca/students/srr/honest/students/test](http://mcgill.ca/students/srr/honest/students/test).

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## 1.5 University Student Assessment Policy

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

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

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

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## 1.6 Policy Concerning Access to Records

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

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



indicating that you have applied to be admitted to McGill University, including your name, the McGill program you have applied to, the academic term when you wish to begin your studies at McGill, and your statement describing how the referee knows you.

In addition to the above, **if you are a candidate for admission to the Faculty of Law, you would be asked to consent** to the release of personal information to the Committee for Law Admissions Statistics Services and Innovations (CLASSI) and the Native Law Centre Summer Program at the Native Law Centre, University of Saskatchewan.

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

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

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

- collect and maintain your personal information for the purpose of administering your University admissions and student record files;
- obtain copies of your transcripts from the *Ministère de l'Éducation et de l'Enseignement supérieur*; the Ontario Universities' Application Centre and/or the British Columbia Ministry of Education;
- make inquiries to and obtain personal information from the *Ministère de l'Immigration, de la Francisation et de l'Intégration*, Immigration, Refugees, and Citizenship Canada and/or the *Régie de l'assurance maladie du Québec* to verify the validity of your immigration or health insurance status;
- validate with the *Ministère de l'Éducation et de l'Enseignement supérieur* information regarding your citizenship and previous institution attended, if necessary and as required in order to manage the admissions process and to determine your tuition fees;
- verify any information or statement provided as part of your application; and
- contact you through the McGill Alumni Association and University offices that maintain contact with McGill students, alumni, and friends, for the purpose of providing University updates and opportunities for direct support to the University, including fundraising, and making available special offers such groups may benefit from.

At the time of application, you would be asked to **acknowledge** that:

- an admission granted based on incomplete, incorrect, or false information contained in your application or supporting documents may be revoked at the sole discretion of the University. The University reserves the right to revoke admission at any time.
- if admitted to McGill University, you would be bound by the statutes, rules, regulations, and policies in place from time to time at McGill University and at the faculty or faculties in which you would be registered, including those policies contained in the University calendars and related fee documents. **You would undertake to observe all such statutes, rules, regulations, and policies.** Your obligations would commence with your registration and terminate in accordance with the University's statutes, regulations, and policies.

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## 1.7 Undergraduate Leave of Absence Policy

A leave of absence may be granted to undergraduate students for reasons related to:

- maternity or parenting
- personal or family health
- professional development
- required military service

Such a leave must be requested on a term-by-term basis and may be granted for a period of up to 52 weeks. A leave of absence request should be submitted to your faculty Advising or Student Affairs Office along with appropriate documentation. Refer to specific instructions on your faculty website.

Students who are granted such a leave will have "leave of absence" recorded on their transcript.

No tuition fees will be charged for the duration of the authorized leave. During a leave of absence, you maintain an activ

- 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.
- Students who are eligible for scholarship renewal will not have scholarship monies transferred to their account while they are on leave of absence but will maintain eligibility for renewal upon registration in subsequent terms.
- Terms and conditions vary among loan and bursary providers; student consultation with an adviser in Scholarships and Student Aid is recommended.
- Professional programs may impose constraints to application of the undergraduate leave of absence policy due to accreditation requirements or placement limitations.
- International students are advised to contact [International Student Services](#) (ISS) regarding individual circumstances.



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



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



**Note for M.D.,C.M. students:** Refer to the [Absences & Leaves Policy of the M.D.,C.M. Program](#).

If you need to take a leave of absence because of pregnancy or because you need to care for a dependant, please consult [section 1.9.5: Academic Accommodation of Pregnant Students and Students Caring for Dependants](#).

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## 1.8 Information Technology (IT) Policies and Regulations

McGill University students, faculty, staff, and other members of the McGill community benefit from a variety of Information Technology resources, which

To learn how to safely use cloud apps and solutions, please refer to our [Cloud Services Page](#).

#### 1.8.4 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](http://mcgill.ca/2fa).

#### 1.8.5 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](#).

#### 1.8.6 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](http://mcgill.ca/cybersafe).

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### 1.9 Student Health & Insurance

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

#### 1.9.1 Health 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](http://mcgill.ca/wellness-hub/access-care/vaccines-immunization-reviews) or by calling the Student Wellness Hub at 514-398-6017.

#### 1.9.2 Health Insurance – International Students

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

By Senate regulation, all international students (full-time, part-time, half-time, Additional Session, Thesis Evaluation, Non-Thesis Extension, Special, Exchange, and Visiting) and their accompanying dependants must participate in the University's compulsory International Student Health Insurance Plan (IHI). The University and the Quebec Ministry of Education and Canadian Immigration Authorities require a copy of your proof of health insurance on file. Take note, that minors (less than 18 years of age) are now *eligible* to apply for the provincial coverage in Quebec, Régie de l'assurance maladie du Québec (RAMQ).

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

**Students covered by private health insurance are not exempt from the McGill plan.** However, you may be eligible for an *exemption* by meeting certain criteria. **Exemption requests must be made on Minerva under the International Student Health Insurance Coverage Form.** Supporting documents for your exemption request should be scanned and emailed to *ISS* by *certain deadlines*, indicating in the body of the email your name, McGill ID number, and exemption request.

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

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

##### International Health Insurance

Telephone: 514-398-4349

Email: [international.health@mcgill.ca](mailto:international.health@mcgill.ca)

Website: [mcgill.ca/internationalstudents/health](http://mcgill.ca/internationalstudents/health)



**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.

### 1.9.3 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](http://www.studentcare.ca), or contact:

Studentcare/*Alliance pour la santé étudiante au Québec* (ASEQ)  
Telephone: 514-789-8775 or 1-866-795-4435 (Monday to Friday, 9 a.m. to 5 p.m.)  
Website: [www.studentcare.ca](http://www.studentcare.ca)

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

#### Canadians who have been residing outside of Canada

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

*Régie de l'assurance maladie du Québec* (RAMQ)  
425 Boulevard de Maisonneuve O., Suite 301  
Montreal QC H3A 3G5  
Telephone: 514-864-3411  
Website: [www.ramq.gouv.qc.ca/en/pages/home.aspx](http://www.ramq.gouv.qc.ca/en/pages/home.aspx)

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



**Note for Continuing Studies:** Continuing Studies students also have access to a health and dental plan offered by MACES; please refer to [http://studentcare.ca/rte/en/IHaveAPlan\\_MACES\\_Home](http://studentcare.ca/rte/en/IHaveAPlan_MACES_Home) for eligibility and other information.



**Note for Graduate and Postdoctoral Studies:** Graduate students classed as Canadian full-time or Additional Session, Thesis Evaluation, Non-Thesis Extension, as well as postdoctoral candidates are automatically covered by their society's extended Health and Dental Plan (PGSS). Eligible students not charged automatically for insurance fees can choose to enrol themselves during the appropriate Change-of-Coverage period. For more information on what is covered by this plan, as well as enrolment, opt-out procedures, and deadlines, please refer to the latest information at [studentcare.ca/rte/en/McGillUniversitygraduatestudentsPGSS\\_Home](http://studentcare.ca/rte/en/McGillUniversitygraduatestudentsPGSS_Home). Students without valid Canadian medicare, please see [section 1.9.2: Health Insurance – International Students](#), or the **Canadians who have been residing outside of Canada** section above.

### 1.9.4 Special Medical Needs

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

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**Non-Scn3y-2ng P**

## Graduate Programs

- : Graduate Certificate (Gr. Cert.) Chronic Pain Management (15 credits)
- : Graduate Certificate (Gr. Cert.) Cybersecurity (15 credits)
- : Graduate Certificate (Gr. Cert.) Educational Leadership 1 (15 credits) \*\*
- : Graduate Certificate (Gr. Cert.) Educational Leadership 2 (15 credits) \*\*
- : Graduate Certificate (Gr. Cert.) Educational Leadership 3 (15 credits) \*\*
- : Graduate Certificate (Gr. Cert.) Healthcare Management (15 credits) \*
- : Graduate Certificate (Gr. Cert.) International Leadership in Educational and Administrative Development (15 credits) \*
- : Certificat d'études supérieures (Cert.ed.sup.) pédagogie de l'immersion française (15 crs)
- : Graduate Certificate (Gr. Cert.) Public Relations & Communication Management Practice (15 credits)
- : Graduate Certificate (Gr. Cert.) Teaching English as a Second Language (15 credits) \*\*
- Master of Management (M.M.) IMHL (Non-Thesis) (as of the Winter 2023 term) \*

## Continuing Studies Programs (Undergraduate and Graduate Levels)

- : Certificate (Cert.) Applied Business Administration (30 credits)
- : Certificate (Cert.) Computers and Information Technology (30 credits)
- : Certificate (Cert.) Indigenous Business Management (30 credits)
- : Certificate (Cert.) Public Administration and Governance (30 credits)
- : Diploma (Dip.) Public Administration and Governance (30 credits)
- : Graduate Diploma (Gr. Dip.) Legal Translation (30 credits)



\*: This program is self-funded



\*\* : This program may also have an on-campus equivalent. Only students in the online version of the program must use Minerva to submit a declaration of location for a registered term.

Students in the online version of anw0 0 1 296.951eme g1 0 0 1 182.02 0 0 cmq0 T3sie(g)Tj1 0 0 1 2571 2Tj1 0t.)

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

Your tuition status at McGill will vary depending on your legal status in Canada. In order for us to determine your appropriate rate of tuition (Quebec, Canadian out-of-province, or international), we require documentation confirming your current status. We also require these documents to confirm your valid citizenship/immigration status. To find out which documents you must provide—and when they are required—refer to: [section 2.3.2: What Documents Does McGill Need from You?](#)

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

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



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

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

Follow the instructions in the first row of this table that apply to you. **Send clear, legible copies of documents (not originals).**

#### Quebec and Canadian Out-of-Province Students

- |   |   |
|---|---|
| You have applied to McGill directly from CEGEP or you already have a student record at McGill | <ul style="list-style-type: none"><li>• <b>Usually</b> no documents are required to prove your Canadian and/or Quebec status. In most cases, your status is confirmed to us by the Government of Quebec or is already in your McGill record. Check your <a href="#">Minerva</a> account to verify that your status is updated correctly (Select <i>Student Menu</i> &gt; <i>Student Accounts Menu</i> &gt; <i>View your Tuition and Legal Status</i>)</li></ul> |
| You have applied to McGill from another Quebec university                                     | <ul style="list-style-type: none"><li>• Proof of Canadian status is required: Canadian birth certificate; or Canadian citizenship card or certificate (both sides); or Certificate of Indian status card; or Makivik Society card; or valid Canadian</li></ul>  |

## International Students

if you are required to have a visa, please refer to the [Immigration and Citizenship](#) website

- Photo page of your passport
- Permanent Code Data Form (Notes 1 and 5)

You will be in Canada for more than six months (i.e., you are enrolled in a degree, certificate, or diploma program, usually for two or more consecutive academic semesters)

- Certificate of Acceptance of Quebec (CAQ)
- Study Permit issued by Immigration Canada (Note 3)
- Permanent Code Data Form (Notes 1 and 5)



**Note 1:** Your signed Permanent Code Data Form is usually required. If the names of your parents appear on your birth certificate, if you have clearly identified your parents' names on your application to McGill, or if you have already provided McGill with your Permanent Code, you do not need to supply this form.



**Note 2:** Your valid Canadian Permanent Resident status can be proved by a copy of your Canadian Confirmation of Permanent Residence (IMM 5292 or IMM 5688) document or with your Canadian Permanent Resident card (both sides). Alternatively, you may provide your Immigration Record of Landing (IMM 1000) document. Note that McGill reserves the right to ask you for copies of both your PR card and your IMM document.



**Note 3:** If you are a refugee, your Convention Refugee Status document is required instead of a Study Permit.



**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](http://mcgill.ca/legaldocuments/forms).

### 2.3.2.1 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](http://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/general-tuition-and-fees-information/tuition-fee-exemptions](http://mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions)):
  - Students in a Ph.D. program
  -



### 2.3.3 Has McGill Received Your Documents?

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

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

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



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

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

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

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## 2.4 Identification (ID) Cards

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

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

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

- New students must be registered for at least one course to obtain an ID card.
- You must allow for at least 24 hours after you have registered for your first course before requesting an ID card.
- If you do not register for consecutive terms, you should retain your ID card to avoid having to replace it when you re-register.
- If your card has expired, there is no charge for a replacement as long as you hand in the ID card.
- If you change programs or faculties, there is no charge to issue a new card as long as you hand in the ID card.
- If your card has been lost, stolen, or damaged, there is a replacement fee; please see the [Student Records](#) website for an exact fee amount.
- If you need security access to labs or other facilities please contact the Area Access Manager (AAM) of the building in which the room is located. To find out who the AAM is, consult the [Find the AAM](#) list on the [Security Services website](#).



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

### 2.4.1 ID Card Schedule for the Downtown Campus

The locations and opening hours of ID card centres can be found on the Student Information website at

6. International birth certificate (with an official translation in English or French)
7. Letter from international student's consulate or embassy in Canada.
8. Marriage certificate issued outside of Quebec (translated into English or French by a sworn officer if in another language). *Note that Quebec marriage certificates are only acceptable if issued prior to 1984.*
9. Certificate of Name Change issued by the Quebec *Directeur de l'état civil* or applicable force in any Canadian Province.



**Note for the Faculties of Arts and Science (including B.A. & Sc.):** For detailed information on registration, you can also refer to:

- Arts: [mcgill.ca/oasis](http://mcgill.ca/oasis)
- Science and B.A. & Sc.: [mcgill.ca/science/student](http://mcgill.ca/science/student)



**Note for the Faculty of Engineering:**

- If you are a **returning student**, it is mandatory that you see a departmental/school academic adviser to review your course selection at the beginning of the Fall and Winter terms.
- If you are a **new student**, it is mandatory that you see a departmental/school academic adviser during the advising period. For advising days, times and locations for new students, see the [Faculty of Engineering website](#).



**Note for the Faculty of Law:** For information regarding the registration periods for new and returning students in the Faculty of Law, please refer to the [Law Student Affairs Office website](#).

**Returning Students** – During the month of June, students in upper years are required to register on Minerva indicating their course selections for the next academic year.

Students in the Faculty of Law should consult registration materials available at [mcgill.ca/law-studies/courses](http://mcgill.ca/law-studies/courses).



**Note for Medicine and Health Sciences:** All M.D.,C.M. and D.M.D. students must complete registration online, as per [section 3.1: Registration Periods](#), by adding the prescribed courses on *Minerva* in the Fall term. Medical students should refer to information provided by Medical Admissions (Med-1 students) or the UGME office (Med-2 to 4) for registration deadlines.

## 3.1 Registration Periods

The dates given below were accurate when this publication was finalized. Although changes are not anticipated, you should confirm the dates in the [Important Dates Search Tool](#).

### 3.1.1 Returning Students

Registration for undergraduates will take place between May 25 and August 14, 2022.

Registration will open in the following order:

#### Opening Registration Dates

Year 3 and Year 4 students:	May 25
Year 2 students:	May 26
All other returning students:	May 27

On each of these days, registration is phased in over the morning beginning at 8:00 a.m. Please see [When to Register](#) for details.

Some faculties and departments set their own schedules for advising and registration as of these dates. Further information is available at faculty student affairs offices and websites. For more information, see the [Advisor Directory](#).

To successfully complete registration, you must have an acceptable Academic Standing from the previous session and have paid any outstanding fees and/or fines.



**Note for the Faculty of Law:** In order to facilitate access to small enrolment courses and ensure equity among students, registration priorities are programmed in Minerva. These priorities, established after consultation between the Faculty and the Law Students' Association, are made on a rolling basis by class year (i.e., fourth-year students register first). Priority registration dates are established by the Student Affairs Office and posted on the [Law SAO website](#).



**Note for Health Sciences:** The information contained in this section applies to the University in general; students are advised to consult the appropriate faculty or school section for academic policies and regulations specific to their programs.



**Note for Medicine:** Students must register on Minerva for all courses within the registration period. Please refer to information provided by Medical Admissions (Med-1 students) or the UGME office (Med 2 to 4) for registration deadlines.



**Note for Medicine and Dentistry:** U2 medical and dental students need to have registered prior to August 14, 2022.

### 3.1.2 Newly Admitted Students Entering in September 2022

Registration will take place between June 8 and August 14, 2022.

Registration will open in the following order:

**Wednesday, June 8:** registration opens for students admitted from Quebec CEGEPs.

**Wednesday, June 15:** registration opens for students **whose highest level of education** prior to registering at McGill is a French Baccalaureate, International Baccalaureate, or at least one year of university, or who were admitted on the basis of Advanced Levels, CAPE, or other academic qualifications, which provides for Advanced Standing credit, and who therefore have a classification of Year 1 (U1) or higher.

**Thursday, June 16:** registration opens for students **whose highest level of education** prior to registering at McGill is **high school, and** who have been admitted to a classification of Year 0 (U0) to the following faculties/schools/degrees: *Arts (including Schools of Religious Studies and Social Work), B.A.&Sc., Education, Management, and Music.*

**Friday, June 17:** registration opens for students **whose highest level of education** prior to registering at McGill is **high school, and** who have been admitted to a classification of Year 0 (U0) to the following faculties/schools: *Agricultural and Environmental Sciences, Engineering (including Architecture), Nursing, Occupational Therapy, Physical Therapy, and Science.*

If you are a newly admitted student in September 2022 and you want to register for courses in the Summer of 2022, you can do so on Minerva. Please refer to [Summer Studies](#) for further information, or see [mcgill.ca/summer](http://mcgill.ca/summer).



**Note for the Faculty of Law: Tuesday, July 12, 2022:** registration opens for newly admitted students. You can find instructions on how to use Minerva in your orientation package; for more information, see the [Law Student Affairs website](#).



**Note for Medicine and Health Sciences:** You must register in all courses no later than **August 14** and attend the Faculty of Medicine and Health Sciences and Faculty of Dental Medicine and Oral Health Sciences mandatory orientation & registration session, where your course registration can be confirmed. Information on the mandatory orientation & registration session is available on the [Faculty of Medicine and Health Sciences Office of Admissions website](#).

### 3.1.3 Newly Admitted Students Entering in January 2023

Registration will take place between December 1, 2022 and January 4, 2023 [section 3.1.4: without penalty](#).

Some faculties and departments require that you meet with an adviser before registration and set specific dates for advising and registration within these dates. Please refer to the faculty sections of this publication, as well as the *Welcome to McGill* publication or [website](#), or the [Essential Guide for New Students, Macdonald Campus](#), which are included with your acceptance package.



**Note for Dentistry:** Students accepted into the DMD Advanced Standing for Foreign Trained Dentists Pathway will begin classes the first week of December 2022.



**Note for the Faculty of Law:** There is no Winter term admission to the Faculty of Law.

### 3.1.4 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:** You may register late via Minerva from August 15 until and including September 13, 2022.

**New and Readmitted Students (Fall):** You may register late via Minerva from August 15 until and including September 13, 2022.

**New and Readmitted Students (Winter):** You may register late via Minerva from January 5 until January 17, 2023.

**Special Late Registration:** If you cannot register online during the late registration period, usually due to late admission, you may receive special permission to register in person. This information is included with your letter of acceptance.

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## 3.2 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 w



**Note for Graduate Studies:** You are advised to also refer to [University Regulations & Resources > Graduate > Regulations > : Registration and : 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 [section 5: Student Records](#) for further information.

### 3.2.1 Course Numbering

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

**The first four characters (subject code)** refer to the unit offering the course.

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

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

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

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

### 3.2.2 Multi-term Courses

Most courses at McGill are single term (Fall or Winter or Summer) courses with final grades issued and any credits earned recorded at the end of that term. Single term courses are identified by a seven-character course number.

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 weight are equivalent in all modes; the only difference is the scheduling. You cannot obtain credit for more than one version of the same course.

**Courses with numbers ending in D1 and D2** are taught in two consecutive terms (most commonly Fall and Winter). *You must register for the same section of both the D1 and D2 components.* When registering for a Fall term D1 course on Minerva, you will automatically be registered in the same section of the Winter term D2 portion. No credit will be given unless the same section of both components (D1 and D2) are successfully completed in consecutive terms, e.g., Fall 1821 and Winter 1822.

**Courses with numbers ending in N1 and N2** are taught in two non-consecutive terms (Winter and Fall). *You must register for the same section of both the N1 and N2 components.* No credit will be given unless the same section of both components (N1 and N2) are successfully completed within a twelve (12) month period.

**Courses with numbers ending in J1, J2, and J3** are taught over three consecutive terms. *You must register for the same section of all three components (J1, J2, J3).* No credit will be given unless the same section of all three components are successfully completed.



**Note for the Faculties of Arts and Science (including B.A. & Sc.):** If you select a multi-term course, you are making a commitment to that course for its entirety. *You must register in the same section in all terms of a multi-term course.* Credit will be jeopardized if you deliberately register in different sections of a multi-term course. In the case of Fall/Winter D1/D2 courses, attempting to change section in Winter may result in an inadvertent withdrawal (W) from the D1 course, and reinstatement in the D1/D2 course will result in you being charged administrative fees.

In exceptional cases, when circumstances are beyond your control, the faculty Student Affairs Office may grant permission to change sections midway through a multi-term course. You must make your request in writing, citing your reason for the request. The request must also have the written support of the instructors of the sections involved and the coordinator of the course (if applicable). Your request must be submitted to:

- Arts students – Associate Dean, Student Affairs
- Science and B.A. & Sc. students – Associate Dean, Student Affairs, Science

#### Important Conditions for Multi-term Courses

1. You must be registered for each component of the multi-term course. You must ensure that you are registered in the same section in each term of the multi-term course.
2. You must successfully complete each component in sequence as set out in the multi-term course. Credit is granted only at the end of the multi-term course; no partial credit is given, i.e., for completing only one component of a D1/D2 or N1/N2 course, or one to two components of a J1/J2/J3 course.

### 3.2.3 Course Terminology

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

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

**Credits:** The credit weight of each course is indicated in parentheses beside the course title. For D1 and D2 courses, the credit weight is indicated after the course number. For further information, refer to [University Regulations & Resources](#) > [Undergraduate](#) > [Student Records](#) > [section 5.2: Credit System](#).

#### 3.2.3.1 Course Nomenclature in Program Descriptions

**Required Courses:** Mandatory courses that must be completed to fulfil the requirements of a program (e.g., major, minor, etc. at the undergraduate level or specific courses at the graduate level), unless the student receives e







**Note for Agricultural & Environmental Sciences, Arts, B.A. & Sc. and Science:** Freshman year (U0) students are not eligible to select the S/U option.



**Note for Engineering:**

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If you drop all Fall courses **before** the end of August (or drop all Winter courses **before** the end of December), you will not be registered in that term. If you are a newly admitted student, you may be able to defer your admission (see [section 3.9: Deferred Admission](#)), or you may have to apply for a later term. If you are a returning student and want to register in a later term, you must follow the procedures for readmission (see [section 3.10: Readmission](#)).

If you drop all Fall courses **after** the end of August (or drop all Winter courses **after** the end of December) you are considered University Withdrawn and your transcript will display a notation in that term. Whether you are a newly admitted or returning student, you must follow the procedures for readmission. For more information see [section 3.10: Readmission](#).

If you are registered in the Fall term, you may add and drop Winter term courses throughout the Fall term until the Winter term deadline for course change/late registration.

After the course change deadline, you may add courses only with written permission of the instructor, and the Associate Dean or Director of your faculty. A fee will be charged for each course you add.



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



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

### 3.3.1 Course Withdrawal

After the course change deadline in the Fall and Winter terms, there is a period of a few days during which you may withdraw, with a grade of W, and receive a full refund of course fees.

After the Withdrawal (with refund) deadline, there is a period during which withdrawal from a course will also result in a grade of W but no course fees will be refunded.

#### 3.3.1.1 Courses that Begin in the Fall Term

Deadline for withdrawal (grade of W) *with* refund:

- Tuesday, September 20, 2022

Deadlines for withdrawal (grade of W) *without* refund:

- Single-term courses: Tuesday, October 25, 2022
- Multi-term courses that begin in Fall term (refund for the Winter portion of the course only): Tuesday, January 17, 2023

#### 3.3.1.2 Courses that Begin in the Winter Term

Deadline for withdrawal (grade of W) *with* refund:

- Tuesday, January 24, 2023

Deadline for withdrawal (grade of W) *without* refund:

- Single-term courses: Tuesday, March 7, 2023
- Multi-term courses that begin in Winter term (**refund for the Summer or later portion of the course only**): May 15, 2023\*

\* If you are in multi-term courses with course numbers ending in N1 and N2 (course begins in the Winter term, skips the Summer term, and is completed in the subsequent Fall term) you may withdraw after May 15 and until the end of the Fall term course change period by contacting your faculty Student Affairs Office.

After the withdrawal (without refund) deadline but before the end of term, and only under exceptional circumstances, you may be granted permission to withdraw from a course. Permission will not be granted merely because you are doing unsatisfactory work. A grade of W or WF, as appropriate, will appear on your transcript but will not be calculated in your GPA. For further information, consult your faculty Student Affairs Office.



**Note:**

1. To withdraw from required or complementary courses after the withdrawal (without refund) deadline, you may need to obtain permission from your adviser, and you must fill out and submit a course withdrawal form, available from your faculty Student Affairs Office. Additional restrictions for Music courses are indicated in [Schulic](#)

5. Withdrawing from one or more courses during the semester may—where applicable—affect your government aid and/or McGill's Work Study Program eligibility. For international students, it may also impact your immigration status and/or permission to work in Canada. Please ensure that you are aware of any consequences related to the course withdrawal request; consult with the [Scholarships & Student Aid Office](#), [International Student Services](#), and/or your faculty Student Affairs Office, where relevant.



**Note for the School of Human Nutrition:** Intensive internship courses, like Professional Practice (*Stage*) in Dietetics, may have different start dates and withdrawal dates than other courses. You should consult the course outline.



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



**Note for the Faculty of Law:** You are encouraged to meet with a student adviser before withdrawing from a course (no refund).



**Note for Graduate and Postdoctoral Studies:** To add/drop/withdraw a course after the deadline has passed, you must submit a course change Request form, available at [Student Records Forms](#), to your department. If the department supports the request, the department will forward the request to the Management of Academic Records Office, Enrolment Services, along with the recommendation from the department Graduate Program Director (GPD).

Graduate students who wish to withdraw from McGill should consult [section 3.8: University Withdrawal](#), and submit a "Request for a University Withdrawal" form, available at [Student Records Forms](#). Please note that this form is sent to the Management of Academic Records Office, Enrolment Services.



**Note for Health Sciences:** Withdrawal (W) deadline dates are listed at [mcgill.ca/importantdates](http://mcgill.ca/importantdates). The health profession programs described in this eCalendar are highly structured and students should consult their adviser or Student Affairs Office to determine what course changes, if any, are allowed.

1. To withdraw from required or complementary courses after the withdrawal (without refund) deadline, you may need to obtain permission from your adviser, and you must fill out and submit a course withdrawal form, available from your faculty Student Affairs Office. (Note 1 is not applicable to Medicine, Dentistry, and Nursing. For information, you should refer to your Faculty/School section in this publication).
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.

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](http://mcgill.ca/importantdates/key-dates).



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



**Note for Medicine:** This section is not applicable to M.D.,C.M. students; see [mcgill.ca/ugme](http://mcgill.ca/ugme).

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### 3.5 Changing Programs within Selected Faculties

If you are registered in a program in one of the following faculties, you may add or change programs within your faculty using Minerva ([mcgill.ca/minerva](http://mcgill.ca/minerva)) under the *Student Records* Menu:

- Arts
- Science (see Note 2 below)
- Bachelor of Arts and Science degree
- Management (certain programs only)
- Education (certain programs only)
- Engineering (certain programs only; see below)

Certain restrictions apply. In all cases, you should consult the appropriate adviser for approval before making any changes and for faculty-specific regulations.

You must also refer to your faculty website for faculty-specific rules and to determine what supporting documents must be submitted for your application.

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### **3.8.2.1 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 ne

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### 3.9 Deferred Admission

To defer your offer of admission to McGill you must submit the [designated web form](#) no later than **July 31** for the Fall term and **December 31** for the Winter term. For further information, contact the [Deferral Coordinator](#).

Several conditions apply for deferral and these will be communicated to you once the University receives your official request. The University is only able to approve a limited number of admissions deferral requests in any given term. You must pay your confirmation deposit before you may request an admission deferral.

If you have accepted your offer of admission and registered for courses and now want to defer your admission, you must drop all courses via [Minerva](#) by **the above deadlines** and before submitting a deferral request. If the University grants your request for deferral, your registration deposit will be transferred to the deferred term.

If you do not request a deferral by the above deadlines, you will have to reapply for the next available admission term. If you are a registered student and you withdraw after the deadline, you must request readmission through your faculty. For more details, see [section 3.10: Readmission](#).



**Note for Music:** Applicants to the Schulich School of Music are not eligible to apply for deferred admission.



**Note for Law:** The Faculty of Law does not normally accept requests for deferred entry. You will be expected to start your course on the date and term you applied for and as indicated on your admission offer letter. If you still wish to seek an admission deferral, you must first accept the offer of admission and pay the deposit. Once the offer of admission has been accepted, you must submit, in writing, a request for the deferral. The request should be addressed to the Assistant Dean (Admissions and Recruitment) and should set out the reason(s) for the request. You are encouraged to submit your request as early as possible in consideration of other candidates.



**Note for M.D.,C.M. program:** Requests for deferral must be submitted to the Office of Admissions no later than July 1st of the year in which the deferral is sought. For information, consult the [Office of Admissions website](#).

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### 3.11.1 Agricultural and Environmental Sciences

Students should note that there are no supplemental examinations for Agricultural and Environmental Sciences courses.

### 3.11.2 Arts

For Faculty of Arts specific program and course information, refer to:

[mcgill.ca/oasis](http://mcgill.ca/oasis)

Term(s) offered (Fall, Winter, Summer) may appear after the course credit weight to indicate when a course would normally be taught.

All courses have limited enrolment. You may register for and take any course for credit, unless otherwise indicated, in the sections of this publication applicable to the Faculties of Arts and of Science, subject to the course restrictions listed in this section.

Since the registration system is unable to verify whether or not Faculty regulations are respected, it is technically possible to register for courses that may not be credited toward your program. When your record is manually verified, however, any courses taken that break the Faculty or degree regulations will be flagged after the end of course change period as "not for credit". As a result, your expected date of graduation may be delayed.

Some courses may require special permission. You should consult this publication and/or the [Class Schedule](#) well in advance of the course change period to determine if permission is required of the instructor, the department, or the Faculty for any course you want to take.

If you believe that you have valid reasons for taking a course that may not be credited toward your program, you must obtain the permission of the Associate Dean or Director.

### 3.11.3 Education

Some courses will be available in the evenings only, or will be offered during the Summer term.

Students should give particular notice to prerequisite and corequisite courses and registration for Field Experience courses.

### 3.11.4 Engineering

Most courses offered by the Faculty of Engineering, including the School of Architecture, are restricted to Engineering students. Non-Engineering students should obtain permission from a Faculty adviser in the Student Affairs Office, Engineering Student Centre (Frank Dawson Adams Building, Room 22), to register for Engineering courses.

A limited number of School of Architecture (ARCH) courses are open to students not registered in the School. Please refer to individual course descriptions.

The average number of hours per week of course activities is indicated in the course listing in a note underneath the course description. For example, (3-1-5) indicates a course consisting of three lecture hours per week, one hour of tutorial or labs, and five hours of personal study per week.

#### 3.11.4.1 Extra Courses

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 will not be added to your record after the course change (add/drop) deadline. Courses that are taken to satisfy your engineering program requirements or minor requirements cannot be designated as "extra".

#### 3.11.4.2 Prerequisites and Corequisites

You must ensure that you have completed any course prerequisite(s) and/or corequisite(s) before course registration. If you have registered for a course and did not satisfy the prerequisite(s) and/or corequisite(s), the course may be dropped from your record automatically by Minerva.

If you received advanced credit(s)/exemption(s) or passed a placement exam for a course and are blocked from registration because of a prerequisite or corequisite error, you must go to your department/school in order to receive the appropriate permit override.

### 3.11.5 Management

Management students should give particular notice to the following sections under [Desautels Faculty of Management > Undergraduate](#):

- [: Grading and Credit](#)
- [Overview of Programs Offered by the Desautels Faculty of Management > : BCom Program Credit Structure: General Management Program \(Concentrations\)](#)
- [Overview of Programs Offered by the Desautels Faculty of Management > : BCom Program Credit Structure: Major or Honours Programs](#)
- [Overvie\(ed by the Desautels F\)fi](#)

### 3.11.6 Science

For Faculty of Science specific program and course information, refer to:

[mcgill.ca/science/student](http://mcgill.ca/science/student)

Term(s) offered (Fall, Winter, Summer) may appear after the course credit weight to indicate when a course would normally be taught.

All courses have limited enrolment. You may register for and take for credit any course, unless otherwise indicated, in the sections of this publication applicable to the Faculties of Arts and of Science, subject to the course restrictions listed in this section.

Since the registration system is unable to verify whether or not Faculty regulations are respected, it is technically possible to register for courses that may not be credited toward your program. When your record is manually verified, however, any courses taken that break the Faculty or degree regulations will be flagged after the end of the course change period as “not for credit”. As a result, your expected date of graduation may be delayed.

Some courses may require special permission. You should consult this publication and/or the [Class Schedule](#) well in advance of the course change period to determine if permission is required of the instructor, the department, or the Faculty for any course you want to take.

If you believe that you have valid reasons for taking a course that may not be credited toward your program, you must obtain the permission of the Associate Dean or Director.

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### 3.12 Summer Term/Summer Studies

McGill Summer Studies offers over 300 credit courses in various disciplines. Courses begin in either May, June, or July, and are usually one-month intensive. These courses may be accepted for transfer credit by other universities. For more details, see [Summer Studies](#) or contact the Summer Studies Office at 514-398-5212.

If you take a McGill summer course to complete your graduation requirements, you will receive your degree at the Fall convocation (normally held in November).

It is your responsibility to follow the University and faculty regulations. When registering, you must not exceed the maximum credits permitted by your faculty.

You cannot register for more than 12 credits (Music students, 18 credits) during the summer, at McGill or at other universities, except by special permission of your Associate Dean or Director.

The maximum number of credits you may take in the Summer term (May, June, and July combined) as a McGill, Visiting, or Special Student is 12 credits.

You may take a maximum of two courses in Arts, Education, Engineering, Management, or Science, in any one Summer session (May, June, or July session).

Please note that the schedule of lectures in Summer courses is very intensive and that two courses in one session is considered a very heavy workload. To register for more than two courses in Arts, Education, Engineering, Management, and Science—or more than one course in other faculties:

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

Quebec Inter-University Transfer (IUT) students may take, in one summer term, a maximum of one course regardless of credit weight. Permission to register for more than one course per term must be obtained from the McGill faculty in which the student is registering by using the BCI's (*Bureau de coopération interuniversitaire*, previously known as CREPUQ) IUT website at [www.bci-qc.ca/](http://www.bci-qc.ca/) (see [section 3.7.2: Quebec Inter-University Transfer Agreement: Visiting IUT Students](#)).

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

For information on financial support, see [University Regulations & Resources](#) > Undergraduate > [section 8: Scholarships and Student Aid](#).



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



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## 4.3 Tuition Fees

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



**Note:** Students who are required to submit documentation and who do not do so by the stipulated deadlines (December 1 – Fall; April 1 – Winter; August 1 – Summer) are billed at the non-Quebec Canadian or the international rate, depending on the documentation submitted. Students who are not automatically granted a fee deferral based on the University’s evaluation of their personal information at admission, and who expect their fee residency status to change within the term—contingent on appropriate supporting documentation—must contact either [Service Point](#) or [SCS Client Services](#) (School of Continuing Studies students only) to discuss what documentation is still outstanding to support their situation. These offices will decide if a fee deferral is warranted. No prior interest charges or late payment fines will be reversed; therefore, you should ensure your request is submitted before the first fee payment for the term is due.

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

In accordance with provincial government requirements, students must provide proof that they qualify for assessment of fees at the Quebec or non-Quebec Canadian rates; see [mcgill.ca/legaldocuments](https://mcgill.ca/legaldocuments) for details. In certain cases, non-Quebec Canadian students pay the same rate of tuition as Quebec students—for further information about these exceptions, see the Student Accounts website at [mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions](https://mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions).

### 4.3.2 International Students

Exemption from international tuition fees may be claimed by students in certain categories. Such students, if eligible, are then assessed at the Quebec student rate (certain categories may be assessed at the Canadian tuition rate). These categories and the required documentation for each of them, may be viewed at [mcgill.ca/legaldocuments](https://mcgill.ca/legaldocuments). Further information reg

#### **4.4.2 Athletics and Recreation Fee**

The Athletics and Recreation fee supports programs offered on the Downtown and Macdonald campuses. The fee provides access to most athletics facilities; however, registration to fitness and recreation courses, intramural sports, pay-as-you-go programs, and/or the Fitness Centre carries a supplemental charge. Please consult the Athletics and Recreation website at [mcgillathletics.ca](http://mcgillathletics.ca) for further information.

#### **4.4.3 Student Society Fees**

Student Society fees are collected on behalf of student organizations and are compulsory.

If you use Minerva to drop your last course between September 1 (January 1 for the Winter term) and the end of the withdrawal period with full refund, you will be deemed withdrawn from the University. You are automatically charged a registration cancellation fee of \$200 (or your registration deposit fee, whichever is higher) to cover administrative costs of registration.

**If you stop attending classes without dropping your courses, you are liable for all applicable tuition and other fees.** See [section 3.8: University Withdrawal](#).

If you are considering withdrawal from the University, please review the information found on the following Student Accounts web page for further details of the financial repercussions of withdrawal: [mcgill.ca/student-accounts/your-account/withdrawals](http://mcgill.ca/student-accounts/your-account/withdrawals).

#### 4.7.1 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 T

**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](http://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.

#### **4.8.1.1 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](mailto:student.aid@mcgill.ca)  
Website: [mcgill.ca/studentaid](http://mcgill.ca/studentaid)

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

#### **4.8.1.2 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 Univ

charged tuition for that term. Terms for which students are registered on an officially approved leave of absence, exchange or study away program are not calculated as part of a break in enrolment. This policy is not applicable to Visiting and Special students as international students in these categories always pay the fees of the new academic year.

#### 4.8.4 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](http://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](mailto: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.

#### 4.8.5 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 3.7: 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.

#### 4.8.6 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.

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### 4.9 Sponsorships/Awards/Fee Deferrals

#### 4.9.1 Students with Sponsors

If your fees will be paid by an external organization or agency (e.g., Department of Veterans Affairs, Saudi Bureau, foreign government), you must have your sponsor confirm the conditions of their sponsorship (sometimes called a financial guarantee) in writing on their corporate letterhead and send this letter to the University. Once received by the University and if registration has occurred, your account will be adjusted. Sponsors must confirm annually the list of eligible students by August 1st of each year or one month prior to the start of the term. For more information, please refer to [mcgill.ca/student-accounts/parents-and-sponsors/third-party-sponsorship](http://mcgill.ca/student-accounts/parents-and-sponsors/third-party-sponsorship).

If the sponsor does not pay the promised fees within 90 days of invoicing, you are responsible for paying the fees plus the late payment fee and accrued interest.

#### 4.9.2 Students Receiving McGill Awards

Student awards may be paid directly to your student fee account or direct deposited to your bank. Please verify the payment schedule and the method of payment on Minerva's *Financial Aid/Awards* menu if you are expecting a scholarship or award. Students who are expecting awards to be paid in early January prior to the fee deadline may reduce their payment amount by the total amount of their awards. This will avoid unnecessary credit balances to be refunded.

Please note that credit balances in student fee accounts that result from payment from scholarships and awards are refundable only after the official "course withdrawal with full refund" deadline for each term.

#### 4.9.3 External Scholarships

You may also receive external scholarships from other organizations, outside agencies, parents' employers, or community groups. These awards are typically sent directly to the University. You should provide the Student Accounts Office with a letter from the external body indicating the details and requirements of how the scholarship funds should be distributed, including any conditions for the award. If such information is not specified, the amount of the scholarship will be split into two terms and will be credited to your account as soon as you have registered, with the second instalment credited the first working day in January, which will be prior to the fee payment deadline. As such, you may reduce your payment amount by the total amount of your awards. This will avoid unnecessary credit balances to be refunded. If you do not meet the requirements of the scholarship, the funds will be returned to the external body.

You may need an anticipated scholarship to reduce your balance owing for a given term. If so, email [student.accounts@mcgill.ca](mailto:student.accounts@mcgill.ca), with "External Scholarships"



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#### 4.9.4 Tuition & Fees – Payment Deferral

Students with no prior outstanding tuition/fees may request that payment(s) of tuition and fees be deferred based on self-reported demonstrated sources of funding from the University, government or other external agencies. Such requests will be granted on a term by term basis during which time no interest or late payment charges will be applied on the fees covered by the deferral while the deferral is effective. Once the deferral has ended, notification will be sent and fees will be due in full by the next payment deadline, otherwise interest and late payment fees will apply. The length of time that a fee deferral is in effect will depend on the nature of the fee deferral. For the list of deferrals and their duration, please refer to the [Student Accounts](#) website.

Students may apply for a fee deferral via "Defer Payment of Tuition and Fees" through the *Financial Aid/Awards* menu on Minerva, selecting the category applicable to their situation. All applicants will be verified to ensure they have self-reported their situation accurately.

The Minerva application for deferral of tuition fees form is available in mid-July for the Fall term (mid-December for the Winter, and early April for the Summer). Students who apply up to the fee deadline can be assured that the deferral will be in effect prior to interest being charged on their account. Note that 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.

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#### 4.10 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](#).

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#### 4.11 Yearly Fees and Charges by Faculty

Tuition fees at the undergraduate level are based on the number of credits you take.

Please consult the Student Accounts website at [mcgill.ca/student-accounts](#) for tables of fees by residency status and faculty.

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## 5 Student Records

Students must inform themselves of University rules and regulations and keep abreast of any changes that may occur. The *Student Records* section of this publication contains important details pertaining to academic standing, grading and grade point averages (GPA), and transcripts, as well as other topics, and should be periodically consulted.

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### 5.1 Academic Standing

When you first start your program, and in your first term, you are deemed to be in Satisfactory Standing. At the end of each term, after final grades have been submitted, your academic standing in your program is determined based on your grade point average (GPA) calculations in the current and previous terms and your faculty's regulations.

Academic Standing codes are generated in January for the Fall term, in May for the Winter term, and in September for the Summer term, and are displayed on your McGill official and unofficial transcripts. If you receive Unsatisfactory Standing, you may not continue in your program, register for any future terms and must apply for readmission to your faculty. Note that readmission is not automatic or guaranteed. Consult the appropriate section of this publication for the regulations on Academic Standing for your faculty.

- [section 5.1.1: Academic Standing: Desautels Faculty of Management](#)
- [section 5.1.2: Academic Standing: Faculty of Agricultural and Environmental Sciences](#)
- [section 5.1.3: Academic Standing: Faculties of Arts and Science \(including B.A. & Sc.\)](#)
- [section 5.1.4: Academic Standing: Faculty of Education](#)
- [section 5.1.5: Academic Standing: Faculty of Engineering](#)

- [section 5.1.6: Academic Standing: Faculty of Law](#)
- [section 5.1.7: Academic Standing: School of Continuing Studies](#)
- [section 5.1.8: Academic Standing: Schulich School of Music](#)

#### **5.1.1 Academic Standing: Desautels Faculty of Management**

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

#### **5.1.2 Academic Standing: Faculty of Agricultural and Environmental Sciences**

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

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

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

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

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

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

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

If you are in Unsatisfactory Standing:

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

You will be placed in Unsatisfactory Standing:

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

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

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

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

- Arts: Associate Dean (Student Affairs)
- Science and B.A. & Sc.: Associate Dean, Student Affairs, Science

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

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

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

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

If your Standing changes to Unsatisfactory:

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

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

- Arts: Associate Dean (Student Affairs)
- Science and B.A. & Sc.: Associate Dean, Student Affairs, Science

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

At the end of the Winter term, if you have a mark of K or L, you will be placed in the appropriate Standing in June, if the outstanding mark in the course will not affect your Standing. Otherwise, Standing decisions will be made only once incomplete marks have been cleared. For more information about incomplete grades, please refer to [University Regulations and Resources](#) > [Undergraduate](#) > [Student Records](#) > [section 5.5: Incomplete Courses](#).

**Note:** Requests are made at [Service Point](#) (3415 McTavish Street). However

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

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

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

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

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

Instructors may submit final grades as either letter grades or in percentages, but the official grade in each course, which displays on the transcript is the letter grade. Where appropriate, a class average appears on transcripts expressed as the letter grade most representative of the class performance. In such cases, the class av



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

- whether there will be a final examination in the course;
- how term work will affect the final grade in the course;
- how term work will be distributed through the term;
- whether there will be a supplemental examination in the course, and if so, whether the supplemental exam will be worth 100% of the supplemental grade, or whether term w

## Other Grades

U	—	unsatisfactory; equivalent to D or F in an elective course; not calculated in TGPA or CGPA (See <a href="#">Courses Taken under the Satisfactory/Unsatisfactory (S/U) Option</a> )
W	—	withdrew; a course dropped, with permission, after the Course Change deadline; not calculated in TGPA or CGPA
WF	—	withdrew failing; a course dropped, with special permission in an exceptional case, after faculty deadline for withdrawal from course, the student's performance in the course at that stage being on the level of an F; not calculated in TGPA or CGPA (Not used by Music.)
WL	—	faculty permission to withdraw from a deferred examination; not calculated in TGPA or CGPA
NA or &&	—	grade not yet available
W- - or - -	—	no grade; student withdrew from the University, not calculated in TGPA or CGPA (applicable only to courses taken pre-Fall 2002)



**Note for Physical and Occupational Therapy:** Grades of S/U are not applicable.



**Note for Medicine:** Refer to [mcgill.ca/ugme/policies-procedures/ugme-student-assessment-policy](http://mcgill.ca/ugme/policies-procedures/ugme-student-assessment-policy) and [mcgill.ca/ugme/policies-procedures/medical-student-performance-record](http://mcgill.ca/ugme/policies-procedures/medical-student-performance-record).

### 5.3.2 Unexcused Absences

All students who miss a final exam or do not complete other final work in a course are given a J grade. You then have the following options:

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



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

**Note for Law:** Option 1 is not available to students in the Faculty of Law. Option 3 is by approval of the Associate Dean (Academic) or the Director



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## 5.4 Transcript of Academic Record

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

### 5.4.1 Transcript of Academic Record: General Information

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

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

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

Paper official transcripts are no37. s6 yroceedss in an3o re5

#### 5.4.4 Course Numbering on the Transcript

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

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

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

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

A list of the former teaching unit codes and their subject code equivalents is available at [mcgill.ca/student-records/transcripts/key](http://mcgill.ca/student-records/transcripts/key).

Requests must be made to the instructor for consideration. If your request is approved

Graduation Term	Convocation
April 1, if your term of graduation is Winter	Convocation in Spring
August 15, if your term of graduation is Summer	Convocation in Fall
December 15, if your term of graduation is Fall	Degree granted February, Convocation in Spring

Transcripts not received by the appropriate date are considered for the next graduation period only.



**Note for the Faculty of Arts:** The Arts Office of Advising and Student Information Services (OASIS) does not encourage you to participate in any type of study away or exchange in the last term of your final year (U3), as this will delay your graduation to the next graduation period.



**Note for the Faculty of Engineering:** If you are completing a B.Eng. degree, half of your program must be completed at McGill. The number of transfer credits granted for courses taken outside McGill can therefore not exceed 50% of the total credits for your program. Note that the total credits for your program includes those associated with the Required Year 0 (Freshman) courses. If you are completing the B.Sc.(Arch.) degree, the number of transfer credits granted will be limited to ensure that you complete a minimum of 60 credits of courses at McGill taken to satisfy your degree requirements, excluding those taken to satisfy the Required Year 0 (Freshman) courses listed in your program.



**Note for the Faculty of Law:** A limited number of the credits required for the BCL/JD degree program may be obtained in appropriate courses offered by other McGill faculties or other universities, with the approval of the Director (Student Life & Learning) before registration. The total number of credits allowed under this regulation must not exceed six non-law credits and six non-McGill law credits.



**Note for the Faculty of Science (including B.A. & Sc.):** The Science Office for Undergraduate Student Advising (SOUSA) does not encourage you to participate in any type of study away or exchange in the last term of your final year (U3), as this will delay your graduation to the next graduation period.

### 5.6.1 Advanced Standing Transfer Credits

Students who have successfully completed their high school studies, including courses or programs that may result in the awarding of Advanced Standing and exemptions, such as the International Baccalaureate, Advanced Placement examinations, GCE A-Levels, French Baccalaureate, and other qualifications, must declare these studies upon applying for admission to McGill University. Advanced Standing and exemptions will be given for these completed studies.

Students who have been granted advanced standing for the International Baccalaureate, Advanced Placement examinations, GCE A-Levels, French Baccalaureate, and other qualifications, but who wish to complete a four-year undergraduate program at McGill, will be permitted to do so, with the appropriate limitations on the repetition of courses for which they have received exemptions. This gives students with Advanced Standing the option of completing 120 McGill credits.

Interested students should contact their Faculty or School advisers.

## 5.7 Tracking Student Progress: myProgress

### 5.7.1 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](#).

### 5.7.2 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 review your progress within your current program. Also, if you are considering a program change, you can generate a "what-if" comparison of your academic record with the requirements of another program.

The presentation in the **Degree Evaluation Report** may have a different appearance than the requirements listed in this publication. For example, a long listing of courses may be grouped into one course "attribute" on the Minerva report.

Degree Evaluation also provides a central record of adviser/faculty-approved adjustments to your program of study (e.g., the replacement of one specified course with another or acceptance of a non-McGill course for credit).

Degree Evaluation is an advising tool only. A Degree Evaluation Report that indicates program requirements have been satisfied does **not** constitute approval to graduate. For details regarding the Degree Evaluation tool, including *Reading a Degree Evaluation Report*, click [here](#).



**Note for Medicine, Dentistry, and Nursing:** The Degree Evaluation tool is not used in the Faculties of Medicine and Health Sciences, Dental Medicine and Oral Health Sciences, and the Ingram School of Nursing.

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## 5.8 Changes to Student Records after Normal Deadlines

### 5.8.1 Student Record Changes

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

### 5.8.2 Registrar Deadlines

Fall term – January 31

Winter term – June 1

Summer term – October 1

### 5.8.3 Before Registrar Deadlines

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



**Note for the Faculties of Arts and Science (including B.A. & Sc.):** Requests are made at [Service Point](#) (3415 McTavish). However, it is important that you also see a faculty adviser in [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](http://mcgill.ca/students/advising).

### 5.8.4 After Registrar Deadlines

The University does not normally consider a change requested after the [section 5.8.2: Registrar Deadlines](#) have passed. In situations where there are extraordinary personal or extraordinary academic circumstances that could not have been foreseen prior to these deadlines, you may formally request a student record change from your Associate Dean or Director. If your Associate Dean or Director approves the request, the change will be processed according to faculty and Enrolment Services student record procedures. You may be assessed a fee for a change requested after Registrar deadlines. For all changes other than grade changes, the faculty will file full documentation that supports the extraordinary circumstances with Enrolment Services.

**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 [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](http://mcgill.ca/students/advising).

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## 6 Examinations: General Information



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

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

As per the [section 1.3: McGill Language policy](#), every student has a right to write papers, examinations and theses in English or in French, except in courses where knowledge of a language is one of the objectives of the course.

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

As per the exam regulations, you must have your valid McGill student ID card with you to write an in person examination. If you have lost your McGill ID, please provide a government issued ID with your full name written on it. Verification of your ID will be made at the time of your exam.

**As per the**



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



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

In some courses there is no final examination; your final grade in these courses is determined by different forms of assessment(s) indicated in the course outline. During the first week of class, students will be provided with a course outline, which along with other details, will include the types of assessment to be used in the course and the weight accorded to each assessment.

### 6.3.1 Final Examinations: University Regulations Concerning Final Examinations

#### 6.3.1.1 Preamble

The objectives of these regulations are as follows:

1. to protect students from excessive workloads;
2. to use the entire term to maximum advantage.

#### 6.3.1.2 Regulations

1. These regulations shall apply to undergraduate courses up to and including the 500 level that are evaluated by the use of written examinations. They shall not apply to clinical, field, laboratory, performance, and seminar courses, or to other courses that are evaluated solely by means of a design, paper, program, or project.
2. Written examinations (including take-home examinations) shall not be held during the last two weeks of scheduled classes during the Fall and Winter terms, except where a pattern of continuous evaluation has been established, in which case the total value of examinations given in this period shall comprise no more than 10% of the final grade.
3. If the written examinations in a course constitute 50% or more of the final grade, one of these shall be given as a final written examination, and it shall take place during the examination period after the last day of scheduled lectures in December or April. Final examinations can be administered as either in person or online assessments.
4. A final examination given during the examination period shall be worth at least 25% of the final grade.
5. Students shall be informed of all course requirements by the end of the course add/drop period. All term work shall be assigned early enough in the term for students to complete the assignment(s) by the last day of class.
6. The due date for term work in courses to which these regulations apply shall be no later than the last day of classes.
7. In courses that span the Fall and Winter terms (course pairs with numbers ending D1 and D2), instructors who wish to give a mid-year examination in December must schedule it in the formal examination period.
8. The principles enunciated in these regulations shall be applied, appropriately modified, to courses given during the summer, to other courses of less than a 13-week duration, and to courses in the Faculties of Law, Medicine and Health Sciences, Dental Medicine and Oral Health Sciences, and Education that do not follow the normal University Timetable.
9. Individual faculties may propose variations in these regulations to the Academic Policy and Planning Committee to meet their special needs.
10. These regulations, and any variations to them, shall be made known to students by each faculty.

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



**Note for the Faculties of Arts and Science (including B.A. & Sc.):** Requests are made at [Service Point](https://mcgill.ca/servicepoint) (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](https://mcgill.ca/students/advising).

**It is the responsibility of the student to confirm the date, time, format for online or location of an in person examination by checking examination schedules posted on [mcgill.ca/exams](https://mcgill.ca/exams).** No student will be allowed to enter an in person examination later than one hour after it has started.



**Note for Medicine and Health Sciences:** Refer to [mcgill.ca/ugme/policies-procedures/examinations](https://mcgill.ca/ugme/policies-procedures/examinations).



**Note for Dental Medicine and Oral Health Sciences:** Refer to [mcgill.ca/dentistry/academicaffairs/examschedule](https://mcgill.ca/dentistry/academicaffairs/examschedule).

### 6.3.2 Final Examinations: Deferred Examinations

#### Step 1: Understanding your options and the consequences

Deciding whether or not to defer a final exam can be difficult. While there are obviously times when taking that step is necessary, there are usually more cons involved than pros. If you're contemplating applying for a deferred exam, consider the following first:

- Exams during the regular period are scheduled shortly after the end of the course. Deferred exams are held much later after the end of a term, **meaning course material will not be as fresh.**
- Applying for a deferred exam does not guarantee approval. **Deferred exam requests are not automatically granted**, even with supporting documentation. Consult the "Eligibility" section for more information.
- Deferrals are meant to help students who are severely ill or dealing with unforeseeable, significant extenuating circumstances. Requests due to minor illnesses (cold), minor personal matters, or scheduling conflicts (travel plans) **will not be approved.**
- **Do not use deferral requests to manage your exam schedule** or to reduce your exam load. If you request to defer one exam due to illness, then write another exam the same day or the next, your request will likely be refused. It is your responsibility to plan how you will meet the academic requirements of your program.
- **Deferred exam requests will not be approved if you attend your exam** and partway through decide that you were not well enough to perform at full capacity.
- In cases of incidental illness (e.g., a cold, cramps, nausea, etc.) that affected your study time leading up to the exam, but where you recovered on the day of your exam, you are expected to write your exam, and a deferral **will not be granted.**
- If you have requested a deferred exam in the past, any **future requests will be reviewed more stringently**, and requests with similar reasons or circumstances as previous requests will not likely be approved.
- If you have made requests due to disability or chronic illness in the past, **it is your responsibility to take measures** to manage your condition and your course schedule to avoid relying on deferred exams in subsequent exam periods. Please refer to resources available (listed in final bullet for Step 1) and consult with your *academic advisor* to assist you in this process.
- **You cannot defer a deferred exam.** If you fall ill right before your deferred exam, you will not have the option to defer it again.
- **You will have to provide supporting documentation for your request if this is not your first deferral.**
- A deferred exam may have an **impact on future plans**, such as exchanges, studying abroad, internships, etc.
- **Deferring an exam merely pushes it to the future** regular period are scheduled



be cancelled, and late documents will not be accepted. See "Submitting a request" for details on accepted supporting documents and how and when to submit supporting documents.

- First-time requests: Students in eligible faculties (**listed below**) who request a **first-time** exam deferral due to illness or other serious extenuating circumstance may be granted the deferral without the need for supporting documentation (such as a medical note). Students requesting a first-time deferral are nonetheless required to have a valid reason, and all other requirements and deadlines for submitting a request for a deferred exam will apply.

**Eligible faculties:**

- Science (including the Bachelor of Arts & Science)
- Management
- Law
- Engineering (including School of Architecture)
- Education
- Arts (including Schools of Social Work and Religious Studies)
- Agricultural and Environmental Sciences

**Ineligible faculties/schools:**

- Continuing Studies
- Nursing
- Information Studies
- Physical and Occupational Ther8 104.38 48Tj1tehU6 482.56 Tm(Ph)T 48204.38 482.56 Tm3 8.1 Tf1 0 0 1. 0 1 95.866 496.06 Tm(Inform1. 0 1 95.Dj/0 Or.56

Faculty	How/Where do I submit an exam deferral request?	Where do I submit supporting documents (e.g., medical note)?	Where can I seek academic advising?
Graduate Studies	Consult with the <i>Graduate department</i> - your Graduate Program Coordinator must submit a <i>Deferred Exam Request</i> on your behalf	Consult with your <i>Graduate department</i>	Departmental Supervisor
Law	<i>Minerva</i> (Student Menu>Student Records Menu>Deferred Exam Application)	In person at Law <i>Student Affairs (3644 Peel, room 433)</i>	In person at Law <i>Student Affairs (3644 Peel, room 433)</i>
Management	<i>Minerva</i> (Student Menu>Student Records Menu>Deferred Exam Application)	In person at Management <i>Student Affairs (1001 Sherbrooke W., room 110)</i>	In person at Management <i>Student Affairs (1001 Sherbrooke W., room 110)</i>
Medicine and Health Sciences	<i>Minerva</i> (Student Menu>Student Records Menu>Deferred Exam Application)	Medicine <i>The WELL Office (3708 Peel Street)</i>	Medicine <i>Student Affairs (680 Sherbrooke West)</i>
Music	<i>Minerva</i> (Student Menu>Student Records Menu>Deferred Exam Application)	<i>Student Affairs</i> at Music - Elizabeth Wirth Music building ( <i>527 Sherbrooke St W., 7th floor</i> )	<i>Student Affairs</i> at Music - Elizabeth Wirth Music building ( <i>527 Sherbrooke St W., 7th floor</i> )
Nursing	<i>Minerva</i> (Student Menu>Student Records Menu>Deferred Exam Application)	<i>Student Affairs (680 Sherbrooke Ouest, 19th floor, room 1944)</i>	<i>Student Affairs (680 Sherbrooke Ouest, 19th floor, room 1944)</i>
Physical and Occupational Therapy	<i>Minerva</i> (Student Menu>Student Records Menu>Deferred Exam Application)	In person at Student Affairs ( <i>3630 Sir William Osler</i> )  In person at <i>Service Point</i> or <i>by email</i> (BA in Religious Studiesherap	In person at Student Affairs ( <i>3630 Sir William Osler</i> )  Religious studies (Birks Building, <i>3520 University</i> )

c. Information about your circumstances:

- a statement of capacity, indicating that you weren't/aren't able to attend your exam and why;
- the date(s) that you were/are incapable of doing so;
- the date on which you'll be able to resume your studies/exams.

**When do you need to provide it?**

Supporting documents must be sent as soon as you have submitted your *Minerva* request. Note that incomplete requests will be cancelled.

- Arts and Science students:
  - Submit PDF copies of your documents to Service Point by completing the Current student Contact form [mcgill.ca/servicepoint/current-student-contact-form](http://mcgill.ca/servicepoint/current-student-contact-form) and selecting the option "Final Exams".
- Students from all other Faculties must submit documents directly to their *Faculty Student Affairs Office*.

## **Step 4: Understanding your decision (approved or refused)**

### **If your deferred exam request is approved**

- It is your responsibility to verify the Deferred Exam schedule for the exact date, time, and location of your exam. The schedule will be posted at [mcgill.ca/exams](http://mcgill.ca/exams) approximately two weeks prior to your deferred exam period.
  - Exams deferred from the **December exam period** (i.e., from the Fall term) are scheduled in the **Winter term Reading Break**.
  - Exams deferred from the **April exam period** (i.e., from the Winter term) are scheduled in the **3<sup>rd</sup> week of August**.
  - You are **expected to be available during a deferred exam period** to write your exam.
- **You can only defer your final exam once.** If you request a late course withdrawal (late-W) from a course with an approved exam deferral and the reasons for the late-W are similar to those for your deferred exam request, then your request will not be granted.
- If you requested a deferred exam and then ended up writing the original final exam, **you will no longer be eligible to write the deferred exam**, even if your request was approved. It is your responsibility to inform your Student Affairs office (or Service Point, for Arts and Science students) that you wrote the final exam at the originally scheduled time. Failure to meet this obligation may place you in violation of the *Code of Student Conduct* and may involve disciplinary measures.
- **T**

- Email your statement - including PDF-formatted supporting documents - to [servicepoint@mcgill.ca](mailto:servicepoint@mcgill.ca) from your McGill email account, ensuring that the subject line reads "Decision Review: Deferred Exam".
- Decisions are reviewed by a committee consisting of the following individuals: Director, Service Point; Registrar and Executive Director of Enrolment Services; and either the Associate Dean (Arts OASIS) or the Director of Advising (Science SOUSA), depending on your Faculty.
- Decisions made by this committee **are final**.



**Note for the Faculties of Arts and Science (including B.A. & Sc.):** Submit your supporting documents to [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](http://mcgill.ca/students/advising).



**Note for the Faculty of Agricultural and Environmental Sciences:** The Faculty offers deferred exams for medical reasons and exceptional circumstances (to be approved by the Associate Dean (Student Affairs)) for the Fall and Winter periods. Verify dates on the Important Dates website at [mcgill.ca/importantdates](http://mcgill.ca/importantdates), apply on Minerva, and provide medical documentation to the Student Affairs Office.



**Note for the Faculty of Engineering:** You should refer to [section 6.3.2.1: Deferred Examinations: Faculty of Engineering](#) for more information on the Faculty of Engineering policies on deferred exams.



**Note for the Faculty of Law:** You should refer to [mcgill.ca/law-studies/courses/exams](http://mcgill.ca/law-studies/courses/exams) for more information on the Faculty of Law policies on deferred exams.



**Note for the Schulich School of Music:** A Music student who has not cleared a grade of L by mid-May is ineligible for scholarships.

### 6.3.2.1 Deferred Examinations: Faculty of Engineering

For information regarding deferred examinations in the Faculty of Engineering, please see [mcgill.ca/engineering/students/undergraduate/courses-registration/exams-assessment/deferred-exams](http://mcgill.ca/engineering/students/undergraduate/courses-registration/exams-assessment/deferred-exams).

### 6.3.3 Final Examinations: Reassessments and Rereads

In accordance with the Charter of Students' Rights, and subject to its stated conditions, you have the right to consult any written submission for which you have received a grade. You also have the right to discuss this submission with the examiner. If you want to have a formal final examination reread, you must apply in writing:

- to your Student Affairs Office (the Associate Dean, Student Affairs, in the Faculty of Agricultural and Environmental Sciences and in the Schulich School of Music); see [section 11.3: Contact Information for Faculty & School Student Affairs Offices](#);

**OR**

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

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

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

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

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

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

##### 6.3.3.1.1 Reassessment of Coursework

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

##### 6.3.3.1.2 Rereads of Final Examinations

Deadlines to request final exam rereads:

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

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

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

- Requests for a final exam reread must be made via [Service Point](#);
- It is strongly recommended, but not required, that you consult with the instructor of the course before requesting a reread of a final exam.

Students from outside the Faculties of Arts or Science who are taking a course administered by the Faculty of Arts or Science must submit final exam reread requests directly to the Student Affairs Office of their Faculty for approval.

Reassessments and rereads in courses not in the Faculties of Arts and Science are subject to the deadlines, rules, and regulations of their relevant faculties.

### 6.3.3.2 Reassessments and Rereads: Faculty of Agricultural and Environmental Sciences

Two forms of formal re-evaluation of graded work are possible: reassessments of term work (midterm exams, quizzes, assignments, etc.) and rereads of final exams.

In both cases the first step is to discuss your grades with your instructor, for explanation and possible adjustment. If a satisfactory conclusion cannot be reached, a formal re-evaluation by a qualified and impartial evaluator can be requested.

For term work, you must apply for a reassessment in writing to the chair of the department that administers the course. An email request is sufficient. If in doubt about whom to contact, ask your Academic Adviser. The request for reassessment of term work must be made within 10 working days after the graded material has been made available to you.

For formal final examinations, you must apply for a reread in writing to the Associate Dean (Student Affairs). Application for rereads must be made by March 31 for Fall term courses and by September 30 for Winter term and Summer term courses. You will be assessed a fee for formal rereads; if your examination grade increases, the fee is waived.

You should be aware that, in either case:

- grades may be raised, stay the same, or be lowered as the result of a re-evaluation;
- the final course grade will be determined using the new grade, whether it is higher or lower;
- re-evaluations in courses outside the Faculty of Agricultural and Environmental Sciences are subject to the deadlines, rules, and regulations of the relevant faculty.

### 6.3.3.3 Reassessments and Rereads: Faculty of Law

For information on the Faculty of Law's grade review regulations (rereads of failed examinations, rereads of failing assignments, and review of final evaluations) refer to: [mcgill.ca/law-studies/courses](http://mcgill.ca/law-studies/courses).

### 6.3.3.4 Rereads: Faculty of Engineering

You can request a formal reread of a final examination once you have discussed it with your instructor. You must complete a *Reassessment of a Grade and Reread* [webform](#) and submit it to the Student Affairs Office, [Engineering Student Centre](#).

The following regulations apply:

- Grades may be either raised or lowered as the result of a reread.
- A fee for each reread will be assessed directly to your McGill account if the result remains the same or is lowered. If the grade is raised, there is no charge. Consult the Student Accounts website for the fee at [mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/other](http://mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/other).

#### Reread application deadlines:

- Fall courses: last working day of March
- Winter courses: last working day of July
- Summer courses: last working day of September

**Non-Engineering courses:** Rereads in courses not in the Faculty of Engineering are subject to the deadlines, rules, and regulations of the relevant faculty.

## 6.3.4 Supplemental Examinations

If you are in [section 5.1: satisfactory or probationary standing](#) and received a grade of D, F, J, or U, you may be eligible to write a supplemental exam, which will count for a large percentage of your final grade. Your initial grade will still appear on your transcript, and both will be calculated into your CGPA.

To apply for a supplemental examination for a course, you must submit a request on Minerva ([mcgill.ca/minerva](http://mcgill.ca/minerva)) by going to *Student Menu > Student Records Menu > Supplemental Exam Application*.

The following rules and conditions apply:

- You must be in Satisfactory or Probationary Standing;
- You must have received a final grade of D, F, J, or U in the course;
- A non-refundable fee for each supplemental exam application is assessed at the time of application and charged directly to your McGill account; consult the Student Accounts website for the fee at [mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/other](http://mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/other);

- Only one supplemental examination is allowed in a course;
- Supplemental examinations are available for most courses given in the Faculties of Arts, Science, Education, Religious Studies, and the School of Social Work;
-

- the supplemental result will not replace the grade originally obtained, which is used in calculating the GPA; both the original grade and the supplemental grade will count in calculating the CGPA;
- in courses in which both a supplemental examination and additional work are available, you may choose the additional work or the examination or both; where both are written, only one supplemental grade will be submitted, reflecting grades for both the supplemental examination and the additional work;
- additional work in courses outside the Faculty of Science (including B.A. & Sc.) is subject to the deadlines, rules, and regulations of the relevant faculty.

**Note for the Faculty of Science (including B.A. & Sc.):**

[SAO website](#) and [myCourses](#). Students using laptops will not be placed in separate examination rooms. You may opt out of using your laptop at any point, even once the examination has started, and revert to handwriting.

First-year students are required to attend the examination information session and software download session during the Fall term; dates will be provided by the SAO.

Students considering updating their laptop's operating system should consult the Student Affairs office in advance, to ensure that the new version of the operating system is compatible with the examination software.

### 6.6.1 Laptop Examination Agreement

The Examination Agreement is designed to confirm that students agree to the terms of the laptop policy. The following are the components of the Examination Agreement:

1. I elect to write one or more of my law examinations using a laptop with the approved McGill University software during the examination period. I recognize that this is a third-party application, and that neither McGill University nor the Faculty of Law is responsible for its proper functioning.
2. I confirm that my personal laptop meets the minimum requirements (as stipulated in the Faculty of Law – Laptop Exam Student section of the myCourses course Law-Law-Student Affairs-Examinations) for the laptop exam pilot project. My laptop has access to the McGill wireless network. Once I have completed this agreement, I will download and install the University-approved software on my laptop. I will follow the tutorial and test the software on my laptop within the stated deadlines.
3. If my laptop fails during the exam (e.g., a computer crash), I agree to continue and finish the exam by handwriting it. I understand that I will not be granted additional time to resolve the computer problems during the exam. If the incomplete examination cannot be retrieved from my computer within two working days, the Associate Dean (Academic) will determine remedial options.
4. I understand that, if necessary, ICS staff may be available to troubleshoot any difficulties encountered with the approved software (a third-party application). I will be asked to sign an IST *Customer Services-Computer Repair Waiver* acknowledging that ICS staff will not be held responsible for any theft, loss, or damage (to hardware or software) occurring during the diagnosis or repair of my laptop, or for any loss of data, regardless of when it was lost.

For more information on this agreement, see: [mcgill.ca/law-studies/courses](http://mcgill.ca/law-studies/courses).

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## 7 Internships, Exchanges, and Co-op Programs

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### 7.1 Internships and Co-op Programs

Several faculties at McGill offer under





**Note for Law students:** Students should consult [mcgill.ca/law-studies/bcljd-studies/exchange](http://mcgill.ca/law-studies/bcljd-studies/exchange) for the eligibility criteria.



**Note for Management students:** See also [Desautels Faculty of Management > Undergraduate > Desautels Faculty of Management Studies > : International Student Exchange Program](#).



**Note for Science and B.A. & Sc. students:** Further information may be obtained from the SOUSA website at [mcgill.ca/science/student/general/studyaway](http://mcgill.ca/science/student/general/studyaway).



**Note for Music students:** For further information, contact the Schulich School of Music Student Affairs Office and see [mcgill.ca/music/student-resources/undergraduates/learning-abroad](http://mcgill.ca/music/student-resources/undergraduates/learning-abroad).

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### 7.3 Field Studies

For information on Field Studies, refer to [Study Abroad & Field Studies](#).



**Note for Science and B.A. & Sc. students:** Please refer to [mcgill.ca/science/undergraduate/internships-field/internships](http://mcgill.ca/science/undergraduate/internships-field/internships).

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### 7.4 Mobility Award

The purpose of the Mobility Award is to encourage students to study abroad as part of their McGill degree program by defraying part of the cost of this experience. Complete information on this award is available on the [McGill Abroad](#) website.

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### 7.5 Study Abroad Opportunities

For information on Study Abroad, refer to [Study Abroad & Field Studies > Undergraduate > : Opportunities for Field Study and Study Abroad](#), or see [mcgill.ca/mcgillabroad](http://mcgill.ca/mcgillabroad).

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## 8 Scholarships and Student Aid

The Scholarships and Student Aid Office offers a complete range of merit and need-based [55.627F0 1 rg0su 5855-based](#)

- You must ensure that you send in all required supporting documentation; please refer to [mcgill.ca/studentaid/scholarships-aid/future-undergrads/entrance-scholarships/application-instructions](http://mcgill.ca/studentaid/scholarships-aid/future-undergrads/entrance-scholarships/application-instructions).
- The Faculties of Dentistry, Law, Medicine and Health Sciences, and Music administer their own entrance award programs. Applicants should inquire at their respective faculty's admissions office regarding availability and procedures.
- If you hold a renewable scholarship from the Committee on Enrolment and Student Affairs, the scholarship is renewed only if you meet the McGill standards for renewal. See [mcgill.ca/studentaid/scholarships-aid/regulations-responsibilities/regulations](http://mcgill.ca/studentaid/scholarships-aid/regulations-responsibilities/regulations).

### 8.1.2 Need-Based Entrance Financial Aid

This program offers financial aid to students from families of modest means who require assistance to attend McGill. Upon acceptance to the University, first-year, undergraduate degree students can apply for an entrance bursary on Minerva. Entrance bursaries range in value and are determined by the level of need demonstrated by the student/family and the tuition fee rate charged based on student residency and program of study. Since financial need is the primary factor in the selection of aid recipients, applicants for this program are expected to apply for government student aid programs where eligible. For more information, see [mcgill.ca/studentaid](http://mcgill.ca/studentaid).

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## 8.2 In-Course Awards for McGill Students

Faculty scholarships and awards are decided by the faculty scholarships committees. You should consult the appropriate section of the *Undergraduate Scholarships and Awards Calendar* for regulations and information concerning these awards at [mcgill.ca/studentaid/scholarships-aid/current-undergrads](http://mcgill.ca/studentaid/scholarships-aid/current-undergrads).

- Most undergraduate scholarships and awards are granted on the basis of the combined GPA for the Fall and Winter terms (i.e., your sessional GPA), or a ranking in the top 1 to 5% of the faculty, subject to the faculty's budget. Applications are not required unless specifically indicated in the terms of an award.
- To be considered for in-course awards, you must complete at least 27 graded credits in the regular academic year unless otherwise stated by your Faculty. Courses completed under the Satisfactory/Unsatisfactory (S/U) option, and Summer courses, are not considered. Program content and number of credits may also be considered.
- Up to a maximum of 6 credits from courses taken at other Quebec universities through the Inter-University Transfer (IUT) agreement can be counted toward the requirements for scholarship renewal or for consideration for other academic awards. Eligibility is based on all courses taken during the regular academic year, on both the McGill GPA and the global GPA, which includes the IUT credits. Please consult [mcgill.ca/students/iut](http://mcgill.ca/students/iut).
- You should review all regulations regarding in-course awards by consulting [mcgill.ca/studentaid/scholarships-aid/regulations-responsibilities/regulations](http://mcgill.ca/studentaid/scholarships-aid/regulations-responsibilities/regulations).
- A maximum of the top 10% of students in each faculty are named to the Dean's Honour List. This designation is based on the combined GPA for the Fall and Winter terms (i.e., your sessional GPA) and the minimum required combined GPA is determined by each faculty. It is an official University recognition of your achievements and appears on your transcript. There is no monetary reward.
- All awards, with the exception of convocation prizes, are credited to students' tuition fee accounts for the following academic year. Students must be registered on a full-time basis to receive the funds.
- If you hold a renewable scholarship from the Committee on Enrolment and Student Affairs, it will *only* be renewed if you meet the McGill standards for renewal. See [mcgill.ca/studentaid/scholarships-aid/regulations-responsibilities/regulations](http://mcgill.ca/studentaid/scholarships-aid/regulations-responsibilities/regulations).

### 8.2.1 In-Course Financial Aid

The University offers an In-Course Financial Aid program to full-time undergraduate degree students on the basis of demonstrated financial need. This aid includes bursaries, short- and long-term loans, and a Work Study Program. To be considered for McGill financial aid, the University recommends that applicants apply for the maximum government student assistance for which they are eligible. The Scholarships and Student Aid Office oversees all provincial, federal, and U.S. student aid programs and disburses government funds.

Student Aid Counsellors are available for consultation on an individual basis to provide advice on budgeting and debt management, and to award financial assistance to needy and deserving students. For more information, see [mcgill.ca/studentaid](http://mcgill.ca/studentaid).

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## 8.3 Work Study Program

The Work Study Program provides students with financial assistance through part-time employment on campus. Students are accepted into the program based primarily on financial need, though Academic Standing is also considered. There are a variety of Work Study positions available, ranging from clerical work in an administrative office to research with a professor. In addition to helping you cope with your financial obligations, Work Study also provides practical work experience that may enhance future employment opportunities (practic52 283m72.05n1 253,m(yment 554tudy positions 0 1 5T69.236n3,m(yment 554tud

Email:

## 9.1 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 9: 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](http://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.

### 9.1.1 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 Minerva by the end of March.

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



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



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



**Note for Graduate and Postdoctoral Studies:** If you miss one of these deadlines, you must follow the procedures at [mcgill.ca/gps/students/registration/graduating](http://mcgill.ca/gps/students/registration/graduating). The Application for Graduation is available on Minerva for students in non-thesis programs who have registered for their final year. To ensure that you have met the requirements for graduation, you should refer to *Program Requirements > Master's Degrees*, found under each faculty's *Graduate* section in the McGill *eCalendar*. Students in a doctoral program should refer to [Regulations Concerning Thesis](#).



**Note for Physical and Occupational Therapy:** You must be in Satisfactory Standing with a minimum CGPA of 2.30 to graduate.

## 9.2 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)
- Late May, for **Winter term** graduation (Courses completed by the end of April, Convocation in Spring)
- Late October, for **Summer term** graduation (Courses completed by the end of August, Convocation in Fall)

See [mcgill.ca/graduation/convocation](http://mcgill.ca/graduation/convocation) for information regarding convocation ceremonies.



**Note for Medicine and Dentistry:** 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.

## 9.3 Graduation Honours

The following sections describe honours that may be conferred at graduation.

### 9.3.1 Dean's Honour List

If you are graduating with an undergraduate degree, you may be awarded the designation Dean's Honour List under the following conditions:

1. you have completed a minimum of 60 McGill credits toward your degree; and
2. you are in the top 10% of your faculty's graduating class; this calculation is based on the CGPA.



**Note for transfer students:** This designation may be withdrawn if your CGPA at another university or in another faculty at McGill is not comparable to the CGPA earned in your graduating faculty.

### 9.3.2 Distinction

If you are graduating with an undergraduate degree, you may be awarded the designation Distinction under the following conditions:

1. you have completed a minimum of 60 McGill credits toward your degree; and
2. you are in the top 25%, but below the top 10%, of your faculty's graduating class; this calculation is based on the CGPA.



**Note for transfer students:** This designation may be withdrawn if your CGPA at another university or in another faculty at McGill is not comparable to the CGPA earned in your graduating faculty.



**Note:** The Faculties of Education, Dental Medicine and Oral Health Sciences, Law, Medicine and Health Sciences, and the School of Continuing Studies do not assign the designation of Distinction to graduating students.



**Note:** The designation of Great Distinction is no longer awarded at graduation. Prior to September 2009, Distinction and Great Distinction were awarded at graduation according to faculty-specific regulations. You can find these rules in the faculty chapters of the *2008–2009 Undergraduate Programs Calendar* or any earlier version at [mcgill.ca/students/courses/calendars](http://mcgill.ca/students/courses/calendars).

### 9.3.3 Faculty of Science Dean's Multidisciplinary Undergraduate Research List

The Faculty of Science Dean's Multidisciplinary Undergraduate Research List recognizes Bachelor of Science (B.Sc.) and Bachelor of Arts and Science (B.A. & Sc.) students who have participated in substantial and broad undergraduate science research. To be placed on the Faculty of Science Dean's Multidisciplinary Undergraduate Research List at graduation time:

- you must have completed at least 9 credits of research-based courses, taken for a letter grade;
- where qualifying courses are either specified in the list of approved science research courses (see [mcgill.ca/science/research/undergraduate-research/researchcourses](http://mcgill.ca/science/research/undergraduate-research/researchcourses));
- or are pre-approved by the Faculty of Science, for other undergraduate science research courses.

Furthermore, considering all qualifying science research-based courses on your transcript at graduation time:

- at least one course, worth at least 3 credits, must be from a different unit than the other research-based courses; and
- every qualifying course must have been completed with a grade of C or above; and
- the average GPA over all qualifying courses must be 3.0 or above.

If these requirements are met, the mention “Dean's Multidisciplinary Undergraduate Research List” will be recorded on your transcript at graduation time.

#### Application

No application is necessary if you have taken courses from the approved list; all B.Sc. and B.A. & Sc. graduating students' records are considered by the Faculty of Science.

**In exceptional circumstances**, if you have taken a science research course *not* already on the approved list and wish for this course to be counted toward the Dean's Multidisciplinary Undergraduate Research List, you must apply. A qualifying course involves a science research project as its primary focus, culminating in a substantive written report. **Ineligible** courses include: reading courses; BASC 396 and BASC 449; and courses offered by the Faculty of Arts. For information on how to apply, please contact your advisor in the Science Office for Undergraduate Science Advising at least four months prior to graduation (e.g., February 1, for June graduation; July 1, for November graduation; August 1, for February graduation).

### 9.3.4 Honours and First-Class Honours for Faculties of Arts and Science (including B.A. & Sc.)

As a graduating student registered in an Honours program, you may be recommended for *Honours* or *First-Class Honours* by your department(s) to the Faculty, under the following conditions only:

- you must complete all requirements imposed by the department
- for *Honours*, the CGPA at graduation must be at least 3.00
- for *First-Class Honours*, the CGPA at graduation must be 3.50 or better
- students in a Joint Honours program must satisfy the above criteria for both Joint Honours components
- some departments have additional requirements which must be met before you are recommended for *Honours* or *First-Class Honours* (see the departmental entries)

Students in an Honours program whose program GPA or CGPA is below 3.00, or who did not satisfy certain additional program requirements, must consult their adviser to determine if they are eligible to graduate in a program other than Honours.

### 9.3.5 Honours and First Class Honours for Faculty of Agricultural and Environmental Sciences

Departments may recommend to the Faculty that graduating students registered in an honours program be awarded Honours or First-Class Honours under the following conditions:

- you must complete all honours program requirements; for Honours, the CGPA at graduation must be at least 3.00;
- for First-Class Honours, the CGPA at graduation must be at least 3.50;
- some programs may impose additional requirements, which must be met before you are recommended for Honours or First-Class Honours.

Students in an honours program whose CGPA is below 3.00, or who did not satisfy certain program requirements, must consult their academic adviser to determine their eligibility to graduate in a program other than Honours.

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## 9.4 Replacing a Diploma

### 9.4.1 Required Documents

Diplomas are normally distributed to new graduates at their Convocation ceremony, in either May or November. **Diplomas are not available prior to your Convocation date.**

#### Replacing a lost diploma

To replace a lost diploma, visit <https://www.utoronto.ca/graduation> via [Service Point Checkout](#), provide the requested personal and program details, upload a government-issued photo ID and pay the replacement fee.

#### Requesting a diploma following your Convocation ceremony

If you didn't attend your Convocation ceremony and need to obtain your diploma, you can submit a request via [Service Point Checkout](#) and pay the requisite fees to have your diploma mailed or prepared. Contact the Registrar's Office at 1 67.52 317k2326 278.523 Tr dito ha

### 9.4.3 Certified Copies

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

#### Submitting your request for a certified copy

There are two ways to submit a request:

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



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

### 9.5 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.

## 10 Admission to Professional and Graduate Studies

If you intend to proceed into Dentistry, Law, or Medicine, consult the faculties concerned about their prerequisites for admission.

### 10.1 Language Requirements for Professions

Quebec law requires that candidates seeking admission to provincially recognized professional corporations\* must be able to communicate verbally and in writing in French. To demonstrate a working knowledge of French, the professional corporation requires one of the following:

- Evidence that you have completed three years of full-time instruction in a French post-primary school
- A certificate that shows you completed your secondary education in Quebec in 1986 or later
- Successful completion of a written examination set by Quebec's *Office québécois de la langue française* (OQLF). See below for more information.

If you are a registered student and are within two years of graduating with a degree that will give you access to a professional corporation, you can write the OQLF examination. You should contact Enrolment Services for an application form. Examinations take place every three months and may be attempted an unlimited number of times. Priority is given to students closest to graduation.

More information may be obtained from the *Office québécois de la langue française*, 125 Sherbrooke Street West, Montreal, Quebec, H2X 1X4. Telephone: 514-873-6565. Website: [www.oqlf.gouv.qc.ca](http://www.oqlf.gouv.qc.ca).

If you need to acquire a functional level of proficiency in French, you can take courses from either the French Language Centre (Faculty of Arts [mcgill.ca/flc](http://mcgill.ca/flc)) or the School of Continuing Studies, 688 Sherbrooke Street West, telephone: 514-398-6200 ([mcgill.ca/continuingstudies/area-of-study/languages](http://mcgill.ca/continuingstudies/area-of-study/languages)).

If you are already strong in French and want to maintain or improve your proficiency, you may consider taking courses in the Department of French Language and Literature, Faculty of Arts or the School of Continuing Studies.



**Note:** You cannot apply non-credit language courses, and certain credit language courses, completed at the School of Continuing Studies to program/degree requirements. Consult your faculty for clarification.

\* McGill degrees and diplomas currently give access to corporations regulating the activities of the following professional groups:

### Professional Groups

Agrologists	Lawyers
Architects	Licensed General Accountants
Chartered Accountants	Nurses
Chartered Appraisers	Occupational Therapists
Chemists	Physicians
Dentists	Physiotherapists
Dietitians	Psychologists
Engineers	Social Workers
Geologists	Speech Therapists and Audiologists
Industrial Administration Accountants	Urbanists
Industrial Relations Counsellors	Vocational Guidance Counsellors

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## 10.2 Graduate Programs

McGill University offers over 250 Doctoral and Master's degree programs in more than 85 fields of study. We award degrees in a full range of academic disciplines, and are committed to providing you with an excellent graduate education and a reward





**Department/School Academic Advisers** are normally located close to the offices of professors in your program and may only be available during specific times of the year (e.g., prior to registration for the next session or during the add/drop period) or during regularly scheduled office hours. If you are completing a major or minor in more than one unit, you will likely have an adviser in each unit. The departmental academic adviser may be either a professor or a member of the administrative staff. You should contact your department's administrative office to determine the identity and availability of your academic adviser. You should check your progress with your departmental academic adviser from time to time—and certainly before your final year.

Departmental academic advisers:

- guide you through course selection to meet the subject matter requirements of the major or minor;
- consider requests for course equivalencies, recommend prior approval for inter-university transfer credits, or explain the rationale for the design of a department/school program;
- may assist you in planning for, and applying to, university exchange programs, and may also provide, or direct you to, information about scholarships, awards, research fellowships, and opportunities within a given field;
- are a valuable source of information about the various resources available at McGill;
- can provide support, guidance, and appropriate referrals if you experience academic or personal difficulties while studying at McGill;
- are often responsible for confirming that you have met major or minor program requirements for graduation.

**Professors/Lecturers** may act in a voluntary capacity to mentor you as you progress through your program. The faculty adviser or department/school academic adviser may be able to help you identify a good resource person in your program.

Professors/lecturers:

- may provide advice on the latest trends in a specific field of study and make recommendations on related advanced readings;
- may discuss opportunities for a student research experience and help you connect with a professor or lecturer who best suits your interests or learning style;
- refer you back to the faculty adviser or departmental academic adviser for signatures and permission related to program requirements.

**Peer Advisers** are students who have been trained by faculty advisers or department/school academic advisers. They normally offer drop-in hours for advice on University life and will help you find the information you need in this publication or through other University resources. Peer advisers are only available in some faculties or departments.

### 11.2.1 Related Resources

For a full list of services available to undergraduate students, please refer to [section 13.3: Student Services – Downtown Campus](#) and [section 13.4: Student Services – Macdonald Campus](#).

**Ask an Advisor** ([mcgill.ca/students/advising](http://mcgill.ca/students/advising)) is an advising and referral resource for undergraduate students in all faculties. If you don't know who to contact with your advising questions or what your next step should be, Ask an Advisor can help by sending you to the right person or place the first time.

**Campus Life & Engagement (CL&E)** (Brown Student Services Building; [mcgill.ca/firstyear](http://mcgill.ca/firstyear)) can help new students navigate their way through this publication and the information provided to new students; see [mcgill.ca/accepted](http://mcgill.ca/accepted). The CL&E staff are always available to provide advice and referrals to the many support mechanisms at McGill.

**The Student Wellness Hub** (Brown Student Services Building; [mcgill.ca/wellness-hub](http://mcgill.ca/wellness-hub)) has professional counsellors, social workers, and psychologists who are available to discuss personal, academic, and career goals or problems. They provide individual counselling, therapy, psychoeducational workshops, and crisis intervention. Drop-in services are available. Additionally, **Local Wellness Advisers** can be accessed throughout faculties and services across campus, and they offer support, information, and resources tailored to each faculty and/or student population. Visit [mcgill.ca/LWA](http://mcgill.ca/LWA) to find the right adviser for you.

**Career Planning Service (CaPS)** (Brown Student Services Building; [mcgill.ca/caps](http://mcgill.ca/caps)) provides career education, guidance, and individual advising to help you in your search for permanent, part-time, or summer jobs and internships.

**Service Point** (3415 McTavish Street, Montreal QC H3A 0C8; 514-398-7878; [mcgill.ca/servicepoint](http://mcgill.ca/servicepoint)) is the student-facing customer-service arm of Enrolment Services, which provides administrative services and assistance related to official documents, student records, tuition and fees, and student exchanges.

On the Macdonald campus, information is provided by the Student Affairs Office, Laird Hall, Room 106; [mcgill.ca/macdonald](http://mcgill.ca/macdonald).



**Note for Medicine:** The Faculty of Medicine and Health Sciences' **WELL Office** also provides services to M.D.,C.M. students, including career planning advising offered by the Faculty's [Undergraduate Career Planning Office](#).

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## 11.3 Contact Information for Faculty & School Student Affairs Offices

The following contact information is for faculty-level student affairs offices. For student affairs/advising information for a specific department within a faculty, please refer to [mcgill.ca/faculties](http://mcgill.ca/faculties).

### Faculty of Agricultural and Environmental Sciences, incl. School of Human Nutrition

Telephone: 514-398-7925

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**Faculty of Agricultural and Environmental Sciences, incl. School of Human Nutrition**

Email: [studentinfo.macdonald@mcgill.ca](mailto:studentinfo.macdonald@mcgill.ca)  
 Website: [mcgill.ca/macdonald/studentinfo/advising](http://mcgill.ca/macdonald/studentinfo/advising)

**Faculty of Arts, incl. Schools of Information Studies, Public Policy, Religious Studies, and Social Work**

Office of Advising and Student Information Services (OASIS)  
 In person: Dawson Hall, Room 110 (Monday–Friday, 10:00 a.m.–4:00 p.m.)  
 Telephone: 514-398-1029 (Monday–Friday, 10:00 a.m.–4:00 p.m.)  
 Email: [adviser.arts@mcgill.ca](mailto:adviser.arts@mcgill.ca)  
 Website and live chat: [mcgill.ca/oasis](http://mcgill.ca/oasis)

Students in U1 or above should also see the contact information for departmental academic advisers at [mcgill.ca/oasis/advising/departmental-advising-information](http://mcgill.ca/oasis/advising/departmental-advising-information).

**Faculty of Dental Medicine and Oral Health Sciences**

2001 McGill College Avenue  
 Telephone: 514-398-7203  
 Email: [undergrad.dentistry@mcgill.ca](mailto:undergrad.dentistry@mcgill.ca)  
 Website: [mcgill.ca/dentistry](http://mcgill.ca/dentistry)

**Faculty of Education**

Internships & Student Affairs Office (ISA)  
 Telephone: 514-398-7042 (for student affairs)  
 Telephone: 514-398-7046 (for internships)  
 Email: [isa.education@mcgill.ca](mailto:isa.education@mcgill.ca)  
 Website: [mcgill.ca/isa](http://mcgill.ca/isa)

**Faculty of Engineering, incl. Schools of Architecture and Urban Planning**

*McGill Engineering Student Centre* (Student Affairs Office, Career Centre, and Peer Tutoring Service):

Telephone: 514-398-7257  
 Email: [advisor.engineering@mcgill.ca](mailto:advisor.engineering@mcgill.ca)  
 Website: [mcgill.ca/engineering](http://mcgill.ca/engineering)



**Note:** You are required to meet with an academic adviser before the start of classes. If you are admitted to Year 0 and you are seeking transfer credits, you are initially advised by the Student Affairs Office, Engineering Student Centre, followed by advising in your department. If you are admitted to Year 0 and you are not seeking transfer credits, or if you are admitted to Year 1, you should contact the department/school directly.

**Bieler School of Environment**

Telephone: 514-398-4306  
 Email: [kathryn.roulet@mcgill.ca](mailto:kathryn.roulet@mcgill.ca)  
 Website: [mcgill.ca/environment/contact](http://mcgill.ca/environment/contact)

**Faculty of Law**

Telephone: 514-398-6608  
 Email: [sao.law@mcgill.ca](mailto:sao.law@mcgill.ca)  
 Website: [mcgill.ca/law-studies/law-student-affairs-office](http://mcgill.ca/law-studies/law-student-affairs-office)

## Desautels Faculty of Management

Telephone: 514-398-4068

Email: [bcom.mgmt@mcgill.ca](mailto:bcom.mgmt@mcgill.ca)

Website: [mcgill.ca/desautels/programs/bcom](http://mcgill.ca/desautels/programs/bcom)

For academic inquiries:

Telephone: 514-398-5557

Email: [undergrad.med@mcgill.ca](mailto:undergrad.med@mcgill.ca)

Website: [mcgill.ca/ugme/contact-us](http://mcgill.ca/ugme/contact-us)

For general inquiries:

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

Website: [mcgill.ca/thewelloffice](http://mcgill.ca/thewelloffice)

## Ingram School of Nursing

Undergraduate Nursing Student Affairs Office (IG-N&A)

Telephone: 514-398-4157 or 514-398-3784

Email: [undergraduate.nursing@mcgill.ca](mailto:undergraduate.nursing@mcgill.ca) or [student-affairs-officer.nursing@mcgill.ca](mailto:student-affairs-officer.nursing@mcgill.ca)

Website: [mcgill.ca/nursing/students](http://mcgill.ca/nursing/students)

Telephone: 514-398-4500

Email: [undergrad.spot@mcgill.ca](mailto:undergrad.spot@mcgill.ca)

Website:

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## 11.5 Prospective Students

For information about opportunities for undergraduates at McGill, please visit the [Undergraduate Admissions](#) website.

### 11.5.1 Student-for-a-Day Program

If you visit our **Downtown campus** in October/November (Fall term) or February/March (Winter term), you can choose to sit in on a class that is open to visitors and experience McGill from a student's perspective.

For details and a list of available courses, please contact the [Welcome Centre](#) (514-398-6555; [welcome@mcgill.ca](mailto:welcome@mcgill.ca)). Tours of the downtown campus can be booked through [mcgill.ca/undergraduate-admissions/visits/campus-tours](http://mcgill.ca/undergraduate-admissions/visits/campus-tours).

If you visit our **Macdonald campus**, you can participate in Student-for-a-Day to have the Macdonald experience. For further information, please contact the [Macdonald Campus Student Affairs Office](#) (514-398-7925; [studentinfo.macdonald@mcgill.ca](mailto:studentinfo.macdonald@mcgill.ca)). Tours can be booked directly at [mcgillmind.mcgill.ca/mcgill/campustours](http://mcgillmind.mcgill.ca/mcgill/campustours) and include campus tours, meeting academic advisors, and visiting residences.

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## 12 Service Point

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

Some of the many services offered at Service Point for undergraduate and graduate students:

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

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

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

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

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

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### 12.1 Location

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

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## 13 Student Services

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

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### 13.1 Office of the Executive Director, Services for Students

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

For information, contact:

Telephone: 514-398-8238  
Website: [mcgill.ca/student-services](http://mcgill.ca/student-services)

The Executive Director, Services for Students (EDSS), coordinates all student services at McGill to help promote student success and well-being. The EDSS is available to provide assistance and/or information on almost all aspects of non-academic student life. Concerns of an academic nature are directed to the proper individual, office, or department.

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### 13.2 Support for Students: Office of the Dean of Students

The Dean and the Associate Dean of Students coordinate and promote initiatives concerned with important aspects of the student experience, such as advising, academic integrity, student discipline, student recognition programs, and outreach to families, the McGill community, and the broader local community.

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

For information, contact (Dean/Associate Dean):

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

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### 13.3 Student Services – Downtown Campus

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

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

A list of services available is given below. For further information, see the [Student Services website](#). This list also includes services offered by McGill offices external to the Student Services office.

- [section 13.3.1: Campus Life & Engagement \(CL&E\)](#)
- [section 13.3.2: Career Planning Service \(CaPS\)](#)
- [section 13.3.3: First Peoples' House](#)
- [section 13.3.4: International Student Services \(ISS\)](#)
- [section 13.3.5: Office of Religious and Spiritual Life \(MORSL\)](#)
- [section 13.3.6: Office for Sexual Violence Response, Support, and Education](#)

- *section 13.3.7: Office for Student Accessibility & Achievement*

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

### 13.3.6 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](mailto:svoffice@mcgill.ca)  
Website: [mcgill.ca/osvrse](http://mcgill.ca/osvrse)

### 13.3.7 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](mailto:disabilities.students@mcgill.ca)

Exam Centre  
Redpath Library Building, 3459 McTavish St., Suite RS-56  
Telephone: 514-398-2480 a  
Email: [exams.osd@mcgill.ca](mailto:exams.osd@mcgill.ca)  
Website: [mcgill.ca/osd](http://mcgill.ca/osd)

Macdonald Campus  
Centennial Centre, Room 124  
Telephone: 514-398-7992  
Website: [mcgill.ca/osd](http://mcgill.ca/osd)

### 13.3.8 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](mailto:sustainability@mcgill.ca)  
Website: [mcgill.ca/sustainability](http://mcgill.ca/sustainability)

### 13.3.9 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](mailto:student.aid@mcgill.ca)  
Scholarships email: [scholarships@mcgill.ca](mailto:scholarships@mcgill.ca)  
Website: [mcgill.ca/studentaid](http://mcgill.ca/studentaid)



### 13.3.10 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](mailto:hub.clinic@mcgill.ca)

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

Macdonald Campus

Centennial Centre, Room 124

Telephone: 514-398-7992

Website: [mcgill.ca/macdonald-studentservices/health-wellness](http://mcgill.ca/macdonald-studentservices/health-wellness)

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#### **13.4.2 International Student Services (ISS)**

Offers support to international students; orientation and transition programs, and immigration and health insurance information. Appointments can be arranged with an Immigration Advisor at Macdonald Campus.

Telephone: 514-398-4349

Website: [mcgill.ca/internationalstudents](http://mcgill.ca/internationalstudents)

#### **13.4.3 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](http://mcgill.ca/osd)

Main Office - Downtown

1010 Sherbrooke St. W., Suite 410

Telephone: 514-398-6009

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

#### **13.4.4 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 Access to doctnsr

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

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### 13.5 Ombudsperson for Students

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

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

Office of the Ombudsperson  
3610 McTavish  
Main Floor, Suite 14  
Email: [ombudsperson@mcgill.ca](mailto:ombudsperson@mcgill.ca)  
Website: [mcgill.ca/ombudsperson](http://mcgill.ca/ombudsperson)

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### 13.6 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).

#### 13.6.1 University Centre, Thomson House, and Centennial Centre

The [University Centre](#), 3480 McTavish Street, provides clubrooms for many extra-curricular activities in a four-storey building with dining options, a ballroom, lounges, and a black box theatre. Activities for graduate students are centred in [Thomson House](#) at 3650 McTavish Street.

On the Macdonald campus, facilities are located in the [Centennial Centre](#); a list of student services and activities on the Macdonald campus is available at [Agricultural & Environmental Sciences > Undergraduate > About Agricultural and Environmental Sciences \(Undergraduate\) > : Student Information](#).



**Note:** Space and room availability on campus varies seasonally and depending on university and public health guidelines; please refer to each building's website for more information.

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### 13.7 Bookstore

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### 13.7.2 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](http://lejames.ca).

#### Mac Campus Bookstore

Macdonald Campus Centennial Centre  
21111 Lakeshore Road, Sainte-Anne-de-Bellevue  
Website: [lejames.ca](http://lejames.ca)

### 13.7.3 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](mailto:is.bookstore@mcgill.ca) with your enquiry or list of products.

#### Institutional Sales

Website: [lejames.ca/institutional](http://lejames.ca/institutional)

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## 13.8 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](http://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](http://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

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## 14 Residential Facilities

McGill residences offer you a variety of accommodations that reflect the diversity of our student population on both the Downtown and Macdonald campuses.

### Mission statement

To continuously develop a safe home and nurturing community for our students through the following means:

- 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

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## 14.1 University Residences – Downtown

McGill Residences house approximately 3,000 undergraduate students in dormitories, apartments, and shared-facilities houses. McGill's dormitories are primarily for first-year students and feature full meal service. McGill's apartment-style residences and shared-facilities houses are mainly for first-year students who desire a more independent residence experience.

Trained upper-year student leaders (Floor Fellows) live in the McGill Residences, providing support, and trained professional, including some live-in staff (Residence Life Managers) provide 24-hour oversight of the residences. An elected Residence Council serves as the voice of students.

All McGill Residences are connected to the McGill Wireless Network.

McGill Student Housing and Dining Service Centre  
3473 University Street  
Montreal QC H3A 2A8  
Phone: 514-398-6368  
Email: [housing.residences@mcgill.ca](mailto:housing.residences@mcgill.ca) or [Talk2Us](tel:514-398-6368)  
Website: [mcgill.ca/shhs](http://mcgill.ca/shhs)

### 14.1.1 Traditional and Hotel-style Residences

McGill has nine dormitory residences:

- The four co-ed traditional-style **Bishop Mountain Residences** (Gardner, McConnell, Molson, and Douglas Halls) are located on the slope of Mount Royal and overlook the campus.
- **Royal Victoria College** (RVC), which has one all-female and one co-ed wing, is a traditional-style residence located one block from the McGill gates.
- The co-ed hotel-style **New Residence Hall** is located five short blocks from the campus.
- **University Hall** is a co-ed traditional-style dorm located directly across from the Milton Gates to campus.
- **Carrefour Sherbrooke** is a co-ed hotel-style residence located two blocks from campus.
- **La Citadelle** is the newest fully renovated hotel-style residence building, located two blocks east of McGill campus.

Residents of traditional or hotel-style residences have compulsory meal plans and access to multiple cafeterias.

Rooms in traditional-style residences—the Bishop Mountain Residences, University Hall, and RVC—are mostly single occupancy. The hotel-style residences—La Citadelle, Carrefour Sherbrooke and the New Residence Hall—have mostly double rooms. Regardless of the residence style, each student

#### **14.1.4 Residence Fees**

The full list of housing options and prices is available on the Student Housing website at [mcgill.ca/students/housing/fees-applying](http://mcgill.ca/students/housing/fees-applying).

#### **14.1.5 Meal Plans**

Residents assigned to Carrefour Sherbrooke, La Citadelle, Douglas Hall, Gardner Hall, Molson Hall, McConnell Hall, New Residence Hall, Royal Victoria College, and University Hall have compulsory meal plans that can be used seven days a week. All residents on the Mandatory Meal Plan are welcome to dine in any of the four dining halls as well as 20+ on-campus dining locations.

While all of the hotel- or traditional-style residences offer small kitchens or kitchenettes for the convenience of students, La Citadelle has a fully-equipped communal kitchen, where residents can prepare snacks or meals at any time.

The apartments and houses have fully-equipped kitchens where students can prepare their own meals.

For more information, see [mcgill.ca/foodservices/mealplans](http://mcgill.ca/foodservices/mealplans).

#### **14.1.6 oneCard**

[oneCard](#) is a taxable account that is already added to all undergraduate resident students' McGill ID cards, allowing them to make purchases and easily access multiple services on campus without the hassle of carrying cash. 536oneCar

#### 14.2.1.1 Laird Hall

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

<b>Laird Hall</b>	<b>Rent will be charged in 8 equal monthly installments of:</b>	<b>oneCard Fees</b>	<b>Activity Fees</b>	<b>Annual Fees (2021-2022 amounts)</b>
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

#### 14.2.1.2 EcoResidence

Each EcoResidence unit is a self-contained, fully furnished apartment with tw







## 16.4 Minerva

Minerva is McGill's web-based information system serving applicants, students, staff, and faculty. To access Minerva, go to [mcgill.ca/minerva](https://mcgill.ca/minerva) and log in with your McGill username and password or with your McGill ID and Minerva PIN. Once logged in, you can:

- Apply to McGill and view your application status
- View class schedules, including course descriptions and spaces available in course sections
- Register and make course changes
- Change your major or minor program (not all faculties)
- View your unofficial transcript and degree evaluation reports
- View your McGill Username, used to access computers on campus, WiFi, Email, Office 365, campus printing, and more
- View your Permanent Code, citizenship, and Quebec residency status and fee information
- Update personal information such as address, telephone number, and emergency contacts
- Update your preferred first name
- Submit an online course evaluation
- Submit an application to participate in an exchange program (not all faculties)
- Apply to graduate
- View graduation status and convocation details
- Order official transcripts
- Retrieve tax receipts
- Official documentation to order a reduced-fare STM Opus card

For information on accessing Minerva, visit [mcgill.ca/itsupport/minerva-students](https://mcgill.ca/itsupport/minerva-students).

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## 16.5 Secure Your Journey

McGill IT Services wants to ensure students have a safe and secure journey from the moment you apply to the university to graduation, and beyond. Our new Secure Your Journey website contains tips on:

- Starting your McGill journey safely with strong passwords and 2-factor authentication (2FA);
- Learning securely;
- Staying vigilant against cyber threats such as phishing.

Visit [mcgill.ca/cybersafe](https://mcgill.ca/cybersafe) for tools and resources to secure your student journey at McGill.

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# 17 Resources for Study and Research

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

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## 17.1 Libraries

The McGill Library system provides access to *over 9 million items*, both in print and electronic formats, and consists of multiple branches, the McGill University Archives, and the McGill University Visual Arts Collection. Visit [mcgill.ca/library/branches](https://mcgill.ca/library/branches) for a map of all our locations, and bring your McGill ID card if you wish to borrow physical items from Library collections. Access to our electronic resources (e-books, e-journals, databases, etc.) is possible anytime and anywhere. You will be prompted to enter your McGill username and password when accessing our e-resources from off campus.

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

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

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

Course Number	Course Title	Credits
CEAP 676	Thesis Writing Lab	1
CESL 631	Strategies for Academic Communication in English	1
CESL 641	Fundamentals of Academic Writing in English	1
CESL 651	Pronunciation for Effective Communication	1
CCOM 614	Communicating Science to the Public	1
CCOM 615	Communicating Science to the Digital Public	1

**Course for School of Continuing Studies Students:**

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

**Courses in Professional Writing (CE Units):**

Course Number	Course Title	Notes
YCCM 208	Professional Writing in Business	
YCCM 600	Scientific Writing and Publishing: Graduate ESL	Online

**17.2.1 McGill Writing Centre Contact Information**

McGill Writing Centre  
 McLennan-Redpath Library  
 Main Floor, Room #02  
 3459 McTavish Street  
 Montreal QC H3A 0C9  
 Telephone: 514-398-7109  
 Fax: 514-398-7416  
 Website: [mcgill.ca/mwc](http://mcgill.ca/mwc)  
 General Inquiries: [mwc@mcgill.ca](mailto:mwc@mcgill.ca)

Inquiries concerning CEAP 250, CCOM 205 and YCCM 208 should be directed to:

Dr. Zachary Abram  
 Email: [zachary.abram@mcgill.ca](mailto:zachary.abram@mcgill.ca)  
 McLennan-Redpath Library  
 Main Floor, Room #02  
 Telephone: 514-398-7109

Inquiries concerning CESL 300, CESL 400, CESL 500, CESL 641, and YCCM 600 should be directed to:

Dr. Mehdi Babaei  
 Email: [mehdi.babaei@mcgill.ca](mailto:mehdi.babaei@mcgill.ca)  
 McLennan-Redpath Library  
 Main Floor, Room #02  
 Telephone: 514-398-7109

Inquiries concerning CCOM 206, CESL 299, CESL 631, and CESL 651 should be directed to:

Ross Sundberg  
 Email: [ross.sundberg@mcgill.ca](mailto:ross.sundberg@mcgill.ca)  
 McLennan-Redpath Library  
 Main Floor, Room #02  
 Telephone: 514-398-3320

Inquiries concerning CCOM 200 should be directed to:

Sarah Wolfson

Email: [sarah.wolfson@mcgill.ca](mailto:sarah.wolfson@mcgill.ca)

McLennan-Redpath Library

Main Floor, Room #02

Telephone: 514-398-7109

Inquiries concerning CCOM 314, CCOM 315, and CCOM 614 should be directed to:

Pamela Lamb

Email: [pamela.lamb@mcgill.ca](mailto:pamela.lamb@mcgill.ca)

McLennan-Redpath Library

Main Floor, Room #02

Telephone: 514-398-7109

Inquiries concerning graduate-level courses and other aspects of the Graphos program should be directed to:

Dr. Yvonne Hung

Email: [yvonne.hung@mcgill.ca](mailto:yvonne.hung@mcgill.ca)

McLennan-Redpath Library

Main Floor, Room #02

Telephone: 514-398-8420

Administrative inquiries should be directed to:

[mvc@mcgill.ca](mailto:mvc@mcgill.ca) for undergraduate courses

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

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### 17.3 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 life (more than 26 Tm).

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## 17.4 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](mailto:redpath.museum@mcgill.ca)  
Website: [mcgill.ca/redpath](http://mcgill.ca/redpath)

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## 17.5 McCord Museum of Canadian History

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

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

Researchers are welcome by appointment.

690 Sherbrooke Street West  
Telephone: 514-398-7100  
Email: [info@mccord.mcgill.ca](mailto:info@mccord.mcgill.ca)  
Website: [musee-mccord.qc.ca](http://musee-mccord.qc.ca)

## 18 The University

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

### 18.1 History

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

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

Progress, however, was slow until the 1821 Charter was amended in 1852 to constitute the members of the Royal Institution as the Governors of McGill College. Since that time the two bodies have been one. It was first called “The University of McGill College” but in 1885 the Governors adopted the name “McGill University.” Even after the amended charter was granted, little advance was made until 1855 when William Dawson was appointed Principal. When he retired 38 years later, McGill had over 1,000 students and Molson Hall (at the west end of the Arts Building), the Redpath Museum, the Redpath Library, the Macdonald Buildings for Engineering and Physics, and a fine suite of medical buildings had been erected.

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

In 1905, Sir William Macdonald established Macdonald College at Sainte-Anne-de-Bellevue as a residential college for Agriculture, Household Science, and the School for Teachers. Those components have since become the Faculty of Agricultural and Environmental Sciences, which includes the School of Human Nutrition, on the Macdonald campus, and the Faculty of Education, located on the Downtown campus. The University's general development has 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.

### 18.2 Incorporated and Affiliated Colleges

#### 18.2.1 Incorporated College

##### Royal Victoria College

3425 University Street, Montreal QC H3A 2A8

The Royal Victoria College, a non-teaching college of McGill University, provides residential accommodation for both men and women in a co-education environment.

#### 18.2.2 Affiliated Theological Colleges

##### Montreal Diocesan Theological College

3473 University Street, Montreal QC H3A 2A8

Principal: Rev. Dr. Jesse Zink; B.A.(Acad.), M.A.(Chic.), M.Div.(Yale), Ph.D.(Camb.)

### **Presbyterian College of Montreal**

3495 University Street, Montreal QC H3A 2A8

Principal: Rev. Dr. Roland de Vries; B.A.(Guelph), M.Div.(The Presbyterian College), S.T.M., Ph.D.(McG.)

### **United Theological College of Montreal**

3475 University Street, Montreal QC H3A 2A8

Principal: Rev. Maylanne Maybee; B.A.(Tor.), Dip.Theol., Cert.Ed.(Oxon), M.Div.(Trin. Coll., Tor.)

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

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## **18.3 University Government**

McGill University is a corporation created by a Royal Charter grant Ro



## 18.5.2 Board of Governors

### Board of Governors

Ram Panda; M.Eng., M.B.A.(McG.)

**Chair**

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

**Principal and Vice-Chancellor**

John McCall MacBain; OC, McGill University (BA), Wadham College,  
Oxford (MA), Harvard University (MBA)

**Chancellor**

### 18.5.2.1 Members

#### Members

Bob Babinski; B.A.(McG.)

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## 18.6 Governance: Members of Senate

### 18.6.1 Ex-officio

#### *Ex-officio*

The Chancellor

The Chair of the Board of Governors

The Principal and Vice-Chancellor

The Provost, Deputy Provost, and the vice-principals

The deans of faculties

The Dean of Continuing Studies

The Dean of Graduate and Postdoctoral Studies

The Dean of Students

The Dean/Director of Libraries

The University Registrar and Executive Director of Enrolment Services

The Director of Teaching and Learning Services

### 18.6.2 Elected Members

#### **Elected Members**

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

21 Student Members

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## 18.7 Administration

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

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

#### **Administration**

**Chancellor**

**Administration**

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

**18.7.1 Deans, Directors of Schools and Libraries****18.7.1.1 Deans****Deans**

Anja Geitmann	Agricultural & Environmental Sciences
Mary Hunter ( <i>Interim</i> )	Arts
Carola Weil	Continuing Studies
Elham Emami	Dental Medicine and Oral Health Sciences
Dilson Rassier	Education
James Nicell	Engineering
Josephine Nalbantoglu	Graduate & Postdoctoral Studies
Robert Leckey	Law
Colleen Cook	Libraries
Yolande E. Chan	Management
David Eidelman	Medicine and Health Sciences
Brenda Ravenscroft	Music
R. Bruce Lennox	Science
Robin Beech	Dean of Students

**18.7.1.2 Directors of Schools****Directors of Schools**

Martin Bressani	Architecture
Alba Guarné	Biomedical Sciences, School of
Susan Rvachew	Communication Sciences & Disorders
Bettina Kemme	Computer Science
Linda Wykes	Human Nutrition

