



**Summer Studies**  
**Programs, Courses and University Regulations**  
**2014**



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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***

Published by

### **Enrolment Services**

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

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**General P**







**Note for Continuing Studies:** The above services are not available if you are registered in short courses or seminars not recorded on the official McGill transcript.

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## 1.8 Responsible Use of McGill Information Technology Resources

You must comply with the *Policy on the Responsible Use of McGill Information Technology Resources* as approved by the University Senate. You can find this policy in the listing of *University Policies, Procedures and Guidelines* under *Information Technology*, at [www.mcgill.ca/secretariat/policies/informationtechnology](http://www.mcgill.ca/secretariat/policies/informationtechnology).

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## 1.9 Non-Smoking Policy

Quebec law prohibits smoking in public buildings. For more information, see [www.mcgill.ca/adminhandbook/administrative-policies-and-procedures/smoking](http://www.mcgill.ca/adminhandbook/administrative-policies-and-procedures/smoking).

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## 1.10 Health Insurance – International Students

**Revision, January 2014. Start of revision.**

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

By Senate regulation, all international students (full-time, part-time, half-time, Additional Session, Thesis Evaluation, Non-Thesis Extension, Special, Exchange, and Visiting) and their accompanying dependants must participate in the University's compulsory International Student Health Insurance Plan (IHI). The University and the Quebec Ministry of Education require a copy of your proof of health insurance on file. **Students covered by private health insurance are not exempt from the McGill plan.** You must confirm your IHI contract **on Minerva under the International Student Health Insurance Coverage Form** and pick up an International Health Insurance card from Service Point, Downtown campus or Student Services, Centennial Centre, Macdonald campus upon your arrival at McGill University. For details on the health insurance plan and information concerning rates, consult the [ISS website](#).

Students who meet certain criteria may be eligible for an *exemption*. **Exemption requests must be made on Minerva under the International Student Health Insurance Coverage Form.** Supporting documents for your exemption request can be submitted either in person at Service Point (McLennan Library Building, 3415 McTavish St., Montreal, Quebec H3A 1Y1), **or** scanned and emailed to [ISS](#), indicating in the body of the email your name, McGill ID number, and exemption request.

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

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

**International Health Insurance**

T

Maisonneuve Ouest, 3rd floor, suite 300, Montréal, Québec, H3A 3G5. If you are not eligible, in order to ensure adequate health insurance coverage you

- Gateway ([www.mcgill.ca](http://www.mcgill.ca))
-



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

You have applied to McGill directly from CEGEP or you already have a student record at McGill

- **Usually** no documents are required for your Canadian and/or Quebec status, based on McGill's records or as confirmed by the Government of Quebec

You have applied to McGill from another Quebec university

- Proof of Canadian status is required: Canadian birth certificate; or Canadian citizenship card (both sides of the card); or Certificate of Indian status card; or Makivik Society card; or valid Canadian Confirmation of Permanent Residence (Note 2); or valid Canadian Permanent Resident card (both sides of the card)
- Additionally, for your Quebec residency status, **usually** no documents are required, unless McGill cannot confirm this from the Government of Quebec

You were born in Quebec

- Quebec **birth certificate** (Note 4)
- Permanent Code Data Form (Notes 1 and 5)

You were born in (or are a Landed Immigrant from) a Canadian province other than Quebec

- Canadian birth certificate; or Canadian citizenship card (both sides of the card); or Certificate of Indian status card; or Makivik Society card; or valid Canadian Confirmation of Permanent Residence (Note 2); or valid Canadian Permanent Resident card (both sides of the card)
- Permanent Code Data Form (Notes 1 and 5)

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

- Canadian birth certificate; or Canadian citizenship card (both sides of the card); or Certificate of Indian status card; or Makivik Society card; or valid Canadian Confirmation of Permanent Residence (Note 2); or valid Canadian Permanent Resident card (both sides of the card)
- Permanent Code Data Form (Notes 1 and 5)
- Attestation of Residency in Quebec Form (Note 5)
- **Other supporting documents**, depending on which situation you checked on the above Attestation of Residency Form

### International Students

You will be studying at McGill for less than six months (i.e., for only one academic semester) as a non-degree student (e.g., Exchange, Special, Visiting)

- Visitors Permit issued at your port of entry into Canada by Citizenship and Immigration Canada
- Photo page of your passport and the page date-stamped by Citizenship and Immigration Canada at your port of entry
- Permanent Code Data Form (Notes 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)
- Permanent Code Data Form (Notes 1 and 5)
- Study Permit issued by Immigration Canada (Note 3)



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



**Note 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 (copy of both sides required). Alternatively, you may provide your Immigration Record of Landing (IMM 1000) document. Note that McGill reserves the right to ask you for copies of both your PR card and your IMM document.



**Note 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 qualify for Quebec residency.



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

### 2.1.2.1 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 [www.mcgill.ca/student-accounts/tuition-fees/general-information/tuition-fee-exemptions](http://www.mcgill.ca/student-accounts/tuition-fees/general-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 [www.mcgill.ca/student-accounts/tuition-fees/general-information/tuition-fee-exemptions](http://www.mcgill.ca/student-accounts/tuition-fees/general-information/tuition-fee-exemptions)):
  - Students in a Ph.D. program
  - Students in a Post-Graduate Medical Education program: Medical Residents, Clinical Fellows, Clinical Research Fellows, Research Fellows
  - Students registered full-time in the Masters in French (Maîtrise en français). The exemption begins at the moment the student registers in the program, without retroactive effect.
3. International Students Eligible for Fee Exemptions Based on Legal Status in Canada – Students with one of the following statuses may be exempt from International Supplements (certain categories may be assessed at the Canadian tuition rate; full details regarding eligibility criteria are listed at [www.mcgill.ca/legaldocuments/exemption](http://www.mcgill.ca/legaldocuments/exemption)):
  - Citizens of France
  - Citizens of certain countries with an agreement with the Government of Quebec
  - Diplomatic, consular or other representatives of international organizations
  - Convention refugees
  - Students awaiting permanent residency in Canada and holding an eligible CSQ
  - Students whose spouse or unmarried students whose parent holds a Temporary Work Permit in Canada
  - Students funded by the FRSQ (*Fonds de la recherche en santé du Québec*)

These exemptions lower your fees to the Quebec rate of tuition. More detailed information for the categories listed above are available at [www.mcgill.ca/student-accounts/tuition-fees/general-information/tuition-fee-exemptions](http://www.mcgill.ca/student-accounts/tuition-fees/general-information/tuition-fee-exemptions) as well as at [www.mcgill.ca/legaldocuments/exemption](http://www.mcgill.ca/legaldocuments/exemption).

Note that this information may be subject to change.

### 2.1.3 Legal Documents: Has McGill Received Your Documents?

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

Once McGill has received your documents, it usually takes one week to process them and update your file accordingly.

- Check your tuition status on the Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)) Student Accounts menu:

McGill will not produce your ID card until all of your legal documents have been received. Your ID card is essential for you to use many of the services on campus, and for you to take your final exams.

**Revision, January 2014. End of revision.**

If we are missing the required legal documents, a hold will be added to your record preventing you from registering or dropping any courses, and from obtaining your official transcript.

International students who have not provided their valid immigration documents to McGill may be de-registered.

If your tuition status is changed and your fees are reduced as a result of the document review process, McGill will waive the difference on any accumulated late payment or interest charges.

## 2.1.5 Legal Documents: Where Do I Send My Documents?

**Revision, January 2014. Start of revision.**

You must send in all your documents after you have been accepted to McGill but before the start of classes. **Do not send originals.** Email clear and legible copies of your documents. Write your McGill student ID on each document so that McGill can match them to your record. The sooner you submit your documents, the sooner the University can update your status and ensure that your record is in order. Refer to [www.mcgill.ca/legaldocuments](http://www.mcgill.ca/legaldocuments) for further details.

**Revision, January 2014. End of revision.**

**By Email:**

Follow these steps to submit your legal documents electronically.

**1. Save the attached file in an accepted format.**

Standard PDF (.pdf) – encrypted PDFs will not be accepted.

Tagged image format (.tif, .tiff for scanned images).

Ensure that you save your documents properly in one of the above formats—do not just rename the file extension. Due to the possibility of computer viruses, McGill does **not**

688 Sherbrooke Street West  
Suite 1199  
Montreal, Quebec H3A 3R1

**By Fax:**

514-398-2650

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

**Telephone:** 514-398-6200

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

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## 2.2 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 b

Monday through Friday – 9:00 a.m. to 4:00 p.m.  
Friday throughout the summer – 9:00 a.m. to 3:00 p.m.  
Closed June 23, 24, 30, and July 1

**Revision, January 2014. End of revision.**



**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.

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## 2.3 Name: Legal Name

**Revision, June 2013. Start of revision.**

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

**Revision, June 2013. End of revision.**

All students are registered under their legal name as it appears in one of the following documents:

1. Canadian birth certificate
2. Canadian Immigration Record of Landing (IMM 1000 or IMM 5292 or IMM 5688 and Permanent Residence card, both sides)
3. Canadian Immigration Study or Work Permit document
4. Certificate of Acceptance of Quebec (CAQ)
5. International passport (for Canadians, a Canadian citizenship card is required. Note that a Canadian passport is not acceptable.)
6. Letter from international student's consulate or embassy in Canada
7. Marriage certificate issued outside of Quebec (translated into English or French by a sworn officer if in another language). Note that Quebec marriage certificates are only acceptable if issued prior to 1984.
8. Certificate of Name Change issued by the Quebec *Directeur de l'état civil*

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

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## 2.4 Name: Preferred First Name

**Revision, June 2013. Start of revision.**

Your preferred first name is a name by which you are normally addressed, and is different from your leg

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

You can also request that your preferred first name be part of your McGill email address by submitting a change to Network and Communications Services (NCS) via the [REGGIE](#) tool. For further details, see [www.mcgill.ca/students/records/address](http://www.mcgill.ca/students/records/address).

Please see the [Preferred First Name FAQ](#) for more information.

**Revision, June 2013. End of revision.**

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## 2.5 Name: Verification of Name

**Revision, June 2013. Start of revision.**

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

Note that you cannot change your legal name via Minerva. Requests for such changes must be made by presenting official documents (see [section 2.3: Name: Legal Name](#) and [section 2.4: Name: Preferred First Name](#)) in person at *Service Point*, 3415 McTavish Street, Montreal, Quebec, H3A 0C8.

**Revision, June 2013. End of revision.**



**Note for Continuing Studies:** Requests for such changes must be made by presenting official documents (see [section 2.3: Name: Legal Name](#)) in person at the Client Services Office, School of Continuing Studies.

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## 3 Student Types and Registration Procedures

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

STUDENT TYPES	REGISTRATION PROCEDURES
A) A McGill student is:	<b>Please remember to:</b> <ul style="list-style-type: none"><li>Pay any outstanding fees on your student account;</li></ul>



### 3.1.1 Course Information and Regulations: Class Schedule

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

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

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

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

### 3.1.2 Course Numbering

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

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

These codes were implemented in September 2002, replacing the three-number Teaching Unit Codes previously used. A complete list of Teaching Unit Codes and their Subject Code equivalents can be found at [www.mcgill.ca/students/records/transcripts/key](http://www.mcgill.ca/students/records/transcripts/key) in the section *Grading and pre-2002 course numbering*.

**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 the student’s 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.**

### 3.1.3 Course Terminology

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

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

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

#### 3.1.3.1 Course Nomenclature in Program Descriptions

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

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



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

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

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### 3.4 Course Selection

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





**Note:** Once the Quebec Inter-University Transfer (IUT) application is approved by both the home and host universities, you remain responsible for registering in the course that was approved. At McGill, you have to register on Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)). You will be informed via email of the necessary registration steps once your application has been approved. **You must allow sufficient time to complete and submit your electronic application, because you are responsible for adhering to all McGill's registration deadlines.** If you decide later to drop or withdraw from the approved course(s), you will need to drop or withdraw from the course on Minerva AND submit this change on the online Quebec Inter-University Transfer (IUT) application.



**Note for Engineering:** Courses administered by the Faculty of Engineering that are offered in the Summer term are open only to McGill students.



**Note for Continuing Studies:** If you are a Visiting IUT Student and your application has been approved, you must register in-person, by appointment only (see *Programs, Courses and University Regulations > University Regulations and Resources > Continuing Studies > Registration for Continuing Studies Students > Other Ways to Register > : In-Person Registration.*

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

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

The principle of the Satisfactory/Unsatisfactory (S/U) option is to encourage you to take courses outside the area of your specialization with the view of enabling you to acquire knowledge and skills in a variety of fields.

Where permitted by faculty and program regulations, you may take one elective course per term to be graded under the Satisfactory/Unsatisfactory (S/U) option, to a maximum of 10% of your credits taken at McGill to fulfil the degree requirements.

If you decide to have an elective course graded as Satisfactory/Unsatisfactory (S/U), you must do so before the Course Change deadline on Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)) as part of the *Student Menu > Registration Menu > Quick Add or Drop Course Sections Menu*. **You cannot make any changes after the Course Change deadline even if you selected the option by mistake.** If the course is a multi-term course, you must select the S/U option by the Course Change deadline of the first part of the course.

The instructor will report grades in the normal fashion. Grades of A through C are converted to "Satisfactory" (S), and grades of D, F, and J are converted to "Unsatisfactory" (U). The courses taken under the S/U option will be excluded from the grade point average (GPA) calculations, but they will be included in the attempted credits total. Credits for courses with a final grade of S will also be included in the number of credits earned.



**Note:** To be considered for in-course awards, including Dean's Honour List designations, and/or the renewal of entrance scholarships, you must complete at least 27 graded credits in the regular academic session, not including courses completed under the S/U option.



**Note:** The S/U option is not available via Minerva to Visiting, Exchange, or Quebec Inter-University Transfer Agreement (IUT) students. These students must first contact their home university to ensure that a course taken under the S/U option is acceptable to their home university and that the credits are transferable. After receiving approval from their home university and before McGill's Course Change deadline, they must then consult their McGill faculty Student Affairs Office for approval. **Students in the faculties of Arts or Science:** you will need to go to *Service Point* (3415 McTavish Street) to make this request. However, it is important that you also see a faculty adviser in Dawson Hall to talk about your options and the effects that your request may have on your studies. For more information, see [www.mcgill.ca/students/advising](http://www.mcgill.ca/students/advising).



**Note:** Special Students are not eligible to select the S/U option.

**Note for Law:**

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

**Revision, August 2013. End of revision.**

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



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

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### 3.12 Auditing of Courses

McGill does not permit auditing of courses.



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

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## 4 Fees

**Revision, January 2014. Start of revision.**

The information in this publication was updated in early January 2014. **The University reserves the right to make changes without notice in the published scale of fees.**

**Revision, January 2014. End of revision.**

Further information regarding fees can be found on the Student Accounts website: [www.mcgill.ca/student-accounts/tuition-fees/tuition-and-fees](http://www.mcgill.ca/student-accounts/tuition-fees/tuition-and-fees).

For information on financial support, see the eCalendar under *University Regulations and Resources > Undergraduate > : Scholarships and Student Aid*.

**Revision, July 2013. Start of revision.**

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

**Revision, July 2013. End of revision.**

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### 4.1 Invoicing Information

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

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

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

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## 4.2 Tuition Fees

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

### 4.2.1 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 [www.mcgill.ca/legaldocuments](http://www.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 [www.mcgill.ca/student-accounts/tuition-fees/general-information/tuition-fee-exemptions](http://www.mcgill.ca/student-accounts/tuition-fees/general-information/tuition-fee-exemptions).



**Note:** Students who are required to submit appropriate documentation and who do not do so by the stipulated deadlines (December 1st – Fall; April 1st – Winter; August 1st – Summer) are billed at the non-Quebec Canadian or the international rate, depending on the documentation submitted. Should your tuition status be changed during the evaluation period, any late payment and/or interest charges accumulated on the difference between the Quebec and Canadian tuition rates will also be waived.

### 4.2.2 International Students

International students enrolled at McGill for no more than one semester (i.e., not in a degree program) are exempted from having to obtain a CAQ and Study Permit, per Immigration law. For these cases, McGill will instead require proof of identity (photocopy) of your valid Visitor Visa issued by Immigration Canada (refer to [www.cic.gc.ca](http://www.cic.gc.ca) to determine if you are required to have a Visitor's Visa). If exempt from a Visitor's Visa, students may alternatively provide us with a copy of their v

#### **4.2.3.3 Cancelling Registration for Non-Payment**

In accordance with the fee policy stated in [section 4.2.3: Other Policies Related to Fees: Overdue Accounts](#), before the University cancels your future term registration(s), the Student Accounts Office will make all reasonable efforts to notify you if your account is delinquent, or if you owe more than \$100 from the previous term. The cancellation is effective the last day of the add/drop period unless you settle the account or make payment arrangements with the University by then. If you pay or make payment arrangements with the Student Accounts Office after the add/drop deadline and you want the University to reinstate your registration for the current or subsequent term(s), you must complete the *Request for Reinstatement* form ([www.mcgill.ca/student-accounts/forms](http://www.mcgill.ca/student-accounts/forms)) and submit it to the Student Accounts Office, which will forward it to Enrolment Services for approval and processing. Your fee account will be charged \$150 (Reinstatement Penalty) for the processing of the re-enrolment.

#### **4.2.4 Other Policies Related to Fees: 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 3.9: Quebec Inter-University Transfer Agreement: McGill Students](#). The agreement covers only the transfer of academic credits.

International students in undergraduate programs are not usually permitted to take IUT courses.

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.

#### **4.2.5 Other Policies Related to Fees: Acceptance of Fees vs. Academic Standing**

Acceptance of fees by the University in no way guarantees that students will receive academic permission to pursue their studies. If it is subsequently

- if you cancel your registration prior to the start of classes;
- if you drop a course during the Course Change period (first four scheduled classes, which include lectures and laboratories [please see course descriptions of intensive courses where deadlines may be non-standard]).

You are not automatically refunded your credit balance as many students choose to keep the balance on account for use for a future term. You may, however, request your credit balance to be refunded at any time, after the add/drop period for the Spring/Summer session has passed.

An online Minerva request for refund form is available on the Student Accounts menu. Please note that we strongly recommend that you supply direct deposit banking information via Minerva (Canadian banks only); otherwise, a refund charge will apply. Please see [www.mcgill.ca/student-accounts/refund](http://www.mcgill.ca/student-accounts/refund) for details.

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

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## 4.7 Fees Other Than Tuition

The University charges a number of administrative fees in the Summer. For information on the current rates, see [www.mcgill.ca/student-accounts/tuition-fees](http://www.mcgill.ca/student-accounts/tuition-fees). Certain faculties or departments may charge additional fees such as the Arts Information Technology Charge, Course Package Copyright Charges, etc.

Students requiring a replacement ID card are required to pay \$25 for the card.

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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

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



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

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

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

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

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

If you are in Interim Satisfactory or Satisfactory Standing:

- you may continue in your program;

- you are strongly advised to consult a departmental adviser, before withdrawal deadlines about your course selection for the Winter term;
- you should see your Faculty adviser to discuss degree planning.

If you are in Probationary Standing:

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

You will be placed in Probationary Standing:

- if your CGPA falls between 1.50 and 1.99 and if you were previously in Satisfactory Standing;
- if your CGPA falls between 1.50 and 1.99 and your TGPA in Fall or Winter is 2.50 or higher, and if you were previously in probationary or Interim Unsatisfactory Standing;
- if you were previously in Unsatisfactory Readmitted Standing and have satisfied the relevant conditions specified in your letter of readmission, but your CGPA is still less than 2.00.

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

If you are in Unsatisfactory Readmitted Standing:

- you were previously in Unsatisfactory Standing and were readmitted by your Faculty or the Committee on Student Standing;
- you must meet the conditions specified in your letter of readmission to be allowed to continue in your program;
- you 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.

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

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

- you may continue in your program;
- you 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.

#### **Revision, August 2013. Start of revision.**

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 [www.mcgill.ca/oasis/general/readmission](http://www.mcgill.ca/oasis/general/readmission). For Science (including B.A. & Sc.) see [www.mcgill.ca/science/student/general/readmission](http://www.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.

#### **Revision, August 2013. End of revision.**

Normally, supplemental examinations are not permitted; however, if you are in Unsatisfactory Standing, you may appeal for permission to write a supplemental e



- Science and B.A. & Sc.: Director of Advising Services



**Note for students in the Concurrent B.Sc.-B.Ed. Program:** If you receive an F or J in any Education Field Experience course, you are placed in Unsatisfactory Standing. Although you may complete your term, you are required to withdraw from the Concurrent Program. However, you may apply to transfer to a conventional B.Sc. program as outlined in *Programs, Courses and University Regulations > Faculties & Schools > Faculty of Science > Undergraduate > Academic Programs > : Science or Mathematics for Teachers.*

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

- Standing awaits deferred exam.
- Must clear K's, L's, or Supplementals.
- Standing Incomplete.

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

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

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

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



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

#### 5.1.2 Academic Standing: Faculty of Engineering

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



**Note:** The Faculty determines Academic Standing decisions after the completion of each term (Fall, Winter, Summer) based on grades obtained up to that point. If you have been granted permission to defer one or more examinations, the Academic Standing decision will be made disregarding the deferred exam grade.

##### 5.1.2.1 Satisfactory Standing: Faculty of Engineering

You are in Satisfactory Standing if you have a CGPA of 2.00 or greater.

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a TGPA that is equal to or greater than 2.50 and a CGPA that is less than 2.00.

You may continue with your studies under the following conditions:

- You must reduce your credit load to a maximum of 13 credits per term and must obtain, at the end of the term, either a CGPA of 2.00 or greater or a TGPA of 2.50 or greater.
- If you have a TGPA of 2.50 or greater, but you have a CGPA that is less than 2.00, you may continue with your studies but you will remain in Probationary Standing until you obtain a CGPA of 2.0 or greater.
- If you do not obtain either the TGPA or CGP

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## 5.2 Credit System

The faculties listed in this publication use the credit system, where each course is assigned a credit rating reflecting the number of weekly contact hours. In general, a three-credit course indicates three hours of lectures per week for one term, but this does not apply to all faculties. Laboratory contact hours usually count for fewer credits. Credits also reflect the amount of effort required of the student and generally assume two hours of personal study for each contact hour.

The credit weight of each course is indicated in parentheses beside the course title.



**Note:** Credit for multi-term courses (courses with the suffixes: D1, D2; N1, N2; J1, J2, J3) is granted only after successful completion of all components in the specified time frame. For example, a student would have to take D1 and D2 components in consecutive terms and successfully complete them both in order to obtain credit.



**Note for Agricultural and Environmental Sciences, and Science:** As a guideline, a one-credit course would represent approximately 45 hours total work per course. This is, in general, a combination of lecture hours and other contact hours such as laboratory periods, tutorials, and problem periods as well as personal study hours.



**Note for Engineering:** One credit normally represents three hours total work per week. This is, in general, a combination of lecture hours and other contact hours such as laboratory periods, tutorials and problem periods as well as personal study hours. As a guide, the average number of hours per week of course acti

The University assigns grade points to letter grades according to the table above. Your Academic Standing is determined by a grade point average (GPA), which is calculated by multiplying the course credit by the grade points, and dividing the sum by the total course GPA credits. The result is not rounded up

## Other Grades

KK	—	completion requirement waived; not calculated in TGPA or CGPA
L	—	deferred examination
LE or L*	—	permitted to defer examination for more than the normal period
NR	—	no grade reported by the instructor (recorded by the Registrar)
P	—	pass; not calculated in TGPA or CGPA
Q	—	course continued in next term (applicable only to courses taken pre-Fall 2002)
S	—	satisfactory; equivalent to C or better in an elective course; not calculated in TGPA or CGPA (See <a href="#">section 3.11: Courses Taken under the Satisfactory/Unsatisfactory (S/U) Option.</a> )
U	—	unsatisfactory; equivalent to D or F in an elective course; not calculated in TGPA or CGPA (See <a href="#">section 3.11: 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

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

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

1. Ask to be assigned a grade based only on the grades earned for your work submitted up to, but not including, the final exam.  
The grade earned is calculated by adding the grades obtained on the individual pieces of work and a grade of 0 for the portion of the final grade allocated to the final exam. 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 Music:** Option 1 is not available to students in the Schulich School of Music.

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

You must request option 2) by the faculty deadlines as indicated in *Pro*

Revision, July 2013. Start of revision.



**Note for Graduate and Postdoctoral Studies:** Only options 2 and 3 above are applicable to graduate students. Students wishing to appeal a J grade should write to the Assistant Registrar, Records in Enrolment Services.

Revision, July 2013. End of revision.

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## 5.6 Verification of Student Records: Unofficial Transcripts

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

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

**Note for the Faculties of Arts and Science (including B.A. & Sc.):** Requests are made at Service Point (3415 McTavish Street). However, it is important that you also see a Faculty adviser in Dawson Hall to talk about your options and the ef





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

**Revision, June 2013. End of revision.**

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## 5.11 Transcript of Academic Record: 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 [www.mcgill.ca/student/records/transcripts/eqv](http://www.mcgill.ca/student/records/transcripts/eqv).

For information on our current course numbering, see *Programs, Courses and University Regulations > University Regulations and Resources > Undergraduate > Registration > Course Information and Regulations > section 3.1.2: Course Numbering*.



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

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

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

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

ds/tr

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## 6 Examinations: General Information



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

**Revision, January 2014. Start of revision.**

In addition to the University Student Assessment Policy (available on the [Secretariat w5 Tlou.976 334.155 Tm66..471.01 Tm\(in64 334.155 Tma6.77 Tmcie3ae13d1Tme](mailto:Secretariat.w5.Tlou.976.334.155.Tm66..471.01.Tm(in64.334.155.Tma6.77.Tmcie3ae13d1Tme)





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



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



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

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## 6.1 Class Tests

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

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## Special Examination Facilities for the Disabled

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

#### 6.5.1.2 Regulations

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

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



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

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

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## 6.6 Deferred Examinations for Summer Term Courses

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

If the request is approved, you may be granted the option of writing a deferred examination at least 25% of the final mark.

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

There are two recognized types of impartial reviews, i.e., reassessments or rereads:

- reassessment of coursework (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.

### 6.7.1.1 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.

### 6.7.1.2 Rereads of Final Examinations

**Revision, January 2014. Start of revision.**

These rereads are administered by Service Point, but conducted by the units involved. You must make a request to Service Point by March 31 for courses in the Fall term, and by September 30 for courses in the Winter or Summer terms (these deadlines are strictly enforced and no requests will be accepted once they have passed). You are assessed a fee for such rereads. Consult the Student Accounts website for the fee at [www.mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/other](http://www.mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/other). It is strongly recommended, but not required, that you consult with the instructor of the course before requesting a reread of a final exam.

**Revision, January 2014. End of revision.**

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

## 6.7.2 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 *Request for a Reread of a Final Exam* form and submit it to the Student Affairs Office, Engineering Student Centre.

**Revision, January 2014. Start of revision.**

The following regulations apply:

- You may request rereads for only one course per term, unless you obtain permission from the Student Affairs Office, Engineering Student Centre.
- 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 [www.mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/other](http://www.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 November

**Revision, January 2014. End of revision.**

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

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## 6.8 Supplemental Examinations

There are no supplemental examinations for Summer courses.

Among 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 [www.mcgill.ca/students](http://www.mcgill.ca/students).

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

#### **Service Point Location**

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

Opening hours: please refer to [www.mcgill.ca/students/servicepoint](http://www.mcgill.ca/students/servicepoint)

Telephone: 514-398-7878

Email for current students: <http://webforms.mcgill.ca/servicepoint/request.asp?bhcp=1>.

Email for applicants/prospective students: <http://webforms.mcgill.ca/servicepoint/contact.asp?bhcp=1>.

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## **8 Support for Students: Office of the Dean of Students**

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

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

For information, contact (Dean/Associate Dean):

Telephone: 514-398-4990

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

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

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## **9 Student Services**

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

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**Revision, August 2013. Start of revision.**

**Campus Life & Engagement:** Helps ease the transition of all students new to McGill. Coordinates “Discover McGill,” a one-day, campus-wide University and faculty orientation.

Brown Student Services Building, Suite 3100  
Telephone: 514-398-6913  
Email: [firstyear@mcgill.ca](mailto:firstyear@mcgill.ca)  
Website: [www.mcgill.ca/firstyear](http://www.mcgill.ca/firstyear)

**Revision, August 2013. End of revision.**

**Health Services and Dental Clinic:** Provides access to experienced physicians, nurses, and health educators who offer health services and information in a confidential atmosphere. Also operates a laboratory offering a wide array of testing, and a dental clinic.

Brown Student Services Building, Suite 3300  
Telephone: 514-398-6017  
Website: [www.mcgill.ca/studenthealth](http://www.mcgill.ca/studenthealth)

**Revision, January 2014. Start of revision.**

**International Student Services:** Offers support to international students on non-academic matters (immigration, health insurance, etc.), runs a Buddy Program and an orientation program.

Brown Student Services Building, Suite 4400  
Telephone: 514-398-4349  
Email: [international.students@mcgill.ca](mailto:international.students@mcgill.ca)  
Website: [www.mcgill.ca/internationalstudents](http://www.mcgill.ca/internationalstudents)

**Revision, January 2014. End of revision.**

**Mental Health Service:** A psychiatric clinic that offers easily accessible treatment for mental health problems.

Brown Student Services Building, Suite 5500  
Telephone: 514-398-6019  
Website: [www.mcgill.ca/mentalhealth](http://www.mcgill.ca/mentalhealth)

**Office for Students with Disabilities:** Coordinates services to meet the needs of students with disabilities.

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

**Revision, January 2014. Start of revision.**

**Scholarships and Student (Financial) Aid Office:** Provides assistance in the form of loans, bursaries, and Work Study programs to students requiring financial aid.

Brown Student Services Building, Suite 3200  
General Information: 514-398-6013  
Telephone: 514-398-4807 (Scholarships)  
Email: [student.aid@mcgill.ca](mailto:student.aid@mcgill.ca)  
Website: [www.mcgill.ca/studentaid](http://www.mcgill.ca/studentaid)

**Tutorial Service:** Sponsors an e



## 9.5 Bookstore

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

3420 McTavish Street  
Telephone: 514-398-7444  
Website: [www.mcgill.ca/bookstore](http://www.mcgill.ca/bookstore)

Macdonald Bookstore  
Centennial Centre  
Telephone: 514-398-8300  
Website: <http://mcss.mcgill.ca/en/bookstore>

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## 9.6 Computer Store

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

3420 McTavish Street  
Telephone: 514-398-5025  
Email: [sales.mcs@mcgill.ca](mailto:sales.mcs@mcgill.ca)  
Website: [www.mcgill.ca/mcs](http://www.mcgill.ca/mcs)

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# 10 Summer Residence Accommodation

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## 10.1 Residences

McGill University – Housing and Conference Services offers residence accommodations in three different locations during the summer. Royal Victoria College (RVC) is situated next to the main campus in the heart of downtown Montreal. Just down the street on Sherbrooke is La Citadelle (LC), and located at the corner of avenue du Parc and Prince Arthur is New Residence Hall (NRH). In each case, McGill's residences are the perfect place to be during the summer in Montreal.

First-class shopping, restaurants, and museums are at your doorstep, with outdoor events and street festivals around every corner. The cobblestone streets and historic buildings of Old Montreal lie to the south, while to the north, Mount Royal invites you to go sunbathing, strolling, and picnicking. The sights and sounds of Montreal's many cultures are part of the vibrancy of the city.

In the traditional-style residences at Royal Victoria College (RVC), you will enjoy the privacy of your own bedroom with a shared common bathroom on each floor. Amenities such as sheets, towels, and soap are provided, and company is nearby in the large renovated lounge, the spacious and sunny study room, TV room, and meeting rooms. Card-operated laundry facilities and public telephones are accessible to everyone. In addition, summer students have access to a communal kitchen for cooking, with a limited number of utensils/pots/pans available on loan at the front desk.

La Citadelle (LC) offers hotel-style accommodation in McGill's newest residence located on Sherbrooke Street West, just steps from McGill's Downtown campus and the Golden Square Mile. At LC, you have the choice of a single-occupancy room with one queen-size bed or a double-occupancy room with two double beds. Each guestroom is equipped with a private bathroom, air conditioning, cable TV, free local calls, and Wi-Fi Internet access. There is a card-operated laundry room and fitness centre available 24 hours per day on site. LC does not offer public cooking facilities for summer students.

The New Residence Hall (NRH) also offers hotel-style accommodation in the heart of the McGill student ghetto. NRH is directly connected to the *Galeries du Parc* shopping centre, with a variety of shops, grocery stores, and a movie theatre just steps away. Rooms at NRH are equipped with a telephone, cable TV, high-speed Internet, air conditioning, and a private bathroom. You also have the choice of single-occupancy rooms with a queen-size bed or double-occupancy rooms with two double beds. Card-operated laundry facilities are available on site. There are kitchen facilities throughout the building, however, all cooking utensils/pots/pans must be provided by the student.

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## 10.2 Reservations for Summer Residences

**Reservations for all summer residences (including RVC, LC, and NRH):**



Rooms are available as of May 15, 2014, at all locations. Rooms for McGill Summer Studies may be available from as early as Monday, May 5, 2014; please contact the Housing and Conference Services Reservation Office for any inquiries. Anyone arriving prior to May 15, 2014, must commit to a minimum of one month's stay and will be required to pay one month's accommodation in advance. There will be no refund of this amount should the student withdraw.

**Cancellation Policy:**

Please contact the Housing and Conference Services reservations office no later than 12:00 p.m. EST (noon) two days prior to arrivp.96 Tm(v)Tj1 0 0 1 v3.j1 01 564.384 70

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

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## 11.2 Macdonald Campus Athletics & Recreation

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

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

Stewart Athletic Complex  
Telephone: 514-398-7789  
Website: [www.macdonaldcampusathletics.mcgill.ca](http://www.macdonaldcampusathletics.mcgill.ca)

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## 12 For your Information Technology (IT) needs

McGill's IT Services website is your one-stop shop for all central IT services at McGill. Visit [www.mcgill.ca/it](http://www.mcgill.ca/it) to:

- Find details on all IT services, including available training and support. Services are organized by categories such as “Telephone, Netw





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

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



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

**Course for School of Continuing Studies Students**

CCOM 205

Communications in Management 1



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

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**13.1 Contact Information for The McGill Writing Centre**

The McGill Writing Centre  
McLennan-Redpath Library  
Redpath Main, Room #02  
3459 McTavish Street  
Montreal, Quebec H3A 0C9

Telephone: 514-398-7109

Fax: 514-398-7416

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

General Inquiries: [mwc@mcgill.ca](mailto:mwc@mcgill.ca)

Inquiries concerning CCOM 205 should be directed to:

Prof. Sue Laver  
Email: [writing@mcgill.ca](mailto:writing@mcgill.ca)  
McLennan-Redpath Library  
Redpath Main, Room #03  
Telephone: 514-398-2351

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## **14 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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### **14.1 Libraries**

Revision, August 2013. Start of re

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### 14.3 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 an ethnology gallery devoted to cultures throughout the world, including ancient Egypt, classical Greece and Rome, Asia, and Africa.

859 Sherbrooke Street West  
Telephone: 514-398-4086  
Email: [redpath.museum@mcgill.ca](mailto:redpath.museum@mcgill.ca)  
Website: [www.mcgill.ca/redpath](http://www.mcgill.ca/redpath)

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### 14.4 McCord Museum of Canadian History

The McCord Museum houses one of the finest historical collections in North America. It possesses some of Canada's most significant cultural treasures, including the most comprehensive collection of clothing—comprising over 16,000 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 13,000 objects from across Canada; and the renowned Notman Photographic Archives, which contain over one million 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 Théophile Hamel, Cornelius Krieghoff, James Pattison Cockburn, and George Heriot. The Museum's Textual Archives include some 185 linear metres of documents relating to Canadian history. Finally, the McCord's website ([www.mccord-museum.qc.ca](http://www.mccord-museum.qc.ca)) 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: [www.mccord-museum.qc.ca](http://www.mccord-museum.qc.ca)

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### 14.5 Lyman Entomological Museum and Research Laboratory

Located on the Macdonald campus, this institution is the insect collection and systematic entomology laboratory of McGill University. The collection houses 2.8 million specimens of insects and other arthropods, making it the second-largest insect collection in Canada, and the largest university insect collection in the country. The Lyman Museum is not generally open to the public since its main functions are research and teaching, not exhibitions. However, tours are available by appointment to interested parties.

Telephone: 514-398-7914  
Website: <http://lyman.mcgill.ca>

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### 14.6 Other Historical Collections

In addition to the McGill museums, there are other collections and exhibits of a specialized nature, ordinarily open only to students. For access, contact the appropriate department. These include the Medical Museum.

The Medical Museum is a repository of material dating from the late 19th century that documents the study and practice of Medicine at McGill University and its associated teaching hospitals. The major part of the collection consists of pathologic specimens, including those in the Abbott and Osler collections. The material is housed in the Lyman Duff Medical Building. A showcase in the Pine Street entrance hallway displays temporary exhibits. For more information, see the Museum website [www.mcgill.ca/medicalmuseum](http://www.mcgill.ca/medicalmuseum).

The McGill Ph

- The McPherson Collection comprises a wide range of historical apparatus and instruments used for measurements and investigations, with special emphasis on 19th-century physics. For more information, see [www.physics.mcgill.ca/museum/macpherson\\_collection.htm](http://www.physics.mcgill.ca/museum/macpherson_collection.htm).

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## 15 The University

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

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### 15.1 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.



### Montreal Diocesan Theological College

Principal: J. M. Simons; B.A.(Bishop's), S.T.B.(Trin. Coll. (Tor.)), Ph.D.(G'town)

### Presbyterian College of Montreal

3495 University Street, Montreal, QC H3A 2A8

Acting Director: Dr. Dale Woods; M.Div.(Vancouver School of Theology), D.Min.(Luther Seminary) (*Director of Pastoral Studies*)

### United Theological College of Montreal

3521 University Street, Montreal, QC H3A 2A9

Principal: Philip Joudrey; B.A., M.Div.(Acad.), D.Min.(Andover Newton)

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

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## 15.3 University Government

McGill University is a corporation created by a Royal Charter granted by the Crown of the United Kingdom, a general supervisory power being retained by the Crown and exercised through the Governor General as Visitor.

The Governors of the University constitute the Royal Institution for the Advancement of Learning, a corporation existing under the laws of the Province of Quebec. In them is vested the management of finances, the appointment of professors, and other duties. Twelve of the governors are elected by the Board from amongst those nominated by its membership committee; three are elected by the Alumni Association; two are elected by Senate from amongst its members; two elected by the full-time administrative and support staff from amongst its members; two elected by the full-time academic staff; and two elected by students from amongst the student body. The Board elects the Chancellor of the University and also, from amongst its members, a chair to preside at its meetings, who may also be the Chancellor. The Chancellor and the Principal are ex officio members.

The Chancellor is presiding officer of Convocation and of joint sessions of the Board of Governors and the Senate.

The Chair of the Board of Governors is President of the Royal Institution for the Advancement of Learning.

The Principal and Vice-Chancellor is the chief executive officer of the University, appointed by the Board of Governors after consultation with a Statutory Committee to Nominate a Principal. The Principal is, ex officio, Chair of Senate.

The Senate is the highest academic authority of the University and has control over admission, courses of study, discipline, and degrees. The regulations of Senate are executed by the various faculties and schools, which also carry primary responsibility for the educational work of the University.

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## 15.4 Recognition of Degrees

The Royal Institution for the Advancement of Learning (McGill University) is a publicly funded institution and holds a Royal Charter dated 1821 (amended in 1852) as well as being incorporated under the laws of the Province of Quebec.

McGill University was a founding member of the organization that evolved into the current Association of Universities and Colleges of Canada (A.U.C.C.) in which it remains very active. In addition, McGill University is a member of the American Association of Universities (A.A.U.). It is also a member of the Association of Commonwealth Universities and the International Association of Universities. Its undergraduate, professional, and graduate degrees, including doctorates in a full range of disciplines, have been recognized by educational, government, and private organizations w

## 15.5 Governance: Board of Governors

### 15.5.1 The Visitor

#### The Visitor

His Excellency The Right Honourable David L. Johnston

The Governor General of Canada

### 15.5.2 Board of Governors

Revision, June 2013. Start of revision.

#### Board of Governors

Stuart (Kip) Cobbett; B.A., B.C.L.(McG.)

Chair

Anthony C. Masi; A.B.(Colgate), Ph.D.(Brown) (*Interim July 1–Sept. 4, 2013*)

Principal and Vice-Chancellor

Suzanne Fortier; B.Sc., Ph.D.(McG.) (*Effective Sept. 5, 2013*)

Principal and Vice-Chancellor

H. Arnold Steinberg; C.M., B.Com.(McG.), M.B.A.(Harv.), LL.D.(McG.)

Chancellor

Revision, June 2013. End of revision.

#### 15.5.2.1 Members

#### Members

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

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

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

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

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

Kathy Fazel; B.Com.(McG.)

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

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

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

Bryan Haynes; B.A., LL.B.(McG.)

Juliet Johnson; A.B.(Stan.), M.A., Ph.D.(Princ.)

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

Samuel Minzberg; LL.B.(McG.)

Cynthia Price; B.Com.(McG.)

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

Thierry Vandal; B.Eng., M.B.A.(Montr.)

Ann Vroom; B.A.(McG.)

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

TBA

TBA

### 15.5.2.2 Student Representatives

#### Student Representatives

Students' Society of McGill (1)

Post-Graduate Students' Society of McGill (1)

*Observers*

McGill Association of Continuing Education Students (1)

Macdonald Campus Students' Society (1)

## 15.6 Governance: Members of Senate

### 15.6.1 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

### 15.6.2 Elected Members

#### Elected Members

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

Medical Residents or Postdoctoral Scholars Group (1)

Student Members (19)

## 15.7 Administration

Revision, June 2013. Start of revision.

#### Administration

H. Arnold Steinberg; C.M., B.Com.(McG.), M.B.A.(Harv.), LL.D.(McG.)

**Chancellor**

Anthony C. Masi; A.B.(Colgate), Ph.D.(Brown) (*Interim July 1–Sept. 4, 2013*)

**Principal and Vice-Chancellor**

Suzanne Fortier; B.Sc., Ph.D.(McG.) (*Effective Sept. 5, 2013*)

**Principal and Vice-Chancellor**

Anthony C. Masi; A.B.(Colgate), Ph.D.(Brown)

**Provost**

Morton J. Mendelson; B.Sc.(McG.), Ph.D.(Harv.) (*Term ending Aug. 31, 2013*)

**Deputy Provost (Student Life & Learning)**

Ollivier Dyens; B.F.A.(C'odia), M.A., Ph.D.(Montr.) (*Effective Sept. 1, 2013*)

**Deputy Provost (Student Life & Learning)**

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

**University Registrar and Executive Director of Enrolment Services**

## Administration

Jana Luker; B.A.(Guelph), B.Ed., M.Ed.(Tor.)	<b>Executive Director of Services for Students</b>
Nathalie M. Cooke; B.A. (Qu.), B.Ed., M.A.(Tor.), M.A. (C'nell), Ph.D.(Tor.)	<b>Associate Provost (Academic Staff &amp; Priority Initiatives)</b>
Jan Jorgensen; B.A., M.A.(N. Carolina), Ph.D.(McG.)	<b>Associate Provost (Faculty Affairs &amp; Resource Allocation)</b>
Lydia White; B.A., M.A.(Camb.), Ph.D.(McG.)	<b>Associate Provost (Policies, Procedures &amp; Equity)</b>
Martin Kreiswirth; B.A.(Hamilton), M.A.(Chic.), Ph.D.(Tor.)	<b>Associate Provost (Graduate Education) and Dean (Graduate &amp; Postdoctoral Studies)</b>
Chandra Madramootoo; B.Sc., M.Sc., Ph.D.(McG.)	<b>Associate Vice-Principal (Macdonald Campus) and Dean (Faculty of Agricultural &amp; Environmental Sciences)</b>
Ghilaine Roquet; B.A.(UQAM), M.Sc.A.(Montr.)	<b>Chief Information Officer</b>
Stephen Strople; B.A.(Dal.), M.A.(York)	<b>Secretary-General</b>
Michael Di Grappa; B.A.(C'dia), M.P.P.A.(Col.), M.A.(Harv. Business School)	<b>Vice-Principal (Administration &amp; Finance)</b>
Lynne B. Gervais; B.A.(C'	<b>Associate Vice-Principal (Human Resources)</b>

## Deans

Andre Coustopoulos; B.A.(McG.), M.A.(Montr.), Ph.D.(Oulu)

**Dean of Students**

Revision, June 2013. End of revision.

### 15.7.1.2 Directors of Schools

#### Directors of Schools

Annamarie Adams; B.A.(McG.), M.Arch., Ph.D.(Calif., Berk.)

**Architecture**

Marc Pell; B.A.(Ott.), M.Sc., Ph.D.(McG.)

**Communication Sciences & Disorders**

Gregory Dudek; B.Sc.(Qu.), M.Sc., Ph.D.(Tor.)

**Computer Science**

Kristine G. Koski; B.Sc., M.Sc.(Wash.), Ph.D.(Calif.)

**Dietetics & Human Nutrition**

Marilyn Scott; B.Sc.(New Br.), Ph.D.(McG.)

**Environment**

France Bouthillier; B.Ed.(UQAM), M.B.S.I.(Montr.), Ph.D.(Tor.)

**Information Studies**

Hélène Ezer; B.Sc., M.Sc.(McG.), Ph.D.(Montr.)

**Nursing**

Annette Majnemer; B.Sc., M.Sc., Ph.D.(McG.)

**Physical & Occupational Therapy**

Wendy Thomson; B.S.W., M.S.W.(McG.), Ph.D.(Brist.)

**Social Work**

Raphael Fischler; B.Eng.(Technische Univ Eindhoven), M.C.P.(MIT), Ph.D.(Calif.)

**Urban Planning**

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## 15.8 Student Governance

All students registered in an undergraduate program on the Doistered in an under



Management		
<ul style="list-style-type: none"> <li>Management courses open to all McGill students and Special and Visiting Students.</li> </ul>	Tuesday, March 11	Tuesday, March 11
<b>1st day of classes</b> and last day to register without penalty	Thursday, May 1 & Monday, May 5	Monday, July 7 & Tuesday, July 8
Last day to <b>add/drop</b> a course ( <b>with refund</b> )*	<b>4th SCHEDULED CLASS</b> * The add/drop deadline might differ for intensive courses; please consult the course description for details.	
Last day to <b>withdraw</b> from a course	<b>5th SCHEDULED CLASS</b> ** The withdraw	

Last day to The vvwTm(op)Tj/F1 8.1 Tf1 01 s406.248 598. from2 Tm(a course (Tj/F3 8.1 Tf1 097 11 6.248 598.2 Tm(e)Tj/F1 8.1 Tf1 026 1 5

Enrolment Services  
Service Point  
3415 McTavish Street  
Montreal, Quebec H3A 0C8  
CANADA  
Telephone: 514-398-7878

**Business hours for Service Point, as well as online student query forms, can be found at [www.mcgill.ca/students/servicepoint](http://www.mcgill.ca/students/servicepoint).**

#### Faculty of Agricultural & Environmental Sciences:

Macdonald Campus – Student Affairs Office  
Laird Hall, Room 106  
21,111 Lakeshore Road  
Sainte-Anne-de-Bellevue, Quebec H9X 3V9  
CANADA  
Telephone: 514-398-7925  
Fax: 514-398-7968  
Email: [studentinfo.macdonald@mcgill.ca](mailto:studentinfo.macdonald@mcgill.ca)  
Web: [www.mcgill.ca/macdonald](http://www.mcgill.ca/macdonald)

**Office hours and directions to the Student Affairs Office can be found at [www.mcgill.ca/macdonald/studentinfo/sao](http://www.mcgill.ca/macdonald/studentinfo/sao).**

#### FOR ACADEMIC INQUIRIES ABOUT A SPECIFIC SUMMER COURSE:

For academic information (prerequisites, placement test, departmental approval, etc.) regarding a specific course, please contact the department or unit offering the course. The name of the department or unit can be found under the course title and a list of contacts is available in [section 21: Departmental Contact Information](#). The following website also lists all Faculties, Schools, and Departments at the University: [www.mcgill.ca/index/academic](http://www.mcgill.ca/index/academic).



**N.B.:** Offices will be closed and there will be no classes on May 19, June 24, and July 1, 2014.

**MINERVA HELPLINE:** 514-398-7878

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## 20 How to Register for Summer Studies

**How do I register for a course at McGill University during the Summer?**

### 1. McGill Students:

Register online using your MINERVA student account in March. Please refer to the following website for specific registration dates: [www.mcgill.ca/summer/dates](http://www.mcgill.ca/summer/dates).

### 2. Non-McGill Students:

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

To submit your **Summer Registration Package**, please visit [www.mcgill.ca/summer/applying](http://www.mcgill.ca/summer/applying) and select the category that best applies to you.

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

For information regarding the status of your Summer Registration, please contact Enrolment Services at 514-398-7878, or submit an online query at [www.mcgill.ca/students/servicepoint](http://www.mcgill.ca/students/servicepoint).

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## 21 Departmental Contact Information

### Departmental Contact Information

#### Faculty of Agricultural and Environmental Sciences

*Dietetics & Human Nutrition*  
514-398-7842

*Food Science & Agricultural Chemistry*

#### Faculty of Education

*Educational & Counselling Psychology*  
514-398-4242

*Integrated Studies in Education*



## Departmental Contact Information

514-398-7898

*Plant Science*

514-398-7851

### Faculty of Arts

*Anthropology*

514-398-4300

*Art History & Communication Studies*

514-398-6541

*East Asian Studies*

514-398-6742

*Economics*

514-398-3030

*English*

514-398-6550

*French Language Centre*

514-398-4172, ext. 0758

*French Language & Literature*

514-398-6883

*History & Classical Studies*

514-398-3975

*International Development Studies*

514-398-4804

*Islamic Studies*

514-398-6077

*Languages, Literatures, & Cultures*

(formerly German, Hispanic, Italian, and Russian & Slavic Studies)

514-398-3650

*Linguistics*

514-398-4222

*Music*

514-398-4535

*Philosophy*

514-398-6060

*Political Science*

514-398-4800

*Quebec Studies*

514-398-4525

*Kinesiology & Physical Education*

514-398-4184, ext. 0302

### Faculty of Engineering

*Architecture*

514-398-6700

*Biomedical Engineering*

514-398-6736

*Chemical Engineering*

514-398-4494

*Civil Engineering & Applied Mechanics*

514-398-6860

*Electrical & Computer Engineering*

514-398-7110

*General Engineering*

514-398-7257

*Mechanical Engineering*

514-398-6296

*Mining & Materials Engineering*

Mining: 514-398-2215

Materials: 514-398-4755

### Desautels Faculty of Management

*BCom Office*

514-398-4068

### Schulich School of Music

*Music Research*

514-398-4535

### Faculty of Religious Studies

*Religious Studies*

514-398-4121

### Faculty of Science

*Biology*

514-398-6400

*Chemistry*

514-398-6999

**Departmental Contact Information**

514-398-6200

The McGill Summer Institute in Classical Studies offers students at all levels a unique opportunity to develop their understanding of the ancient world. Located within the heart of Montreal, Canada, the Institute is ideal for those students who are seeking to spend a summer studying in a culturally dynamic and bilingual city. The Institute is also suited for those considering a degree at McGill, or those wishing to gain experience in a collegiate setting as preparation for university. Interested students, parents, and teachers should contact Prof. John Serrati at [john.serrati@mcgill.ca](mailto:john.serrati@mcgill.ca).

Please visit the Summer Institute in Classical Studies website for more information: [www.mcgill.ca/classics/summer/summer-institute](http://www.mcgill.ca/classics/summer/summer-institute).

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## 23.2 Summer Study in Italy Program

### COURSES TAUGHT IN FLORENCE, ITALY

The Department of Languages, Literatures, and Cultures, in conjunction with other departments and the University of Florence, offers up to 12 credits of courses to be given in Florence, Italy, during the months of May, June, and July 2014. For more information, please see [www.mcgill.ca/italian/summer/florence](http://www.mcgill.ca/italian/summer/florence).

The deadline for applying to the program is March 28, 2014.

Applications are available at [www.mcgill.ca/italian/summer/florence](http://www.mcgill.ca/italian/summer/florence).



**Note:** All courses in Florence require permit overrides to register on Minerva. These permits will be issued after March 28, 2014, by Ms. Vanna Fonsato or Dr. Enrica Quaroni only to students who have applied and paid course fees. For updated program information, please consult [www.mcgill.ca/italian/summer/florence](http://www.mcgill.ca/italian/summer/florence).

Students will have the opportunity to register for the following Summer courses:

**ITAL 206 BEGINNERS' ITALIAN INTENSIVE** (6 credits)

(June 2–June 27, 2014, or June 30–July 25, 2014)

**ITAL 216 INTERMEDIATE ITALIAN INTENSIVE** (6 credits)

(June 2–June 27, 2014, or June 30–July 25, 2014)

**ITAL 255 ADVANCED READING AND COMPOSITION** (6 credits)

(June 2–June 27, 2014, or June 30–July 25, 2014)

**ITAL 307 TOPICS IN ITALIAN CULTURE** (3 credits)

(June 2–June 27, 2014, taught in English by Eugenio Bolongaro. Topic for Summer 2014: Interpreting Italy: National Identity in the Visual Age.)

**ITAL 309 PERSPECTIVES ON ITALY** (3 credits)

(May 5–May 30, 2014, taught in English by Ricardo Castro. Topic for Summer 2014: Florence and the shaping of the Modern Imagination.)

**ENGL 347 GREAT WRITINGS OF EUROPE 1** (3 credits)

(Not offered in 2014.)

**MUAR 387 THE OPERA** (3 credits)

(Not offered in 2014.)

**PHIL 242 INTRODUCTION TO FEMINIST THEORY** (3 credits)

(May 5–May 30, 2014, taught in English by Marguerite Deslauriers. Topic for Summer 2014: Italian Renaissance Feminism: Where are we now?)

**POLI 339 COMPARATIVE DEVELOPED: TOPICS 1** (3 credits)

(May 5–May 30, 2014, taught in English by Richard Schultz. Topic for Summer 2014: Media Regulation in the Age of the Internet.)

**POLI 359 TOPICS IN INTERNATIONAL POLITICS 1** (3 credits)

(June 2–June 27, 2014, taught in English by Mark Brawley. Topic for Summer 2014: The Art of Exchange.)

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## 23.3 French Language Centre

Students registering for courses offered by the French Language Centre, please also see *Programs, Courses and University Regulations > University Regulations and Resources > Summer > Student Types and Registration Procedures > section 3.1: Course Information and Regulations*.

### French as a Second Language

All French as a Second Language courses given at the French Language Centre have limited enrolment and mandatory placement tests for all students (including Beginners). Students who have already taken a course at the French Language Centre do not need to take

Please check our website: [www.mcgill.ca/flc](http://www.mcgill.ca/flc) for dates. At the placement test, students receive a permit so that they can register on Minerva. All students should bring to their placement test a photocopy of all transcripts showing previous French language courses. Credits will not be given to a student who has taken and passed equivalent courses at a CEGEP or another university.

Students must bring a headset or earbuds, the kind used with iPods, MP3 players, etc.

#### **Visiting and Special Students**

If you are not available for testing on the above dates, you should obtain a Pre-Placement Test from the French Language Centre by emailing [flc@mcgill.ca](mailto:flc@mcgill.ca).

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## **23.4 McGill Summer Institute for the Study of Montreal**

### **QCST 336 QUEBEC STUDIES SUMMER SEMINAR (6 credits)**

A six-week intensive course—June 2 to July 11, 2014.

Improve your French, discover Montreal, and experience the Quebec way of life!

The McGill Summer Institute for the Study of Montreal offers an extraordinary opportunity to enhance your French communication skills and discover Quebec's vibrant culture in the largest French-speaking city in North America. Through a multidisciplinary historical approach, this six-week intensive course brings together leading scholars in anthropology, archeology, history, political science, and literary studies as well as cultural figures, opinion makers, and public intellectuals. It is an integrated course in French language and Quebec history taught by cutting-edge specialists in second-language instruction and socio-cultural history.

#### **Benefits**

- Discover important elements of Quebec history and culture by interacting with well-known scholars and public figures;
- Improve your French oral and written communication skills and develop your critical mind by listening, reading, debating, and doing your academic assignments in French;
- Take advantage of a small class setting with the presence and expertise of two professors (one for the language component and one for the history component).

#### **Prerequisites and Registration**

Interested candidates must have a good intermediate level of French corresponding to either: TFI Working Proficiency in French ([www.etscanada.ca/images/pdf/tfi\\_score\\_descriptors\\_eng.pdf](http://www.etscanada.ca/images/pdf/tfi_score_descriptors_eng.pdf)) or DELF 2 A5 - A6 (CIEP); B2, Autonomie (European Council), or equivalent ([www.edufle.net/-Evaluation-.html](http://www.edufle.net/-Evaluation-.html)). Applicants must complete an admission test to ensure that they have the appropriate level to benefit from the course. An application package will be available at [www.mcgill.ca/summer/special/quebecstudies](http://www.mcgill.ca/summer/special/quebecstudies). Written and oral tests are mandatory. Students who have successfully completed the written test will be scheduled for a phone interview. In order to create an ideal learning environment, only 25 students will be selected. Classes are from Monday to Friday from 9:30 a.m. to 12:30 p.m.

#### 24.1.1.1 Career and Professional Development (Undergraduate)

The following business and professional programs are found in the School of Continuing Studies eCalendar under *Areas of Study > Career and Professional Development* (available at [www.mcgill.ca/study/faculties/continuing](http://www.mcgill.ca/study/faculties/continuing)).

- : *Certificate in Accounting*
- : *Certificate in Applied Finance*
- : *Certificate in Applied Marketing*
- : *Certificate in Entrepreneurship*
- : *Certificate in Health and Social Services Management*
- : *Certificate in Human Resources Management*
- : *Certificate in Management*
- : *Certificate in Public Relations and Communications Management*
- : *Certificate in Software Development*
- : *Certificate in Supply Chain Management and Logistics*
  
- : *Bachelor of Commerce for Part-Time Students*

#### 24.1.1.2 Education (Undergraduate)

The following education programs are found in the School of Continuing Studies eCalendar under *Areas of Study > Education* (available at [www.mcgill.ca/study/faculties/continuing](http://www.mcgill.ca/study/faculties/continuing)).

##### Programs for Qualified teachers:

- : *Bachelor of Education for Certified Teachers — Elementary Education — Native and Northern (90 credits)*
- : *Certificate in Aboriginal Education for Certified Teachers (30 credits)*
- : *Certificate in Aboriginal Literacy Education (30 credits)*
- : *Certificate in Education for First Nations and Inuit (60 credits)*
- : *Certificate in Education for First Nations and Inuit Physical Education (60 credits)*
- : *Certificate in First Nations and Inuit Educational Leadership (30 credits)*
- : *Certificate in First Nations and Inuit Student Personnel Services (30 credits)*
- : *Certificate in Inclusive Education (30 credits)*
- : *Certificate in Middle ScTm(ATj1 0 0 1 27istics)Tj0 G0 g/F1 10 Tf1 0 0 1 67.52 533.577 Tm(•)Tj0 0 1 rg0 0 1 RG/F2 80 g/F1 10 Tr 10 0 16 Tm(gistics)Tj0 G0 g/F1*



**24.2.1.2 Education (Graduate)**

The following business and professional program is found in the School of Continuing Studies eCalendar under *Areas of Study > Education* (available at [www.mcgill.ca/study/faculties/continuing](http://www.mcgill.ca/study/faculties/continuing)).

- : *Graduate Certificate in Counselling Applied to Teaching*

**24.2.1.3 Languages (Graduate)**

The following business and professional program is found in the School of Continuing Studies eCalendar under *Areas of Study > Translation* (available at [www.mcgill.ca/study/faculties/continuing](http://www.mcgill.ca/study/faculties/continuing)).

- : *Graduate Certificate in Professional Communication — Spanish (18 credits)*

**24.2.1.4 Translation (Graduate)**

The following business and professional programs are found in the School of Continuing Studies eCalendar under *Areas of Study > Translation* (available at [www.mcgill.ca/study/faculties/continuing](http://www.mcgill.ca/study/faculties/continuing)).

- : *Graduate Diploma in Translation — English to French Option (30 credits)*
- : *Graduate Diploma in Translation — French to English Option (30 credits)*
- : *Graduate Diploma in Translation — Spanish to English Option (30 credits)*
- : *Graduate Diploma in Translation — Spanish to French Option (30 credits)*

**24.2.2 Professional Development Courses**

For a complete list of professional development courses, workshops, and webinars offered by the School of Continuing Studies please visit [www.mcgill.ca/continuingstudies/programs-and-courses/courses-workshops](http://www.mcgill.ca/continuingstudies/programs-and-courses/courses-workshops) or call 514-398-5454.

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**25 Desautels Faculty of Management**

**Note:** The following section lists Special Courses and Programs offered in the summer by the Desautels Faculty of Management. For a complete list of summer courses, please click [here](#).

For the most up-to-date information concerning Summer Abroad courses, please consult the [Class Schedule](#) at [www.mcgill.ca/study](http://www.mcgill.ca/study).

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**25.1 Summer Abroad Brazil Program**

**MRKT 434 TOPICS IN MARKETING 1** (3 credits)

**ORGB 380 CROSS CULTURAL MANAGEMENT** (3 credits)

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**25.2 International Summer Program for Non-McGill Students**

**BUSA 481 MANAGING IN NORTH AMERICA** (3 credits)

**MRKT 434 TOPICS IN MARKETING 1** (3 credits)

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**BIOL 335 MARINE MAMMALS** (3 credits)

**BIOL 573 VERTEBRATE PALAEOLOGY FIELD COURSE** (3 credits)

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**27.3 Earth & Planetary Sciences**

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

**EPSC 341 FIELD SCHOOL 3** (3 credits)

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**27.4 Geography**

**GEOG 495 FIELD STUDIES – PHYSICAL GEOGRAPHY** (3 credits)

**GEOG 494 URBAN FIELD STUDIES** (3 credits)

