



**University Regulations and Resources (Graduate
and Postdoctoral Studies)**

Programs, Courses and University Regulations

2019-2020

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

1 . McGill University reserves the right to mak

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1 Regulations

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

1.1 Authorization, Acknowledgement, and Consent

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

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

1.2 Categories of Students

You must inform yourself of University rules and re

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

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

1.2.5 Thesis Evaluation Students

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

"Thesis Evaluation" students are considered to be:

- registered at the University in a full-time status;
- eligible for University services;
- eligible for funding;

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

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

Conditions

Students applying to be a Graduate Research Trainee:

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

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

1.2.10 Non-Resident Exchange Status

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

1.2.11 Medical Residents

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

1.2.12 McGill Staff as Graduate Students

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

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

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

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

1.2.13 Quebec Inter-University Transfer Agreement

1.2.13.1 Quebec Inter-University Transfer Agreement: McGill Students

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

If you are a regular McGill undergraduate or graduate degree, diploma, or certificate student, you may register, with your faculty's permission, at any Quebec university for three, or in some cases six, **credits** per term in addition to your registration at McGill. You may also obtain permission to complete a full term (i.e., 12 to 15 credits) at another Quebec university. Your combined registration may not, however, e

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

- The Quebec universities concerned may, at their discretion, refuse the registration of a student for any of their courses.
- You must complete your faculty and program requirements.
- You are responsible for ensuring that the McGill Class Schedule permits you to take these courses without conflict.
- The Quebec universities concerned are not responsible for special arrangements in cases of examination or class schedule conflicts.
- Grades earned at the host university will not be included in your McGill grade point averages (GPA) or show on your McGill transcripts.
- If you are attending McGill as an Exchange student from outside Quebec, you are not eligible to take courses at another Quebec institution through the IUT agreement.
- Any grades received late from host universities may delay your graduation.

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

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

1.3 Registration

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

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

All returning and new graduate students must register online at www.mcgill.ca/minerva. It is your responsibility to obtain departmental approval before registering on Minerva.

Courses may be added until the end of the course change period without penalty.

Returning Students:

Returning students register via [Minerva](#) between April 2, 2019 and August 14, 2019.

Newly-Admitted Students:

New students entering in **September 2019** register via [Minerva](#) between July 3, 2019 and August 14, 2019.

New students entering in **January 2020** register via [Minerva](#) between December 3, 2019 and January 6, 2020.

Note: If you fail to register during the normal registration period, you can register within the period designated by the Univ

not be included in your grade point average (GPA) calculation. This option cannot be added to your record after the course change add/drop deadline. With the exception of those who are eligible for a Graphos tuition sponsorship (see below), you will be responsible for any tuition fees associated with an "extra" course.

1.3.5.1 Graphos Scholarly Communication Courses

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



Notes:

- All Graphos courses are **pass/fail**
- Thanks to a sponsorship program, nearly all doctoral students and most master's students can take Graphos courses **at no extra cost provided that they do not withdraw at any time and submit all required assignments**. For eligibility details, check [this page](#).
- Since these courses finish before the end of term, **the Graphos add/drop and withdrawal (with and without refund) dates are often earlier than the standard University dates for full term courses**.
- Graphos courses are exempt from the "J" grade assignment percentage policy set out in the [University Student Assessment Policy](#) (see 3.1.7).
- Before registering, please consult the [Graphos website](#)

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

After the Course Change deadline, you may add courses exceptionally only with written permission of the instructor and your department, and the approval of Enrolment Services. A fee will be charged for each course you add.

1.3.9 Course Withdrawal

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

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

1.3.9.1 Courses that Begin in the Fall Term

Deadline for withdrawal (grade of W) with refund:

- Tuesday, September 24, 2019

Deadlines for withdrawal (grade of W) without refund:

-



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



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

Graduate students who wish to withdraw from McGill should consult [section 1.5: University Withdrawal](#), and submit a "Request for a University Withdrawal" form available at [Student Records Forms](#). Please note that this form is sent to the Management of Academic Records Office, Enrolment Services.



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

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



Note for Summer Studies: Refer to : [Student Types and Registration Procedures](#) and : [Student Records](#) for further information.

1.4.1 Class Schedule

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

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

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

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

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

Note for Health Sciences: F



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

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

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

Important Conditions for Multi-term Courses

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

1.4.4 Course Terminology

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

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

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

1.4.4.1 Course Nomenclature in Program Descriptions

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

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

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

1.4.5 Auditing of Courses

McGill does not permit auditing of courses.



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

1.5 University Withdrawal

If you are considering withdrawing from the University, you are strongly encouraged to consult with your adviser and your Student Affairs Office (www.mcgill.ca/students/advising/advisordirectory) before making a final decision.

1.5.1 Student's Responsibility

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



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



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

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

Students taking courses at another university must obtain a minimum grade of B- (65%) if the course is to be credited toward their McGill degree. In the cases where only a letter grade is used, a B- is the minimum passing grade and no equivalent percentage will be considered. In the cases where only a percentage grade is used, 65% is the minimum passing grade.

As a rule, no more than one-third of the formal coursework (excluding thesis, project, stage, or internship) of a McGill master's degree can be credited with courses from another university or degree (for example, courses taken before admission to the McGill degree, or courses taken through the IUT agreement during the McGill degree, if permitted).

Normally, if courses completed elsewhere or at McGill prior to admission to the McGill master's degree were not used to complete a degree, they could be credited toward the McGill degree, keeping in mind the one-third rule as described above. These would be entered as exemptions with credit at the time of admission.

If the courses completed elsewhere or at McGill prior to admission were used to complete a degree, exemptions may be granted without credit, i.e., the exempted course(s) must be replaced by other graduate course(s) at McGill. Double counting is not allowed, unless the department offering the master's degree permits it and the degree has an overall credit requirement greater than 45 credits. In other words, instances where exemptions with credit may be granted will be limited to the credit amount beyond the minimum of 45 credits for a McGill master's degree. The one-third rule as described above continues to apply.

Research and Thesis – Master's Degrees

All candidates for a research degree must present a thesis based on their own research. The total number of credits allotted to the thesis in any master's program must not be less than 24. The title of the thesis and the name of the examiner must be forwarded on a *Nomination of Examiners* form, available at www.mcgill.ca/gps/thesis/thesis-guidelines/initial-submission, in accordance with the dates on www.mcgill.ca/importantdates, through the Unit head or delegate of the department concerned at the same time that the thesis is submitted to Graduate and Postdoctoral Studies. A thesis for the master's degree, while not necessarily requiring an exhaustive review of work in the particular field of study, must show familiarity with previous work in the field and must demonstrate the ability to carry out research, organize results, and defend the approach and conclusions in a scholarly manner according to disciplinary norms. The thesis must be written in compliance with norms for academic and scholarly expression and for publication in the public domain. The thesis will not normally exceed 100 pages; in some disciplines, shorter texts are preferred. Guidelines and deadlines are available at www.mcgill.ca/gps/thesis/thesis-guidelines.

Language Requirements – Master's Degrees

Many master's degree programs do not include language requirements, but candidates who intend to proceed to a doctoral degree should take note of any language requirements and are strongly advised to take the examinations in at least one language while working for the master's degree.

1.7.2 Doctoral Degrees

Residency Requirements – Doctoral

Refers to a period of time, measured in terms or years, necessary for completion of the program. You are not permitted to graduate until you have fulfilled the residency requirement (and paid the corresponding fees) in your program.

Only exceptional candidates holding a bachelor's degree will be considered for direct admission to Ph.D. 1 level.

Candidates entering Ph.D. 1 must follow a program of at least three years' residency (end of Ph.D. 3). This is a minimum requirement, and there is no guarantee that the work of the degree can be completed in this time. Students are e

The thesis for the Ph.D. degree must display original scholarship expressed in good literate style and must be a distinct contribution to knowledge. **Formal notice of a thesis title and names of examiners must be submitted to eGraduate and Postdoctoral Studies (GPS) on the *Nomination of Examiners* eform, available at www.mcgill.ca/gps/thesis/thesis-guidelines/initial-submission, in accordance with the dates on www.mcgill.ca/importantdates, at the same time as the thesis is submitted.** The list of examiners must be approved by the eGraduate Program Department Director, the supervisor and the student. The Thesis section of eGraduate and Postdoctoral Studies should be notified of any subsequent change of title as early as possible. Guidelines and deadlines are available at www.mcgill.ca/gps/thesis/thesis-guidelines.

Special regulations for the Ph.D. degree in particular departments are stated in the entries of those departments.

eDoctoral Oral Defence

After the thesis has been received and approved, a final oral examination is held on the subject of the thesis and subjects intimately related to it. This is conducted in the presence of a Committee of at least five members presided over by a Pro-Dean nominated by Graduate and Postdoctoral Studies. The Chair of the candidate's department and the Thesis Supervisor are regularly invited to be members of the Committee; at least one member of the Committee is appointed from outside the candidate's department. Guidelines are available at www.mcgill.ca/gps/thesis/thesis-guidelines.

1.7.3 Coursework for Graduate Programs, Diplomas, and Certificates

If an upper-level undergraduate course (excluding 500 level) is taken by a graduate student, it must be approved by the Graduate Program Department Director. The recommendation must state if the undergraduate course is an additional requirement for the program (must obtain B- or higher) or if the course is extra to the program (will be flagged as such on the record and fees will be charged). See document at www.mcgill.ca/gps/students/registration.

English and French language courses offered by the French Language Centre (Faculty of Arts) or the School of Continuing Studies may not be taken for coursework credits toward a graduate program.

All substitutions for coursework in graduate programs, diplomas, and certificates must be approved by the Graduate Program Department Director before registration. Double counting of courses is not permitted.

1.8 Student Records

You are responsible for verifying your student records and progress throughout your academic career. The following sections describe a few useful tools to help you stay on track.

1.8.1 Grading and Grade Point Averages (GPA)

Classification of Grades:

Courses can be graded either by letter grades or in percentages, but the official grade in each course is the letter grade. Where appropriate, a class average appears on transcripts expressed as the letter grade most representative of the class performance.



Note for Graduate and Postdoctoral Studies: Class averages do not appear on transcripts for graduate courses. In the Faculty of Engineering, letter grades are assigned according to the grading scheme adopted by the professor in charge of a particular course.

Since Fall 2002, the University has only used letter grades on transcripts and verification forms.

Grades A through B- represent satisfactory passes, and F a failure. Certain courses have been approved for Pass/Fail (P/F) grading. Students must obtain grades of B- or better in courses used to fulfil program requirements.

Grading and Grade Point Averages (GPA)		
Grades	Grade Points	Numerical Scale of Grades
A	4.0	85–100%
A-	3.7	80–84%
B+	3.3	75–79%
B	3.0	70–74%
B-	2.7	65–69%
F (Fail)	0	0–64%

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 dividing the sum of the course credit, times the grade points by the total course GPA credits. The result is not rounded up to the nearest decimal point.

GPA credits are the credits of courses with grades that are assigned grade points.

$$\text{GPA} = \frac{\sum (\text{course credit} \times \text{grade points})}{\sum (\text{GPA course credits})}$$

The *term grade point average* (TGPA) is the GPA for a given term calculated using all the applicable courses at the same level in that term. The *cumulative grade point average* (CGPA) is the GPA calculated using your entire record of applicable courses at McGill at the same program; if you change programs, e.g., from master's to doctoral, the CGPA starts again.

If you repeat courses, all results are included in the GPA calculation. Therefore, grades of F or J continue to be used in the CGPA calculation even after you repeat the course or if you take a supplemental examination.

Note: Not all grades listed below apply to every faculty

2. Request a deferred exam, if you have the appropriate reasons and documentation.
3. Apply for a supplemental exam if permitted by your faculty.



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



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



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 [University Regulations & Resources](#) > *Undergraduate* > *Examinations: General Information* > *Final Examinations* > : *Final Examinations: Deferred Examinations*.

You must request option 3 by the f

1.8.2.3.1 Verification of Student Records: Unofficial Transcripts

Subject to [section 1.8.4: Changes to Student Records after Normal Deadlines](#), you are responsible for verifying your academic record on *Minerva* using the unofficial transcript to ensure that you are registered in the proper courses, and that the correct program information and expected term of graduation appear on your record.

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



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



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

1.8.2.4 Official Transcripts

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

Currently Registered Students: Use *Minerva* to order an official transcript at *Student Menu > Student Records Menu > Request Printed/Official Transcript*.

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

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



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

1.8.2.5 Course Numbering on the Transcript

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

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

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

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/key.

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



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

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

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

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

1.8.3 Verification of Student Records: Degree Evaluation

Degree Evaluation is a Minerva tool to help students and advisers compare the student's academic record with the requirements of a specific program. If you have access to Degree Evaluation on *Minerva* under the *Student Records Menu*, you can review your progress within your current program. Also, if you are considering a program change, you can generate a “what-if” comparison of your academic record with the requirements of another program.

The presentation in the **Degree Evaluation Report** may have a different appearance than the requirements listed in this publication. For example, a long



Note for Medicine and Dentistry: The Degree Evaluation tool is not used in the faculties of Medicine and Dentistry.



Note for Nursing: You may view Degree Evaluation Reports on Minerva. However, if you have completed courses that differ from the School's defined "Course of Study" for the program you are completing, it is highly recommended that you do so in consultation with your academic adviser. Any questions about a Degree Evaluation Report or requests for adjustments should be discussed with the Nursing Student Affairs Office.

1.8.4 Changes to Student Records after Normal Deadlines

1.8.4.1 Student Record Changes

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

1.8.4.2 Registrar Deadlines

Fall term – January 31

Winter term – June 1

Summer term – October 1

1.8.4.3 Before Registrar Deadlines

For record changes after the normal deadlines published in this publication, but before the [section 1.8.4.2: Registrar Deadlines](#), you must make a request in writing to your Associate Dean or Director, clearly explaining why you could not request the change before these dates. The Associate Dean or Director will review your request and make a decision. If your request is approved, the change is processed according to existing faculty and Enrolment Services student record procedures.



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

1.8.4.4 After Registrar Deadlines

The University does not normally consider a change requested after the [section 1.8.4.2: Registrar Deadlines](#) have passed. In situations where there are extraordinary personal or extraordinary academic circumstances that could not have been foreseen prior to these deadlines, you may formally request a student record change from your Associate Dean or Director. If your Associate Dean or Director approves the request, the change will be processed according to faculty and Enrolment Services student record procedures. You may be assessed a fee for a change requested after Registrar deadlines. For all changes other than grade changes, the faculty will file full documentation that supports the extraordinary circumstances with Enrolment Services.



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

1.8.4.5 Fee Assessment Consequences

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

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

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

Note that your faculty/school or Graduate and Postdoctoral Studies does not handle changes related to your citizenship and/or immigration or fee exemption status; see [section 1.12.1: Why Does McGill Collect Legal Documents fr](#)

1.9 Regulations Concerning Theses

1.9.1 Thesis Regulations

A thesis is a scholarly work requiring discussion of methodology, conclusions, and significance of the research beyond what might be expected for manuscripts for publication. A thesis must be written in English or French, except in courses where knowledge of a language is one of the objectives of the course. The University requires that all theses conform to the *general requirements* for master's and doctoral theses. Unless the Dean of Graduate and Postdoctoral Studies has given their consent in advance, departures from these norms will render a thesis unacceptable to fulfill the requirements for the degree.

1.9.2 Thesis Submission (Initial and Final Thesis Submission)

Theses may be submitted at anurI the609.071r1.50ptsThe. 0 y 0 .343 645.121 T67.55I the609.071r. Ho.795 645.121 T1(The the609.071rw3.715 654.841 m(144e the609

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

1.9.9 Oral Defence Outcomes

There are five possible outcomes of an oral defence. Decisions **A** and **B** qualify as a pass. Decisions **C**, **D**, and **E** qualify as not passed.

Pass

- **Decision A:** If the committee feels that the thesis and the responses to questions raised in the defence meet appropriate academic standards for the granting of the Ph.D. degree, the student will be judged to have passed the defence.
- **Decision B:** If the committee determines that minor revisions (i.e., stylistic or editorial changes that should be able to be completed in no more than three weeks) are necessary for the thesis to fulfill the academic standards necessary for partial fulfillment of the degree, the Pro Dean must delegate one member of the committee, usually the supervisor, to ensure that the student carries out the required changes within the stated time frame.

Not Passed

- access residence buildings;
- access meal plans;
- access the inter-campus shuttle bus.



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

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

1.11.1.1 ID Card Schedule for the Downtown Campus

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

- New students can obtain their ID card 24 hours after registering for their first course. Registration dates for new students can be found [here](#).
- Returning students must be registered for at least one course, and may present themselves at an ID card centre during their operational hours at any time in order to obtain a replacement card. Please refer to the following site for information on the downtown campus ID centre: www.mcgill.ca/student-records/personal-information/id.

1.11.1.2 ID Card Schedule for the Macdonald Campus

New students can obtain their ID card 24 hours after registering for their first course. Registration dates for new students can be found [here](#).A261.774 462.84 Tm(.)Tj/F

1.11.3 Preferred First Name

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

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

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

- McGill ID cards
- Class lists
- Student advising transcripts

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

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

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

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

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

1.11.4 Verification of Name

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

Note that you cannot change your legal name via Minerva. Requests for such changes must be made by presenting official documents (see [section 1.11.2](#)

1.12 Submitting Legal Documents

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

1.12.1 Why Does McGill Collect Legal Documents from You?

Your tuition status at McGill will vary depending on your legal status in Canada. In order for us to determine your appropriate rate of tuition (Quebec, Canadian out-of-province, or international), we require documentation confirming your current status. We also require these documents to confirm your valid citizenship/immigration status. To find out which documents you must provide—and when they are required—refer to: [section 1.12.2: What Documents Does McGill Need from You?](#)

Some of the documents McGill requests of you help us obtain your **Permanent Code** from the Government of Quebec. This unique 12-character code is created by the Quebec Ministry of Education, and is obligatory for all students registered in a Quebec institution. If you have previously attended school in

International Students

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

- You may need a Visitor's Permit or *eTA* issued by Immigration, Refugees, and Citizenship Canada at your port of entry into Canada. To determine if you are required to have a visa, please refer to the [Immigration and Citizenship](#) website
- Photo page of your passport
- Permanent Code Data Form (Notes 1 and 5)

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

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

Note 1: Your signed Permanent Code Data Form is usually required. If the names of your parents appear on your birth certificate, if you haV

1.12.3 Has McGill Received Your Documents?

1.12.3.1 Quebec/Canadian/International Fees and Immigration Status

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

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

Note: Ensure that you select the correct term when vie

legaldocuments.conted@mcgill.ca

There are two ways to submit a request:

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



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

1.13.4 Aegrotat Standing and Degree at McGill University

Aegrotat Standing is awarded in rare cases where a student, based on serious medical or similar evidence, is unable to complete course requirements within a reasonable time, or at all.

At McGill, this designation is currently applied toward the end of a student's degree program resulting in the awarding of an aegrotat degree. An aegrotat indicator of 'Y' at graduation signifies that a student was awarded such a degree. An aegrotat degree is awarded only to students in Good Standing who have been unable to complete their degree due to special circumstances. Information on this degree designation is included only in the convocation program, and not on the transcript.

Aegrotat Standing is rarely granted at McGill University. A formal request must be submitted to the Dean of the faculty in which the student is registered during the graduating year.

1.14.4 Minerva

Minerva is McGill's web-based information system serving applicants, students, staff, and faculty. To access Minerva, go to www.mcgill.ca/minerva and log in. Once logged in, you can:

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

For information on logging in to the Minerva website, visit our IT Services website at www.mcgill.ca/it and select **Services & software**; and then **Minerva for Students and Guests**.

1.14.5 myMcGill

myMcGill is a portal which gives students and staff a personalized interface to the University's information systems. It provides a central point of access to systems listed below, and displays timely news and important announcements.

Systems accessible through the portal include:

- Athletics
- Email
- FAMIS
- [McGill home page](#)
- InfoEd
- Library
- Minerva
- myCourses
- myFuture
- myLab
- Visual Schedule Builder

To access myMcGill, click **Quick Links**, available at the top of any McGill web page, and then click myMcGill, or go to mymcgill.mcgill.ca. Sign in with your McGill Username and McGill Password.

1.15 Student Health & Insurance

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

1.15.1 Health Professions – Immunization Requirement

A compulsory immunization program exists at McGill for students in the health science fields (including Dietetics), as well as in the School of Social Work. If you are a new student in those programs, you must complete the immunization program well before classes begin. You can find further information at www.mcgill.ca/wellness-hub/access-care/vaccines or by calling the Student Wellness Hub at 514-398-6017.

1.15.2 Health Insurance – International Students

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

By Senate regulation, all international students (full-time, part-time, half-time, Additional Session, Thesis Evaluation, Non-Thesis Extension, Special, Exchange, and Visiting) and their accompanying dependants must participate in the University's compulsory International Student Health Insurance Plan (IHI). The University and the Quebec Ministry of Education require a copy of your proof of health insurance on file. **Students covered by private health insurance require a copy of their proof of health insurance on file.**

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

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



Note for Continuing Studies: As a Continuing Studies student, you are not a member of SSMU or MCSS. Therefore, the coverage of the Students' Society's Health and Dental Plans is not applicable.



Note for Graduate and Postdoctoral Studies: Graduate students classed as Canadian full-time or Additional Session, Thesis Evaluation, Non-Thesis Extension, as well as postdoctoral candidates are automatically covered by their society's extended Health and Dental Plan (PGSS). Eligible students not charged automatically for insurance fees can choose to enrol themselves during the appropriate Change-of-Coverage period. For more information on what is covered by this plan, as well as enrolment, opt-out procedures, and deadlines, please refer to the latest information at studentcare.ca/rte/en/McGillUniversitygraduatestudentsPGSS_Home. Students without valid Canadian medicare, please see [section 1.15.2: Health Insurance – International Students](#), or the **Canadians who have been residing outside of Canada** section above.

1.15.4 Special Medical Needs

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

2.2 Failure Policy

Purpose

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

Scope

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

For a failed thesis examination or doctoral oral defence, the policy on *Thesis examination failures* applies; for a failed comprehensive examination, the [section 2.9: Ph.D. Comprehensives Policy](#) applies.

Definitions

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

Failure Policy

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

- a. fails two courses (i.e., two different courses, one failed course plus a failed repeat of the same course or one failed course and a failed supplemental exam for that course); **or**
- b. obtains two unsatisfactory Graduate Student Research Progress Tracking Reports and the academic unit in which the student is registered recommends that he or she be withdrawn; **or**
- c. fails one course, obtains one unsatisfactory Graduate Student Research Progress Tracking Report and the academic unit in which the student is registered recommends that he or she be withdrawn.

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

Students in a Qualifying Year

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

Readmission

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

Senate, October 11, 2000.

Revised by GPS Council, February 10, 2003; February 9, 2015.

2.2.1 Procedure to follow in cases of failure

In the event of a first failure (including an unsatisfactory Progress Tracking Report):

- For a **failed course**, the academic unit (department) must:
 - Ensure that the failing grade is recorded on the student's record (if a course).
 - Complete the web form [Recommendation following a First Failure](#) to indicate whether the student will:
 - write a supplemental examination (if academic unit (departmental) policy permits); **or**
 - retake the failed course; **or**
 - substitute the failed course by completing an equivalent course.
- For an **unsatisfactory Progress Tracking Report**, the academic unit (department) must:
 - Complete the web form [Recommendation following a First Failure](#) to record this first failure in the student's file.



IMPORTANT: The student will receive a copy of their academic unit's (department's) web form submission *as the official notification of their first failure.*

In the event of a second failure (including failure of a supplemental exam or an unsatisfactory Progress Tracking Report):

- The second failing grade must be recorded on the student's record (if a course or supplemental exam);
- After the academic unit (department) has met with the student regarding their unsatisfactory status, they must complete the web form [Withdrawal Recommendation following a Second Failure](#) to recommend to Management of Academic Records Unit, Enrolment Services that the student must be withdrawn from their program;
- Upon receipt of the Graduate Program Director's recommendation, Enrolment Services will send the student an official withdrawal letter and change the status to Withdrawn on the student's academic record.

Requesting an appeal in case of withdrawal due to failure:

A student withdrawn due to failure has 30 days to appeal this decision. It is the student's responsibility to present evidence of their case and provide any supporting documentation, including letters of support from their thesis supervisor and Graduate Program Director. The appeal and any supporting documents will be reviewed by the Associate Dean, Graduate and Postdoctoral Studies, and the student will be notified of the decision. That decision will be **final**. Students should be aware that appeals are rarely awarded, and only under truly exceptional circumstances.

A student who wishes to submit an appeal must:

- Prepare a detailed letter indicating the reasons for the appeal (addressed to the Graduate Associate Dean);
- Obtain any supporting documents (addressed to the Graduate Associate Dean);
- Submit the letter, together with all supporting documents, to the attention of Heidi Emami, Associate Registrar, Enrolment Services, 3415 McTavish, **before** the end of this 30-day period.



Note: A student in a graduate program who has failed one course while being a Special Student in graduate studies will have this failure count as a first failure in a related graduate program. Any further failure will require withdrawal from the program of study. A student may not claim medical reasons for a course failure after the fact. In the case of an examination, a dated medical certificate or appropriate document recommending a deferral (see "Other Grades" in [section 1.8.1: Grading and Grade Point Averages \(GPA\)](#)) > "L - deferred" and "LE or L* - further deferral") must be submitted to Graduate and Postdoctoral Studies with a recommendation from the academic unit (department) for a deferral **before or immediately after** the examination. In particular, such recommendation will not be considered if medical reasons are brought forth after a grade is submitted. Medical reasons declared after the fact will not be considered acceptable grounds of appeal of withdrawal under the *Failure Policy*.

2.3 Graduate Student Research Progress Tracking

1. Research Progress Reporting for Doctoral Students

1.1. At least annually, there must be a progress tracking meeting at which objectives for the upcoming year are established and prior progress recorded and evaluated. For doctoral students whose committees have been formed, a member of the supervisory committee or a representative from the academic unit must also attend. Units may also use [this form](#) (available at www.mcgill.ca/gps/students/research-tracking) for master's students in thesis and non-thesis research programs if this is a unit-wide practice.

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

2. Procedures

2.1. At the first annual progress reporting meeting h - annual prog grade1 0 0 1 516.uld tak

2.4 Graduate Student Supervision

1. Principles

- 1.1. Supervision is a recognized aspect of the academic duty of teaching.
- 1.2. Supervision involves responsibilities on the part of both the supervisor and supervisee.

2. Supervisors and Supervisory Committees

- 2.1. Although procedures and timeframes for choosing supervisors and supervisory committees may vary across programs, they must be consistent within a particular program and must be made clear to students. Units should consider the availability of student support, research facilities, space, and availability of potential supervisors in determining the number of students admitted into the program.
- 2.2. Graduate supervision is recognized as an integral part of the academic responsibility of professors in academic units where supervision is the normal practice, and must be considered in the allocation of workload, as should the teaching of graduate courses.
- 2.3. Thesis supervisors must be chosen from full-time tenure-track or tenured academic staff, or ranked contract academic staff who have research as part of their duties. Supervisors should have competence in the student's proposed area of research. When thesis supervisors retire or resign from the University, they cannot act as sole supervisors but may serve as co-supervisors, with the unit's and GPS's consent.

In a case where a student feels that totalling errors have been made in arriving at the final grade, the student can request the instructor to carry out a detailed check that all questions have been marked and that the final grade has correctly been computed on the basis of the term work, final examination, etc.

III. Rereads

According to the Charter, students have the right, subject to reasonable administrative arrangements, “to an impartial and competent review of any mark” (hereafter “reread”).

At the time the request for a reread is made, the student should have already met with the faculty member responsible for the course to review the mark, or made a reasonable attempt to do so.

Rereads can only be requested if a change upwards in the letter grade for the course is possible as a result of the reread. An essay/paper, assignment, or lab report must account for more than 20% of the course grade to be eligible for a reread.

The reread by a second reader is a review of the mark, not the work assigned. It is the second reader's task to determine whether the original mark is fair and reasonable, not to give the work a totally new assessment.

1. The time limit for requesting a reread is within 30 days after posting of the final marks for the course. However, in the case of work which has been graded during the course and returned to the student, students must indicate their intention to request a reread by writing to [Graduate and Postdoctoral Studies](#) within 5 working days of receiving the graded work. This intention must be confirmed within 30 days of the posting of the final marks for the course.



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

2. The request for a formal reread must be made by the student in writing to [Graduate and Postdoctoral Studies](#) and should specify the reasons for the request. It should include a statement indicating that the student has already met with the faculty member responsible for the course to review the mark or indicating why this has not been possible. The reread fee will be charged directly to the student's fee account after the result of the reread is received; this will be reimbursed if there is an upwards change in the letter grade for the course. The reread fee amount and other details can be found on the [Student Accounts website](#).
3. a) Administration of the reread is handled by Graduate and Postdoctoral Studies, not by the department. Graduate and Postdoctoral Studies will contact the department to obtain the course syllabus, the work to be reread, a list of potential readers, and details of the marking. **The list of potential readers must be approved by the Department Chair or Graduate Program Director. The Chair or Graduate Program Director must, as well, vouch for the impartiality of these readers.** All communication with the second reader is conducted by Graduate and Postdoctoral Studies.
b) The second reader is given the course syllabus, the original assignment with marginalia, corrections, summary comments, and mark intact, as well as any notes from the instructor pertinent to the general nature of the course or the assignment and grading schemes, etc.
4. The student's and the instructor's names are blanked out to reduce the possibility of prejudice and to help meet the requirements of the [Charter of Students' Rights](#) (available at www.mcgill.ca/students/srr/policies-student-rights-and-responsibilities) that the review be impartial. The rereader's name will not be made known to the student or instructor at any time; the student's name will not be made known to the rereader at any time.
5. a) The second reader should support his or her assessment with a brief memorandum to Graduate and Postdoctoral Studies. As a result of the reread process, the grade may become **higher or lower or remain unchanged**. The grade submitted by the second reader shall replace the original grade. The reread grade cannot be challenged.
b) In the case of requests for rereads of group work, all members of the group must sign the request, indicating that they agree to the reread. In the event that members of the group are not in agreement, the written request should indicate which students are requesting the reread and which students do not wish for a reread. In such cases, the outcome of the reread (whether positive or negative) will affect only the students who had previously agreed to the reread. Neither the reread grade nor the decision to opt in or out of the reread can be challenged.
6. The new grade resulting from the review will be communicated to the student in a letter from Graduate and Postdoctoral Studies, with a copy to the academic unit.

Prepared by the Committee on Graduate Programs, Supervision and Teaching.

Approved by Council of FGSR, May 12, 1995.

Revised May 1997, January 2011, July 2014, July 2015.

2.6 Guideline on Hours of Work

In order to maintain full-time status, a graduate student should not work more than 180 hours per term over 15 weeks with 12 hours per week.

2.7 Language Policy

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

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



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



Note for the Faculty of Law: Due to the bilingual nature of the Law program, examinations, term papers, and essays may be written in either English or French. Participation in Moot Courts may also be in either language. While examination questions are set in the language in which a course is given, they may contain materials in either English or French.



Note for Graduate and Postdoctoral Studies: You should refer to [University Regulations & Resources > Graduate > Regulations > Registration > section 1.3.5: Courses Taken as Extra to a Program](#).



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

- For a maternity or parental leave, the eligibility period of a maximum of 52 consecutive weeks is determined based on when the child is born; if the leave is interrupted for one or two terms, the eligibility period cannot be extended.

Leave vs. Residency Requirements

A leave in a residency term may be requested; however, upon return and re-registration in the program, it is the student's responsibility to ensure that the missing residency requirements are completed. A leave indicates a break in the program.

For more information on residency requirements refer to the : [Program Requirements](#) page, which appears under each faculty or school's graduate section.

Applying to Graduate Following a Leave

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

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

Funding Council Leave Policies for Graduate and Postdoctoral Fellowships

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

Procedure for Requesting a Leave

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

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

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

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



NOTES:

- A medical certificate must contain at least the following items:
 - the student or postdoc's name, as well as complete contact information for the physician;
 - a clear statement by the physician justifying the student or postdoc's inability to perform his/her academic duties, with start and end dates; and
 - if the request is submitted during a term for which the leave is requested, a clear explanation as to why the health condition(s) in question did not prevent the normal performance of academic duties at the beginning of the term.
- Requests without supporting documentation will **not** be considered.

2.9 Ph.D. Comprehensives Policy

Preamble

The majority of doctoral programs at McGill require candidates to pass a comprehensive examination or set of examinations or equivalent, such as qualifying examinations, preliminary examinations, candidacy papers, comprehensive evaluations, thesis proposals, etc. The results of this examination determine whether or not students will be permitted to continue in their programs. The methods adopted for examination and evaluation and the areas to be examined are specified by departmental regulations and approved by Graduate and Postdoctoral Studies. It is the responsibility of students to inform themselves of these details.

Objectives and Content

The purpose of comprehensive examinations is to determine whether the student demonstrates the necessary research skills and academic achievements to continue in the Ph.D. program. Objectives may include assessing one or more of the following:

- knowledge of the discipline
- understanding of the proposed field of research
-

Format

Units must provide doctoral students with a written description of the Ph.D. comprehensive process, detailing objectives and content, format, timing, assessment, grading and reporting, failures (and procedures for repeats).

The format of the comprehensive must be consistent for all students within a given program. The following list gives some of the more common formats, which are often combined:

- written examination
- take-home examination
- extended research paper(s)
- written research proposal
- oral examination (which may include or consist of a defence of a research paper or research proposal)

Timing

Units must clearly specify when the comprehensive must be taken and how this fits into the program milestones, e.g., whether all coursework must have been completed prior to undertaking the comprehensive and/or whether the comprehensive is the final step before thesis research and writing.

Scheduling of the comprehensive must be specified by the unit and the comprehensive exam must be completed by the end of PhD3. Students must be informed of the date of the exam with sufficient time to prepare for it.

Assessment

Evaluation parameters must be made clear, including information about who sets the exam questions and who evaluates the student. If performance is assessed by a committee, it must be made clear how the committee is appointed and who sits on it, and how the evaluation is to be carried out (consensus or vote).

Where there is more than one component to the examination (e.g., an oral exam plus a written exam), it must be made clear how these components are factored into the final grade. For example, it must be clearly specified whether each component counts equally, whether the assessment is global, and whether failure of one part of the comprehensive examination (or of one question) results in an overall failure.

All Ph.D. comprehensives must be represented by an administrative course number, usually XXXX 701. Grading of this course can be Pass/Fail or letter grades can be assigned: the same form of grading must be applied to all students in a program. A passing grade is required for students to continue in the program.

Feedback

The assessment and reasons for the decision, including identifying specific strengths and weaknesses, must be documented and provided to the student in sufficient detail to allow the student to understand the decision.

In the case of oral examinations, the student should also be given feedback on presentation, logical exposition, ability to answer questions, etc. To help ensure that assessments can be put in context, units may choose to make a record of the examination (including audio or video recording) and/or to have a neutral observer, chair, or outside committee member, or to make the oral open to members of the academic unit.

Failures

In the event that the student is judged to have failed the comprehensive, units must allow, without prejudice, one repeat of the comprehensive (in whole or in part) within a minimum of four months and a maximum of six months. After the first failure, a grade of HH (which designates “continuing”) will be recorded on the student’s transcript. The student must be informed in writing by the department that he/she has failed the comprehensive and must be informed of conditions relating to a repeat of the examination, including the nature of the re-examination and committee membership, as well as the deadline for retaking the exam. Units have the right to specify further requirements in the event of failure, e.g., requiring students to take an additional course or courses in areas where they have shown weakness on the comprehensive.

If the student does not repeat the exam by the deadline specified by the unit, the HH will be converted into F and the student will be withdrawn from the university. In the event that the repeat comprehensive is judged to have failed, the student will receive a grade of F and will be withdrawn from the university.

Approved by Executive of Faculty of Graduate Studies and Research (FGSR) Feb. 17, 1997 and Council of FGSR March 7, 1997; Revised by GPS July 9, 2014, June 29, 2015, and June 14, 2017.

2.10 Admission of Former Students

Students who have reached time limitation, who have officially withdrawn from the University by submitting a [Withdrawal Form](#), or who are not currently registered are eligible to be considered for readmission into their program. The student's academic unit must recommend that the student be readmitted, stipulating any conditions for readmission that it deems appropriate. If the student's unit chooses not to recommend readmission, the student may appeal to the Associate Dean (Graduate and Postdoctoral Studies). The decision of the Associate Dean (Graduate and Postdoctoral Studies) shall be final and not subject to further appeal.

Procedure: Requirements for completion of the program will be evaluated. Some of these requirements may need to be redone or new ones may be added. Fees will be based on the term of readmission up to the time limit of the degree (i.e., Master's 3 or PhD7) plus the term of readmission. Applicants should direct questions regarding fees to the appropriate [Graduate Program Coordinator/Administrator](#).

The [Request for Readmission Form](#) and other pertinent details regarding the readmission procedure can be found on the [GPS website](#).

Council – February 9, 2004; Revised January 18, 2016.

Senate – March 23, 2016.

2.11 Time Limitation

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

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

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

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

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

The new measures will apply to all students, including those who have reached time limitation prior to Fall 2016.

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

Senate, April 20, 2016.

2.12 University Student Assessment Policy

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

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

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

3 Graduate Studies at a Glance

3.1 Graduate and Postdoctoral Degrees Offered by Faculty

McGill University offers graduate and postdoctoral programs in the following units (organized by their administering home faculty):

Faculty of Agricultural and Environmental Sciences	Degrees Available
: Agricultural Economics	M.Sc.
: Animal Science	M.Sc., M.Sc.A., Ph.D.
: Bioresource Engineering	M.Sc., M.Sc.A., Ph.D.
: Biotechnology	M.Sc.A., Graduate Certificate
: Food Science and Agricultural Chemistry	M.Sc., Ph.D.
: Human Nutrition	M.Sc., M.Sc.A., Ph.D., Graduate Diploma
: Natural Resource Sciences	M.Sc., Ph.D.
: Parasitology	M.Sc., Ph.D.
: Plant Science	M.Sc., M.Sc.A., Ph.D., Graduate Certificate
Faculty of Arts	Degrees Available
: Anthropology	M.A., Ph.D.
: Art History	M.A., Ph.D.

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

3.2 Master's Degrees Available at McGill

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

Degree	Prerequisites
Master of Architecture M.Arch.	Professional degree – McGill B.Sc.(Arch.) degree, or equivalent. Post-professional degree – an M.Arch. (professional degree) or equivalent professional degree.
Master of Arts M.A.	Bachelor of Arts in the subject selected for graduate work. See appropriate unit.
Master of Business Administration M.B.A.	An undergraduate degree from an approved university. See : M.B.A. Program .
Master of Business Administration with integrated Bachelor of Civil Law / Bachelor of Laws M.B.A. with B.C.L./LL.B.	See : M.B.A. Program .
Master of Business Administration with Doctor of Medicine / Master of Surgery M.B.A. with M.D.,C.M.	See : M.B.A. Program .
Master of Education M.Ed.	Bachelor's degree with specialization related to the subject chosen for graduate work, plus a Permanent Quebec Teaching Diploma or its equivalent for some of the above degrees. See appropriate department.
Master of Engineering M.Eng.	Bachelor of Engineering or equivalent, with specialization appropriate for the subject selected for graduate study. See appropriate department. At least a bachelor's degree from a recognized university. See : Information Studies Admission Requirements and Application Procedure (ork. See appropriate)Tj1 0 0

Degree		Prerequisites
Master of Social Work with Bachelor of Civil Law and Bachelor of Laws	M.S.W. with B.C.L./LL.B.	See : Social Work Admission Requirements and Application Procedures .
Master of Urban Planning	M.U.P.	Bachelor's degree in any one of the following: Anthropology, Architecture, Economics, Civil Engineering, Geography, Law, Management, Political Science, Social Work, Sociology, or Urban Planning, with adequate knowledge of quantitative techniques. See : Urban Planning Admission Requirements and Application Procedures .

3.2.1 Master's Degree Programs and Specializations

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

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

Master of Arts (M.A.)

N/A

Master of Engineering (M.Eng.)

Chemical Engineering	Thesis, Non-Thesis	Environmental Engineering (Non-Thesis)
Civil Engineering	Thesis, Non-Thesis	Environmental Engineering (Non-Thesis)
Electrical Engineering	Thesis, Non-Thesis	N/A
Materials Engineering	Thesis, Non-Thesis	Environmental Engineering (Non-Thesis)
Mechanical Engineering	Thesis, Non-Thesis	N/A
Mining Engineering	Thesis, Non-Thesis	Environmental Engineering (Non-Thesis)

Master of Information Studies (M.I.St.)

The School of Information Studies offers a postgraduate professional program in librarianship. Two years of full-time study or the equivalent are required.

Information Studies	Non-Thesis	Project
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Master of Laws (LL.M.)

Law	Thesis, Non-Thesis	Bioethics (Thesis) Air and Space Law, Comparative Law, Environment (Thesis and Non-Thesis)
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Master of Management (M.M.)

Analytics	Non-Thesis	N/A
Finance	Non-Thesis	N/A
Manufacturing Management	Non-Thesis	N/A
IMPM	Non-Thesis	N/A
IMPMHL	Non-Thesis	N/A

Master of Music (M.Mus.)

Music – Composition	Thesis	N/A
Performance	Thesis	Jazz Performance, Early Music, Orchestral Instruments and Guitar, Collaborative Piano, Piano, Opera and Voice, Organ and Church Music, Conducting
Sound Recording	Non-Thesis	N/A

Master of Public Policy (M.P.P.)

Public Policy	Non-Thesis	N/A
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Master of Sacred Theology (S.T.M.)

A program leading to the degree of *Sanctae Theologiae Magister* (S.T.M.) is given in the School of Religious Studies. This degree is primarily for those who intend to enter the ministry of the Christian Church or another religious institution, or to proceed to teaching in schools. A Master of Arts program (thesis and non-thesis) is also available.

Religious Studies	Non-Thesis	N/A
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Master of Science (M.Sc.)

Agricultural Economics	Thesis	N/A
Animal Science	Thesis	N/A
Atmospheric and Oceanic Science	Thesis	Environment
Biochemistry	Thesis	Bioinformatics, Chemical Biology
Biology	Thesis	Bioinformatics, Environment, Neotropical Environment
Bioresource Engineering	Thesis, Non-Thesis	Environment (Thesis) Integrated Water Resource Management (Non-Thesis)
Biostatistics	Thesis, Non-Thesis	N/A
Cell Biology	Thesis	N/A

Master of Science (M.Sc.)

Chemistry	Thesis	N/A
Civil Engineering	Thesis	N/A
Communication Sciences and Disorders	Thesis	N/A
Computer Science	Thesis, Non-Thesis	Bioinformatics
Dental Sciences	Thesis, Non-Thesis	Oral and Maxillofacial Surgery (Thesis)
Earth and Planetary Sciences	Thesis	Environment
Entomology	Thesis	Environment, Neotropical Environment
Epidemiology	Thesis, Non-Thesis	Environmental & Occupational Health (Non-Thesis), Pharmacoepidemiology (Non-Thesis)
Experimental Medicine	Thesis	Bioethics, Environment
Experimental Surgery	Thesis, Non-Thesis	Global Surgery, Surgical Education, Surgical Innovation (Thesis)
Family Medicine	Thesis	Bioethics, Medical Education
Food Science and Agricultural Chemistry	Thesis, Non-Thesis	Food Safety (Non-Thesis)
Genetic Counselling	Non-Thesis	N/A
Geography	Thesis	Environment, Neotropical Environment
Human Genetics	Thesis	Bioethics, Bioinformatics
Human Nutrition	Thesis	N/A
Kinesiology and Physical Education	Thesis, Non-Thesis	N/A
Materials Engineering	Thesis	N/A
Mathematics and Statistics	Thesis, Non-Thesis	Bioinformatics, Computational Science and Engineering (Thesis)
Mechanical Engineering	Thesis	N/A
Medical Radiation Physics	Thesis	N/A
Microbiology	Thesis	Environment
Microbiology and Immunology	Thesis	N/A
Mining Engineering	Thesis	N/A
Neuroscience	Thesis	N/A
Otolaryngology	Thesis	N/A
Parasitology	Thesis	N/A
Pathology	Thesis	N/A
Pharmacology	Thesis	Environmental Health Sciences
Physics	Thesis	N/A
Physiology	Thesis	Bioinformatics, Chemical Biology
Plant Science	Thesis	Bioinformatics, Environment, Neotropical Environment
Psychiatry	Thesis	N/A
Psychology	Thesis	N/A
Public Health	Non-Thesis	Global Health, Population Dynamics
Rehabilitation Sciences	Thesis, Non-Thesis	N/A
Rt (Thesis)	Thesis, Non-Thesis	Environment, Neotropical Environment (Thesis)

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

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

Animal Science	Non-Thesis	Sustainable Agriculture
Bioresource Engineering	Non-Thesis	Environment, Environmental Engineering, Integrated Food and Bioprocessing
Biotechnology	Non-Thesis	N/A
Communication Sciences and Disorders	Non-Thesis	Speech-Language Pathology
Human Nutrition	Non-Thesis, Non-Thesis (Project), Non-Thesis (Practicum)	Dietetics Credentialing
Nursing	Non-Thesis	Advanced Clinical Practice, Direct Entry Nursing, Global Health, Global Health Direct Entry, Mental Health Nurse Practitioner, Neonatology Nurse Practitioner, Nursing Services Administration, Pediatric Nurse Practitioner, Primary Care Nurse Practitioner
Occupational Health	Non-Thesis (Resident), Non-Thesis (Distance)	N/A
Occupational Therapy	Non-Thesis	N/A
Physical Therapy	Non-Thesis	N/A
Plant Science	Non-Thesis	N/A
Social Work	Non-Thesis	Couple and Family Therapy

Master of Social Work (M.S.W.)

The M.S.W. degree represents a second level of professional study in which students build competence in a chosen field of practice.

Social Work	Thesis, Non-Thesis	Gender and Women's Studies (Thesis) International Partner Program, Gender and Women's Studies (Non-Thesis)
Joint Master of Social Work with B.C.L. and LL.B.	Non-Thesis	N/A

Master of Urban Planning

The program requires a minimum of two years residency and a three-month internship with a member of a recognized planning association.

Urban Planning	Non-Thesis	Transportation Planning, Urban Development and Urban Design
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Ad Hoc Master of Arts (M.A. (Ad Hoc))

Digital Humanities	Thesis	N/A
East Asian Studies	Thesis	N/A

3.3 Doctoral Degrees Available at McGill

The following section lists the doctoral degrees available at McGill, along with their prerequisites. See [section 3.3.1: Doctoral Degree Programs and Specializations](#) for specific programs and options for doctoral degrees.

Degree		Prerequisites
Doctor of Civil Law	D.C.L.	B.C.L. or LL.B. and usually LL.M. See : Law .
Doctor of Music	D.Mus.	M.A. in Composition (D.Mus. in Composition) or a master's degree in Performance, and professional and teaching experience (D.Mus. in Performance). See : Schulich School of Music .
Doctor of Philosophy	Ph.D.	An undergraduate degree relevant to the subject chosen for graduate work. Some departments require all Ph.D. candidates to hold a master's degree in the same subject. Departments may recommend that candidates of undoubted promise

Degree		Prerequisites
Joint Doctor of Philosophy	Ph.D.	should be allowed to proceed directly to the Ph.D. degree without being required to submit a master's thesis.
<i>Ad Hoc</i> Doctor of Philosophy	Ph.D. (<i>Ad Hoc</i>)	Joint Ph.D.s are offered in co-operation with other universities. Several departments offer the possibility of directly entering a Ph.D. program on an <i>ad hoc</i> basis, or, with the permission of the supervisor and the approval of the Graduate Program Director, exceptional students may transfer from the master's program to the <i>ad hoc</i> Ph.D. program.

3.3.1 Doctoral Degree Programs and Specializations

Program	Options	Offered by Faculty/School
Doctor of Civil Law (D.C.L.)		
Doctoral programs are offered in Air and Space Law and Law (Comparative Law). Both are predominantly research degrees awarded on the basis of a thesis that represents an original contribution to the development of legal science.		
Law	Air and Space Law, Comparative Law	Faculty of Law
Doctor of Music (D.Mus.)		

The Doctor of Music degree is offered in Composition. The Doctoral thesis consists of a musical composition of maj5.6s1 70.oeRrEon. yF

Doctor of Philosophy (Ph.D.)

Plant Science	Bioinformatics, Environment, Neotropical Environment	Faculty of Agricultural and Environmental Sciences
Political Science	Gender and Women's Studies	Faculty of Arts
Psychology	Behavioural Neuroscience, Language Acquisition, Psychosocial Oncology	Faculty of Arts, Faculty of Science
Quantitative Life Sciences	N/A	Faculty of Medicine
Rehabilitation Science	N/A	School of Physical and Occupational Therapy
Religious Studies	Gender and Women's Studies	Faculty of Religious Studies
Renewable Resources	Environment, Neotropical Environment	Faculty of Agricultural and Environmental Sciences
Russian	N/A	Faculty of Arts
1 70.53 580	N/A	Faculty of Education

Admissions Committee. All offers of admission have the approval of Graduate and Postdoctoral Studies, and are sent to applicants electronically by Enrolment Services.

4.2 Admission Requirements (Minimum Requirements to be Considered for Admission)



Note: The following admission requirements denote the minimum standard for applicants. Some graduate academic units may require additional qualifications or a higher minimum CGPA; applicants are strongly urged to consult the academic unit concerned regarding specific requirements.

Applicants should be graduates of a university of recognized reputation and hold a bachelor's degree of recognized reputation.

The applicant must present evidence of academic achievement: a minimum standing equivalent to a cumulative grade point average (CGPA) of 3.0 out of a possible 4.0 or a CGPA of 3.2 out of 4.0 for the last two full-time academic years. High grades are expected in courses considered by the academic unit to be preparatory to the graduate program. Some academic units impose additional or higher requirements.

See www.mcgill.ca/gradapplicants/international/apply/equivalency for information on grade equivalencies and degree requirements from countries in Europe and around the world. These equivalencies and requirements are provided for information only and are subject to change without notice.

4.3 Application Procedures

Application Checklist

All supporting application documents and required supplemental materials must be uploaded directly to the McGill admissions processing system. See www.mcgill.ca/gradapplicants/apply/ready/submit for information and instructions.

- 1. Online Application for Admission form:** www.mcgill.ca/gradapplicants/apply/ready.
- 2. Application fee:** non-refundable Canadian funds payable by credit card cover up to two program choices per term. Some programs may charge additional fees. If applicable, these will be automatically charged when you submit the application form. Please note that application fees and other charges are listed on the [Student Accounts website](#).
- 3. Transcripts:** your complete record of study from each university-level institution you have attended to date. Uploaded copies are considered unofficial; final, official copies will be required of admitted applicants.
- 4. Reference letters:** on the application form you must provide the names and email addresses of at least two professors who are familiar with your academic work. McGill will contact these referees and invite them to upload references on your behalf. N.B. some academic units require more than two referees; please consult *Admission Requirements and Application Procedures* for each academic unit at www.mcgill.ca/gradapplicants/programs. This topic is under discussion; please check with your academic unit before you begin requesting reference letters.
- 5. TOEFL, IELTS, GRE, GMAT results:** when registering for the test, please ensure that you request that results be sent directly to McGill University. McGill will then receive the results electronically, directly from the testing agency.

For detailed information regarding additional documents that may be required by certain academic units, please consult *Admission Requirements and Application Procedures*

Writing Sample: a recent sample of the applicant's written work, on any topic (not necessarily within the desired field of graduate study) and not necessarily previously submitted for evaluation or publication.

Written Work: a sample of the applicant's written work, drawn from essays, papers or other work previously submitted for academic evaluation or publication, and falling within the desired field of graduate study.

4.4 Admission Tests

Graduate Record Examination (GRE)

The Graduate Record Examination (GRE) (Educational Testing Service, Princeton, NJ 08540) consists of a relatively advanced test in the candidates' specialty, and a general test of their attainments in several basic fields of knowledge for which no special preparation is required or recommended. It is offered at many centres, including Montreal, several times a year; the entire examination takes about eight hours, and there is a registration fee. Refer to www.ets.org/gre for further information. Only some academic units require applicants to write the GRE examination, but all applicants who have written either the general aptitude or the advanced test are advised to ensure that official test results are sent to McGill directly by the testing service.

This credential is of special importance in the case of applicants whose education has been interrupted, or has not led directly toward graduate study in the subject selected. In such cases, the academic unit has the right to insist on a report from the GRE or some similar test. High standing in this examination will not by itself guarantee admission. The Miller Analogies Test may be used similarly. Some academic units of the Faculty of Education also require the taking of various tests.

Graduate Management Admissions Test (GMAT)

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

4.5 Competency in English

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

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

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

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

1. **TOEFL** (Test of English as a Foreign Language): minimum acceptable scores are:

Competency in English

iBT (Internet-based test)

86 overall (no less than 20 in each of the four component scores)

PBT (paper-based test)

567

*Note: an institutional version of the TOEFL is not acceptable.

2. **IELTS** (International English Language Testing System): a band score of 6.5 or greater.
3. **MELAB** (Michigan English Language Assessment Battery): a grade of 85% or higher.
4. University of Cambridge ESOL *Certificate in Advanced English* (CAE): a grade of "B" (Good) or higher.
5. University of Cambridge ESOL *Certificate of Proficiency in English* (CPE): a grade of "C" (Pass) or higher.
6. **Pearson Edexcel** (formerly Edexcel London) Test of English – Level 5 – with an overall grade of at least "Pass."
7. **McGill** Certificate of Proficiency in English or McGill Certificate of Proficiency – English for Professional Communication: Certificate of Proficiency awarded.

In each case, applicants must ensure that official test results are sent to McGill directly by the testing service. Applications cannot be considered if test results are not available. These scores are general minima; some academic units may set higher requirements.

Re

4.6 Admission to a Qualifying Program

Some applicants whose degree and academic standing make them very good candidates for admission to graduate studies, but who are considered inadequately prepared in the subject selected, may be admitted to a Qualifying program for a master's. The undergraduate-level courses to be taken in a Qualifying program will be prescribed by the academic unit concerned.

Qualifying students are registered in graduate studies, **but not as candidates for a degree**. Only one Qualifying year (i.e., two full-time terms) is permitted.

Entrance Fellowships are awarded on the basis of the application for admission, upon nomination by academic units. Most internal fellowships are awarded in this manner—please contact the proposed academic units directly for further information.

Research assistantships, teaching assistantships, and stipends from professors' research grants are handled by individual academic units at McGill. Fellowships, assistantships, and stipends are used to make funding packages for graduate students. All assistantship and stipend inquiries should be directed to units.

A small number of citizens from countries whose governments have entered into agreements on tuition fees with Quebec may be exempted from the supplemental tuition fees normally required of international students. Availability varies for such exemptions from year to year; refer to www.education.gouv.qc.ca/en/references/studying-in-quebec/exemptions/agreements-between-the-quebec-government-and-foreign-governments/, and contact your local government to find out if an agreement with Quebec is in effect. For further information and the necessary application materials, see www.education.gouv.qc.ca/en/references/studying-in-quebec/advantages-of-studying-in-quebec/. The list of organizations where students should apply can be accessed from this website.

For detailed information regarding the rules and regulations of graduate awards and fellowships administered by Graduate and Postdoctoral Studies (e.g., Tomlinson Doctoral Fellowships and Graduate Excellence Fellowships), please refer to the *General Award Holder's Guide*.

6 Research Policy and Guidelines

Students and postdoctoral fellows must inform themselves of University rules and regulations and keep abreast of any changes that may occur. The *Research Policy and Guidelines* section of this publication contains important details and should be periodically consulted, along with other sections and related publications.

6.1 Regulation on the Conduct of Research

Please refer to the Regulation on the Conduct of Research available at www.mcgill.ca/secretariat/policies-and-regulations.

6.2 Regulations Concerning the Investigation of Research Misconduct

Please refer to the Regulations Concerning the Investigation of Research Misconduct available at www.mcgill.ca/secretariat/policies-and-regulations. Consult also www.mcgill.ca/research/about/integrity for more information about research integrity.

6.3 Requirements for Research Involving Human Subjects

Please refer to the *Ethics and Compliance website* for information on policies and procedures for conducting research involving human participants: www.mcgill.ca/research/research/compliance/human.

6.4 Guidelines for Research with Animal Subjects

Please refer to the Policy on the Study and Care of Animals available at www.mcgill.ca/secretariat/policies-and-regulations. For more information on research with animal subjects, consult also www.mcgill.ca/research/animal.

6.5 Policy on Intellectual Property

Please refer to the Policy on Intellectual Property available at www.mcgill.ca/research/researchers/ip.

6.6 Regulations Governing Conflicts of Interest

Please refer to the regulations governing conflicts of interest available at www.mcgill.ca/secretariat/policies-and-regulations.

6.7 Safety in Field Work

Please refer to the policies on safety in field work av

- [section 7.3.10: Student Wellness Hub](#)
- [section 7.3.11: Tutorial Service](#)

7.3.1 Campus Life & Engagement (CL&E)

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

1010 Sherbrooke Street, Suite 203

Telephone: 514-398-6913

Email: cle@mcgill.ca

Website: www.mcgill.ca/cle

First-year students:

Email: firstyear@mcgill.ca

Website: www.mcgill.ca/firstyear

7.3.2 Career Planning Service (CaPS)

Provides career education, industry events, advising, mentoring, w

550 Sherbrooke W., Suite 585 (West Tower)

Telephone: 514-398-3786; 514-398-4486

Email: svoffice@mcgill.ca

Website: www

Centennial Centre, Room 124
Telephone: 514-398-7992
Website: mcgill.ca/macdonald-studentservices/health-wellness/clinic

7.3.11 Tutorial Service

Sponsors an extensive peer matching tutoring program for students.

Brown Student Services Building, AskMcGill Kiosk (East Wing Entrance)
Telephone: 514-398-8238
Email: tutoring

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

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

7.4.4 Office of Religious and Spiritual Life (MORSL)

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

Contact via email: cowanvl@gmail.com

7.4.5 Student Wellness Hub

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

Macdonald Campus
Centennial Centre, room 124
Telephone: 514-398-7992
Website: www.mcgill.ca/wellness-hub/access-care/macdonald-campus-care

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

7.4.6 Student Financial Aid

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

Telephone: 514-398-7992
Website: www.mcgill.ca/studentaid

7.4.7 Other Services

Office of Sustainability

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

Telephone: 514-398-2268
Email: sustainability@mcgill.ca
Website: www.mcgill.ca/sustainability

7.5 Residential Facilities

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

Mission statement

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

- Keeping the value of respect for ourselves, others, and the physical environment as our cornerstone
- Making environmentally and economically sustainable choices

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

7.5.1 Graduate Housing – Downtown

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

McGill University offers two main types of housing for graduate students: single-occupancy apartments and single bedrooms in houses with shared facilities. No family housing is available. Only a limited number of graduate spaces are a

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

Rent will be charged in 8 equal monthly installments.

- Single room \$537 monthly - \$4,476 Annual
- Double room \$489 monthly - \$4,092 Annual
- Renovated Single room \$554 monthly - \$4,612 Annual
- Renovated Double room \$505 - \$4,220 Annual
- Graduate room \$ 569 monthly - \$4,732 Annual

Ecoresidence: Each unit is a self-contained, fully furnished apartment with two or six single-bedrooms, and large, open common living areas.

Rent will be charged in 8 equal monthly installments except for the 12 months lease.

- Duplex 20 units (40 beds) Single Room - 12 month \$569 - \$7008 Annual
- Duplex 20 units (40 beds) Single Room - 8 month \$603 - \$5,004 Annual
- Sixplex 10 units (60 beds) Single Room - 8 month \$586 - \$4,868 Annual

An updated fee sheet will be available on the Macdonald residence website at www.mcgill.ca/students/housing/fees-applying/mac-fees.

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

7.5.2.2 Residence Occupancy – Macdonald Campus

The residence fees cover the period from **August 25, 2019 to April 30, 2020**. You must vacate your room at the end of the lease term. Only under exceptional circumstances will you be granted permission to arrive prior to the beginning date of the lease or remain in residence during the summer months. In these cases, you must apply to the [Campus Housing Office](#); an additional fee will be charged if permission is granted.

You can request permission to extend your stay in residence (at the normal weekly charge) if you are taking extended courses after the regular session, employed on campus, or registered for summer courses.

In exceptional circumstances, international students or students coming from a distance may be admitted early. Permission from the Campus Housing Office must be obtained prior to arrival. Floor Fellows may be admitted before the opening date of courses, if permission is granted by the Campus Housing Office.

7.5.2.3 Facilities for Non-Resident Students – Macdonald Campus

The Centennial Centre features common lounging areas such as the **Eco-Niche** CC Lobby, and when available, the **Ceilidh**. Lockers are available in the Macdonald-Stewart Building. You can rent them at the Students' Society Office in Centennial Centre. **Twigs Café**

- arena
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7.8 Extra-Curricular and Co-Curricular Activities

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

- international clubs;
- leadership groups;
- peer support programs;
- student government societies;
- religious groups;
- political clubs;
- communications and media groups such as the CKUT radio station, the McGill Tribune, and the McGill Daily;
- science clubs;
- literary, theatrical, and musical societies;
- athletic, recreational, and outdoor activity/sports groups;
- ...and many more.

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

7.8.1 University Centre, Thomson House, and Centennial Centre

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

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

7.9 Bookstore

7.9.1 Downtown Campus

The *Le James* – McGill Bookstore sells new and used textbooks, a full range of books for the academic and professional community, stationery supplies, technology, and McGill clothing and gift items. Visit the *Le James* website to sign up for email reminders so you are the first to know about services such as used textbook buyback and other events.

The *Le James* – McGill Bookstore is open year round. Please visit the [Le James](#) website for details and directions.

Main Store:

680 Sherbrooke Street West

Telephone: 514-398-5025

Online Order Pickup available at this location

Mobile Store (Seasonal)

McGill Lower Campus

Webstore: [lejames.ca](#)

7.9.2 Macdonald Campus

Located on the main floor of the Centennial Centre, the Robber's Roost Bookstore carries textbooks and course materials for Macdonald Campus classes.

McGill and Macdonald clothing and insignia items are also available on the floor of the Centennial Centre (student go) 313.328.1569.0 146.903 Tm (McGill and Macd Roost Books

Failure to check your McGill email on a regular basis in no way warrants the cancellation of interest charges and/or late payment fees. Refer to the [Student Accounts website](#) for information on payment due dates.

Term	Payment Due Date
Fall term	
All new and returning students	August 31, 2019
Winter Term	
All new and returning students	January 3, 2019

Late Payment Charges: If you have an outstanding balance greater than \$100 on your account at the end of October (end of February for the Winter term), you will be assessed a late payment charge, over and above the interest. See *Penalties and Fines* at www.mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/other.

8.2.1 Guest Access on Minerva

You may choose to give access privileges to a guest on Minerva. These privileges include viewing e-bills/account summaries, tax receipts, and e-payment.

The www.mcgill.ca/student-accounts/parents-and-sponsors/guest-access web page describes how to set up this access. You must provide certain information about the individual to whom you wish to grant access to your fee-related information. The guest will be contacted by email and provided with a link to use within a designated time period.

You can revoke guest access privileges at any time.

Note that [Service Point](#) staff may respond to questions from your authorized guest regarding the information to which they have been given access.

If you do not want to give a guest access privileges to Minerva, you can enter an “Alternate Student Billing” email address on Minerva to which Student Accounts will send a copy of the monthly e-bill notification.

You should not share your PIN (personal identification number) with anyone, including a guest on Minerva. *Guest Access* allows your guest to view your account information without knowing your PIN.

8.2.2 Payment Procedures

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

8.3 Tuition Fees

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



Note: Students who are required to submit documentation and who do not do so by the stipulated deadlines (December 1 – Fall; April 1 – Winter; August 1 – Summer) are billed at the non-Quebec Canadian or the international rate, depending on the documentation submitted. Students who are not automatically granted a fee deferral based on the University’s evaluation of their personal information at admission, and who expect their fee residency status to change within the term—contingent on appropriate supporting documentation—must contact either [Service Point](#)

For more information concerning fee exemptions, visit www.mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions or contact *Service Point*.

8.3.3 Tuition Assistance for McGill Staff

McGill staff may be entitled to a tuition waiver equivalent to 100% of the portion of eligible tuition fees. For complete details, refer to the policies and procedures found at www.mcgill.ca/hr/benefits/tuition. Should you not successfully complete the courses as detailed in the policy, the fee exemption will be cancelled and you will be required to pay these fees according to regular payment deadlines.

8.3.4 Staff Dependent Waivers

Students who are dependents of staff members or pensioners may qualify for a fee reduction. Y

8.6 Administrative Charges

The University assesses a number of administrative charges to students, which include:

Registration Charge – All students in courses and programs are assessed a registration charge.

Information Technology Charge – The purpose of the information technology charge is to enhance certain technological services provided to students as

8.8.1.4 Winter Term – after January 28

No refund.

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

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

8.9.2 Acceptance of Fees vs. Academic Standing

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

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

8.9.3 Deferred Admission

Students who defer their admission to the University will be subject to the tuition rates that are in effect for the term in which they are starting and not their original year of admission.

of the term in which the contract takes effect. For more information and the required forms, see www.mcgill.ca/student-accounts/parents-and-sponsors/third-party-sponsorship.

When a third party agrees to pay fees on behalf of a student, payment is recorded on the fee account, which reduces the balance the student must pay. The University reserves the right to insist upon payment. **If the third party does not pay the promised fees within 90 days of invoicing, the student is responsible for paying the fees plus the late payment fee and accrued interest.**

8.10.2 Students Receiving McGill Funding

Student funding may be paid directly to your student fee account or direct deposited to your bank. Please verify the payment schedule and the method of payment on *Minerva's* Financial Aid/Award menu if you are expecting a fellowship/award.

Students who are expecting awards to be paid in early January prior to the fee deadline may reduce their payment amount by the total amount of their awards. This will avoid unnecessary credit balances to be refunded.

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

8.10.3 External Scholarships

Students may also receive external scholarships from other organizations, outside agencies, parents' employers or community groups. These awards are typically sent directly to the University. Such students should provide the Student Accounts Office with a letter from the external body indicating the details and requirements of how the scholarship funds should be distributed, including any conditions for the award. If such information is not specified, the amount of the scholarship will be split into two terms and will be credited to the student's account as soon as the student is registered, with the second instalment credited the first working day in January. If the student does not meet the requirements of the scholarship, the funds will be returned to the external body.

Students may need an anticipated scholarship to reduce their balance owing for a given term. If so, email student.accounts@mcgill.ca with "**External Scholarships**" in the subject line, at least one week before the fee deadline as stated on the e-bill, and indicate the amount, currency (Canadian or US dollars) and agency or company issuing the scholarship. A fee deferral for the expected amount will reduce the amount owed. The deferral will expire by the end of September for the Fall term or January for the Winter term. Interest will be assessed at the prevailing rate on outstanding amounts beyond the deferral deadline.

8.10.4 Tuition and Fees – Payment Deferral

Students with no outstanding tuition or fees from a prior term may request that payment(s) of tuition and fees be deferred based on self-reported demonstrated sources of funding from the university, government, or other external agencies. Such requests will be granted on a term by term basis during which time no interest or late payment charges will be applied on the fees covered by the deferral. The length of time that a fee deferral is in effect will depend on the nature of the fee deferral. For the list of deferrals and their duration, please refer to the Student Accounts website at www.mcgill.ca/student-accounts/awards-assistance/tuition-fees-payment-deferral.

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

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



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

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

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

8.11 Tax Slips/Receipts

T4A, Relevé 1, T2202A, and Relevé 8 slips are issued on *minerva* under the *Student Accounts Menu* by the end of February each year. Note that a Quebec permanent code, a social insurance number, and a valid mailing address are required to be transmitted to *Revenu Québec* by the University as part of its tax reporting for both the Relevé 1 and the Relevé 8 slips; therefore, it is highly recommended that if you expect to be completing a Quebec income tax return, you provide this information to the University upon registration. More information on these slips is available at www

8.12 Yearly Fees and Charges

In thesis programs, students are charged a flat rate based on 15 credits per term if they are registered full-time. In non-thesis programs, students are charged a flat rate (based on 15 credits per term) if they are registered full-time, or a per credit rate if they are registered for less than 12 credits.

Exceptions: In the M.I.St., S.T.M., M.A. in Counselling Psychology (60-credit program), M.A. Teaching and Learning (Non-Thesis), M.Sc. in Public Health (Non-Thesis), M.Sc.A. in Nursing, M.Sc.A. in Occupational Therapy, M.Sc.A. in Physical Therapy, and M.Ed. programs, students are charged strictly per credit. Since Fall 2010, all newly-admitted students in the M.B.A. program are subject to a new flat-rate tuition rate structure.

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

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

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

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



Note: Please consult the [Student Accounts website](#) for the current fees payable by graduate-level students.

9 Information Technology (IT) Services

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

- find details on all IT services, including network connectivity, email, Minerva, myCourses, Microsoft Office 365, and more;
- search the McGill IT [Knowledge Base](#) for FAQs and How-To articles on all IT services. Search by keywords such as “myMcGill” or by specific article number;
- view [IT security alerts](#), such as phishing emails that target McGill;am R5 Tm(, emaf1 00 1 184.178 37/F1 13351.805 Tm(nSearch by k)Tj rg0 0 I

McGill ID card if you wish to borrow physical items from Library collections. Access to our electronic resources (e-books, e-journals, databases, etc.) is possible anytime and anywhere. You will be prompted to enter your McGill username and password when accessing our e-resources from off campus. The Library's website (www.mcgill.ca/library) is the portal to all our resources and services for your learning and research needs. There are thousands of

Course Number	Course Title	Credits
CESL 651	Pronunciation for Effective Communication	1

Course f

10.3 University Archives

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

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

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

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

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

10.4 Redpath Museum

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

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

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

10.5 McCord Museum of Canadian History

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

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

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

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

11.4 Recognition of Degrees

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

McGill University was a founding member of the organization that evolved into Universities Canada and remains an active member university to this day. In addition, McGill University is a member of the American Association of Universities (A.A.U.). It is also a member of the Association of Commonwealth Universities and the International Association of Universities. Its undergraduate, professional, and graduate degrees, including doctorates in a full range of disciplines, have been recognized by educational, government, and private organizations worldwide for decades.

All of McGill's degree programs are approved by the Government of Quebec.

11.5 Governance: Board of Governors

11.5.1 The Visitor

The Visitor

Her Excellency The Right Honourable Julie Payette

The Governor General of Canada

11.5.2 Board of Governors

Board of Governors

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

Chair

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

Principal and Vice-Chancellor

Michael A. Meighen; B.A.(McG.), LL.L.(Laval)

Chancellor

11.5.2.1 Members

Members

Bob Babinsky; B.A.(McG.)

Darin Barney; B.A., M.A.(S. Fraser), Ph.D.(Tor.)

Maryse Bertrand; B.C.L.(McG.), M.Sc.(NYU), Ad. E.

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

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

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

Alan Desnoyers; B.Com.(McG.)

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

Stephen Halperin; B.C.L., LL.B.(McG.)

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

Tina Hobday; B.C.L., LL.B.(McG.)

Ehab Lotayef; B.Eng.(Ain Shams)

Pierre Matuszweski; B.A.(Laval), M.B.A.(McG.)

Samuel Minzberg; LL.B.(McG.)

Derek Nystrom; B.A.(H.)(Wisc.), M.A., Ph.D.(Virg.)

Maarika Paul; B.Com., Gr. Dip.(McG.), F.C.P.A., F.C.A., C.B.V.

Administration

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

Fabrice Labeau; M.S., Ph. D. (Louvain)

Gillian Nycum; B.A.(Dal.), B.C./LL.B. (McG.)

Provost and Vice-Principal (Academic)

Deputy Provost (Student Life & Learning)

University Registrar and Executive Director of Enrolment Services

Executive Dir

Director

