



**University Regulations and Resources (School
of Continuing Studies)**
Programs, Courses and University Regulations
2022-2023

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

Archival copies are available at www.mcgill.ca/study.

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

1 . McGill University reserves the right to mak

Publication Information

Published by

Enrolment Services

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

All contents copyright © 2022 by McGill University. All rights reserved, including the right to reproduce this publication, or portions thereof, in any form.

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

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

- 1 General Policies and Information, page 11
 - 1.1 Authorization, Acknowledgement, and Consent, page 11
 - 1.2 Student Rights and Responsibilities, page 11
 - 1.3 Language Policy, page 11
 - 1.4 Academic Integrity, page 11
 - 1.5 University Student Assessment Policy, page 12
 - 1.6 Policy Concerning Access to Records, page 12
 - 1.7 Undergraduate Leave of Absence Policy, page 13
 - 1.8 Information Technology (IT) Policies and Regulations, page 14
 - 1.8.1 Responsible Use of McGill Information Technology Resources, page 14
 - 1.8.2 Report Security Incidents, page 14
 - 1.8.3 Use of Cloud Services, page 14
 - 1.8.4 Two-factor Authentication (2FA), page 15
 - 1.8.5 Email Communication, page 15
 - 1.8.6 Secure your Journey, page 15
 - 1.9 Student Health & Insurance, page 15
 - 1.9.1 Health Insurance – International Students, page 15
 - 1.9.2 Health Insurance – Canadian Citizens and Permanent Residents, page 16
 - 1.9.3 Special Medical Needs, page 16
 - 1.9.4 Academic Accommodation of Pregnant Students and Students Caring for Dependants, page 16
 - 1.10 Non-Smoking Policy, page 17
 - 1.11 Policy Concerning Cannabis, page 17
- 2 Personal Information, page 17
 - 2.1 Updating Personal Information, page 17
 - 2.2 Online (Distance) Programs, page 17
 - 2.3 Submitting Legal Documents, page 18
 - 2.3.1 Why Does McGill Collect Legal Documents from You?, page 19
 - 2.3.2 What Documents Does McGill Need from You?, page 19
 - 2.3.2.1 Fee Exemptions, page 20
 - 2.3.3 Has McGill Received Your Documents?, page 21
 - 2.3.3.1 R 1 119.093 256.742 Tmsurance – Canadian Cit9 ts,

- 2.5.2 Verification of Name, page 23
- 3 Registration for Continuing Studies Students, page 23
 - 3.1 How to Register Using Minerva, page 24
 - 3.1.1 Who Can Use Minerva?, page 24
 - 3.1.2 Registration for Full-Time McGill Degree Students Taking Continuing Studies Courses, page 24
 - 3.2 Other Ways to Register, page 25
 - 3.2.1 In-Person Registration, page 25
 - 3.2.2 Registration for Short Courses, Seminars, and Workshops, page 26
 - 3.2.3 Registration by Proxy, page 26
 - 3.2.4 Registering by Mail, Fax, or by Web, page 26
 - 3.3 Course Information and Regulations, page 26
 - 3.3.1 Classes with Limited Enrolment, page 26
 - 3.3.2 Course Withdrawals and Refunds, page 26
 - 3.3.2.1 How to Change (Add/Drop/Withdraw) a Course, page 26
 - 3.3.2.2 Minerva Registration Schedule 2021–2022, page 27
 - 3.3.2.3 Effective Date for Refunds, page 27
 - 3.3.3 Auditing of Courses, page 27
 - 3.4 Class Schedule, page 28
 - 3.5 Late Registration, page 28
 - 3.6 Registration in Courses Administered by Other Faculties, page 28
 - 3.7 Quebec Inter-University Transfer Agreement, page 28
 - 3.7.1 Quebec Inter-University Transfer Agreement: McGill Students, page 28
 - 3.7.2 32635ment,

4.6.1.2 Information for Students who are no Longer Registered, page 34

4.6.1.3 Cancelling Registration for Non-Payment of Previous T

-
- 5.7 Non-Evaluated Work for Continuing Studies Students, page 43
 - 5.8 Changes to Student Records after Normal Deadlines, page 44
 - 5.8.1 Student Record Changes, page 44
 - 5.8.2 Registrar Deadlines, page 44
 - 5.8.3 Before Registrar Deadlines, page 44
 - 5.8.4 After Registrar Deadlines, page 44
 - 5.8.5 Fee Assessment Consequences, page 44
 - 5.8.6 Student's Citizenship and/or Immigration or Fee Exemption Status, page 44
 - 5.9 Letters of Attestation for Continuing Studies Students, page 45
 - 6 Examinations: General Information, page 45
 - 6.1 Examination Accommodations for Students registered with the Office for Student Accessibility & Achievement, page 46
 - 6.2 Credit by Examination, page 46
 - 6.3 Final Examinations, page 46
 - 6.3.1 University Regulations Concerning Final Examinations for Continuing Studies Students, page 46
 - 6.3.2 Deferred Examinations for Continuing Studies Students, page 47
 - 6.3.3 Examination Conflicts for Continuing Studies Students, page 47
 - 6.3.4 Supplemental Examinations, page 48
 - 6.3.5 Reassessment and Reread Policy for Continuing Studies Students, page 49
 - 6.3.5.1 Reassessment of an Assignment or a Mid-term by the Instructor, page 49
 - 6.3.5.2 Reread of an Assignment or a Mid-term Exam by a Third Party, page 49
 - 6.3.5.3 Reread of a Final Exam by a Third Party, page 49
 - 6.3.5.4 Mark Verification, page 50
 - 6.4 Examinations: External Exam Proctors, page 50
 - 6.4.1 Contact Information, page 50
 - 7 Graduation, page 50
 - 7.1 Apply to Graduate, page 51
 - 7.1.1 Deadlines, page 51
 - 7.2 Graduation Approval Query, page 52
 - 7.3 Graduation Honours, page 52
 - 7.3.1 Graduation Honours: Dean's Honour List for Continuing Studies Students, page 52
 - 7.3.2 Graduation Honours: Distinction for Continuing Studies Students, page 52
 - 7.4 Awards for Continuing Studies Students, page 52
 - 7.5 Replacing a Diploma, page 53
 - 7.5.1 Required Documents, page 53
 - 7.5.2 Submitting your request, page 53
 - 7.5.3 Certified Copies, page 54
 - 7.6 Language Requirements for Professions, page 54
 - 7.7 Aegrotat Standing and Degree at McGill University, page 55
 - 8 Advising and the University Mission, page 55
 - 8.1 The Role of the Student in Advising, page 55

-
- 8.2 Contact Information for Continuing Studies Advising, page 55
 - 9 Service Point, page 56
 - 9.1 Location, page 56
 - 10 Student Services, page 56
 - 10.1 Office of the Executive Director, Services for Students, page 56
 - 10.2 Support for Students: Office of the Dean of Students, page 57
 - 10.3 Office for Students with Disabilities, page 57
 - 10.4 Ombudsperson for Students, page 57
 - 10.5 Optional Student Services, page 58
 - 10.5.1 Optional Student Services Package for Continuing Studies Students, page 58
 - 10.5.2 Career Planning Service (CaPS) Package for Continuing Studies Students, page 58
 - 10.5.3 McGill Athletics Package for Continuing Studies Students, page 58
 - 10.5.4 Parking for Continuing Studies Students, page 59
 - 10.5.5 University Centre for Continuing Studies Students, page 59
 - 10.5.6 Tutorial Service for Continuing Studies Students, page 59
 - 10.6 Bookstore, page 59
 - 10.6.1 Downtown Campus, page 59
 - 10.6.2 Macdonald Campus, page 59
 - 10.6.3 Institutional Sales Department, page 59
 - 10.7 Library Workshops, page 60
 - 10.8 Minerva Workstations for Continuing Studies Students, page 60
 - 11 Information Technology (IT) Services, page 60
 - 11.1 IT Support, page 60
 - 11.2 Communication and Collaboration, page 60
 - 11.3 Online Course Materials and Lecture Recordings, page 61
 - 11.4 Minerva, page 61
 - 11.5 Secure Your Journey, page 61
 - 12 Resources for Study and Research, page 61
 - 12.1 Libraries, page 61
 - 12.2 McGill Writing Centre, page 62
 - 12.2.1 McGill Writing Centre Contact Information, page 63
 - 12.3 University Archives, page 64
 - 12.4 Redpath Museum, page 65
 - 12.5 McCord Museum of Canadian History, page 65
 - 12.6 Lyman Entomological Museum and Research Laboratory, page 65
 - 12.7 Other Historical Collections, page 65
 - 13 The University, page 66
 - 13.1 History, page 66
 - 13.2 Incorporated and Affiliated Colleges, page 66
 - 13.2.1 Incorporated College, page 66

- 13.2.2 Affiliated Theological Colleges, page 66
- 13.3 University Government, page 67
- 13.4 Recognition of Degrees, page 67
- 13.5 Governance: Board of Governors, page 67
 - 13.5.1 The Visitor, page 67
 - 13.5.2 Board of Governors, page 68
 - 13.5.2.1 Members, page 68
 - 13.5.2.2 Student Representatives, page 68
- 13.6 Gov

1 General Policies and Information

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

1.1 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 Student Rights and Responsibilities

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

Further details regarding your rights and responsibilities are also available at mcgill.ca/secretariat/policies-and-regulations.

1.3 Language Policy

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

If you need to improve your English skills, you should take an intensive course in English as a second language before or at the start of your studies.

Information concerning second language course offerings can be found through the School of Continuing Studies at mcgill.ca/continuingstudies/area-of-study/languages and the *French Language Centre* at mcgill.ca/flc

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

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



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



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

1.5 University Student Assessment Policy

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

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

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

1.6 Policy Concerning Access to Records

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

Personal information is protected in the Province of Quebec by the *Act Respecting Access to Documents held by Public Bodies and the Protection of Personal Information* (the "Access Act"). The Access

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

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

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

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

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

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

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

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

1.7 Undergraduate Leave of Absence Policy

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

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

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

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

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

- A Leave of Absence may have an impact on a student's fee status once they re-enroll after their approved Leave. For more information, refer to the [Break in Enrolment](#) section on the Student Accounts webpage.
- Students who are eligible for scholarship renewal will not have scholarship monies transferred to their account while they are on leave of absence but will maintain eligibility for renewal upon registration in subsequent terms.
- Terms and conditions vary among loan and bursary providers; student consultation with an adviser in Scholarships and Student Aid is recommended.
- Professional programs may impose constraints to application of the undergraduate leave of absence policy due to accreditation requirements or placement limitations.
- International students are advised to contact [International Student Services](#) (ISS) regarding individual circumstances.



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



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



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

If you need to take a leave of absence because of pregnancy or because you need to care for a dependant, please consult [section 1.9.4: Academic Accommodation of Pregnant Students and Students Caring for Dependants](#).

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

1.8.4 Two-factor Authentication (2FA)

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

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

1.8.5 Email Communication

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

1.9.2 Health Insurance – Canadian Citizens and Permanent Residents

Canadians residing in Canada

All undergraduate and graduate (classed as Canadian full-time or Additional Session, Thesis Evaluation, Non-Thesis Extension, as well as postdoctoral candidates) students beginning in the F

Non-Scn3y-2ng P

Graduate Pr

2.3.1 Why Does McGill Collect Legal Documents from You?

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

Some of the documents McGill requests of you help us obtain your **Permanent Code** from the Government of Quebec. This unique 12-character code is created by the Quebec Ministry of Education, and is obligatory for all students registered in a Quebec institution. If you have previously attended school in Quebec, you should already possess a Permanent Code; it can be found on your school report card or your CEGEP and/or univ

if you are required to have a visa, please refer to the [Immigr](#)

2.3.3 Has McGill Received Your Documents?

2.3.3.1 Quebec/Canadian/International Fees and Immigration Status

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

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



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

2.4 Identification (ID) Cards

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

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

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

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



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

2.4.1 ID Card Schedule for the Downtown Campus

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



You must register for at least one course prior to the end of the regular registration period to avoid paying a late registration fee; exact fee amounts are available on the [Student Accounts](#) website. You may add courses until the end of the add/drop period without penalty. If you are in doubt about what course(s) to register for, you can meet with an adviser.

You are responsible for your course selection, registration, and ensuring that you have completed your program and degree requirements according to the regulations and deadlines indicated in this publication. Advisers and staff at the School of Continuing Studies are available to give you advice and guidance.

The School publishes an **Important Dates Supplement** three times a year that contains specific details on registration dates and information needed for the upcoming term. In case of discrepancy between what is published in the supplement and this publication, the supplement takes priority.

3.1 How to Register Using Minerva

Go to [Minerva](#) and follow the step-by-step instructions. You can register and/or make course changes using Minerva ONLY during the periods indicated in the Minerva Registration Schedule. For more information, see [section 3.3: Course Information and Regulations](#).

Before Going to Minerva:

- Read the timetable and registration instructions carefully. Not all courses are offered each term. Keep this in mind when selecting your courses. You can only register for one term at a time.
- See an adviser. If you wish to substitute required courses or enrol in courses outside your program, you must obtain written approval from your academic area, otherwise the course may not be recognized for credit toward your program. If you need to see an adviser, call your academic area well before registration to make an appointment.

Problems Using [Minerva](#)?

If you have any program or course-related questions regarding registration, contact the Student Affairs Office at 514-398-6200. If you have problems using Minerva, contact the Minerva Help Line at 514-398-7878.

Can't Remember Your PIN?

If you cannot remember your PIN, you can reset it using the "Forgot PIN?" button on the [Minerva](#) login page. If you are unable to reset your PIN, call the Minerva Help Line at 514-398-7878.

3.1.1 Who Can Use Minerva?

If you were registered at the School of Continuing Studies during the past year, or were recently admitted to a program, you must use Minerva to register for courses.

Exceptions

You will not be able to use Minerva to register if:

- you have outstanding fees
- you do not have a Permanent Code
- you have a registration hold on your record for administrative or academic reasons
- you are registering for a Language course and your record does not indicate successful completion of the previous level
- you do not have the prerequisite for the course(s) you wish to register for

If any of these conditions apply, you should see an adviser and register in person (see [section 3.2: Other Ways to Register](#)).

3.1.2 Registration for Full-Time McGill Degree Students Taking Continuing Studies Courses

If you are a full-time McGill degree student, you can use Minerva to register for a Continuing Studies course. If you are currently in a McGill degree program and want to take a Continuing Studies course for credit toward your program, you must obtain authorization from your faculty.

If you are currently in a McGill degree program and want to take a Continuing Studies course for interest or personal development, you can register using Minerva. With the exception of some Professional Development courses and some Faculty Partnerships and Summer Studies short courses, workshops, and seminars, these courses will appear on your official transcript but will not be considered for credit toward your degree.

3.2 Other Ways to Register

3.2.1 In-Person Registration

If you are a new Independent (Special) Student, or if you are unable to register using Minerva for any reason, you must register in person. This service is by appointment only. Please call Client Services for an appointment at: 514-398-6200.



Note: A registration appointment is not the same as an appointment to see an adviser. If you wish to meet with one of our advisers, please call for a separate appointment (see [section 8.2: Contact Information for Continuing Studies Advising](#)).

Please consult our [website](#) for specific dates for the Fall, Winter and Spring/Summer term in-person registration.

If you are required to take a Language Classification test, schedule an appointment at least two days after your test.

What to Bring to In-Person Registration:

Returning Students

1. McGill ID card or proof of Student Number (i.e., unofficial transcript)
2. Proof of satisf

3.2.2 Registration for Short Courses, Seminars, and Workshops

For registration in the following areas, please see the appropriate academic area:

Registration for Short Courses, Seminars, and Workshops

section 1: General Policies and Information

: Professional Development and Non-Credit Offerings (CE Units and Other)

: About the McGill Community for Lifelong Learning (MCLL)

3.2.3 Registration by Proxy

If you are unable to register during the scheduled registration periods, you can register by proxy. A proxy form is available at the School of Continuing Studies or at mcgill.ca/continuingstudies/registration. This form must be completed and signed by both you and the proxy holder. The School will not accept proxy forms sent by fax. The proxy holder must bring the signed form along with all supporting documents, and be prepared to pay the fees in full (see [section 3.2.1: In-Person Registration](#)).

3.2.4 Registering by Mail, Fax, or by Web

If you are registering for courses, workshops, or seminars offered by *Career and Professional Development* or by *Faculty Partnerships and Summer Studies*, refer to the specific course on the website at mcgill.ca/continuingstudies/contact-us. In some cases, you may be able to register by mail, fax, or via web.

3.3 Course Information and Regulations

The University reserves the right to mak

You can change sections, add, and drop courses only during the add/drop period. You will be charged a \$20 administrative fee for each course dropped. Refer to the *Important Dates Supplement* for specific add/drop dates. Courses dropped before and during the Late Registration and add/drop period will not show on your record.

3.3.2.1.2 How to Withdraw From a Course – Grade of “W”

You can withdraw from a course in one of two ways:

- Online using [Minerva](#) (*Registration Menu*)

3.4 Class Schedule

Class Schedule for the upcoming Fall and Winter terms normally becomes av

- The Quebec universities concerned may, at their discretion, refuse the registration of a student for re

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

4 Fees for Continuing Studies Students

The University reserves the right to make changes without notice in the published scale of fees. Please consult the Student Accounts website at mcgill.ca/student-accounts/tuition-fees. The University will publish this schedule as soon as the fees for the 2021–2022 academic year are announced.

The School of Continuing Studies is not responsible for any fees payable to an external association or institute.

4.1 Access to Fee Information

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

4.2 Billings and Due Dates for Continuing Studies Students

Invoicing of Fees

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

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

Failure to check email on a regular basis *in no way warrants* the cancellation of interest charges and/or late payment fees. Refer to the Student Accounts website at mcgill.ca/student-accounts for information on payment due dates.

Late Payment Fees

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 are charged a late payment fee according to the fee schedule found in [section 4.5: Other Fees for Continuing Studies Students](#).

4.2.1 Payment Procedures

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

4.3 Tuition Fees

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



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

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

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

4.3.2 International Students

Exemption from international tuition fees may be claimed by students in certain categories. Such students, if eligible, are then assessed at the Quebec student rate (certain categories may be assessed at the Canadian tuition rate). These categories and the required documentation for each of them, may be viewed at mcgill.ca/legaldocuments. Further information regarding these reductions of international tuition fees by the Quebec government is available on the *Student Accounts* website under *Tuition & Fees > General Tuition and Fees Information*.

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

4.3.3 Tuition Fees for Continuing Studies: Fees for Non-Credit Courses

Fees for non-credit courses and for short courses or seminars not recorded on the official McGill transcript are noted in *section 3.3: Course Information and Regulations* or on the Continuing Studies website at mcgill.ca/continuingstudies/fees-and-tuition. The MACES fee is included where applicable (see *section 13.8: Student Governance: McGill Association of Continuing Education Students (MACES)*).

4.3.4 Tuition Fees for Continuing Studies: Senior Citizens

Senior citizens aged 65 years and over, registered in credit or non-credit courses, will be credited an amount equal to 50% of the Quebec tuition fee rate. This policy applies to students who have turned 65 as of September 30 for the Fall term and January 31 for the Winter term.

Fee reductions do not apply to fees for: Intensive English and Intensive French, special programs in *Faculty Partnerships and Summer Studies*, and *Career and Professional Development*, or membership in the *McGill Community for Lifelong Learning*. Senior students who pay the International or non-Quebec rate will be credited 50% of the Quebec tuition fee for their program.

4.3.5 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 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.

4.3.6 Staff Dependent Waivers

Students who are dependents of staff members or pensioners may qualify for a tuition waiver. For complete details, refer to the policies and procedures found at 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.

4.4.1 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 well as to provide training and support to students in the use of new technologies.

Transcripts and Diploma Charge – The University assesses a transcripts and diploma charge to all students. This entitles currently enrolled students to order transcripts free of charge and covers the costs of producing diplomas and some of the costs associated with convocation ceremonies. Students who attend their convocation may be responsible for some additional costs. A fee per official transcript is applicable if you have not been registered at McGill in the last 12 months. Please see mcgill.ca/student-records/transcripts for further information.

Copyright Fee – All students in courses and programs are charged a copyright compliance fee. This fee covers the cost of using material protected by copyright. It is levied to comply with all Quebec and Canadian copyright laws.

General Administrative Charge – This fee originated from increases in ancillary fees that were allowed by the Quebec Government. The University complies with the Quebec government's regulation on administrati

Other Fees (rates as of 2019-2020)

Balances greater than \$1,000	\$75
Interest on outstanding balances (rate determined in February, to be applicable on June 1, is 1.24% monthly or 14.88% annually)	
Returned cheque or Pre-Authorized Debit payment*	\$45
Cheque Refund charge:	
on balances less than \$100	\$10
on balances \$100 and over	\$20
Reinstatement Penalty (see section 4.6.1: Overdue Accounts)	\$150
Rescheduled Examinations	\$33.12
Exemption by Examination	\$114.37
Comprehensive Challenge Examination (English and French Language Programs)	\$110.40
McGill School of Continuing Studies Test of English Language Proficiency (TELP)	\$118.81
Intensive Language Programs:	
Application Fee	\$86.41
Course cancellation prior to refund deadline	\$200



*** Note:** Please note that the \$45 fee for returned cheques and pre-authorized debit payments is in addition to the value of the amount debited for the returned item in question. For transactions in Canadian dollars, the amount debited is the same as the amount paid. For transactions in other currencies, including pre-authorized debit payments in US dollars, accounts will be debited at the exchange rate charged by the bank to the University. This sometimes represents a significant difference from the amount originally paid, depending on the rate of exchange on the date of the return.

4.6 Other Policies Related to Fees

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

4.6.1 Overdue Accounts

All tuition and fees assessed by the University must be paid in full or arrangements must be made to settle the debt.

Students' accounts are considered **delinquent** if they are not paid in full within 60 days after the bill is issued. McGill places a financial hold on these accounts, preventing students from obtaining official academic transcripts and from accessing Minerva for any registration functions.

Interest: Interest is charged on overdue balances at the monthly rate of 1.24%, multiplied by the balance outstanding at the end of the month (14.88% annually). The rate is evaluated each Spring, and then is set for the following academic year. See mcgill.ca/student-accounts/your-account/deadlines-and-penalties/overdue for more information.

4.6.1.1 Information for Registered Students

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

Brown Student Services Building
3600 rue McTavish, Room 3200
Montreal QC H3A 0G3
Telephone: 514-398-6013
Email: student.aid@mcgill.ca
Website: mcgill.ca/studentaid

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

4.6.1.2 Information for Students who are no Longer Registered

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

4.6.1.3 Cancelling Registration for Non-Payment of Previous Terms

In accordance with the fee policy stated in [section 4.6.1: Overdue Accounts](#), before the University cancels your current and subsequent term registration(s), the Student Accounts Office will make all reasonable efforts to contact you by email, phone, or mail. If you do not respond, the University will proceed with the cancellation of your registration(s) and may report the account to a credit bureau.

You need to notify the University at least one month before the beginning of the term in which the contract takes effect. For more information and the required forms, see mcgill.ca/student-accounts/parents-and-sponsors/third-party-sponsorship.

When a third party agrees to pay fees on your behalf, payment is recorded on your fee account, which reduces the balance you 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, you are responsible for paying the fees plus the late payment fee and accrued interest.**

4.6.5 Fees for Students in Two Programs

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

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

4.6.6 Other Policies Related to Fees: Quebec Inter-University Transfer Agreements

If you are taking courses as part of the **Quebec Inter-University Transfer (IUT)** agreement, you are required to pay the fees at your home university; see [section 3.7: Quebec Inter-University Transfer Agreement](#). The agreement covers only the transfer of academic credits.

IUT students taking courses at McGill are required to pay additional course charges that are compulsory upon registration, such as special activity charges, course material costs, or campus printing charges. Therefore, IUT students should familiarize themselves with e-billing in [section 4.2: Billings and Due Dates for Continuing Studies Students](#) to ensure that they do not miss critical payment deadlines.

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

4.7 Loans and Bursaries for Continuing Studies Students

Full-time students (registered for a minimum of 12 credits per term) may apply for provincial student loans and bursaries. Refer to mcgill.ca/studentaid for information on entrance scholarships, federal and provincial student assistance, McGill loans and bursaries, and loans available to U.S. citizens.

4.8 Corporate Tax Benefits for Continuing Studies Students

McGill University is recognized by the *Ministère du Travail, de l'Emploi et de la Solidarité sociale Québec* as a training establishment for the purpose of corporate tax benefits (registration number: 06C0084-00). Companies who are paying fees on behalf of their employees may be eligible for a tax deduction in accordance with Bill 90, or for the refundable training tax credit. Please refer to the following website for further information: www.emploiquebec.gouv.qc.ca/en.

4.9 Tax Slips for Continuing Studies Students

T4A (RL-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 T4A 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 av

5.1 Academic Standing

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

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

- [section 5.1.1: Academic Standing: Desautels Faculty of Management](#)
- [section 5.1.2: Academic Standing: Faculty of Agricultural and Environmental Sciences](#)
- [section 5.1.3: Academic Standing: Faculties of Arts and Science \(including B.A. & Sc.\)](#)
- [section 5.1.4: Academic Standing: Faculty of Education](#)
- [section 5.1.5: Academic Standing: Faculty of Engineering](#)
- [section 5.1.6: Academic Standing: Faculty of Law](#)
- [section 5.1.7: Academic Standing: School of Continuing Studies](#)
- [section 5.1.8: Academic Standing: Schulich School of Music](#)

5.1.1 Academic Standing: Desautels Faculty of Management

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

5.1.2 Academic Standing: Faculty of Agricultural and Environmental Sciences

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

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

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

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

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

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

If you are in Interim Satisfactory or Satisfactory Standing:

- you may continue in your program;
- you haU10 Tf1 0 0 1 0 1p2.477 333 Tu3.7.766 .18M 0 12aies of Ar

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

You will be placed in Probationary Standing:

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

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

If you are in Unsatisfactory Readmitted Standing:

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

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

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

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

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

If your Standing changes to Unsatisfactory:

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

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

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

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

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



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

5.1.4 Academic Standing: Faculty of Education

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

5.1.5 Academic Standing: Faculty of Engineering

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



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

5.1.5.1 Satisfactory Standing: Faculty of Engineering

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

You may continue with your gill.car671.(> 04.9 you ha)Tj1 0 00 0 1 206.873 9.car671 5 Tm(aculty of Engd67.52 290.412 twea)Tjha9con u may con defer one or more

5.1.5.3 Unsatisfactory Standing: Faculty of Engineering

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

a CGPA that is less than 1.20

or

a



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



Note for Engineering: One credit normally represents three hours total work per week. This is, in general, a combination of lecture hours and other contact hours such as laboratory periods, tutorials, and problem periods as well as personal study hours. As a guide, the average number of hours per week of course activities is indicated in the course listing in a note underneath the course description. For example, (3-1-5) indicates a course consisting of three lecture hours per week, one hour of tutorial or lab, and five hours of personal study per week.



Note for Summer Studies: For Summer courses, a three-credit course usually indicates ten hours of lectures per week starting in either the May, June, or July session and spanning a maximum period of five weeks.

5.2.1 Continuing Education Units (CE units)

Some courses at the School of Continuing Studies carry a Continuing Education Unit (CEU) rating. These courses do not normally count toward the fulfillment of a credit program.

A Continuing Education Unit is a measure of the number of hours of participation—contact and/or study—in an organized Continuing Education activity. One CE unit represents ten hours of participation.

5.3 Grading and Grade Point Averages (GPA) for Continuing Studies

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.

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

For undergraduate courses, Grades A through C represent satisfactory passes, D a conditional (non-continuation) pass, and F a failure. Certain courses have been approved for Pass/Fail (P/F) grading.

For graduate level courses, Grades A through B- represent satisfactory passes. Students must obtain a B- or better in courses to fulfil program requirements.

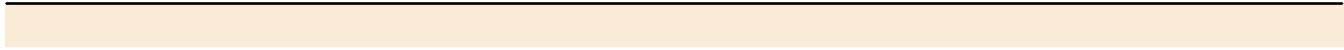
You cannot register in a course for which you have not passed all the prerequisite courses with a grade of C or better at the undergraduate level and B- or better at the graduate level, except by written permission of the Director. Certain programs hav

Graduate Grading

B+75-79%

3.3

75-79%



Currently Registered Students: Use [Minerva](#) to order an official transcript at *Student Menu > Student Records Menu > Request/Official Transcript*.

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

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

NE (No Evaluation) count toward a certificate, diploma, or degree program. Note that only courses administered by Continuing Studies can have a grade of NE.

If you are taking a general interest course (non-program) that does not have an evaluation process, you may request to be evaluated by completing a form prior to the start of the third lecture. You can find the form at:

www.mcgill.ca/continuingstudies/current-students/student-records/grades/non-evaluated-work-ne-grades. Note that this option does not apply to short courses, workshops, and seminars not included on the McGill transcript.

5.8 Changes to Student Records after Normal Deadlines

5.8.1 Student Record Changes

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

5.8.2 Registrar Deadlines

Fall term – January 31

Winter term – June 1

Summer term – October 1

5.8.3 Before Registrar Deadlines

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



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

5.8.4 After Registrar Deadlines

The University does not normally consider a change requested after the [section 5.8.3: Before Registrar Deadlines](#).

5.9 Letters of Attestation for Continuing Studies Students

You may obtain Letters of Attestation on *Minerva* under the Student Records Menu. You can also make a request at the Client Services Office. This letter will confirm that you are registered for the current term with the School of Continuing Studies, and will also include the following information:

- Registration load (full/part-time)
- Courses (course numbers and titles)
- Credit or CE units for each course
- Beginning and end dates for each course
- Certificate or diploma program in which the student is registered

If you require information from previous terms, you may order a transcript (www.mcgill.ca/student-records/transcripts).

Please allow 48 hours for these letters to be prepared.

For more information on obtaining a letter on *Minerva*, see www.mcgill.ca/student-records/proof-reg.

6 Examinations: General Information



Note: The University Exam Regulations governed by the University Student Assessment Policy are available at mcgill.ca/exams/regulations.

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

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

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

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

As per the *Code of Conduct and Disciplinary Procedures*, Article 17, cheating in any examination is considered a serious offence that could lead to expulsion from the University. Students are not permitted to have in their possession, or to use, any unauthorized materials during an examination. This includes electronic devices such as cell phones, iPods, MP3 players, PDAs, smart watches, and other web-access devices. Unauthorized items used during an exam will be reported to the Disciplinary Officer.

Responses on multiple-choice examinations are normally checked by the Exam Security Computer Monitoring Program. The program detects pairs of students with unusually similar answer patterns on multiple-choice examinations. Data generated by the program can be used as admissible evidence either to initiate or corroborate an investigation or a charge of cheating under Section 17 of the *Code of Student Conduct and Disciplinary Procedures*.

All students are responsible for familiarizing themselves with the University Student Assessment Policy (available on the *Secretariat website*) and the *Code of Student Conduct and Disciplinary Procedures* (available at mcgill.ca/exams/regulations).

You can find information about issues related to academic integrity at mcgill.ca/students/srr/honest.



Note for Engineering Students: You should also refer to the Engineering website for more information at mcgill.ca/engineering/students/undergraduate/courses-registration/exams-assessment.



Note for Law Students: You should also refer to the Law website for more information at mcgill.ca/law-studies/courses/exams.



Note for Medicine: Refer to mcgill.ca/ugme/policies-procedures/examinations.



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

6.1 Examination Accommodations for Students registered with the Office for Student Accessibility & Achievement

Students registered with the Office for Student Accessibility & Achievement with an active accommodation plan may register for accommodations for all tests, quizzes, exams, and finals. For more information see: mcgill.ca/osd/student-resources/forms/exam-sign.

6.2 Credit by Examination

In certain exceptional cases and in certain faculties, you can apply to the Associate Dean or Director to write a final examination in order to obtain credit in a course that you were not registered in. This is possible only in those courses where there is no other assessment except the final examination.

6.3 Final Examinations

Final examinations in regularly scheduled courses are held during the final examination period at the end of the term. The format of the final exams can be either online or in person, depending on the situation. The dates of the final examination periods are listed at mcgill.ca/exams.



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



Note for Summer Studies: All information pertaining to final exam conflicts can be found at mcgill.ca/summer/finalexams.

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

6.3.1 University Regulations Concerning Final Examinations for Continuing Studies Students

Preamble

The objectives of these regulations are as follows:

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

Regulations

1. These regulations shall apply to undergraduate courses up to and including the 500 level that are evaluated by the use of written examinations. They shall not apply to clinical, field, laboratory, performance, and seminar courses, or to other courses that are evaluated solely by means of a design, paper, program, or project.

Note for Continuing Studies: Regulation 1 also applies to graduate-level courses.

2. ~~Note for Continuing Studies:~~ In regular examinations, the total value of examinations given in this period shall comprise no more than 10% of the final mark.
3. If the written examinations in a course constitute 50% or more of the final mark, one of these shall be given as a final written examination; and it shall take place during the examination period after the last day of scheduled lectures in December or April.
4. A final examination given during the examination period shall be worth at least 25% of the final mark.
5. Students shall be informed of all course requirements by the end of the Course Change period. All term work shall be assigned early enough in the term for students to complete the assignment(s) by the last day of class.
6. The due date for term work in courses to which these regulations apply shall be no later than the last day of classes.

7. ~~Note for Continuing Studies:~~

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

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



Note for Continuing Studies: Students should consult www.mcgill.ca/continuingstudies/exams.

6.3.2 Deferred Examinations for Continuing Studies Students

If, for serious reasons such as illness or family affliction, you have not written one or more examinations, you may receive the permission of your Faculty Client Services Office upon providing supporting documentation to defer the examination to the next supplemental examination period, except in the Faculty of Engineering (where students write the examination the next time the course is given); see *University Regulations and Resources > Undergraduate > Examinations: General Information > Final Examinations > : Deferred Examinations: Faculty of Engineering*. You should be aware that the University will only defer examinations for compelling reasons, verified and accepted by the Client Services Office. You must provide supporting evidence such as an appropriate medical report, and you must inform the Client Services Office as soon as possible to explain why you missed the examination.



Note for Continuing Studies: There is no supplemental examination schedule.

You must **apply for deferred examinations on *Minerva*** if you are in one of the following faculties and schools:

- Agricultural and Environmental Sciences, incl. Human Nutrition
- Arts, incl. Information Studies, Religious Studies, and Social Work
- Continuing Studies
- Education
- Engineering
- Physical and Occupational Therapy
- Science, incl. Computer Science

If you do not belong to one of the above faculties, consult your faculty for application procedures.

The **final application deadline for deferred examinations** is **January 15** (for Fall term courses), and **May 15** (for Winter term courses and courses that span the Fall and Winter terms) for the following faculties and schools:

- Agricultural and Environmental Sciences, incl. Human Nutrition
- Arts, incl. Information Studies, Religious Studies, and Social Work
- Continuing Studies
- Education
- Management
- Science, incl. Computer Science

If your request is approved, an L will appear in place of a grade in those courses. The grade you obtain on the deferred examination will replace the grade of L on your official transcript.

If you receive a grade of D, F, J, or U in a course after a deferred examination, no supplemental examinations will be available. You must either re-register in the same course the following term or in an approved course substitute.

If you are not granted deferred status, you will receive a grade of J in the course, which will count as a failure in the TGPA and CGPA. You may, however, be allowed to write a supplemental examination. Please note there are no supplemental exams in *Agricultural and Environmental Sciences, Management* courses, or for the *School of Continuing Studies*. For the *Faculty of Engineering*, supplemental exams are exceptionally offered for some Science, Humanities, and Social Sciences courses. For a list of these courses, see the Faculty of Engineering website (www.mcgill.ca/engineering).

For Summer term courses, check with your Client Services Office on the availability and restrictions on deferred and supplemental examinations.

If you have already written an examination, you cannot later request for the exam to be deferred. You should consult your Client Services Office regarding the availability of supplemental examinations.

6.3.3 Examination Conflicts for Continuing Studies Students

If you have an examination conflict, you must complete an “**Examination Conflict Form**” and return it to the

6.3.4 Supplemental Examinations

If you are in

6.3.5 Reassessment and Reread Policy for Continuing Studies Students

In accordance with the *Charter of Students' Rights* (available at www.mcgill.ca/students/srr/policies-student-rights-and-responsibilities), and subject to the conditions stated therein, students have the right to consult any written submission for which they have received a mark and the right to receive an explanation from the instructor or, as the case may be, the examiner.

Students also have a right to an impartial and competent reread of any written assignment completed during the course of the semester, as well as final exams. However, it is strongly recommended that students meet with the course instructor before requesting a third-party reread.

Reassessments in courses not offered by the School of Continuing Studies (SCS) are subject to the deadlines, rules, and regulations of the relevant Faculty.

Students are required to keep any material, in its wholeness and original form, as it was returned to them. A reassessment request will be refused if the relevant material is not provided in support of the request.

Grades received for course components other than written work or examinations, such as presentations and/or participation marks, are not subject to the procedures noted below. Students should meet with the instructor to address any concerns regarding these forms of assessment.

SCS recognizes four types of reassessment:

- [section 6.3.5.1: Reassessment of an Assignment or a Mid-term by the Instructor](#)
- [section 6.3.5.2: Reread of an Assignment or a Mid-term Exam by a Third Party](#)
- [section 6.3.5.3: Reread of a Final Exam by a Third Party](#)
- [section 6.3.5.4: Mark Verification](#)

6.3.5.1 Reassessment of an Assignment or a Mid-term by the Instructor

This type of reassessment applies to written assignments such as papers, quizzes, and mid-term exams completed during the term. Please also refer to [section 6.3.5.3: Reread of a Final Exam by a Third Party](#).

Reassessment of a group-written assignment requires the consent of all members of the group.

Requests for a review of a specific assignment **must be made directly to the instructor within 10 working days* of the date of return of the graded material**. *Requests received after this deadline will not be considered*. Results of the reassessment will normally be completed within 20 working days* of the receipt of the request. The grade may be increased, lowered, or remain the same. Whether the reassessed grade is higher or lower, it takes precedence over the original grade.

For English and French Intensive Language Programs, requests for a review of a specific assignment **must be made directly to the instructor within 3 working days* of the date of return of the graded material**. *Requests received after this deadline will not be considered*. Results of the reassessment will normally be completed within 5 working days* of the receipt of the request. The grade may be increased, lowered, or remain the same. Whether the reassessed grade is higher or lower, it takes precedence over the original grade.

* "Working days" means Monday through Friday.

6.3.5.2 Reread of an Assignment or a Mid-term Exam by a Third Party

This type of reassessment applies to written assignments such as papers, quizzes, and mid-term exams completed during the term. Please also refer to [section 6.3.5.3: Reread of a Final Exam by a Third Party](#).

Students who wish to contest a grade for a specific assignment should first meet with the instructor and discuss their concerns and questions. If a student

- **September 30** for courses offered in the Spring/Summer term
- **January 30** for courses offered in the Fall term
- **May 30** for courses offered in the Winter term

For English and French Intensive Language Programs, students must **apply in writing** by the following deadline:

- **2 working days*** from the date when final exam grades are posted

All deadlines are strictly enforced, and no late requests will be accepted. Whether the reassessed grade is higher or lower, it takes precedence over the original grade.

* "Working days" means Monday through Friday.

6.3.5.4 Mark Verification

In a case where a student believes that an error has been made in arriving at the final grade for a course as a whole, a **Verification of Grade** form must be completed at the *SCS Client Services* Office requesting that the instructor carry out a detailed check that the final course grade has been computed correctly.

For all courses and programs of study, the request **must be made within 10 working days* of the date on which the final grade appears on the student's transcript**. *Requests received after this deadline will not be considered*. The mark verification process should normally be completed within 20 working days* of receipt of the request by SCS Client Services.

* "Working days" means Monday through Friday.

6.4 Examinations: External Exam Proctors

Upon request, McGill will act as proctor for paper-based and online exams from universities or professional accreditation associations and organizations.

For complete information on scheduling, fees, payment and all other details please consult the [Exams website](#).

6.4.1 Contact Information

Email: proctor.es@mcgill.ca

Website: mcgill.ca/exams/dates/proctor

7 Graduation

In order to graduate, you must complete faculty and program requirements in the program you were admitted to and registered in. **It is your responsibility to meet all faculty and program requirements before graduation.**

At the time of graduation from an undergraduate degree, you must be in Satisfactory Standing with a minimum CGPA of 2.00. Some faculties may require a higher CGPA in order to graduate.

You should contact your adviser (graduate students should contact their department) early in the graduating year to make sure you will meet your program requirements by graduation time. For contact information on advisers, see mcgill.ca/students/advising/advisordirectory.

Once your record has been approved for graduation, your unofficial and official transcripts will indicate the notation "Degree Granted" after approval by the University Senate.

• **Fall term graduation** (courses completed by the end of December; transcript will indicate "Degree Granted" in February after approval by the University Senate; diploma will be conferred at Spring convocation): You must apply on Minerva by the end of November.

• **Winter term graduation** (courses completed by the end of April; transcript will indicate "Degree Granted" in May after approval by the University Senate; diploma will be conferred at Spring convocation): You must apply on Minerva by the end of February.

• **Summer term graduation** (courses completed by the end of August; transcript will indicate "Degree Granted" in October after approval by the University Senate; diploma will be conferred at Fall convocation): You must apply on Minerva by the end of March.

For more information on applying to graduate, refer to the [Apply to Graduate](#)

Minimum Residency Requirement

The total number of McGill credits required to graduate is known as the minimum residency requirement. You must successfully complete a minimum of 60 McGill credits to obtain a McGill undergraduate degree. Some programs have specific requirements on the type of credits that must be completed at McGill. For example, two-thirds of all program requirements must be completed at McGill. For specific information refer to your faculty section of this publication.

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

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



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

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

7.1 Apply to Graduate

Most undergraduate students and non-thesis graduate students (master's, certificates, diplomas) must use [Minerva](#) to apply to graduate (go to [Student Records](#) > [Apply for Graduation for Your Primary Curriculum](#)). It is your responsibility to inform McGill of your intention to graduate. You need a minimum residency requirement of 60 credits at McGill to qualify for a McGill undergraduate degree. For more information, see [section 7: Graduation](#). The minimum CGPA required to graduate is 2.00, and you must be in Satisfactory Standing.

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

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

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

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

7.1.1 Deadlines

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

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

7.2 Graduation Approval Query

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

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

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

Value: \$350 each.

Bernard J. Finestone Prizes in General Insurance

Established in 1989 in recognition of Mr. Finestone's contribution to insurance studies at McGill. Awarded to the top student who has successfully completed the General Insurance I course and to the top student who has successfully completed the General Insurance II course at the McGill School of Continuing Studies. Awarded by the Executive Committee of the School.

Value: \$400 each.

The Edward C. Webster Prize in English as a Second Language

Established in 1989 in memory of E.C. Webster in recognition of his contribution to the School of Continuing Studies as its Director from 1968-1972. This prize is awarded annually to the student obtaining the highest standing in the Certificate of Proficiency in English.

Value: \$300.

Jacob Jonker Memorial Prize

Established in 2003 by Jonker Navigation Corporation in memory of Jacob Jonker, to recognize the academic performance of the top students graduating with the Diploma in Management (General).

1. Via [Service Point Checkout eStore](#) – Follow the instructions found at mcgill.ca/graduation/diplomas first, then to submit the order go to spcheckout.mcgill.ca.
2. Come to [Service Point](#) in person with the required documents. You must pay the replacement fee of CAD\$120 per diploma copy (includes trackable mail delivery). Payment is accepted by **debit card only**. If you choose this option, please allow for appropriate delays in diploma printing and mailing time.



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

7.5.3 Certified Copies

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

Submitting your request for a certified copy

There are two ways to submit a request:

1. Via [Service Point Checkout eStore](#) – Follow the instructions found at mcgill.ca/graduation/diplomas 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.

7.6 Language Requirements for Professions

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

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

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

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

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

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



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

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

Professional Groups

Agrologists	Lawyers
Architects	Licensed General Accountants
Chartered Accountants	Nurses
Chartered Appraisers	Occupational Therapists

Professional Groups

Chemists	Physicians
Dentists	Physiotherapists
Dietitians	Psychologists
Engineers	Social Workers
Geologists	Speech Therapists and Audiologists
Industrial Administration Accountants	Urbanists
Industrial Relations Counsellors	Vocational Guidance Counsellors

7.7 Aegrotat Standing and Degree at McGill University

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

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

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

8 Advising and the University Mission

The Mission Statement of the University expresses the commitment to offer students the *best education available*. An essential component of this is the advising process. Academic advising takes place in many ways and locations at McGill, so it is important that you learn about the different *Types of Advising and Advisers* and how they can help you reach your goals. You should also consult the advising information provided on your Faculty's website (: [Contact Information for Faculty & School Student Affairs Offices](#)) and on the [Academic Advising website](#).

8.1 The Role of the Student in Advising

Your active participation in the advising process is essential for accessing the full range of academic opportunities during your studies. You must be proactive in seeking meetings with various advisers, professors, and counsellors to ensure that you receive the advice you need to formulate a personal plan of study and to meet your academic goals. While advisers are there to provide you with guidance, you are ultimately responsible for meeting your degree or diploma requirements. It is your responsibility to learn the rules and regulations of the University, your faculty, and your program. With your cooperation, advisers and counsellors will assist you throughout your undergraduate studies.

8.2 Contact Information for Continuing Studies Advising

Client Services Office

Telephone: 514-398-6200

Email: info.conted@mcgill.ca

Website: www.mcgill.ca/continuingstudies/client-services

Career and Professional Development

Please contact Client Services to make an appointment with an adviser for both undergraduate- and graduate-level programs.

Telephone: 514-398-6200

Language and Intercultural Communication

France Bruneau

Telephone: 514-398-7514

9 Service Point

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

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

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

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

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

For a complete list of student services and resources at McGill, see mcgill.ca/students.

For more information about Service Point, see mcgill.ca/servicepoint.

9.1 Location

3415 McTavish Street (corner Sherbrooke)

Mont7115 Tm(Mon Tm6tT H3A 0C8 81.693 277.115 Tm(fBTuate an1 86.075 706.12 Tm((fBTuate an14-398-6200)TJET7878 81.693 277.115 Tm(51 documentO

For information, contact:

Telephone: 514-398-8238

Website: mcgill.ca/studentservices

The Executive Director, Services for Students (EDSS), coordinates all student services at McGill to help promote student success and well-being.

10.5 Optional Student Services

As a Continuing Studies student, you are not obligated to pay Student Services fees; however, if you want to use the student services offered at McGill, you must opt in to one of the following packages.

10.5.1 Optional Student Services Package for Continuing Studies Students

This optional package is only av

10.5.4 Parking for Continuing Studies Students

Parking facilities are limited. For information on parking rates, please visit www.mcgill.ca/transport/parking, or call 514-398-4559.

10.5.5 University Centre for Continuing Studies Students

Food and beverage services are available to Continuing Studies students in the evenings at the University Centre. The Centre is located at 3480 McTavish Street.

10.5.6 Tutorial Service for Continuing Studies Students

McGill's Tutorial Service offers peer tutoring for Continuing Studies students.

Brown Student Services Building, McTavish Entrance AskMcGill Information Desk

Telephone: 514-398-8238

Email: tutoring.service@mcgill.ca

Website: www.mcgill.ca/tutoring

McGill Writing Centre Tutorial Service

The McGill Writing Centre Tutorial Service provides writing instruction and support for all McGill students. Our tutors work with students at every stage of the writing process, from outlining to final revision. For more information, visit www.mcgill.ca/mwc/tutorial-service.

10.6 Bookstore

10.6.1 Downtown Campus

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

Main Store:

680 Sherbrooke Street West

Website: lejames.ca

10.6.2 Macdonald Campus

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

Mac Campus Bookstore

Macdonald Campus Centennial Centre

21111 Lakeshore Road, Sainte-Anne-de-Bellevue

Website: lejames.ca

10.6.3 Institutional Sales Department

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

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

Institutional Sales

Website: lejames.ca/institutional

10.7 Library Workshops

Workshops and tours designed to teach effective library use and to familiarize students with the McGill Libraries system are offered at various times throughout the academic session. For library guides, brochures, information, and schedules, visit the website at www.mcgill.ca/library/services/workshops.

10.8 Minerva Workstations for Continuing Studies Students

Minerva w

11.3 Online Course Materials and Lecture Recordings

Sign in to [myCourses](#) for your online assignments, reading materials & syllabus. Many course lectures are recorded for streaming playback on demand.

[Zoom](#) is the cloud-based tool used for attending remote classes when on-campus classes are not available.

See the [Teaching & Learning Services website](#) for more information.

11.4 Minerva

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

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

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

11.5 Secure Your Journey

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

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

Visit mcgill.ca/cybersafe for tools and resources to secure your student journey at McGill.

12 Resources for Study and Research

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

12.1 Libraries

The McGill Library system provides access to [over 9 million items](#), both in print and electronic formats, and consists of multiple branches, the McGill University Archives, and the McGill University Visual Arts Collection. Visit mcgill.ca/library/branches for a map of all our locations, and bring your McGill

ID card if you wish to borrow physical items from Library collections. Access to our electronic resources (e-books, e-journals, databases, etc.) is possible anytime and anyetc.) is possible

Course Number	Course Title	Credits
CEAP 652	Fundamentals of Academic Presentations	1
CEAP 661	Literature Review 1: Summary and Critique	1
CEAP 665	Literature Review 2: Establishing Scholarly Niches	1
CEAP 671	Selected Topics in Communication 1	1
CEAP 672	Selected Topics in Communication 2	1
CEAP 676	Thesis Writing Lab	1
CESL 631	Strategies for Academic Communication in English	1
CESL 641	Fundamentals of Academic Writing in English	1
CESL 651	Pronunciation for Effective Communication	1
CCOM 614	Communicating Science to the Public	1
CCOM 615	Communicating Science to the Digital Public	1

Course for School of Continuing Studies Students:

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

Courses in Professional Writing (CE Units):

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

12.2.1 McGill Writing Centre Contact Information

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

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

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

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

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

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

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

Inquiries concerning CCOM 200 should be directed to:

Sarah Wolfson
Email: sarah.wolfson@mcgill.ca
McLennan-Redpath Library
Main Floor, Room #02
Telephone: 514-398-7109

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

Pamela Lamb
Email: pamela.lamb@mcgill.ca
McLennan-Redpath Library
Main Floor, Room #02
Telephone: 514-398-7109

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

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

Administrative inquiries should be directed to:

mwc@mcgill.ca for undergraduate courses
graphos@mcgill.ca for graduate courses

12.3 University Archives

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

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

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

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

McGill University Archives
McLennan Library Building, 4th Floor
3459 rue McTavish
Montreal QC H3A 0C9

Telephone: 514-398-4711

Email: refdesk.archives@mcgill.ca

Website: mcgill.ca/library/branches/mua

12.4 Redpath Museum

13 The University

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

13.1 History

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

At the time of James McGill's death, the Royal Institution, although authorized by law in 1801, had not been created, but was duly instituted in 1819. In 1821 it obtained a Royal Charter for a univ

Presbyterian College of Montreal

3495 University Street, Montreal QC H3A 2A8

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

United Theological College of Montreal

3475 University Street, Montreal QC H3A 2A8

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

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

13.3 University Government

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

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

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

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

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

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

13.4 Recognition of Degrees

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

McGill University w

13.5.2 Board of Governors

Board of Governors

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

Chair

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

Principal and Vice-Chancellor

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

Chancellor

13.6 Governance: Members of Senate

13.6.1 Ex-officio

Ex-officio

The Chancellor

The Chair of the Board of Governors

The Principal and Vice-Chancellor

The Provost, Deputy Provost, and the vice-principals

The deans of faculties

The Dean of Continuing Studies

The Dean of Graduate and Postdoctoral Studies

The Dean of Students

The Dean/Director of Libraries

The University Registrar and Executive Director of Enrolment Services

The Director of Teaching and Learning Services

13.6.2 Elected Members

Elected Members

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

21 Student Members

13.7 Administration

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

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

Administration

John McCall MacBain	Chancellor
Suzanne Fortier	Principal and Vice-Chancellor
Véronique Bélanger	Chief of Staff
Christopher Manfredi	Provost and Vice-Principal (Academic)
Fabrice Labeau	Deputy Provost (Student Life & Learning)
Gillian Nycum	University Registrar and Executive Director of Enrolment Services
Martine Gauthier	Executive Director of Services for Students
Chris Buddle	Associate Provost (Teaching & Academic Programs)
Angela Campbell	Associate Provost (Equity & Academic Policies)
Anja Geitmann	Associate Vice-Principal (Macdonald Campus) and Dean (Faculty of Agricultural & Environmental Sciences)
Marc Denoncourt	Chief Information Officer
Edyta Rogowska	Secretary-General
Yves Beauchamp	Vice-Principal (Administration & Finance)
Diana Dutton	Associate Vice-Principal (Human Resources)

Administration

Cristiane Tinmouth	Associate Vice-Principal (Financial Services)
Denis Mondou	Associate Vice-Principal (Facilities Management and Ancillary Services)
Louis Arsenault	Vice-Principal (Communications & External Relations)
David Eidelman	Vice-Principal (Health Affairs) and Dean (Faculty of Medicine and Health Sciences)
Sam Benaroya	Associate Vice-Principal (Health Affairs) and Vice-Dean (Faculty of Medicine and Health Sciences)
Martha Crago	Vice-Principal (Research & Innovation)
Philippe Gros	Deputy Vice-Principal (Research & Innovation)
Benoit Boulet	Associate Vice-Principal (Research & Innovation) (Innovation & Partnerships)
Debra Titone	Associate Vice-Principal (Research)
Marc Weinstein	Vice-Principal (University Advancement)
Line Thibault	General Counsel and Director of Legal Services
Giovanna Santullo	Executive Director, Internal Audit

13.7.1 Deans, Directors of Schools and Libraries**13.7.1.1 Deans****Deans**

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

13.7.1.2 Directors of Schools**Directors of Schools**

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

