



**University Regulations and Resources (Summer  
Studies)**

**Programs, Courses and University Regulations  
2018-2019**



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

**1 .** McGill University reserves the right to mak

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- 
- 1 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 Information Technology (IT) Resources, page 13
      - 1.7.1 Responsible Use of McGill Information Technology Resources, page 13
      - 1.7.2 Use of Cloud Services, page 13
      - 1.7.3 Email Communication, page 13
      - 1.7.4 Minerva, page 14
      - 1.7.5 myMcGill, page 14
    - 1.8 Non-Smoking Policy, 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 15
      - 1.9.3 Special Medical Needs, page 16
  - 2 Personal Information, page 16
    - 2.1 Updating Personal Information, page 16
    - 2.2 Submitting Legal Documents, page 17
      - 2.2.1 Why Does McGill Collect Legal Documents from You?, page 17
      - 2.2.2 What Documents Does McGill Need from You?, page 17
        - 2.2.2.1 Fee Exemptions, page 18
      - 2.2.3 Has McGill Received Your Documents?, page 19
        - 2.2.3.1 Quebec/Canadian/International Fees and Immigration Status, page 19
        - 2.2.3.2 Permanent Code, page 19
      - 2.2.4 What Are the Consequences of Not Providing Your Documents?, page 19
      - 2.2.5 Where and How Do I Send My Documents?, page 19
        - 2.2.5.1 For the School of Continuing Studies, page 20
    - 2.3 Identification (ID) Cards, page 20
      - 2.3.1 ID Card Schedule for the Downtown Campus, page 20
      - 2.3.2 ID Card Schedule for the Macdonald Campus, page 21
    - 2.4 Legal Name, page 21
      - 2.4.1 Preferred First Name, page 21
      - 2.4.2 Verification of Name, page 22
  - 3 Student Types and Registration Procedures, page 22
    - 3.1 Course Information and Regulations, page 23
      - 3.1.1 Class Schedule, page 24
      - 3.1.2 Course Numbering, page 24

- 3.1.3 Course Terminology, page 24
  - 3.1.3.1 Course Nomenclature in Program Descriptions, page 24
- 3.2 Course Selection, page 25
  - 3.2.1 Departmental Approval, page 25
  - 3.2.2 Summer Course Load for McGill, Visiting, and Special Students, page 25
  - 3.2.3 Course Load for Quebec Inter-University Transfer (IUT) Students, page 25
- 3.3 Course Changes, page 25
  - 3.3.1 Course Drop and Withdrawal, page 25
- 3.4 Your Responsibility, page 26
- 3.5 Quebec Inter-University Transfer Agreement, page 26
  - 3.5.1 Quebec Inter-University Transfer Agreement: McGill Students, page 26
  - 3.5.2 Quebec Inter-University Transfer Agreement: Visiting IUT Students, page 27
- 3.6 Courses Taken under the Satisfactory/Unsatisfactory (S/U) Option, page 27
- 3.7 Auditing of Courses, page 28
- 4 Fees, page 28
  - 4.1 Invoicing Information, page 29
  - 4.2 Tuition Fees, page 29
    - 4.2.1 Quebec Students and Non-Quebec (Canadian or Permanent Resident) Students, page 29
    - 4.2.2 International Students, page 29
    - 4.2.3 Overdue Accounts, page 29
      - 4.2.3.1 Information for Registered Students, page 30
      - 4.2.3.2 Information for Students Who Are No Longer Registered, page 30
      - 4.2.3.3 Cancelling Registration for Non-Payment of Previous Term(s), page 30
    - 4.2.4 Quebec Inter-University Transfer Agreements, page 30
    - 4.2.5 Acceptance of Fees vs. Academic Standing, page 30
  - 4.3 Payment Procedures, page 31
  - 4.4 Tax Slips/Receipts, page 31
  - 4.5 Students With Sponsors, page 31
  - 4.6 Refunds, page 31
  - 4.7 Fees Other Than Tuition, page 3131

- 5.1.4 Academic Standing: Faculty of Education, page 34
- 5.1.5 Academic Standing: Faculty of Engineering, page 34
  - 5.1.5.1 Satisfactory Standing: Faculty of Engineering, page 34
  - 5.1.5.2 Probationary Standing: Faculty of Engineering, page 34
  - 5.1.5.3 Unsatisfactory Standing: Faculty of Engineering, page 35
- 5.1.6 Academic Standing: Faculty of Law, page

- 7 Service Point, page 45
  - 7.1 Location, page 45
- 8 Student Services, page 45
  - 8.1 Support for Students: Office of the Dean of Students, page 46
  - 8.2 Office of the Senior Director, Services for Students, page 46
  - 8.3 Student Services – Downtown Campus, page 46
    - 8.3.1 Campus Life & Engagement (CL&E), page 47
    - 8.3.2 Career Planning Service (CaPS), page 47
    - 8.3.3 Counselling Services, page 47
    - 8.3.4 First Peoples' House, page 47
    - 8.3.5 Health Services, page 47
    - 8.3.6 International Student Services (ISS), page 47
    - 8.3.7 Office of Religious and Spiritual Life (MORSL), page 48
    - 8.3.8 Office for Sexual Violence Response, Support, and Education, page 48
    - 8.3.9 Office for Students with Disabilities (OSD), page 48
    - 8.3.10 Office of Sustainability, page 48
    - 8.3.11 Psychiatric Services, page 48
    - 8.3.12 Scholarships and Student Aid Office, page 49
    - 8.3.13 Tutorial Service, page 49
  - 8.4 Student Services – Macdonald Campus, page



- 11.1 Get Started with IT for Students, page 54
- 12 Resources for Study and Research, page 54
  - 12.1 Libraries, page 54
  - 12.2 McGill Writing Centre, page 55
    - 12.2.1 McGill Writing Centre Contact Information, page 56
  - 12.3 University Archives, page 57
  - 12.4 Redpath Museum, page 57
  - 12.5 McCord Museum of Canadian History, page 57
  - 12.6 Lyman Entomological Museum and Research Laboratory, page 58
  - 12.7 Other Historical Collections, page 58
- 13 The University, page 58
  - 13.1 History, page 58
  - 13.2 Incorporated and Affiliated Colleges, page 59
    - 13.2.1 Incorporated College, page 59
    - 13.2.2 Affiliated Theological Colleges, page 59



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## 1 General Policies and Information

Students must inform themselves 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 students during their studies at McGill and should be periodically consulted, along with other sections and related publications.

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plagiarism and cheating. The possession or use of unauthorized materials in any test or examination constitutes cheating. You can find the *Code* in the *Handbook on Student Rights and Responsibilities* or at [www.mcgill.ca/students/srr/publications](http://www.mcgill.ca/students/srr/publications).

Responses on multiple-choice exams are normally check

In addition to the above, **if you are a candidate for admission to Graduate and Postdoctoral Studies, you would be asked to authorize the University** to request letters of reference on your behalf from referees you have identified, with the understanding that each referee would be provided with information 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); the Programme of Legal Studies for Native People, Native Law Centre, University of Saskatchewan.

In addition to the above, **if you are a candidate for admission to the Faculty of Medicine or to the Faculty of Dentistry in undergraduate, graduate, or postgraduate studies, you would be asked to consent** to the release of Personal Information to other schools of medicine; to the Employment Centre of Human Resources Development of Canada and Québec; to a McGill professor, researcher or graduate student, strictly for research or teaching purposes; and to a University teaching/affiliated hospital or health center 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 **authorize 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 *Ministère de l'Éducation, du Loisir et du Sport*; the Ontario University 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 Diversité et de l'Inclusion*, Citizenship and Immigration 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 Information Technology (IT) Resources

McGill University students, faculty, staff, and other members of the McGill community benefit from a variety of Information Technology resources. Please see [section 11: Information Technology \(IT\) Services](#) and visit [IT Services > Getting Started > Students](#) for further details.

### 1.7.1 Responsible Use of McGill Information Technology Resources

When using all McGill IT services, whether hosted on premises, by an external supplier, or in the cloud, you must comply with the *Policy on the Responsible Use of McGill Information Technology Resources*. You can find this policy in the listing of *University Policies, Procedures and Guidelines* under *Information Technology*, at [www.mcgill.ca/secretariat/policies-and-regulations](http://www.mcgill.ca/secretariat/policies-and-regulations).



**Note for M.D., C.M. and D.M.D. Programs:** For guidelines regarding the use of social media by M.D., C.M. and D.M.D. students, see [www.mcgill.ca/ugme/academic-policies/guidelines-social-media](http://www.mcgill.ca/ugme/academic-policies/guidelines-social-media) and [www.mcgill.ca/thewelloffice](http://www.mcgill.ca/thewelloffice).

### 1.7.2 Use of Cloud Services

Your usage of cloud services, whether provided by McGill or self-acquired as a consumer service, must respect the *Cloud Data Directive*. The *Cloud Data Directive* is also available at [www.mcgill.ca/secretariat/policies-and-regulations](http://www.mcgill.ca/secretariat/policies-and-regulations).

### 1.7.3 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. You can view your McGill Email Address and set your McGill Password on Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)), under the *Personal Menu*.

Email sent to your McGill Email Address is an official means of communication between McGill University and its students. As with all official University communications, it is your responsibility to ensure you read and act upon University emails in a timely fashion. If you have another email account using an

external service provider (such as Gmail, Hotmail, Yahoo, etc.), please see the [Options for dealing with multiple email services](#) Knowledge Base article and choose the most appropriate method for accessing your McGill email conveniently.

You should read and familiarize yourself with the policies on *Responsible Use of McGill Information Technology Resources* and *Email Communications with Students*, found under *Information Technology* on the University Secretariat website at [www.mcgill.ca/secretariat/policies-and-regulations](http://www.mcgill.ca/secretariat/policies-and-regulations). For more information on email for students, refer to [www.mcgill.ca/it](http://www.mcgill.ca/it).



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

#### 1.7.4 Minerva

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

- Apply to McGill and view your application status
- View class schedules, including course descriptions and spaces available in course sections
- Register and make course changes
- Change your major or minor program (not all faculties)
- View your unofficial transcript and degree evaluation reports
- View your McGill login information to access the Internet and email
- View your Permanent Code, citizenship, and Quebec residency status and fee information
- Update personal information such as address, telephone number, and emergency contacts
- Update your preferred first name
- Submit an online course e

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**Non-Smoking P**

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

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

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

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

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



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



**Note for Graduate and Postdoctoral Studies:** Graduate students classed as Canadian full-time or Additional Session, Thesis Evaluation, Non-Thesis Extension, as well as postdoctoral candidates are automatically covered by their society's extended Health and Dental Plan (PGSS). Eligible students not charged automatically for insurance fees can choose to enrol themselves during the appropriate Change-of-Coverage period. For more information on what is covered by this plan, as well as enrolment, opt-out procedures, and deadlines, please refer to the latest information at [studentcare.ca/rte/en/McGillUniversitygraduatestudentsPGSS\\_Home](http://studentcare.ca/rte/en/McGillUniversitygraduatestudentsPGSS_Home). Students without valid Canadian Medicare, please see *section 1.9.1: Health Insurance – International Students*, or the **Canadians who have been residing outside of Canada** section above.

### **1.9.3 Special Medical Needs**

If you have special medical needs, please book an appointment with Health Services to discuss how to manage your health while at McGill. Contact information for the **Downtown campus** is available at [www.mcgill.ca/studenthealth/see-doctor](http://www.mcgill.ca/studenthealth/see-doctor), and for the **Macdonald campus** at <http://mcgill.ca/macdonald-studentservices/health-wellness/clinic>.



**Note for Continuing Studies:** If you need to change important personal information that requ

## Quebec and Canadian Out-of-Province Students

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- Citizens of certain countries with an agreement with the Government of Quebec
- Diplomatic, consular or other representatives of international organizations
- Convention refugees
- Students awaiting permanent residency in Canada and holding an eligible CSQ
- Students whose spouse or unmarried students whose parent holds a Temporary Work Permit in Canada
- Students funded by the FRSQ (*Fonds de la recherche en santé du Québec*)

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

Note that this information may be subject to change.

## 2.2.3 Has McGill Received Your Documents?

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

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

- Check your tuition status on the Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)) Student Accounts menu: *Student Menu > Student Accounts Menu > View Tuition Fee and Legal Status*.



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

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

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

### 2.2.3.2 Permanent Code

The Government of Quebec usually takes one to four weeks to verify or issue your Permanent Code.

- Check your Permanent Code on Minerva: *Personal Menu > Name Change* or alternately via *Student Menu > Student Accounts Menu > View Tuition Fee and Legal Status*. If your 12-character Permanent Code appears there, your documents are in order. If not, you have not yet provided McGill with your documents listed in [section 2.2.2: What Documents Does McGill Need from You?](#) or the Government of Quebec has not yet confirmed that your documents are sufficient to create a Permanent Code.

## 2.2.4 What Are the Consequences of Not Providing Your Documents?

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

If documents are still missing from your file subsequent to the start of the semester, a hold will be added to your record preventing you from registering or dropping any courses, and from obtaining your official transcript.

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

## 2.2.5 Where and How Do I Send My Documents?

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

### By Email:

Follow these steps to submit your legal documents electronically.

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

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

Ensure that you save your documents properly in one of the above formats—do not just rename the file extension. Due to the possibility of computer viruses, McGill does **not** accept Microsoft Word documents (.doc), hypertext files (.htm, .html), JPG, GIF, or any other format.

#### 2. Ensure that the resolution used is at least 300 dpi (dots per inch) for an electronic replica (scan) of documentation (e.g., a scan of your birth certificate). The preferred file size is 100KB per image.

- 3. Address your email to [legaldocumentation@mcgill.ca](mailto:legaldocumentation@mcgill.ca) and attach your relevant scanned document(s).** Attach the file(s) to your email; do not include the documents in the body of your email.
- 4. Put your First Name, Last Name, and McGill ID number in the subject line of your h.7165b in th2.1N of y**



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

#### **2.4.2 Verification of Name**

You should verify the accuracy of your name on McGill's student records via Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)). To do this, go to *Personal Menu > Name Change*, where you can make minor corrections such as changing case (upper/lower), adding accents, and spacing.

## STUDENT TYPES

## REGISTRATION PROCEDURES

### C) A Visiting Student from a University Outside Quebec is:

- One who is currently registered in a degree or diploma program at another university. (You may take Summer courses at McGill for credit at your home university. After you have selected the courses that you would like to take for university credit, obtain written permission from the Registrar or other responsible authority at your home university. This letter of permission should state the course(s) and number of credits that may be taken and must accompany the documentation sent to McGill.)

### D) A Special Student is:

- One who has received either a conditional or final letter of acceptance to a McGill undergraduate degree or diploma program.
- Anyone who is not currently registered in a degree or diploma program either at McGill or elsewhere.
- One who is graduating from McGill University in the month of June 2019.



**Note:** If you have received a final acceptance to a McGill undergraduate degree or diploma program for Fall 2019 and have confirmed your acceptance, please see the registration procedures for student type A) McGill students.



**Note:** The online IUT form is only an approval process and does not signify that you will be registered in the course.

### Registration for Visiting Students from universities outside Quebec and for all Special Students:

- Before registering for courses on Minerva, you must have a McGill record. You must first fill out a Registration Package for Summer 2019, available for download at [www.mcgill.ca/summer/future-students/registering](http://www.mcgill.ca/summer/future-students/registering), and upload your documents using [Service Point Checkout](#) or by submitting them in person at McGill's Service Point.



**Note:** There is a \$50 processing fee, payable online when you upload your Registration Package or in person at Service Point on campus.



**Note:** McGill students who have a Winter 2019 graduation term on their record will only need to complete the online form entitled *Authorization for Change of Program - Graduating Students* available at [www.mcgill.ca/students/records/forms](http://www.mcgill.ca/students/records/forms).

- Once your registration package has been processed, you will receive an email with your McGill ID number and instructions on how to register using *Minerva*. These instructions are also available at: [www.mcgill.ca/students/courses/add/register](http://www.mcgill.ca/students/courses/add/register).
- Note that you must provide your Permanent Code form and supporting documents according to the regulations explained in [section 2.2.2: What Documents Does McGill Need from You?](#) Please read this section carefully before submitting your registration package.
- Processing of registration packages will begin in February and registration will begin in March (see : [Key Dates, Summer 2019m\(e an\)Tj0 Tw1 0 0 1 335.673 Os](#)

### 3.1.1 Class Schedule

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

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

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

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

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



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



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

### 3.1.2 Course Numbering

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

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

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

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

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

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

### 3.1.3 Course Terminology

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

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

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

#### 3.1.3.1 Course Nomenclature in Program Descriptions

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

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

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



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## 3.2 Course Selection

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

**Students should pay close attention to the following on Class Schedule and in this publication:**

- course restrictions: for example, permission of the instructor required; enrolment limited, or limited to students in a particular program or year;
- course prerequisites, and/or corequisites: it is against University regulations to register for a course for which you have not completed all the prerequisites with a C or better;
- time at which each course section is given: do not register for course sections that have a time overlap; or
- departmental approval required: specified in the course description; and
- placement examination required: specified in the course description.

If you are currently a McGill student, please consult the Undergraduate *Programs, Courses and University Regulations* publication at [www.mcgill.ca/study](http://www.mcgill.ca/study) to check your course and program requirements and consult your faculty student affairs office for a list of Summer courses that are admissible for credit toward your degree. Other courses may be taken but may not count toward your degree requirements.

### 3.2.1 Departmental Approval

Some courses require that you first obtain departmental approval from the department offering the course before registering (for Education courses, contact the Student Affairs Office, Faculty of Education). A course requiring departmental approval will be listed as such in the . Departmental approval gives you the **permission to register**, but does not ensure a place in the course.

Since enrolment in these courses is on a first-come, first-served basis, you should register on Minerva as soon as you have the department's approval.

### 3.2.2 Summer Course Load for McGill, Visiting, and Special Students

The maximum number of credits you may take in the Summer term (May, June and July combined), as a McGill, Visiting, or Special Student, is 12 credits. You may take a maximum of two courses in Arts, Education, Engineering, Management, or Science, in any one Summer session (May, June, or July session). Please note that the schedule of lectures in Summer courses is very intensive and that two courses in one session is considered a very heavy workload. To register for more than two courses in Arts, Education, Engineering, Management, and Science—or more than one course in other faculties:

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

#### Course Load f

**Students who do not attend classes and examinations and/or who do not formally withdraw will receive a grade of "J" on their transcripts.** If, after the ninth day of class, illness or special circumstances force you to stop attending class, permission may be granted for an official withdrawal (without refund). In such cases, you must apply in writing to the Associate Dean/Director of the faculty in which you are registered. If permission is granted, a grade of "W" or "WF" will be assigned.



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

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

\* **Note:** The add/drop and withdrawal deadlines may be different for intensive courses. Please consult the course description for details.

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### 3.4 Your Responsibility

While departmental and faculty advisers and staff will provide advice and guidance (see [www.mcgill.ca/students/advising](http://www.mcgill.ca/students/advising)), you have ultimate responsibility for:

- the completeness and correctness of your course selection and registration;
- compliance with the completion of the course requirements;
- observance of regulations and deadlines as outlined in the 2019 Summer Studies eCalendar.

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### 3.5 Quebec Inter-University Transfer Agreement

#### 3.5.1 Quebec Inter-University Transfer Agreement: McGill Students

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

If you are a regular McGill undergraduate or graduate degree, diploma, or certificate student, you may register, with your faculty's permission, at any Quebec university for three, or in some cases six, **credits** per term in addition to your registration at McGill. You may also obtain permission to complete a full term (i.e., 12 to 15 credits) at another Quebec university. Your combined registration may not, however, exceed the total number of credits you are permitted to complete in a given term. These courses, subject to faculty regulations, will be recognized by McGill for the degree that you are registered for, up to the limit imposed by the residency requirements of the program. Normally, you must complete a minimum residency requirement of 60 credits at McGill in order to qualify for a McGill degree (you should check with your faculty). This privilege will be granted if there are valid academic reasons.

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

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

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

You must initiate an online Quebec Inter-University Transfer (IUT) application to request the required authorizations at [www.mcgill.ca/students/iut](http://www.mcgill.ca/students/iut). You may find additional information posted on your faculty website.





**Note:** Once the Quebec Inter-University Transfer (IUT) application is approved by both the home and host universities, you must register in the approved course. The method of registration of the host university will vary (e.g., web, in-person, phone, etc.). **You must allow sufficient time to complete and submit your electronic application, because you are responsible for adhering to all the host university's registration deadlines.** If you decide later to drop or withdraw from the approved course(s), you will need to drop or withdraw from the course using the host university's registration method AND submit this change on the online Quebec Inter-University Transfer (IUT) application.


The host institution will automatically submit your grades to McGill for any completed courses.




**Note for the Faculties of Arts and Science (including B.A. & Sc.):** If you participate in any type of study away or exchange (including Quebec Inter-University Transfer) during your final (U3) term—even if you are taking only one course outside of McGill—you will not be able to graduate by the end of this final term and must change your graduation to the following term.

 **Note for Engineering:** For most programs, courses that can be taken through the IUT agreement are restricted to specific course categories. For details, please see [www.mcgill.ca/engineering/students/exchanges-study-away/study-away](http://www.mcgill.ca/engineering/students/exchanges-study-away/study-away).

 **Note for Nursing:** You must obtain permission from the Ingram School of Nursing to register at another Quebec university for three, or in some cases six, credits per term in addition to your registration at McGill. These courses, subject to the Ingram School of Nursing's regulations, will be recognized by McGill for the degree that you are registered for, up to the limit imposed by the residency requirements of the program. Normally, you must complete a minimum residency (i.e., courses taken at McGill) requirement of 60 credits at McGill in order to qualify for a McGill degree (you should check with the Ingram School of Nursing). This privilege will be granted if there are valid academic reasons. If you want to take advantage of this agreement, please see [www.mcgill.ca/students/iut](http://www.mcgill.ca/students/iut) for information and application procedures. The final grades earned at the host university must meet the minimum requirements as set by the Ingram School of Nursing, i.e., a letter grade of 'C'.


 **Note for Physical and Occupational Therapy:** The final grades earned at the host university must meet the minimum requirements as set by the Physical Therapy or Occupational Therapy programs.


### 3.5.2 Quebec Inter-University Transfer Agreement: Visiting IUT Students


 **Note for Health Sciences:** This section applies only to the Ingram School of Nursing.

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

If you are a student at another Quebec university and you want to take courses at McGill using the Quebec Inter-University Transfer (IUT) agreement, you must initiate an online application to request the required authorizations at [www.mcgill.ca/students/iut](http://www.mcgill.ca/students/iut). You should also refer to your home university website for regulations on the number of credits allowed, as well as the policies for transferring the credits.

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

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

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

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

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

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

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

If you decide to have an elective course graded as Satisfactory/Unsatisfactory to 20 0 1 170.948 360.021 Tm(gula2aco sd un1 0 of yominist Che onl)Tj/F1 linerg0 0 1 RG/F



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



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

For further information, contact your departmental adviser or student affairs office, as appropriate.



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



**Note for Engineering:**

- You will only be permitted to take a course under the Satisfactory/Unsatisfactory (S/U) option if you are in Satisfactory Standing.
- B.Eng. students may use the S/U option for Complementary Studies courses (i.e., Group A *Impact of Technology on Society* and Group B *Humanities and Social Sciences, Management Studies and Law*), Natural Science Complementary Courses (for Computer Engineering students from CEGEP and all Software Engineering students), and Elective Courses (for Mechanical Engineering students from CEGEP). You cannot use the S/U option for courses in any other category of the Engineering programs. If you choose not to use the S/U option, a grade of D is acceptable as a pass for these Complementary Studies courses.
- B.Sc.(Arch.) students may use the S/U option for elective courses taken outside the School of Architecture. You cannot use the S/U option for courses in any other category of the Architecture program. If you choose not to use the S/U option, a grade of D is acceptable as a pass for these elective courses.
- You cannot use the S/U option for courses that are taken to satisfy a minor.



**Note for Law:**

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Further information regarding fees can be found on the Student Accounts website:

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

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



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

## 4.1 Invoicing Information

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

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

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

## 4.2 Tuition Fees

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



**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](#), [SCS Client Services](#) (School of Continuing Studies students only), or [Student Accounts](#) 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, students should ensure their request is submitted before the first fee payment for the term is due.

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

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

### 4.2.2 International Students

International students enrolled at McGill for no more than one semester (i.e., not in a degree program) are exempted from having to obtain a CAQ and Study Permit, per Immigration law. For these cases, McGill will instead require a clear and legible PDF copy of the student's valid passport (photo and signature page), and Visitor's Visa if relevant (refer to [www.cic.gc.ca](http://www.cic.gc.ca) to determine if you are required to have a Visitor's Visa). A copy of the student's birth certificate with a legal certified translation in English or French may also be necessary. For further information, visit [www.mcgill.ca/legaldocuments](http://www.mcgill.ca/legaldocuments).



**Note:** Visa-exempt foreign nationals who study in Canada for less than 6 months will require an Electronic Travel Authorization (eTA) to study in Canada. Exceptions include U.S. citizens and travellers with a valid visa. The Electronic Travel Authorization (eTA) is completed online. Please visit [Citizenship and Immigration Canada](#).

Exemptions 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 [www.mcgill.ca/legaldocuments](http://www.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* > [Tuition fee exemptions](#). International students who already hold a valid International Student Fee Exemption may use it for Summer courses.

For more information concerning Fee Exemptions, contact Service Point at [mcgill.ca/servicepoint/](http://mcgill.ca/servicepoint/).

### 4.2.3 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 re

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### 4.3 Payment Procedures

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

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### 4.4 Tax Slips/Receipts

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

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### 4.5 Students With Sponsors

If your fees will be paid by an external organization or agency (e.g., Department of Veterans Affairs, Saudi Bureau, foreign government), you must have your sponsor confirm the conditions of their sponsorship (sometimes called a financial guarantee) in writing on their corporate letterhead and send this letter to the University. Once received by the University and if re

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## 5.1 Academic Standing

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

- *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: F*



- 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):

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

If you are in Unsatisfactory Standing:

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

You will be placed in Unsatisfactory Standing:

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

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

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

- Standing Incomplete.

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

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

If your Standing changes to Unsatisfactory:

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

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

- Arts: Associate Dean (Student Affairs)
- Science and B.A. & Sc.: Director of Advising Services

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

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



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

#### 5.1.4 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

- You must consult a faculty or departmental adviser before withdrawal deadlines concerning your course selection.

### 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 TGPA that is less than 2.50 and a CGPA that is less than 2.00.

If at any time, you were placed in Unsatisfactory Standing and were readmitted to the Faculty of Engineering after one term away, and you are placed in Unsatisfactory Standing again at the end of any subsequent term, you may not continue in your program. You will be asked to **withdraw** from the Faculty of Engineering for a **minimum of one term or permanently**, based on the conditions of your last letter of readmission.

If you are in Unsatisfactory Standing for the first time, the re

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

**Note:** Credit for multi-term courses (courses with the suffix



**Other Grades**

L	—	deferred examination
LE or L*	—	permitted to defer examination for more than the normal period
NR	—	no grade reported by the instructor (recorded by the Registrar)
P	—	pass; not calculated in TGPA or CGPA
Q	—	course continued in next term (applicable only to courses taken pre-Fall 2002)
S	—	satisfactory; equivalent to C or better in an elective course; not calculated in TGPA or CGPA (See <a href="#">Courses Taken under the Satisfactory/Unsatisfactory (S/U) Option</a> )
U	—	unsatisfactory; equivalent to D or F in an elective course; not calculated in TGPA or CGPA (See <a href="#">Courses Taken under the Satisfactory/Unsatisfactory (S/U) Option</a> )
W	—	withdrew; a course dropped, with permission, after the Course Change deadline; not calculated in TGPA or CGPA
WF	—	withdrew failing; a course dropped, with special permission in an exceptional case, after faculty deadline for withdrawal from course, the student's performance in the course at that stage being on the level of an F; not calculated in TGPA or CGPA (Not used by Music.)
WL	—	faculty permission to withdraw from a deferred examination; not calculated in TGPA or CGPA
NA or &&	—	grade not yet available
W- or - -	—	no grade; student withdrew from the University, not calculated in TGPA or CGPA



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



**Note for Medicine:** Refer to [www.mcgill.ca/ugme/academic-policies/recording-numeric-grades](http://www.mcgill.ca/ugme/academic-policies/recording-numeric-grades) and [www.mcgill.ca/ugme/academic-policies/medical-student-performance-record](http://www.mcgill.ca/ugme/academic-policies/medical-student-performance-record).

**5.3.2 Unexcused Absences**

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

1. Ask to be assigned a grade based only on the grades earned for your work submitted up to, but not including, the final exam.

The grade earned is calculated by adding the grades obtained on the individual pieces of work and a grade of 0 for the portion of the final grade allocated to the final exam. This option is not available if the professor stipulated in the course outline that the final exam is a required part of the evaluation.

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



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



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



**Note for Music:** Option 1 is not available to students in the Schulich School of Music.

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

You must request option 2) by the faculty deadlines as indicated in [University Regulations & Resources](#) > Undergraduate > Examinations: General Information > Final Examinations > : [Final Examinations: Deferred Examinations](#).

You must request option 3) by the faculty deadlines as indicated at [www.mcgill.ca/exams](http://www.mcgill.ca/exams).

If you wish to appeal a J grade, you should write to your Associate Dean or Director.



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



**Note for Graduate and Postdoctoral Studies:** Only options 2 and 3 above are applicable to graduate students. Students wishing to appeal a J grade should write to the Associate Registrar, Management of Academic Records.

## 5.4 Verification of Student Records: Unofficial Transcripts

Subject to [section 5.5: Changes to Student Records after Normal Deadlines](#), you are responsible for verifying your academic record on Minerva (*Minerva*) using the unofficial transcript to ensure that you are registered in the proper courses, and that the correct program information and expected term of graduation appear on your record.

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



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



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

## 5.5 Changes to Student Records after Normal Deadlines

### 5.5.1 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.

### 5.5.2 Registrar Deadlines

Fall term – January 31  
 Winter term – June 1  
 Summer term – October 1

### 5.5.3 Before Registrar Deadlines

For record changes after the normal deadlines published in this publication, but before the [section 5.5.2: Registrar Deadlines](#), you must make a request in writing to your Associate Dean or Director, clearly explaining why you could not request the change before these dates. The Associate Dean or Director will review your request and make a decision. If your request is approved, the change is processed according to existing faculty and Enrolment Services student record procedures.



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

### 5.5.4 After Registrar Deadlines

The University does not normally consider a change requested after the [section 5.5.2: Registrar Deadlines](#) have passed. In situations where there are “extraordinary personal” or “extraordinary academic” circumstances that could not have been foreseen prior to these deadlines, you may formally request a student record change from your Associate Dean or Director. If your Associate Dean or Director approves the request, the change will be processed according to faculty and Enrolment Services student record procedures. You may be assessed a fee for a change requested after Registrar deadlines. For all changes other than grade changes, the faculty will file full documentation that supports the extraordinary circumstances with Enrolment Services.

**Note for the Faculties of Arts and Science (including B.A. & Sc.):** Requests are made at [Service Point](#) (3415 McT)







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

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### **6.1 Class Tests**

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

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### **6.2 Examination Facilities for Students with Disabilities**

If you have a permanent or temporary disability, consult the Coordinator, Office for Students with Disabilities, about the possibility of arranging special examination facilities. For more information, see: [www.mcgill.ca/osd](http://www.mcgill.ca/osd).

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### **6.3 Credit by Examination**

In certain exceptional cases and in certain faculties, you can apply to the

## 6.5.1 Final Examinations: University Regulations Concerning Final Examinations

### 6.5.1.1 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.

### 6.5.1.2 Regulations

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

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



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

**It is the responsibility of the student to confirm the date, time, and place of the examination by checking examination schedules posted on [www.mcgill.ca/exams](http://www.mcgill.ca/exams).** 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 Medicine:** Refer to [www.mcgill.ca/ugme/academic-policies/examinations](http://www.mcgill.ca/ugme/academic-policies/examinations).



**Note for Dentistry:** Refer to [www.mcgill.ca/dentistry/academicaffairs/examschedule](http://www.mcgill.ca/dentistry/academicaffairs/examschedule).

## 6.5.2 Deferred Examinations for Summer Term Courses

A student who, in the absence of exceptional circumstances, does not write the final examination and has not formally withdrawn from the course, will be given a letter grade of "J," which will count as a failure in the TGPA and CGPA.

The final examination schedule for Summer Studies courses is a

**Non-Engineering courses:**

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

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

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

For information, contact (Dean/Associate Dean):

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

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**Office of the Senior Director,**

### 8.3.1 Campus Life & Engagement (CL&E)

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

1010 Sherbrooke Street, Suite 203  
Telephone: 514-398-6913  
Email: [cle@mcgill.ca](mailto:cle@mcgill.ca)  
Website: [www.mcgill.ca/cle](http://www.mcgill.ca/cle)

**First-year students:**

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

### 8.3.2 Career Planning Service (CaPS)

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

Brown Student Services Building, East Wing, Suite 2200  
Telephone: 514-398-3304  
Email: [careers.caps@mcgill.ca](mailto:careers.caps@mcgill.ca)  
Website: [www.mcgill.ca/caps](http://www.mcgill.ca/caps)  
myFuture: [caps.myfuture.mcgill.ca](http://caps.myfuture.mcgill.ca)

### 8.3.3 Counselling Services

Supports psychological wellness through groups, workshops, online resources, and short-term counselling.

Brown Student Services Building, East Wing, Suite 4200  
Telephone: 514-398-3601  
Email: [counselling.service@mcgill.ca](mailto:counselling.service@mcgill.ca)  
Website: [www.mcgill.ca/counselling](http://www.mcgill.ca/counselling)

### 8.3.4 First Peoples' House

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

3505 Peel Street  
Telephone: 514-398-3217  
Email: [firstpeopleshouse@mcgill.ca](mailto:firstpeopleshouse@mcgill.ca)  
Website: [www.mcgill.ca/fph](http://www.mcgill.ca/fph)

### 8.3.5 Health Services

Provides access to physicians, nurses, and a dietician who offer health services and information in a confidential atmosphere. Also operates a laboratory offering a wide array of testing.

Downtown Campus  
Brown Student Services Building, East Wing, Suite 3100 (*pending completion of the Rossy Student Wellness Hub*)  
Telephone: 514-398-6017  
Website: [www.mcgill.ca/studenthealth](http://www.mcgill.ca/studenthealth)

Macdonald Campus  
Centennial Centre, Room 124  
Telephone: 514-398-7992  
Website: [mcgill.ca/macdonald-studentservices/health-wellness/clinic](http://mcgill.ca/macdonald-studentservices/health-wellness/clinic)

### 8.3.6 International Student Services (ISS)

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

Brown Student Services Building, East Wing, Suite 5100  
Telephone: 514-398-4349  
Email: [international.students@mcgill.ca](mailto:international.students@mcgill.ca)  
Website: [www.mcgill.ca/internationalstudents](http://www.mcgill.ca/internationalstudents)

### 8.3.7 Office of Religious and Spiritual Life (MORSL)

Connects students from various religious backgrounds with their on-campus communities and faith liaisons. Provides students with space and resources to explore spirituality, and educates students on how to thrive in a pluralistic society.

Presbyterian College, 3495 University Street, 2<sup>nd</sup> floor  
Telephone: 514-398-4104  
Email: [morsl@mcgill.ca](mailto:morsl@mcgill.ca)  
Website: [www.mcgill.ca/morsl](http://www.mcgill.ca/morsl)

### 8.3.8 Office for Sexual Violence Response, Support, and Education

Confidential, non-judgmental, and non-directional support for students, faculty, and staff of all genders impacted by sexual and gender-based violence. Services offered in both French and English.

550 Sherbrooke W., Suite 585 (West Tower)  
Telephone: 514-398-3786; 514-398-4486  
Email: [svoffice@mcgill.ca](mailto:svoffice@mcgill.ca)  
Website: [www.mcgill.ca/osvrse](http://www.mcgill.ca/osvrse)

### 8.3.9 Office for Students with Disabilities (OSD)

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

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

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

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

### 8.3.10 Office of Sustainability

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

Sherbrooke 1010 Building, Suite 1200  
Telephone: 514-398-2268  
Email: [sustainability@mcgill.ca](mailto:sustainability@mcgill.ca)  
Website: [www.mcgill.ca/sustainability](http://www.mcgill.ca/sustainability)

### 8.3.11 Psychiatric Services

Psychiatric Services provides a secure, non-judgmental and confidential space in which to pursue your mental health treatment. Our clinic consists of a **team of psychiatrists** available by appointment (with a referral).



Brown Student Services Building, West Wing, Suite 5500  
Telephone: 514-398-6019  
Email: [psychiatricservices@mcgill.ca](mailto:psychiatricservices@mcgill.ca)  
Website: [www.mcgill.ca/psychiatric-services](http://www.mcgill.ca/psychiatric-services)

**Scholar**



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

Telephone: 514-398-2268

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

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

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## 8.5 Ombudsperson for Students

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

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

Office of the Ombudsperson

3610 McTavish

Main Floor, Suite 14

Telephone: 514-398-7059 (for an appointment)

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

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## 8.6 Bookstore

### 8.6.1 Downtown Campus

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

The *Le James* – McGill Bookstore operates in multiple locations. Please visit the [Le James](#) website for details and directions.

#### Course Materials and General Books

3544 Parc Avenue

Telephone: 514-398-8354

#### Clothing, Technology, and Continuing Studies Course Materials

680 Sherbrooke Street West

Telephone: 514-398-5025

#### Mobile Store (Seasonal)

McGill Lower Campus

Webstore: [lejames.ca](http://lejames.ca)

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### 8.6.2 Macdonald Campus

Located on the main floor of the Centennial Centre, the Robber's Roost Bookstore carries textbooks and course materials for Macdonald Campus classes. McGill and Macdonald clothing and insignia items are also available.

#### Robber's Roost Bookstore

Macdonald Campus Centennial Centre

Telephone: 514-398-8300

Website: [mcss.mcgill.ca/bookstore](http://mcss.mcgill.ca/bookstore)

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## 8.7 Computer Store

All technology products (hardware, software, and accessories) can now be found at *Le James* – McGill Bookstore located at 680 Sherbrooke. For any special orders, please contact us at [sales.mcs@mcgill.ca](mailto:sales.mcs@mcgill.ca).

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## 9 Summer Residence Accommodation

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### 9.1 Residences



- playing fields
- outdoor TrekFit gym
- outdoor volleyball court
- large expanses of green space
- Mac Paddle Shack

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

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

Stewart Athletic Complex

Telephone: 514-398-7789

Website: [macdonaldcampusathletics.ca](http://macdonaldcampusathletics.ca)

Facebook: [www.facebook.com/Mac-Athletics-and-Recreation-559732057427796/?fref=ts](https://www.facebook.com/Mac-Athletics-and-Recreation-559732057427796/?fref=ts)

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## 11 Information Technology (IT) Services

McGill's *IT Services*

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

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

Special library services like the Course Reserve collection located in each branch library allow you to borrow high-demand items on course reading lists. You can also borrow materials from any library and return them anywhere across the system. If you need material not owned by the McGill University Library, our *Interlibrary Loan and Document Delivery Service* will obtain it for you at no cost for McGill students, faculty, and staff. Interlibrary loans can be picked up at any branch.

## 12.2 McGill Writing Centre

The McGill Writing Centre (MWC) offers credit courses in academic writing that may be taken as electives or to fulfil language requirements in some degree programs. In some faculties, you need to obtain approval from your Student Affairs Office as well as from your academic adviser before you take courses outside of your faculty, especially if the courses do not form part of your program requirements. In addition to its credit course offerings, the MWC offers non-credit courses, workshops, and individualized tutoring. For further information, please visit the MWC website: [www.mcgill.ca/mwc](http://www.mcgill.ca/mwc).

### Undergraduate Courses:

Course Number	Course Title	Credits	Notes
CEAP 150	Critical Analysis and Composition	3	Instructor permission required
CEAP 250	Research Essay and Rhetoric	3	
CESL 299	ESL: Academic English Seminar	3	
CESL 300	ESL: Academic English 2	3	Placement test required (see <a href="http://www.mcgill.ca/mwc">www.mcgill.ca/mwc</a> for details)
CESL 400	ESL: Essay & Critical Thinking	3	Placement test required (see <a href="http://www.mcgill.ca/mwc">www.mcgill.ca/mwc</a> for details)
CESL 500	ESL: Research Essay and Rhetoric	3	Placement test required (see <a href="http://www.mcgill.ca/mwc">www.mcgill.ca/mwc</a> for details)
CCOM 206	Communication in Engineering	3	Restricted to and required for students pursuing a B.Sc. in Engineering
CCOM 314	Communicating Science	3	
CCOM 315	Writing the Internet	3	



**Note:** CEAP, CESL, and CCOM undergraduate courses are not open to students who have taken them previously under the corresponding EAPR, ESLN, and EDEC codes.

### Graduate Courses:

Course Number	Course Title	Credits
CEAP 642	Cornerstones of Academic Writing	1
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
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

### Course for School of Continuing Studies Students:

**Course Number**

**Course Title**

**Notes**

Restricted to and required for students in Career and Professional Development programs of



### 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](mailto:refdesk.archives@mcgill.ca)  
 Website: [www.mcgill.ca/library/branches/mua](http://www.mcgill.ca/library/branches/mua)

### 12.4 Redpath Museum

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

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

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

### 12.5 McCord Museum of Canadian History

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

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

Researchers are welcome by appointment.

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

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## 12.6 Lyman Entomological Museum and Research Laboratory

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

Telephone: 514-398-7914  
Website: [lyman.mcgill.ca](http://lyman.mcgill.ca)

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## 12.7 Other Historical Collections

In addition to the McGill museums, there are other collections and exhibits of a specialized nature curated by McGill's **Heritage Advisory Committee**.

McGill began accumulating cultural property by virtue of acquisition or donation even before the university itself was established. At the Montreal Medical Institute, which became McGill's Faculty of Medicine, specimens were collected and used as teaching tools as early as 1822. Articles published about early collections gained international recognition for faculty members such as Andrew Fernando Holmes and Sir William Dawson. Their collections and others had a major influence on building McGill's reputation as a learned institution.

For more information, and to view the full list of historical collections at McGill, please visit [www.mcgill.ca/historicalcollections](http://www.mcgill.ca/historicalcollections).

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# 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.

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## 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 university to be called McGill College. Further delay was occasioned by litigation, and the Burnside estate was not acquired until March 1829. The Montreal Medical Institution, which had begun medical lectures at the Montreal General Hospital in 1822, was accepted by the College as its Faculty of Medicine in June 1829. After further litigation, the College received the financial endowment in 1835 and the Arts Building and Dawson Hall were erected. The Faculty of Arts opened its doors in 1843.

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

Since then, the University has continued to grow vigorously. In 1884, the first wole ted partSr

capital expenditures did not become available until the early 1950s. Since that time government grants have become a major f

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

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

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

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## 13.5 Governance: Board of Governors

### 13.5.1 The Visitor

#### The Visitor

Her Excellency The Right Honourable Julie Payette

**The Governor General of Canada**

### 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**

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

**Chancellor**

#### 13.5.2.1 Members

#### Members

Bob Babinsky; B.A.(McG.)

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

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

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

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

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

Alan Desnoyers; B.Com.(McG.)

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

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

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

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

Ehab Lotayef; B.Eng.(Ain Shams)

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

Samuel Minzberg; LL.B.(McG.)

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

Maarika Paul; B.Com., Gr. Dip.(McG.), F.C.P.2 Tm 70.s35.702 Tm(Fr)TjNn C4.2, M.A., Ph.D.SD9oIlg..52 104.2.862 Tm(or)Tjeg.(Ain Shams.294td,0zs 155.45 72An

## Members

Samira Sakhia; B.Com., M.B.A.(McG.)

Cynthia Price Verreault; B.Com.(McG.)

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

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

### 13.5.2.2 Student Representatives

#### Student Representatives

Students' Society of McGill (1)

Post-Graduate Students' Society of McGill (1)

#### Observers

McGill Association of Continuing Education Students (1)

Macdonald Campus Students' Society (1)

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## 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 f

**Administration**

Christopher Manfredi; B.A., M.A.(Calg.), M.A., Ph.D.(Claremont)	<b>Provost and Vice-Principal (Academic)</b>
Ollivier Dyens; B.F.A.(C'dia), M.A., Ph.D.(Montr.)	<b>Deputy Provost (Student Life &amp; Learning)</b>
TBA	<b>University Registrar and Executive Director of Enrolment Services</b>
Martine Gauthier; M.A.(Flor. St.)	<b>Executive Director of Services for Students</b>
Ghyslaine McClure; B.Eng.(Montr.), S.M.(MIT), Ph.D.(Montr.)	<b>Associate Provost (Academic Priorities &amp; Resource Allocation)</b>
Angela Campbell; B.A. B.C.L.(McG.), LL.M.(Harv.)	<b>Associate Provost (Equity &amp; Academic Policies)</b>
Anja Geitmann; Diplom(Konstanz), Ph.D.(Siena)	<b>Associate Vice-Principal (Macdonald Campus) and Dean (Faculty of Agricultural &amp; Environmental Sciences)</b>
Ghilaine Roquet; B.A.(UQAM), M.Sc.A.(Montr.)	<b>Chief Information Officer</b>
Edyta Rogowska; B.A.(Tor.), M.A.(McG.)	<b>Secretary-General</b>
Yves Beauchamp; B.Eng., M.Eng.(UQTR), Ph.D.(WVU)	<b>Vice-Principal (Administration &amp; Finance)</b>
Diana Dutton; B.F.A.(C'dia), Gr. Dip., M.B.A.(McG.)	<b>Associate Vice-Principal (Human Resources)</b>
Robert Couvrette; B.Sc.(École Poly., Montr. & HEC), M.P.M.(UQAM)	<b>Associate Vice-Principal (Facilities Management and Ancillary Services)</b>
Louis Arsenault; B.A.(UQAM), M.A.(Paris VII)	<b>Vice-Principal (Communications &amp; External Relations)</b>
David Eidelman; M.D.,C.M.(McG.), FRCPC, FACP	<b>Vice-Principal (Health Affairs) and Dean (Faculty of Medicine)</b>
Sam Benaroya; B.Sc., M.D.,C.M.(McG.)	<b>Associate Vice-Principal (Health Affairs) and Vice-Dean (Health Affairs)</b>
Martha Crago; B.A.(McG.)	<b>Vice-Principal (Research &amp; Innovation)</b>
TBA	<b>Associate Vice-Principal (Research &amp; Innovation) (Innovation &amp; Partnerships)</b>
Anne McKinney; B.Sc., Ph.D.(Ulster)	<b>Associate Vice-Principal (Research &amp; Innovation) (Health Sciences)</b>
Nancy Ross; Ph.D.(McM.)	<b>Associate Vice-Principal (Research &amp; Innovation) (Social Sciences)</b>
Marc Weinstein; B.A., B.C.L., LL.B.(McG.)	<b>Vice-Principal (University Advancement)</b>

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

Anja Geitmann; Diplom(Konstanz), Ph.D.(Siena)	<b>Agricultural &amp; Environmental Sciences</b>
Antonia Maioni; B.A.(Laval), M.A.(Car.), Ph.D.(N'western)	<b>Arts</b>
Carola Weil; B.A.(Bryn Mawr), M.A., M.P.M., Ph.D.(Md.)	<b>Continuing Studies</b>
Elham Emami; D.D.S.(Tehran), M.Sc., Ph.D.(Montr.)	<b>Dentistry</b>
Dilson Rassier; B.Sc.(Fed. de Pelotas), M.Sc.(UFRGS), Ph.D.(Calg.)	<b>Education</b>
James Nicell; B.A.Sc., M.A.Sc., Ph.D.(Windsor), P.Eng.	<b>Engineering</b>
Josephine Nalbantoglu; B.Sc., Ph.D.(McG.)	<b>Graduate &amp; Postdoctoral Studies</b>
Robert Leckey; B.A.(Hons.)(Qu.), B.C.L./LL.B.(McG.), S.J.D.(Tor.)	<b>Law</b>
Colleen Cook; B.A., M.L.S., M.A., Ph.D.(Texas)	<b>Libraries</b>
Isabelle Bajoux-Besnainou; Degree(ENS Paris), M.Sc.(Paris VI & Paris IX), Doctorate(Paris IX)	<b>Management</b>
David Eidelman; M.D.,C.M.(McG.), FRCPC, FACP	<b>Medicine</b>
Brenda Ravenscroft; B.Mus.(Cape Town), M.Mus.(King's, Lond.), Ph.D.(Br. Col.)	<b>Music</b>
R. Bruce Lennox; B.Sc., M.Sc., Ph.D.(Tor.)	<b>Science</b>
Chris Buddle; B.Sc.(Guelph), Ph.D.(Alta.)	<b>Dean of Students</b>

### 13.7.1.2 Directors of Schools

Directors of Schools	
Martin Bressani; B.Arch.(McG.), M.Sc.(MIT), Ph.D.(Paris 1)	Architecture
Marc Pell; B.A.(Ott.), M.Sc., Ph.D.(McG.)	Communication Sciences & Disorders
Bettina Kemme; M.C.S.(Friedrich-Alexander Univ.), Ph.D.(ETH Zürich)	Computer Science
Linda Wykes; B.Sc., M.Sc., Ph.D.(Tor.)	Human Nutrition
Sylvie de Blois; B.Sc.(McG.), M.Sc., Ph.D.(Montr.)	Environment
Kimiz Dalkir; B.Sc., M.B.A.(McG.), Ph.D.(C'dia)	Information Studies
Anita Gagnon; B.Sc.(Cath. Univ. of Amer.), M.P.H.(Johns Hop.), Ph.D.(McG.)	Nursing
Annette Majnemer; B.Sc., M.Sc., Ph.D.(McG.)	Physical & Occupational Therapy
Daniel Cere; B.A., M.A.(McG.), Ph.D.(C'dia) ( <i>Interim</i> )	Religious Studies
Nico Trocme; B.A., M.A., Ph.D.(Tor.)	Social Work
Richard Shearmur; B.A.(Camb.), M.U.P.(McG.), Ph.D.(Montr.) ( <i>Interim</i> )	Urban Planning
Christopher Ragan; B.A.(Vic., BC), M.A.(Qu.), Ph.D.(MIT)	Public Policy

## 13.8 Student Governance

All students registered in an undergraduate program on the Downtown (McGill) campus are registered members of the accredited Students' Society of McGill University, more commonly known as SSMU. The SSMU is your representative on key issues inside and outside of the campus and will advocate for student priorities to both the McGill administration and government bodies. There are six elected executives of SSMU who represent all 22,000-plus undergrads on the Downtown campus. There is a [Legislative Council](#) that meets with representatives from faculty associations and other student groups around campus on a bi-weekly basis. This council of thirty-seven members meets to discuss student issues and how services are being provided to students.

SSMU operates over 250 clubs and runs 19 student services; for more information, see [ssmu.ca/student-life/clubs-services-ig](http://ssmu.ca/student-life/clubs-services-ig). SSMU provides a great deal of extra-curricular opportunities for students to balance a life of study with a life of involvement, and an opportunity to meet other students. The organization also provides event programming like freshman orientation (Orientation Week/Frosh), Activities Night, Faculty Olympics, community engagement opportunities, workshops, and concerts. Each faculty and each department also has organizations dedicated to providing extra-curricular involvement for their students.

Situated on the Downtown campus, SSMU operates a five-floor building including a student lounge, cafeteria, [campus bar](#), and many multipurpose spaces namely for use by student groups, but also for McGill community members.

SSMU offices are located at 3600 McTavish Street, Suite 1200 and operate between the hours of 9:00 a.m. and 5:00 p.m. during the year.

For more information regarding student government at McGill you can [contact the SSMU](#) or visit their website at [ssmu.ca](http://ssmu.ca).

Email: [frontctr@ssmu.ca](mailto:frontctr@ssmu.ca)

President: [president@ssmu.ca](mailto:president@ssmu.ca)

Welcome to McGill and we look forward to representing your interests.

