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

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

*Publication Information*

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**Enrolment Services**

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# 1 General Policies and Information

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

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## 1.1 Authorization, Acknowledgment, and Consent

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

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

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## 1.2 Student Rights and Responsibilities

*Student Rights and Responsibilities*

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

Responses on multiple-choice exams are normally checked by the Exam Security Computer Monitoring program. The program detects pairs of students with unusually similar answer patterns on multiple-choice exams. Data generated by this program can be used as admissible evidence in an investigation of cheating under Article 17 of the *Code of Student Conduct and Disciplinary Procedures*.

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

**Note:** All newly-admitted undergraduate and graduate students must complete a **mandatory online academic integrity tutorial** in their first semester, accessed through [Minerva](#) >

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











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

## 2.2.2 What Documents Does McGill Need from You?

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

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

|  |   |
|--|---|
| You have applied to McGill directly from CEGEP or you already have a student record at McGill            | <ul style="list-style-type: none"> <li>• <b>Usually</b> no documents are required to prove your Canadian and/or Quebec status. In most cases, your status is confirmed to us by the Government of Quebec or is already in your McGill record. Check your <a href="#">Minerva</a> account to verify that your status is updated correctly (Select <i>Student Menu</i> &gt; <i>Student Accounts Menu</i> &gt; <i>View your Tuition and Legal Status</i>)</li> </ul>   |
| You have applied to McGill from another Quebec university  | <ul style="list-style-type: none"> <li>• Proof of Canadian status is required: Canadian birth certificate; or Canadian citizenship card or certificate (both sides); or Certificate of Indian status card; or Makivik Society card; or valid Canadian Confirmation of Permanent Residence document (<i>Note 2</i>); or valid Canadian Permanent Resident card (both sides of the card)</li> <li>• Additionally, for Quebec residency status, <b>usually</b> no documents are required, unless McGill cannot confirm this from the Government of Quebec. Check your <a href="#">Minerva</a> account to verify that your status is correct</li> </ul> |
| You were born in Quebec  | <ul style="list-style-type: none"> <li>• Quebec <b>birth certificate</b> (<i>Note 4</i>)</li> </ul>   |
| You were born in (or are a Landed Immigrant from) a Canadian province other than Quebec                  | <ul style="list-style-type: none"> <li>• Canadian birth certificate; or Canadian citizenship card or certificate (both sides); or Certificate of Indian status card; or Makivik Society card; or valid Canadian Confirmation of Permanent Residence document (<i>Note 2</i>); or valid Canadian Permanent Resident card (both sides of the card)</li> <li>• Permanent Code Data Form (<i>Notes 1 and 5</i>)</li> </ul>  |
| You are a Quebec resident as defined by one of the other situations outlined by the Government of Quebec | <ul style="list-style-type: none"> <li>• Canadian birth certificate; or Canadian citizenship card or certificate (both sides); or Certificate of Indian status card; or Makivik Society card; or valid Canadian Confirmation of Permanent Residence document (<i>Note 2</i>); or valid Canadian Permanent Resident card (both sides of the card)</li> <li>• Permanent Code Data Form (<i>Notes 1 and 5</i>)</li> <li>• Attestation of Residency in Quebec Form (<i>Note 5</i>)</li> <li>• <b>Other supporting documents</b>, depending on which situation you checked on the above Attestation of Residency Form</li> </ul>                         |

### International Students

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- 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

- If you need security access to labs or other facilities, please contact the Area Access Manager (AAM) of the building in which the room is located. To find out who the AAM is, consult the *Find the AAM* list on the [Security Services website](#).

**Note for Continuing Studies:** You must allow at least one day after you have registered before applying for your ID card. You will not be issued an ID card if you hav

1. Complete a [Personal Data Change Form](#)
2. Provide us with a copy of the appropriate legal document with the updated legal gender (if we don't already have a copy); the list of acceptable documents is listed in the [section 2.4.1: Legal Name](#) section above
3. Submit the completed form and copy of the legal document by email attachment (PDF or TIFF format) to [permcode@mcgill.ca](mailto:permcode@mcgill.ca)

### 2.4.3 Preferred First Name

At McGill University, a student is registered under their legal name as it appears on their legal documents,—such as a birth certificate or study permit—that have been provided to the University. This name will be used on documents such as an official transcript and diploma.

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

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

The preferred first name is displayed on all unofficial university documents and tools, such as:

- McGill ID cards
- Class lists
- Student advising transcripts
- For a complete list of examples, please refer to [Student Records](#)

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

- Official university transcripts
- Reports to government
- Letters of attestation
- Diplomas and certificates
- Tuition fee e-bills
- For a complete list of examples, please refer to [Student Records](#)

It is important to note that making a request to use a preferred first name at McGill does not change a student's leg



## STUDENT TYPE

## REGISTRATION PROCEDURE

- Processing of registration packages will begin in February and registration will begin in March (see : [Key Dates, Summer 2024](#)). Some courses fill up rapidly so you are advised to send your [Registration Package for Summer Studies](#) early.



**Note:** You are responsible for all courses in which you are registered unless you formally drop these courses online using Minerva before the deadline date. Neither notification of the course instructor nor discontinuing class attendance is sufficient (see : [Key Dates, Summer 2024](#) for add/drop and withdrawal deadlines).

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### 3.1 Course Information and Regulations

The University reserves the right to make changes without prior notice to the information contained in this publication, including the revision or cancellation of particular courses or programs.

At the time this publication was finalized, new courses and modifications to some existing courses were under consideration. Students preparing to register are advised to consult [Class Schedule](#) and refer to ....

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

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

Two additional characters (D1, D2, N1, N2, J1, J2, J3) at the end of the seven-character course number identify 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 level), unless the student receives exemptions. Students have no choices among required courses.

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

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

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## 3.2 Course Selection

Course descriptions for all faculties can be found at [mcgill.ca/study/courses/search](http://mcgill.ca/study/courses/search). We also encourage you to check [mcgill.ca/summer/courseselection](http://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 the 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 in the Class Schedule and in this publication:**

- *course restrictions:* departmental approval required, permission from the instructor required, enrolment limited, enrolment reserved for students in a particular program or year, etc.;
- *course prerequisites and/or corequisites:* students must have completed all prerequisites for a course with a grade of C or better to be eligible to register for that course;
- *time at which each course section is given:* do not register for course sections that have a time overlap;
- *placement examination required:* this is specified in the course description.

If you are currently a McGill student, please consult the Undergraduate eCalendar at [mcgill.ca/study](http://mcgill.ca/study) to check your [course requirements](#) 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 [Minerva Class Schedule](#). 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;





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 re

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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 (S/U), you must do so before the course change deadline on [Minerva](#) as part of the *Student Menu > Registration Menu > Quick Add or Drop Course Sections Menu*. **Y**



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



**Note for Nursing:** The S/U option is not available to B.N.I. and B.Sc.(N.) students for required courses.



**Note for Physical and Occupational Therapy:** The S/U option is not available to Physical and Occupational Therapy students.

For further information, contact your departmental advisor or Student Affairs Office, as appropriate.

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### 3.7 Auditing of Courses

McGill does not permit auditing of courses.



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

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## 4 Fees

The information in this publication was updated in January 2024. The University reserves the right to make changes without notice in the published scale of fees.

Further information regarding fees can be found on the Student Accounts website: [mcgill.ca/student-accounts/tuition-fees/tuition-and-fees-tables-and-rates](https://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 [mcgill.ca/gps/funding](https://mcgill.ca/gps/funding).

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### 4.1 Access to Fee Information

You can view your *Account Summary by Term* on [Minerva](#). The Summer term fees will be accessible at the end of March.

#### 4.1.1 Guest Access on Minerva

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

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

You can revoke guest access privileges at any time.

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

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

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

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### 4.2 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.



#### 4.4.4 Administrative Charges

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

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

**Information Technology Charge** – The purpose of the information technology charge is to enhance certain technological services provided to students as well as to provide training and support to students in the use of new technologies.

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

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

**General Administrative Charge** – This fee originated from increases in ancillary fees that were allowed by the Quebec Government. The University complies with the Quebec government's regulation on administrative fee increases by applying the same indexation factor that the government applies to tuition to this charge. A portion of the amount continues to be directed to Athletics (except in the School of Continuing Studies).

For further information about administrative charges, see [mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/society-services-and-administrative-fees](http://mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/society-services-and-administrative-fees).

#### 4.4.5 Overdue Accounts

All tuition and fees assessed by the Univ

delinquent, or if you owe more than \$100 from the previous term. The cancellation is effective the last day of the add/drop period unless you settle the account or make payment arrangements with the University by then. If you pay or make payment arrangements with the Student Accounts Office after the add/drop deadline and you want the University to reinstate your registration for the current or subsequent term(s), you must complete the *Request for Reinstatement* form ([mcgill.ca/student-accounts/forms](http://mcgill.ca/student-accounts/forms)) and submit it to the Student Accounts Office, which will forward it to Enrolment Services for approval and processing. Your fee account will be charged a Reinstatement Penalty for the processing of the re-enrolment; exact fee amounts and further details are available on the *Student Accounts* website.

#### 4.4.6 Quebec Inter-University Transfer Agreements

If you are taking courses as part of the Quebec Inter-University Transfer (IUT) agreement, you are required to pay the fees at your home university; see [section 3.5: Quebec Inter-University Transfer Agreement](#). The agreement covers only the transfer of academic credits.

IUT students taking courses at McGill are required to pay additional course charges that are compulsory upon registration, such as special activity charges or course material costs.

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

#### 4.4.7 Acceptance of Fees vs. Academic Standing

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

For directions on requesting your refund online in Minerva, see [mcgill.ca/student-accounts/your-account/requesting-refund](http://mcgill.ca/student-accounts/your-account/requesting-refund).

#### 4.4.8 Deferred Admission, Degree Transfers, Break in Enrolment

**Deferred Admission:** Students who defer their admission to the University will be subject to the tuition rates that are in effect for the term in which they are starting, and not the term in which they were originally admitted. This is of interest to International students in particular programs where tuition rates have been guaranteed for the duration of their program as long as there is no break in enrolment.

**Degree Transfers:** International undergraduate students and students in non-research graduate programs who transfer to degrees in Computer Science, Engineering, Law, Management, or Science will be charged the tuition rate in effect for newly admitted students to those degrees in their term of transfer.

**Break in Enrolment:** Quebec Residents may need to reprove their fee status if they have been absent (i.e., not enrolled) for more than two terms (not counting the Summer term). Students may verify their legal status in Minerva (select the appropriate term) to confirm that the QC residency status is still active. *Terms for which students are recorded as being away on an officially approved leave of absence are not counted as enrolment terms.*

International students who are charged fees at the self-financed rate (all undergraduate or graduate level non-research programs) who are absent (i.e., not enrolled) for more than one term (excluding the summer), will be charged the tuition rate in effect for newly admitted students in the term in which they resume their studies. *A term of withdrawal from the University is included in the calculation of the break in enrolment when students are not charged tuition for that term. Terms for which students are registered on an officially approved leave of absence, exchange or study away program are not calculated as part of a break in enrolment.* This policy is not applicable to Visiting and Special students as international students in these categories always pay the fees of the new academic year.

#### 4.4.9 Fees for Students in Two Programs

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





You can request a refund in [Minerva](#) at *Student > Student Accounts > Refund Request > Create a new Refund Request*. Please note that we strongly recommend that you supply direct deposit banking information via Minerv

- you may continue in your program;
- you have a CGPA of 2.00 or greater.

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

If you are in Interim Probationary 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 a departmental advisor before withdrawal deadlines about your course selection for the Winter term;
- you should see your Faculty advisor to discuss degree planning.

If you are in Probationary Standing:

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

If you are in Unsatisfactory Standing:

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

You will be placed in Unsatisfactory Standing:

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

Appeals for readmission by students in Unsatisfactory Standing must be received in their respective Faculties no later than the deadlines stated on their readmission websites. For **Arts**, see [mcgill.ca/oasis/students/seeking-readmission](http://mcgill.ca/oasis/students/seeking-readmission). For **Science** (including B.A. & Sc.) see



#### 5.1.5.2 Probationary Standing: Faculty of Engineering

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

- a CGPA that is less than 2.00 and equal to or greater than 1.20
- or**
- a TGPA that is equal to or greater than 2.50 and a CGPA that is less than 2.00.

You may continue with your studies under the following conditions:

- You must reduce your credit load to a maximum of 13 credits per term and must obtain, at the end of the term, either a CGPA of 2.00 or greater or a TGPA of 2.50 or greater.
- If you have a TGPA of 2.50 or greater, but you have a CGPA that is less than 2.00, you may continue with your studies but you will remain in Probationary Standing until you obtain a CGPA of 2.0 or greater.
- If you do not obtain either the TGPA or CGPA noted above, you will be placed in Unsatisfactory Standing.
- You must consult a faculty or departmental advisor 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 regulations below apply.

##### **Students in Interim Unsatisfactory Standing after the Fall term:**

You may continue with your studies under the following conditions:

- You must reduce your credit load to a maximum of 13 credits per term and must obtain, at the end of the term, either a CGPA of 2.00 or greater or a TGPA of 2.50 or greater.
- If you have a TGPA of 2.50 or greater, but your CGPA is less than 2.00, you may continue with your studies but will remain in Probationary Standing until you obtain a CGPA of 2.00 or greater.
- If you do not obtain either the TGPA or CGPA noted above, you will be placed in Unsatisfactory Standing.
- You must consult a faculty or departmental advisor before withdrawal deadlines concerning your course selection.

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

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

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

#### 5.1.6 Academic Standing: Faculty of Law

If you do not obtain a sessional grade point average (GPA at the end of Fall and Winter terms combined) of at least 1.50, you will be required to withdraw from the Faculty. If your sessional GPA is between 1.50 and 1.99, you will be permitted to continue with your program, but you must obtain a subsequent sessional GPA of 2.50 or a Cumulative GPA (CGPA) of 2.00. You must have a CGPA of 2.00 to be considered for graduation. Students who are required to withdraw from the Faculty may be authorized to continue in their program by the Faculty Admissions Committee if there are exceptional reasons for the required withdrawal.

#### 5.1.7 Academic Standing: School of Continuing Studies

If you are in Unsatisfactory Standing, you must apply to the Appeals Committee of your academic area.

#### 5.1.8 Academic Standing: Schulich School of Music

Music students, see [Schulich School of Music > Undergraduate > Academic Information > : Academic Policies in the Schulich School of Music](#).

#### 5.1.9 Academic Standing for Degree Students Registered in the Summer Term

If you are in Unsatisfactory Standing, you may register for Summer courses but will be blocked from Fall term registration unless you have been readmitted by your faculty. Consult the student affairs office of your faculty for more information ([mcgill.ca/students/advising/advisordirectory](https://mcgill.ca/students/advising/advisordirectory)).

If you are graduating at the end of the Winter 2024 term, you can still register in Summer courses, but you will be classified as a Special Student. Please fill out the *Authorization for Change of Program - Graduating Students* form available at [mcgill.ca/students/records/forms](https://mcgill.ca/students/records/forms).



**Note:** You cannot graduate at the end of the Summer 2024 term and attend the Spring 2024 convocation. If you complete your degree requirements during Summer 2024, you will be granted your degree at the Fall 2024 convocation.

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## 5.2 Credit System

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

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



**Note:** One credit equals about 45 hours of work. This may be a combination of lecture, laboratory, tutorial, and conference time plus personal study hours. Personal study hours may include required activities, group activities, time spent doing assignments, and preparing and reviewing for a course. All synchronous activities should be held within the time the course is scheduled per the *Minerva Class Schedule*. Credit hours normally do not require a set number of synchronous hours, allowing for flexibility in course design and scheduling options. However, some programs, such as those with accreditation requirements, may require a minimum of synchronous contact hours.



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



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



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



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

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## 5.3 Grading and Grade Point Averages (GPA)



**Note for Physical and Occupational Therapy:** A grade of C+ is the minimum required passing grade for courses with the subject codes of OCC1, PHTH, and POTH. A grade of C is the minimum required passing grade for all other courses. For complete details, refer to the Rules and Regulations, available at [mcgill.ca/spot/programs](https://mcgill.ca/spot/programs).

Instructors may submit final grades as either letter grades or in percentages, but the official grade in each course, which is displayed on the transcript is the letter grade. Where appropriate, a class average appears on transcripts expressed as the letter grade most representative of the class performance. In such cases, the class average is calculated for courses, where the total number of grades in all of its course sections is 25 or more, and the grades have a grade point (e.g. grades of S, U, or P do not have grade points).

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

Grades A through C represent satisfactory passes, D a conditional (non-continuation) pass, and F a failure. Certain courses have been approved for Pass/Fail (P/F) grading. Students may also designate elective courses to be graded under the S/U option. See *Courses Taken under the Satisfactory/Unsatisfactory (S/U) Option*.



### Policy on Pass/Fail Grading:

For a course to be graded P/F, a proposal must be approved by the Program Director, approved by the Faculty Curriculum Committee, and approved by the Subcommittee on Courses and Teaching Programs (SCTP). Courses that are approved to be graded P/F must indicate this in the course syllabus. Pass/Fail grading applies to all students in a course section and cannot be selectively added to individual students.

Grades of Pass are not included in the GPA calculation and as such are not normally applied to required courses. Grades of F are included in GPA calculations. However, both grades of P and F are included in the count of completed credits for determining eligibility for scholarships and awards.

| Grades   | Grade Points | Numerical Scale of Grades |
|----------|--------------|---------------------------|
| A        | 4.0          | 85 – 100%                 |
| A-       | 3.7          | 80 – 84%                  |
| B+       | 3.3          | 75 – 79%                  |
| B        | 3.0          | 70 – 74%                  |
| B-       | 2.7          | 65 – 69%                  |
| C+       | 2.3          | 60 – 64%                  |
| C        | 2.0          | 55 – 59%                  |
| D        | 1.0          | 50 – 54%                  |
| F (Fail) | 0            | 0 – 49%                   |



**Note for Engineering:** The Faculty of Engineering does not use this numeric scale. See *Note for Engineering* below.



**Note for Law:** Faculty of Law does not use this numeric scale.

The University assigns grade points to letter grades according to the table above. Your Academic Standing (e.g., satisfactory, probationary), which is your academic status at the end of each term, is determined by a grade point average (GPA), which is calculated by multiplying the course credit by the grade points and dividing the sum by the total GPA course credits. The GPA result is truncated by two decimal points and not rounded up to the nearest decimal point. For example, a GPA of 3.596 will display on the transcript as 3.59 and is NOT rounded up to 3.60.

GPA course credits are the credits of courses with final grades that are assigned grade points according to the table above (e.g. a 3-credit course with a final grade of A has 3 GPA course credits, but a 3-credit course with a final grade of P has no GPA course credits because a grade of P does not have a grade point value).

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

The *term grade point average* (TGPA) is the GPA for a given term calculated using all the applicable courses at the same level in that term. The *cumulative grade point average* (CGPA) is the GPA calculated using your entire record of applicable courses at McGill at the same level; if you change le

complementary courses, laboratory complementary courses, or courses in any other category of Engineering programs. Individual departments/schools will decide if a student with a D in a prerequisite course(s) may take the subsequent course.

**Grades have the following designations:**

|           |                  |
|-----------|------------------|
| A, A-     | Very Good        |
| B+, B, B- | Good             |
| C+, C     | Satisfactory     |
| D         | Conditional Pass |
| F         | Fail             |

5.3.1 Grading and Grade Point Averages (GPA): Other Grades



**Note:** Not all grades listed below apply to every faculty, school, or level. Faculty policy prevails when determining if a student may be eligible to receive one of these grades.

**Other Grades**

|          |   |   |
|----------|---|---|
| J        | — | unexcused absence (failed); the student is registered for a course but does not write the final examination or complete other required work; calculated as a failure in the TGPA and CGPA |
| K        | — | incomplete; instructor has extended the deadline for submission of work in a course   |
| KE or K* | — | further extension granted for submission of work in a course, approval from the Faculty SAO may be required   |
| KF       | — | failed to meet the extended deadline for submission of work in a course; calculated as a failure in TGPA and CGPA   |
| KK       | — | completion requirement waived; not calculated in TGPA or CGPA; Associate Dean approval is required.   |
| L        | — | approved to write a deferred examination in a course  |
| 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)<br><br>satisfactory; equivalent to C or better in an elective course; not calculated in                    |







**Note for Graduate and Postdoctoral Studies:** You should direct any questions or problems with your record to your [Graduate Program/Director](#).

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## 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), or 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.

#### 5.6.1 Transcript of Academic Record: General Information

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

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

## 6 Examinations: General Information



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

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

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

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

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

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

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

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

You can find information about issues related to academic integrity at [mcgill.ca/students/srr/honest](https://mcgill.ca/students/srr/honest).



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



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



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



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

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

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

### 6.2 Credit by Examination

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

### 6.3 Faculty of Engineering Policy on Use of Calculators in Faculty Tests and Examinations

The use of calculators during tests and examinations is at the discretion of the course instructor. If a calculator is permitted in the examination, you are required to use one of the following calculators:

- CASIO fx-100MS
- CASIO fx-115MS
- CASIO fx-260
- CASIO fx-300MSPlus
- CASIO fx-570MS
- CASIO fx-991MS
- CASIO fx-992S
- SHARP EL-510
- SHARP EL-520
- SHARP EL-531
- SHARP EL-546 (all extensions are acceptable for SHARP calculators)
- TI-30XIIS

No other calculators will be permitted, regardless of their level of sophistication, unless otherwise stated by the examiner. **Non-regulation calculators will be removed and no replacement calculator will be provided.** You are expected to own one of the above-listed Faculty of Engineering Standard Calculators.

For more information, see [mcgill.ca/engineering/students/current-students/undergraduate/courses-registration/exams-assessment/faculty-standard-calculators](http://mcgill.ca/engineering/students/current-students/undergraduate/courses-registration/exams-assessment/faculty-standard-calculators).

## 6.4 Final Examinations

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



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



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

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

### 6.4.1 Final Examinations: University Regulations Concerning Final Examinations

#### 6.4.1.1 Preamble

The objectives of these regulations are as follows:

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

#### 6.4.1.2 Regulations

1. These re



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

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

- reassessment of coursework



3600 McTavish Street, Suite 4100  
Montreal QC H3A 0G3

For information, contact:

Telephone: 514-398-8238

Website: [mcgill.ca/student-services](http://mcgill.ca/student-services)

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

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### 8.3 Student Services – Downtown Campus

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

Brown Student Services Building, Suite 4100  
3600 McTavish Street  
Montreal QC H3A 0G3  
Email: [student.services@mcgill.ca](mailto:student.services@mcgill.ca)





Website: [mcgill.ca/access-achieve](https://mcgill.ca/access-achieve)

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

### 8.3.8 Office of Sustainability

Supports McGill's goal to become an institutional model of sustainability for society. Whether you have a project in mind, or just a lot of questions, there are many ways for you to get involved with sustainability at McGill.

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

### 8.3.9 Scholarships and Student Aid Office

Provides assistance in the form of bursaries, loans, and Work Study programs to students requiring financial aid; administers government aid programs; and promotes financial wellness through tools and workshops.

Brown Student Services Building, East Wing, Suite 3200  
Service also available at Macdonald Campus, in Centennial Centre, Room 124. Please mention campus location when booking your appointment.  
Telephone: 514-398-6013  
Student Aid email: [student.aid@mcgill.ca](mailto:student.aid@mcgill.ca)  
Scholarships email: [scholarships@mcgill.ca](mailto:scholarships@mcgill.ca)  
Website: [mcgill.ca/studentaid](https://mcgill.ca/studentaid)

### 8.3.10 Student Wellness Hub

The Student Wellness Hub provides physical and mental health and wellness resources in one space to all McGill students who pay the Student Services fee. Access doctors, nurses, counsellors, access advisors, dietitians, psychiatrists (by referral only), sexologists, and lab technicians; as well as information, support, and programming through the Healthy Living Annex.

Downtown Campus  
Brown Student Services Building, 3rd floor  
Service also available at Macdonald Campus, in Centennial Centre, Room 124. Please mention campus location when booking your appointment.  
Telephone: 514-398-6017  
Email: [hub.clinic@mcgill.ca](mailto:hub.clinic@mcgill.ca)  
Website: [mcgill.ca/wellness-hub](https://mcgill.ca/wellness-hub)

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

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## 8.4 Student Services ± Macdonald Campus

Students who study on the Macdonald campus may make full use of all Student Services on both campuses. A complete list of Student Services can be found at [mcgill.ca/studentservices/services](https://mcgill.ca/studentservices/services). All **Student Services** at Macdonald Campus are located in the Centennial Centre, unless otherwise noted:

Centennial Centre, Room 124  
21,111 Lakeshore Road  
Sainte-Anne-de-Bellevue QC H9X 3V9  
Telephone: 514-398-7992  
Email: [stuserv.macdonald@mcgill.ca](mailto:stuserv.macdonald@mcgill.ca)  
Website: [mcgill.ca/macdonald-studentservices](https://mcgill.ca/macdonald-studentservices)

A list of services available is given below. For detailed information, please visit [our website](#) and the main [Student Services website](#).

- [section 8.4.1: Career Planning Service \(CaPS\)](#)
- [section 8.4.2: International Student Services \(ISS\)](#)
- [section 8.4.3: Student Accessibility & Achievement](#)
- [section 8.4.4: Student Wellness Hub](#)
- [section 8.4.5: Scholarships and Student Aid](#)
- [section 8.4.6: Other Services](#)

#### 8.4.1 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.

Telephone: 514-398-3304

Email: [careers.caps@mcgill.ca](mailto:careers.caps@mcgill.ca)

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

myFuture: [caps.myfuture.mcgill.ca](http://caps.myfuture.mcgill.ca)

#### 8.4.2 International Student Services (ISS)

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

Telephone: 514-398-4349

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

#### 8.4.3 Student Accessibility & Achievement

Student Accessibility & Achievement provides learning assessment, support services and programs, and reasonable accommodations to undergraduate, graduate, and postdoctoral students with documented disabilities (including but not limited to learning disabilities, physical disabilities, and mental health conditions).

#### 8.4.5 Scholar ships and Student Aid

Provides assistance in the form of bursaries, loans, and Work Study programs to students requiring financial aid; administers government aid programs; and promotes financial wellness through tools and workshops.

Telephone: 514-398-6013

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

#### 8.4.6 Other Ser vices

The following resources avources a

### 8.6.3 Institutional Sales Department

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

Contact the Sales Team at [is.bookstore@mcgill.ca](mailto:is.bookstore@mcgill.ca) with your enquiry or list of products.

#### **Institutional Sales**

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

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## 9 Summer Residence Accommodation



**Note:** Please note that due to a large University on-campus Congress, rooms are not available from June 10 to 24, 2024.

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### 9.1 Residences

McGill University Housing and Conference Services offers residence accommodations in the following locations during the summer:

- **La Citadelle (LC):** located only a few blocks from the McGill University main campus at 410 Sherbrooke Street West.
- **Carrefour Sherbrooke (CS):** located near McGill's main campus in the heart of downtown at 475 Sherbrooke Street West.
- **Royal Victoria College Residence (RVC):** located directly across from McGill's downtown campus.

McGill's residences are the perfect place to be during the summer in Montreal.

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

**La Citadelle (LC)** offers hotel-style accommodation in McGill's residence located on Sherbrooke Street West, just steps from McGill's Downtown campus and the Golden Square Mile. At LC, you have the choice of a single-occupancy room with one queen-size bed or a double-occupancy room with two double beds. Each guestroom is equipped with a private bathroom, air conditioning, cable TV, free local calls, and Wi-Fi Internet access. There is a card-operated laundry room and fitness centre available 24 hours per day on site. LC also offers a common kitchen area for students. Students must bring their own cookware, dishware, and flatware.

**Carrefour Sherbrooke (CS)** provides hotel-style accommodations. Guests will find first-class shopping, restaurants and art galleries, outdoor cafés, and street festivals all within walking distance. Rooms offer one or two queen beds, private bathrooms, cable TV, air conditioning, a small refrigerator, and daily in-room housekeeping services. The building includes a small gym, paid laundry facilities, and shared common spaces.

**Royal Victoria College Residence (RVC)** offers traditional dormitory-style accommodations, featuring private rooms with shared bathroom and kitchen facilities. RVC is located right in the centre of the city, directly across from McGill's downtown campus. It is only a few steps away from the well-known Sainte-Catherine Street, lined with great shops and restaurants. The "Quartier des Spectacles" (entertainment district), museums, and Mount Royal Park are all within walking distance. All rooms are private study rooms with one twin bed, a desk, dresser, armoire, and a small refrigerator. Shared bathrooms, kitchenettes, and laundry facilities can be found throughout the residence.

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### 9.2 Reservations for Summer Residences

Anyone arriving prior to May 8 must commit to a minimum of one month's stay and will be required to pay one month's accommodation in advance. There will be no refund of this amount should the student withdraw.

#### **Cancellation Policy:**

Please contact the Housing and Conference Services reservations office no later than May 8, 12:00 p.m. ET (noon) to avoid a one-night cancellation fee. **Notice to any other University office is not sufficient.**

Prior to sending your application, it is strongly recommended that you verify availabilities with the Housing and Conference Services Reservations office.





### Email

All students are assigned a McGill email address (usually in the form of *firstname.lastname@mail.mcgill.ca*) and given a McGill email mailbox. Please refer to [section 1.7.5: Email Communication](#) for further information on email services.

### MS Teams

[Microsoft Teams](#) is the recommended application for conducting virtual meetings, audio and video calls, text messaging, and filesharing among McGill students, faculty, and staff members.

### OneDrive

Students are given 1 Terabyte of free [file storage space](#) on the Microsoft 365 cloud where you can store and share documents.

### Microsoft Office and 365 Apps

As a student you can download and install the entire [Microsoft Office ProPlus](#) suite (Word, Excel, PowerPoint, OneNote, etc.) to your personal devices, and sync your files with the online versions in OneDrive.

Other Microsoft 365 apps include Forms (surveys and data collection), Sway (interactive online presentations), Stream (video streaming platform), SharePoint Online, and more. Find out about all the Microsoft 365 apps at [mcgill.ca/it/explore-services/o365](http://mcgill.ca/it/explore-services/o365).



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

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## 11.3 Online Course Materials and Lecture Recordings

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

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

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

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## 11.4 Minerva

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

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

For information on accessing Minerva, visit [McGill's IT Portal](#).

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## 11.5 Secure Your Journey

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





### 12.2.2 McGill Writing Centre Tutorial Service

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

### 12.2.3 McGill Writing Centre Contact Information

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

Graphos  
Website: [mcgill.ca/graphos](http://mcgill.ca/graphos)  
Inquiries: [graphos@mcgill.ca](mailto:graphos@mcgill.ca)

MWC Tutorial Service  
Website: [mcgill.ca/mwc/tutorial-service](http://mcgill.ca/mwc/tutorial-service)  
Inquiries: <mailto:mwctutorial@mcgill.ca>

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## 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, as well as 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: [mcgill.ca/library/branches/mua](http://mcgill.ca/library/branches/mua)

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## 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 pro

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## 13 History

McGill 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 100 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 £100,000 to the “Royal Institution for the Advancement of Learning” upon condition that the latter erect “upon the said tract or parcel of land, an University or College for the purpose of education and the advancement of learning in this Province”; and further upon condition that “one of the Colleges to be comprised in the said University shall be named and perpetually be known and distinguished by the appellation of ‘McGill College.’”

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

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

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

In 1905, Sir William Macdonald established Macdonald College at Sainte-Anne-de-Bellevue as a residential college for Agriculture, Household Science,

**Presbyterian College of Montreal**

3495 University Street, Montreal QC H3A 2A8

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

**United Theological College of Montreal**

## 13.5.2 Board of Governors

**Board of Governors**

Maryse Bertrand, Ad.E., M.Sc.(RM)

**Chair**

Deep Saini

**President and Vice-Chancellor**John McCall MacBain; B.A.(McG.), B.A.(Wadham), M.A.(Oxford),  
M.B.A.(Harvard)**Chancellor**

## 13.5.2.1 Members

**Members**

Bob Babinski; B.A.(McG.)

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

Gregory David; B.C.L., LL.B.(McG.)

Ariel Deckelbaum; LL.B., B.C.L., B.A.(McG.)

Luciano D'Iorio; SIOR, A.E.O.

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

Lucy Gilbert; M.D., M.Sc., F.R.C.O.G.

Celia Greenwood; Ph.D.(McG.)

Joseph Hakim; B.Com.(McG), M.B.A.(C' dia)

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

Fred Headon; B.A.(Winn.), B.C.L./LL.B.(McG.)

Inez Jabalpurwala; B.A., M.A., M.B.A., M.M.(McG.)

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

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

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

Adrienne Piggott

Diletta Prando

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

Jonathan Sigler; B.S., M.S.

Petra Rohrbach; B.Sc.(McG.), M.Sc., Ph.D.(Heidel.)

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

## 13.5.2.2 Student Representatives

**Student Representatives**

1 representative of the Students' Society of McGill

1 representative of the Post-Graduate Students' Society of McGill

Observers ("voice but no vote"):

1 representative of the McGill Association of Continuing Education Students

1 representative of the Macdonald Campus Students' Society

## 13.6 Governance: Members of Senate

### 13.6.1 Ex-Officio

#### Ex-Officio

The Chancellor

The Chair of the Board of Governors

The President and Vice-Chancellor

The Provost, Deputy Provost, and the vice-presidents

The deans of faculties

The Dean of Continuing Studies

The Dean of Graduate and Postdoctoral Studies

The Dean of Students

The Dean/Director of Libraries

The University Registrar and Executive Director of Enrolment Services

The Director of Teaching and Learning Services

### 13.6.2 Elected Members

#### Elected Members

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

21 Student Members

## 13.7 Administration

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

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

#### Administration

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

**Administration**

Cristiane Tinmouth

**Associate Vice-President (Financial Services)**

Denis Mondou

**Associate Vice-President (Facilities Management and Ancillary Services)**

Louis Arsenault

**Vice-President (Communications and External Relations)**

Lesley Fellows

**Vice-President (Health Affairs) and Dean (Faculty of Medicine and Health Sciences)**

Jean-Pierre Farmer

**Associate Vice-President and Vice-Dean (Health Affairs, Faculty of Medicine and Health Sciences)**

**Vice-President (Research and Innov**



## Directors of Schools

Sylvie de Blois

Kimiz Dalkir

TBA

Anita Gagnon

Laurie Snider

Timothy Evans

Garth W. Green

Nico Trocmé

Richard Shearmur (*interim*)

Christopher Ragan

**Environment**

**Information Studies**

**Medicine, School of**

**Nursing**

**Physical and Occupational Therapy**

**Population and Global Health**

**Religious Studies**

**Social Work**

**Urban Planning**

**Public Policy**

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## 13.8 Student Governance

All students registered in an undergraduate program on the Downtown Campus are re

