



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

Programs, Courses and University Regulations

2016-2017

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

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- 2 . In the interpretation of academic regulations, the Senate is the final authority.
- 3 . Students are responsible for informing themselves of the University's procedures, policies and regulations, and the specific requirements associated with the degree, diploma, or certificate sought.
- 4 . All students registered at McGill University are considered to have agreed to act in accordance with the University procedures, policies and regulations.
- 5 . Although advice is readily available on request, the responsibility of selecting the appropriate courses for graduation must ultimately rest with the student.
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- 7 . The academic publication year begins at the start of the Fall semester and extends through to the end of the Winter semester of any given year. Students who begin study at any point within this period are governed by the regulations in the publication which came into effect at the start of the Fall semester.
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Note: Throughout this publication, "you" refers to students newly admitted, readmitted or returning to McGill.

Publication Information

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1 Regulations

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

1.1 Authorization, Acknowledgement, and Consent

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

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

1.2 Categories of Students

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

1.2.1 Full-Time Students

Full-time students are students with a registration status of full-time and paying full-time fees. Full-time master's, diploma, and certificate candidates must show a minimum of 12 credits per term on their record.

1.2.2 Half-Time Students (Thesis Programs)

In some departments, students are permitted to proceed toward a degree on a half-time basis, i.e., students are permitted to register half-time instead of full-time during sessions of residence.

It is expected that half-time students will spend 50% of their time in the department participating in coursework, seminars, discussions, etc., with staff and full-time students. Half-time students are reminded that they must complete the degree within the time limitation imposed by Graduate and Postdoctoral Studies, and that if they choose to be half-time they must: a) be so for an even number of half-time terms (i.e., two half-time terms equal one full-time term) and b) fulfil the minimum residence requirement in their program.

1.2.3 Part-Time Students

Certain degree programs can be followed on a part-time basis (e.g., M.Ed., M.Eng. Non-Thesis option, M.B.A., M.S.W. Non-Thesis option, and S.T.M.). Students in non-thesis programs (including the C.A. program) as well as Special, Visiting and Qualifying, Certificate and Diploma students, **not taking at least 12 credits per term**, are considered to be part-time. Students may, in some departments, proceed toward the degree on a part-time basis.

Part-time students are reminded that they must complete the degree within the time limitation imposed by Graduate and Postdoctoral Studies.

In cases of part-time and transfer students, all coursework might not be completed during the residency. It must therefore be completed during one or more additional terms (Non-Thesis Extension). Fees are charged accordingly.

1.2.4 Additional Session (Thesis Programs) and Non-Thesis Extension (Non-Thesis Programs) Students

Students in Additional Session or Non-Thesis Extension are students with a registration status of Additional Session (thesis programs) or Non-Thesis Extension (non-thesis programs) and paying fees accordingly. The following are such students:

1. Graduate students who have completed the residency requirements in a master's program.
2. Graduate students who have completed 8 full-time semesters in a doctoral program (when admitted to Ph.D. 1).
3. Graduate students who have completed 6 full-time semesters in a doctoral program (when admitted to Ph.D. 2).

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

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

1.2.5 Thesis Evaluation Students

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

"Thesis Evaluation" students are considered to be:

- registered at the University in a full-time status;
- eligible for University services;
- eligible for funding;
- eligible for a T2202 tax slip crediting the months for which they are registered and any ancillary fees charged.

If you are in "Thesis Evaluation" status, you are not permitted to register for courses. Students who still need to take courses to fulfill the program requirements after submitting their initial e-thesis will remain registered in additional session status and pay associated fees.

1.2.6 Qualifying Students

Students admitted to a Qualifying program are known as Qualifying Students for a Master's. They must meet the application and admission requirements indicated by the chosen graduate department and the Graduate Admissions Unit of Enrolment Services. The courses taken during a Qualifying year will not be credited toward a degree program. Students are registered in graduate studies but have not yet been admitted to a degree program. These students take a full load (12 credits minimum) per semester of undergraduate courses as specified by the department. Only one Qualifying year is permitted.

1.2.7 Special Students

Students who meet the minimum entrance requirements of Graduate and Postdoctoral Studies and wish to take **one, or at most two, graduate-level courses per term** (6 credits) without intention of proceeding to a degree or diploma are termed Special Students. After completion of a maximum of 12 credits, an applicant **may not** continue as a Special Student.

If graduate Special Students subsequently become candidates for higher degrees, they may receive academic credit for relevant graduate courses taken as Special Students. They must apply every year.

Students who wish to take undergraduate courses only must apply as Special Students in the undergraduate faculty concerned, even if they already hold degrees.

1.2.8 Visiting Students

Visiting Students are those students who are registered in a degree program at another university and who have obtained written permission from both universities to take a course(s) for credit toward that degree program. Students studying in the province of Quebec who are in this category are eligible for a transfer of credit if the required permission is obtained on Quebec Inter-University Transfer forms. These forms are available online at www.mcgill.ca/students/iut. McGill students registering for courses required for their degree program at other Quebec universities are required to pay for the course(s) at the home university. McGill University and *Université de Montréal* participate in an exchange (graduate) with the University of British Columbia and the University of Toronto.

As a rule, graduate students should not register for courses through Inter-University Transfers (IUT) during the last semester before graduation. There are considerable delays in receiving official transcripts which delay the degree audit process and graduation. If special departmental permission is given for such a course to be taken in the last semester, there will be no extension given for the grade submission deadline.

1.2.9 Graduate Research Trainee

Eligibility

If you are enrolled in a graduate program at another university and would like to attend McGill for a limited period of time (up to 12 months*) to conduct research only, you must apply as a Graduate Research Trainee. Research trainees are not permitted to register for courses. This category of registration is for students registered in graduate programs in other universities to conduct PART of their thesis research at McGill under the supervision of a McGill professor. The purpose of the training period at McGill must be described. Acceptable reasons include: the student is engaged in collaborative projects between professor(s) at McGill and the student's sponsoring institution; the student wishes to take advantage of specific expertise, academic resources, or technical capabilities at McGill to enhance the thesis research being conducted at the sponsoring institution; the student is spending a stage at McGill under a specific Memorandum of Understanding between McGill and the sponsoring institution; the student's thesis supervisor has relocated to McGill, but the student remains registered at the former institution to complete his/her graduate degree. The category of Graduate Research Trainee cannot be used to conduct the majority of thesis research at McGill under the supervision of a McGill professor.

* Extensions beyond 12 months are **not** granted.

Conditions

Students applying to be a Graduate Research Trainee:

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

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

1.2.10 Non-Resident Status

Departments may permit or require candidates to spend one session at another institution; it is understood that this session must be one of full-time work, and that the institution selected must be able to provide expert supervision and facilities for research appropriate to the candidate, in the field selected.

Permission to spend a required year of residence at another university must be obtained **before** the beginning of the session in which the student will be absent. A program of the work projected and particulars of the institution selected must be sent, accompanied by a letter from the Chair of the department, to Enrolment Services for approval. Permission is only granted to students who have already completed one full-time term at McGill.

The student will be required to register and pay the normal full-time McGill tuition fee less any tuition fee payable to the host institution. Other student-related fees are not levied and the ID card is not validated.

Students participating in a formal exchange program must register and pay full-time tuition including other student-related fees. The ID card is not validated.

1.2.11 Leave of Absence Status

1.2.11.1 Graduate and Postdoctoral Leave of Absence Policy

A leave of absence may be granted for reasons such as:

- maternity or parenting
- personal or family health
- professional development (graduate students only)
- required military service (graduate students only)
- employment that precludes progress towards the degree (graduate students only)

A leave must be requested on a term by term basis and may be granted for a period of up to 52 weeks.

Students and postdocs must submit a request, by completing the appropriate *web form*, to their department along with supporting documentation justifying the leave. The department shall forward the request for approval to Enrolment Services, Management of Academic Records.

A status of “leave of absence” will display on the records of students and postdocs during the specified period of the authorized leave.

It remains the student's responsibility to verify his/her record; in particular, as it pertains to term and course registration to ensure that the accurate information is reflected.

During a **leave of absence for parental or familial reasons**, a student will **not** be eligible to take courses but he/she may request and expect guidance on thesis and research work. Students and postdocs will have free access to the University's academic facilities. Library services will continue to be available by registering at the *Humanities and Social Sciences Library* (McLennan-Redpath).

During a **leave of absence for personal health reasons**, a student will **not** be eligible to request guidance on thesis and research work or to take courses. Students and postdocs will not have access to the University's academic facilities but library services will normally continue to be available by registering at the *Humanities and Social Sciences Library* (McLennan-Redpath).



NOTES:

- Requests for a leave of absence due to health, familial, or parental reasons must be supported by a medical certificate.

- Requests for a leave of absence due to professional development are for activities that preclude progress toward the degree.
- A request for leave without proper justification and supporting documents will **not** be considered.
- A request for retroactive leave of absence will **not** be considered.
- No tuition fees will be charged for the duration of the authorized leave.
- Research supervisors are not obligated to remunerate students and postdocs on leave.
- In order to be covered by the graduate supplemental health insurance and/or international health insurance during a leave, The *Post Graduate Student Society* (PGSS) and/or *International Student Services* must be contacted to make arrangements. Additional student society fees must be paid in order to be considered as a member and to be eligible for the insurance plans. For information about the PGSS supplemental health and dental coverage, click [here](#) . For information about international health insurance, click [here](#) .
- A postdoc requesting a personal health or parental leave will extend his/her five-year eligibility term for registration. If granted, the leave must not exceed an eligibility window of 10 years from the date the Ph.D. degree was awarded.
- If you would like to request confidentiality of your medical condition, you may contact the Associate Dean of Graduate and Postdoctoral Studies for advice before submitting your request for leave.
- For a maternity or parental leave, the eligibility period of a maximum of 52 consecutive weeks is determined based on when the child is born; if the leave is interrupted for one or two terms, the eligibility period cannot be extended.

Leave vs. Residency Requirements

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

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

Applying to Graduate Following a Leave

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

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

Funding Council Leave Policies for Graduate and Postdoctoral Fellowships

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

Procedure for Requesting a Leave

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

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

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

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



NOTES:

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

1.2.12 Medical Residents

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

1.2.13 McGill Staff as Graduate Students

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

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

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

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

1.2.14 Quebec Inter-University Transfer Agreement

1.2.14.1 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. 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 course that was approved. 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 Nursing: You must obtain the Ingram School of Nursing's permission 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 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.

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



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



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

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

1.3 Registration

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

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

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

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

Returning Students:

Returning students register via [Minerva](#) between April 7, 2016 and August 14, 2016.

Newly-Admitted Students:

New students entering in **September 2016** register via [Minerva](#) between July 5, 2016 and August 14, 2016.

New students entering in **January 2017** register via [Minerva](#) between December 1, 2016 and January 4, 2017.



Note: If you fail to register during the normal registration period, you can register within the period designated by the University for late registration. You will, however, be charged a late registration fee. **To avoid the late registration fee, students must access [Minerva](#) and register for REGN RCGR (the Registration Confirmation course) in both the Fall (CRN 2334) and Winter (CRN 2262) terms.** New students entering in January 2017 only need to register for REGN RCGR in the Winter (CRN 2262) term.

Successful completion of registration is contingent upon acceptable academic standing in the previous session and payment of any previous outstanding fees and fines.

Students must register (and pay fees) annually up to and including the term of graduation. Outstanding tuition fees must be paid **before** graduation. A graduate student registered in the Winter term who graduates in February will have their Winter registration and fees cancelled at the end of February.

1.3.2 Fee Policies Related to Registration

Refer to [University Regulations and Resources > Graduate > section 8: Fees](#); particular attention should be paid to [section 8.8: Fees and Withdrawal from the University](#) and [section 8.9.1: Overdue Accounts](#).

1.3.3 Summer Registration

Detailed summer registration information will be available in the middle of March in individual departments and at www.mcgill.ca/gps/students/registration/dates.

Course Registration

Students taking summer courses register within Graduate and Postdoctoral Studies deadlines on Minerva (www.mcgill.ca/minerva).

Summer Term of Residence

Students in thesis programs who wish to register for a Summer term **to count as part of their residence requirements** must advise their department in March and complete the appropriate Summer Registration Form in April. Newly admitted students beginning their graduate thesis program in a Summer Term of Residence can get a 100% refund (less \$200 minimum or registration deposit if applicable) up to and including the May 15 withdrawal date. Students in thesis programs, who are continuing in their programs at the end of the Winter term, are expected to devote the summer to research and are considered “Continuing Students.”

1.3.4 Courses Taken in the School of Continuing Studies

In the Fall and Winter terms, students may add credit courses (500 level or higher) offered through the School of Continuing Studies (SCS) directly on Minerva. Please see www.mcgill.ca/importantdates for deadlines.

Non-credit general interest or languages courses cannot be added directly by the student. Students may register for these courses in person at the SCS, where the course(s) will be added to their record as “Extra” to their program and course fees will be charged.

1.3.5 Courses Taken as Extra to a Program

Courses that you choose to take outside your program may be classified as "extra" provided that you choose this option at the time of registration. The course will be designated as "extra" ("RX" at the time of registration, and "E" once the course is graded) on your transcript, and the grade earned in that course will not be included in your grade point average (GPA) calculation. This option cannot be added to your record after the Course Change add/drop deadline. With the exception of those who are eligible for a Graphos tuition sponsorship (see below), you will be responsible for any tuition fees associated with an "extra" course.

1.3.5.1 Graphos Scholarly Communication Courses

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



Notes:

- Thanks to a sponsorship program, nearly all doctoral students and most master's students can take Graphos courses **at no extra cost, provided that they complete the course.**
- All Graphos courses are **pass/fail.**
- Since Graphos courses finish before the end of the full term, **the standard add/drop and withdrawal dates are much earlier than the dates for courses that run for the full term.**
- Before registering, please consult the [Graphos website](#) for further details.

1.3.5.2 List of McGill Writing Centre/Graphos Courses

CESL 500 – ESL: Research Essay and Rhetoric (**Note:** This course is not part of the Graphos program.)
 CESL 631 – Strategies for Academic Communication in English
 CESL 641 – Fundamentals of Academic Writing in English
 CEAP 642 – Cornerstones of Academic Writing
 CESL 651 – Pronunciation for Effective Communication
 CEAP 652 – Fundamentals of Academic Presentations
 CEAP 661 – Summaries and Critiques
 CEAP 665 – Literature Reviews

The Redpath Museum also offers courses on scientific and research writing open to graduate students. For course availability and other information, please consult the [Redpath Museum website](#).

1.3.5.3 List of Redpath Museum Writing Courses

REDM 610 – Writing Science Articles 1
 REDM 710 – Writing Science Articles 2

1.3.6 Registration for Two Degree Programs Concurrently

No student may register in two degree programs or in two departments or faculties or two institutions concurrently without special permission granted by the Graduate Admissions Committee (composed of the Dean and Associate Deans of Graduate and Postdoctoral Studies) and in consultation with the Graduate Admissions Unit of Enrolment Services. Students are advised that permission is never granted to attempt two **full-time** programs concurrently. Letters of recommendation, including details of the proportions of time that the student intends to allot to each program, must be received from the Chair of each department concerned. Each year, a progress report must be submitted from the two departments concerned to the Graduate Admissions Committee c/o the Graduate Admissions Unit of Enrolment Services before a student in this category will be permitted to register.

1.3.7 Time Limitation

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

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

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

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

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

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

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

Senate, April 20, 2016.

1.3.8 Late Registration

If you fail to register during the normal registration period, you can register within the period designated by the University for late registration with the payment of a late registration fee. For late registration fees, see [Late Registration and Course Change Charges](#) on the Student Accounts website at: www.mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/other.

Returning Students: You may register late via Minerva from Monday, August 15 until and including Tuesday, September 20, 2016.

New and Readmitted Students (Fall): You may register late via Minerva from Monday, August 15 until Tuesday, September 20, 2016.

New and Readmitted Students (Winter): You may register late via Minerva from Thursday, January 5 until Tuesday, January 17, 2017.

Special Late Registration: If you cannot register online during the late registration period, usually due to late admission, you may receive special permission to register in person. This information is included with your letter of acceptance.

1.3.9 Withdrawal from a Degree Program

Departments have the right to ask students to withdraw from the program if progress is not satisfactory, or if they have failed two courses required for their program, or for lack of performance in research. Please see [section 1.9: Failure Policy in Graduate Studies](#).

Any student who withdraws from the University **must complete a Request for a University Withdrawal form** available at www.mcgill.ca/students/records/forms. Fees will then be refunded according to the conditions outlined in [section 1.4.5: Course Change Period](#) and in [section 1.5: Course Withdrawal](#).

1.4 Course Information and Regulations

Students are advised to also refer to [University Regulations and Resources](#) > Graduate > Regulations > Registration and Student Records.

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 on the web at www.mcgill.ca/students/courses for the most up-to-date information on courses to be offered.

Not all courses listed are offered every year.



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

1.4.1 Class Schedule

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

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

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

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

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



Note for Health Sciences: 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.

1.4.2 Course Numbering

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

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

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

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

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

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

1.4.3 Multi-term Courses

Most courses at McGill are single term (Fall or Winter or Summer) courses with final grades issued and any credits earned recorded at the end of that term. Single term courses are identified by a seven-character course number.

A unit may, however, decide that the material to be presented cannot be divided into single term courses, or that it is preferable that the work to be done is carried out over two or three terms. Under such circumstances, courses are identified by a two-character extension of the course number.

In some cases, the same course may be offered in various ways: as a single term and/or in one or more multi-term versions. The course content and credit weight are equivalent in all modes; the only difference is the scheduling. Students cannot obtain credit for more than one version of the same course.

Courses with numbers ending in D1 and D2 are taught in two consecutive terms (most commonly Fall and Winter). *Students must register for the same section of both the D1 and D2 components.* When registering for a Fall term D1 course on Minerva, the student will automatically be registered in the same section of the Winter term D2 portion. No credit will be given unless the same section of both components (D1 and D2) are successfully completed in consecutive terms, e.g., Fall 2015 and Winter 2016.

Courses with numbers ending in N1 and N2 are taught in two non-consecutive terms (Winter and Fall). *Students must register for the same section of both the N1 and N2 components.* No credit will be given unless the same section of both components (N1 and N2) are successfully completed within a twelve (12) month period.

Courses with numbers ending in J1, J2 and J3 are taught over three consecutive terms. *Students must register for the same section of all three components (J1, J2, J3).* No credit will be given unless the same section of all three components are successfully completed.



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

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

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

Important Conditions for Multi-term Courses

1. Students must be registered for each component of the multi-term course. Students must ensure that they are registered in the same section in each term of the multi-term course.

- Students must successfully complete each component in sequence as set out in the multi-term course. Credit is granted only at the end of the multi-term course; no partial credit is given, i.e., for completing only one component of a D1/D2 or N1/N2 course, or one to two components of a J1/J2/J3 course.

1.4.4 Course Terminology

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

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

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

1.4.4.1 Course Nomenclature in Program Descriptions

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

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

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

1.4.5 Course Change Period

You may make changes to your course registrations (add or drop courses), subject to the requirements and restrictions of your program and individual courses from the opening date of registration until the end of the Course Change period. The Course Change deadline coincides with the deadline for late registration. See www.mcgill.ca/importantdates.

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

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

1.4.6 Auditing of Courses

McGill does not permit auditing of courses.



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

1.5 Course Withdrawal

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

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

1.5.1 Courses that Begin in the Fall Term

Deadline for withdrawal (grade of W) with refund:

- Tuesday, September 27, 2016

Deadlines for withdrawal (grade of W) without refund:

- Single-term courses: Tuesday, November 1, 2016
- Multi-term courses that begin in Fall term: Tuesday, January 17, 2017

1.5.2 Courses that Begin in the Winter Term

Deadline for withdrawal (grade of W) with refund:

- Tuesday, January 24, 2017

Deadline for withdrawal (grade of W) without refund:

- Single-term courses: Tuesday, March 7, 2017
- Multi-term courses that begin in Winter term: Monday, May 15, 2017*

* Note that if you are in multi-term courses with course numbers ending in N1 and N2 (course begins in the Winter term, skips the Summer term, and is completed in the subsequent Fall term) you may withdraw after May 15 and until the end of the Fall term Course Change period by contacting your Faculty Student Affairs Office.

After the withdrawal (without refund) deadline but before the end of term, and only under exceptional circumstances, you may be granted permission to withdraw from a course. Permission will not be granted merely because you are doing unsatisfactory work. A grade of W or WF, as appropriate, will appear on your transcript but will not be calculated in your GPA. For further information, consult your Faculty Student Affairs Office.



Note:

1. To withdraw from required or complementary courses after the withdrawal (without refund) deadline, you may need to obtain permission from your adviser, and you must fill out and submit a course withdrawal form, available from your Faculty Student Affairs Office. Additional restrictions for Music courses are indicated in [Schulich School of Music](#).
2. It is solely your responsibility to initiate a course withdrawal on Minerva. Neither notification of the course instructor nor discontinuing class attendance is sufficient. The date on which you withdraw on Minerva is the official date of withdrawal, even if you had stopped attending lectures earlier.
3. You may still withdraw from a course after the Course Change deadline without academic penalty provided that you do so within the appropriate withdrawal deadlines for the term. Otherwise, after this time, your name will continue to appear on the class list and grade reports and, in the event that you do not take the exam, you will be given a J grade.
4. Fee refunds, if any, will be in accordance with [section 8.8: Fees and Withdrawal from the University](#).
5. Withdrawing from one or more courses during the semester may—where applicable—affect your government aid and/or McGill's Work Study Program eligibility. For international students, it may also impact your immigration status and/or permission to work in Canada. Please ensure that you are aware of any consequences related to the course withdrawal request; consult with the [Scholarships & Student Aid Office](#), [International Student Services](#), and/or your Faculty Student Affairs Office, where relevant.



Note for Dietetics: Intensive internship courses, like Professional Practice (*Stage*) in Dietetics, may have different start dates and withdrawal dates than other courses. Students should consult the course outline.



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



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



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

Graduate students who wish to withdraw from McGill should consult [section 1.6: University Withdrawal](#), and submit a Request for University Withdrawal form available at [Student Records Forms](#). Please note that this form is sent to the Management of Academic Records Office, Enrolment Services.



Note for Health Sciences: Withdrawal (W) deadline dates are listed at www.mcgill.ca/importantdates. The health profession programs described in this eCalendar are highly structured and students should consult their adviser or Student Affairs Office to determine what course changes, if any, are allowed. Note 1 below is not applicable to Medicine, Dentistry, and Nursing. For information, you should refer to your Faculty/School section in this publication.

1. To withdraw from required or complementary courses after the withdrawal (without refund) deadline, you may need to obtain permission from your adviser, and you must fill out and submit a course withdrawal form, available from your Faculty Student Affairs Office. Additional restrictions for Music courses are indicated in the Schulich School of Music's [Undergraduate](#) section.
2. It is solely your responsibility to initiate a course withdrawal on *Minerva*. Neither notification of the course instructor nor discontinuing class attendance is sufficient. The date on which you withdraw on Minerva is the official date of withdrawal, even if you had stopped attending lectures earlier.
3. You may still withdraw from a course after the Course Change deadline without academic penalty, provided that you do so within the appropriate withdrawal deadlines for the term (see deadlines above). Otherwise, after this time, your name will continue to appear on the class list and grade reports and, in the event that you do not take the exam, you will be given a J grade.
4. Fee refunds, if any, will be in accordance with [section 8.8: Fees and Withdrawal from the University](#).



Note for Nursing: To withdraw from any courses after the withdrawal (without refund) deadline, you need to obtain permission from your Program Director. To do so, submit a formal request by email to your Nursing Faculty *Student Affairs Office* along with proper documentation to support this request.



Note for Physical and Occupational Therapy: The Physical Therapy and Occupational Therapy programs are highly structured and students must receive the approval of the Program Director to determine what course changes, if any, are allowed. Students can consult the *Student Affairs Office* for information on policies and procedures.

If you are blocked from withdrawing from a required course on Minerva, and have permission to do so, you must contact the *Student Affairs Office*, who will provide you with the proper forms.

1.6 University Withdrawal

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

1.6.1 Student's Responsibility

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



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



Note for Graduate and Postdoctoral Studies: The date the request for withdrawal is submitted is the official date of withdrawal.



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

1.6.2 Deadlines for University Withdrawal

If you decide not to attend the term(s) you are registered in, you must officially withdraw from the University within the deadlines indicated. See Withdrawal (W) deadline dates at www.mcgill.ca/importantdates. If you drop or withdraw from your last Fall or Winter course by the end of the add/drop period of that term, you are withdrawn from the University. To return to your studies, you must follow the procedures for readmission. For more information, refer to *University Regulations and Resources* > Undergraduate > Registration > : *Readmission*.

To withdraw from the University by the deadlines indicated below, you must drop or withdraw from all courses on *Minerva*.

1.6.2.1 Fall Term

Deadline for University withdrawal with refund (minus \$200 for returning and the registration deposit for new students): **Tuesday, September 27, 2016**

Deadline for University withdrawal without refund: **Tuesday, November 1, 2016**

1.6.2.2 Winter Term

Deadline for University withdrawal with refund (minus \$200 for returning and the registration deposit for new students): **Tuesday, January 24, 2017**

Deadline for University withdrawal without refund: **Tuesday, March 7, 2017**


If you are blocked from dropping or withdrawing from your last course on Minerva, you are required to contact your Student Affairs Office, which will supply any forms necessary to complete the University withdrawal as long as you have not missed **the deadline for University withdrawal**.





Note for the Faculty of Agricultural and Environmental Sciences: If you wish to withdraw after the deadlines indicated above, please contact the Faculty Adviser in the Student Affairs Office for further information.




Note for the Faculties of Arts and Science (including B.A. & Sc.): If you want to withdraw after the deadlines indicated above, under exceptional circumstances you may be granted permission for University withdrawal. Requests are made at *Service Point* (3415 McTavish Street). However, it is important that you also see a Faculty adviser in Dawson Hall to talk about your options and the effects that your request may have on your studies. For more information, see www.mcgill.ca/students/advising.

 **Note for the Faculties of Education, Management, and Music:** If you want to withdraw after the deadlines indicated above, under exceptional circumstances you may be granted permission for University withdrawal. You should contact your Student Affairs Office (www.mcgill.ca/students/advising/advisordirectory) for further information.

 **Note for the Faculty of Law:** In addition to the above procedures, it is important that you contact the Student Affairs Office to discuss your options and the effects that your request may have on your studies.

 **Note for Graduate and Postdoctoral Studies:** A Withdrawal Form is required by the withdrawal deadlines and is available at www.mcgill.ca/students/records/forms.


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


1.6.3 Consequences of University Withdrawal

Any applicable fee refunds for the term of withdrawal will be according to [section 8.8: Fees and Withdrawal from the University](#).

Once you withdraw, you must return your ID card to the University as stated in [section 1.14.1: Identification \(ID\) Cards](#).

If you withdraw from the University in the Fall term, you are considered to be withdrawn from the entire academic year; i.e., Fall and Winter terms. If you plan on returning for the Winter term, you must follow the procedures for readmission.

 **Note:** If you withdraw from the University and want to re-register in a later term, you must follow the procedures for readmission, except if you are in the following faculties (in which case you must contact your Student Affairs Office): Music, and Agricultural and Environmental Sciences. See [University Regulations and Resources > Undergraduate > Registration > : Readmission](#) for more information.

 **Note for the Faculty of Law:** You must reapply for admission via the McGill online application process. For more information, see www.mcgill.ca/law-admissions/undergraduates/admissions/how.

1.7 Summer Studies

Detailed information about summer registration is available as of March at www.mcgill.ca/gps/students/registration/dates.

Graduate courses are available in some subject areas during the summer and the Class Schedule, available at www.mcgill.ca/students/courses, should be consulted for a complete listing of undergraduate and graduate-level courses.

Students doing graduate work in Education are strongly advised to enrol in summer studies, as many programs can only be completed by participation in summer studies.

Course registration for graduate students takes place via *Minerva* for the Summer term. It is the responsibility of the student to register for courses within deadlines, after obtaining departmental approval.

Students in thesis programs, who pay fees on a per term basis and who have already paid full-time tuition fees during the preceding year are not required to pay for required courses taken in the summer. If you are registered in a thesis program in Additional Session status, you will be charged Additional Session fees in the Summer term. Students in non-thesis programs will be charged fees for courses taken in the summer. **Registration for “summer studies” should not be confused with summer registration in a graduate program. For more information, see [section 1.3.3: Summer Registration](#).**

Many summer courses have limited enrolment and students are advised to register for such courses as early as possible. Graduate students intending to register for restricted undergraduate courses must complete a *Request for Registration/Course Changes* web form available at www.mcgill.ca/students/records/forms, and the course will be added by Enrolment Services if there is space available.

Please consult the Class Schedule for specific information on course dates and times, available at www.mcgill.ca/students/courses.

1.8 Student Records

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

1.8.1 Grading and Grade Point Averages (GPA)

Classification of Grades:

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



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

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

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

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

The University assigns grade points to letter grades according to the table above. Your academic standing is determined by a grade point average (GPA), which is calculated by dividing the sum of the course credit, times the grade points by the total course GPA credits. The result is not rounded up to the nearest decimal point.

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

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

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



Note for Graduate and Postdoctoral Studies: If you change levels, e.g., from master's to doctoral, the CGPA starts again.

This policy took effect in January 2003. For students with academic information prior to Fall 2002, who are registered in a different program or in a different level post-Fall 2002, the transcript displays a special message regarding the CGPA restarting.

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

Other Grades:

IP — in progress; (Master's Thesis Courses Only)

P — pass; Pass/Fail grading is restricted to certain seminars, examinations and projects only. In such cases all grades in these courses are recorded as either Pass or Fail. Not calculated in TGPA or CGPA.

HH — to be continued; the use of this grade is reserved for major research projects, monographs and comprehensive examinations as designated for graduate studies.

J — unexcused absence (failed); the student is registered for a course but does not write the final examination or do other required work; calculated as a failure in the TGPA and CGPA.

K — incomplete; deadline extended for submission of work in a course or for the completion of a program requirement such as a Ph.D. language examination (maximum four months). (Need a K contract signed.)

KF — incomplete/failed; failed to meet the extended deadline for submission of work in a course or for the completion of a program requirement; calculated as a failure in TGPA and CGPA.

KK — completion requirement waived. Not calculated in TGPA or CGPA. This is used in exceptional cases only, with the approval of the Assistant Registrar, Records. Not calculated in TGPA or CGPA.

KE or K* — further extension granted with the approval of the Assistant Registrar, Records (maximum two years.) (Need a K contract signed.)

L — deferred; for students whose final examinations or papers have been deferred, for reasons such as illness, at the time of the examination. Deferrals will not be granted for reasons such as early plane bookings. The “L” grade must be cleared as soon as possible (maximum four months). A dated medical certificate or appropriate document recommending a deferral must be submitted to [Service Point](#) with a departmental recommendation for a deferral **before or immediately after** the examination. In particular, such recommendations will not be considered if medical reasons are brought forth after a grade is

Other Grades:

assigned. By commencing to write any examination, the student waives the right to plead medical causes for deferral or permission to write a supplemental examination, unless the medical problem occurs in the course of the examination and is documented by examination authorities.

LE or L* — **further deferral**; permitted to defer examination for more than the normal period.

NA or && — *grade not yet available*.

NR — *no grade reported* by the instructor (recorded by the Registrar).

Q — course continued in next term (applicable only to courses taken pre-Fall 2002).

Satisfactory/Unsatisfactory — *Not used for graduate students*.

W — **withdrew with approval**; 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 and graduate students.)

WL — faculty permission to withdraw from a deferred examination (approved by the Assistant Registrar, Records); not calculated in TGPA or CGPA.

W-- or -- — **no grade**; student withdrew from the University, not calculated in TGPA or CGPA.

1.8.1.1 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 and 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/students/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.



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

1.8.2 Transcript of Academic Record

The following sections contain information on transcripts and other details regarding academic records. Use the right-hand menu to jump to a specific section.

1.8.2.1 Policy Concerning Access to Records

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

Personal information is protected in the Province of Quebec by the *Act Respecting Access to Documents held by Public Bodies and the Protection of Personal Information* (the “Access Act”). The Access Act provides that McGill University can only release personal information contained in your file with your authorization or if specifically authorized by law.

For the purpose of consent and acknowledgement at the time of application, Personal Information includes, but is not limited to: name, address, telephone number, email address, date of birth, citizenship, McGill ID, program, student status, and academic record information.

Registered students may oppose the release of certain Personal Information by completing an *Opposition Form* at the Enrolment Services Office or at the Student Affairs Office (Macdonald Campus).

After having reviewed the information relating to access to Personal Information at the time of application, you would be asked to agree that the University may collect, use, disclose or otherwise manage your Personal Information as described below, as necessary and as the case may be.

At the time of application, you would also be asked to **consent to the release of Personal Information** contained in your admissions or student records file to the following persons or bodies, as necessary to each body, in the exercise of their mission:

- student associations recognized by McGill University for the categories of student to which you belong (limited to your contact and program information);
- schools or colleges that you have attended;
- a professional body or corporation, where relevant;
- the *Ministère de l'Immigration, de la Diversité et de l'Inclusion* and/or the *Régie de l'assurance-maladie du Québec*; Citizenship and Immigration Canada; the *Ministère de l'Éducation et de l'Enseignement supérieur* and/or the *Ministère de l'Éducation, du Loisir et du Sport*;
- the Association of Universities and Colleges of Canada, the Association of Registrars of the Universities and Colleges of Canada and the BCI (*Bureau de coopération interuniversitaire*, previously known as CREPUQ) or the member institutions of these organizations, for the purpose of admissions operations and the production of statistics;
- libraries of other Quebec universities with which McGill has established reciprocal borrowing agreements;
- the appropriate authorities involved with external or internal funding of your fees (financial records may also be disclosed to such authorities);
- students and alumni of the University who have volunteered to speak with students for the purpose of facilitating their integration to the University;
- other universities and colleges, at the discretion of the University, if any information connected to your application is determined to be false and misleading, concealed or withheld, contains evidence of academic dishonesty or inappropriate conduct;
- regulatory authorities, law enforcement or other persons, as authorized or required by law; and
- McGill Network and Communications Services for the purposes of listing your McGill email address in an online email directory.

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.

1.8.2.2 Transcript of Academic Record: General Information

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

The University issues official transcripts free of charge for currently registered students and will mail them by regular mail to the address(es) indicated on the request made in *Minerva*. Alternatively, an official transcript may be picked up in person at *Service Point* in a sealed envelope.

Requests for official transcripts are processed in about 3 to 5 working days (5 to 7 during peak periods). Requests for archived transcripts (pre-1972), however, will take longer.

Official transcripts are printed on secure paper that cannot be copied.

For more information on requesting official transcripts, refer to the Official Transcripts section below.



Note: The University may not be held responsible for the loss or delay of transcripts in the mail.



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

1.8.2.3 Unofficial Transcripts

If you require a copy of your student record, access *Minerva* (www.mcgill.ca/minerva) to view and print an unofficial transcript. This applies to records from 1976 to the present. For pre-1976 records, you must order an official transcript. See [section 1.8.2.4: Official Transcripts](#).

1.8.2.3.1 Verification of Student Records: Unofficial Transcripts

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

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



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



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

1.8.2.4 Official Transcripts

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

Currently Registered Students: Use *Minerva* (www.mcgill.ca/minerva) to order an official transcript at *Student Menu > Student Records Menu > Request Printed/Official Transcript*.

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

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



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

1.8.2.5 Course Numbering on the Transcript

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

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

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

154-230D = Economics (154) course (230) extending for two terms, Fall and Winter (D).

A list of the former Teaching Unit Codes and their Subject Code equivalents is available at www.mcgill.ca/student/records/transcripts/key.

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



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

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

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

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

1.8.3 Verification of Student Records: Degree Evaluation

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

The presentation in the **Degree Evaluation Report** may have a different appearance than the requirements listed in this publication. For example, a long listing of courses may be grouped into one course “attribute” on the Minerva report.

Degree Evaluation also provides a central record of adviser/faculty-approved adjustments to your program of study (e.g., the replacement of one specified course with another or acceptance of a non-McGill course for credit).

Please note that Degree Evaluation is an advising tool only. A Degree Evaluation Report that indicates program requirements have been satisfied does NOT constitute approval to graduate.

For details regarding Degree Evaluation, including *Reading a Degree Evaluation Report*, see www.mcgill.ca/students/courses/plan/evaluation.



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



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

1.8.4 Changes to Student Records after Normal Deadlines

1.8.4.1 Student Record Changes

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

1.8.4.2 Registrar Deadlines

Fall term – January 31

Winter term – June 1

Summer term – October 1

1.8.4.3 Before Registrar Deadlines

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



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

1.8.4.4 After Registrar Deadlines

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

deadlines. For all changes other than grade changes, the faculty will file full documentation that supports the extraordinary circumstances with Enrolment Services.



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

1.8.4.5 Fee Assessment Consequences

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

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

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

Note that your faculty/school or Graduate and Postdoctoral Studies does not handle changes related to your citizenship and/or immigration or fee exemption status; see [section 1.15.1: Why Does McGill Collect Legal Documents from You?](#) You may be assessed a fee for a change requested after the submission deadline.

1.9 Failure Policy in Graduate Studies

Purpose

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

Scope

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

For a failed thesis examination or doctoral oral defence, the policy on [Thesis examination failures](#) applies; for a failed comprehensive examination, the [section 2.3: Ph.D. Comprehensives Policy](#) applies.

Definitions

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

Failure Policy

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

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

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

Students in a Qualifying Year

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

Readmission

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

Senate, October 11, 2000.

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

1.9.1 Procedure to follow in cases of failure

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

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



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

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

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

Requesting an appeal in case of withdrawal due to failure:

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

A student who wishes to submit an appeal must:

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



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

1.10 Language Policy

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

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



Note for Continuing Studies: For English language programs, see *Continuing Studies* > *Areas of Study* > *Languages* > *English Language Programs*.



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



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



Note for M.D.,C.M. and D.M.D. Programs:

The official language of instruction of McGill's undergraduate medical education and D.M.D. programs is English. The student is expected to have a working knowledge of the English language (comprehension, spoken, and written) from the outset of the M.D.,C.M. and D.M.D. programs. Due to early clinical exposure in bilingual settings, the student is also expected to have a working knowledge of the French language (comprehension, spoken, and basic written) from the outset of the M.D.,C.M. and D.M.D. programs.

Students are in contact with francophone patients in the teaching hospitals and may be assigned to francophone training sites for their clinical rotations. Additional language courses and workshop information is available:

www.mcgill.ca/ugme/curriculum/starting-our-program-what-you-need-know/language-requirements.

1.11 University Student Assessment Policy

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

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

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

1.12 Regulations Concerning Theses

1.12.1 Thesis Regulations

A thesis is a scholarly work requiring discussion of methodology, conclusions, and significance of the research beyond what might be expected for manuscripts for publication. A thesis must be written in English or French, except for those submitted by students in language units. The University requires that all theses conform to the [specifications](#) for master's theses or doctoral theses. Unless the Dean of Graduate and Postdoctoral Studies has given her/his consent in advance, departures from these norms will render a thesis unacceptable to fulfill the requirements for the degree.

1.12.2 Thesis Submission (Initial and Final E-thesis Submission)

Theses may be submitted at any time during the year. However, for each of the three annual dates for conferring degrees/convocation, there are [deadlines](#) for initial submission (when the thesis is sent out to examiners for evaluation) and for the final e-thesis submission: April 15, August 15, and December 15. Please note that some units enforce earlier submission deadlines than those listed by Graduate and Postdoctoral Studies, so it is important that students verify these dates with their unit.

A thesis is a public document and once the final e-thesis has been submitted for the degree, it exists in the public domain.

1.12.3 Thesis Examiners

For a master's thesis, the examiner must be a scholar of established reputation and competence in the field of the thesis research. The examiner may be from inside or outside the University. Units may nominate a member from within the unit, as long as there is no conflict of interest with the student.

The doctoral external examiner must be a scholar of established reputation and competence in the field of the thesis research. They must be from outside the University and normally must hold a doctorate or equivalent. The external examiner must be at arm's length from the candidate and have no other conflict of interest.

The doctoral internal examiner is expected to be knowledgeable in the area and topic of the thesis, though not necessarily to the same extent as the external examiner. The internal examiner also serves to ensure that McGill norms are observed with respect to quality of the thesis. Normally, the internal examiner is a McGill faculty member (but not the supervisor) affiliated with the unit in which the thesis originates, but they may also be nominated from other units at McGill.

1.12.4 Conflict of Interest

A nominated examiner must be without conflict of interest to evaluate the thesis. A conflict of interest can be perceived to prejudice the examiner's evaluation of the thesis. The supervisor and student must acknowledge that there will be no further contact with the examiners after they have been initially contacted.

Any contact with examiners by the supervisor or student after the nomination process constitutes a conflict of interest and the examination process will be cancelled.

1.12.5 Thesis Examination Failures

If one or both of the examiners decided that the thesis does not meet the requirements for the degree (i.e., an outcome of not passed was designated on the examination report), a master's student will not graduate and a doctoral student will not proceed to the oral defence. The student has the option to revise and resubmit a failed thesis. Graduate and Postdoctoral Studies must be notified within six (6) weeks if the student decides to revise and resubmit. If the student does not contact Graduate and Postdoctoral Studies requesting to revise and resubmit the thesis within the designated six-week time period or, once approved to revise the thesis, does not resubmit the revised thesis by the one-year deadline, the thesis will be deemed to have failed and the student will be withdrawn from the University. If the revised thesis is subsequently failed again, the student will be withdrawn from the University.

If a thesis has not been passed and the student feels that this judgment is based on bias, error, or serious misrepresentation on the part of the examiner, the student may submit a written request for a new examiner for the thesis to the Dean of Graduate and Postdoctoral Studies, documenting the bias, error, or serious misrepresentation. This request must be made within six (6) weeks of the notification that the thesis has not passed, and may be accompanied by a letter of support from the supervisor and/or unit.

1.12.6 Doctoral Oral Defence

The objectives of the oral defence are to ensure that: **1)** the thesis meets the academic standards necessary for the Ph.D. degree; and **2)** the PhD candidate can effectively present and defend the dissertation at a level of knowledge and understanding that is commensurate with that of the Ph.D. degree. The unit is responsible for confirming the defence date and notifying Graduate and Postdoctoral studies at least four (4) weeks prior to the defence date.

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

1.12.7 Oral Defence Outcomes

There are five possible outcomes of an oral defence. Decisions A and B qualify as a pass. Decisions C, D, and E qualify as a fail.

PASS

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

FAIL

If the committee determines that the thesis or oral defence does not meet appropriate academic standards for the Ph.D. degree and would require, for example, major revisions to the text and/or additional study, it must then decide between the following three options:

- **Decision C:** The student is allowed to resubmit a revised version of the thesis within six (6) months to the oral defence committee who will then evaluate the revised thesis without another oral defence.
- **Decision D:** The student is allowed to conduct another defence within six (6) months without the submission of a revised thesis.
- **Decision E:** The student is allowed to resubmit a revised version of the thesis within six (6) months to the oral defence committee, who will then evaluate the revised thesis and conduct another oral defence.



Note: If the revised thesis and/or oral defence is subsequently failed again, the student will be withdrawn from the University.

1.13 Academic Integrity

Before submitting work in your courses, you must understand the meaning and consequences of plagiarism and cheating, which are serious academic offences. Inform yourself about what might be considered plagiarism in an essay or term paper by consulting the course instructor to obtain appropriate referencing guidelines. You should also consult *Fair Play*, the student guide to academic integrity available at www.mcgill.ca/students/srr/honest. There you will also find links to instructional tutorials and strategies to prevent cheating. The *Code of Student Conduct and Disciplinary Procedures* includes sections on 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.

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

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



Note: Effective Fall 2013, all newly-admitted undergraduate students must complete a **mandatory online academic integrity tutorial** accessed through myCourses. For more information, see www.mcgill.ca/students/srr/honest/students/test.



Note for Graduate and Postdoctoral Studies: Since Spring 2011, graduate students must complete a **mandatory online academic integrity tutorial** accessed through myCourses. All newly-admitted graduate students must complete the tutorial within their first semester or a “hold” will be placed on their record. For more information, see www.mcgill.ca/students/srr/honest/students/test.

1.14 Identification and Personal Information

The following sections include information regarding McGill ID cards, updating your personal information, and more.

1.14.1 Identification (ID) Cards

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

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

To receive your ID card you must be a registered student, while also providing your Permanent Code information and proof of legal status in Canada (for a list of acceptable documents, see [section 1.15.2: What Documents Does McGill Need from You?](#)).

ID cards will not be issued if any of your legal documents are missing.

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

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

1.14.1.1 ID Card Schedule for the Downtown Campus

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

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

1.14.1.2 ID Card Schedule for the Macdonald Campus

New students can obtain their ID card 24 hours after registering for their first course. Registration dates for new students can be found [here](#).

Student Affairs Office, Room 106, Laird Hall

Office hours:

Monday through Friday – 9:00 a.m. to 4:00 p.m.

Friday throughout the summer – 9:00 a.m. to 3:00 p.m.



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

1.14.2 Legal Name

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

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

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

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

1.14.3 Preferred First Name

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

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

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

- McGill ID cards
- Class lists
- Student advising transcripts

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

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

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

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

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

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

1.14.4 Verification of Name

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

Note that you cannot change your legal name via Minerva. Requests for such changes must be made by presenting official documents (see [section 1.14.2: Legal Name](#) and [section 1.14.3: Preferred First Name](#)) in person at *Service Point*, 3415 McTavish Street, Montreal QC H3A 0C8.



Note for Continuing Studies: Requests for such changes must be made by presenting official documents (see [section 1.14.2: Legal Name](#)) in person at the *Client Services Office*, School of Continuing Studies.

1.14.5 Updating Personal Information

It is important to keep your official records up to date, especially your mailing or billing address, because these are used by the University year round. If your address information on file is invalid, incomplete, or missing, the University will hold your mail. Once you have provided a valid address, the University will resume sending your mail.

You must update your address(es) and/or telephone number(s) and emergency contact information on Minerva (www.mcgill.ca/minerva) under the *Personal Menu*.

If you are away from campus and do not have access to the Internet, you can request changes by writing to your Student Affairs Office or to Service Point. Your written request must include your signature.

If you need to change important personal information that requires the University to verify official documents, such as a name or citizenship change, or correction of your birth date, you must go in person (as soon as possible) to *Service Point*, 3415 McTavish Street, Montreal QC H3A 0C8. Macdonald campus students can request changes in person at the *Macdonald Campus Student Affairs Office*, Laird Hall, Room 106.



Note for Continuing Studies: If you need to change important personal information that requires the University to verify official documents, such as a change to your name or citizenship, or a correction of your birth date, you must go in person (as soon as possible) to the School of Continuing Studies Client Services Office. Such changes can only be made in person at the School of Continuing Studies, Client Services Office, 688 Sherbrooke Street West, Room 1199.



Note for Nursing: Students must register a Quebec address and telephone number on Minerva to meet OIIQ registration requirements.

1.15 Submitting Legal Documents

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

1.15.1 Why Does McGill Collect Legal Documents from You?

Your tuition status at McGill will vary depending on your legal status in Canada. In order for us to determine your appropriate rate of tuition (Quebec, Canadian out-of-province, or international), we require documentation confirming your current status. We also require these documents to confirm your valid citizenship/immigration status. To find out which documents you must provide—and when they are required—refer to: [section 1.15.2: What Documents Does McGill Need from You?](#)

Some of the documents McGill requests of you help us obtain your **Permanent Code** from the Government of Quebec. This unique 12-character code is created by the Quebec Ministry of Education, and is obligatory for all students registered in a Quebec institution. If you have previously attended school in Quebec, you should already possess a Permanent Code; it can be found on your school report card or your CEGEP and/or university transcripts. If you do not already have a Permanent Code, we will request to have it created for you. Once it has been created, it will reflect on your unofficial transcript.

You can consult your tuition and legal status (including your Permanent Code) on Minerva (www.mcgill.ca/minerva). Select *Student Menu > Student Accounts Menu > View your Tuition and Legal Status*.



Note for Medicine: Students admitted to the Faculty of Medicine 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 www.mcgill.ca/medadmissions/applying/elements.

1.15.2 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

- **Usually** 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 *Minerva* account to verify that your status is updated correctly (Select *Student Menu > Student Accounts Menu > View your Tuition and Legal Status*)

You have applied to McGill from another Quebec university


- 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 (*Note 2*); or valid Canadian Permanent Resident card (both sides of the card)


Quebec and Canadian Out-of-Province Students


- Additionally, for Quebec residency status, **usually** no documents are required, unless McGill cannot confirm this from the Government of Quebec. Check your *Minerva* account to verify that your status is correct
- You were born in Quebec
- Quebec **birth certificate** (*Note 4*)
- You were born in (or are a Landed Immigrant from) a Canadian province other than Quebec
- 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 (*Note 2*); or valid Canadian Permanent Resident card (both sides of the card)
 - Permanent Code Data Form (*Notes 1 and 5*)
- You are a Quebec resident as defined by one of the other situations outlined by the Government of Quebec
- Canadian birth certificate; or Canadian citizenship card or certificate (both sides); or Certificate of Indian status card; or Makivik Society card; or valid Canadian Confirmation of Permanent Residence document (*Note 2*); or valid Canadian Permanent Resident card (both sides of the card)
 - Permanent Code Data Form (*Notes 1 and 5*)
 - Attestation of Residency in Quebec Form (*Note 5*)
 - **Other supporting documents**, depending on which situation you checked on the above Attestation of Residency Form


International Students


- You will be studying at McGill for less than six months (i.e., for only one academic semester) as a non-degree student (e.g., Exchange, Special, Visiting)
- Visitors Permit issued at your port of entry into Canada by Citizenship and Immigration Canada
 - Photo page of your passport and the page date-stamped by Citizenship and Immigration Canada at your port of entry
 - Permanent Code Data Form (*Notes 1 and 5*)
- You will be in Canada for more than six months (i.e., you are enrolled in a degree, certificate, or diploma program, usually for two or more consecutive academic semesters)
- Certificate of Acceptance of Quebec (CAQ)
 - Study Permit issued by Immigration Canada (*Note 3*)
 - Permanent Code Data Form (*Notes 1 and 5*)

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

 **Note 2:** Your valid Canadian Permanent Resident status can be proved by a copy of your Canadian Confirmation of Permanent Residence (IMM 5292 or IMM 5688) document or with your Canadian Permanent Resident card (both sides). Alternatively, you may provide your Immigration Record of Landing (IMM 1000) document. Note that McGill reserves the right to ask you for copies of both your PR card and your IMM document.

 **Note 3:** If you are a refugee, your Convention Refugee status document is required instead of a Study Permit.

 **Note 4:** Usually McGill needs your birth certificate to prove your place of birth in Quebec. If you already have a valid Quebec Permanent Code, McGill will accept a copy of your valid Canadian passport that indicates your birth place as being within the province of Quebec, as proof that you are eligible for Quebec residency.

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

1.15.2.1 Fee Exemptions

Exemption from the out-of-province or international supplement tuition fees is possible for students in any of the following three categories, as authorized by the Government of Quebec:

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

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

Note that this information may be subject to change.

1.15.3 Has McGill Received Your Documents?

1.15.3.1 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) 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.

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.

1.15.3.2 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 1.15.2: 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.

1.15.4 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.

1.15.5 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 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.

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

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

Note: Individual email size (including your attachments) should not exceed 5 MB (5120 KB).

If there is a problem with your documents, contact:

Telephone: 514-398-7878

Email: www.mcgill.ca/students/servicepoint/studentrequestform

1.15.5.1 For the School of Continuing Studies

By Email:

legaldocuments.conted@mcgill.ca

In Person (appointment required) or By Mail/Courier:

McGill University
School of Continuing Studies
688 Sherbrooke Street West, Suite 1199
Montreal QC H3A 3R1

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

Telephone: 514-398-6200

Email: info.conted@mcgill.ca; legaldocuments.conted@mcgill.ca

1.16 Graduation

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

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

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

Minimum Residency Requirement

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

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

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



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

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

1.16.1 Apply to Graduate

Most undergraduate students and non-thesis graduate students (master's, certificates, diplomas) must use Minerva (www.mcgill.ca/minerva) to apply to graduate (go to *Student Records > Apply for Graduation for Your Primary Curriculum*). It is your responsibility to inform McGill of your intention to graduate. You need a minimum residency requirement of 60 credits at McGill to qualify for a McGill undergraduate degree. For more information, see [section 1.16: Graduation](#). The minimum CGPA required to graduate is 2.00, and you must be in Satisfactory Standing.

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

Once you apply to graduate, you are authorizing the University to include your name in the Convocation program. If you want your name to be omitted from this publication you must send an email to Enrolment Services at studentrecords@mcgill.ca by March 15 for Spring convocation, and September 15 for Fall convocation.

1.16.1.1 Deadlines

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

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



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



Note for Continuing Studies: The minimum residency requirement of 60 credits does not apply to the School of Continuing Studies certificates and diplomas.



Note for Graduate and Postdoctoral Studies: If you miss one of these deadlines, you must follow the procedures at www.mcgill.ca/gps/students/graduating. The Application for Graduation is available on Minerva for students in non-thesis programs who have registered for their final year. To ensure that you have met the requirements for graduation, you should refer to *Program Requirements > Master's Degrees*, found under each faculty's *Graduate* section in the McGill [eCalendar](#).



Note for Physical and Occupational Therapy: You must be in Satisfactory Standing with a minimum CGPA of 2.30 to graduate.

1.16.2 Graduation Approval Query

As a graduating student, you can view the status of your graduation record on Minerva (www.mcgill.ca/minerva) during the Faculty review and approval process (go to *Student Records > Graduation Approval Query*). The *Graduation Approval Query* form becomes available to graduating students approximately three to four weeks before the *Degree Granted* notation is updated on their records.

If you have met all requirements for graduation, your student record on Minerva will display the *Degree Granted* notation at the appropriate time:

- Late February, for Fall term graduation (Convocation in Spring)
- Late May, for Winter term graduation (Convocation in Spring)
- Late October, for Summer term graduation (Convocation in Fall)

See www.mcgill.ca/students/graduation/convocation for information regarding convocation ceremonies.



Note for Medicine and Dentistry: The Application for Graduation is available on Minerva when you register for your final year (e.g., U3 or U4), except if you are in the Faculty of Medicine or Faculty of Dentistry, where you are automatically flagged for graduation in your final year.

1.16.3 Replacing a Diploma

1.16.3.1 Required Documents

Replacing a lost diploma

You must provide a request including your full name, address, phone number, and date of birth, as well as your degree and the year it was granted.

Requesting a diploma or modifying your name

You must provide a written request including your full name, address, phone number, and date of birth, as well as your degree and the year it was granted. For name changes, upload a photocopy of your birth certificate, change of name certificate, marriage certificate, proof of divorce, or other legal documents that support your name change, corrections, additions, or deletions. Make sure to indicate any changes you want made in your written request.

1.16.3.2 Submitting your request

There are two ways to submit a request:

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



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

1.16.3.3 Certified Copies

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

Submitting your request for a certified copy

There are two ways to submit a request:

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



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

1.16.4 Aegrotat Standing and Degree at McGill University

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

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

Aegrotat standing is rarely granted at McGill University. A formal request must be submitted to the Dean of the faculty in which the student is registered during the graduating year. The approval of the Dean and the Deputy Provost, Student Life and Learning, is necessary to grant this status.

1.17 McGill IT Resources

McGill University offers a variety of Information Technology resources open to students, faculty, staff, and other members of the McGill community. Please see the following sections, the *section 9: For your Information Technology (IT) Needs* section, and the *IT Services website* for further details.

1.17.1 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), 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 choose to forward University email to another email mailbox, it is your responsibility to ensure that the alternate email mailbox is valid.

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/informationtechnology. For more information on email for students, refer to www.mcgill.ca/it and see *section 9: For your Information Technology (IT) Needs*.



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.

1.17.2 Minerva

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

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

For information on logging in to the Minerva website, visit our IT Services website at www.mcgill.ca/it and select **Logins and Passwords**.

1.17.3 myMcGill

McGill's portal, myMcGill, gives students and staff a personalized interface to the University's information systems.

myMcGill is a collection of useful links and offers an integrated web experience with a single sign-on (SSO) to several McGill web systems. This allows you to access multiple McGill systems without being prompted for additional logins.

Systems that you can access through the portal are:

- Athletics
- Email
- FAMIS
- McGill home page (www.mcgill.ca)
- InfoEd
- Library
- Minerva

- myCourses
- myFuture
- myLab
- Visual Schedule Builder

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

1.18 Student Health & Insurance

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

1.18.1 Health Professions – Immunization Requirement

A compulsory immunization program exists at McGill for students in the health professions (including Dietetics), as well as in the School of Social Work. If you are a new student in those programs, you must complete the immunization program well before classes begin. You can find further information at www.mcgill.ca/studenthealth/immunize/forms or by calling the Student Health Service at 514-398-6017.

1.18.2 Health Insurance – International Students

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

By Senate regulation, all international students (full-time, part-time, half-time, Additional Session, Thesis Evaluation, Non-Thesis Extension, Special, Exchange, and Visiting) and their accompanying dependants must participate in the University's compulsory International Student Health Insurance Plan (IHI). The University and the Quebec Ministry of Education require a copy of your proof of health insurance on file. **Students covered by private health insurance are not exempt from the McGill plan.** You must confirm your IHI contract **on Minerva under the International Student Health Insurance Coverage Form** and pick up an International Health Insurance card upon your arrival at McGill University from:

- **Downtown campus**

Service Point
3415 McTavish
Montreal QC H3A 0C8
Website: www.mcgill.ca/students/servicepoint

- **Macdonald campus**

Student Services
Centennial Centre, Suite CC1-124
21,111 Lakeshore Road
Ste. Anne de Bellevue QC H9X 3V9
Website: www.mcgill.ca/macdonald-studentservices

For details on the health insurance plan and information concerning rates, consult the [ISS website](#).

Students who meet certain criteria may be eligible for an **exemption**. **Exemption requests must be made on Minerva under the International Student Health Insurance Coverage Form.** Supporting documents for your exemption request should be scanned and emailed to [ISS](#), indicating in the body of the email your name, McGill ID number, and exemption request.

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

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

International Health Insurance

Telephone: 514-398-4349
Email: international.health@mcgill.ca
Website: www.mcgill.ca/internationalstudents/health



Note for Continuing Studies: If you are registered in the Intensive English and/or the Intensive French programs, you should contact the Client Services Office, School of Continuing Studies, at 514-398-6200 for information on health insurance.

1.18.3 Health Insurance – Canadian Citizens and Permanent Residents

Canadians residing in Canada

All undergraduate and graduate (classed as Canadian full-time or Additional Session, Thesis Evaluation, Non-Thesis Extension, as well as postdoctoral candidates) students will be automatically enrolled in the applicable Students' Society's (SSMU, MCSS, or PGSS) supplemental Health and Dental Plans. For details on fees, change of coverage dates, and what is covered by the plans, refer to www.ihaveaplan.ca, or contact:

Alliance pour la santé étudiante au Québec (ASEQ)

Telephone: 514-789-8775 or 1-866-795-4435 (Monday to Friday, 9 a.m. to 5 p.m.)

Website: www.aseq.com

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 300

Montreal QC H3A 3G5

Telephone: 514-864-3411

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

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). Students without valid Canadian Medicare, please see [section 1.18.2: Health Insurance – International Students](#). In 2016–2017, the cost of this plan is \$419.06 (single coverage). 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 www.ihaveaplan.ca/rte/en/McGillUniversitygraduatestudentsPGSS_Home.

1.18.4 Special Medical Needs

If you have special medical needs, have your physician submit appropriate information, on a confidential basis, directly to the Student Health Service; see [section 7.3: Student Services – Downtown Campus](#) or www.mcgill.ca/studenthealth/see-doctor for contact information on the Downtown campus, and see www.mcgill.ca/macdonald-studentservices/feeling-sick for the Macdonald campus.

If you anticipate encountering ongoing barriers in the academic or physical environment due to disability, injury, or illness, please consult with the [Office for Students with Disabilities](#) to determine an appropriate Individualized Accommodation Plan. Appropriate medical documentation may be required, and can be discussed with an Access Advisor. Academic Accommodation planning and support is available to students at the downtown campus, as well as the MacDonald campus and Continuing Studies students. Please refer to www.mcgill.ca/osd for more information, or to book an appointment.



Note for Medicine and Dentistry: In addition, see www.mcgill.ca/thewelloffice.

1.19 Facilities

Students are expected to treat facilities and services offered at McGill respectfully and responsibly, to benefit all present and future members of the McGill community.

1.19.1 Proper Use of Computing Facilities

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

1.19.2 Non-Smoking Policy

Quebec law prohibits smoking in public buildings. For more information, see www.mcgill.ca/ehs/mcgill-smoking-policy.

2 Guidelines and Policies

Students must inform themselves of University rules and regulations and keep abreast of any changes that may occur. The *Guidelines and Policies* 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.

2.1 Regulations on Graduate Student Supervision

1. Principles

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

2. Supervisors and Supervisory Committees

- 2.1. Although procedures and timeframes for choosing supervisors and supervisory committees may vary across programs, they must be consistent within a particular program and must be made clear to students. Units should consider the availability of student support, research facilities, space, and availability of potential supervisors in determining the number of students admitted into the program.
- 2.2. Graduate supervision is recognized as an integral part of the academic responsibility of professors in academic units where supervision is the normal practice, and must be considered in the allocation of workload, as should the teaching of graduate courses.
- 2.3. Thesis supervisors must be chosen from full-time tenure-track or tenured academic staff, or ranked contract academic staff who have research as part of their duties. Supervisors should have competence in the student's proposed area of research. When thesis supervisors retire or resign from the University, they cannot act as sole supervisors but may serve as co-supervisors, with the unit's and GPS's consent.
- 2.4. Emeritus Professors may not act as sole supervisors but may serve as co-supervisors, with the unit's and GPS's consent.
- 2.5. Adjunct Professors may not act as sole supervisors but may serve as co-supervisors, with the unit's and GPS's approval. After approval, a letter of agreement, signed by the co-supervisor and the supervisee, must be submitted to GPS. If problems arise, the McGill supervisor will be held accountable to McGill policies and regulations.
- 2.6. The academic unit must ensure continuity of appropriate supervision when a student is separated from a supervisor, for example, when the supervisor is on sabbatical, leaves McGill, or retires.
- 2.7. Ph.D. students must have a supervisory committee consisting of at least one faculty member in addition to the supervisor(s). The supervisory committee must provide, on a regular basis, guidance and constructive feedback on the student's research (*Graduate Student Research Progress Tracking*).
- 2.8. GPS strongly recommends that all parties engaged in supervisory roles sign a *letter of understanding* with each supervisee.
- 2.9. The Chair of the academic unit should ensure that procedures are in place to address serious disagreements that may arise, for example, between a student and a supervisor or between a supervisor and committee members. Such procedures should involve a neutral mediator, such as the Graduate Program Director, who will ensure that all sides of a dispute are heard before any decision is made. If the issue cannot be resolved at the unit level, then an Associate Dean from Graduate and Postdoctoral Studies should be contacted.

3. Orientation

- 3.1. **Supervisees:** Graduate students must participate, before registration, in a mandatory online orientation that includes sections on supervisee responsibilities.
- 3.2. **Supervisors:** Professors who have not yet engaged in graduate supervision at McGill are required to participate in a supervisory orientation approved by GPS. Professors who have not supervised for 5 or more years must meet with their Chairs to determine if such orientation is necessary.

Council of FGSR, April 23, 1999; Revised Oct. 6, 2003, Sept. 15, 2014, and Sept. 14, 2015.

Senate, March 23, 2016.

2.2 Regulations on Graduate Student Research Progress Tracking

1. Research Progress Reporting for Doctoral Students

- 1.1. At least annually, there must be a progress tracking meeting at which objectives for the upcoming year are established and prior progress recorded and evaluated. For doctoral students whose committees have been formed, a member of the supervisory committee or a representative from the academic unit must also attend. Units may also use *this form* (available at www.mcgill.ca/gps/students/research-tracking) for master's students in thesis and non-thesis research programs if this is a unit-wide practice.
- 1.2. Students should be informed of the phases through which they must pass towards the achievement of the graduate degree, the approximate amount of time each phase should take, the criteria for successful completion, and any deadlines relating to these phases.

2. Procedures

2.1. At the first annual progress reporting meeting (to be held shortly after doctoral students begin their programs), written objectives/expectations for the year must be recorded in the OBJECTIVES box on page 1 of the form. Those attending the meeting—the student, the supervisor, and, in the case of Ph.D. students whose committees have been formed, a member of the supervisory committee or a representative from the academic unit—must sign the form on page 3.

2.2. Subsequently, the student and supervisor(s), and a member of the supervisory committee or a representative from the academic unit must meet annually to review the progress that has been achieved toward the recorded objectives. Prior to these meetings, the student should record his/her accomplishments and progress for the year by completing the PROGRESS box on page 1 of the form. This completed form is then evaluated by the committee (i.e., supervisor and the member of the supervisory committee or a representative from the academic unit) on page 2 of the form. All parties sign the form on page 3. At this same meeting, objectives for the following year should be recorded in the OBJECTIVES box on page 1 of the same form.

2.3. This form may also be supplemented with unit-specific details or documents (see page 2 of the form).

2.4. If progress is judged unsatisfactory, a follow-up progress tracking meeting must occur not sooner than 4 months and not later than 6 months after the first report. A deadline for the follow-up meeting must be indicated on page 2 of the form.

2.5. Two unsatisfactory reports (not necessarily successive) constitute unsatisfactory progress towards the degree and, if recommended by the academic unit, the student will be withdrawn from the University.

2.6. A student or faculty member who refuses to sign the form must write a statement detailing his/her reasons for not signing.

2.7. In cases where the student has missed an established progress report deadline and has not responded to the unit within 4 weeks after being contacted by the academic unit, the report may be completed in the student's absence, and progress may be judged unsatisfactory.

2.8. The student, supervisor(s), and academic unit must retain copies of the forms.

2.9. The Graduate Program Director must review and sign all Progress Tracking Reports. If the Graduate Program Director is the supervisor, then the Chair will sign.

Senate, Sept. 2003; Revised Sept. 2014, Sept. 2015, and March 2016.

2.3 Ph.D. Comprehensives Policy

Preamble

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

Objectives and Content

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

- knowledge of the discipline
- understanding of the proposed field of research
- ability to conduct independent and original research
- ability to present and defend material orally
- professional skills

The content of the comprehensive must be consistent with the stated objectives and should be appropriately circumscribed. Students must be given an indication of the range of material that may be covered in the examination and suggestions as to how to cover this material (e.g., via reading lists, courses, etc.).

Format

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

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

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

Timing

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

Scheduling of the comprehensive must be specified by the unit, including the earliest and latest dates by which it is to be completed. Students must be informed of the specific dates of the exam with sufficient time to prepare for it, at least 12 months in advance.

Assessment

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

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

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

Feedback

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

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

Failures

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

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

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

2.4 Graduate Studies Reread Policy

This policy applies only in the case of marks given for written work in 600- and 700-level courses. For 500-level courses and below, the reread policy of the appropriate undergraduate faculty applies. This policy covers exams and other written work (essays/papers, assignments, and lab reports). This policy does not apply to Ph.D. comprehensive examinations. See the [section 2.3: Ph.D. Comprehensives Policy](#) for more information.

I. Consultation

In accordance with the [Charter of Students' Rights](#) (available at www.mcgill.ca/secretariat/policies/students/handbook-student-rights-and-responsibilitiesle-recueil-des-droits-et-obligations-de-letudiant), and subject to the conditions stated therein, graduate students have the right, subject to reasonable administrative arrangements, “to consult any written submission for which they have received a mark and to discuss this submission with the examiner.” Upon request by the student, the instructor of the course is obliged to conduct this consultation with the student.



Note: Where materials have been graded by a TA and the student wants a reconsideration of the grade, the faculty member responsible for the course is expected to review the materials and the appropriateness of the grade. This is so even if the materials in question have already been discussed by the TA with the student.

II. Verification

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

III. Rereads

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

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

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

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

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



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

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

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

Approved by Council of FGSR, May 12, 1995.

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

2.5 Guidelines for the Academic Accommodation of Pregnant Students and Students Caring for Dependants

McGill acknowledges the particular challenges facing you as a pregnant student and as a student caring for a dependant.

McGill supports you in your desire to further your education while meeting your family obligations.

Wishing to provide an environment in which you may be able to continue in your program of study and fulfil your university commitments when faced with exceptional circumstances related to particular family commitments, these guidelines aim to set out how, and in what exceptional circumstances, you may request academic accommodation.

You can consult the guidelines at www.mcgill.ca/students/records/pregnant-students-and-dependants.

2.6 Failure Policy

Please refer to the *University Regulations and Resources > Graduate > Regulations > section 1.9: Failure Policy in Graduate Studies* for information regarding the policy and procedures to follow in cases of failure.

2.7 Guideline on Hours of Work

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

3 Graduate Studies at a Glance

3.1 Graduate and Postdoctoral Degrees Offered by Faculty

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

<i>Faculty of Agricultural and Environmental Sciences</i>	Degrees Available
: <i>Agricultural Economics</i>	M.Sc.
: <i>Animal Science</i>	M.Sc., M.Sc.A., Ph.D.
: <i>Bioresource Engineering</i>	M.Sc., M.Sc.A., Ph.D., Graduate Certificate
: <i>Biotechnology</i>	M.Sc.A., Graduate Certificate
: <i>Dietetics and Human Nutrition</i>	M.Sc., M.Sc.A., Ph.D., Graduate Diploma
: <i>Food Science and Agricultural Chemistry</i>	M.Sc., Ph.D.
: <i>Natural Resource Sciences</i>	M.Sc., Ph.D.
: <i>Parasitology</i>	M.Sc., Ph.D.
: <i>Plant Science</i>	M.Sc., M.Sc.A., Ph.D., Graduate Certificate
<i>Faculty of Arts</i>	Degrees Available
: <i>Anthropology</i>	M.A., Ph.D.
: <i>Art History</i>	M.A., Ph.D.
Classics – see : <i>History and Classical Studies</i>	N/A
: <i>Communication Studies</i>	M.A., Ph.D.
: <i>East Asian Studies</i>	M.A. (<i>Ad Hoc</i>), Ph.D. (<i>Ad Hoc</i>)
: <i>Economics</i>	M.A., Ph.D.
: <i>English</i>	M.A., Ph.D.
: <i>French Language and Literature</i>	M.A., Ph.D.
: <i>Geography</i>	M.A., Ph.D.
: <i>History and Classical Studies</i>	M.A., Ph.D.
: <i>Information Studies</i>	M.I.St., Ph.D., Graduate Certificate
: <i>Institute for the Study of International Development</i>	N/A
: <i>Islamic Studies</i>	M.A., Ph.D.
: <i>Jewish Studies</i>	M.A., Ph.D. (<i>Ad Hoc</i>)
: <i>Languages, Literatures, and Cultures</i>	M.A., M.A. (<i>Ad Hoc</i>), Ph.D., Ph.D. (<i>Ad Hoc</i>)
: <i>Linguistics</i>	M.A., Ph.D.
: <i>Mathematics and Statistics</i>	M.A., Ph.D.
: <i>Philosophy</i>	M.A., Ph.D.
: <i>Political Science</i>	M.A., Ph.D.
: <i>Psychology</i>	M.A., Ph.D.

Faculty of Arts	Degrees Available
: <i>Quebec Studies / Études sur le Québec</i>	N/A
: <i>Religious Studies</i>	M.A., S.T.M., Ph.D.
: <i>Social Studies of Medicine</i>	N/A
: <i>Social Work</i>	M.Sc.A., M.S.W., Ph.D.
: <i>Sociology</i>	M.A., Ph.D.
Faculty of Dentistry	Degrees Available
: <i>Dentistry</i>	M.Sc.
Desautels Faculty of Management	Degrees Available
: <i>Desautels Faculty of Management</i>	M.B.A., M.B.A. with Integrated B.C.L./LL.B., M.B.A. & M.D., C.M., M.B.A./Japan, E.M.B.A., M.M., Ph.D., Graduate Certificate, Graduate Diploma
Faculty of Education	Degrees Available
: <i>Educational and Counselling Psychology</i>	M.A., M.Ed., Ph.D., Graduate Diploma
: <i>Integrated Studies in Education</i>	M.A., Ph.D., Graduate Certificate
: <i>Kinesiology and Physical Education</i>	M.A., M.Sc., Ph.D. (<i>Ad Hoc</i>)
Faculty of Engineering	Degrees Available
: <i>Architecture</i>	M.Arch., Ph.D.
: <i>Biological and Biomedical Engineering</i>	M.Eng., Ph.D.
: <i>Chemical Engineering</i>	M.Eng., Ph.D.
: <i>Civil Engineering and Applied Mechanics</i>	M.Sc., M.Eng., Ph.D.
: <i>Electrical and Computer Engineering</i>	M.Eng., Ph.D.
: <i>Mechanical Engineering</i>	M.Sc., M.Eng., Ph.D.
: <i>Mining and Materials Engineering</i>	M.Sc., M.Eng., Ph.D., Graduate Diploma
: <i>Urban Planning</i>	M.U.P., Ph.D. (<i>Ad Hoc</i>)
Faculty of Law	Degrees Available
: <i>Law</i>	LL.M., D.C.L., Graduate Certificate
McGill School of Environment	Degrees Available
: <i>Environment</i>	N/A
Faculty of Medicine	Degrees Available
: <i>Anatomy and Cell Biology</i>	M.Sc., Ph.D.
: <i>Biochemistry</i>	M.Sc., Ph.D.
: <i>Bioethics</i>	N/A
: <i>Biological and Biomedical Engineering</i>	M.Eng., Ph.D.
: <i>Biomedical Engineering</i>	M.Eng., Ph.D.
: <i>Communication Sciences and Disorders</i>	M.Sc., M.Sc.A., Ph.D.
: <i>Epidemiology and Biostatistics</i>	M.Sc., Ph.D.
: <i>Human Genetics</i>	M.Sc., Ph.D.
: <i>Medical Physics</i>	M.Sc.
: <i>Medicine, Experimental</i>	M.Sc., Ph.D., Graduate Diploma
: <i>Medicine, Family</i>	M.Sc., Ph.D. (<i>Ad Hoc</i>)
: <i>Microbiology and Immunology</i>	M.Sc., Ph.D.

Faculty of Medicine	Degrees Available
: <i>Neuroscience (Integrated Program)</i>	M.Sc., Ph.D.
: <i>Occupational Health</i>	M.Sc.A., Ph.D.
: <i>Otolaryngology – Head and Neck Surgery</i>	M.Sc.
: <i>Pathology</i>	M.Sc., Ph.D.
: <i>Pharmacology and Therapeutics</i>	M.Sc., Ph.D.
: <i>Physiology</i>	M.Sc., Ph.D.
: <i>Psychiatry</i>	M.Sc., Ph.D. (<i>Ad Hoc</i>)
: <i>Surgery, Experimental</i>	M.Sc., Ph.D., Graduate Certificate
Ingram School of Nursing	Degrees Available
: <i>Nursing</i>	M.Sc.A., Ph.D., Graduate Certificate, Graduate Diploma
School of Physical and Occupational Therapy	Degrees Available
: <i>Physical and Occupational Therapy</i>	M.Sc., M.Sc.A., Ph.D., Graduate Certificate
Schulich School of Music	Degrees Available
: <i>Schulich School of Music</i>	M.A., M.Mus., D.Mus., Ph.D., Graduate Diploma
Faculty of Science	Degrees Available
: <i>Atmospheric and Oceanic Sciences</i>	M.Sc., Ph.D.
: <i>Biology</i>	M.Sc., Ph.D.
: <i>Chemistry</i>	M.Sc., Ph.D.
: <i>Computer Science</i>	M.Sc., Ph.D.
: <i>Earth and Planetary Sciences</i>	M.Sc., Ph.D.
Geography (<i>Science > Graduate > Browse Academic Units & Programs > Geography</i>)	M.Sc., Ph.D.
Mathematics and Statistics (<i>Science > Graduate > Browse Academic Units & Programs > Mathematics and Statistics</i>)	M.Sc., Ph.D.
: <i>Physics</i>	M.Sc., Ph.D.
Psychology (<i>Science > Graduate > Browse Academic Units & Programs > Psychology</i>)	M.Sc., Ph.D.

3.2 Master's Degrees Available at McGill

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

Degree	Prerequisites
Master of Architecture M.Arch.	Professional degree – McGill B.Sc.(Arch.) degree, or equivalent. Post-professional degree – an M.Arch. (professional degree) or equivalent professional degree.
Master of Arts M.A.	Bachelor of Arts in the subject selected for graduate work. See appropriate unit.
Master of Business Administration M.B.A.	An undergraduate degree from an approved university. See : M.B.A. Program .
Master of Business Administration with integrated Bachelor of Civil Law / Bachelor of Laws M.B.A. with B.C.L./LL.B.	See : M.B.A. Program .

Degree		Prerequisites
Master of Business Administration with Doctor of Medicine / Master of Surgery	M.B.A. with M.D.,C.M.	See : <i>M.B.A. Program</i> .
Master of Education	M.Ed.	Bachelor's degree with specialization related to the subject chosen for graduate work, plus a Permanent Quebec Teaching Diploma or its equivalent for some of the above degrees. See appropriate department.
Master of Engineering	M.Eng.	Bachelor of Engineering or equivalent, with specialization appropriate for the subject selected for graduate study. See appropriate department.
Master of Information Studies	M.I.St.	At least a bachelor's degree from a recognized university. See : <i>Information Studies Admission Requirements and Application Procedures</i> .
Master of Laws	LL.M.	An acceptable degree in Law or equivalent qualifications. See : <i>Law Admission Requirements and Application Procedures</i> .
Master of Management	M.M.	See : <i>Master of Management Programs Admission Requirements and Application Procedures</i> .
Master of Music	M.Mus.	Bachelor of Music or Bachelor of Arts with concentration in the area selected for graduate study. Applicants to the Performance program are required to pass auditions in their speciality. See : <i>Schulich School of Music</i> .
Master of Sacred Theology	S.T.M.	B.A. with specialization in religious studies or theology. See : <i>Religious Studies Admission Requirements and Application Procedures</i> .
Master of Science	M.Sc.	Bachelor of Science in the subject selected for graduate work. See appropriate unit.
Master of Science, Applied	M.Sc.A.	A bachelor's degree in the subject selected for graduate work. See appropriate unit.
Master of Social Work	M.S.W.	Bachelor's degree in Social Work including courses in statistics and social science research methods. See : <i>Social Work Admission Requirements and Application Procedures</i> .
Master of Social Work with Bachelor of Civil Law and Bachelor of Laws	M.S.W. with B.C.L./LL.B.	See : <i>Social Work Admission Requirements and Application Procedures</i> .
Master of Urban Planning	M.U.P.	Bachelor's degree in any one of the following: Anthropology, Architecture, Economics, Civil Engineering, Geography, Law, Management, Political Science, Social Work, Sociology, or Urban Planning, with adequate knowledge of quantitative techniques. See : <i>Urban Planning Admission Requirements and Application Procedures</i> .

3.2.1 Master's Degree Programs and Specializations

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

Program	Thesis/Non-Thesis	Options
Master of Architecture (M.Arch.)		
Professional	Non-Thesis	Design Studio, Design Studio – Directed Research
Post-professional	Non-Thesis	Architectural History and Theory, Cultural Mediations and Technology, Urban Design and Housing
Master of Arts (M.A.)		
Anthropology	Thesis, Non-Thesis	Development Studies, Environment, Gender and Women's Studies (Thesis)
Art History	Thesis	Gender and Women's Studies
Classics	Thesis, Non-Thesis	N/A
Communication Studies	Thesis, Non-Thesis	Gender and Women's Studies (Thesis)

Master of Arts (M.A.)

Counselling Psychology	Non-Thesis (Professional Internship), Non-Thesis (Project)	N/A
East Asian Studies	Thesis (<i>Ad Hoc</i>)	N/A
Economics	Thesis, Non-Thesis	Development Studies, Population Dynamics, Social Statistics (Non-Thesis)
Educational Psychology	Thesis	Health Professions Education, Human Development, Learning Sciences, School/Applied Child Psychology
Education and Society	Thesis, Non-Thesis	Gender and Women's Studies, Mathematics and Science Education (Thesis) Gender and Women's Studies, Jewish Education (Non-Thesis)
Educational Leadership	Thesis, Non-Thesis (Coursework), Non-Thesis (Project)	Gender and Women's Studies (Thesis) Gender and Women's Studies (Non-Thesis (Project))
English	Thesis, Non-Thesis	N/A
French Language and Literature	Thesis, Non-Thesis	Gender and Women's Studies (Thesis)
Geography	Thesis	Development Studies, Environment, Gender and Women's Studies, Neotropical Environment
German	Thesis, Non-Thesis	N/A
Hispanic Studies	Thesis, Non-Thesis	N/A
History	Thesis, Non-Thesis	Development Studies, European Studies, Gender and Women's Studies (Thesis) Development Studies, European Studies, Gender and Women's Studies (Non-Thesis)
History of Medicine	Non-Thesis	N/A
Islamic Studies	Thesis	Gender and Women's Studies
Italian	Thesis, Non-Thesis	N/A
Jewish Studies	Thesis, Non-Thesis	N/A
Kinesiology and Physical Education	Thesis, Non-Thesis	N/A
Languages, Literatures and Cultures	Thesis (<i>Ad Hoc</i>)	Digital Humanities
Linguistics	Non-Thesis	N/A
Mathematics and Statistics	Thesis, Non-Thesis	N/A
Medical Anthropology	Thesis	N/A
Music – Music Education	Thesis, Non-Thesis	N/A
Music – Music Technology	Thesis	N/A
Music – Musicology	Thesis, Non-Thesis	Gender and Women's Studies (Thesis)
Music – Theory	Thesis, Non-Thesis	Gender and Women's Studies (Thesis)
Philosophy	Thesis	Bioethics
Political Science	Thesis, Non-Thesis	Development Studies, European Studies (Thesis) Development Studies, European Studies, Gender and Women's Studies, Social Statistics (Non-Thesis)
Psychology	Thesis	N/A
Religious Studies	Thesis, Non-Thesis	Bioethics, Gender and Women's Studies (Thesis)
Russian	Thesis	N/A
School/Applied Child Psychology	Non-Thesis	N/A
Second Language Education	Thesis, Non-Thesis	Gender and Women's Studies (Thesis)

Master of Arts (M.A.)

Sociology	Thesis, Non-Thesis	Development Studies, Gender and Women's Studies, Medical Sociology (Thesis) Development Studies, Gender and Women's Studies, Medical Sociology, Population Dynamics (Non-Thesis)
Teaching and Learning	Non-Thesis	English or French Second Language, English Language Arts, Mathematics, Science and Technology, Social Sciences

Master of Business Administration and Management Degrees (M.B.A., M.M.)

M.B.A.	Non-Thesis	Business Analytics, Finance, General Management, Global Strategy and Leadership, Marketing, Technology and Innovation
M.B.A. with B.C.L. and LL.B.	Non-Thesis	Finance & Law, General Management & Law, Global Strategy and Leadership & Law, Marketing & Law, Technology and Innovation Management & Law
M.B.A. & M.D.,C.M.	Non-Thesis	Management & Medicine
M.B.A./Japan	Non-Thesis	Finance, General Management, Global Strategy and Leadership, Marketing, Technology and Innovation
E.M.B.A.	Non-Thesis	N/A
M.M.	Non-Thesis	Manufacturing Management
M.M./IMPM	Non-Thesis	N/A
M.M./IMPMHL	Non-Thesis	N/A

Master of Education (M.Ed.)

Educational Psychology	Non-Thesis	Family Life Education, General Educational Psychology, General Educational Psychology: Project, Inclusive Education, Inclusive Education: Project, Learning Sciences
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Master of Engineering (M.Eng.)

Aerospace Engineering	Non-Thesis	N/A
Biological and Biomedical Engineering	Thesis	N/A
Biomedical Engineering	Thesis	N/A
Chemical Engineering	Thesis, Non-Thesis	Environmental Engineering (Non-Thesis)
Civil Engineering	Thesis, Non-Thesis	Environmental Engineering (Non-Thesis)
Electrical Engineering	Thesis, Non-Thesis	Computational Science and Engineering (Thesis)
Mechanical Engineering	Thesis, Non-Thesis	Computational Science and Engineering (Thesis)
Mining and Materials Engineering	Thesis, Non-Thesis	Environmental Engineering (Non-Thesis)

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

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

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

Law	Thesis, Non-Thesis	Bioethics, European Studies (Thesis) Air and Space Law, Environment, Comparative Law (Thesis and Non-Thesis)
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Master of Music (M.Mus.)

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

Master of Sacred Theology (S.T.M.)

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

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

Agricultural Economics	Thesis	N/A
Animal Science	Thesis	N/A
Atmospheric and Oceanic Science	Thesis	Environment
Biochemistry	Thesis	Bioinformatics, Chemical Biology
Biology	Thesis	Bioinformatics, Environment, Neotropical Environment
Bioresource Engineering	Thesis, Non-Thesis	Environment (Thesis) Integrated Water Resource Management (Non-Thesis)
Biostatistics	Thesis, Non-Thesis	N/A
Cell Biology	Thesis	N/A
Chemistry	Thesis	N/A
Civil Engineering	Thesis	N/A
Communication Sciences and Disorders	Thesis	N/A
Computer Science	Thesis, Non-Thesis	Bioinformatics, Computational Science and Engineering (Thesis)
Dental Sciences	Thesis, Non-Thesis	Oral and Maxillofacial Surgery (Thesis)
Earth and Planetary Sciences	Thesis	Environment
Entomology	Thesis	Environment, Neotropical Environment
Epidemiology	Thesis, Non-Thesis	Pharmacoepidemiology (Non-Thesis)
Experimental Medicine	Thesis	Bioethics, Environment
Experimental Surgery	Thesis	Global Surgery, Surgical Education, Surgical Innovation
Family Medicine	Thesis	Bioethics, Medical Education
Food Science and Agricultural Chemistry	Thesis, Non-Thesis	Food Safety (Non-Thesis)
Genetic Counselling	Non-Thesis	N/A
Geography	Thesis	Environment, Neotropical Environment
Human Genetics	Thesis	Bioethics, Bioinformatics
Human Nutrition	Thesis	N/A
Kinesiology and Physical Education	Thesis, Non-Thesis	N/A
Mathematics and Statistics	Thesis, Non-Thesis	Bioinformatics, Computational Science and Engineering (Thesis)
Mechanical Engineering	Thesis	N/A
Medical Radiation Physics	Thesis	N/A
Microbiology	Thesis	Environment
Microbiology and Immunology	Thesis	N/A
Mining and Materials Engineering	Thesis	N/A
Neuroscience	Thesis	N/A
Otolaryngology	Thesis	N/A
Parasitology	Thesis	N/A
Pathology	Thesis	N/A

Master of Science (M.Sc.)

Pharmacology	Thesis	Chemical Biology
Physics	Thesis	N/A
Physiology	Thesis	Bioinformatics, Chemical Biology
Plant Science	Thesis	Bioinformatics, Environment, Neotropical Environment
Psychiatry	Thesis	N/A
Psychology	Thesis	N/A
Public Health	Non-Thesis	Global Health, Population Dynamics
Rehabilitation Sciences	Thesis, Non-Thesis	N/A
Renewable Resources	Thesis, Non-Thesis	Environment, Neotropical Environment (Thesis) Environmental Assessment (Non-Thesis)

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

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

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

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

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

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

Master of Urban Planning

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

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

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

3.3 Doctoral Degrees Available at McGill

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

Degree		Prerequisites
Doctor of Civil Law	D.C.L.	B.C.L. or LL.B. and usually LL.M. See : Law .
Doctor of Music	D.Mus.	M.A. in Composition (D.Mus. in Composition) or a master's degree in Performance, and professional and teaching experience (D.Mus. in Performance). See : Schulich School of Music .
Doctor of Philosophy	Ph.D.	An undergraduate degree relevant to the subject chosen for graduate work. Some departments require all Ph.D. candidates to hold a master's degree in the same subject. Departments may recommend that candidates of undoubted promise should be allowed to proceed directly to the Ph.D. degree without being required to submit a master's thesis.
Joint Doctor of Philosophy	Ph.D.	Joint Ph.D.s are offered in co-operation with other universities.
<i>Ad Hoc</i> Doctor of Philosophy	Ph.D. (<i>Ad Hoc</i>)	Several departments offer the possibility of directly entering a Ph.D. program on an <i>ad hoc</i> basis, or, with the permission of the supervisor and the approval of the Graduate Program Director, exceptional students may transfer from the master's program to the <i>ad hoc</i> Ph.D. program.

3.3.1 Doctoral Degree Programs and Specializations

Program	Options	Offered by Faculty/School
Doctor of Civil Law (D.C.L.)		
Doctoral programs are offered in Air and Space Law and Law (Comparative Law). Both are predominantly research degrees awarded on the basis of a thesis that represents an original contribution to the development of legal science.		
Law	Air and Space Law, Comparative Law	Faculty of Law
Doctor of Music (D.Mus.)		
The Doctor of Music degree is offered in Composition. The Doctoral thesis consists of a musical composition of major dimensions together with a written analysis of the work. The composition is presented by the candidate in concert. The regulations set forth for the Ph.D. generally apply also to the D.Mus.		
The Doctor of Music degree is also offered in Performance. It is offered to professional musicians who wish to teach at the university level and to develop a specialization in a particular repertoire, approach, or discipline (musicology, music theory, music education and pedagogy, or music technology).		
Music	Composition, Performance Studies	Schulich School of Music
Doctor of Philosophy (Ph.D.)		
Animal Science	Bioinformatics	Faculty of Agricultural and Environmental Sciences
Anthropology	Neotropical Environment	Faculty of Arts
Architecture	N/A	Faculty of Engineering
Art History	Gender and Women's Studies	Faculty of Arts
Atmospheric and Oceanic Sciences	N/A	Faculty of Science
Biochemistry	Bioinformatics, Chemical Biology	Faculty of Medicine
Biology	Bioinformatics, Environment, Neotropical Environment	Faculty of Science
Biological and Biomedical Engineering	N/A	Faculty of Engineering, Faculty of Medicine
Biomedical Engineering	N/A	Faculty of Medicine
Bioresource Engineering	Environment	Faculty of Agricultural and Environmental Sciences
Biostatistics	N/A	Faculty of Medicine

Doctor of Philosophy (Ph.D.)

Cell Biology	N/A	Faculty of Medicine
Chemical Engineering	N/A	Faculty of Engineering
Chemistry	N/A	Faculty of Science
Civil Engineering	N/A	Faculty of Engineering
Classics	N/A	Faculty of Arts
Communication Sciences and Disorders	Language Acquisition	Faculty of Medicine
Communication Studies	Gender and Women's Studies	Faculty of Arts
Computer Science	Bioinformatics	Faculty of Science
Counselling Psychology	N/A	Faculty of Education
Earth and Planetary Sciences	Environment	Faculty of Science
Economics	N/A	Faculty of Arts
Educational Psychology	Human Development, Learning Sciences	Faculty of Education
Educational Studies	Gender and Women's Studies, Language Acquisition, Mathematics and Science Education	Faculty of Education
Electrical Engineering	N/A	Faculty of Engineering
English	N/A	Faculty of Arts
Entomology	Environment, Neotropical Environment	Faculty of Agricultural and Environmental Sciences
Epidemiology	Global Health, Pharmacoepidemiology, Population Dynamics	Faculty of Medicine
Experimental Medicine	Environment	Faculty of Medicine
Experimental Surgery	N/A	Faculty of Medicine
Food Science and Agricultural Chemistry	N/A	Faculty of Agricultural and Environmental Sciences
French Language and Literature	Gender and Women's Studies	Faculty of Arts
Geography	Environment, Gender and Women's Studies, Neotropical Environment	Faculty of Arts, Faculty of Science
German	N/A	Faculty of Arts
Hispanic Studies	N/A	Faculty of Arts
History	N/A	Faculty of Arts
Human Genetics	Bioinformatics	Faculty of Medicine
Human Nutrition	N/A	Faculty of Agricultural and Environmental Sciences
Information Studies	N/A	Faculty of Arts
Islamic Studies	Gender and Women's Studies	Faculty of Arts
Linguistics	Language Acquisition	Faculty of Arts
Management	Environment	Desautels Faculty of Management
Mathematics and Statistics	Bioinformatics	Faculty of Arts, Faculty of Science
Mechanical Engineering	N/A	Faculty of Engineering
Microbiology	Bioinformatics, Environment	Faculty of Agricultural and Environmental Sciences
Microbiology and Immunology	N/A	Faculty of Medicine
Mining and Materials Engineering	N/A	Faculty of Engineering
Music	Composition, Music Education, Musicology, Music Technology, Sound Recording, Theory, Gender and Women's Studies	Schulich School of Music

Doctor of Philosophy (Ph.D.)

Neuroscience	N/A	Faculty of Medicine
Nursing	Psychosocial Oncology	Ingram School of Nursing
Occupational Health	N/A	Faculty of Medicine
Parasitology	Bioinformatics, Environment	Faculty of Agricultural and Environmental Sciences
Pathology	N/A	Faculty of Medicine
Pharmacology	Chemical Biology	Faculty of Medicine
Philosophy	Environment, Gender and Women's Studies	Faculty of Arts
Physics	N/A	Faculty of Science
Physiology	Bioinformatics, Chemical Biology	Faculty of Medicine
Plant Science	Bioinformatics, Environment, Neotropical Environment	Faculty of Agricultural and Environmental Sciences
Political Science	Gender and Women's Studies	Faculty of Arts
Psychology	Language Acquisition, Psychosocial Oncology	Faculty of Arts, Faculty of Science
Rehabilitation Science	N/A	School of Physical and Occupational Therapy
Religious Studies	Gender and Women's Studies	Faculty of Religious Studies
Renewable Resources	Environment, Neotropical Environment	Faculty of Agricultural and Environmental Sciences
Russian	N/A	Faculty of Arts
School/Applied Child Psychology	N/A	Faculty of Education
Social Work	N/A	Faculty of Arts
Sociology	Gender and Women's Studies, Population Dynamics	Faculty of Arts

Joint Doctor of Philosophy (Ph.D.)

Nursing	N/A	McGill / Université de Montréal
Management	N/A	McGill / Concordia / H.E.C. / UQAM
Social Work	N/A	McGill / Université de Montréal

Ad Hoc Doctor of Philosophy (Ph.D. (Ad Hoc))

Dentistry	N/A	Faculty of Dentistry
East Asian Studies	N/A	Faculty of Arts
Family Medicine	N/A	Faculty of Medicine
Italian Studies	N/A	Faculty of Arts
Jewish Studies	N/A	Faculty of Arts
Kinesiology and Physical Education	N/A	Faculty of Education
Psychiatry	N/A	Faculty of Medicine
Urban Planning	N/A	Faculty of Engineering

3.4 Postdoctoral Research

See : [Postdoctoral Research](#) for information about postdoctoral research at McGill University.

3.5 Graduate Diplomas and Graduate Certificates

The graduate diplomas and graduate certificates listed below are programs of study under the academic supervision of Graduate and Postdoctoral Studies. The prerequisite for a diploma or certificate is an undergraduate degree in the same discipline.

The graduate diploma programs consist of at least two terms of full-time study or the equivalent.

Graduate Diplomas

Clinical Research	Primary Care Nurse Practitioner
Mining Engineering	Public Accountancy (Chartered Accountancy)
Music Artist	Registered Dietitian Credentialing (R.D.)
Music Performance	School/Applied Child Psychology (Post-Ph.D.)
Neonatal Nurse Practitioner	

Graduate Certificates

Air and Space Law	Enseignement immersif
Bioinformatics	Information Architecture and Design
Bioresource Engineering (Integrated Water Resources Management)	Information and Knowledge Management
Biotechnology	Library and Information Studies
Chronic Pain Management	Post-M.B.A.
Comparative Law	Professional Accounting
Digital Archives Management	Surgical Innovation
Driving Rehabilitation	Teaching English as a Second Language
Educational Leadership 1	Theory in Primary Care
Educational Leadership 2	Theory in Neonatology

All graduate regulations apply to graduate diploma and graduate certificate candidates.



Note: The School of Continuing Studies also offers graduate diplomas and graduate certificates that are not under the academic supervision of Graduate and Postdoctoral Studies. To see a list of programs offered, refer to [Continuing Studies > Getting Started > Admission Requirements > Programs of Study](#).

4 Graduate Admissions and Application Procedures

Website: www.mcgill.ca/gradapplicants

Email: servicepoint@mcgill.ca



Deadline: Admission to graduate studies at McGill is competitive; accordingly, late and/or incomplete applications are considered only as time and space permit. Meeting minimum admission standards does not guarantee admission. Admission decisions are not normally subject to appeal or reconsideration and are not subject to change. To be considered for entrance fellowships, where available, applicants must verify deadlines with individual academic units.

4.1 Application for Admission

Application information and the online application form are available at www.mcgill.ca/gradapplicants/apply. Applicants (with some exceptions) are required to provide the names and email addresses of two instructors familiar with their academic work and who are willing to provide letters of reference in support of the application. McGill will request the reference letters on behalf of the applicant. All applicants must themselves upload an unofficial copy of their complete academic record from each university-level institution attended to date. Admitted applicants will be required to send, or ask the appropriate university authorities to send, an official or certified copy of their complete, final academic record from each university-level institution attended to date. McGill graduates are not required to submit McGill transcripts. See www.mcgill.ca/gradapplicants/apply/ready/submit for instructions on uploading or mailing official documents to McGill. Please note that all documents submitted to McGill University in support of an application to be admitted, including, but not limited to, transcripts, diplomas, letters of reference, and test scores, become the property of McGill University and will not be returned to the applicant or issuing institution under any circumstance.

A **non-refundable** fee paid by credit card in Canadian funds **must** accompany the online application. The fee covers up to two program choices per term. Candidates for Special, Visiting, and Qualifying status must also apply online and pay the application fee. Please note that application fees and other charges are listed on the [Student Accounts website](#).

It is recommended that applicants submit a list of the course titles in the major subject, since transcripts often give code numbers only. **Transcripts written in a language other than English or French must be accompanied by a translation prepared by a licensed translator.** An explanation of the grading system used by the applicant's university is essential. The applicant should also indicate the major subject area in which further study is desired.

Applications and uploaded supporting documents must be submitted according to individual academic unit specifications and deadlines; see www.mcgill.ca/gradapplicants/programs. International students are advised to apply well in advance of the application deadlines as immigration procedures may be lengthy. Admission to graduate studies at McGill is highly competitive; accordingly, late and/or incomplete applications are considered only as time and space permit.

The admission decision is based on the recommendation of the graduate academic unit. Depending on the academic level and strength of the application, and any special circumstances, the application may be verified by the Graduate Admissions Unit in Enrolment Services and/or reviewed by the Graduate Admissions Committee. All offers of admission have the approval of Graduate and Postdoctoral Studies, and are sent to applicants electronically by Enrolment Services.

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



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

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

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

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

4.3 Application Procedures

Application Checklist

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

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



Note: Since January 2015, McGill requires IELTS results to be sent electronically.

For detailed information regarding additional documents that may be required by certain academic units, please consult *Admission Requirements and Application Procedures* for each unit at www.mcgill.ca/gradapplicants/programs.

4.3.1 Document Checklist Terms

The following terms appear on the Document Checklist and are items or documents that you may be required to upload as part of your application for admission. Please ensure that your use of certain terms conforms to the following definitions:

Audition: a trial performance where a performer demonstrates their suitability or skill.

Curriculum Vitae: an overview of the applicant's experience and other qualifications, including employment, academic credentials, publications, contributions, and significant achievements.

GMAT: Graduate Management Aptitude Test (see [section 4.4: Admission Tests](#) below)

GRE: Graduate Records Examination (see [section 4.4: Admission Tests](#) below)

Interview: a conversation between the applicant and a McGill representative, using a structured, standardized approach to allow for comparison and analysis of responses from all applicants interviewed; in person, via telephone, *Skype*, etc.

Personal Statement: an essay in which the applicant describes their reasons for applying to graduate studies and indicating qualifications, qualities, or circumstances the applicant feels to be significant; usually provides information about educational and professional goals and discusses the applicant's interest in the desired field of study.

Portfolio: a collection of the applicant's best work to date, selected by them, and intended to show their mastery of a given style or variety of styles; different samples of their artistic work.

Recording: an unedited recording (audio or video) of the applicant performing at least two contrasting pieces; minimum 20 minutes.

Research Proposal: a detailed description of the proposed program of research, including proposed Thesis Supervisor(s); describes the research background, significance, methodology, and references; may include expected results; may include a detailed curriculum vitae.

TOEFL: Test of English as a Foreign Language (see [section 4.5: Competency in English](#) below)

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

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

4.4 Admission Tests

Graduate Record Examination (GRE)

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

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

Graduate Management Admissions Test (GMAT)

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

4.5 Competency in English

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

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

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

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

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

Competency in English

iBT (Internet-based test)

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

N.B. an institutional version of the TOEFL is not acceptable.

PBT (paper-based test)

550

2. **IELTS** (International English Language Testing System): a band score of 6.5 or greater.

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

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

Revised – July 2008

4.6 Admission to a Qualifying Program

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

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

In all cases, after the completion of a Qualifying year or term, an applicant interested in commencing a degree program must apply for admission by the application deadlines. Successful completion of the work in the Qualifying program (B- in all courses) does not automatically entitle the student to proceed toward a degree. Qualifying year students must apply for admission to the program for which they seek qualification.

In cases where an academic unit recommends a change of registration from Qualifying program (Fall) to Master’s Degree First Year (Winter), **students must apply to the degree program by the academic unit’s Winter application deadline**. A Qualifying year applicant admitted to a Winter term as a first term of studies must apply for admission for a Fall term as his/her second term of studies.

Students who are ineligible for a Qualifying program may apply to the appropriate undergraduate faculty for admission as regular or Special Students, and seek admission to graduate studies at a later date. The normal admission requirements must be met and the usual procedures followed.

4.7 Admission to a Second Degree Program

A candidate with a given higher degree may apply for admission to a second degree program at the same level but **in a different subject**. The normal admission requirements must be met and all the usual procedures followed.

4.8 Admission to Two Degree Programs

Students may, with special permission granted by the Graduate Admissions Committee (composed of the Dean and Associate Deans of Graduate and Postdoctoral Studies) and in consultation with the Graduate Admissions Unit of Enrolment Services, be admitted to two degree programs or to two academic units or faculties. Students are **never** permitted to pursue two **full-time** degree programs concurrently.

4.9 Admission to an Ad Personam Joint Program

Ad Personam joint graduate programs are restricted to Master’s thesis option and Ph.D. programs. Approval for the joint program must be obtained from Graduate and Postdoctoral Studies. The request will be signed by the Chairs of both academic units involved and will explicitly list the conditions imposed. The student will undertake research under the joint supervision of both units.

This program is described in more detail at www.mcgill.ca/gradapplicants/apply/prepare#other.

4.10 Admission of Former Students

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

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

The *Request for Readmission Form* and other pertinent details regarding the readmission procedure can be found on the *GPS website*.

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

Senate – March 23, 2016.

4.11 Deferral of Admission

Under exceptional circumstances, an admission for a particular semester can be considered for a deferral. This can be considered only if the student has not registered. If the student has already registered, no deferral can be granted. The student must withdraw from the University and apply for admission to a later term.

5 Fellowships, Awards, and Assistantships

Graduate and Postdoctoral Studies
Graduate Funding Unit
James Administration Building, Room 400
845 Sherbrooke Street West
Montreal QC H3A 0G4
Fax: 514-398-6283
Email: graduatefunding.gps@mcgill.ca
Website: www.mcgill.ca/gps/funding

The Graduate Funding Unit of Graduate and Postdoctoral Studies provides processing services for many sources of support for Canadian and non-Canadian students, both new to McGill and continuing. Further information on these and other sources of funding can be found on the Graduate and Postdoctoral Studies website.

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

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

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

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

6 Research Policy and Guidelines, Patents, Postdocs, Associates, Trainees

Students must inform themselves of University rules and regulations and keep abreast of any changes that may occur. The *Research Policy and Guidelines, Patents, Postdocs, Associates, Trainees* section of this publication contains important details required by postdoctoral scholars during their studies at McGill and should be periodically consulted, along with other sections and related publications.

6.1 Policy on Research Ethics

Please refer to the Policy on Research Ethics available at www.mcgill.ca/secretariat/policies/research.

6.2 Regulations on Research Policy

Please refer to the regulations on Research Policy available at www.mcgill.ca/secretariat/policies/research.

6.3 Policy on Research Integrity

Please refer to the Policy on Research Integrity available at www.mcgill.ca/research/about/integrity.

6.4 Guidelines for Research Involving Human Subjects

Please refer to the guidelines for research involving human subjects available at www.mcgill.ca/research/researchers/compliance/human.

6.5 Guidelines for Research with Animal Subjects

Please refer to the guidelines for research involving animal subjects available at www.mcgill.ca/research/researchers/compliance/animal.

6.6 Policy on Intellectual Property

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

6.7 Regulations Governing Conflicts of Interest

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

6.8 Safety in Field Work

Please refer to the policies on safety in field work available at www.mcgill.ca/ehs/policies-and-safety-committees/field-work-safety.

6.9 Office of Sponsored Research

Please refer to the Office of Sponsored Research, available at www.mcgill.ca/research/researchers.

6.10 Postdocs

Please see www.mcgill.ca/gps/postdocs.

6.11 Research Associates

A Research Associate is a senior career researcher who usually works independently, in most cases has a Ph.D. or equivalent, and is often supported directly by outside granting agencies.

For more information, see www.mcgill.ca/apo/new-tsas-guide/research#EMPLOYING.

7 Student Services and Information

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

7.1 Service Point

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

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

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

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

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

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

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

7.1.1 Location

3415 McTavish Street (corner Sherbrooke)

Montreal QC H3A 0C8

Telephone: 514-398-7878

Opening hours: please refer to www.mcgill.ca/students/servicepoint

Email for current students: www.mcgill.ca/students/servicepoint/studentrequestform

Email for applicants & prospective students: www.mcgill.ca/students/servicepoint/contact-us

7.2 Student Rights and Responsibilities

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

To find out more about this topic, see: www.mcgill.ca/students/srr.

7.2.1 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 4100
Montreal, QC H3A 0G3

For information, contact (Dean/Associate Dean):

Telephone: 514-398-4990
Email: deanofstudents@mcgill.ca
Website: www.mcgill.ca/deanofstudents

7.2.2 Office of the Senior Director, Services for Students

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

For information, contact:

Telephone: 514-398-8238
Website: www.mcgill.ca/studentsservices

The Senior Director, Services for Students (SDSS), coordinates all student services at McGill to help promote student success and well-being. The SDSS 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. Funding is also available for projects, initiated by students and/or staff, that enhance student life and learning.

7.3 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.

A list of services available is given below. For further information, see the Student Services website: www.mcgill.ca/studentsservices.

Brown Student Services Building, Suite 4100
3600 McTavish Street
Montreal, Quebec, H3A 0G3
General Information: 514-398-8238
Website: www.mcgill.ca/studentsservices

7.3.1 Campus Life & Engagement

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

Brown Student Services Building, Suite 3100
Telephone: 514-398-6913
Email: cle@mcgill.ca
Website: www.mcgill.ca/cle

First-year students:

Email: firstyear@mcgill.ca
Website: www.mcgill.ca/firstyear

7.3.2 Career Planning Service (CaPS)

Provides career education, events, individual advising, and workshops 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, Suite 2200
Telephone: 514-398-3304
Email: careers.caps@mcgill.ca
Website: www.mcgill.ca/caps

7.3.3 Counselling Service

Assists with psychological, emotional, and interpersonal issues as well as vocational and academic concerns.

Brown Student Services Building, Suite 4200
Telephone: 514-398-3601
Email: counselling.service@mcgill.ca
Website: www.mcgill.ca/counselling

7.3.4 First Peoples' House

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

3505 Peel Street
Telephone: 514-398-3217
Email: firstpeopleshouse@mcgill.ca
Website: www.mcgill.ca/fph

7.3.5 Health Services

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

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

7.3.6 International Student Services

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

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

7.3.7 Mental Health Service

A mental health clinic that treats a wide variety of psychological and psychiatric disorders. Psychotherapy and/or medication (given by a psychiatrist) is provided to help with mental health problems. One-on-one sessions are available with a psychologist, psychotherapist, and/or psychiatrist.

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

7.3.8 Office of Religious and Spiritual Life

Connects students who identify as religious with their on-campus communities and chaplains. Provides students with space and resources to explore spirituality, and educates students on how to thrive in a pluralistic society.

Brown Student Services Building, Suite 2100
Telephone: 514-398-4104
Email: morsl@mcgill.ca
Website: www.mcgill.ca/morsl

7.3.9 Office for Students with Disabilities and myAccess

Facilitates and supports the inclusion of diverse students and students with special needs.

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

7.3.10 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
Website: www.mcgill.ca/sustainability

7.3.11 Scholarships and Student (Financial) 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, Suite 3200
General Information: 514-398-6013
Telephone: 514-398-4807 (Scholarships)
Email: student.aid@mcgill.ca
Website: www.mcgill.ca/studentaid

7.3.12 Tutorial Service

Sponsors an extensive tutorial program for students.

Brown Student Services Building, Suite 4200
Telephone: 514-398-5816
Email: tutoring.service@mcgill.ca
Website: www.mcgill.ca/tutoring

7.4 Student Services – Macdonald Campus

Students who study on the Macdonald campus may make full use of all Student Services on both campuses. All **Student Services** at Macdonald Campus are located in the Centennial Centre:

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

7.4.1 Career Planning Service (CaPS)

Assists you in your career development and search for permanent, part-time, and summer jobs by providing workshops, individual advising, a comprehensive job posting service, Career Fairs, and a Career Resource Centre.

Telephone: 514-398-7582
Email: caps.macdonald@mcgill.ca
Website: www.mcgill.ca/caps

7.4.2 Counselling Service

Offers confidential counselling with a psychologist for personal, social, emotional, vocational, and academic issues, among others. Appointments are required.

Telephone: 514-398-7992

Website: www.mcgill.ca/counselling

7.4.3 International Health Insurance

Provides Blue Cross insurance cards for international students.

Telephone: 514-398-7992

Website: www.mcgill.ca/macdonald-studentservices/our-services

7.4.4 Mid-term Exams, Office for Students with Disabilities

Offers accommodations for mid-term exams for students registered with the Office for Students with Disabilities (OSD). Appointments are available with an OSD advisor.

Telephone: 514-398-6009

Website: www.mcgill.ca/osd

7.4.5 Student Health Services

Offers a walk-in clinic for urgent care and regular appointments with health professionals in a confidential atmosphere.

Telephone: 514-398-7992

Website: (Macdonald campus) www.mcgill.ca/macdonald-studentservices/feeling-sick

Website: (Downtown campus) www.mcgill.ca/studenthealth

7.4.6 Student Financial Aid

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

Telephone: 514-398-7992

Website: www.mcgill.ca/studentaid

7.4.7 Other Services

Office of Sustainability

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

Telephone: 514-398-2268

Email: sustainability@mcgill.ca

Website: www.mcgill.ca/sustainability

7.5 Residential Facilities

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

Mission statement

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

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

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

7.5.1 Graduate Housing – Downtown

Student Housing and Hospitality Service
3415 McTavish
Montreal QC H3A 0C8
Telephone: 514-398-6368
Fax: 514-398-3683
Email: housing.residences@mcgill.ca
Website: www.mcgill.ca/shhs

McGill University offers two main types of housing for graduate students: single-occupancy apartments and single bedrooms in houses with shared facilities. No family housing is available. Only a limited number of graduate spaces are available. Out of 160 spaces, approximately 70 become vacant annually. Availability is on a first-come, first-served basis, and you must be admitted or recommended for admission to be considered. To apply, indicate “Yes” in the housing request area of your McGill application and check Minerva for updates in your housing status.

Occupancy of graduate housing is from **Sept. 1, 2016 to July 31, 2017** or from **Jan. 1, 2017 to July 31, 2017**.

7.5.1.1 Single-Occupancy Apartments

Graduate housing includes a seven-storey apartment block and three small apartment buildings. All are located within short walking distance of the main campus.

Each apartment has its own bathroom and kitchen with refrigerator, stove, dining table, and chairs. Other furnishings include: a single-sized bed and mattress, desk and study chair, dresser, bookshelf, night table, and vertical blinds (furnishings may vary depending on room size). Electricity, hot water, heating, and Internet are included in the rent.

7.5.1.2 Shared-Facilities Housing

There is a variety of graduate housing options with shared facilities. For example, students can live in a former coach house of one of the largest mansions in Montreal's “Golden Square Mile,” or in a number of brownstone mansions featuring wood paneling, decorative moldings, and elaborate ornamental fireplaces. This type of housing offers graduate students the privacy of their own bedroom along with the benefits of communal living such as large kitchens and common rooms where housemates gather to dine and watch TV.

McGill offers all-female, all-male, and co-ed graduate accommodation.

7.5.2 University Residences – Macdonald Campus

Campus Housing Office
P.O. Box 188
Macdonald Campus of McGill University
Sainte-Anne-de-Bellevue, QC H9X 3V9
Telephone: 514-398-7716
Email: residences.macdonald@mcgill.ca
Website: www.mcgill.ca/students/housing/rez-options/macdonald

Residence life is an integral part of Macdonald Campus activities.

- **Laird Hall**, with a capacity of 250 students, is a co-ed residence that provides accommodation for undergraduate, graduate, and Farm Management Technology students. Residents enjoy comfortable rooms, modern kitchens, cozy lounge facilities, and other amenities that help make their residence life a complete and meaningful part of their university experience. Included in the room rent is high-speed Internet service.
- The **EcoResidence** accommodates 100 students. This residence will appeal to students who enjoy independent living in self-contained fully furnished apartments of two or six single-bedroom units. Units are split-level with large, airy, common living areas.

7.5.2.1 Residence Fees – Macdonald Campus

Residence fees are paid separately from tuition, in accordance with regulations of the Fee Payment Option selected at the time of signing a Residence Lease.

The residence fees for the 2016–2017 session had not been set at the time this publication was finalized. The 2015–2016 session rates for **Laird Hall** were: \$3,712 (double occupancy) and \$4,064 (single occupancy). Rates for the **EcoResidence** varied from \$4,408 (sixplex) to \$4,536 (duplex). The rate for a 12-month graduate lease for a duplex is \$535 per month. An updated fee sheet will be available on the Macdonald residence website at www.mcgill.ca/students/housing/rez-options/macdonald.

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

7.5.2.2 Residence Occupancy – Macdonald Campus

The residence fees cover the period from **August 27, 2016** to **April 30, 2017**. You must vacate your room at the end of the lease term. Only under exceptional circumstances will you be granted permission to arrive prior to the beginning date of the lease or remain in residence during the summer months. In these cases, you must apply to the Campus Housing Office; an additional fee will be charged if permission is granted.

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

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



Note for Graduate and Postdoctoral Studies: Graduate students can sign a 12-month lease.

7.5.2.3 Facilities for Non-Resident Students – Macdonald Campus

The Centennial Centre features common lounging areas such as the Eco-Niche CC Lobby, and when available, the Ceilidh. Lockers are available in the Macdonald-Stewart Building. You can rent them at the Students' Society Office in Centennial Centre. *Le comptoir Mac* is located on the ground floor between the Macdonald-Stewart Building and Barton Library.



Note: Non-resident students cannot stay overnight in any residence without permission from the Campus Housing Office.

7.5.2.4 Student Parking – Macdonald Campus

Parking permits are available from Macdonald Campus Security, Room 101, Laird Hall. A parking decal is \$200 for one year and \$120 for one semester and can be picked up Monday to Friday from 8:15 a.m. to 3:45 p.m.

Daily passes for students are \$6 and can be purchased at the Upper Gravel Lot and the Horticulture parking lot. Half-day passes are \$4 and can only be purchased at the meter (exact change is required). All students obtaining a daily pass must park in the Horticulture lot, east of the Highway 20 overpass. If you are not sure of the location, you can pick up a map from the Campus Security office in Laird Hall. For more information, see www.mcgill.ca/transport/parking/mac.

7.6 Athletics & Recreation

7.6.1 Downtown Campus Athletics & Recreation

Offers a wide range of facilities, activities, and equipment. Facilities include:

- gymnasium
- fully-equipped fitness centre
- varsity weight room
- pool
- arena
- fieldhouse
- stadium
- indoor and outdoor running tracks and tennis courts
- squash and racquetball courts
- spinning
- dance and martial arts studios
- various playing fields

McGill students can participate in instructional, recreational, intramural, and intercollegiate activities, as well as sports clubs. There are nominal fees for instructional courses, intramurals, and membership to the Fitness Centre.

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

7.6.2 Macdonald Campus Athletics & Recreation

Offers a wide range of facilities, activities, and equipment, free of charge. Facilities include:

- a gymnasium
- weight room
- arena
- tennis courts
- playing fields
- outdoor TrekFit gym
- large expanses of green space

Students can participate in instructional, recreational, intramural, and intercollegiate activities. There are nominal fees for intramurals and fitness courses.

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

Stewart Athletic Complex
Telephone: 514-398-7789
Website: <http://macdonaldcampusathletics.ca>
Facebook: www.facebook.com/pages/Mac-Athletics-and-Recreation

7.7 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 the beginning of the complaint process, and to attempt to resolve issues informally before they proceed 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

7.8 Extra-Curricular and Co-Curricular Activities

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

- international clubs;
- leadership groups;
- peer support programs;
- religious groups;
- political clubs;
- communications and media groups such as the CKUT radio station, the McGill Tribune, and the McGill Daily;
- science clubs;
- literary, theatrical, and musical societies;

- the McGill Students Outdoors Club;
- ...and many more.

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

7.8.1 University Centre, Thomson House, and Centennial Centre

The *University Centre*, 3480 McTavish Street, provides club rooms for many extra-curricular activities in a four-storey building with cafeterias, a ballroom, lounges, and a black box theatre. Activities for graduate students are centred in *David Thomson House* at 3650 McTavish Street.

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

7.9 Bookstore

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



Note: The Bookstore will be moving in 2016. For more information see www.mcgill.ca/bookstore/move.

3420 McTavish Street
 Telephone: 514-398-7444
 Website: www.mcgill.ca/bookstore

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

7.10 Computer Store

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

Telephone: 514-398-5025
 Email: sales.mcs@mcgill.ca
 Website: www.mcgill.ca/mcs

7.11 Day Care

The McGill Childcare Centre is an independently run centre that can accommodate 106 children, ranging in age from four months to five years. Early application is required as placement is limited.

The Centre is located at:

3491 Peel Street
 Montreal QC H3A 1W7
 Telephone: 514-398-6943
 Website: www.mcgill.ca/daycare

A Campus Day Care Centre, located adjacent to the Macdonald campus, is an independently run centre that can accommodate approximately 60 children, ranging in age from four months to five years. Preference is given to the Macdonald campus community. Early application is recommended.

The Centre is located at:

1 Maple Avenue
 Ste.-Anne-de-Bellevue QC H9X 2E3

Telephone: 514-398-7951

8 Fees

The information in this publication was updated in May 2016. **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: www.mcgill.ca/student-accounts/tuition-fees/tuition-and-fees.

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



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

8.1 Access to Fee Information

You can view your *Account Summary by Term* on *Minerva*. The Fall 2016 term fees will be accessible in mid-July.

8.2 Billings and Due Dates

Confirmation of Acceptance Deposit

In certain graduate departments, you are required to make a deposit on tuition shortly after receiving notice of your acceptance to the University. You will be required to confirm your acceptance of the offer of admission on www.mcgill.ca/accepted/accepting-your-offer/accepting-your-offer and pay the required deposit by credit card (Visa, American Express, or Mastercard) at that time.

Invoicing of Fees

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

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

Term	Payment Due Date
Fall term	
All new and returning students	August 31, 2016
Winter Term	
All new and returning students	January 5, 2017

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

8.2.1 Guest Access on Minerva

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

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

You can revoke guest access privileges at any time.

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

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

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

8.2.2 Payment Procedures

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

8.3 Tuition Fees

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

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

In accordance with provincial government requirements, students must provide proof that they qualify for assessment of fees at the Quebec or non-Quebec Canadian rates; see 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.



Note: Students who are required to submit appropriate 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. Should your tuition status be changed during the evaluation period, any late payment and/or interest charges accumulated on the difference between the Quebec and Canadian tuition rates will also be waived.

8.3.2 International Exemption Fees

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

For more information concerning fee exemptions, contact Service Point at www.mcgill.ca/students/records/contact.

8.3.3 Tuition Assistance for McGill Staff

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

8.3.4 Staff Dependent Waivers

Students who are dependents of staff members or pensioners may qualify for a fee reduction. You may find further information, including instructions on how to complete and submit the application form, at www.mcgill.ca/hr/labour-relations/personnel-policies-and-procedures.

The fee reduction will be credited to your McGill fee account once eligibility has been confirmed. This fee reduction will be reflected in a T4A slip issued to the student in February by the University.

For more information, refer to the MUNACA Collective Agreement, or the Staff Dependent Policy at www.mcgill.ca/hr/labour-relations/personnel-policies-and-procedures.

8.4 Documentation

For more information on documentation, see *University Regulations and Resources > Graduate > Regulations > section 1.15.1: Why Does McGill Collect Legal Documents from You?*.

8.5 Compulsory Fees

Rates are updated and available on the Student Accounts website, www.mcgill.ca/student-accounts/tuition-fees, as soon as they become available.

8.5.1 Student Services Fees

Student Services fees are governed by the Senate Committee on the Coordination of Student Services, a parity committee composed equally of students and University staff. Through the Office of the Executive Director, Services for Students, these services, promoting student success and well-being, are available on the Downtown and Macdonald campuses to help students achieve greater academic, physical, and social well-being.

These fees are complemented by revenue from the Quebec government, the University, and the generosity of donors. They support: Student Health Services; Mental Health Services; Counselling and Tutorial Services; the Office of Religious and Spiritual Life; Career Planning Service (CaPS); Scholarships and Student Aid; International Student Services; the Office for Students with Disabilities; Campus Life & Engagement (including assistance for francophone students); and the First Peoples' House. Please refer to [section 7.3: Student Services – Downtown Campus](#) and [section 7.4: Student Services – Macdonald Campus](#) for details on these services.

8.5.2 Athletics and Recreation Fee

The Athletics and Recreation fee supports programs offered on the Downtown and Macdonald campuses. The fee provides access to most athletics facilities; however, registration to fitness and recreation courses, intramural sports, pay-as-you-go programs, and/or the Fitness Centre carries a supplemental charge. Please consult the Athletics and Recreation website at www.mcgillathletics.ca for further information.

8.5.3 Student Society Fees

Student Society fees are collected on behalf of student organizations and are compulsory. These fees must be approved by the student body through fee referenda according to the constitutional rules of the association or society. Students vote on changes to Student Society fees during the Spring and Fall referendum periods.

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, rates and opt-out procedures, and deadlines, please refer to the information contained at www.ihaveaplan.ca/pgss toward mid-August.

Students without valid Canadian Medicare, please see *International Health Insurance* at www.mcgill.ca/internationalstudents/health and/or www.mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/insurance.

8.6 Administrative Charges

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

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

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

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 the Convocation ceremony. Students who attend the 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 www.mcgill.ca/students/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

www.mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/society-services-and-administrative-fees.

8.7 Other Fees

For fees including applications, insurance, fines, penalties, and other details for the **current year**, please see www.mcgill.ca/student-accounts/tuition-fees/non-tuition-charges.

Other Fees (rates as of 2016–2017)

International Student Health and Accident Plan (compulsory)

Single

\$993

Other Fees (rates as of 2016–2017)

Dependent (one student with one dependent)	\$3,048
Family (one student with two or more dependents)	\$5,793
<hr/>	
Application for Admission (students applying to the Winter 2017 term, except where indicated)	
Undergraduate application fees	
All undergraduate programs, excluding Medicine	\$104.67
Medicine	\$146.54
Other application fees	
School of Continuing Studies	\$81.93
Special Intensive Language Programs (SCS)	\$81.93
Graduate Studies (admissions for Summer 2017) *	\$107.39
Exchange	\$150
Summer	\$50
* All students making application to Graduate and Postdoctoral Studies are required to pay this fee, including those already registered at McGill. If a department or an applicant defers an admission within the following year, the application fee need not be paid again.	
Undergraduate Admission appeals charge	\$100
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Late Registration	
After the regular registration deadline (August 14):	
All eligible returning and new students, except Special Students, graduate part-time students, Additional Session students, and Thesis Evaluation term students.	\$125
Special Students, graduate part-time students, Additional Session students, and Thesis Evaluation term students.	\$62.50
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Late Course Change Fee	\$50
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Registration Cancellation Fee upon withdrawal (or if newly admitted students, the deposit)	\$200
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Rereading Examination Paper (refundable if the letter grade is increased)	\$37.59
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Supplemental Examinations, each written paper	\$37.59
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Other Fees (rates as of 2016–2017)

Duplicate ID Card	\$25
Duplicate Diploma	\$120 per copy
Duplicate Certification	\$15 per copy
Records Changes After Registrar Deadlines (see section 1.8.4: Changes to Student Records after Normal Deadlines)	\$50 per record change
Transcript Special Handling	\$15
Transcript Requests from Former Students (if you have not been registered at McGill in the last 12 months)	\$10 per transcript
Late Payment Fee (charged at the end of October for the Fall term, or at the end of February for the Winter term):	
Balances between \$100.01 and \$300	\$25
Balances between \$300.01 and \$1,000	\$50
Balances greater than \$1,000	\$75
Interest on outstanding balances (rate determined in February, to be applicable on June 1, is 1.24% monthly or 14.88% annually)	
Returned cheque or Pre-Authorized Debit payment**	\$45
** Please note that the \$45 fee for returned cheques and pre-authorized debit payments is in addition to the value of the amount debited for the returned item in question. For transactions in Canadian dollars, the amount debited is the same as the amount paid. For transactions in other currencies, including pre-authorized debit payments in US dollars, accounts will be debited at the exchange rate charged by the bank to the University. This sometimes represents a significant difference from the amount originally paid, depending on the rate of exchange on the date of the return.	
Cheque Refund Charge:	
on balances less than \$100	\$10
on balances \$100 and over	\$20
Schulich School of Music fees:	
Audition Fee	\$64.43
Late Music Placement Examination Fee	\$50
Late application fee for Music Performance examination (requires the permission of the Chair of the Department of Performance)	\$50
Music Private Lessons Fee (MUIIN, MUPG subject code courses)	\$536.94
Music Suppl Private Lesson Fee: part-time or Special Student status, or 2 nd instrument or voice, or in excess of quota; 1 hr/wk lessons	\$843

Other Fees (rates as of 2016–2017)

Music Suppl Private Lesson Fee: part-time or Special Student status, or in excess of quota; 1.5 hr/wk lessons (Artist Diploma)	\$1,261.81
Music Suppl Private Lesson Fee: part-time or Special Student status, or in excess of quota; Voice Coaching; 1 hr/wk lessons	\$590.64
Reinstatement penalty	\$150 (see <i>Cancelling Registration for Non-Payment</i> in section 8.9.1: Overdue Accounts)

8.8 Fees and Withdrawal from the University

If you decide not to attend the term(s) in which you are registered, you must officially withdraw from the University in accordance with [section 1.6: University Withdrawal](#). **Otherwise, you are liable for all applicable tuition and other fees.**

If you use Minerva to drop your last course between September 1 (January 1 for the Winter term) and the end of the withdrawal period with full refund, you will be deemed withdrawn from the University. You are automatically charged a registration cancellation fee of \$200 (or your registration deposit fee, whichever is higher) to cover administrative costs of registration.

If you stop attending classes without dropping your courses, you are liable for all applicable tuition and other fees. See [section 1.6: University Withdrawal](#).

If you are considering withdrawal from the University, please review the information found on the following Student Accounts web page for further details of the financial repercussions of withdrawal: www.mcgill.ca/student-accounts/your-account/withdrawals.

8.8.1 Fee Refund Deadlines

The deadline dates for course refunds are independent of the deadline dates given for withdrawal from courses.



Note for Graduate and Postdoctoral Studies: See [University Regulations and Resources > Graduate > Regulations > Registration > section 1.3.3: Summer Registration](#) for information about fee refund after withdrawal from a Summer Term of Residence for newly admitted graduate students only. Otherwise, there are generally no refunds for tuition and fees charged for a Summer term course from which you have withdrawn.

8.8.1.1 Fall Term – up to and including September 27

Returning students – 100%* refund (less registration cancellation fee of \$200 in the case of complete withdrawal).

New students – 100%* refund (less registration deposit or \$200, whichever is higher).

8.8.1.2 Fall Term – after September 27

No refund.

8.8.1.3 Winter Term – up to and including January 24

Returning students – 100%* refund (less registration cancellation fee of \$200 in the case of complete withdrawal).

New students – 100%* refund (less registration deposit or \$200, whichever is higher).

8.8.1.4 Winter Term – after January 24

No refund.

* Includes tuition and compulsory student fees.

To discuss the refund policy applicable to a special case, undergraduate students should contact their faculty Student Affairs Office (Associate Dean or Director) and graduate students should contact their departmental Graduate Program Director or Graduate Program Coordinator (see www.mcgill.ca/gps/contact for contact information).

8.8.2 Refund Procedures

You are not automatically refunded your credit balance as many students choose to keep the balance on account for use for a future term. You may, however, request your credit balance to be refunded at any time, after the course withdrawal with full refund period has passed. For directions on requesting your refund online in Minerva, see www.mcgill.ca/student-accounts/your-account/requesting-refund.



Note: We strongly recommend that you supply direct deposit banking information via *Minerva* (Canadian banks only); otherwise, a refund charge will apply.

8.9 Other Policies Related to Fees

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

8.9.1 Overdue Accounts

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

Students' accounts are considered delinquent if they are not paid in full within 60 days after the bill is issued. McGill places a financial hold on these accounts, preventing students from obtaining official academic transcripts and from accessing Minerva for any registration functions. In the event that a student's account has a hold preventing registration or the release of transcripts, the University may require a guaranteed form of payment, for instance, a certified cheque or money order. Certain financial holds prevent the release of diplomas.

Interest: Interest is charged on overdue balances at the monthly rate of 1.24% (14.88% annually), multiplied by the balance outstanding after the due date (within 2–3 days). The rate is evaluated each Spring, and then is set for the following academic year. See www.mcgill.ca/student-accounts/your-account/deadlines-and-penalties/overdue for more information.



Note: You should regularly verify your account balance on Minerva.

The University has no obligation to issue any transcript of record, award any diploma, or re-register a student if you do not pay your tuition fees, library fees, residence fees, or loans by their due date.

8.9.1.1 Information for Registered Students

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

Brown Student Services Building
3600 rue McTavish, Room 3200
Montreal QC H3A 0G3

Telephone: 514-398-6013
Email: student.aid@mcgill.ca
Website: www.mcgill.ca/studentaid

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

8.9.1.2 Information for Students Who Are No Longer Registered

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

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

In accordance with the fee policies stated in [section 8.9.1: Overdue Accounts](#) and [section 8.9.1.1: Information for Registered Students](#), before the University cancels your current and subsequent term registration(s), the Student Accounts Office will make all reasonable efforts to notify you if your account is delinquent, or if you owe more than \$100 from the previous term. The cancellation is effective the last day of the add/drop period unless you settle the account or make payment arrangements with the University by then. If you pay or make payment arrangements with the Student Accounts Office after the add/drop deadline and you want the University to reinstate your registration for the current or subsequent term(s), you must complete the *Request for Reinstatement* form (www.mcgill.ca/student-accounts/forms) and submit it to the Student Accounts Office, which will forward it to Enrolment Services for approval and

processing. Your fee account will be charged a Reinstatement Penalty for the processing of the re-enrolment; exact fee amounts and further details are available on the [Student Accounts](#) website.

8.9.2 Acceptance of Fees vs. Academic Standing

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

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

8.9.3 Deferred Admission

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

8.9.4 Fees for Students in Two Programs

Students in two programs normally are billed additional fees for their second program. Depending on the level of the two programs (e.g., one at the undergraduate 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 www.mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/exchange-senior-citizens-part-time-and-double-program for further details.

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

8.9.5 Students Taking Courses Extra to Their Program

Students who have been given permission by their department and Enrolment Services to take courses that are considered to be extra to their primary program, must request, in writing to their department, to have those courses flagged as extra to their program, and are required to pay additional tuition charges. Such assessment of fees will be processed after normal course add/drop deadlines have passed.

Please refer to the “Extra Courses” policy found at mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/grad-studies-information.

8.9.6 Senior Citizens

Financial aid is available for students in need who are aged 65 or over and who are enrolled in full-time degree programs. Contact the [Scholarships and Student Aid Office](#) for more information at 514-398-6013.

8.9.7 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 1.2.14: 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.

8.10 Sponsorships/Funding/Fee Deferrals

8.10.1 Students with Sponsors

If your fees will be paid by an outside agency such as the Department of Veterans Affairs, CIDA, or a foreign government, you must have written proof of this sponsorship. Your sponsor must confirm the conditions of their sponsorship in writing on company letterhead to the University. This allows the University to initiate a contract with your sponsor and effect the payment to your fee account. You need to notify the University at least one month before the beginning of the term in which the contract takes effect. For more information and the required forms, see www.mcgill.ca/student-accounts/parents-and-sponsors/third-party-sponsorship.

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

8.10.2 Students Receiving McGill Funding

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

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

8.10.3 External Scholarships

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

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

8.10.4 Tuition and Fees – Payment Deferral

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

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

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



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

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

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

8.11 Tax Slips/Receipts

T4A, Relevé 1, T2202A, and Relevé 8 slips are issued on *Minerva* (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.

8.12 Yearly Fees and Charges

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

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

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

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

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

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



Note: Please consult the *Student Accounts website* for the current fees payable by graduate-level students.

9 For your Information Technology (IT) Needs

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

- Find details on all IT services, including available training and support. Services are organized by categories such as “Telephone, Network, and Wireless.”
- Search the McGill *IT Knowledge Base* for FAQs and supporting articles on all IT services. Search by keywords such as “myMcGill,” or by specific article number.
- Send us your *feedback* or get help on an IT issue.
- Read featured *articles* on computer security, new software, and other timely tips.
- Find out about new *IT projects* on the horizon.
- Check the status of IT systems at a glance and view IT announcements and scheduled downtimes.

Under the *Getting Started* tab you'll find a section on IT services specifically for students, including myMcGill, the University portal, and myCourses (for online course content). You'll also find information on accessing your McGill email, connecting to the McGill wireless network, and downloading free software.

9.1 Logging In

You need to use your McGill Username (usually in the form of `firstname.lastname@mail.mcgill.ca`) and McGill Password to access most central IT services including: myMcGill, myCourses, email, wireless, and Virtual Private Network (VPN).

For some systems, such as uPrint (campus printing), you may sign in using your McGill Short Username, i.e., the first letter of your first name + first five letters of your last name, usually followed by a number (e.g., `jsmith5`).

To find out your McGill Username and Short Username, and to create or reset your McGill Password:

1. Log in to Minerva (www.mcgill.ca/minerva) using your 9-digit McGill ID number and PIN.
2. Go to *Personal Menu* > *Password for McGill Username*.
3. Follow the onscreen instructions.

9.2 myMcGill (the University portal)

myMcGill is the central access point where you:

- Read your email.
- Check myCourses.
- Get direct links to Minerva to view and update your student records and account information.
- Search the McGill Library Catalogue.
- Keep abreast of the latest McGill news.

Click myMcGill in the *Quick Links* menu, at the top of any McGill web page (www.mcgill.ca), and sign in using your McGill Username and McGill Password.

Browser Compatibility

myMcGill currently supports the latest versions of the following browsers:

- Internet Explorer (IE) (Windows)
- Firefox (Mozilla) (Windows/Macintosh)

9.3 myCourses

Many of your courses will have online materials or activities such as assignments and readings, syllabuses, project guidelines, discussion forums, calendars, etc.

Access your online course content via the myCourses link within the myMcGill portal.

- Verify your browser settings by clicking **System Check** in the **Support** widget on the myCourses home page.
- Watch *myCourses videos for students* and access help documentation from the IT Knowledge Base.

Find more information on myCourses for students at: www.mcgill.ca/it.

9.4 Email

Your McGill Email Address (usually in the form of firstname.lastname@mail.mcgill.ca) is the University's official means of email communication with you. For information on the policy, see *E-mail Communications with Students* at www.mcgill.ca/secretariat/policies/informationtechnology. Access your email at <https://outlook.com/mcgill.ca> or through the myMcGill portal using your McGill Username and McGill Password. View your McGill Username, McGill Email Address and set up your McGill Password on the *Minerva Personal Menu*.

9.5 Microsoft Office 365

Office 365 is a packaged offering from Microsoft that provides cloud-based services including:

- email
- web communications
- file storage
- file sharing

At McGill we are currently providing students with **free** Office 365 ProPlus software and OneDrive cloud storage. Additional components of Office 365 will be rolled out over the course of the coming year. For more information, see www.mcgill.ca/it/o365.

9.6 Software

In addition to the Office 365 ProPlus software, mentioned above, McGill IT Services provides free software to students at mcgill.onthehub.com/WebStore/Welcome.aspx and through the IT Knowledge Base at kb.mcgill.ca/it/software. Sign in using your McGill Username and Password.

9.7 Online Student Directory

You can opt in to the student directory and make it easier for your fellow classmates to contact you. Find more on this service at www.mcgill.ca/directory/students.

9.8 Getting Connected

You will need to use your *McGill Username and McGill Password* to access the services listed below:

Wireless: Through the McGill Wireless network, you can access the Internet using your laptop or other mobile device from virtually anywhere on campus, including McGill residences and the inter-campus shuttle buses. Log in to the Wireless network using your McGill Username and McGill Password. Find configuration instructions for your computer/phone in the IT Knowledge Base at kb.mcgill.ca/it/wireless.

EZproxy: If you are off campus, you will need to sign into EZproxy before gaining access to restricted McGill Library databases and other library resources. Find more details on EZproxy in the IT Knowledge Base at kb.mcgill.ca/ezproxy.

Virtual Private Network (VPN): If you need to access restricted systems or servers from off campus, you may be required to establish a VPN connection. See kb.mcgill.ca/it/vpn for additional information.

9.9 Safe Computing

Free antivirus software: Download free antivirus software to protect your computer at <http://kb.mcgill.ca/it/antivirus>.



Note: Be sure to uninstall any previous antivirus software from your computer before installing new antivirus software.

Tips for keeping information secure: Read about steps you can take to protect your data and identity at www.mcgill.ca/it/information-security.

9.10 Need Help?

McGill IT Knowledge Base: Search the IT Knowledge Base at <http://kb.mcgill.ca> for setup instructions and answers to commonly asked questions about IT.

Contact the IT Service Desk by submitting your request via a web form at www.mcgill.ca/it/forms, or check phone and walk-in support hours at www.mcgill.ca/it.

10 Resources for Study and Research

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

10.1 Libraries

Located across both campuses, the McGill Library system consists of eight library branches, one special reserve collection in education, one reading room, the McGill University Archives, and the McGill University Visual Arts Collection. A full map of all locations is available at www.mcgill.ca/library/branches.

Numbering over 6 million items, the Library's vast holdings include:

- over 2 million books;
- tens of thousands of journal titles;
- vast manuscript and pictorial collections;
- over 150,000 sound and video recordings;
- extensive e-resources, including over 120,000 e-journals and over 2 million e-books on subjects ranging from early English literature to nutrition.

A comprehensive website (www.mcgill.ca/library), an online catalogue, and a wide range of library services link the Library's resources to those who need them for learning, research, and scholarship. Hundreds of databases on topics from art history to zoology guide users to relevant journal articles and research materials, while subject guides on topics like chemistry and social work provide comprehensive and clear direction for users undertaking research. Unique scholarly materials from the Rare Books and Special Collections are *digitized* and also made widely accessible online through the site. The Library's website also provides access to items such as past examination papers, McGill theses, and foreign newspapers. All electronic resources are available for use in laboratories anywhere on the campus or from home using *EZproxy*.

The staff in each branch library can help you locate information for coursework, assignments, or research topics. *Workshops* are provided at all student levels to ensure you know how to find and use information. Information skills programs are undertaken as part of course curricula. *Liaison librarians* specialize in specific disciplines, and are available to assist students and staff in person, on the phone, online, by email, and via online chat.

Although opening hours vary, most libraries are open up to 90 hours per week, and several branch libraries extend opening hours during examination periods. Hundreds of computers are available for email, word processing, accessing online courses, reading library materials, preparing assignments, and searching the Internet. Designed to enhance the learning experiences of diverse users, the Library's facilities offer a variety of comfortable and attractive spaces, including quiet individual study areas, dynamic e-zones, and group study rooms that can be booked for use. Wireless access is available throughout the library, and all libraries have ID card-operated printing and copying facilities. Special facilities are available for vision and hearing impaired users.

Special library services like the Course Reserve collection located in each branch library allows 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 source it for you, and pickup is available at any branch.

10.2 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.

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 www.mcgill.ca/mwc for details)
CESL 400	ESL: Essay & Critical Thinking	3	Placement test required (see www.mcgill.ca/mwc for details)
CESL 500	ESL: Research Essay and Rhetoric	3	Placement test required (see www.mcgill.ca/mwc for details)
CCOM 206	Communication in Engineering	3	Restricted to and required for students pursuing a B.Sc. in Engineering
CCOM 300	Writing and Community Action	3	Instructor permission and departmental interview required



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	Summaries and Critiques	1
CEAP 665	Literature Reviews	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



Note: MWC graduate courses are not open to postdoctoral fellows.

Course for School of Continuing Studies Students:

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

Course in Professional Writing (CE Units):

Course Number	Course Title	Notes
CCOM 208	Professional Writing in Business	

10.2.1 McGill Writing Centre Contact Information

McGill Writing Centre
McLennan-Redpath Library
Main Floor, Room #02

3459 McTavish Street
Montreal, Quebec H3A 0C9

Telephone: 514-398-7109
Fax: 514-398-7416
Website: www.mcgill.ca/mwc
General Inquiries: mwc@mcgill.ca

Inquiries concerning CEAP 150, CEAP 250, CESL 500, and CCOM 300 should be directed to:

Prof. Sarah Wolfson
Email: sarah.wolfson@mcgill.ca
McLennan-Redpath Library
Main Floor, Room #02
Telephone: 514-398-1246

Inquiries concerning CCOM 205 and CCOM 208 should be directed to:

Prof. Sue Laver
Email: sue.laver@mcgill.ca
McLennan-Redpath Library
Main Floor, Room #02
Telephone: 514-398-2351

Inquiries concerning CESL 299, CESL 300, and CESL 400 should be directed to:

Prof. Carolyn Samuel
Email: carolyn.samuel@mcgill.ca
McLennan-Redpath Library
Main Floor, Room #02
Telephone: 514-398-1712

Inquiries concerning CCOM 206 should be directed to:

Prof. Diane Dechief
Email: diane.dechief@mcgill.ca
McLennan-Redpath Library
Main Floor, Room #02
Telephone: 514-398-3320

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

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

Administrative inquiries should be directed to:

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

10.3 University Archives

The McGill University Archives (MUA) acquires, preserves, and makes available to researchers (including students) more than 5,000 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 support University research goals and manages the University's corporate memory and information assets through its records management program. This program regulates the flow of administrative records and protects vital evidence of University functions and activities according to Quebec archives and records legislation.

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

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

Telephone: 514-398-4711
Email: refdesk.archives@mcgill.ca
Website: www.archives.mcgill.ca

10.4 Redpath Museum

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

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

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

10.5 McCord Museum of Canadian History

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

10.6 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: <http://lyman.mcgill.ca>

10.7 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.

11 The University

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

11.1 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 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, and the School for Teachers. Those components have since become the Faculty of Agricultural and Environmental Sciences, which includes the School of Dietetics and Human Nutrition, on the Macdonald campus, and the Faculty of Education, located on the Downtown campus. The University's general development has been greatly facilitated by the generosity of many benefactors, and particularly by the support of its graduates, as regular public funding for general and capital expenditures did not become available until the early 1950s. Since that time government grants have become a major factor in the University's financial operations, but it still relies on private support and private donors in its pursuit of excellence in teaching and research.

The University now comprises 10 faculties and 13 schools. At present over 38,000 students are taking credit courses; one in four is registered in Graduate Studies.

The University is also active in providing courses and programs to the community through the School of Continuing Studies.

11.2 Incorporated and Affiliated Colleges

11.2.1 Incorporated College

Royal Victoria College

3425 University Street, Montreal QC H3A 2A8

The Royal Victoria College, a non-teaching college of McGill University, provides residential accommodation for both men and women in a co-education environment.

11.2.2 Affiliated Theological Colleges

Montreal Diocesan Theological College

3473 University Street, Montreal QC H3A 2A8
Principal: The Rev. Dr. Donald Boisvert; B.A., M.A.(C'dia), Ph.D.(Ott.)

Presbyterian College of Montreal

3495 University Street, Montreal QC H3A 2A8
Principal: Dr. Dale Woods; M.Div.(Vancouver School of Theology), D.Min.(Luther Seminary)

United Theological College of Montreal

3521 University Street, Montreal QC H3A 2A9
Principal: Philip Joudrey; B.A., M.Div.(Acad.), D.Min.(Andover Newton)

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

11.3 University Government

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

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

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

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

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

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

11.4 Recognition of Degrees

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

McGill University was a founding member of the organization that evolved into 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.

11.5 Governance: Board of Governors

11.5.1 The Visitor

The Visitor

His Excellency The Right Honourable David L. Johnston

The Governor General of Canada

11.5.2 Board of Governors

Board of Governors

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

Chair

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

Principal and Vice-Chancellor

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

Chancellor

11.5.2.1 Members

Members

Nathalie Bourque; M.B.A.(McG.)

Michael T. Boychuk; BCom(McG.)

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

Victor Chisholm; B.A.(McG.)

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

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

Kathy Fazel; BCom(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)

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

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

Samuel Minzberg; LL.B.(McG.)

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

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

Cynthia Price; BCom(McG.)

Alvin Shrier; B.Sc.(C'dia), Ph.D.(Dal.)

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

Members

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

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

11.5.2.2 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)

11.6 Governance: Members of Senate**11.6.1 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

11.6.2 Elected Members**Elected Members**

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

Student Members (21)

11.7 Administration**Administration**

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

Chancellor

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

Principal and Vice-Chancellor

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

Provost and Vice-Principal (Academic)

Ollivier Dyens; B.F.A.(C'dia), M.A., Ph.D.(Montr.)

Deputy Provost (Student Life & Learning)

Administration

Kathleen Massey; B.A.(York), M.A.(R. Roads)	University Registrar and Executive Director of Enrolment Services
Jana Luker; B.A.(Guelph), B.Ed., M.Ed.(Tor.)	Executive Director of Services for Students
Ghyslaine McClure; B.Eng.(Montr.), S.M.(MIT), Ph.D.(Montr.)	Associate Provost (Budget & Resources)
Angela Campbell; B.A. B.C.L.(McG.), LL.M.(Harv.)	Associate Provost (Policies, Procedures & Equity)
Anja Geitmann; Diplom(Konstanz), Ph.D.(Siena)	Associate Vice-Principal (Macdonald Campus) and Dean (Faculty of Agricultural & Environmental Sciences)
Ghilaine Roquet; B.A.(UQAM), M.Sc.A.(Montr.)	Chief Information Officer
Stephen Stropole; B.A.(Dal.), M.A.(York)	Secretary-General
Morty Yalovsky; B.Sc., M.Sc., Ph.D.(McG.) (<i>Interim</i>)	Vice-Principal (Administration & Finance)
Lynne B. Gervais; B.A.(C'dia)	
Robert Couvrette; B.Sc.(École Poly., Montr., HEC), M.P.M.(UQAM)	Associate Vice-Principal (Facilities Management and Ancillary Services)
Olivier Marcil; B.A.(Sher.), M.A.(Montr.)	Vice-Principal (External Relations)
David Eidelman; M.D.,C.M.(McG.), FRCPC, FACP	Vice-Principal (Health Affairs) and Dean (Faculty of Medicine)
Sam Benaroya; B.Sc., M.D.,C.M.(McG.)	Associate Vice-Principal (Health Affairs) and Vice-Dean (Health Affairs)
Rose Goldstein; B.Sc., M.D.,C.M.(McG.)	Vice-Principal (Research & Innovation)
Angelique Mannella; B.Eng.(McG.), B.Eng.(Guelph), M.Sc.(LSE), M.B.A.(INSEAD)	Associate Vice-Principal (Research & Innovation) (Innovation & Partnerships)
Anne McKinney; B.Sc., Ph.D.(Ulster)	Associate Vice-Principal (Research & Innovation) (Health Sciences)
Marc Weinstein; B.A., B.C.L., LL.B.(McG.)	Vice-Principal (University Advancement)

11.7.1 Deans, Directors of Schools and Libraries**11.7.1.1 Deans****Deans**

Anja Geitmann; Diplom(Konstanz), Ph.D.(Siena)	Agricultural & Environmental Sciences
Antonia Maioni; B.A.(Laval), M.A.(Car.), Ph.D.(N'western)	Arts
Judith Potter; B.Sc.(Tor.), M.Ad.Ed.(St. FX), Ed.D.(Tor.)	Continuing Studies
Paul J. Allison; B.D.S., F.D.S.R.C.S., M.Sc.(Lond.), Ph.D.(McG.)	Dentistry
Dilson Rassier; B.Sc.(Fed. de Pelotas), M.Sc.(UFRGC), Ph.D.(Calg.)	Education
James Nicell; B.A.Sc., M.A.Sc., Ph.D.(Windsor), P.Eng.	Engineering
Josephine Nalbantoglu; B.Sc., Ph.D.(McG.)	Graduate & Postdoctoral Studies
Daniel Jutras; LL.B.(Montr.), LL.M.(Harv.)	Law
Colleen Cook; B.A., M.L.S., M.A., Ph.D.(Texas)	Libraries
Isabelle Bajoux-Besnainou; Degree(ENS Paris), M.Sc.(Paris VI & Paris IX), Doctorate(Paris IX)	Management
David Eidelman; M.D.,C.M.(McG.), FRCPC, FACP	Medicine
Sean Ferguson; B.Mus.(Alta.), M.Mus., D.Mus.(McG.)	Music
R. Bruce Lennox; B.Sc., M.Sc., Ph.D.(Tor.)	Science
Chris Buddle; B.Sc.(Guelph), Ph.D.(Alta.)	Dean of Students

11.7.1.2 Directors of Schools**Directors of Schools**

Martin Bressani; B.Arch.(McG.), M.Sc.(MIT), Ph.D.(Paris 1)

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

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

Linda Wykes; B.Sc., M.Sc., Ph.D.(Tor.)

Sylvie de Blois; B.Sc.(McG.), M.Sc., Ph.D.(Montr.)

Kimiz Dalkir; B.Sc., M.B.A.(McG.), Ph.D.(C'dia) (*Acting*)Anita Gagnon; B.Sc.(Cath. Univ. of Amer.), M.P.H.(Johns Hop.),
Ph.D.(McG.) (*Interim*)

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

Daniel Cere; B.A, M.A.(McG.), Ph.D.(C'dia) (*Interim*)

Nico Trocme; B.A., M.A., Ph.D.(Tor.)

Raphael Fischler; B.Eng.(Technische Univ Eindhoven), M.C.P.(MIT),
Ph.D.(Calif.)**Architecture****Communication Sciences & Disorders****Computer Science****Dietetics & Human Nutrition****Environment****Information Studies****Nursing****Physical & Occupational Therapy****Religious Studies****Social Work****Urban Planning**