School of Continuing Studies

Programs, Courses and University Regulations

2024-2025

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

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

1. McGill University reserves the right to make changes to the information contained in this online publication - including correcting errors, altering fees, schedules of admission, and credit requirements, and revising or cancelling particular courses or programs - without prior notice.
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.
6. Not all courses are offered every year and changes can be made after publication. Always check the Minerva Class Schedule link at https://horizon.mcgill.ca/pban1/bwckschd.p_disp_dyn_sched for the most up-to-date information on whether a course is offered.
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.
8. Notwithstanding any other provision of the publication, it is expressly understood by all students that McGill University accepts no responsibility to provide any course of instruction, program or class, residential or other services including the normal range of academic, residential and/or other services in circumstances of utility interruptions, fire, flood, strikes, work stoppages, labour disputes, war, insurrection, the operation of law or acts of God or any other cause (whether similar or dissimilar to those enumerated) which reasonably prevent their provision.

Note: Throughout this publication, "you" refers to students newly admitted, readmitted or returning to McGill.

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

1 University Regulations and Resources (School of Continuing Studies)

1.1 General Policies and Information

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

1.1.1 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.

1.1.2 Student Rights and Responsibilities

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

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

1.1.3 Language Policy

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

If you need to improve your English skills, you should take an intensive course in English as a second language before or at the start of your studies. Information concerning second language course offerings can be found through the School of Continuing Studies at *mcgill.ca/continuingstudies/area-of-study/languages* and the French Language Centre at *mcgill.ca/flc*, and in *Summer Studies* and *Continuing Studies*.

> **Note for the Faculty of Education:** There are special language requirements for Faculty of Education students; see *Faculty of Education*.

> **Note for Continuing Studies:** For English language programs, refer to the School of Continuing Studies' *Global and Strategic Communications* section.

> **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 *Courses Taken as Extra to a Program* in the Graduate Regulations and Resources.

> **Note for Health Sciences:** Students studying in the Faculties of Dental Medicine and Oral Health Sciences or Medicine and Health Sciences or in the Schools of Human Nutrition, Nursing, or Physical and Occupational Therapy should consult the Health Sciences *language requirements* and any language policies pertaining to their specific program. Programs with a clinical component require that students have a working knowledge of both English and French. For French language proficiency guidelines, refer to *mcgill.ca/undergraduate-admissions/french-proficiency*.

1.1.4 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 *mcgill.ca/students/srr/honest/students*. 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* at *mcgill.ca/students/srr/publications*.

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

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

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

1.1.5   University Student Assessment Policy

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

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

You can consult the policy on the *Secretariat website*.

1.1.6   Policy Concerning Access to Records

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

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

After having reviewed the information relating to access to personal information at the time of application, you will 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 will 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 Francisation et de l'Intégration* and/or the *Régie de l'assurance maladie du Québec*; Immigration, Refugees, and Citizenship Canada; and/or the *Ministère de l'Éducation et de l'Enseignement supérieur*;
- Universities 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 into 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, or 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 purpose 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 will 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 will be asked to consent to** the release of personal information to the Committee for Law Admissions Statistics Services and Innovations (CLASSI) and the Native Law Centre Summer Program at the Native Law Centre, University of Saskatchewan.

In addition to the above, **if you are a candidate for admission to the Faculty of Medicine and Health Sciences or to the Faculty of Dental Medicine and Oral Health Sciences in undergraduate, graduate, or postgraduate studies, you will be asked to consent to** the release of personal information to other schools of medicine; to Employment and Social Development Canada; to the Ministère du Travail, de L'Emploi et de la Solidarité sociale of Quebec;

to a McGill professor, researcher or graduate student, strictly for research or teaching purposes; and to a University teaching/affiliated hospital or health centre to which you apply/or join for residency or rotations.

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

At the time of application, you will 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; and
- if admitted to McGill University, you will 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 will be registered, including those policies contained in the University calendars and related fee documents. **You will 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.

1.1.7 Undergraduate Leave of Absence Policy

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

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

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

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

No tuition fees will be charged for the duration of the authorized leave. During a leave of absence, you maintain an active student ID card and have access to McGill mail and use of the libraries. You are not permitted to register for courses or to participate in student internships or undergraduate research. You may not normally attend another academic institution; exceptions may be requested for professional development. Faculties may request documentation of a student's readiness to resume studies; they will apply "withdrawn" status after one year of approved leave of absence if the student has not returned to the University.

Notes:

- Personal objectives, such as travel or time off, and financial matters are not grounds for a leave of absence.
- Normally, a student shall be in Satisfactory Standing when requesting a leave of absence; exceptions may apply and will be determined by the faculty and, if applicable, the professional program.
- Services are only available to students currently enrolled in a program of study. Services for students who are not currently enrolled, **including students on authorized leaves of absence**, are limited to certain services mandated by government regulation and services that help a student transition back into or out of their studies (examples include connecting a student with services off-campus and government financial aid or immigration advising for students leaving or preparing for re-entry).
- A Leave of Absence may have an impact on a student's fee status once they re-enrol after their approved leave. For more information, refer to the *Break in Enrolment* section on the Student Accounts webpage.
- Students who are eligible for scholarship renewal will not have scholarship monies transferred to their account while they are on leave of absence but will maintain eligibility for renewal upon registration in subsequent terms.
- Terms and conditions vary among loan and bursary providers; student consultation with an advisor in Scholarships and Student Aid is recommended.
- Professional programs may impose constraints on the application of the undergraduate leave of absence policy due to accreditation requirements or placement limitations.
- International students are advised to contact *International Student Services* (ISS) regarding individual circumstances.

Note: The Leave of Absence Policy is applicable only to currently registered students who have not withdrawn from all their courses. If a student is considering a *University Withdrawal* due to personal or family health, they should consult their faculty's Student Affairs officer about the possibility of taking a leave of absence.

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

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

Note for M.D.,C.M. students: Refer to the *Absences & Leaves Policy of the M.D.,C.M. Program*.

Note for School of Continuing Studies Students: Undergraduate leaves of absence are not possible. Students enrolled in a program at the School of Continuing Studies are allowed to miss two consecutive terms during their studies, provided their legal status in Canada allows them to do so. Students who remain inactive for a year or more must reapply to the program of their choice.

If you need to take a leave of absence because of pregnancy or because you need to care for dependants, please consult *section 1.1.9.4: Academic Accommodation of Pregnant Students and Students Caring for Dependants*.

1.1.8   Information Technology (IT) Policies and Regulations

McGill University students, faculty, staff, and other members of the McGill community benefit from a variety of Information Technology resources, which are used in accordance with University policies and directives. Visit the *IT policies* site for further details.

Here are some key references for students :

- *section 1.1.8.1: Responsible Use of McGill Information Technology Resources*
- *section 1.1.8.2: Report Security Incidents*
- *section 1.1.8.3: Use of Cloud Services*
- *section 1.1.8.4: Two-Factor Authentication (2FA)*
- *section 1.1.8.5: Email Communication*
- *section 1.1.8.6: Secure your Journey*

1.1.8.1   Responsible Use of McGill Information Technology Resources

Each of us has responsibilities when using McGill's IT resources. The *Policy on the Responsible Use of McGill Information Technology Resources* is a code of conduct that identifies what is acceptable when working with McGill technology resources.

For more information, view the *Policy on the Responsible Use of McGill Information Technology Resources* , available on the *Secretariat website*.

Note for M.D.,C.M., and D.M.D. Programs: For guidelines regarding the use of social media by M.D.,C.M., and D.M.D. students, see *mcgill.ca/ugme/policies-procedures/guidelines-social-media* and *mcgill.ca/thewelloffice*.

1.1.8.2   Report Security Incidents

Please inform IT Services immediately if you experience or are aware of an IT security incident!

- Contact IT through the *IT Service Desk*;
- Or by telephone at **514-398-3398** for immediate help;
- For additional information, please see *Reporting IT security incidents*.

If the incident involves bullying, harassment or other potential risks to the health and safety of individuals, please contact *McGill Security Services* at **514-398-3000** in the Downtown Campus or **514-398-7777** at the Macdonald Campus immediately.

1.1.8.3   Use of Cloud Services

McGill's Cloud Directive governs your usage of cloud services—programs and apps delivered over the Internet. McGill has approved cloud apps and solutions that are available for your use while at McGill. However, you will need to choose your apps wisely as not all apps are safe, and they will not all adequately protect sensitive data (either your own or McGill's).

To learn how to safely use cloud apps and solutions, please refer to the *Cloud Services Page*.

1.1.8.4 Two-Factor Authentication (2FA)

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

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

1.1.8.5 Email Communication

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

To access your McGill email, go to the Microsoft Office website and sign in with your McGill username and password.

> **Note:** Confirm your McGill email address or set your McGill password on *Minerva*, under the *Personal Menu*. You can also change or reset your McGill password by following the instructions on the *McGill Password Reset Checklist*.

If you have another email account using an external service provider (such as Gmail, Hotmail, Yahoo, etc.), please review the "*Options for dealing with multiple email services*" article on the IT Knowledge Base.

For more information, visit the *Policy on E-mail Communication with Students*, available on the *Secretariat website*.

1.1.8.6 Secure your Journey

IT policies and directives identify measures required to ensure the security and integrity of data and systems you use throughout your student journey. Find out about best practices and cybersecurity steps you can take at *mcgill.ca/cybersafe*.

1.1.9 Student Health & Insurance

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

1.1.9.1 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, the Quebec Ministry of Education, and the Canadian Immigration Authorities require a copy of your proof of health insurance on file. Take note, that minors (less than 18 years of age) are now *eligible* to apply for the provincial coverage in Quebec, *Régie de l'assurance maladie du Québec* (RAMQ).

For details on the IHI plan and information concerning rates, consult the *ISS website*.

Students covered by private health insurance are not exempt from the McGill plan. However, you may be eligible for an *exemption* by meeting certain criteria. **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* by *certain deadlines*, 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 academic 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: *mcgill.ca/internationalstudents/health*

> **Note for School of Continuing Studies:** International students who are enrolled in **credit** courses at School of Continuing Studies are also billed IHI and should also refer to the *office of International Student Services* website for information on health insurance.

1.1.9.2 Health Insurance – Canadian Citizens and Permanent Residents

Canadians residing in Canada

All undergraduate and graduate (classed as Canadian full-time or Additional Session, Thesis Evaluation, Non-Thesis Extension, as well as Postdoctoral candidates) students beginning in the Fall term will be automatically enrolled in the applicable Students' Society's (SSMU, MCSS, or PGSS) supplemental Health and Dental Plans. Your supplemental health plan is only valid if you have provincial healthcare or have opted-in to the International Health Insurance Plan. For details on fees, change of coverage dates, and what is covered by the plans, refer to *www.studentcare.ca*, or contact:

Studentcare/*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.studentcare.ca*

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.

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

Note for School of Continuing Studies: Continuing Studies students also have access to a health and dental plan offered by MACES; please refer to *http://studentcare.ca/rte/en/IHaveAPlan_MACES_Home* for eligibility and other information.

Note for Graduate and Postdoctoral Studies: Graduate students classed as Canadian full-time or Additional Session, Thesis Evaluation, Non-Thesis Extension, as well as postdoctoral candidates are automatically covered by their society's extended Health and Dental Plan (PGSS). Eligible students not charged automatically for insurance fees can choose to enrol themselves during the appropriate Change-of-Coverage period. For more information on what this plan covers, as well as enrolment, opt-out procedures, and deadlines, please refer to the latest information at *studentcare.ca/rte/en/McGillUniversitygraduatestudentsPGSS_Home*. Students without valid Canadian medicare, please see *section 1.1.9.1: Health Insurance – International Students*, or the **Canadians who have been residing outside of Canada** section above.

1.1.9.3   Special Medical Needs

If you have special medical needs, please book an appointment with the *Student Wellness Hub* to discuss how to manage your health while at McGill.

If you anticipate encountering ongoing barriers in the academic or physical environment due to disability, injury, or illness, please consult with the *Student Accessibility & Achievement* 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 to students in Continuing Studies. Please refer to *mcgill.ca/access-achieve/* for more information, or to book an appointment.

Note for UGME and PGME Students: See the Office of Medical Learner Affairs at *mcgill.ca/schoolofmedicine-learneraffairs/*.

Note for Nursing, Physical and Occupational Therapy, and Communication Sciences and Disorders Students: See the WELL Office at *mcgill.ca/thewelloffice*.

1.1.9.4   Academic Accommodation of Pregnant Students and Students Caring for Dependants

McGill acknowledges the particular challenges facing you as a pregnant student and/or 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, *these guidelines* aim to set out how, and in what exceptional circumstances, you may request academic accommodation.

1.1.10   Non-Smoking Policy

Quebec law prohibits smoking in public buildings. Smoking on University property is permitted only within outdoor designated smoking areas. Smoking is prohibited outside any designated smoking area on University property. For more information, see *mcgill.ca/ehs/policies-and-safety-committees/policies/mcgill-smoking-policy* and *mcgill.ca/secretariat/policies-and-regulations*

For the purposes of the Tobacco Control Act, "smoking" also covers the use of an electronic cigarette or of any other device of that nature; "tobacco" also includes the following accessories: cigarette tubes, rolling paper and filters, pipes, including their components, and cigarette holders. Please consult *Chapter L-6.2 - Tobacco Control Act*, for further information.

1.1.11   Policy Concerning Cannabis

McGill University has adopted a *Policy Concerning Alcohol, Cannabis and Other Drugs*. This policy applies to all McGill students, faculty, staff and visitors on the Downtown and Macdonald campuses, the Gault Nature Reserve, and spaces leased by the University. The policy only permits the consumption of cannabis for medical reasons, accompanied by a valid medical certificate, under certain conditions. However, all consumption of cannabis for recreational use is prohibited on University property.

For further details on this policy please refer to the *Policy Concerning Alcohol, Cannabis and Other Drugs.*

1.2 Personal Information

You must inform yourself of University rules and regulations and keep abreast of any changes that may occur. The *Personal Information* section of this publication contains important details pertaining to nominative information, legal documents, and ID cards, as well as other topics, and should be consulted periodically.

1.2.1 Updating Personal Information

It is important to keep your McGill record up to date with your personal information, especially a mailing or billing address, as these are used by the University year-round. Upon initial registration, students are prompted to provide this information. Every six months thereafter, students are prompted to update this information as needed.

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

If you need to change important personal information that requires the University to verify official documents—such as a name change, gender, or a correction of your birth date—refer to the instructions at *mcgill.ca/student-records/personal-information/name-gender*. 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, gender, 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:** A Quebec address and telephone number are required for Nursing students on Minerva to meet OIIQ registration requirements.

1.2.2 Online (Distance) Programs

Students registered in exclusively online (sometimes referred to as 'distance') programs are required to declare where they are geographically located while studying for every term they are registered in the online program. For students pursuing an online program, location while studying is considered — along with the fee residency status (i.e. Quebec Resident, Canadian or International) — when determining what fees are charged.

The following programs are designed to be offered exclusively online and, with some exceptions, are not offered on one of McGill's campuses:

Undergraduate Programs

- *: Bachelor of Nursing (B.N.I.) - Integrated Nursing (65 credits)* [**]

Graduate Programs

- *: Graduate Certificate (Gr. Cert.) Chronic Pain Management (15 credits)*
- *: Graduate Certificate (Gr. Cert.) Cybersecurity (15 credits)*
- *: Graduate Certificate (Gr. Cert.) Educational Leadership 1 (15 credits)* [**]
- *: Graduate Certificate (Gr. Cert.) Educational Leadership 2 (15 credits)* [**]
- *: Graduate Certificate (Gr. Cert.) Educational Leadership 3 (15 credits)* [**]
- *: Graduate Certificate (Gr. Cert.) Healthcare Management (15 credits)* [*]
- *: Graduate Certificate (Gr. Cert.) International Leadership in Educational and Administrative Development (15 credits)* [*]
- *: Certificat d'études supérieures (Cert.ed.sup.) pédagogie de l'immersion française (15 crs)*
- *: Graduate Certificate (Gr. Cert.) Teaching English as a Second Language (15 credits)* [**]
- *: Master of Management (M.M.) Analytics (Non-Thesis) (45 credits)*
- *: Master of Management (M.M.) IMHL (Non-Thesis) (45 credits)* [*]
- *section 3.7.22: Master of Science, Applied (M.Sc.A.) Multilingual Digital Communication -N (45 credits)* [*]
- *: Master of Science, Applied (M.Sc.A.) Occupational Health (Non-Thesis) (Distance) (45 credits)* **This program is currently not offered.**

Continuing Studies Programs (Undergraduate and Graduate Levels)

- *section 3.6.14: Certificate (Cert.) Applied Cybersecurity (30 credits)*
- *section 3.6.16: Certificate (Cert.) Computers and Information Technology (30 credits)*
- *section 3.6.19: Certificate (Cert.) Indigenous Business Management (30 credits)*
- *section 3.6.21: Certificate (Cert.) Public Administration and Governance (30 credits)*
- *section 3.7.1: Graduate Diploma (Gr. Dip.) Legal Translation (30 credits)*
- *section 3.7.5: Graduate Certificate (Gr. Cert.) Data Analysis for Complex Systems (15 credits)*
- *section 3.7.6: Graduate Certificate (Gr. Cert.) Data-Driven Decision Making (15 credits)*
- *section 3.7.18: Graduate Certificate (Gr. Cert.) Public Administration & Governance (15 credits)*
- *section 3.7.19: Graduate Certificate (Gr. Cert.) Advanced Public Administration & Governance (15 credits)*

*: This program is self-funded

**: This program may also have an on-campus equivalent. Only students in the online version of the program must use Minerva to submit a declaration of location for a registered term.

Students in the online version of any program listed above, except those that are self-funded, will pay tuition as follows:

1. Students studying within the province of Quebec will be subject to the rates established by the government for in-province students, according to their proven fee residency status.
2. Students who are located outside Quebec while studying will be subject to deregulated tuition rates.

Most regular university charges will apply to all students in all online programs, but certain fees may be reduced or eliminated for students located outside the province while studying. For example, the Athletics & Recreation Fee is not charged to students located outside Quebec, and International students located outside Quebec but within Canada may request to opt-in to the International Health Insurance through *mcgill.ca/internationalstudents/health*.

Online program students must self-declare their location while studying **for every term they are registered in the online program** via Minerva under *Student Menu > Location of Study - Online (distance) program*. Students are notified by email that the Minerva form *for the upcoming term* is open and can be accessed. The form opens to all registered students in the above programs on:

Fall term: July 16
Winter term: November 16
Summer term: March 16

Once a student has declared their location for a given term, they cannot use Minerva to update the information for that term if it should change. To make a change to the declaration:

•   Students in a **Continuing Studies** program should call 514 398-6200 or email *info.conted@mcgill.ca*.
•   All other students should contact Service Point at *mcgill.ca/servicepoint/contact*.

Students will be asked to support their application for a change in location with appropriate documentation which can include, for example, Quebec Medicare Card, Quebec Driver's License, rental agreement, mail addressed to them at a Quebec address, etc. If the change of location occurs by the last day of classes in the Fall/Winter terms, and August 15th for the Spring/Summer terms, then the change will affect that term. After these dates, a student must wait for the opening of the new term to make the new self-declaration for the new term. If the proof cannot be provided by the last day of classes for the term of the requested change, then Enrolment Services reserves the right to refuse the application.

Where it is determined that a student has falsely declared themselves to be in Quebec, then the University reserves the right to re-assess tuition at the deregulated rates for their program and — in addition — the student would be subject to the rules contained in the Code of Student Conduct and Disciplinary Procedures.

1.2.3   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.

1.2.3.1   Why Does McGill Collect Legal Documents from You?

Your tuition status at McGill will vary depending on your legal status in Canada. In order 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 1.2.3.2: What Documents Does McGill Need from You?*

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

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

1.2.3.2   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) • 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)	• You may need a Visitor's Permit or Electronic Travel Authorization (*eTA*) issued by Immigration, Refugees, and Citizenship Canada at your port of entry into Canada. To determine if you are required to have a visa, please refer to the *Immigration and Citizenship* website • Photo page of your passport • Permanent Code Data Form (Notes 1 and 5)
You will be in Canada for more than six months (i.e., you are enrolled in a degree, certificate, or diploma program, usually for two or more consecutive academic semesters)	• Certificate of Acceptance of Quebec (CAQ) • Study Permit issued by Immigration Canada (Note 3) • Permanent Code Data Form (Notes 1 and 5)

Note 1: Your signed Permanent Code Data Form is usually required. If the names of your parents appear on your birth certificate, if you 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 birthplace 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 *mcgill.ca/legaldocuments/forms*.

1.2.3.2.1 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** – Full-time international students are charged fees at the Quebec tuition rate by default for certain eligible French courses (note exclusions as listed at *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 *mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions*):

   - Students in a Ph.D. program
   - Students in a Postgraduate Medical Education program: Medical Residents, Clinical Fellows, Clinical Research Fellows, Research Fellows
   - Students registered full-time in the Master's 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 *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 holds, 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*)

Note that this information may be subject to change.

1.2.3.3 Has McGill Received Your Documents?
1.2.3.3.1 Quebec/Canadian/International Fees and Immigration Status

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

- Check your tuition fee and legal status on the *Minerva* Student Accounts menu: *Student Menu > Student Accounts Menu > View Tuition Fee and Legal Status*. 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 *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.

1.2.3.3.2 Permanent Code

Your Permanent Code will be created and/or validated by Quebec's Ministry of Education normally within the first six to eight weeks of your first registered semester at McGill.

- 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 1.2.3.2: 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.

1.2.3.4 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 after the start of the semester, a hold will be added to your record preventing you from registering or dropping any courses, and in some cases, from obtaining your official transcript.

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

1.2.3.5 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 in the filename of 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.

Please refer to *mcgill.ca/legaldocuments/how* for detailed instructions on where/how to submit your documents.

If there is a problem with your documents, contact Service Point at:

Telephone: 514-398-7878
Website: *mcgill.ca/servicepoint/contact*

1.2.3.5.1 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
680 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*

1.2.4 Identification (ID) Cards

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

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

The Student Identification card is the property of the University, for use by the cardholder only, and is not transferable. If you withdraw from all of your courses, you must 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 if you hand in the ID card.
- If you change programs or faculties, there is no charge to issue a new card if you hand in the ID card.
- If your card has been lost, stolen, or damaged, there is a replacement fee; please see the *Student Records* website for an exact fee amount.
- If you need security access to labs or other facilities, please contact the Area Access Manager (AAM) of the building in which the room is located. To find out who the AAM is, consult the *Find the AAM* list on the *Security Services website*.

  Note for Continuing Studies: You must allow at least one day after you have registered before applying for your ID card. An ID card will not be issued to you if you have any outstanding fees. 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.

1.2.4.1 ID Card Schedule for the Downtown Campus

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

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

1.2.4.2 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*.

The Macdonald Campus ID Centre is in the Student Affairs Office, Laird Hall, Room 106.
Information on when the ID Centre is open can be found *here*.

1.2.5 Legal Name and Legal Sex Designation

1.2.5.1 Legal Name

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

After confirming your offer of admission and registering at McGill, the name provided on your admission application is validated and, in the event of a variation, updated to match the legal name appearing on one of the following documents:

Canadian or Permanent Resident Students:

1. Canadian birth certificate, copy of an act of birth, or citizenship card or certificate

   (**Note:** A Canadian passport is not acceptable)

2. Canadian Immigration Record of Landing (IMM 1000 or IMM 5292 or IMM 5688 and Permanent Residence card)

3. Marriage certificate issued outside of Quebec—translated into English or French by a sworn officer if in another language

   (**Note:** Quebec marriage certificates are only acceptable if issued prior to 1984)

4. Certificate of Name Change or Certificate of Change of Sex Designation and Name issued by the Quebec Directeur de l'état civil or applicable force in any Canadian province

   (**Important:** must be submitted along with a driver's license or health card indicating the name change)

International Students:

1. Canadian Immigration Study or Work Permit
2. Certificate of Acceptance of Quebec (CAQ)
3. International passport (**Note**: For students in non-degree programs or programs that are less than 6 months; for name changes acceptable if submitted with a Certificate of Name Change)
4. International birth certificate (with an official translation in English or French)
5. Letter from international student's consulate or embassy in Canada
6. Marriage certificate issued outside of Quebec—translated into English or French by a sworn officer if in another language (**Note**: Quebec marriage certificates are only acceptable if issued prior to 1984)
7. Certificate of Name Change or Certificate of Change of Sex Designation and Name issued by an official government authority outside of Canada

   (**Important:** must be submitted along with an international passport or driver's license indicating the name change)

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.

Should McGill require a copy of one of the documents listed above, both or all sides of the document must be copied and presented.

In order to update the legal name on your student record you must:

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

1.2.5.2 Legal Sex Designation

To update your legal sex designation, you need to:

1. Complete a *Personal Data Change Form*
2. Provide us with a copy of the appropriate legal document with the updated legal sex designation (if we don't already have a copy); the list of acceptable documents is listed in the *section 1.2.5.1: Legal Name* section above
3. Submit the completed form and copy of the legal document by email attachment (PDF or TIFF format) to *permcode@mcgill.ca*

1.2.5.3   Preferred First Name

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

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

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

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

- McGill ID cards
- Class lists
- Student advising transcripts
- For a complete list of examples, please refer to *Student Records*

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

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

It is important to note that making a request to use a preferred first name at McGill does not change a student's 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 and Pronoun 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 an *Email Alias form* in IT's Service Now. For further details, see *Student Records*, which includes the Preferred First Name FAQ.

1.2.5.4   Verification of Name

You should verify the accuracy of your name on McGill's student records via Minerva (*mcgill.ca/minerva*). To do this, go to *Personal Menu > Name and Pronoun 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 *mcgill.ca/student-records/personal-information/name-gender*.

You cannot change your legal name via Minerva. To change your legal name, please refer to *Student Records*. A legal name change request must be submitted along with official documents (see *Legal Name and Legal Sex Designation*). To add a preferred first name, see *Preferred First Name*.

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

1.3   Registration for Continuing Studies Students

Most students in Continuing Studies must register using *Minerva* during the registration periods published on our *Key Dates* website and on the McGill *Important Dates for Students* page.

Note: If you are registering for short courses or seminars, see your individual academic area for specific registration information.

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

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

The School publishes an **Important Dates Supplement** found at *mcgill.ca/continuingstudies/scs-current-students/scs-schedules/scs-important-dates* three times a year that contains specific details on registration dates and information needed for the upcoming term. In case of discrepancy between what is published in the supplement and this publication, the supplement takes priority.

1.3.1   How to Register Using Minerva

Go to *Minerva* and follow the step-by-step instructions. You can register and/or make course changes using Minerva ONLY during the periods indicated in the Minerva Registration Schedule. For more information, see *section 1.3.3: Course Information and Regulations*.

Before Going to Minerva:

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

Problems Using *Minerva*?

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

Can't Remember your PIN?

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

1.3.1.1   Who Can Use Minerva?

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

Exceptions

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

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

If any of these conditions apply, you should see an advisor and register in person (see *section 1.3.2: Other Ways to Register*).

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

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

If you are currently in a McGill degree program and want to take a non-credit Continuing Studies course for interest or personal development, you must register using Athena, the non-credit registration system. With the exception of some Professional Development courses, Summer Studies short courses, workshops, and seminars, these courses will appear on your official transcript but will not count toward the completion of your degree requirements.

Note: English and French language courses offered by the School of Continuing Studies are not available to full-time McGill degree students.

1.3.2   Other Ways to Register

1.3.2.1   In-Person Registration

If you are a new Independent (Special) Student, or if you are unable to register using Minerva for any reason, you must register in-person. Please email at *info.conted@mcgill.ca* or call Client Services for information concerning registration at: 514-398-6200.

Please consult our *website* for specific dates for the Fall, Winter and Spring/Summer term in-person registration.

What to Bring to In-Person Registration:

Returning Students

1. McGill ID card or proof of Student Number (i.e., unofficial transcript)
2. Proof of satisfactory completion of prerequisite courses

Newly Admitted Students

1. Your letter of admission

2. Proof of satisfactory completion of prerequisite courses

3. Your student ID card (if you were a Special Student in a previous term)

4. Legal documents to prove that you are a Quebec student, a Canadian out-of-province student, or an international student (if you have not done so). For more information, see *section 1.2.3.1: Why Does McGill Collect Legal Documents from You?*

New Independent (Special) Students

1. Legal documents to prove that you are a Quebec student, a Canadian out-of-province student, or an international student.

   For more information, see *section 1.2.3.1: Why Does McGill Collect Legal Documents from You?*

2. Your Permanent Code from the Government of Quebec (see *section 1.2.3.1: Why Does McGill Collect Legal Documents from You?*)

3. Proof of satisfactory completion of prerequisite courses

4. Proof of proficiency in English, if applicable (see *section 4.2.2: Proof of Proficiency in English*)

Independent (Special) Students Registering in Graduate-Level Courses

1. An unofficial transcript in English or French confirming degree completion and, if applicable, an "avis d'études" from the *Gouvernement du Québec, Ministère de l'Immigration, de la Francisation et de l'Intégration*

2. A letter from your university of origin confirming the expected date of completion of your degree (if your degree has not yet been granted). You must request to have an official transcript sent to us before the end of term once your degree is completed.

3. Proof of proficiency in English, if applicable (see *section 4.2.2: Proof of Proficiency in English*)

Failure to provide the documents listed above will result in your not being permitted to register in courses.

International Students

In addition to the above, international students should bring:

1. A completed Study Plan

   Note: Once admitted into a program, School of Continuing Studies students will be provided with a Study Plan, outlining the appropriate sequence of courses which will enable them to complete their program within the time frame specified by the immigration authorities. For more information, please contact Client Services at 514-398-6200 or send an email to *info.conted@mcgill.ca*.

2. A Study Permit and Certificate of Acceptance of Quebec (CAQ), or other proof of immigration status (see *section 1.2.3.1: Why Does McGill Collect Legal Documents from You?*)

3. Valid passport

4. Your Health Insurance Number (If not purchased, you must do so at the Brown Student Services Building, 3600 McTavish, before registration.)

1.3.2.2 Registration for Seminars and Workshops

For registration in seminar and workshops, please consult the School of Continuing Studies Workshops website. For information about the McGill Community for Lifelong Learning, please consult *the McGill Community for Lifelong Learning (MCLL)*.

1.3.2.3 Registration by Proxy

If you are unable to register during the scheduled registration periods, you can register by proxy. A proxy form is available at the School of Continuing Studies or at *mcgill.ca/continuingstudies/registration*. This form must be completed and signed by both you and the proxy holder. The School will not accept proxy forms sent by fax. The proxy holder must bring the signed form along with all supporting documents, and be prepared to pay the fees in full (see *section 1.3.2.1: In-Person Registration*).

1.3.3 Course Information and Regulations

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

At the time this publication was finalized, new courses and modifications to some existing courses were under consideration. Students preparing to register are advised to consult *Class Schedule* and refer to *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 Graduate Studies: You are advised to also refer to *Registration* and *Student Records*.

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

Note for Summer Studies: Refer to *Student Types and Registration Procedures* and *Student Records*.

1.3.3.1 Classes with Limited Enrolment

The School reserves the right to limit the size of classes based on academic grounds or physical space limitations. In all such cases, enrolment is on a "first-come, first-served" basis, with priority given to students admitted to certificate, diploma, and degree programs.

1.3.3.2 Course Withdrawals and Refunds

Once registered for a course, you are responsible for the fees. If you decide not to follow the course, you must officially withdraw.

Simply not attending classes or informing the instructor does not constitute an official withdrawal.

1.3.3.2.1 How to Change (Add/Drop/Withdraw) a Course

1.3.3.2.1.1 How to Add/Drop a Course

You can add or drop a course in one of two ways:

- online using *Minerva* > *Registration Menu*
- in person by completing a Course Change Form available at *mcgill.ca/continuingstudies/current-students/registration/add-change-or-drop-course* and bringing it to the Client Services Office

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

1.3.3.2.1.2 How to Withdraw From a Course – Grade of W

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

- online using *Minerva* (Registration Menu)
- in person by completing a Request for Course Withdrawal Form available at *mcgill.ca/continuingstudies/current-students/registration/course-withdrawal* and bringing it to the Client Services Office

There are two withdrawal periods for the Fall and Winter terms; one with a refund and one without a refund.

It is very important that you take note of the deadlines for obtaining a refund. If you miss the fee refund deadline, you are responsible for all course fees. During both withdrawal periods, you may withdraw from course(s) using Minerva. You will be given a grade of W, which does not affect your CGPA. Failure to officially withdraw will result in a grade of J (incomplete/failure), which counts as 0 (zero) in GPA calculations.

Official registration and withdrawal dates are published before the start of each term. Refer to the Important Dates Supplement for specific dates.

1.3.3.2.2 Minerva Registration Schedule 2024–2025

Registration		
	Fall	**Winter**
Returning students	June 5–August 28	October 3–January 6
Newly admitted students	June 12–August 28	October 10–January 6
Returning (Independent) Special Students	June 12–August 28	October 10–January 6

Late Registration and Add/Drop Period		
	Fall	**Winter**
All students except for those in non-credit Professional Development, Faculty Partnerships and Summer Studies courses	August 29–September 10	January 6–14

1.3.3.2.3 Effective Date for Refunds

It is solely your responsibility to initiate a course change (i.e., add/drop/withdrawal) by submitting a form to your student affairs office. Neither notification of the course instructor nor discontinuing class attendance is sufficient.

The effective date for refunds will be the date on which the official Course Change Form was completed or the date the change was made on Minerva.

Refunds are not automatically issued as a result of course changes. You must specifically request a refund in writing; otherwise, any amount owing to you as a result of a course withdrawal or overpayment will be credited to your fee account.

Note: Special rules for refunds will apply for courses of 10 sessions or less or for courses of a specialized nature. For specific details, contact the academic area.

If you are a full-time McGill degree student registered in a Continuing Studies course, the Continuing Studies course change deadlines do not apply to you; see *mcgill.ca/importantdates* for deadlines that apply to your faculty.

Refund Request

To make a request for a refund, log into *Minerva* and follow the *Student Accounts* menu.

If you withdraw from your only course, your McGill ID card must also be returned since it is the property of McGill University.

1.3.3.3 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".

1.3.4 Class Schedule

The *class schedule* for the upcoming Fall and Winter terms normally becomes available in April prior to the opening of advising. The Summer term schedule is normally published in early February. The 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 the 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 the 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 *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 *mcgill.ca/ugme*.

1.3.5 Late Registration

You can register late provided there are spaces available in the course after the regular registration period. The late registration period is indicated on the *Key Dates* page and the *SCS Course Registration* page. You will be charged a late registration fee whether you registered on Minerva or in person; exact fee amounts are available on the *Student Accounts* website.

1.3.6 Registration in Courses Administered by Other Faculties

You may, under exceptional circumstances, receive permission to register in a course administered by another faculty for credit toward your program. The number of courses you can take is limited and is subject to approval by the faculty.

You will not be able to register for these courses on Minerva. In order to receive permission to register for a course administered by another faculty, you must be formally admitted to a Continuing Studies program and supply proof that you have satisfied all prerequisites.

You must obtain written approval from the Director or Program Advisor. The School registration regulations apply to these courses, including withdrawals, refunds, and requests for transfers.

Registration regulations of the faculty where the course is taken do not apply. However, you must follow the rules and regulations of the faculty where the course is taken with regards to examination conflicts or requests for deferrals.

Note: Some faculties do not offer supplemental examinations. Any failed course must be repeated.

1.3.7 Quebec Inter-University Transfer Agreement

1.3.7.1 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 3—or in some cases 6—**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 to qualify for a McGill degree (please 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 your 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 *mcgill.ca/students/iut*. You may find additional information posted on your faculty website.

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

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

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

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

> **Note for Nursing:** 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.

1.3.7.2 Quebec Inter-University Transfer Agreement: Visiting IUT Students

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

If you are a student at another Quebec university and wish 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 *mcgill.ca/students/iut*. You should also refer to your home university's website for regulations on the number of credits allowed, as well as the policies for transferring the credits.

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

> **Note for Engineering:** Summer courses administered by the Faculty of Engineering are open to McGill students only.

> **Note for Continuing Studies:** If you are a Visiting IUT student and your application has been approved, you must register in-person, by appointment only (see *University Regulations & Resources* > *Continuing Studies* > *Registration for Continuing Studies Students* > *Other Ways to Register* > *section 1.3.2.1: In-Person Registration*.

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

1.4 Fees for Continuing Studies Students

The University reserves the right to make changes without notice in the published scale of fees. Please consult the *Tuition and fees tables and rates* page on the Student Accounts website. The University will publish this schedule as soon as the fees for the 2024–2025 academic year are announced.

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

1.4.1 Access to Fee Information

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

1.4.2 Billings and Due Dates for Continuing Studies Students

Invoicing of Fees

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

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

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

Late Payment Fees

If you have an outstanding balance greater than $100 on your account at the end of October (end of February for the Winter term), you are charged a late payment fee according to the fee schedule found in *section 1.4.5: Other Fees for Continuing Studies Students*.

1.4.2.1 Payment Procedures

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

1.4.3 Tuition Fees

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

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

Students in on-line programs must self-declare for each registered term, where they will be located during that term, on Minerva under the *Student Menu > Location of Study - Online (distance) program*. Students in one of these online programs will be notified by email that the Minerva form for the upcoming term is open and can be accessed for completion. Students studying within the province will be subject to the rates established by the government for in-province students. Students who are located outside Quebec while studying, will be subject to deregulated tuition rates.

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

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

1.4.3.2 International Students

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

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

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

Fees for non-credit courses and for short courses or seminars not recorded on the official McGill transcript are noted in *section 1.3.3: Course Information and Regulations* or on the Continuing Studies website at *mcgill.ca/continuingstudies/fees-and-tuition*. The MACES fee is included where applicable (see *section 1.13.8: Student Governance: McGill Association of Continuing Education Students (MACES)*.

1.4.3.4 Tuition Fees for Continuing Studies: Senior Citizens

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

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

1.4.3.5 Tuition Assistance for McGill Staff

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

1.4.3.6 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 *mcgill.ca/hr/employee-relations/policies-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 *mcgill.ca/hr/employee-relations/policies-procedures*.

1.4.4 Compulsory Fees for Continuing Studies Students

- **McGill Association of Continuing Education Students (MACES) Fee**: A fee of $12.99 per course is collected from each student by the University on behalf of the McGill Association of Continuing Education Students (*MACES*).

  Exceptions:

  1. Students in non-credit and non-Continuing Education Unit (CEU) activities.
  2. The MACES fee does not apply to students who are already members of the undergraduate or graduate campus level society (*SSMU*, *PGSS*, or *MCSS*), except in certain cases where the student is in more than one program. For further information about MACES, see *section 1.13.8: Student Governance: McGill Association of Continuing Education Students (MACES)*.

- **MACES Health and Dental Plan**: Please see *mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/insurance#macesplan* for details.
- **MACES Keep.meSAFE Fee**: Please see *mcgill.ca/student-accounts/tuition-fees/fee-descriptions#mo* for details.
- **MACES Virtual Health Care Fee**: Please see *mcgill.ca/student-accounts/tuition-fees/fee-descriptions#mo* for details.
- **MACES Legal Essentials Fee**: Please see *mcgill.ca/student-accounts/tuition-fees/fee-descriptions#mo* for details.
- **SCS Career Development Success Package (SCSD)**: This fee is compulsory and is charged to all School of Continuing Studies (SCS) students who are members of MACES, registered in credit and non-credit courses in the Fall, Winter, and Summer terms. Students enrolled in credit courses are charged $6.60 per credit and students in non-credit courses are charged the corresponding amount ($6.60 per billing hour, typically three per course).

  Students will have access to a consolidated suite of services offered by the McGill Writing Centre (MWC) Tutorial Service, while they remain fee-paying students, in addition to career services provided by the Career Advising and Transition Services (CATS) unit while fee-paying students and up to 18 months post-graduation. The fee is valid for five years, effective Fall 2019, up to and including Winter 2024 at which time MACES will bring the student fee back to the student body in a referendum.

1.4.4.1 Administrative Charges

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

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

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

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

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

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

For further information about administrative charges, see *mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/society-services-and-administrative-fees*.

1.4.5   Other Fees for Continuing Studies Students

Other Fees (rates as of 2024–2025)

International Student Health and Accident Plan (compulsory; please see *mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/insurance#universityplan* for more details):

Single	$951
Dependant	$2,916
Family (one student with two or more dependants)	$5,544

Application for Admission (credit programs)	$101.38

Late Registration (non-refundable)	$25

Language Placement Test	$44.35

Course Transfer	$20

Course dropped prior to refund deadline	$20

Supplemental Examinations	$46.51

Duplicate ID card	$25

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

Cheque Refund charge:

on balances less than $100	$10
on balances $100 and over	$20

Reinstatement Penalty (see *section 1.4.6.1: Overdue Accounts*)	$150

Other Fees (rates as of 2024–2025)	
Rescheduled Examinations	$38.85
Exemption by Examination	$129.52
Comprehensive Challenge Examination (English and French Language Programs)	$129.52
McGill School of Continuing Studies Test of English Language Proficiency (TELP)	$139.40
Intensive Language Programs:	
Application Fee	$101.38
Course cancellation prior to refund deadline	$200

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

1.4.6   Other Policies Related to Fees

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

1.4.6.1   Overdue Accounts

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

Students' accounts are considered **delinquent** if they are not paid in full within 60 days after the bill is issued. McGill places a financial hold on these accounts, preventing students from obtaining official academic transcripts and from accessing Minerva for any registration functions. Other financial holds can affect access to non-registration functions, for example Meal Plan Top-Ups.

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

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.

1.4.6.1.1 Information for Registered Students

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

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

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

1.4.6.1.2 Information for Students Who Are No Longer Registered

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

1.4.6.1.3 Cancelling Registration for Non-Payment of Previous Terms

In accordance with the fee policy stated in *section 1.4.6.1: Overdue Accounts*, before the University cancels your current and subsequent term registration(s), the Student Accounts Office will make all reasonable efforts to 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 (available at *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.

1.4.6.2 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 *mcgill.ca/student-accounts/your-account/requesting-refund*.

1.4.6.3 Deferred Admission, Degree Transfers, Break in Enrolment

Deferred Admission: Students who defer their admission to the University will be subject to the tuition rates that are in effect for the term in which they are starting, and not the term in which they were originally admitted. This is of interest to International and Canadian non-Quebec resident 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 or degree transfer.

Degree Transfers: International undergraduate students and students in non-research graduate programs who transfer degrees will be charged the tuition rate in effect for newly admitted students in the new degree in their term of transfer. Canadian non-Quebec resident students will be charged the tuition rate in effect for newly admitted students in their term of transfer.

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

Canadian non-Quebec resident students who are absent (i.e., not enrolled) for more than three terms (including the summer term), will be charged the tuition rate in effect for newly admitted students in the term in which they resume their studies.

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

1.4.6.4 Deferred Fee Payment for Continuing Studies Students

Students with Sponsors

If your fees will be paid by an outside agency such as the Department of Veterans Affairs, CIDA, a foreign government, or your University department (i.e., teaching assistants or demonstrators), 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 *mcgill.ca/student-accounts/parents-and-sponsors/third-party-sponsorship*.

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

1.4.6.5 Fees for Students in Two Programs

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

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

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

If you are taking courses as part of the **Quebec Inter-University Transfer** (IUT) agreement, you are required to pay the fees at your home university; see *section 1.3.7: Quebec Inter-University Transfer Agreement*. The agreement covers only the transfer of academic credits.

IUT students taking courses at McGill are required to pay additional course charges that are compulsory upon registration, such as special activity charges, course material costs, or campus printing charges. Therefore, IUT students should familiarize themselves with e-billing in *section 1.4.2: Billings and Due Dates for Continuing Studies Students* to ensure that they do not miss critical payment deadlines.

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

1.4.7 Loans and Bursaries for Continuing Studies Students

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

1.4.8 Corporate Tax Benefits for Continuing Studies Students

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

1.4.9 Tax Slips for Continuing Studies Students

T4A (RL-1), T2202, and Relevé 8 slips are issued on *Minerva* under the *Student Accounts Menu* by the end of February each year. Note that a Quebec permanent code, a social insurance number and a valid mailing address are required to be transmitted to Revenu Québec by the University as part of its tax reporting for both the T4A and the Relevé 8 slips; therefore, it is highly recommended that if you expect to be completing a Quebec income tax return, you provide this information to the University upon registration. More information on these slips is available on *mcgill.ca/student-accounts/your-account/tax-information*.

1.5 Student Records

Students must inform themselves of University rules and regulations and keep abreast of any changes that may occur. The *Student Records* section of this publication contains important details pertaining to academic standing, grading and grade point averages (GPA), and transcripts, as well as other topics, and should be periodically consulted.

1.5.1 Academic Standing

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

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

- *section 1.5.1.1: Academic Standing: Desautels Faculty of Management*
- *section 1.5.1.2: Academic Standing: Faculty of Agricultural and Environmental Sciences*
- *section 1.5.1.3: Academic Standing: Faculties of Arts and Science (including B.A. & Sc.)*
- *section 1.5.1.4: Academic Standing: Faculty of Education*
- *section 1.5.1.5: Academic Standing: Faculty of Engineering*
- *section 1.5.1.6: Academic Standing: Faculty of Law*
- *section 1.5.1.7: Academic Standing: School of Continuing Studies*
- *section 1.5.1.8: Academic Standing: Schulich School of Music*

1.5.1.1 Academic Standing: Desautels Faculty of Management

B.Com. students, see *Academic Standing in the Faculty of Management*.

1.5.1.2 Academic Standing: Faculty of Agricultural and Environmental Sciences

Agricultural and Environmental Sciences students, see *Academic Standing* in the Faculty of Agricultural and Environmental Sciences.

Farm Management and Technology students, see *Academic Rules and Information – FMT*.

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

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

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

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

If you are in Interim Satisfactory or Satisfactory Standing:

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

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

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

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

If you are in Probationary Standing:

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

You will be placed in Probationary Standing:

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

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

If you are in Unsatisfactory Readmitted Standing:

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

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

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

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

If you are in Unsatisfactory Standing:

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

You will be placed in Unsatisfactory Standing:

- if your CGPA falls or remains below 1.50;
- if your TGPA in the Fall or Winter falls below 2.50 and your CGPA is below 2.00 and if you were previously in Probationary, Unsatisfactory Readmitted, or Interim Unsatisfactory Standing;

- if you were previously in Unsatisfactory Standing and were readmitted by the Faculty or the Committee on Student Standing but have not satisfied the conditions specified in the letter of readmission.

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

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

Appeals for readmission or permission for supplemental examinations must be submitted to:

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

1.5.1.3.5 Incomplete Standings: Faculties of Arts and Science (including B.A. & Sc.)

- Standing awaits deferred exam.
- Must clear Ks, Ls, or Supplementals.
- Standing Incomplete.

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

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

If your Standing changes to Unsatisfactory:

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

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

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

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

At the end of the Winter term, if you have a mark of K or L, you will be placed in the appropriate Standing in June, if the outstanding mark in the course will not affect your Standing. Otherwise, Standing decisions will be made only once incomplete marks have been cleared. For more information about incomplete grades, please refer to *Incomplete Courses*.

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

1.5.1.4   Academic Standing: Faculty of Education

Education students, see *Academic Standing* in the Faculty of Education.

1.5.1.5   Academic Standing: Faculty of Engineering

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

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

1.5.1.5.1 Satisfactory Standing: Faculty of Engineering

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

You may continue with your studies under the following conditions:

- If you obtained a grade of D or F in a core course, you must repeat the course successfully (grade of C or better) or replace it with an alternative approved course and successfully complete the course.

- If you obtained a grade of F in any other course, you must either repeat the course successfully before graduation or replace it with an alternative approved course and successfully complete the course before graduation.

1.5.1.5.2 Probationary Standing: Faculty of Engineering

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

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

You may continue with your studies under the following conditions:

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

1.5.1.5.3 Unsatisfactory Standing: Faculty of Engineering

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

a CGPA that is less than 1.20
or
a TGPA that is less than 2.50 and a CGPA that is less than 2.00.

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

If you are in Unsatisfactory Standing for the first time, the regulations below apply.

Students in Interim Unsatisfactory Standing after the Fall term:

You may continue with your studies under the following conditions:

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

Students in Unsatisfactory Standing after the Winter term:

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

For more information about Academic Standing, see *mcgill.ca/engineering/students/undergraduate/advising-programs/academic-standing*.

1.5.1.6 Academic Standing: Faculty of Law

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

1.5.1.7 Academic Standing: School of Continuing Studies

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

1.5.1.8 Academic Standing: Schulich School of Music

Music students, see *Academic Standing* in the Schulich School of Music.

1.5.2 Credit System

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

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

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

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

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

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

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

1.5.2.1 Continuing Education Units (CE units)

Some courses at the School of Continuing Studies carry a Continuing Education (CE) unit rating. These courses do not normally count toward the fulfilment of a credit program.

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

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

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

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

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

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

You cannot register in a course for which you have not passed all the prerequisite courses with a grade of C or better at the undergraduate level and B- or better at the graduate level, except by written permission of the Director. Certain programs have further requirements. Students should refer to the program regulations in the appropriate academic area of this Calendar.

Undergraduate Grading		
Grades	**Grade Points**	**Numerical Scale of Grades**
A	4.0	85–100%
A-	3.7	80–84%
B+	3.3	75–79%
B	3.0	70–74%
B-	2.7	65–69%
C+	2.3	60–64%
C	2.0	55–59%
D	1.0	50–54%

Undergraduate Grading		
F (Fail)	0	0–49%
P		Pass

A grade of D is a conditional (non-continuation) pass:

- *If you obtain a grade of D in a course that is a prerequisite, you cannot register for any course that requires this prerequisite.*
- *If you obtain a grade of D in a required course, the course will not count toward your program.*

Graduate Grading		
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%
P		Pass

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.

$$GPA = \frac{\Sigma \ (course \ credit \ x \ grade \ points)}{\Sigma \ (GPA \ course \ credits)}$$

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.

This policy took effect in January 2003. Prior to January 2003, if your degree program had changed, e.g., from B.Sc. to B.A., the CGPA started again. 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 D or F continue to be used in the CGPA calculation even after you repeat the course or if you take a supplemental examination. Note that credits are only granted once for a repeated course regardless of the passing grade.

You must obtain a minimum CGPA of 2.00 to be considered for graduation with a McGill degree.

Note: During the first week of lectures, each instructor will provide you with a written course outline. This information should include, where appropriate:

- whether there will be a final examination in the course;
- how term work will affect the final grade in the course;
- how term work will be distributed through the term;
- whether there will be a supplemental examination in the course, and if so, whether the supplemental exam will be worth 100% of the supplemental grade, or whether term work will be included in the supplemental grade (courses with formal final examinations must have supplementals);
- whether students with grades of D, F, J, or U will have the option of submitting additional work, and, if so, how the supplemental will be calculated with the extra work (applicable only to students in Science and B.A. & Sc.).

1.5.3.1 Other Grades for Continuing Studies

Other Grades	
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 (see "Incomplete Courses").

Other Grades	
KE or K*	– further extension granted (see "Incomplete Courses").
KF	– failed to meet the extended deadline for submission of work in a course; calculated as a failure in TGPA and CGPA.
KK	– completion requirement waived. Not calculated in TGPA or CGPA.
L	– deferred examination.
LE or L*	– permitted to defer examination for more than the normal period.
NE	– no evaluation; indicates work for which no evaluation has been carried out and which may not count as credit toward any program.
NR	– no grade reported by the instructor (recorded by the Registrar).
P	– pass; not calculated in TGPA or CGPA.
Q	– course continued in next term (applicable only to courses taken pre-Fall 2002).
W	– withdrew; a course dropped, with permission, after the Course Change deadline; not calculated in TGPA or CGPA.
WF	– withdrew failing; a course dropped, with special permission in an exceptional case, after faculty deadline for withdrawal from course, the student's performance in the course at that stage being on the level of an F; not calculated in TGPA or CGPA. (Not used by Music.)
WL	– faculty permission to withdraw from a deferred examination; not calculated in TGPA or CGPA.
NA or &&	– grade not yet available.
W– or –	– no grade; student withdrew from the University, not calculated in TGPA or CGPA.

1.5.4 Transcript of Academic Record

The proceeding sections contain information on transcripts and other details regarding academic records.

1.5.4.1 Transcript of Academic Record: General Information

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

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

eTranscript PDFs are sent the same-day in as little as 15 minutes (providing there are no holds on your student account and no attachments to review) via the National Student Clearing House, a US-based non-profit organization and leading provider of trusted, educational data exchange and verification services. A minimal service fee applies.

Paper official transcripts are normally processed in 3 to 5 working days (5 to 7 during peak periods) and mailed by regular Canada Post mail to the address(es) indicated on the request. Paper transcripts are free of charge for currently registered students. Transcript fees apply for alumni and former students. Requests for archived transcripts (pre-1972) have a longer processing time.

Paper official transcripts are printed on secure paper that cannot be copied. eTranscripts are digitally signed and certified PDF documents that cannot be copied.

For more information on requesting official transcripts, refer to *Official Transcripts*.

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 the top of your unofficial transcript in *Minerva* for any holds.

1.5.4.2 Unofficial Transcripts

If you require a copy of your student record, access Minerva (*mcgill.ca/minerva*) to view and print an unofficial transcript. This applies to records from 1976 to the present. For pre-1976 records, your transcript is archived, and you must order an official transcript. See *section 1.5.4.4: Official Transcripts*.

1.5.4.3 Verification of Student Records: Unofficial Transcripts

Subject to *section 1.5.8: Changes to Student Records after Normal Deadlines*, you are responsible for verifying your academic record on *Minerva* using the unofficial transcript to ensure that you are registered in the proper courses, and that the correct program information and expected term of graduation appear on your record.

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

A student's academic record is deemed final once the record has been approved for graduation and the 'Degree Granted' notation displays. No further record changes may be requested at this point (e.g. grade changes).

> **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 meet with a Faculty advisor in *Arts OASIS* or *SOUSA* to talk about your options and the effects that your request may have on your studies. For more information, refer to *Academic Advising*.

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

1.5.4.4 Official Transcripts

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

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

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

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

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

1.5.4.5 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 *mcgill.ca/student-records/transcripts/key*.

For information on our current course numbering, see *University Regulations & Resources > Undergraduate > Registration > Course Information and Regulations > : 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 = Microeconomics in Winter term (Y);
>   660-221Z = Project Management extending for two terms, Fall and Winter (Z).

1.5.5 Unexcused Absences for Continuing Studies Students

If, without a valid excuse, you do not participate in or write a final examination or submit required term work for any courses you were registered in, you will receive a final grade of J (unexcused absence).

1.5.6 Incomplete Courses for Continuing Studies

If the instructor decides there is sufficient reason to permit a delay in the submission of required term work, an extension of the deadline after the end of the course may be granted to the student. In this case, the instructor will submit a grade of K (incomplete).

> **Notes:**
> - If the instructor submits a grade of K, he or she will also indicate the date by which the student must complete the work.
> - If the instructor submits a new grade within the deadline, both the new grade and the grade of K will appear on your verification forms and unofficial and advising transcript. However, the new grade will replace the K on your official transcript.
> - If you do not complete the required work before the deadline, a grade of KF will be updated on your record. A KF denotes a failed course and is calculated in the TGPA and CGPA as an F.
> - In exceptional circumstances, and with the approval of the Director of the unit, the deadline may be extended further, in which case the grade of KE (further extension granted) appears. If you do not meet the extended deadline, a grade of KF will replace the KE.
> - All students who miss a final exam are given a grade of J. For more information regarding the J grade, see *section 1.5.5: Unexcused Absences for Continuing Studies Students*.

1.5.7   Non-Evaluated Work for Continuing Studies Students

If you are attending a course that has an evaluation process (such as an examination or other criteria), you may choose not to be evaluated. To do this, you must complete the required form at *mcgill.ca/continuingstudies/scs-current-students/scs-student-records/scs-non-evaluation* prior to the start of the third lecture. Submitting this request will result in a grade of NE (No Evaluation) on your academic record. Under no circumstances will a course with a grade of NE count toward a certificate, diploma, or degree program. Note that only courses administered by Continuing Studies can have a grade of NE.

1.5.8   Changes to Student Records after Normal Deadlines

1.5.8.1   Student Record Changes

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

1.5.8.2   Registrar Deadlines

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

1.5.8.3   Before Registrar Deadlines

For record changes after the normal deadlines published in this publication, but before the *section 1.5.8.2: Registrar Deadlines*, you must make a request in writing to your Associate Dean or Director, clearly explaining why you could not request the change before these dates. The Associate Dean or Director will review your request and decide. 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 meet with a faculty advisor in *Arts OASIS* or *SOUSA* to talk about your options and the effects that your request may have on your studies. For more information, refer to *Academic Advising*.

1.5.8.4   After Registrar Deadlines

The University does not normally consider a change requested after the *section 1.5.8.2: 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 meet with a Faculty advisor in *Arts OASIS* or *SOUSA* to talk about your options and the effects that your request may have on your studies. For more information, refer to *Academic Advising*.

1.5.8.5   Fee Assessment Consequences

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

If you wish to contest the fee assessment, you must submit a written request to Enrolment Services. Enrolment Services will review the extraordinary circumstances described in the supporting documentation provided by your faculty and, if necessary, consult with the Student Accounts Office to decide whether to consider your request. Then, Enrolment Services will communicate with you explaining the decision.

1.5.8.6   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 1.2.3.1: Why Does McGill Collect Legal Documents from You?* You may be assessed a fee for a change requested after the submission deadline.

1.5.9   Letters of Attestation for Continuing Studies Students

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

• Registration load (full-time/part-time)
• Courses (course numbers and titles)

- Credit or CE units for each course
- Beginning and end dates for each course
- Certificate or diploma program in which the student is registered

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

Please allow 48 hours for these letters to be prepared.

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

1.6   Examinations: General Information

The University Exam Regulations are governed by the Policy on Assessment of Student Learning (PASL), and both the Regulations and PASL documents can be found on the *Secretariat website*:

- University Exam Regulations
- *Policy on Assessment of Student Learning*

In addition, students must consult the exam guidelines on the *exams website*, and any program-specific exam information on their Faculty or School's website(s).

1.6.1   Credit by Examination

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

1.6.2   Final Examinations

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

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

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

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

1.6.2.1   University Regulations Concerning Final Examinations for Continuing Studies Students

Preamble

The objectives of these regulations are as follows:

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

Regulations

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

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

2. Written examinations (including take-home examinations) shall not be held during the last two weeks of scheduled classes during the Fall and Winter terms, except where a pattern of continuous evaluation has been established, in which case the total value of examinations given in this period shall comprise no more than 10% of the final mark.
3. If the written examinations in a course constitute 50% or more of the final mark, one of these shall be given as a final written examination; and it shall take place during the examination period after the last day of scheduled lectures in December or April.
4. A final examination given during the examination period shall be worth at least 25% of the final mark.
5. Students shall be informed of all course requirements by the end of the Course Change period. All term work shall be assigned early enough in the term for students to complete the assignment(s) by the last day of class.
6. The due date for term work in courses to which these regulations apply shall be no later than the last day of classes.

7. In courses that span the Fall and Winter terms (course pairs with numbers ending D1 and D2), instructors who wish to give a mid-year examination in December must schedule it in the formal examination period.

8. The principles enunciated in these regulations shall be applied, appropriately modified, to courses given during the summer, to other courses of less than a 13-week duration, and to courses in the Faculties of Law, Medicine, Dentistry, and Education that do not follow the normal University Timetable.

9. Individual faculties may propose variations in these regulations to the Academic Policy and Planning Committee in order to meet their special needs.

   Note for Continuing Studies: Regulation 9 is not applicable to Continuing Studies students.

10. These regulations, and any variations to them, shall be made known to students by each faculty.

    Note for Continuing Studies: Regulation 10 is not applicable to Continuing Studies students.

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

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

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

1.6.2.2 Deferred Examinations for Continuing Studies Students

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

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

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

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

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

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

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

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

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

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

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

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

1.6.2.3   Examination Conflicts for Continuing Studies Students

If you have an examination conflict, you must complete an " *Examination Conflict Form* " and return it to the Client Services Office for approval at least 20 days before the start of the examination schedule. The form must be accompanied by supporting documentation, and there is a $45.16 fee (non-refundable) for rescheduling an examination. Only under exceptional circumstances are examinations rescheduled.

1.6.2.4   Supplemental Examinations

If you are in *section 1.5.1: satisfactory or probationary standing* and received a grade of D, F, J, or U, you may be eligible to write a supplemental exam, which will count for a substantial percentage of your final grade. Your initial grade will still appear on your transcript, and both will be calculated into your CGPA.

To apply for a supplemental examination for a course, you must submit a request on Minerva (*mcgill.ca/minerva*) by going to *Student Menu > Student Records Menu > Supplemental Exam Application*.

The following rules and conditions apply:

- You must be in Satisfactory or Probationary Standing;
- You must have received a final grade of D, F, J, or U in the course;
- A non-refundable fee for each supplemental exam application is assessed at the time of application and charged directly to your McGill account; consult the Student Accounts website for the fee at *mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/other*;
- Only one supplemental examination is allowed in a course;
- Supplemental examinations are available for most courses given in the Faculties of Arts, Science, Education, Religious Studies, and the School of Social Work;
- Supplemental examinations are not available for courses administered by Agricultural and Environmental Sciences, Engineering, Management or Music;
- Special permission is required if you want to write supplemental exams totalling more than 8 credits;
- The format of the supplemental examination (e.g., multiple-choice or essay questions) will not necessarily be the same as the final examination, so you should consult the instructor before you write the supplemental examination;
- The supplemental result may or may not include the same proportion of class work as did the original grade; the instructor will announce the arrangements to be used for the course by the end of the Course add/drop Period;
- The supplemental grade will not replace the grade originally obtained, which is used in calculating the GPA; both the original grade and the supplemental result will be calculated in the CGPA;
- For courses in which both a supplemental examination and additional work are available, you may choose the additional work, or the examination, or both; where both are written, only one supplemental grade will be submitted, reflecting grades for both the supplemental examination and the additional work;
- There are no supplemental examinations for Summer Studies courses;
- Additional credit will not be given for a supplemental exam where the original grade for the course was a D and you already received credit for the course;
- No supplemental examinations are available if you fail to achieve a satisfactory grade in a course where you have written a deferred examination;
- Supplemental examinations in courses outside your faculty are subject to the deadlines, rules, and regulations of the relevant faculty.

You must frequently verify the status of your supplemental exam application on Minerva for any additional information required by your Student Affairs Office or Service Point. Once your application has been approved, you will receive a confirmation email at your McGill email address.

If you register for a supplemental examination but find yourself unprepared for it, you should not take the exam; except for the loss of the application fee, there is no penalty for missing a supplemental examination. You should consult your Student Affairs Office for further information. It is important that you also see a Faculty advisor to talk about your options and the effects that your request may have on your studies. For more information, see *mcgill.ca/students/advising*.

You must verify the date and time of the supplemental examination and make yourself available to write the exam. Supplemental examinations for courses taken in the *Fall term* will be written during *Reading Break* the following Winter term. Supplemental examinations for courses taken in the *Winter term* will be written in August of that year. Dates can be found at *mcgill.ca/exams/dates*.

Note for Continuing Studies: Availability of supplemental exams and the conditions under which you will be permitted to take them are different in each academic area.

Note for the Faculties of Arts and Science (including B.A. & Sc.): It is important that you also see a Faculty Advisor in Arts OASIS or SOUSA to talk about your options and the effects that your request may have on your studies. For more information, see *mcgill.ca/students/advising*.

Note for the Faculty of Engineering: Supplemental examinations are available for the following courses: CHEM 110, CHEM 120, CHEM 212, CHEM 234, COMP 202, MATH 133, MATH 140, MATH 141, PHYS 131, PHYS 142, and other courses administered by the Faculty of Science as well as courses administered by the Faculty of Arts (e.g., some Complementary Studies courses from Group A *Impact of Technology on Society* and from Group B *Humanities and Social Sciences, Management Studies and Law*).

Supplemental examinations are **not** available for the following Engineering courses: CHEM 233, EPSC 221, MATH 262, MATH 263, MATH 264, MATH 271, MATH 363, and PHYS 271. These courses are offered by the Faculty of Science, but they are administered by the Faculty of Engineering. If you are not sure which courses offer supplemental examinations, please contact the *Engineering Student Centre*.

Note for the Faculty of Law: Regular supplemental examinations are available to a student who has failed a course, but who is not required to withdraw from the Faculty. Regular supplemental examinations may be written in up to two courses that do not exceed a total of seven credits together, or in any one course even if it exceeds seven credits. Supplemental examinations are written at the Law Faculty in the month of August. For more information, see *Supplemental Examinations* at *mcgill.ca/law-studies/courses/exams*.

1.6.2.5   Reassessment and Reread Policy for School of Continuing Studies Students

In accordance with the *Charter of Students' Rights*, and subject to the conditions stated therein, students have the right to consult any written submission for which they have received a mark and the right to receive an explanation from the instructor or, as the case may be, the examiner.

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

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

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

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

SCS recognizes four types of reassessment:

- *section 1.6.2.5.1: Reassessment of an Assignment or a Mid-Term by the Instructor*
- *section 1.6.2.5.2: Reread of an Assignment or a Mid-Term Exam by a Third Party*
- *section 1.6.2.5.3: Reread of a Final Exam by a Third Party*
- *section 1.6.2.5.4: Mark Verification*

1.6.2.5.1 Reassessment of an Assignment or a Mid-Term by the Instructor

This type of reassessment applies to written assignments such as papers, quizzes, and mid-term exams completed during the term. Please also refer to *section 1.6.2.5.3: Reread of a Final Exam by a Third Party*.

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

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

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

* *"Working days" means Monday through Friday.*

1.6.2.5.2 Reread of an Assignment or a Mid-Term Exam by a Third Party

This type of reassessment applies to written assignments such as papers, quizzes, and mid-term exams completed during the term. Please also refer to *section 1.6.2.5.3: Reread of a Final Exam by a Third Party*.

Students who wish to contest a grade for a specific assignment should first meet with the instructor and discuss their concerns and questions. If a student remains dissatisfied with the grade, he or she may submit a request for a third-party reread of the assignment in question.

A request for third-party rereads involving group work require the consent of all members of the group.

Students seeking a third-party reread must apply to *SCS Client Services*.

Requests for a third-party reread of a specific assignment **must be made within 10 working days* of the date of return of the graded material**. *Requests received after this deadline will not be considered.* Results of the third-party reread will normally be completed within 20 working days* of the receipt of the request. The grade may be increased, lowered, or remain the same. The third-party reviewer's grade takes precedence over the original grade.

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

* *"Working days" means Monday through Friday.*

1.6.2.5.3 Reread of a Final Exam by a Third Party

It is strongly recommended, though not required, that students meet with the course instructor before requesting a reread of a final exam.

Requests for a reread of a final exam are administered by the Student Affairs Office in the *SCS Client Services* unit.

Students must **apply in writing** by the following deadlines:

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

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

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

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

* *"Working days" means Monday through Friday.*

1.6.2.5.4 Mark Verification

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

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

* *"Working days" means Monday through Friday.*

1.6.3   Examinations: External Exam Proctors

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

For complete information on scheduling, fees, payment and all other details please consult the *Exams website*.

1.6.3.1   Contact Information

Email: *proctor.es@mcgill.ca*
Website: *mcgill.ca/exams/dates/proctor*

1.7   Graduation

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

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

You should contact your advisor (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 advisors, see *mcgill.ca/students/advising/advisordirectory*.

Once your record has been approved for graduation, your unofficial and official transcripts will indicate the notation "Degree Granted" after approval by the University Senate. At this point, your academic record is deemed as final and no further record changes may be requested at this time (e.g. grade changes).

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

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

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

For more information on applying to graduate, refer to the *Apply to Graduate*.

Minimum Residency Requirement

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

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

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

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

1.7.1 Apply to Graduate

Most undergraduate students and non-thesis graduate students (master's, certificates, diplomas) must use *Minerva* to apply to graduate (go to *Student Records* > *Apply for Graduation for Your Primary Curriculum*). It is your responsibility to inform the University 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 1.7: Graduation*. The minimum CGPA required to graduate is 2.00, and you must be in Satisfactory Standing.

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

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

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

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

1.7.1.1 Deadlines

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

If you miss one of these deadlines, contact your faculty's 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 meet with a Faculty advisor *Arts OASIS* or *SOUSA* to talk about your options and the effect that your request may have on your studies. For more information, see *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 *mcgill.ca/gps/students/registration/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*. Students in a doctoral program should refer to *Regulations Concerning Theses*.

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

1.7.2 Graduation Approval Query

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

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

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

See *mcgill.ca/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 and Health Sciences or Faculty of Dental Medicine and Oral Health Sciences, where you are automatically flagged for graduation in your final year.

1.7.3   Graduation Honours

The following sections describe honours that may be conferred at graduation.

1.7.3.1   Graduation Honours: Dean's Honour List

If you are graduating with an undergraduate degree, you may be awarded the designation Dean's Honour List under the following conditions:

1. you have completed a minimum of 60 McGill credits toward your degree; and
2. you are in the top 10% of the faculty's graduating class of students; this calculation is based on the CGPA.

Note for Transfer Students: This designation may be withdrawn if your CGPA at another university or in another faculty at McGill is not comparable to the CGPA earned in your graduating faculty.

Note for Continuing Studies Students: If you are graduating from a certificate or a diploma program, you may be awarded the designation of Dean's Honour List if you have completed a minimum of 21 McGill credits toward your certificate (residency requirement) and are in the top 10% of your graduating class (calculation based on the CGPA).

1.7.3.2   Graduation Honours: Distinction

If you are graduating with an undergraduate degree, you may be awarded the designation Distinction under the following conditions:

1. you have completed a minimum of 60 McGill credits toward your degree; and
2. you are in the top 25%, but below the top 10%, of your faculty's graduating class of students; this calculation is based on the CGPA.

Note for Transfer Students: This designation may be withdrawn if your CGPA at another university or in another faculty at McGill is not comparable to the CGPA earned in your graduating faculty.

Note: The Faculties of Education, Dentistry, Law, Medicine, the Ingram School of Nursing, and the **School of Continuing Studies do not assign the designation of Distinction to graduating students**.

Note: the designation of Great Distinction is no longer awarded at graduation. Prior to September 2009, Distinction and Great Distinction were awarded at graduation according to faculty-specific regulations. You can find these rules in the faculty chapters of the *2008–2009 Undergraduate Programs Calendar* or any earlier version at *www.mcgill.ca/students/courses/calendars*.

1.7.4   Awards for Continuing Studies Students

The American Express Prizes in Management – Treasury/Finance
Awarded on the basis of overall academic performance to the top student graduating with the Diploma in Management (Treasury/ Finance). One award will be available for each of the Spring and Fall convocations, and awarded by the Executive Committee of the School of Continuing Studies.
Value: $350 each.

Bernard J. Finestone Prizes in General Insurance
Established in 1989 in recognition of Mr. Finestone's contribution to insurance studies at McGill. Awarded to the top student who has successfully completed the General Insurance I course and to the top student who has successfully completed the General Insurance II course at the McGill School of Continuing Studies. Awarded by the Executive Committee of the School.
Value: $400 each.

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

Value: $300.

Giovanna Santullo Memorial Prize

Established in 2023 by Richard Galego, in loving memory of Giovanna Santullo. Awarded by the School of Continuing Studies at both fall and spring convocation to one or more women enrolled in an accounting or finance program in the School of Continuing Studies.
Value: varies.

Jacob Jonker Memorial Prize

Established in 2003 by Jonker Navigation Corporation in memory of Jacob Jonker, to recognize the academic performance of the top students graduating with the Diploma in Management (General). Awarded by the Executive Committee of the School of Continuing Studies on the recommendation of the Diploma in Management program committee. One prize will be available for each of the Spring and Fall convocations.
Value: minimum $500 each.

McGill Associates Prize in Management

Awarded annually by the Executive Committee of the School of Continuing Studies to the top student in the Certificate in Management Program in recognition of high academic achievement throughout the program.
Value: $300.

McGill Associates Prizes in Translation

Awarded annually to the student with the best academic record over the entire program in the Certificate in Translation, French to English, and in the Certificate in Translation, English to French.
Value: two prizes of $300.

Resolute Forest Products Prizes

Established in 1980, to be awarded to a student obtaining the highest academic standing in the Diploma in Management. One prize will be available for each of the Spring and Fall convocations.
Value: $350 each.

Tata Communications Prize in French as a Second Language

Established in 1989, this prize is awarded annually to the student obtaining the highest standing in the Certificate of Proficiency in French.
Value: $300.

Students are eligible for awards only in the year they have completed their program.

1.7.5   Replacing a Diploma

1.7.5.1   Required Documents

Diplomas are normally distributed to new graduates at their Convocation ceremony, in either May or October/November. **Diplomas are not available prior to the Convocation date.**

Replacing a lost diploma

To replace a lost diploma, you must submit an order and pay for its replacement and delivery by courier using the *ES Services eStore*.

Requesting a diploma following your Convocation ceremony

If you did not attend your Convocation ceremony and need your diploma, you can submit an order and pay for its delivery by courier using the *ES Services eStore* or contact *Service Point* for an appointment to pick up your diploma.

Modifying the name on your diploma

If you have changed your name after graduation and need to obtain a replacement diploma with your new name, first follow the *steps to request a name change* by completing and signing a *Personal Data Change Form* and submitting the *section 1.2.5: required supporting documentation*. Once you have received confirmation that your McGill record reflects the updated name, submit a request for a replacement diploma and pay the fee for replacement and delivery via courier using the *ES Services eStore*.

1.7.5.2   Submitting Your Request

You can submit a request and pay for a replacement diploma and delivery via the *ES Services eStore*.

1.7.5.3   Certified Copies

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

Submitting your request for a certified copy

You can submit your request and pay the requisite fee via the *ES Services eStore*.

1.7.6 Language Requirements for Professions

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

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

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

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

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

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

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

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

Professional Groups	
Agrologists	Lawyers
Architects	Licensed General Accountants
Chartered Accountants	Nurse Clinicians
Chartered Appraisers	Occupational Therapists
Chemists	Physicians
Dentists	Physiotherapists
Dietitians	Psychologists
Engineers	Social Workers
Geologists	Speech Therapists and Audiologists
Industrial Administration Accountants	Urbanists
Industrial Relations Counsellors	Vocational Guidance Counsellors

1.7.7 *Aegrotat* Standing and Degree at McGill University

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

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

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

1.8 Advising and the University Mission

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

1.8.1   The Role of the Student in Advising

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

1.8.2   Contact Information for Continuing Studies Advising

Client Services Office

680 Sherbrooke Street W., Suite 1199
Montreal, QC H3A 2M7
Telephone: 514-398-6200
Email: *info.conted@mcgill.ca*
Website: *mcgill.ca/continuingstudies/scs-future-students/advising*

1.9   Service Point

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

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

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

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

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

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

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

1.9.1   Location

3415 McTavish Street (at Sherbrooke)
Montreal QC H3A 0C8
Telephone: 514-398-7878
Opening hours: please refer to *mcgill.ca/servicepoint*
Email: please refer to *mcgill.ca/servicepoint/contact*

1.10   Student Services

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

1.10.1 Office of the Executive 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: *mcgill.ca/studentservices*

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

1.10.2 Support for Students: Office of the Dean of Students

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

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

For information, contact (Dean/Associate Dean):

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

1.10.3 Student Accessibility and Achievement

Student Accessibility and Achievement provides services and supports to meet the needs of students experiencing barriers related to disability, illness, and injury both of a permanent or temporary nature.

Main Office
1010 Sherbrooke W., Room 410
Montreal QC H3A 2R7
Telephone: 514-398-6009
Email: *access.achieve@mcgill.ca*

Exam Center
Redpath Library building
3459 McTavish Street, Room RS-56
Montreal QC H3A 0C9
Telephone: 514-398-2480
Email: *access.exams@mcgill.ca*
Website: *mcgill.ca/access-achieve/contact-us*

1.10.4 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 Office is to intervene at any point and attempt to resolve issues informally before proceeding to more formal processes. Please refer to the website to determine *when you should contact the Ombudsperson*.

Office of the Ombudsperson
3610 McTavish Street, Room 14 (main floor)
Telephone: 514-398-7059
Email: *ombudsperson@mcgill.ca*
Website: *mcgill.ca/ombudsperson*

1.10.5 Optional Student Services

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

This package is available to students registered for a minimum of 9 credits in a given term. The fee gives access to McGill's Career Planning Service (CaPS), Student Wellness Hub (appointments with physicians, nurses, counsellors, psychiatrists, and other clinicians, and access to lab services), International Student Services, Off-Campus Housing, Office of Religious and Spiritual Life (MORSL), and Student Accessibility and Achievement.

For more information about the optional Student Services fees, see the *Continuing Studies Fees* section of *mcgill.ca/student-accounts/tuition-fees/tuition-and-fees*.

A McGill ID card is mandatory for access to services.

You may obtain further information or apply for this package at:

> Office of the Senior Director, Services for Students
> William and Mary Brown Student Services Building
> 3600 McTavish Street, Room 4100
> Telephone: 514-398-8238
> Website: *mcgill.ca/studentservices*

1.10.5.1 McGill Athletics & Recreation Membership

Membership for SCS students includes access to The B2 Gym and all the drop-in recreational activities (basketball, badminton, jogging, lap swim). There are also classes available for purchase. For information, visit *recreation.mcgill.ca/membership*.

> Sir Arthur Currie Memorial Gymnasium
> 475 Pine Ave. W.
> Telephone: 514-398-7000
> Website: *www.mcgillathletics.ca*

1.10.5.2 Parking for Continuing Studies Students

Student parking permits are available to School of Continuing Studies students, however facilities are limited. For information on parking rates, please visit *McGill's parking page*.

Students with a disability, medical condition, or temporary injury who require proximity parking may be able to obtain a permit or day passes for parking areas near the buildings they need to access. Contact Student Accessibility and Achievement with this request.

1.10.5.3 University Centre for School of Continuing Studies Students

Food and beverage services are available in the evenings at the University Centre, located at 3480 McTavish Street. Visit the *Students' Society of McGill University* page for more information.

1.10.5.4 Tutorial Services for Continuing Studies Students

McGill Writing Centre Tutorial Service

The McGill Writing Centre Tutorial Service provides writing instruction and support for all McGill students. Our tutors provide in-person or virtual tutoring to School of Continuing Studies students at every stage of the writing process, from outlining to final revision. For more information, visit the *MACES Tutorial Service page*.

1.10.6 Bookstore

1.10.6.1 Downtown Campus

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

> **Main Store:**
> 680 Sherbrooke Street West
> Website: *lejames.ca*

1.10.6.2 Macdonald Campus

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

Macdonald Campus Bookstore
Macdonald Campus Centennial Centre
21111 Lakeshore Road, Sainte-Anne-de-Bellevue
Website: *lejames.ca/category/macdonald-campus*

1.10.6.3 Institutional Sales Department

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

Contact the sales team at *is.bookstore@mcgill.ca* with your enquiry or list of products.

Institutional Sales
Website: *lejames.ca/institutional*

1.10.7 Library Workshops

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

1.10.8 Minerva Workstations for Continuing Studies Students

Minerva workstations, located on the 11th and 13th floors at 680 Sherbrooke Street West, are available to Continuing Studies students to view course offerings, add and drop courses, view their transcripts, and access all other services.

1.11 Information Technology (IT) Services

- *section 1.11.1: IT Support*
- *section 1.11.2: Communication and Collaboration*
- *section 1.11.3: Online Course Materials and Lecture Recordings*
- *section 1.11.4: Minerva*
- *section 1.11.5: Secure Your Journey*

McGill University students, faculty, staff, and other members of the McGill community benefit from a variety of Information Technology resources. Please visit *IT Services* > *Resources for Students* for details.

1.11.1 IT Support

McGill's *IT Support site* is your one-stop shop for information and support on using IT services including email, Microsoft 365 tools, Wi-Fi, VPN, and more. Search the IT Knowledge Base for instructional articles, report issues, make requests for services, chat with support agents, view announcements and system status, and follow up on your support tickets all from one convenient location.

1.11.2 Communication and Collaboration

McGill offers communication and collaboration tools that work together to support and enhance your educational experience.

Email

All students are assigned a McGill email address (usually in the form of *firstname.lastname*@mail.mcgill.ca) and given a McGill email mailbox. Please refer to *section 1.1.8.5: Email Communication* for further information on email services.

MS Teams

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

OneDrive

Students are given 1 Terabyte of free *file storage space* on the Microsoft 365 cloud where you can store and share documents.

Microsoft Office and 365 Apps

As a student you can download and install the entire *Microsoft 365 apps (previously ProPlus apps)* suite (Word, Excel, PowerPoint, OneNote, etc.) to your personal devices, and sync your files with the online versions in OneDrive.

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

> **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.

1.11.3 Online Course Materials and Lecture Recordings

Sign in to *myCourses* for your online assignments, reading materials, and syllabus. Many course lectures are recorded for streaming playback on demand.

Zoom is the cloud-based tool used for attending remote classes when on-campus classes are not available.

See the *Teaching & Learning Services website* for more information.

1.11.4 Minerva

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

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

For information on accessing Minerva, visit *McGill's IT Portal*.

1.11.5 Secure Your Journey

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

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

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

1.12 Resources for Study and Research

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

1.12.1 Libraries

The McGill Libraries provide access to *over nine million items*, both in print and electronic formats, and consist of multiple location and units, including the *McGill University Archives*, and the *McGill University Visual Arts Collection*. Visit *mcgill.ca/library/branches* for a map of all our locations, and bring your McGill ID card if you wish to borrow physical items from our collections. Access to our electronic resources (e-books, e-journals, databases, etc.) is possible anytime and anywhere. You will be prompted to enter your McGill username and password when accessing our e-resources from off campus.

The website (*mcgill.ca/library*) is the portal to all our resources and services for your learning and research needs. There are thousands of *databases available* that you can choose from when doing a search on any topic. Librarians have created subject guides for each area of study at McGill. Each guide pulls together all the relevant resources for doing research in that field. Find your *subject guide* to get started. In addition, unique scholarly materials from the *Rare Books and Special Collections have been digitized* and are accessible through the library's website. Our website also provides access to items such as *newspapers,* and *escholarship.mcgill.ca*, a digital repository, which collects, preserves, and showcases the publications, scholarly works, and theses of McGill University faculty members, researchers, and students.

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

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

Special library services like the *Course Readings Service* allows you to access digital items on course reading lists in the Library's catalogue and in *my*Courses. You can also borrow materials from any library location and the McGill University Collection Centre and return them anywhere across the system. If you need material not owned by the McGill University Library, our *network loan* and *Interlibrary Loan and Document Delivery Service* will obtain it for you at no cost for McGill students, faculty, and staff. Loans can be picked up at any library location.

1.12.2 McGill Writing Centre

The McGill Writing Centre (MWC), established in 2010, is the University's central resource for writing and communication. Staffed by specialists in writing pedagogy, the Writing Centre offers a slate of credit courses and non-credit activities that attract undergraduate and graduate students from across disciplines.

The MWC's core set of credit courses focuses on a number of relevant topics, e.g., academic or scholarly communication, creative writing, digital genres, business communication, and communicating science to broad audiences. In addition to courses, students can also access non-credit programming (e.g., workshops, writing retreats) and individualized writing consults with the Tutorial Service.

The courses in academic, creative, digital, and professional writing may be taken as electives or to fulfil language requirements in some undergraduate degree programs. In some faculties, you need to obtain approval from your Student Affairs Office as well as from your academic advisor before you take courses outside of your faculty, especially if the courses do not form part of your program requirements.

For further information, please visit the MWC website at *mcgill.ca/mwc*.

1.12.2.1 McGill Writing Centre Course Information

Undergraduate course offerings can be found at *mcgill.ca/mwc/courses/undergraduate*.

Graphos graduate course offerings can be found at *mcgill.ca/graphos/courses*.

Continuing Education (non-credit) course offerings can be found at *mcgill.ca/mwc/special-interest-courses*.

Course Coordinator Information:

If you have inquiries about courses, please contact the specific course coordinator listed at *mcgill.ca/mwc/contact-us*.

1.12.2.2 McGill Writing Centre Tutorial Service

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

1.12.2.3 McGill Writing Centre Contact Information

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

Graphos
Website: *mcgill.ca/graphos*
Inquiries: *graphos@mcgill.ca*

MWC Tutorial Service
Website:*mcgill.ca/mwc/tutorial-service*
Inquiries: *mwctutorial@mcgill.ca*

1.12.3 University Archives

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

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

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

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

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

1.12.4 Redpath Museum

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

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

859 Sherbrooke Street West
Montreal QC H3A 0C4
Telephone: 514-398-4086, 514-398-4861
Email: *redpath.museum@mcgill.ca*
Website: *mcgill.ca/redpath*

1.12.5 McCord Stewart Montreal Social History Museum

The McCord Stewart Montreal Social History 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 27,000 garments or accessories—made or worn in Canada; an extensive collection of First Nations objects—the most important of its kind in Quebec, with a corpus of over 16,000 objects from across Canada;

and an impressive Photography collection of more than 2,150,000 historical photographs—including the 400, 000 photographs of the renowned Notman Photographic Archives—which offers a unique pictorial record of Canada from pre-Confederation to the present.

The museum also houses paintings by renowned artists such as Louis Dulongpré, James Duncan, Cornelius Krieghoff, and Robert Harris, along with iconographic documents reflecting the perspectives of Canadians over the past three centuries. A Material Culture collection consisting of more than 62,000 objects primarily documents the history of the domestic material environment in Montreal. The museum's textual archives include some 340 linear metres of documents relating to Canadian history.

Finally, *the museum's website* features award-winning exhibitions, innovative learning resources, and a vast, searchable database of information on the museum's collections. Since the spring 2022, the *McCord Stewart Museum Online Collection platform* allows everyone to browse bilingual descriptions of over 157,000 objects, photographs and archival documents from its collections. The site also features close to 153,000 royalty-free images that may be downloaded in the highest resolution available, free of charge, with no restrictions on their use.

Exhibitions at the McCord Stewart Museum 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 museum offers a range of services including Café Notman and the boutique.

Researchers are welcome by appointment. Please contact the museum's *Archives and Documentation Centre*.

> 690 Sherbrooke Street West
> Telephone: 514-861-6701, ext. 1234
> Email: *info@mccord-stewart.ca*
> Website: *musee-mccord-stewart.ca*

1.12.6 Lyman Entomological Museum and Research Laboratory

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

> Telephone: 514-398-7914
> Website: *mcgill.ca/historicalcollections/departmental/lyman*

1.12.7 Other Historical Collections

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

McGill began accumulating cultural property by virtue of acquisition or donation even before the university itself was established. At the Montreal Medical Institute, which became McGill's Faculty of Medicine and Health Sciences, 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 *mcgill.ca/historicalcollections*.

1.13 The University

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

1.13.1 History

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

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

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

Since then, the University has continued to grow vigorously. In 1884, the first 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 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 17 Schools. At present, over 40,000 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.

1.13.2   Incorporated and Affiliated Colleges

1.13.2.1   Incorporated College

The Royal Victoria College is a non-teaching college of McGill University that provides residential accommodation for both men and women in a co-education environment.

Royal Victoria College

3425 University Street, Montreal QC H3A 2A8

1.13.2.2   Affiliated Theological Colleges

The three colleges below 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.

Montreal Diocesan Theological College

3473 University Street, Montreal QC H3A 2A8
Principal: Rev. Dr. Jesse Zink; B.A.(Acad.), M.A.(Chic.), M.Div.(Yale), Ph.D.(Camb.)

Presbyterian College of Montreal

3495 University Street, Montreal QC H3A 2A8
Principal: Rev. Dr. Roland de Vries; B.A.(Guelph), M.Div.(The Presbyterian College), S.T.M., Ph.D.(McG.)

United Theological College of Montreal

3475 University Street, Montreal QC H3A 2A8
Principal: Rev. Maylanne Maybee; B.A.(Tor.), Dip.Theol., Cert.Ed.(Oxon), M.Div.(Trin. Coll., Tor.)

1.13.3   University Government

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

The Governors of the University constitute the Royal Institution for the Advancement of Learning, a corporation existing under the laws of the Province of Quebec. In them is vested the management of finances, the appointment of professors, and other duties. Twelve of the governors are elected by the Board from amongst those nominated by its Nominating, Governance and Ethics Committee; three are elected by the Alumni Association; two are elected by the Senate from amongst its members; two are elected by the full-time administrative and support staff from amongst its members; two are elected by the full-time academic staff; and two are 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. The Chancellor and the President 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 President and Vice-Chancellor is the chief executive officer of the University, appointed by the Board of Governors after consultation with a statutory committee. The President is, ex officio, Chair of the 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.

1.13.4   Recognition of Degrees

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

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

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

1.13.5   Governance: Board of Governors

1.13.5.1   The Visitor

The Visitor	
Her Excellency the Right Honourable Mary Simon; C.C., C.M.M., C.O.M., O.Q., C.D., Governor General and Commander-in-Chief of Canada	**Administrator of the Government of Canada**

1.13.5.2   Board of Governors

Board of Governors	
Maryse Bertrand	**Chair**
Deep Saini	**President and Vice-Chancellor**
Pierre Boivin	**Chancellor**

1.13.5.2.1 Members

Members
Bob Babinski
Arun Bajaj
Gregory David
Ariel Deckelbaum
Alan Desnoyers
Luciano D'Iorio
Lucy Gilbert
Celia Greenwood
Joseph Hakim
Fred Headon
Inez Jabalpurwala
Pierre Matuszewski
Ram Panda
Maarika Paul
Adrienne Piggott
Diletta Prando
Samira Sakhia

Members
Jonathan Sigler
Petra Rohrbach
Edith A. Zorychta

1.13.5.2.2 Student Representatives

Student Representatives
Students' Society of McGill (1)
Post-Graduate Students' Society of McGill (1)
Observers ("voice but no vote"):
McGill Association of Continuing Education Students (1)
Macdonald Campus Students' Society (1)

1.13.6   Governance: Members of Senate

1.13.6.1 Ex-Officio

Ex-Officio
The Chancellor
The Chair of the Board of Governors
The President and Vice-Chancellor
The Provost, Deputy Provost, and the vice-presidents
The deans of faculties
The Dean of Continuing Studies
The Dean of Graduate and Postdoctoral Studies
The Dean of Students
The Dean/Director of Libraries
The University Registrar and Executive Director of Enrolment Services
The Director of Teaching and Learning Services

1.13.6.2 Elected Members

Elected Members
65 members elected by the faculties, the University libraries, the Board of Governors, and administrative and support staff
21 Student Members

1.13.7   Administration

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

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

Administration	
Pierre Boivin	**Chancellor**
Deep Saini	**President and Vice-Chancellor**
Véronique Bélanger	**Chief of Staff**
Christopher Manfredi	**Provost and Vice-President (Academic)**

Administration

Fabrice Labeau	**Deputy Provost (Student Life and Learning)**
Gillian Nycum	**University Registrar and Executive Director of Enrolment Services**
TBA	**Executive Director of Services for Students**
Christopher Buddle	**Associate Provost (Teaching and Academic Planning)**
Angela Campbell	**Associate Provost (Equity and Academic Policies)**
Petra Rohrbach	**Associate Vice-President (Macdonald Campus) and Dean (Faculty of Agricultural and Environmental Sciences)**
Marc Denoncourt	**Chief Information Officer**
Edyta Rogowska	**Secretary-General**
Diana Dutton	**Vice-President (Administration and Finance)** *(Interim)*
Diana Dutton	**Associate Vice-President (Human Resources)**
Cristiane Tinmouth	**Associate Vice-President (Financial Services)**
Denis Mondou	**Associate Vice-President (Facilities Management and Ancillary Services)**
Philippe Gervais	**Vice-President (Communications and Institutional Relations)**
Lesley Fellows	**Vice-President (Health Affairs) and Dean (Faculty of Medicine and Health Sciences)**
Jean-Pierre Farmer	**Associate Vice-President and Vice-Dean (Health Affairs, Faculty of Medicine and Health Sciences)**
Martha Crago	**Vice-President (Research and Innovation)**
Philippe Gros	**Deputy Vice-President (Research and Innovation)**
Benoit Boulet	**Associate Vice-President (Research and Innovation) (Innovation and Partnerships)**
Lara Khoury	**Associate Vice-President (Research)**
Marc Weinstein	**Vice-President (University Advancement)**
Jean-François Legault	**General Counsel and Director of Legal Services**
Pascal Théoret	**Executive Director, Internal Audit**

1.13.7.1 Deans, Directors of Schools and Libraries
1.13.7.1.1 Deans

Deans

Valérie Orsat	**Agricultural and Environmental Sciences**
Lisa Shapiro	**Arts**
Carola Weil	**Continuing Studies**
Elham Emami	**Dental Medicine and Oral Health Sciences**
Victoria Talwar	**Education**
Viviane Yargeau	**Engineering**
Josephine Nalbantoglu	**Graduate and Postdoctoral Studies**
Robert Leckey	**Law**
Guylaine Beaudry	**Libraries**
Yolande E. Chan	**Management**
Lesley Fellows	**Medicine and Health Sciences**
Sean Ferguson	**Music**
R. Bruce Lennox	**Science**

Deans	
Robin Beech	**Dean of Students**

1.13.7.1.2 Directors of Schools

Directors of Schools	
David Theodore	**Architecture**
Keith Murai	**Biomedical Sciences**
Elin Thordardottir	**Communication Sciences and Disorders**
Mathieu Blanchette	**Computer Science**
Ryan J. Mailloux	**Human Nutrition**
Frederic Fabry	**Environment**
Joan Bartlett	**Information Studies**
TBA	**Medicine, School of**
TBA	**Nursing**
Laurie Snider	**Physical and Occupational Therapy**
Timothy Evans	**Population and Global Health**
Garth W. Green	**Religious Studies**
Nicole Ives	**Social Work**
Lisa Bornstein	**Urban Planning**
Christopher Ragan	**Public Policy**

1.13.8   Student Governance: McGill Association of Continuing Education Students (MACES)

All students registered in courses that appear on the official McGill transcript, and whose records (including from the Faculty of Education) are administered by the School, are members of the **McGill Association of Continuing Education Students** (MACES). Students taking Continuing Studies courses, but registered in programs administered by other McGill faculties, are members of other McGill student associations. Students registered in more than one program may belong to both MACES and other McGill student associations.

MACES was founded in 1985, incorporated in 1989, and a certificate of accreditation was issued in 1990. MACES's mission is to advocate for its students' academic and social needs as well as to offer them a network where they can meet other diverse groups of students and professionals.

Additionally, the Association offers a variety of services for its members including a fully equipped computer lab, which is free for all members, Microsoft courses, as well as study, meeting, and social spaces in its building located at 3437 Peel Street, only minutes away from the McGill downtown campus. MACES also organizes and sponsors various events that provide an opportunity for students to build their social and professional network.

MACES has an ideal warm, relaxed ambiance for socializing, studying, or having a group meeting after a working day, before classes, and on weekends, a place where students are always welcome.

MACES is governed by its bylaws through the elected MACES Board of Directors. These executives are there to run the Association as well as to address students' needs with an open-door policy.

Full details of MACES services, bylaws, officers, and committees are available from the Association (telephone 514-398-4974 or visit *www.maces.ca*).

2   The School of Continuing Studies

2.1   McGill's School of Continuing Studies

The McGill School of Continuing Studies transforms today's adult learners into skilled thought leaders of tomorrow's workforce. Join thousands of the School's graduates to experience innovative teaching, learn through hands-on practice, and gain in-demand skills.

For over 50 years, we have helped learners like you who seek knowledge and skills for career advancement or transition, professional development, and personal enrichment. Our in-person and online courses and programs, expert instructors, and diverse and supportive community will help future-proof your career and assist you in achieving your learning goals.

Take charge of your future and realize your dreams while gaining practical skills, in-demand expertise, and earning a credential from one of Canada's top-ranked universities.

Visit SCS

2.1.1   Contact Us

Contact Us

- **Web**: *mcgill.ca/continuingstudies/contact-us*
- **Email**: *info.conted@mcgill.ca*
- **Telephone**: 514-398-6200
- **Address**: 680 Sherbrooke Street West, 11th floor; Montreal QC H3A 2M7, Canada

2.2   Key Dates, 2024–2025

These dates are a general guideline. See *mcgill.ca/importantdates* for a complete list. Check *Class Schedule* for the precise dates of your courses.

REGISTRATION & APPLICATION	Fall Term	Winter Term
Application deadline	**Canadian/Permanent Residents**: May 1, 2024; **International Students**: March 1, 2024	**Canadian/Permanent Residents**: September 1, 2024; **International Students**: July 1, 2024
Registration using Minerva for returning Continuing Education – Faculty of Education students	May 22, 2024	May 22, 2024
Registration using Minerva for courses and programs for returning program students	June 5, 2024	October 3, 2024
Registration using Minerva for returning Continuing Studies Independent (Special) Students and newly admitted students for courses and programs	June 12, 2024	October 10, 2024
Deadline for students to register for courses without a late registration fee	August 28, 2024	January 6, 2025
Late registration period with late registration fee ($25 for Continuing Studies)	August 29–September 10, 2024	January 7–14, 2025
Course Change (drop/add) deadline (less $20)	September 10, 2024	January 14, 2025
Deadline to web withdraw (grade of "W") with fee refund from Continuing Studies credit courses (less $20)	September 17, 2024	January 21, 2025
Deadline to withdraw from courses (grade of "W") or University withdrawal (grade "W--") with NO refund	October 29, 2024	February 25, 2025
Last day for students to request fee exemptions and to submit legal documents for proof of Canadian citizenship and proof of Quebec residency to the School of Continuing Studies. Documents received after this date will be updated for the following term only	December 4, 2024	April 11, 2025

LECTURES	Fall Term	Winter Term
Lectures begin in all credit courses and non-credit language courses	August 28, 2024	January 6, 2025
Lectures begin for Intensive English and Intensive French	September 9, 2024	January 13, 2025
Lectures begin in non-credit Career and Professional Development courses (These dates	August 28, 2024	January 6, 2025

LECTURES	Fall Term	Winter Term
may change depending on the course; refer to the *course listing* for the most up-to-date information)		
Last day of lectures for courses	December 4, 2024	April 12, 2025
Online course evaluation period:	November 7–December 21, 2024	March 17–May 1, 2025
Evaluations available for completion on Mercury through *Minerva*		

EXAMINATIONS	Fall Term	Winter Term
Examination period	December 6–20, 2024	April 14–30, 2025
Application deadline for deferred examinations	January 7, 2025	May 5, 2025

STATUTORY HOLIDAYS	
National Patriots' Day (*Journée nationale des patriotes*)	May 20
Fête Nationale du Québec	June 24
Canada Day	July 1
Labour Day	September 2
Thanksgiving	October 14
Christmas and New Year	December 25–January 2
Reading Break	March 3–7
Easter	March 29 and April 1

3   Programs of Study

3.1   Administration and Governance

3.1.1   Administration and Governance

Planning, analyzing, and controlling the execution of strategies are critical in private and public-sector organizations. Content areas in this academic domain include human resources, accounting, finance, and public administration, as well as specific application of these competencies to fields such as health and social services management, parliamentary governance, and property management.

section 3.6.13: Certificate (Cert.) Accounting and Finance (30 credits)

section 3.7.2: Graduate Certificate (Gr. Cert.) Accounting (30 credits)

section 3.6.18: Certificate (Cert.) Human Resources Management (30 credits)

section 3.7.7: Graduate Certificate (Gr. Cert.) Digital Health Solutions (15 credits)

section 3.7.9: Graduate Certificate (Gr. Cert.) Financial Analysis (15 credits)

section 3.7.10: Graduate Certificate (Gr. Cert.) Financial Technology (15 credits)

section 3.7.12: Graduate Certificate (Gr. Cert.) Human Resources Management (15 credits)

section 3.7.13: Graduate Certificate (Gr. Cert.) Advanced Human Resources Management (15 credits)

section 3.6.17: Certificate (Cert.) Health and Social Services Management (30 credits)

section 3.7.11: Graduate Certificate (Gr. Cert.) Health Services Management (15 credits)(Partnership)

section 3.6.21: Certificate (Cert.) Public Administration and Governance (30 credits)

section 3.7.18: Graduate Certificate (Gr. Cert.) Public Administration & Governance (15 credits)

section 3.7.19: Graduate Certificate (Gr. Cert.) Advanced Public Administration & Governance (15 credits)

3.1.2 Location

Administration and Governance
Telephone: 514-398-6200
Fax: 514-398-3108
Email: *info.conted@mcgill.ca*
Website: *mcgill.ca/continuingstudies/areas-study*

3.2 Education Studies in the School of Continuing Studies

3.2.1 Education (School of Continuing Studies) at McGill

Are you teaching full-time? Would you like to upgrade your skills, learn new teaching strategies, or gain experience in a specialized subject area? The Faculty of Education offers part-time professional development opportunities administered through the School of Continuing Studies. These programs allow educators to enhance their existing knowledge and skills while moving into new areas of the education spectrum.

Offered in conjunction with McGill's Faculty of Education, the in-depth programs provide in-service teachers, facilitators, and academic advisors with compelling coverage of many important education issues. Programs such as the Diploma in Human Relationships, Diversity and Sexuality and the Certificate in Inclusive Education can expand professional horizons while equipping educators to better manage changing classroom realities.

The Office of First Nations and Inuit Education (OFNIE) offers multiple programs in the areas of Indigenous education, language, and culture. The Faculty of Education, in collaboration with various Indigenous communities and institutions, offers both community-based and campus-based programs. OFNIE's teacher-education programs lead to initial teacher certification, the Bachelor of Education for Certified Teachers, and professional development.

Please note that the School of Continuing Studies will no longer administer Faculty of Education programs as of Winter 2025. Please contact the Faculty of Education for further information.

3.2.2 Location

Faculty of Education
3700 McTavish Street, Room 243
Montreal QC H3A 1Y2
Telephone: 514-398-7042
Fax: 514-398-4679
Email: *isa.education@mcgill.ca*
Website: *mcgill.ca/continuingstudies/areas-study/education-programs*

3.2.3 Programs for Professional Development in Education

The Faculty of Education offers the following programs:

Programs for Professional Development in Education

section 3.2.11: Bachelor of Education for Certified Teachers - Elementary Education: Indigenous Education (90 credits)

*section 3.2.12: Graduate Certificate (Gr. Cert.) Counselling Applied to Teaching (15 credits) **Admissions no longer accepted.***

section 3.2.13: Graduate Certificate (Gr. Cert.) Teaching Indigenous Education for Non Indigenous Educators (15 credits)

section 3.2.14: Certificate (Cert.) Education for First Nations and Inuit (60 credits)

section 3.2.15: Certificate (Cert.) First Nations and Inuit Educational Leadership (30 credits)

section 3.2.16: Certificate (Cert.) First Nations and Inuit Student Personnel Services (30 credits)

section 3.2.17: Certificate (Cert.) Inclusive Education (30 credits)

section 3.2.18: Certificate (Cert.) Indigenous Language and Literacy Education (30 credits)

section 3.2.19: Certificate (Cert.) Middle School Education in Indigenous Communities (30 credits)

section 3.2.20: Diploma (Dip.) Human Relationships, Diversity and Sexuality (30 credits)

3.2.4 Admission Requirements and Procedures

Applications for admission to the programs offered by the **Faculty of Education** through the School of Continuing Studies can be made through *mcgill.ca/applying*. Your application cannot be considered until all requirements have been met.

Applicants to First Nations and Inuit programs must contact the *Office of First Nations and Inuit Education* for admission information at *ofnie.education@mcgill.ca*.

Documents Required

In addition to those listed on the application website, please refer to specific requirements listed on the program websites. All applications require an official transcript, application fee of CAD$101.38 (non-refundable), proof of Canadian citizenship, permanent code, and proof of residency to qualify for the Quebec rate of tuition.

Application Deadlines for programs offered by the *Department of Educational and Counselling Psychology* :

Fall term: May 1
Winter term: September 1
Spring/Summer term: January 1

3.2.5 Diploma in Human Relationships, Diversity and Sexuality

The Diploma in Human Relationships, Diversity and Sexuality focuses on the complexity of relationships in a digital and global world. Taking an intersectional approach with an orientation toward social justice, topics include sexuality, culture, ability, media literacy, communication, advocacy, and leadership.

Admission Requirements

Please refer to specific admission requirements listed on the program website *mcgill.ca/edu-ecp/programs/prodev/diploma-human-family#requirements*.

Further information may be obtained from the Program Coordinator, Department of Educational and Counselling Psychology, at *ecpcont.education@mcgill.ca*

3.2.6 Graduate Certificate in Counselling Applied to Teaching

Admissions no longer accepted.

The goal of this program is to enhance teachers' knowledge and skills in a variety of areas.

Further information may be obtained from the Program Coordinator, Department of Educational and Counselling Psychology, at *ecpcont.education@mcgill.ca*.

3.2.7 Graduate Certificate in Indigenous Education for Non-Indigenous Educators

The goal of this program is to offer professional development for in-service non-Indigenous teachers supporting their growth as more effective teachers in Indigenous communities. The program addresses subjects of particular interest and need in Indigenous schools, such as cultural socialization, culturally-appropriate teaching strategies, second-language teaching, and the history of Indigenous cultures and peoples.

Admission Requirements

1. An undergraduate degree from a recognized university with a minimum standing equivalent to a cumulative grade point average (CGPA) of 3.0 out of a possible 4.0, or a grade point average (GPA) of 3.2 out of 4.0 in the last two years of full-time studies.
2. A TOEFL minimum score of 86 (iBT; 550 on the PBT) for non-Canadian students from countries where English is not the first language and who have not completed a degree from a recognized university whose language of instruction is English.

Applicants will normally be employed as a teacher by the OFNIE partner, who will in turn recommend the candidate. The final decision for acceptance of candidates rests with McGill.

Further information may be obtained from:

Office of First Nations and Inuit Education (OFNIE)
Email: *ofnie.education@mcgill.ca*
Website: *mcgill.ca/dise/ofnie*

3.2.8 Certificate in Inclusive Education

This certificate is designed to prepare educators to work effectively with students who have special needs.

Further information may be obtained from the Program Coordinator, Department of Educational and Counselling Psychology, at *ecpcont.education@mcgill.ca*.

3.2.9 Programs for First Nations and Inuit

The Office of First Nations and Inuit Education (OFNIE)

Through the Office of First Nations and Inuit Education, the Faculty of Education partners with various Indigenous communities and education authorities to offer in-community teacher education and professional development programs. Currently, OFNIE works in collaboration with the:

- Cree School Board
- Kahnawà:ke Education Centre
- Kativik Ilisarniliriniq
- Listiguj Education, Training, and Employment
- Mohawk Language Custodian Association of Kanehsatà:ke
- Naskapi Education Committee

OFNIE may enter in new partnerships with other Indigenous Education Authorities at their invitation. OFNIE's teacher education programs lead to teacher certification in Indigenous education jurisdictions and for the province of Quebec. OFNIE works with units across the University to meet its partnership responsibilities.

Further information may be obtained through the *Office of First Nations and Inuit Education* for admission information at *ofnie.education@mcgill.ca*.

For detailed descriptions of the requirements for these programs, please refer to *Programs for First Nations and Inuit* in the Faculty of Education.

3.2.10 Academic Regulations

It is the responsibility of the student to read, understand, and abide by the regulations and procedures in this publication.

Academic Standing

A minimum grade of C is required in all required courses. A grade of D will be allowed in one elective course that is not a prerequisite to other courses taken in the program. Students may repeat failed courses only once. A minimum Cumulative Grade Point Average (CGPA) of 2.00 is required to be placed in Satisfactory Standing.

Time Limits

Thirty-credit programs taken on a part-time basis must normally be completed within five years of admission to the program. Programs taken on a full-time basis must normally be completed within 28 months of admission to the program. Students exceeding time limits may request an extension, in writing, which may be granted under special circumstances with the approval of the Director. Students who do not register for any course in their program for one year will be required to re-apply, meeting any new program requirements.

The time limit for completion of the 60-credit Certificate in Education for First Nations and Inuit is 12 years. The University reserves the right to request that a student retake a course or courses after a five-year period if it is felt that too long a break has occurred in the ongoing nature of the training.

Student Teaching Practicum

In programs where there is a compulsory practicum (field experience / student teaching) a satisfactory Pass (P) is required. If a student fails this component of the program, the student will be required to withdraw from the program, but may appeal to the Internships and Student Affairs Office for readmission. Satisfactory progress in the student's coursework is a prerequisite for placement in the Practicum.

Advanced Standing and Transfer Credits

Advanced Standing and transfer credits may be granted to students who provide evidence of equivalent course(s) completed at McGill University or elsewhere. Students should note that courses taken more than five years ago will not be recognized for Advanced Standing. Permission must be obtained from the director concerned. Normally, a maximum of 9 credits is permitted. In order for credits to be accepted, a grade of C or better must have been obtained.

For certificate programs offered by McGill's Faculty of Education through its Office of First Nations and Inuit Education (see Programs for First Nations and Inuit), up to 15 credits will be accepted as transfer credit for a 30-credit certificate, and up to 30 credits will be accepted as transfer credit for a 60-credit certificate.

Advising

Academic advisors are available to answer inquiries by calling the appropriate department.

3.2.11 Bachelor of Education for Certified Teachers - Elementary Education: Indigenous Education (90 credits)

This 90-credit program is designed for teachers who are already certified to teach in elementary schools and who wish to earn a Bachelor of Education degree. Normally, a minimum of 60 credits must be taken in the program, and no more than 30 credits may be transferred from other institutions. Credits may be transferred from programs leading to the certificates in Educational Technology, Second Language Teaching, Inclusive Education, or Indigenous Language and Literacy Education taken concurrently. Credit may also be transferred from the Certificate in Education for First Nations and Inuit, which is normally completed before the B.Ed. Students completing the Bachelor of Education for Certified Teachers following the Certificate in Education for First Nations and Inuit will have accumulated a total of 120 credits, 60 for the certificate and a further 60 for the B.Ed.

The Certificate in Indigenous Language and Literacy Education, the Certificate in Middle School Education in Indigenous Communities, or the Certificate in First Nations and Inuit Educational Leadership may be taken concurrently and completed within the Bachelor of Education for Certified Teachers if the required B.Ed. profile is fulfilled.

This program does not lead to further certification.

Complementary Courses

Candidates enrolled in the program complete 90 credits within the following general pattern.

Academic Concentration (30 credits)

30 credits in five (5) subject areas relevant to elementary education in a 12-9-3-3-3 pattern (i.e., 12 credits in one subject, 9 credits in a second subject, and 3 credits in each of three (3) other subject areas), or 30 academic credits in three subject areas in a 15-9-6 pattern.

Note: Subject areas relevant to elementary education, in broad terms, are the Arts (Art, Music and Drama), English, French, Science, Mathematics, Physical Education, Moral and Religious Education, Social Studies, Educational Technology, or an Indigenous language.

Cultural Development (15 credits)

15 credits of courses that will enhance the candidate's cultural development. These are to be chosen in consultation with the Director of Programs in First Nations and Inuit Education.

Education Concentration (30 credits)

30 credits. Normally the Education concentration is completed within the Certificate in Education for First Nations and Inuit.

Electives (15 credits)

15 credits selected by the candidate after consultation with the Director of Programs in First Nations and Inuit Education.

3.2.12   Graduate Certificate (Gr. Cert.) Counselling Applied to Teaching (15 credits)

This program is currently not offered.

The goal of this program is to enhance teachers' knowledge and skills in interpersonal relations, communication, interviewing, group organization and leadership, crisis intervention, and career thinking and planning. Each of these knowledge areas addresses the recognition of situations when it is appropriate to make a referral to a personal or career counsellor, psychologist, or other professional. The program addresses both elementary and secondary education.

This graduate certificate does not qualify graduates to practise professional counselling or psychology (e.g., conducting psychological assessments or psychotherapy), or to refer to themselves by the term Counsellor or Psychologist: these are legally reserved titles. Programs leading to licensing as Counsellor or Psychologist are presented under Educational and Counselling Psychology (Counselling Psychology and School/Applied Child Psychology) or Psychology (Clinical Psychology) in Graduate and Postdoctoral Studies.

Required Courses (6 credits)

| EDPC 542 | (3) | Leadership and Support Roles of the Teacher |
| EDPC 562 | (3) | Career as a Lifelong Process |

Complementary Courses (9 credits)

Choose from the following:

Note: These or other courses may be offered in alternate years.

EDPC 501	(3)	Facilitating Relationships
EDPC 502	(3)	Group Processes and Diversity
EDPC 504	(3)	Communication and Critical Conflict Resolution
EDPC 505	(3)	Crisis Intervention Processes
EDPC 507	(3)	Advocacy, Outreach and Leadership
EDPI 543	(3)	Family, School and Community

3.2.13   Graduate Certificate (Gr. Cert.) Teaching Indigenous Education for Non Indigenous Educators (15 credits)

This 15-credit Graduate Certificate Program offers professional development for in-service non-Indigenous teachers supporting their growth as more effective teachers in First Nations and Inuit communities. The program addresses subjects of particular interest and need in Indigenous schools, such as cultural socialization, culturally appropriate teaching strategies, second-language teaching, and the history of Indigenous cultures and peoples.

Required Courses (15 credits)

| EDEC 590 | (3) | Culturally Appropriate Teaching |
| EDEC 591 | (3) | Cultural Values and Socialization |

EDEM 502	(3)	Indigenous Family Dynamics and Supporting Institutions
EDEM 503	(3)	Research Seminar In Indigenous Studies
EDSL 505	(3)	Second Language Acquisition Applied to Classroom Contexts

3.2.14   Certificate (Cert.) Education for First Nations and Inuit (60 credits)

This 60-credit program provides an opportunity for Algonquin, Cree, Inuit, Mi'gmaq, Mohawk, and Naskapi people to become qualified as teachers. It is offered on a part-time basis in Indigenous communities throughout Quebec in collaboration with, for example, the Cree School Board, the Kativik Ilisarniliriniq and various Mi'gmaq, Mohawk, Algonquin and education authorities.

Quebec graduates of this program receive Quebec Ministère de l'Éducation certification to teach at the elementary school level in Indigenous schools.

On completion of the Certificate requirements, trainees may apply for admission to the Bachelor of Education - Kindergarten and Elementary Education - First Nations and Inuit Studies or Bachelor of Education for Certified Teachers program and consult the Program Adviser to determine Advanced Standing.

Time Limit

The time limit for completion of the 60-credit Certificate in Education for First Nations and Inuit is 12 years. The University reserves the right to request that a student retake a course or courses after a five-year period if it is felt that too long a break has occurred in the ongoing nature of the training.

Required Courses (27 credits)

EDEC 201	(1)	First Year Professional Seminar
EDEC 203	(3)	Communication in Education
EDEC 253	(1)	Second Professional Seminar (Kindergarten/Elementary)
EDEM 502	(3)	Indigenous Family Dynamics and Supporting Institutions
EDFE 200	(2)	First Field Experience (K/Elem and Secondary)
EDFE 256	(3)	Second Field Experience (Kindergarten/Elementary)
EDFE 306	(8)	Third Field Experience (Kindergarten/Elementary)
EDPE 300	(3)	Educational Psychology
EDPI 341	(3)	Instruction in Inclusive Schools

Complementary Courses (33 credits)

6 credits from the following language courses according to language group and fluency:

Algonquin

EDEC 270	(3)	Algonquin Heritage Language 1
EDEC 271	(3)	Algonquin Heritage Language 2
EDEC 272	(3)	Algonquin Language 1
EDEC 273	(3)	Algonquin Language 2

Cree

| EDEC 241 | (3) | Cree Language 1 |
| EDEC 242 | (3) | Cree Language 2 |

Inuktitut

EDEC 289	(3)	Inuktitut Orthography and Grammar
EDEC 342	(3)	Intermediate Indigenous Language
EDEC 344	(3)	Advanced Indigenous Language

Mi'gmaw

EDEC 237	(3)	Mi'gmaw Heritage Language 1
EDEC 238	(3)	Mi'gmaw Heritage Language 2
EDEC 239	(3)	Mi'gmaw Language 1
EDEC 240	(3)	Mi'gmaw Language 2

Mohawk

EDEC 275	(3)	Mohawk Heritage Language 1
EDEC 276	(3)	Mohawk Heritage Language 2
EDEC 277	(3)	Mohawk Language 1
EDEC 278	(3)	Mohawk Language 2

Naskapi

EDEC 227	(3)	Naskapi Language 1
EDEC 228	(3)	Naskapi Language 2

27 credits from one of the three following Stream course lists:

Stream A: Generalist

Stream B: Physical Education

Stream C: Culture and Language

In order to ensure appropriate choices, students select from the list of Complementary Courses in consultation with the Program Adviser.

Stream A: Generalist

27 credits from the following list:

EDEA 242	(3)	Cultural Skills 1
EDEC 243	(3)	Teaching: Multigrade Classrooms
EDEC 260	(3)	Philosophical Foundations
EDEC 262	(3)	Media, Technology and Education
EDEE 223	(3)	Language Arts
EDEE 230	(3)	Elementary School Mathematics 1
EDEE 245	(3)	Orientation to Education
EDEE 248	(3)	Reading and Writing Inuktitut/Cree
EDEE 253	(3)	Kindergarten Classroom Pedagogy
EDEE 270	(3)	Elementary School Science
EDEE 273	(3)	Elementary School Science 2
EDEE 280	(3)	Geography, History and Citizenship Education
EDEE 283	(3)	Social Studies Pedagogy
EDEE 325	(3)	Children's Literature
EDEE 332	(3)	Teaching Elementary Mathematics 2
EDEE 353	(3)	Third Year Professional Seminar (Kindergarten/Elementary)
EDEE 355	(3)	Classroom-based Evaluation

Stream B: Physical Education

21 credits from the following list:

EDEC 243	(3)	Teaching: Multigrade Classrooms
EDEC 262	(3)	Media, Technology and Education
EDEE 223	(3)	Language Arts
EDEE 245	(3)	Orientation to Education
EDEE 353	(3)	Third Year Professional Seminar (Kindergarten/Elementary)
EDKP 204	(3)	Health Education
EDKP 241	(3)	Indigenous Physical Activities
EDKP 292	(3)	Nutrition and Wellness
EDKP 307	(3)	Evaluation in Physical Education
EDKP 342	(3)	Physical Education Methods
EDKP 494	(3)	Physical Education Curriculum Development

and 6 credits from the following Physical Education courses:

EDKP 214	(2)	Basketball
EDKP 217	(3)	Track and Field
EDKP 218	(2)	Volleyball
EDKP 223	(3)	Games 1: Elementary Physical Education
EDKP 229	(1)	Ice Hockey 1

Stream C: Culture and Language

27 credits from the following list:

EDEA 242	(3)	Cultural Skills 1
EDEA 243	(3)	Cultural Skills 2
EDEA 244	(3)	Cultural Skills - Fall
EDEA 245	(3)	Cultural Skills - Winter
EDEA 246	(3)	Cultural Skills - Spring
EDEA 247	(3)	Cultural Skills - Summer
EDEC 263	(3)	Information Communication Technology in Indigenous Literacy
EDEC 342	(3)	Intermediate Indigenous Language
EDEC 344	(3)	Advanced Indigenous Language
EDEE 230	(3)	Elementary School Mathematics 1
EDEE 245	(3)	Orientation to Education
EDEE 248	(3)	Reading and Writing Inuktitut/Cree
EDEE 270	(3)	Elementary School Science
EDEE 283	(3)	Social Studies Pedagogy
EDEE 332	(3)	Teaching Elementary Mathematics 2
EDEE 347	(3)	Grammar and Composition 1
EDEE 348	(3)	Grammar and Composition 2
EDEE 353	(3)	Third Year Professional Seminar (Kindergarten/Elementary)
EDEE 355	(3)	Classroom-based Evaluation
EDEE 370	(3)	Traditional Indigenous Life Skills
EDEE 371	(3)	Integrating Indigenous Storytelling and Creative Writing

EDEE 373	(3)	Traditional Healing
EDEE 383	(3)	Oral and Family History
EDKP 241	(3)	Indigenous Physical Activities

3.2.15 Certificate (Cert.) First Nations and Inuit Educational Leadership (30 credits)

The 30 credit Certificate in First Nations and Inuit Educational Leadership will focus on the following 5 objectives: (1) developing the core competencies of educational leaders; (2) fostering a self-reflective leader able to partner with parents to create community outreach; (3) cultivating awareness of the holistic learning and developmental cycles of the child and the role of the educational leader in enhancing that development; (4) maintaining the inter-connectedness and continuity of community and cultural values and aspirations within the structure of the administration of the school and other educational milieu; and (5) understanding and supporting the pedagogical objectives and the administrative framework of the educational context and system.

Required Courses (18 credits)

EDEC 203	(3)	Communication in Education
EDEC 222	(3)	Personnel Management and Group Skills
EDEC 311	(6)	Resource Management
EDEC 312	(3)	Practicum in Educational Leadership
EDEM 502	(3)	Indigenous Family Dynamics and Supporting Institutions

Complementary Courses (12 credits)

12 credits from the list below or any other course approved by the Director of Programs in First Nations and Inuit Education.

EDEC 230	(3)	Conflict Resolution
EDEC 233	(3)	Indigenous Education
EDEC 244	(3)	Issues in Aboriginal Education
EDEC 262	(3)	Media, Technology and Education
EDEE 245	(3)	Orientation to Education
EDEE 340	(3)	Special Topics: Cultural Issues
EDES 365	(3)	Experiences in Communications

3.2.16 Certificate (Cert.) First Nations and Inuit Student Personnel Services (30 credits)

This program is offered by the Department of Educational and Counselling Psychology through Office First Nations and Inuit Education.

This 30-credit program is designed to provide Indigenous school personnel advisers with a training program that will enable them to learn about the principles and practice of personnel services as generally applied in educational settings, to help Indigenous student personnel advisers develop their personal skills, and to modify or adapt their services and the content to best suit the cultural and educational needs of Indigenous students; to encourage Indigenous student personnel advisers to take leadership in developing educational programs that address the social needs of their communities, to upgrade their academic qualifications and professional development; and to develop and make available, in English and in the languages of instruction, collections of professional and scholarly knowledge about students' needs, and services in Indigenous communities.

Bearers of this certificate will be qualified to work as educational and school personnel advisers within the employ of an Indigenous educational authority.

Required Courses (21 credits)

EDPC 201	(3)	Introduction to Student Advising
EDPC 202	(3)	Helping Skills Practicum 1
EDPC 203	(3)	Helping Skills Practicum 2
EDPC 205	(3)	Career/Occupational Development
EDPC 208	(3)	Native Families' Dynamics
EDPC 209	(3)	Basic Crisis Intervention Skills
EDPC 210	(3)	Field Experience

Complementary Courses (9 credits)

9 credits selected from the list below or any other suitable course approved by the Program Adviser.

Registration in EDEM 502, EDKP 204, or any other courses offered by departments other than Educational and Counselling Psychology, or in other programs of this Department is dependent on availability (e.g., through a concurrently offered program) or through an arrangement made with that department or program. The Program Adviser will attempt to make these contacts whenever required.

EDEM 502	(3)	Indigenous Family Dynamics and Supporting Institutions
EDKP 204	(3)	Health Education
EDPI 211	(3)	Social and Emotional Development

3.2.17   Certificate (Cert.) Inclusive Education (30 credits)

The Certificate in Inclusive Education is intended for regular class teachers, special educators, adult educators, and other educational personnel. The program provides a sequence of courses that will ensure a sound foundation for adapting curriculum and instruction for students with varying abilities, learning styles, and special needs. It strives to meet the needs of educators who must adapt to their changing roles in contemporary schools: (a) for general educators, to educate students with diverse needs in their heterogeneous classrooms, and (b) for special educators, to collaborate with other professionals working with exceptional students.

Required Courses (24 credits)

EDPI 309	(3)	Diverse Learners
EDPI 341	(3)	Instruction in Inclusive Schools
EDPI 344	(3)	Assessment for Instruction
EDPI 440	(3)	Managing the Inclusive Classroom
EDPI 441	(3)	Students with Behaviour Difficulties
EDPI 442	(3)	Students with Learning Difficulties
EDPI 526	(3)	Supporting Students' Strengths and Talents
EDPI 543	(3)	Family, School and Community

Complementary Courses (6 credits)

6 credits chosen from the following:

EDPE 496	(3)	Individual Reading Course
EDPI 527	(3)	Creativity and its Cultivation
EDPI 539	(3)	Field Work 1
EDPI 540	(3)	Field Work 2

Other courses may be approved by the Program Director. Further information may be obtained by emailing ecpundergrad.education@mcgill.ca. Courses listed above are not necessarily offered on a regular basis. Check Minerva for course availability.

3.2.18   Certificate (Cert.) Indigenous Language and Literacy Education (30 credits)

This 30-credit program is designed for Algonquin, Cree, Inuit, Mi'kmaq, and Kanienkehaka (Mohawk) students who wish to gain a deeper understanding of their Indigenous language, especially in its written form. It is aimed mainly at those who will be teaching their Indigenous language.

This certificate may be taken concurrently and completed within the Bachelor of Education for Certified Teachers program if the requirements for B.Ed. are fulfilled.

Required Courses (6 credits)

EDEC 342	(3)	Intermediate Indigenous Language
EDEC 344	(3)	Advanced Indigenous Language

Complementary Courses (18 credits)

18 credits selected as described below.

Language Courses

6 credits from the following language courses (or other courses as approved by the Director of Programs in First Nations and Inuit Education) including a beginning course (3 credits) in the Indigenous language as a first language (e.g., EDEC 241 Cree Language 1) and a second-level course (3 credits) in the same language (e.g., EDEC 242 Cree Language 2).

EDEC 227	(3)	Naskapi Language 1
EDEC 228	(3)	Naskapi Language 2
EDEC 239	(3)	Mi'gmaw Language 1
EDEC 240	(3)	Mi'gmaw Language 2
EDEC 241	(3)	Cree Language 1
EDEC 242	(3)	Cree Language 2
EDEC 272	(3)	Algonquin Language 1
EDEC 273	(3)	Algonquin Language 2
EDEC 277	(3)	Mohawk Language 1
EDEC 278	(3)	Mohawk Language 2
EDEC 289	(3)	Inuktitut Orthography and Grammar

Education Courses

12 credits from the list below:

EDEA 242	(3)	Cultural Skills 1
EDEC 220	(3)	Curriculum Development
EDEC 403	(3)	The Dialects of Inuktitut
EDEE 223	(3)	Language Arts
EDEE 240	(3)	Use and Adaptation of Curricula
EDEE 243	(3)	Reading Methods in Inuktitut/Cree
EDEE 248	(3)	Reading and Writing Inuktitut/Cree
EDEE 345	(3)	Literature and Creative Writing 1
EDEE 346	(3)	Literature and Creative Writing 2
EDEE 347	(3)	Grammar and Composition 1
EDEE 348	(3)	Grammar and Composition 2
EDEE 373	(3)	Traditional Healing
EDEE 383	(3)	Oral and Family History
EDES 365	(3)	Experiences in Communications
EDPE 304	(3)	Measurement and Evaluation

Electives (6 credits)

6 credits of suitable courses approved by the Director of Programs in First Nations and Inuit Education.

3.2.19   Certificate (Cert.) Middle School Education in Indigenous Communities (30 credits)

This 30-credit program focuses on developing the particular skills and abilities required of the Indigenous teacher in the middle school of his/her community. It does not lead to provincial certification. Rather, it prepares Indigenous teachers, who are bilingual or have some knowledge of their Indigenous language and who have already established themselves as teachers, to teach students at this level in ways that are developmentally and culturally appropriate. The program focuses on the particular psychological, emotional, and social needs of Aboriginal adolescents and the teacher's role in facilitating the transition between elementary and high school.

This certificate may be taken concurrently and completed within the Bachelor of Education for Certified Teachers program if the requirements for the B.Ed. are fulfilled.

Required Courses (15 credits)

EDEC 245	(3)	Middle School Teaching
EDEC 246	(3)	Middle School Curriculum
EDFE 210	(3)	Middle School Practicum
EDPE 377	(3)	Adolescence and Education

3 credits from the list below:

EDEC 302	(3)	Language and Learning - Curriculum
EDSL 305	(3)	L2 Learning: Classroom Settings

Major Subject Area (6 credits)

6 credits in the major subject area of the Bachelor of Education for Certified Teachers selected in consultation with the Director of Programs in First Nations and Inuit Education.

Minor Subject Area (6 credits)

6 credits in the minor subject area of the Bachelor of Education for Certified Teachers selected in consultation with the Director of Programs in First Nations and Inuit Education.

Education Courses (3 credits)

3 credits from the list below or from other courses as approved by the Director of Programs in First Nations and Inuit Education.

EDEA 241	(3)	Basic Art Media for Classroom
EDEC 220	(3)	Curriculum Development
EDEC 243	(3)	Teaching: Multigrade Classrooms
EDEC 591	(3)	Cultural Values and Socialization
EDEE 444	(3)	First Nations and Inuit Curriculum
EDKP 241	(3)	Indigenous Physical Activities
EDPT 200	(3)	Integrating Educational Technology in Classrooms
EDSL 247	(3)	Second Language Education in Indigenous Communities
EDSL 305	(3)	L2 Learning: Classroom Settings

3.2.20   Diploma (Dip.) Human Relationships, Diversity and Sexuality (30 credits)

The Diploma in Human Relationships, Diversity and Sexuality focuses on the complexity of relationships in a digital and global world. Taking an intersectional approach with an orientation toward social justice, topics include sexuality, culture, ability, media literacy, communication, advocacy, and leadership.

Required Courses (21 credits)

EDPC 501	(3)	Facilitating Relationships
EDPC 502	(3)	Group Processes and Diversity
EDPC 503	(3)	Intersectional Relationships and Sexualities
EDPC 504	(3)	Communication and Critical Conflict Resolution
EDPC 507	(3)	Advocacy, Outreach and Leadership
EDPC 540	(3)	Social Responsibility and Relationships in Digital Age
EDPE 515	(3)	Gender Identity Development

Complementary Courses (9 credits)

9 credits from:

EDPC 505	(3)	Crisis Intervention Processes
EDPC 509	(3)	Individual Reading Course
EDPC 511	(3)	End of Life Care
EDPE 502	(3)	Theories of Human Development
EDPE 595	(3)	Seminar in Special Topics 1
EDPE 596	(3)	Seminar in Special Topics 2
EDPI 543	(3)	Family, School and Community

In addition to the above, other complementary courses may be approved by the Program Director.

3.3 Global and Strategic Communications

3.3.1 Global and Strategic Communications

The Global and Strategic Communication (GSC) domain focuses on the theory and practice of applied communication and cross-cultural competencies in a strategic and/or global context. Programs in this field equip learners with the knowledge and analytical and practical skills necessary to develop and implement communication strategies for globalized organizations. Our undergraduate, graduate, and non-credit programs—in areas such as public relations, marketing, communication studies, translation, and language acquisition—enable individuals to strategically position their organizations for success and to achieve their personal and professional goals in rapidly changing local and global contexts.

Certificate in Applied Marketing

Certificate in PR and Communications Management

Graduate Certificate in Public Relations and Communication Management Practice

Graduate Certificate in Strategic Public Relations and Communication Management

Graduate Certificate in Marketing

Graduate Certificate in Advanced Marketing

Graduate Diploma in Legal Translation

Certificate of Proficiency in English Language and Culture

Certificate of Proficiency in English for Professional Communication

Certificate of Proficiency in French for Professional Communication

French for Healthcare Professionals

Certificate of Proficiency - Bilingual Professional Communication

3.3.2 Location

Global and Strategic Communications (GSC)
Telephone: 514-398-1212
Email: *gsc.scs@mcgill.ca*
Website: *mcgill.ca/continuingstudies/areas-study*

3.3.3 Languages at the School of Continuing Studies

3.3.3.1 About Languages at the School of Continuing Studies

Do you want to get ahead in your job or at school, integrate better into Quebec society, or qualify for certain McGill programs? With dynamic instructors and a stimulating educational framework, the School of Continuing Studies offers proven methods for expanding your language skills. Thousands of working professionals, new Montrealers, and students from over 60 countries can attest to how our language programs have been an important catalyst in their lives.

There are a variety of courses and programs available for individuals interested in immersing themselves in various languages, including **English** and **French**, either on a part-time or full-time basis. In addition to regular language offerings, customized courses can be delivered in English, French, and other languages

to local and international groups. These customized programs are made to meet the specific language and communication needs of corporations, organizations, government agencies, and institutions.

Whatever your language needs, we have the proven track record to deliver exceptional results.

3.3.3.2 Location

Global and Strategic Communications
680 Sherbrooke Street West, Suite 1191
Montreal QC H3A 2M7
Telephone: 514-398-1212
Email: *gsc.scs@mcgill.ca*
Website: *mcgill.ca/continuingstudies/areas-study*

3.3.4 English Language Programs

The School of Continuing Studies' Global and Strategic Communications domain offers high-quality English language instruction to meet the needs of a wide-ranging clientele including professionals, international students, incoming McGill students, and new Montrealers. The School's part-time and full-time language programs help learners achieve competence in both oral and written English, and lead to the McGill Certificate of Proficiency. Using stimulating and effective teaching methods as well as the latest technology, the GSC domain's dynamic teaching team helps learners improve their English as quickly and as efficiently as possible, opening doors to new professional, academic, and cultural opportunities in Quebec and beyond.

3.3.5 Certificate of Proficiency – English for Professional Communication Overview

This 30-credit program is aimed at the community at large, including the employees of McGill University.

3.3.6 Certificate (Cert.) Proficiency - English for Professional Communication (30 credits)

This award-winning certificate program focuses on the English oral and written communication skills necessary to function effectively in a professional anglophone environment.

The program is the equivalent of one year of full-time university studies, and requires the completion of ten 3-credit courses (30 credits) of 39 hours each. It includes courses at the 200, 300, and 400 levels.

The program begins at the low-intermediate level. Students with a basic or an elementary knowledge of English will need to complete prerequisite courses before entering the program. The prerequisite courses do not count towards the program's 30 credits.

The program is offered three times a year: in Fall and Winter for a period of 13 weeks, and in Spring for a period of nine weeks. Courses are offered during the evening and on Saturdays.

The program leads, under certain conditions, to the Certificate of Proficiency - English for Professional Communication. See School of Continuing Studies> Areas of Study > Languages > English Language Programs > Certificate of Proficiency - English for Professional Communication Overview > Certificate of Proficiency – English for Professional Communication: Academic Regulations.

Preparatory Courses (0-9 credits) *

CEEN 102	(3)	Basic English
CEEN 104	(3)	Elementary English 1
CEEN 106	(3)	Elementary English 2

Required Courses (30 credits)

CEEN 211	(3)	Functional English Grammar/Writing 1
CEEN 212	(3)	English Communication Practice 1
CEEN 221	(3)	Functional English Grammar/Writing 2
CEEN 222	(3)	English Communication Practice 2
CEEN 331	(3)	Functional English Grammar/Writing 3
CEEN 332	(3)	English Communication Practice 3
CEEN 411	(3)	English Grammar and Writing Techniques
CEEN 412	(3)	English Oral Communication Techniques
CEEN 421	(3)	English Written Communication Contexts

| CEEN 422 | (3) | English Oral Communication Contexts |

Complementary Courses **

CEEN 201	(3)	Vocabulary and Reading Strategies
CEEN 202	(3)	Introduction: English Pronunciation System.
CEEN 266	(3)	Introduction to Creative Writing
CEEN 267	(3)	English Study Topics: The Story of Canada
CEEN 301	(3)	English Grammar in Context
CEEN 302	(3)	English Pronunciation: Stress and Intonation
CEEN 401	(3)	English Vocabulary in Context
CEEN 402	(3)	English Communication and Cultural Patterns
CEEN 403	(3)	Strategic Communication in English
CEEN 404	(3)	English Creative Non-fiction Writing

Notes:

*1 Students who place lower than Intermediate-Low on the required placement test have the option to take 3 to 9 credits of the preparatory module (depending on their placement test score) to reach the entry level of the program.

** 2 Students who begin their studies with courses CEEN 221/CEEN 222 and who would like to be admitted to the Certificate of Proficiency – English for Professional Communication must take two complementary courses (CEEN 401 or CEEN 402 or CEEN 403 or CEEN 404),

or equivalent courses as approved by the Language and Intercultural Communication unit, to satisfy the requirements of the program. These courses may be taken as part of the advanced module of the program. For more information, please contact the Language and Intercultural Communication unit.

** 3 Students who begin their studies with courses CEEN 331/CEEN 332 and who would like to be admitted to the Certificate of Proficiency – English for Professional Communication must take four complementary courses (CEEN 401 and CEEN 402 and CEEN 403 and CEEN 404), or equivalent courses as approved by the Language and Intercultural Communication unit, to satisfy the requirements of the program. These courses may be taken as part of the advanced module of the program. For more information, please contact the Language and Intercultural Communication unit.

** 4 Students who begin their studies with courses CEEN 411/CEEN 412 are not eligible for admission to the Certificate of Proficiency – English for Professional Communication. However, these students may register as "Special Students" and may be eligible to receive the McGill Attestation of Proficiency in English if they successfully complete all four (4) courses of the Advanced module (CEEN 411, CEEN 412, CEEN 421, and CEEN 422) with a minimum grade of B- (65%)

3.3.7 Certificate of Proficiency – English for Professional Communication: Academic Regulations

Admission Requirements

To be admitted to the *Certificate of Proficiency – English for Professional Communication*:

- Students must take the Entrance Placement Test (EPT) and place into a level no higher than Intermediate High (CEEN 331/CEEN 332); see *section 3.3.8: Certificate of Proficiency – English for Professional Communication: Entrance Placement Test (EPT)* and *mcgill.ca/continuingstudies/program/certificate-cert-proficiency-english-professional-communication* for details.
- Students must be at least 18 years of age and hold a CEGEP diploma (DEC) or equivalent.
- Students 21 years of age and over who do not have the normal academic background for admission may be admitted as Mature students.
- Students between 18 and 21 years of age who do not have a CEGEP (DEC) diploma or equivalent may be accepted into a qualifying program to be determined by Global and Strategic Communications. Formal admission to the certificate program will normally follow upon satisfactory completion of the qualifying program.
- Students below 18 years of age without a CEGEP diploma (DEC) will not be admitted to a certificate program, nor will they be permitted to take courses.

Admission Procedures

All students seeking admission to the Certificate of Proficiency – English for Professional Communication must also submit their Entrance Placement Test (EPT) result. Students who are eligible for admission to the program are strongly advised to submit an Application for Admission within their first session of studies.

Residency Requirements and Advanced Standing

- Students are required to complete at least 70% of the program requirements at McGill University.
- Advanced Standing of up to nine (9) credits may be granted for successfully completed equivalent courses taken at the university level within the last five years.

- Students are permitted to be away from the program for three (3) consecutive sessions without reapplying and retaking the Entrance Placement Test.

Time Limits

The program must be completed within four years of the date of admission. Students may request in writing an extension of this time limit, which may be granted under special circumstances with the approval of the Director.

Academic Standing Requirement

A student who obtains a grade of C (55%) or more in a given course is considered to have passed the course and is awarded three (3) university credits. Nevertheless, according to internal program regulations, a student must obtain a grade of B- (65%) or more in each course to be permitted to register for the next level and to qualify for the Certificate of Proficiency – English for Professional Communication.

A maximum of two unsatisfactory grades—i.e., below B- (65%) per course/level—is permitted in a Certificate of Proficiency program. A student who cannot pass to a higher level after two attempts must have the permission of the relevant program coordinator in order to have permission to remain in the program. Overall, a maximum of three unsatisfactory grades is permitted in any of the Certificate of Proficiency programs.

It is the student's responsibility to ensure that course and program requirements are met. Students who fail to meet these requirements will be denied permission to continue in the course/program.

In order to be eligible for graduation, students must complete all program requirements with a cumulative grade point average (CGPA) of at least 2.0, which will be computed over all courses (including supplemental and unsatisfactory grades) taken in the program.

Special Students

Students not wishing to be admitted to the program may register as a "Special Student" in a course, provided they have taken the Entrance Placement Test (EPT), or have completed the necessary prerequisites. Please consult *Special Student Status* for further information.

Special Students, although not formally admitted to the program, are expected to demonstrate seriousness of academic purpose, and are governed by the Academic Standing Requirements mentioned above.

3.3.8   Certificate of Proficiency – English for Professional Communication: Entrance Placement Test (EPT)

All new students are required to take an Entrance Placement Test (EPT) to assess their level of proficiency. The EPT is valid for a period of one (1) year from the test date. Students who do not register for a course within this time will be required to retake the EPT.

For information on the Entrance Placement Test dates, please refer to *mcgill.ca/continuingstudies/course/ycten-ept*.

3.3.9   Global and Strategic Communications Domain: Customized English Language Training

The Global and Strategic Communications domain offers customized English language training for specific professional and academic purposes.

Our programs are tailor-made to meet specific linguistic and communicative needs of local and international groups. We welcome groups of:

- employees from corporations, government agencies, organizations, and institutions;
- elementary, high school, and college teachers, as well as university professors, who are required to teach in English;
- other professionals who are required to work, or who are currently working in an English-speaking environment;
- high school graduates and/or university students.

For more information, please refer to our website: *mcgill.ca/continuingstudies/area-of-study/languages*.

3.3.10   Intensive English Program: Certificate of Proficiency in English – Language and Culture Overview

The Certificate of Proficiency in English – Language and Culture is designed to offer thorough and integrated instruction in English as a Second/Foreign language over eight levels (elementary to advanced).

3.3.11   English Language and Culture: Academic Regulations

3.3.11.1   Admission Requirements

- Students must be at least 18 years old.
- Students must write an Entrance Placement Test to assess their level of proficiency. This test is valid for a maximum of one (1) year. After this period, students must retake the test.

3.3.11.2   Admission Procedures

Students wishing to register in the Certificate of Proficiency - English Language and Culture must complete an application for admission (online), including:

- payment of the application fee (non-refundable and subject to change without notice) and tuition fees in Canadian funds by Visa/MasterCard, certified cheque, or money order payable to McGill University;
- proof of age (copy of passport or birth certificate). Applicants must be at least 18 years of age;

- payment of mandatory Blue Cross insurance for international students.

Admission to the program is on a first-come, first-served basis. **This is a limited enrolment program.** Students must attend class before the third day or forfeit their registration. To cancel a session, the Client Services Office must receive a written request **before the end of the third day of class**. The student will be refunded the remaining tuition and medical insurance fees minus a cancellation charge of CAD$200 (subject to change without notice).

For information on the term dates, please refer to
mcgill.ca/continuingstudies/program/certificate-cert-proficiency-english-language-and-culture-intensive-160-ceu.

3.3.11.3 Academic Standing Requirements

A student who obtains a grade of C (55%) or more in a given course is considered to have passed the course. Nevertheless, according to internal program regulations, a student must obtain a grade of B- (65%) or more to be permitted to register for the next level.

A maximum of two unsatisfactory grades per course/level is permitted in a Certificate of Proficiency program. A student who cannot pass to a higher level after two attempts must have the permission of the relevant program coordinator in order to remain in the program. Overall, a maximum of three unsatisfactory grades is permitted in any of the Certificate of Proficiency programs.

It is the student's responsibility to meet the program prerequisites. Students who fail to meet these requirements will be denied permission to continue in the course in which they have registered. Students are expected to speak English in the classroom and on the school premises, with the exception of the first weeks in Elementary 1. Students entering Elementary 1 are expected to have some prior basic knowledge of English.

3.3.11.4 Requirements of Eligibility for the McGill Certificate of Proficiency – English Language and Culture

- Students must complete both advanced courses of the program and receive a minimum grade of B- (65%) in each to qualify for the *Certificate of Proficiency – English Language and Culture*.

3.3.12   Placement Tests for the Certificate of Proficiency in English – Language and Culture

The purpose of the placement test is to assess a student's level of language proficiency. The results of the test are valid for one year. Taking the test does not guarantee a place in a course. New students are required to take the test before they can register for their courses. Students who have not taken courses in the Global and Strategic Communications domain within one year are required to retake a placement test.

3.3.13   International Students

If you are not a Canadian citizen or Permanent Resident and wish to study for longer than one semester, you must apply for one year admission in order to obtain a **Study Permit and a Quebec Certificate of Acceptance**.

Students wishing to study for one semester need only apply for a Temporary Resident Visa.

You may also require an eTA (Electronic Travel Authorization); for more information, see *mcgill.ca/internationalstudents/immigration-documents/new-etas*.

McGill does not issue any immigration documents. Students are advised to begin this process as soon as possible, and to be patient. For further details contact the School's Client Services Office, the Canadian Embassy, or the Consulate in your country of residence.

By Senate regulations, **all** international students and their dependants are required to participate in the University's Blue Cross medical insurance plan. The plan meets the Immigration Québec health insurance requirements.

Students who are citizens and residents of one of the following countries and are registered as full-time students are eligible for coverage under the provincial health care plan (Québec Medicare) and are therefore not required to purchase Blue Cross medical insurance: France, Belgium, Greece, Romania Denmark, Sweden, Norway, Finland, Luxembourg, and Portugal. In such cases, students must apply for the Québec Medicare plan and provide proof to the Client Services Office.

Access to McGill's Student Wellness Hub is available upon payment of an additional Student Services fee.

3.3.14   Housing

The Global and Strategic Communications Domain can refer students to an organization that will place them in the home of an English-speaking family. This arrangement provides an ideal opportunity to speak English in a domestic setting. As well, Off-Campus Housing offers information on lodgings close to campus. University residences are available to students during the Summer session only. For more information, visit our website at *mcgill.ca/continuingstudies/international-students* or contact the Global and Strategic Communications Domain.

3.3.15   French Language Programs

The School of Continuing Studies' Global and Strategic Communications domain offers high-quality French language instruction to meet the needs of a wide-ranging clientele such as professionals, new Montrealers, and students who want to accelerate their integration into Quebec or another French-speaking community. The Schools' part-time and full-time language programs help learners achieve competence in both oral and written French, and lead to the McGill Certificate of Proficiency. Using stimulating and effective teaching methods as well as the latest technology, the Global and Strategic Communications domain's dynamic teaching team helps learners improve their French as quickly and as efficiently as possible, opening doors to new professional, academic, and cultural opportunities in Quebec and beyond.

3.3.16   Certificate of Proficiency – French for Professional Communication Overview

This 30-credit program is aimed at the community at large, including the employees of McGill University.

3.3.17   Certificate (Cert.) Proficiency - French for Professional Communication (30 credits)

This award-winning part-time certificate program has been designed to enable students to master, in both oral and written French, the linguistic and communicative skills necessary to function effectively in a professional francophone environment.

The program is the equivalent of one year of full-time university studies, requires the completion of ten 3-credit courses, and starts at the low-intermediate level (courses CEFN 211 and CEFN 212). Students with a basic or an elementary knowledge of French will need to complete credit prerequisite courses before entering the program. Those credit courses won't be accepted as part of the Certificate. The overall program structure is divided into two modules:

1) The Preparatory Module comprises four prerequisite courses (one at the basic level and three at the elementary level) of 39 hours each.

2) The Intermediate and Advanced Credit Module consists of ten 3-credit courses of 39 hours each. It includes courses at the 200, 300, and 400 levels.

The program is offered three times a year: in Fall and Winter for a period of 13 weeks (Preparatory and Intermediate and Advanced Credit Modules). In Spring, both Modules last nine weeks. Courses are offered during the evening and on Saturday mornings.

Every student registered in a credit or non-credit course has exclusive access to online pedagogical material and other resources through the myCourses platform. This allows students to participate in virtual projects and/or reinforce their language training on an individual basis and at their own pace. The communication tools integrated in myCourses further consolidate the individual pedagogical support offered by the lecturer.

The program leads, under certain conditions, to the Certificate of Proficiency - French for Professional Communication (see "Academic Regulations"). The level of this certificate corresponds to the Advanced Level recognized by the American Council on the Teaching of Foreign Languages (ACTFL). For information on term dates, please refer to the Department's website.

Prerequisite courses

CEFN 102	(3)	Basic French
CEFN 104	(3)	Elementary French
CEFN 106	(3)	Fundamentals of French Grammar and Writing
CEFN 107	(3)	Fundamentals of French Oral Communication

Required courses - Intermediate and Advanced (30 credits)

CEFN 211	(3)	Functional French Grammar/Writing 1
CEFN 212	(3)	French Communication Practice 1
CEFN 221	(3)	Functional French Grammar/Writing 2
CEFN 222	(3)	French Communication Practice 2
CEFN 331	(3)	Functional French Grammar/Writing 3
CEFN 332	(3)	French Communication Practice 3
CEFN 411	(3)	French Grammar/Writing Techniques
CEFN 412	(3)	French Oral Communication Techniques
CEFN 421	(3)	French Written Communication Contexts
CEFN 422	(3)	French Oral Communication Contexts

Complementary courses

CEFN 401	(3)	French Vocabulary in Context
CEFN 402	(3)	Persuasive French in Communication

Notes:

* 1 Students who begin their studies with courses CEFN 221/CEFN 222 and who would like to be admitted to the Certificate of Proficiency - French for Professional Communication must take two complementary courses (CEFN 401 and CEFN 402), or equivalent courses as approved by the Language and

Intercultural Communication unit, to satisfy the requirements of the program. These courses may be taken as part of the advanced module of the program. For more information, please contact the Language and Intercultural Communication unit.

* 2 Students who begin their studies with courses CEFN 331/CEFN 332 and who would like to be admitted to the Certificate of Proficiency - French for Professional Communication must take up to two Comprehensive Challenge Exams which correspond to the previous level (CEFN 221/CEFN 222), and two complementary courses (CEFN 401 and CEFN 402), or equivalent courses as approved by the Language and Intercultural Communication unit, in order to satisfy the requirements of the program. These courses may be taken as part of the advanced module of the program. For more information, please contact the Language and Intercultural Communication unit.

* 3 Students who begin their studies with courses CEFN 411/CEFN 412 are not eligible for admission to the Certificate of Proficiency - French for Professional Communication. However, these students may register as Special Students and may be eligible to receive the McGill Attestation of Proficiency in French if they successfully complete all four (4) courses of the Advanced Module (CEFN 411, CEFN 412, CEFN 421, and CEFN 422) with a minimum grade of B- (65%).

3.3.18   Certificate of Proficiency – French for Professional Communication: Academic Regulations

Admission Requirements

To be admitted to the Certificate of Proficiency – French for Professional Communication:

- Students must sit the Entrance Placement Test (EPT) and place into a level no higher than Intermediate high (CEFN 331/CEFN 332); see *section 3.3.19: Certificate of Proficiency – French for Professional Communication: Entrance Placement Test (EPT)* and *mcgill.ca/continuingstudies/program/certificate-proficiency-french-professional-communication* for details.
- Students must be at least 18 years of age and hold a CEGEP diploma (DEC) or equivalent.
- Students 21 years of age and over who do not have the normal academic background for admission may be admitted as mature students.
- Students between 18 and 21 years of age who do not have a CEGEP (DEC) diploma or equivalent may be accepted into a qualifying program to be determined by the Global and Strategic Communications domain. Formal admission to the certificate program will normally follow upon satisfactory completion of the Qualifying Program.
- Students below 18 years of age without a CEGEP diploma (DEC) will not be admitted to a certificate program, nor will they be permitted to take courses.

Admission Procedures

All students seeking admission to the Certificate of Proficiency – French for Professional Communication must also submit their Entrance Placement Test (EPT) result. Students who are eligible for admission to the program are strongly advised to submit an Application for Admission within their first session of studies.

Residency Requirements and Advanced Standing

- Students are required to complete at least 70% of the program requirements at McGill University.
- Advanced Standing of up to nine (9) credits may be granted for successfully completed equivalent courses taken at the university level within the last five years.
- Students are permitted to be away from the program for three (3) consecutive sessions without reapplying and retaking the Entrance Placement Test.

Time Limits

The program must be completed within four years of the date of admission. Students may request in writing an extension of this time limit, which may be granted under special circumstances with the approval of the Director.

Academic Standing Requirements

A student who obtains a grade of C (55%) or more in a given course is considered to have passed the course and is awarded three (3) university credits. Nevertheless, according to internal program regulations, a student must obtain a grade of B- (65%) or more in each course to be permitted to register for the next level and to qualify for the Certificate of Proficiency – French for Professional Communication.

A maximum of two unsatisfactory grades, below B- (65%), per course/level is permitted in a Certificate of Proficiency program. A student who cannot pass to a higher level after two attempts must have the permission of the relevant program coordinator in order to have permission to remain in the program. Overall, a maximum of three unsatisfactory grades is permitted in any of the Certificate of Proficiency programs.

It is the student's responsibility to ensure that course and program requirements are met. Students who fail to meet these requirements will be denied permission to continue in the course/program.

In order to be eligible for graduation, students must complete all program requirements with a cumulative grade point average (CGPA) of at least 2.0, which will be computed over all courses (including supplemental and unsatisfactory grades) taken in the program.

Special Students

Students not wishing to be admitted to the program may register as a "Special Student" in a course, provided they have taken the Entrance Placement Test (EPT), or have completed the necessary prerequisites. Please consult *: Special Student Status* for more information.

Special Students, although not formally admitted to the program, are expected to demonstrate seriousness of academic purpose, and are governed by the Academic Standing Requirements mentioned above.

3.3.19 Certificate of Proficiency – French for Professional Communication: Entrance Placement Test (EPT)

All new students are required to take an Entrance Placement Test (EPT) to assess their level of proficiency. The EPT is valid for a period of one (1) year from the test date. Students who do not register for a course within this time will be required to retake the EPT. Students who have no knowledge of French can sign a waiver attesting that they are beginners. Students who decide to sign this waiver after having read its contents carefully will be registered in a Basic French course. However, the Director has the right to transfer any student to another level if the waiver does not reflect the true level of the student.

For information on the Entrance Placement Test dates, please refer to
continuingstudies.mcgill.ca/search/publicCourseSearchDetails.do?method=load&courseId=19673.

3.3.20 International Students

If you are not a Canadian citizen or Permanent Resident and wish to study for longer than one semester, you must apply for one-year admission in order to obtain **a Study Permit and a Quebec Certificate of Acceptance**.

Students wishing to study for one semester need only apply for a Temporary Resident Visa.

You may also require an eTA (Electronic Travel Authorization); for more information, see *mcgill.ca/internationalstudents/immigration-documents/new-etas*.

McGill does not issue any immigration documents. Students are advised to begin this process as soon as possible and to be patient. For further details, contact the School's Client Services Office, the Canadian Embassy, or the Consulate in your country of residence.

By Senate regulations, **ALL** international students and their dependants are required to participate in the University's Blue Cross medical insurance plan. The plan meets the Immigration Québec health insurance requirements.

Students who are citizens and residents of one of the following countries and are registered as full-time students are eligible for coverage under the provincial health care plan (Québec Medicare) and are therefore not required to purchase Blue Cross medical insurance: France, Belgium, Greece, Romania, Denmark, Sweden, Norway, Finland, Luxembourg, and Portugal. In such cases, students must apply for the Québec Medicare plan and provide proof to the School's Client Services Office.

Access to McGill's Student Wellness Hub is available upon payment of an additional Student Services fee.

3.3.21 Housing

The Global and Strategic Communications domain can refer students to an organization that can place them in the home of a French-speaking family. This arrangement provides an ideal opportunity to speak French in the home setting and sample our Québecois hospitality. As well, Off-Campus Housing offers information on lodgings close to campus. University residences are available to students during the Summer session only. For more information, visit our website at *mcgill.ca/continuingstudies/international-students* or contact the Global and Strategic Communications domain.

3.3.22 Bilingual Professional Communication

The Certificate of Proficiency in Bilingual Professional Communication addresses the need for bilingual proficiency (English and French) in a professional context. It is intended for adult learners who wish to acquire proof of proficiency in these two languages simultaneously, and attain a high level of bilingualism for the workplace. The program may be completed on a part-time basis.

For admission requirements and other important information, please contact:

Telephone: 514-398-1212
Email: *language.conted@mcgill.ca*
Website: *mcgill.ca/continuingstudies/area-of-study/languages*

For program requirements, please refer to *section 3.3.23: Certificate (Cert.) Proficiency in Bilingual Professional Communication (30 credits)*.

3.3.23 Certificate (Cert.) Proficiency in Bilingual Professional Communication (30 credits)

The Certificate of Proficiency in Bilingual Professional Communication addresses the need for bilingual proficiency (English and French) in a professional context. It is intended for adult learners who wish to acquire proof of proficiency in these two languages simultaneously, and attain a high level of bilingualism for the workplace. The program may be completed on a part-time basis.

Program Prerequisites

If your English Entrance Placement level is not at Advanced 1, you may need some or all of these courses (above the 30 credits for the program):

CEEN 211	(3)	Functional English Grammar/Writing 1
CEEN 212	(3)	English Communication Practice 1
CEEN 221	(3)	Functional English Grammar/Writing 2
CEEN 222	(3)	English Communication Practice 2

| CEEN 331 | (3) | Functional English Grammar/Writing 3 |
| CEEN 332 | (3) | English Communication Practice 3 |

If your French Entrance Placement level is not at Advanced 1, you may need some or all of these courses (above the 30 credits for the program):

CEFN 211	(3)	Functional French Grammar/Writing 1
CEFN 212	(3)	French Communication Practice 1
CEFN 221	(3)	Functional French Grammar/Writing 2
CEFN 222	(3)	French Communication Practice 2
CEFN 331	(3)	Functional French Grammar/Writing 3
CEFN 332	(3)	French Communication Practice 3

Required Courses (24 credits)

CEEN 411	(3)	English Grammar and Writing Techniques
CEEN 412	(3)	English Oral Communication Techniques
CEEN 421	(3)	English Written Communication Contexts
CEEN 422	(3)	English Oral Communication Contexts
CEFN 411	(3)	French Grammar/Writing Techniques
CEFN 412	(3)	French Oral Communication Techniques
CEFN 421	(3)	French Written Communication Contexts
CEFN 422	(3)	French Oral Communication Contexts

Complementary Courses (6 credits)

To be chosen in consultation with, and approved by, the Program Coordinator.

CEEN 401	(3)	English Vocabulary in Context
CEEN 402	(3)	English Communication and Cultural Patterns
CEFN 401	(3)	French Vocabulary in Context
CEFN 402	(3)	Persuasive French in Communication

3.3.24   About Translation at the School of Continuing Studies

3.3.24.1 Translation at the School of Continuing Studies

Are you fluent in English and French? Do you have an affinity for legal translation and written expression?

The Global and Strategic Communications Domain offers a program that can provide you with the skills and experience necessary to succeed as a legal translator. With a focus on translation principles, language analysis, and hands-on translation of legal texts, our program prepares you for the challenges and rewards of a career in legal translation.

To accommodate the needs of working professionals and individuals looking to enter a new career in legal translation, the *Graduate Diploma in Legal Translation* is an online program and offered during the evenings. Students build core translation knowledge and skills, translating to or from English and French.

3.3.24.2 Location

Translation Studies
680 Sherbrooke Street West, Room 1024
Montreal QC H3A 2M7
Canada
Telephone: 514-398-1484

Email: *translation.scs@mcgill.ca*
Website: *mcgill.ca/continuingstudies/area-of-study/translation-studies*

3.3.25   Translation Programs

We offer a Graduate Diploma in Legal Translation: a 30-credit, graduate-level program. Courses are online and offered evenings (39 hours).

3.3.26   Ordre des traducteurs, terminologues et interprètes agréés du Québec

The *Ordre des traducteurs, terminologues et interprètes agréés du Québec* is an order with a reserved title representing more than 2100 members, all of whom are certified language professionals.

As part of its mandate to protect the public, the Order has adopted the following mission: to ensure and promote the competence and professionalism of its members in the fields of translation, terminology, and interpretation.

Those wishing to apply for admission as students should contact the admission secretary at 514-845-4411, ext. 1221.

For enquiries about the certification process, please contact the certification coordinator at 514-845-4411 , ext. 1231.

OTTIAQ
2021 Union Avenue, Suite 1108
Montreal QC H3A 2S9
Telephone: 514-845-4411
Fax: 514-845-9903
Email: *info@ottiaq.org*
Website: *ottiaq.org*

3.4   Management and Entrepreneurship

3.4.1   Management and Entrepreneurship

Professionals with applied management and entrepreneurship skills are drivers of both the Quebec and global economy. Programs in this academic domain cover business management and entrepreneurship, as well as industry-specific applications of management skills, supply management, executive production for creative industries, and other fast-growing fields.

section 3.6.19: Certificate in Indigenous Business Management (*Partnership*)

section 3.6.20: Certificate in Management

section 3.6.24: Certificate in Supply Chain Management and Logistics

section 3.7.3: Graduate Certificate in Business Management

section 3.7.4: Graduate Certificate in Advanced Business Management

section 3.7.14: Graduate Certificate in Integrated Supply Networks

section 3.7.15: Graduate Certificate in Dynamic Supply Networks

section 3.7.8: Graduate Certificate in Entrepreneurship

3.4.2   Location

Management and Entrepreneurship
Telephone: 514-398-6200
Fax: 514-398-3108
Email: *info.conted@mcgill.ca*
Website: *mcgill.ca/continuingstudies/areas-study*

3.5   Technology and Innovation

3.5.1   Technology and Innovation

The technology-related programming in this academic domain centres on various aspects of digital transformation, from general competencies in computer and information technology opportunities to specialize in various fields.

section 3.6.14: Certificate in Applied Cybersecurity

section 3.6.16: Certificate in Computers and Information Technology

section 3.7.5: Graduate Certificate in Data Analysis for Complex Systems

section 3.7.6: Graduate Certificate in Data-Driven Decision Making

3.5.2   Location

Technology and Innovation
Telephone: 514-398-6200
Fax: 514-398-3108
Email: *info.conted@mcgill.ca*
Website: *mcgill.ca/continuingstudies/areas-study*

3.6   Undergraduate Credit Programs

Undergraduate certificate programs, university degree not required

- *section 3.6.13: Certificate (Cert.) Accounting and Finance (30 credits)*
- *section 3.6.14: Certificate (Cert.) Applied Cybersecurity (30 credits)*
- *section 3.6.15: Certificate (Cert.) Applied Marketing (30 credits)*
- *section 3.6.16: Certificate (Cert.) Computers and Information Technology (30 credits)*
- *section 3.6.17: Certificate (Cert.) Health and Social Services Management (30 credits)*
- *section 3.6.18: Certificate (Cert.) Human Resources Management (30 credits)*
- *section 3.6.19: Certificate (Cert.) Indigenous Business Management (30 credits)*
- *section 3.6.20: Certificate (Cert.) Management (30 credits)*
- *Certificate in Public Administration and Governance*
- *section 3.6.22: Certificate (Cert.) Public Relations and Communication Management (30 credits)*
- *section 3.6.23: Certificate (Cert.) STEM Foundations (Science, Technology, Engineering & Math) (30 credits)*
- *section 3.6.24: Certificate (Cert.) Supply Chain Management and Logistics (30 credits)*

3.6.1   Certificate in Accounting and Finance

The Certificate in Accounting and Finance program is an undergraduate-level certificate program that is intended to provide students with professional competencies and skills in applied accounting and finance that will enhance their career prospects in related fields.

Program Requirements

See *section 3.6.13: Certificate (Cert.) Accounting and Finance (30 credits)*.

3.6.2   Certificate in Applied Cybersecurity

This online program focuses on the foundational skills and competencies necessary for cybersecurity personnel. The program includes both theoretical and practical experiences in IT networking and secure network infrastructures designed to anticipate and project against cyber threats, fraud, data breaches and other vulnerabilities.

Program Requirements

See *section 3.6.14: Certificate (Cert.) Applied Cybersecurity (30 credits)*.

3.6.3 Certificate in Applied Marketing

This certificate is designed to equip students with a solid grounding in marketing terminology and current practices so they will be prepared for entry-level jobs in a range of areas within the marketing field. Focus is on hands-on projects, career networking, and the effects of rapidly changing consumer habits and digital communications technology.

Program Requirements

See *section 3.6.15: Certificate (Cert.) Applied Marketing (30 credits)*.

3.6.4 Certificate in Computers and Information Technology

This certificate provides a solid foundation in the concepts and techniques required for effective planning, design and development of software applications and systems, Internet technologies, applied computer knowledge and networking.

Program Requirements

See *section 3.6.16: Certificate (Cert.) Computers and Information Technology (30 credits)*.

3.6.5 Certificate in Health and Social Services Management

This is a restricted program.

The Certificate in Health and Social Services Management focuses on the development of skills in the day-to-day management of the provision of health services in terms of both efficiency and human criteria.

Program Requirements

See *section 3.6.17: Certificate (Cert.) Health and Social Services Management (30 credits)*.

3.6.6 Certificate in Human Resources Management

This certificate provides an introduction to the disciplines and basic practices of human resources management (HRM).

Program Requirements

See *section 3.6.18: Certificate (Cert.) Human Resources Management (30 credits)*.

3.6.7 Certificate in Indigenous Business Management

This is a restricted program.

This certificate introduces the knowledge and competencies essential to starting, promoting, and managing a socially relevant business or organization. It focuses on numerical and financial literacy, as well as fundamental communication and management skills.

Program Requirements

See *section 3.6.19: Certificate (Cert.) Indigenous Business Management (30 credits)*.

3.6.8 Certificate in Management

This certificate prepares students for positions in general management and sets the stage for further management education.

Program Requirements

See *section 3.6.20: Certificate (Cert.) Management (30 credits)*.

3.6.9 Certificate in Public Administration and Governance

This new certificate focuses on public service management and introduces students to the current issues and policies that affect the day-to-day operations of public organizations.

Program Requirements

See *Certificate (Cert.) Public Administration and Governance (30 credits)*.

3.6.10 Certificate in Public Relations and Communications Management

This certificate is designed to meet the growing demand for professional expertise in this field. It is both professionally based and student oriented.

Program Requirements

See *section 3.6.22: Certificate (Cert.) Public Relations and Communication Management (30 credits)*.

3.6.11   Certificate in STEM Foundations (Science, Technology, Engineering & Math)

The certificate is an undergraduate program that focuses on specific STEM topics (i.e., mathematics, chemistry, biology and physics) at the Grade 12 level.

Program Requirements

See *section 3.6.23: Certificate (Cert.) STEM Foundations (Science, Technology, Engineering & Math) (30 credits)*.

3.6.12   Certificate in Supply Chain Management and Logistics

This certificate provides a solid foundation in the concepts and techniques required for a career in the manufacturing supply chain industry. The program will provide students with a strong background in manufacturing supply chain environments and will lead them towards a Certified Production Inventory Management (CPIM) or Certified Supply Chain Professional (CSCP) designation offered by the Association for Operations Management (APICS), provided that the students pass the APICS examination requirements for the corresponding designation; or the Supply Chain Management Professional (SCMP) designation from Supply Chain Canada. The program will also provide students with a strong background in companies' supply chain, distribution and logistics functions and will lead them towards a Canadian Institute of Traffic and Transportation (CITT) designation provided that CITT's other requirements are satisfied.

Program Requirements

See *section 3.6.24: Certificate (Cert.) Supply Chain Management and Logistics (30 credits)*.

3.6.13   Certificate (Cert.) Accounting and Finance (30 credits)

The Certificate in Accounting and Finance program is an undergraduate-level certificate program which is intended to provide students with professional competencies and skills in applied accounting and finance that will enhance their career prospects in related fields.

Required Courses (30 credits)

CACF 210	(3)	Introductory Financial Accounting
CACF 215	(3)	Introductory Managerial Accounting
CACF 305	(3)	Information System Tools in Accounting
CACF 310	(3)	Intermediate Financial Reporting 1
CACF 325	(3)	Intermediate Financial Reporting 2
CACF 340	(3)	Corporate Finance: Value Creation and Decision-Making
CACF 341	(3)	Taxation: Concepts and Regulations
CACF 345	(3)	Intermediate Managerial Accounting
CACF 450	(3)	Financial and Working Capital Management
CACF 460	(3)	Applied Personal and Corporate Taxation

3.6.14   Certificate (Cert.) Applied Cybersecurity (30 credits)

This online program focuses on the foundational skills and competencies necessary for cybersecurity personnel. The program includes both theoretical and practical experiences in IT networking and secure network infrastructures designed to anticipate and project against cyber threats, fraud, data breaches and other vulnerabilities.

Please click here for information on additional requirements for students pursuing this online program:

https://www.mcgill.ca/study/university_regulations_and_resources/undergraduate/gi_online_(distance)_programs

Required Courses (30 credits)

CCCS 300	(3)	Programming Techniques 1
CCCS 321	(3)	Operating Systems Administration
CCCS 431	(3)	Networking Fundamentals
CCCS 450	(3)	Access Control and Defence Methods
CCCS 451	(3)	Communication and Network Security
CCCS 452	(3)	Security Program Architecture and Engineering
CCCS 453	(3)	Security Risk Management and Governance

CCCS 454	(3)	Security Incident Response and Recovery
CCCS 455	(3)	Intrusion Testing and Security Assessment.
CMIS 422	(3)	Information System Security

3.6.15   Certificate (Cert.) Applied Marketing (30 credits)

The Certificate in Applied Marketing is intended for students who wish to acquire basic knowledge of the marketing field that will allow them to aspire to entry-level positions in business, industry, and not-for-profit organizations. It will introduce students to theories and concepts of marketing, and provide an opportunity to apply these in practical situations.

Required Courses

CGMG 318	(3)	Selling Models and Business Negotiation
CMRK 200	(3)	Fundamentals of Marketing
CMRK 225	(3)	Marketing Statistics and Research
CMRK 235	(3)	Digital Media Marketing
CMRK 320	(3)	Principles of Consumer Behaviour
CMRK 321	(3)	Integrated Marketing Communications
CMRK 322	(3)	Basics of Service Marketing
CMRK 325	(3)	Global Marketing
CMRK 430	(3)	Marketing Applications
CPRL 221	(3)	Professional Communication and Networking

3.6.16   Certificate (Cert.) Computers and Information Technology (30 credits)

The Certificate in Computers and Information Technology focuses on the development of higher-level computer qualifications. It provides a solid foundation in the concepts and techniques required for the effective planning, design, and development of software applications and systems, Internet technologies, applied computer knowledge, and networking. The program is designed to develop the skills necessary to assume positions in the fields of information technology, technical support, systems administrator, computer support consulting, and help-desk analysis.

Required Courses

CCCS 280	(3)	Introduction to Computer Information Systems
CCCS 300	(3)	Programming Techniques 1
CCCS 310	(3)	Web Development
CCCS 315	(3)	Data Structures and Algorithms
CCCS 321	(3)	Operating Systems Administration
CCCS 325	(3)	Mobile Application Development
CCCS 330	(3)	Database Design and Business Applications Development
CCCS 425	(3)	Web Services
CCCS 431	(3)	Networking Fundamentals
CMIS 422	(3)	Information System Security

3.6.17   Certificate (Cert.) Health and Social Services Management (30 credits)

The Certificate in Health and Social Services Management will provide learners with an integrated base of management knowledge in the field of health and social services. It will focus on the development of skills in the day-to-day management of the provision of services in terms of both efficiency and human criteria.

Required Courses (30 Credits)

CGMG 210	(3)	Fundamentals of Project Management
CHLC 351	(3)	Foundations of Health and Social Services Systems
CHLC 410	(3)	Fundamentals of Health and Social Services Info Systems
CORG 225	(3)	Foundation of Organizational Behaviour and Administration
CORG 415	(3)	Leading Teams in Organizations
CORG 416	(3)	Leading Change in Organizations
CPAG 220	(3)	Fundamentals of Public Finance, Budgeting and Reporting
CPAG 225	(3)	Foundations of Public Regulations and Ethics in Public Sector
CPAG 300	(3)	Lean Operational Practices in Public Services
CPRL 221	(3)	Professional Communication and Networking

3.6.18   Certificate (Cert.) Human Resources Management (30 credits)

The Certificate in Human Resources Management provides an introduction to the disciplines and basic practices of human resources management. In addition, the Certificate program presents an overview of the specialized functions and some of the current and future issues in the area of personnel. It prepares students for the job market and to write the CHRP exam.

Required Courses (27 credits)

CORG 225	(3)	Foundation of Organizational Behaviour and Administration
CORG 295	(3)	Employee Labour Relations and Law
CORG 416	(3)	Leading Change in Organizations
CORG 420	(3)	Human Resource Management: Theory and Practice
CORG 440	(3)	Organizational Learning and Development
CORG 445	(3)	Workforce Planning and Talent Acquisition
CORG 450	(3)	Workplace Health and Safety
CORG 470	(3)	Theories and Practices of Compensation
CPAG 410	(3)	Strategic Planning and Implementation

Complementary Course (3 credits)

3 credits from:

CGMG 282	(3)	Introduction to Business
CGMG 445	(3)	Ethical Issues in Business Practices
CORG 415	(3)	Leading Teams in Organizations
CPAG 400	(3)	Diversity, Equity, and Inclusion Management

3.6.19   Certificate (Cert.) Indigenous Business Management (30 credits)

This tailored program is intended for Indigenous students as a result of the need expressed by the Indigenous community leaders. The twenty first century demands multidisciplinary individuals, teams, communities and organizations. This program introduces the knowledge and competencies essential to starting, promoting, and managing a socially relevant business or organization. It focuses on numerical and financial literacy, as well as fundamental communication and management skills. It will help develop the skills needed to create a business or effectively work in an established organization, create a business plan, develop projects, communicate with confidence, effectively manage internal and external stakeholders, understand the fundamentals of how organizations operate within a social, political, and legal framework, and negotiate and manage conflict.

Corequisite (0 Credits)

This course must be taken at the beginning of the program.

CMSC 000*	(0)	Foundations of Mathematics

* OR the Exemption by Examination Test.

Required Courses

CACC 220	(3)	Accounting Concepts for Managers
CCLW 300	(3)	Public Administration and Law for Indigenous Peoples
CENT 307	(3)	Creating a Business Plan
CGMG 210	(3)	Fundamentals of Project Management
CGMG 282	(3)	Introduction to Business
CGMG 305	(3)	Managing in Public and Non-Profit Organizations
CGMG 318	(3)	Selling Models and Business Negotiation
CMRK 235	(3)	Digital Media Marketing
CORG 225	(3)	Foundation of Organizational Behaviour and Administration
CPRL 221	(3)	Professional Communication and Networking

3.6.20   Certificate (Cert.) Management (30 credits)

This Certificate program provides an introduction and survey of the underlying disciplines of functional areas in the management field. Emphasis is placed on the development of core competencies in accounting, economics, marketing, and finance, as well as the written and oral communication, problem-solving, and teamwork skills required in all sectors of the management job market; from small businesses, private companies, large corporations, and financial institutions, to government agencies and other public institutions.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites

CMSC 101*	(3)	Mathematical Tools for Management Professionals

* or the Exemption by Examination test

Required Courses (24 credits)

CACF 210	(3)	Introductory Financial Accounting
CACF 340	(3)	Corporate Finance: Value Creation and Decision-Making
CGMG 282	(3)	Introduction to Business
CMRK 200	(3)	Fundamentals of Marketing
CMSC 310	(3)	Managerial Economics and Analysis
CMSC 320	(3)	Business Statistics
CORG 225	(3)	Foundation of Organizational Behaviour and Administration
WCOM 202	(3)	Communication in Management 1.

Complementary Courses (6 credits)

6 credits from the following:

CCCS 280	(3)	Introduction to Computer Information Systems
CCLW 205	(3)	Introduction to Business Law
CGMG 210	(3)	Fundamentals of Project Management
CGMG 319	(3)	International Business Practices
CGMG 445	(3)	Ethical Issues in Business Practices
CORG 420	(3)	Human Resource Management: Theory and Practice
CPAG 410	(3)	Strategic Planning and Implementation

ECON 295	(3)	Macroeconomic Policy

3.6.21 Certificate (Cert.) Public Administration and Governance (30 credits)

The Certificate in Public Administration and Governance focuses on public service management, organization, and prioritization of day-to-day functions for people in management and for other stakeholders who work cooperatively and productively with others, including the needs of clients who use services in the public sector. A strong emphasis is placed on integrating the important current issues and policies that affect the day-to-day operating, decisions, systems and finances in a public organization.

Required Courses

CGMG 210	(3)	Fundamentals of Project Management
CGMG 305	(3)	Managing in Public and Non-Profit Organizations
CORG 225	(3)	Foundation of Organizational Behaviour and Administration
CORG 420	(3)	Human Resource Management: Theory and Practice
CPAG 220	(3)	Fundamentals of Public Finance, Budgeting and Reporting
CPAG 225	(3)	Foundations of Public Regulations and Ethics in Public Sector
CPAG 300	(3)	Lean Operational Practices in Public Services
CPAG 305	(3)	Current Issues in Public Sector Administration
CPAG 400	(3)	Diversity, Equity, and Inclusion Management
CPAG 410	(3)	Strategic Planning and Implementation

3.6.22 Certificate (Cert.) Public Relations and Communication Management (30 credits)

The field of Public Relations and Communications Management has been changing dramatically in recent years. Digital (including social media) is changing the way public and organizations communicate. Increased consciousness by companies of their social responsibility, and a need for greater accountability to stakeholders, have led to an awareness in both the corporate and the not-for-profit sector that organizations need to rely on the advice and services of well trained professional communicators. The program content is continually updated with best practices in industry. Students have opportunities to discuss real and evolving public relations cases directly with industry professionals.

Required Courses (30 credits)

CPRL 214	(3)	Applied Public Relations Methods 1
CPRL 220	(3)	Fundamentals of Fund-Raising
CPRL 223	(3)	Basics of Public Relations
CPRL 224	(3)	Applied Public Relations Methods 2
CPRL 225	(3)	Social and Traditional Media Relations
CPRL 226	(3)	Corporate Communications
CPRL 227	(3)	Internal Communication
CPRL 228	(3)	Event Management
CPRL 321	(3)	PR Issues Management
CPRL 322	(3)	Cases in Public Relations

3.6.23 Certificate (Cert.) STEM Foundations (Science, Technology, Engineering & Math) (30 credits)

The Certificate in STEM Foundations (Science, Technology, Engineering and Mathematics) is a 30-credit undergraduate program that focuses on specific STEM topics (i.e., mathematics, chemistry, biology and physics) at the Grade 12 level.

NOTE: There is no guarantee admission to a McGill degree program upon completion of the Certificate in STEM Foundations (Science, Technology, Engineering and Mathematics).

Required Courses (24 credits)

CMSC 000	(3)	Foundations of Mathematics
CMSC 003	(3)	Foundations of Logarithms,Trigonometry & Intro to Calculus
CSCI 010	(3)	Foundations in General Biology 1
CSCI 020	(3)	Foundations in General Chemistry 1
CSCI 021	(3)	Foundations in General Chemistry 2
CSCI 030	(3)	Fundamentals of Physics - Mechanics
CSCI 031	(3)	Fundamentals of Physics - Waves and Optics
CSCI 041	(3)	Essential Communication Skills for STEM

Complementary Courses (6 credits)

3 credits from:

CMSC 004*	(3)	Foundations:Statistics, Probability&Intro to Linear Algebra
CSCI 011**	(3)	Foundations of General Biology 2

* For Engineering programs.

** For Health and Science programs.

3 credits from the following (up to 3 credits may be chosen from 100-level courses approved by the program adviser:

CSCI 022	(3)	Fundamentals of Organic Chemistry
CSCI 040	(3)	Basic Concepts in Mathematics & Science
WCOM 150	(3)	Critical Analysis and Composition.
WCOM 295	(3)	ESL: Academic Skills

3.6.24   Certificate (Cert.) Supply Chain Management and Logistics (30 credits)

The Supply Chain Management and Logistics Certificate program is comprised of 2 core courses and 2 sets of courses. The Production and Inventory Control set will provide students with a strong background in manufacturing supply chain environments and will lead them toward a CPIM designation offered by APICS, provided that the students pass the APICS examinations. The Logistics set will provide students with a strong background in companies' supply chain, distribution and logistics functions and will lead them toward a CITT designation provided that CITT's other requirements are satisfied.

Corequisite (3 Credits)

Note: Corequisite courses are not included in the total credit requirement for the program.

CMSC 000*	(3)	Foundations of Mathematics

* or the Exemption by Examination Test

Required Courses (30 Credits)

CCLW 205	(3)	Introduction to Business Law
CTPT 200	(3)	Introduction to Supply Chain Management
CTPT 201	(3)	Sourcing
CTPT 202	(3)	Production and Inventory Planning and Control 1
CTPT 206	(3)	Transportation Management and Economics
CTPT 208	(3)	Fundamentals of Logistics
CTPT 310	(3)	Production and Inventory Planning and Control 2
CTPT 311	(3)	Supply Chain Risk Management
CTPT 410	(3)	International Trade and Logistics

CTPT 430	(3)	Fundamentals of Integrated Business Systems

3.7 Graduate Credit Programs

Diploma and Graduate Diploma Programs (university degree with specialization required)

- *section 3.7.1: Graduate Diploma Legal Translation* (*Online program*)

Graduate Certificates (university degree required)

- *section 3.7.2: Graduate Certificate (Gr. Cert.) Accounting (30 credits)*
- *section 3.7.3: Graduate Certificate (Gr. Cert.) Business Management (15 credits)*
- *section 3.7.4: Graduate Certificate (Gr. Cert.) Advanced Business Management (15 credits)*
- *section 3.7.5: Graduate Certificate (Gr. Cert.) Data Analysis for Complex Systems (15 credits)*
- *section 3.7.6: Graduate Certificate (Gr. Cert.) Data-Driven Decision Making (15 credits)*
- *section 3.7.8: Graduate Certificate (Gr. Cert.) Entrepreneurship (15 credits)*
- *section 3.7.9: Graduate Certificate (Gr. Cert.) Financial Analysis (15 credits)*
- *section 3.7.10: Graduate Certificate (Gr. Cert.) Financial Technology (15 credits)*
- *section 3.7.11: Graduate Certificate (Gr. Cert.) Health Services Management (15 credits)* (*This is a restricted program. Not open to the general public*)
- *section 3.7.12: Graduate Certificate (Gr. Cert.) Human Resources Management (15 credits)*
- *section 3.7.13: Graduate Certificate (Gr. Cert.) Advanced Human Resources Management (15 credits)*
- *section 3.7.14: Graduate Certificate (Gr. Cert.) Integrated Supply Networks (15 credits)*
- *section 3.7.15: Graduate Certificate (Gr. Cert.) Dynamic Supply Networks (15 credits)*
- *section 3.7.16: Graduate Certificate (Gr. Cert.) Marketing (15 credits)*
- *section 3.7.17: Graduate Certificate (Gr. Cert.) Advanced Marketing (15 credits)*
- *section 3.7.18: Graduate Certificate (Gr. Cert.) Public Administration and Governance (15 credits)*
- *section 3.7.19: Graduate Certificate (Gr. Cert.) Advanced Public Administration and Governance (15 credits)*
- *section 3.7.20: Graduate Certificate (Gr. Cert.) Public Relations and Communication Management Practice (15 credits)*
- *section 3.7.21: Graduate Certificate (Gr. Cert.) Strategic Public Relations and Communication Management (15 credits)*

Graduate Programs

- *section 3.7.22: Master of Science, Applied (M.Sc.A.) Multilingual Digital Communication (45 credits)*

3.7.1 Graduate Diploma (Gr. Dip.) Legal Translation (30 credits)

The Graduate Diploma in Legal Translation is a 30-credit graduate-level, online program designed to meet the need for professionally trained legal translators and jurilinguists in Canada in both the public and private sectors, not only in translation, but also in revision, co-writing of legal texts, and consultancy in legal aspects of language in multiple professional settings. Principles and practices encountered in jurilinguistics, as well as legal translation in key sectors in high demand. Computer-aided translation tools are an integral part of the curriculum, as is an internship or an applied research project.

The program can be completed in two years (six continuous semesters – fall/winter/summer). The maximum time for finishing the program is four years. Fall and winter entry options are offered.

Required Courses (18 credits)

CCTR 530	(3)	Principles of Jurilinguistics
CCTR 535	(3)	Introduction to Language Technologies
CCTR 541	(3)	Legal Translation: General
CCTR 643	(3)	Language Management in the Justice Sector

Practicum

CCTR 500*	(3)	Translation Practicum 1
CCTR 600*	(3)	Translation Practicum 2

Applied Research

| CCTR 605* | (3) | Applied Research Project 1 |
| CCTR 606* | (3) | Applied Research Project 2 |

*Choose either CCTR 500 and CCTR 600 or CCTR 605 and CCTR 606.

Complementary Courses (12 credits)

6 credits from either Stream 1 or Stream 2:

French Stream (6 credits from the following):

CCTR 553	(2)	Legal Translation: Judgments (English to French)
CCTR 555	(2)	Legal Translation: Contracts (English to French)
CCTR 557	(2)	Legal Translation: Statutes&Regulations (English to French)
CCTR 645	(2)	Legal Translation: Securities Law (English to French).
CCTR 660	(2)	Current Trends in Legal Translation

OR

English Stream (6 credits from the following):

CCTR 554	(2)	Legal Translation: Judgments (French to English)
CCTR 556	(2)	Legal Translation: Contracts (French to English)
CCTR 558	(2)	Legal Translation: Statutes&Regulations (French to English)
CCTR 642	(2)	Legal Translation: Securities Law (French to English).
CCTR 660	(2)	Current Trends in Legal Translation

6 credits from the following:

CCTR 601	(3)	Independent Studies
CCTR 602	(3)	Special Topics in Legal Translation 1
CPAG 520	(3)	Leadership and Governance in Public Organizations
CPAG 610	(3)	Current Issues in Public Sector Management
CPAG 615	(3)	Public Regulations and Ethics in the Public Sector

Or other 500- or 600-level courses approved by the program adviser.

3.7.2   Graduate Certificate (Gr. Cert.) Accounting (30 credits)

The Graduate Certificate in Accounting focuses on the core competencies in accounting, including financial accounting, managerial accounting, taxation, auditing, and accounting information systems. This program is a preparation program for the CPA Professional Education Program (CPA PEP), to become a Chartered Professional Accountant (CPA).

Prerequisite Courses

(0-6 credits)

| CACC 621* | (3) | Concepts of Financial Accounting |
| CMS2 500* | (3) | Mathematics for Management |

or the Exemption by Examination Test

Corequisite Courses

(0-6 credits)

CMS2 621	(3)	Applied Management Statistics
CPL2 652	(3)	Strategic Management.

* or the Exemption by Examination Test

Required Courses (27 credits)

CCAU 511	(3)	Auditing 1
CCFA 512	()	
CCFA 620	(3)	Contemporary Finance 1
CCFC 511	(3)	Financial Accounting 1
CCFC 513	(3)	Financial Accounting 3
CCMA 511	(3)	Managerial Accounting 1
CCMA 522	(3)	Managerial Accounting 2
CCTX 511	(3)	Taxation 1
CCTX 532	(3)	Taxation 2

Complementary Courses (3 credits)

3 credits from the following:

CCFA 635	(3)	Contemporary Finance 2
CCLW 611	(3)	Business Law Concepts
CCMA 523	(3)	Managerial Accounting 3
CEC2 632	(3)	Business Economics
CMIS 641	(3)	Information Systems for Managers

3.7.3   Graduate Certificate (Gr. Cert.) Business Management (15 credits)

The 15-credit Graduate Certificate in Business Management introduces the competencies necessary to succeed in a management position. It focusses on communication, problem-solving, critical thinking, and teamwork skills, while exploring shifting trends, new technologies, and essential techniques relevant to general and business management field. Complete both the Graduate Certificate in Business Management and the Graduate Certificate in Advanced Business Management fulfils the Canadian Institute of Management's academic requirement for the Chartered Manager designation.

Required Courses (9 credits)

CEC2 632	(3)	Business Economics
CGM2 620	(3)	Agile Project Management: Theory and Practice
CMR2 642	(3)	Marketing Principles and Applications

Complementary Courses

6 credits from the following:

CACC 621	(3)	Concepts of Financial Accounting
CCLW 611	(3)	Business Law Concepts
CGM2 610	(3)	Project Management: Tools and Techniques.
CORG 651	(3)	Behaviour in Organizations
CPL2 610	(3)	Practical Communication and Presentation Skills

Or another 600-level course offered by the School of Continuing Studies and approved by the academic unit.

3.7.4 Graduate Certificate (Gr. Cert.) Advanced Business Management (15 credits)

The 15-credit Graduate Certificate in Advanced Business Management delves into the competencies and tools needed to identify, evaluate, and provide solutions for challenges throughout key areas of business management. Using a combination of academic and applied learning, the program examines subjects such as business intelligence and analytics, contemporary finance, and strategic management. Complete both the Graduate Certificate in Business Management and the Graduate Certificate in Advanced Business Management fulfils the Canadian Institute of Management's academic requirements for the Chartered Manager designation.

Co-requisite

CMS2 500	(3)	Mathematics for Management

(or the Exemption by Examination Test)

Required Courses (9 credits)

CCFA 620	(3)	Contemporary Finance 1
CMS2 627	(3)	Business Intelligence and Analytics
CPL2 652	(3)	Strategic Management.

Complementary Courses (6 credits)

6 credits from the following:

CCLW 611	(3)	Business Law Concepts
CGM2 620	(3)	Agile Project Management: Theory and Practice
CMIS 641	(3)	Information Systems for Managers
CMS2 621	(3)	Applied Management Statistics
CPL2 610	(3)	Practical Communication and Presentation Skills

Or another 600-level course offered by the School of Continuing Studies and approved by the academic unit.

3.7.5 Graduate Certificate (Gr. Cert.) Data Analysis for Complex Systems (15 credits)

The 15-credit Graduate Certificate in Data Analysis for Complex Systems is designed to equip learners who do not necessarily have a technical background with the fundamentals of complex systems. The program focusses on applying data analysis techniques to better understand different phenomena in fields such as financial technology, organizational management, or digital marketing. The program is offered online with synchronous course activities.

Required Courses (9 credits)

CCCS 610	(3)	Digital Thinking for Data Analysis
CCCS 620	(3)	Data Analysis and Modelling
CCCS 630	(3)	Complex Systems

Complementary Courses (6 credits)

6 credits from:

CCCS 670	(3)	Information Visualization
CCCS 680	(3)	Scalable Data Analysis
CCCS 690	(3)	Applied Computational Research

Or another 600-level course offered by the School of Continuing Studies and approved by the academic unit.

3.7.6 Graduate Certificate (Gr. Cert.) Data-Driven Decision Making (15 credits)

The 15-credit Graduate Certificate in Data-Driven Decision Making is designed to provide the fundamentals of computational intelligence focusing on leadership roles in increasingly digital organizations operating in the numerous fields that need to make data-driven decisions such as digital healthcare, maintenance of critical infrastructure, or dynamic supply management. The program is offered online with synchronous course activities.

Required Courses (9 credits)

CCCS 640	(3)	Applied Decision Science
CCCS 650	(3)	Applied Data Science
CCCS 660	(3)	Computational Intelligence

Complementary Courses (6 credits)

6 credits from:

CCCS 670	(3)	Information Visualization
CCCS 680	(3)	Scalable Data Analysis
CCCS 690	(3)	Applied Computational Research

Or another 600-level course offered by the School of Continuous Studies and approved by the academic unit.

3.7.7 Graduate Certificate (Gr. Cert.) Digital Health Solutions (15 credits)

The online Graduate Certificate in Digital Health Solutions offers a comprehensive introduction to Health Tech, focusing on the digitization of the healthcare sector. The program provides the necessary knowledge and skills for the application of Artificial Intelligence (AI)-based technologies in healthcare, the constantly advancing technology, and developing innovative solutions to the current and future healthcare sector challenges. Topics include leading change, exploring artificial intelligence and data governance in healthcare.

Required Courses (9 credits)

CHLC 620	()	
CHLC 630	()	
CPL2 532	(3)	Leading Change

Complementary Courses (6 credits)

CCCS 610	(3)	Digital Thinking for Data Analysis
CCCS 620	(3)	Data Analysis and Modelling
CCCS 670	(3)	Information Visualization
CHLC 690	()	

Or another 600-level course offered by the School of Continuing Studies and approved by the academic unit.

3.7.8 Graduate Certificate (Gr. Cert.) Entrepreneurship (15 credits)

This Graduate Certificate program is designed for students with a Bachelor of Commerce who are interested in starting a business of their own. The program provides a thorough understanding of what is required to start and maintain a sustainable venture, with a specific focus on the needs of contemporary entrepreneurs. This includes adapting to various circumstances in a world where business and the global marketplace are rapidly changing, emphasizing modern approaches to entrepreneurial practices.

In addition to the admission requirements stipulated for Graduate Certificates, students must have a Bachelor of Commerce degree with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies.

Required Courses (12 credits)

CEN2 500	(3)	New Venture Formation
CEN2 506	(3)	Financing Startups and Ventures

CEN2 510	(3)	Practical Entrepreneurship Management
CGM2 520	(3)	Sales Management and Negotiation Strategies

Complementary Course (3 credits)

3 credits from:

CGM2 610	(3)	Project Management: Tools and Techniques.
CMIS 530	(3)	Digital Analytics and Targeting
CMIS 544	(3)	Digital Marketing Automation, Planning and Technology
CMIS 549	(3)	Digital Media and Search Engine Optimization
CMS2 621	(3)	Applied Management Statistics
CPL2 524	(3)	Introduction: International Business

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

3.7.9 Graduate Certificate (Gr. Cert.) Financial Analysis (15 credits)

The 15-credit Graduate Certificate in Financial Analysis offers a comprehensive introduction to finance. Focusing on core professional competencies in financial analysis, it also provides flexibility in alternative career directions within the Finance sector, such as Investment Management, Financial Technology, and ESG (Environmental, Social, and Governance) Investing. Successful completion of this program allows students to write the Level I CFA exam.

Prerequisite Course

(0-3 credits)

CMS2 500*	(3)	Mathematics for Management

* or the Exemption by Examination Test

Required Courses (12 credits)

CCFA 600	(1.5)	Ethics in Finance
CCFA 601	(3)	Financial Analysis Tools
CCFA 615	(3)	Financial Statement Analysis
CCFA 620	(3)	Contemporary Finance 1
CCFA 627	(1.5)	Financial Risk Management

Complementary Courses (3 credits)

3 credits from the following:

CCFA 629	(3)	Fixed-Income and Equity Investments
CCFA 639	(3)	ESG Investing
CCFA 660	(3)	Fintech and the Financial System

Or another 600-level course offered by the School of Continuing Studies and approved by the academic unit.

3.7.10 Graduate Certificate (Gr. Cert.) Financial Technology (15 credits)

The 15-credit Graduate Certificate in Financial Technology offers an introduction to Fintech, including the digitization of financial services. The program focuses on the field's core competencies, such as modeling and visualizing financial data and developing machine learning financial applications, as well as those related to alternative specializations including developing financial market technologies and financial technology platform solutions.

Prerequisite Course

(0-3 credits)

| CCCS 620* | (3) | Data Analysis and Modelling |
| CCFA 601* | (3) | Financial Analysis Tools |

* or the Exemption by Examination Test

Required Courses (9 credits)

CCFA 655	(3)	Financial Modelling and Visualization
CCFA 660	(3)	Fintech and the Financial System
CCFA 665	(3)	Machine Learning and Big Data in Finance

Complementary Courses (6 credits)

6 credits from the following:

CCFA 670	(3)	Advanced Financial Modelling and Visualization
CCFA 675	(3)	Decentralized Finance and Platform Economies
CCFA 680	(3)	Financial Market Technology
CCFA 690	(3)	Special Topics in Financial Technology.

Or another 600-level course offered by the School of Continuing Studies and approved by the academic unit.

3.7.11 Graduate Certificate (Gr. Cert.) Health Services Management (15 credits)

** This is a restricted program. **

This graduate certificate is designed for practising health care professionals who want to acquire leadership skills to pursue a career in management or for managers and administrators who wish to upgrade their business and management knowledge for a senior management role. Focus is on the current changes and challenges in health systems across Canada, such as new funding models, evolving organizational changes, human resource challenges, financial sustainability, and greater demand for integration. A problem-based approach to teaching and learning will be taken, whereby students identify a real workplace operational problem and apply the theoretical concepts they learn to analyze and apply innovative and practical solutions.

Required Courses (9 credits)

CACC 520	(3)	Accounting for Management
CMS2 533	(3)	Lean Operations and Performance Management in Health Services
CPL2 532	(3)	Leading Change

Complementary Courses (6 credits)

CGM2 610	(3)	Project Management: Tools and Techniques.
CHLC 580	(3)	Health Services Management Field Project
CHLC 590	(3)	Topics in Health Care
CORG 556	(3)	Managing and Engaging Teamwork
CORG 653	(3)	Employee and Labour Relations
CPL2 510	(3)	Communication and Networking Skills

3.7.12 Graduate Certificate (Gr. Cert.) Human Resources Management (15 credits)

The Graduate Certificate in Human Resources Management is an introduction of the competencies needed for the specialized functions of human resources management. Areas of focus include organizational behaviour, strategic human resources management, human resources management legal frameworks, occupational health and safety, and equity, diversity, and inclusion in the workplace.

Corequisite

| CORG 551* | (3) | Behaviour in Organizations |

* This course can be taken with CORG 555

Required Courses (9 credits)

CORG 651	(3)	Behaviour in Organizations
CORG 655	(3)	Strategic Human Resources Management.
CORG 660	(3)	Staffing Organizations

Complementary Courses (6 credits)

6 credits from:

CORG 653	(3)	Employee and Labour Relations
CORG 654	(3)	Managing Occupational Health and Safety

Or another 600-level course offered by the School of Continuing Studies and approved by the program adviser or academic unit.

3.7.13 Graduate Certificate (Gr. Cert.) Advanced Human Resources Management (15 credits)

The Graduate Certificate in Advanced Human Resources Management focuses on the competencies needed to strategically manage and promote the development of organizations. Specialized competencies in areas such as compensation and rewards, technology and innovation in human resources, talent, and performance management, and strategically managing staff.

Required Courses (12 credits)

CORG 661	(3)	Developing Human Resources.
CORG 662	(3)	Total Compensation and Rewards
CORG 665	(3)	Technology and Innovation in Human Resources
CORG 667	(3)	Talent and Performance Management

Complementary Courses (3 credits)

3 credits from:

CORG 653	(3)	Employee and Labour Relations
CORG 654	(3)	Managing Occupational Health and Safety

Or another 600-level course offered by the School of Continuing Studies and approved by the program adviser or academic unit.

3.7.14 Graduate Certificate (Gr. Cert.) Integrated Supply Networks (15 credits)

The 15-credit Graduate Certificate in Integrated Supply Networks program focuses on the specialized, strategic-level competencies of the highly volatile supply networks space in which automation and AI-based solutions are now integrated into supply chain logistics and processes. The program includes key topics on: the evolution of the digital supply network landscape; design considerations for ensuring that supply networks are environmentally sound, socially responsible, and well governed; dynamic modelling; sustainable management of materials; and strategies for managing clients and services in an online setting.

Co-Requisite Course (3 credits)

CMS2 500*	(3)	Mathematics for Management

* or the Exemption by Examination Test

Required Courses (9 credits)

CSNM 615	(3)	Integrated Production and Operations Management
CSNM 635	(3)	ESG in Integrated Supply Networks
CSNM 650	(3)	Integrated Supply Networks Field Project.

Complementary Courses

6 credits from:

CSNM 605	(3)	Dynamic Supply Networks Transformation
CSNM 610	(3)	Principles of Dynamic Supply Networks
CSNM 630	(3)	Global Supply Management and International Logistics
CSNM 640	(3)	Six-Sigma and Supply Networks
CSNM 690	(3)	Special Topics in Supply Networks

Or another 600-level course approved by the program adviser or academic unit.

3.7.15 Graduate Certificate (Gr. Cert.) Dynamic Supply Networks (15 credits)

The 15-credit Graduate Certificate in Dynamic Supply Networks program introduces the competencies needed to succeed in a changing supply management landscape by addressing global shifts in sustainability, strategy, governance, manufacturing, procurement, and logistics. Topics include creating sustainable supply networks, procurement management, logistics and supply economics, contracting management, project management, and global distribution networks.

Co-Requisite Course (3 credits)

CMS2 500*	(3)	Mathematics for Management

* or the Exemption by Examination Test

Required Courses (9 credits)

CSNM 605	(3)	Dynamic Supply Networks Transformation
CSNM 608	(3)	Dynamic Supply Networks Sustainability
CSNM 610	(3)	Principles of Dynamic Supply Networks

Complementary Courses

6 credits from:

CCCS 640	(3)	Applied Decision Science
CSNM 612	(3)	Dynamic Supply Networks Sourcing and Purchasing
CSNM 620	(3)	Dynamic Supply Networks Data Analytics
CSNM 632	(3)	Dynamic Supply Networks and Lean Operations Systems

Or another 600-level course approved by the program adviser or academic unit.

3.7.16 Graduate Certificate (Gr. Cert.) Marketing (15 credits)

The 15-credit Graduate Certificate in Marketing introduces the core competencies of marketing, including evolving marketing principles and theory, market segmentation, marketing research and reporting, digital marketing management, communication and presentation skills, sales and negotiation, and marketing of services.

Required Courses (9 credits)

CMR2 642	(3)	Marketing Principles and Applications
CMR2 648	(3)	Marketing Research and Reporting
CMR2 650	(3)	Digital Marketing Management

Complementary Courses (6 credits)

6 credits from:

CGM2 520	(3)	Sales Management and Negotiation Strategies

CMR2 643	(3)	Marketing of Services
CPL2 610	(3)	Practical Communication and Presentation Skills
CPRL 610	(3)	Public Relations Fundamentals and Theory
CPRL 644	(3)	Integrated Digital Communications

Or any other 600-level course offered by the School of Continuing Studies approved by the academic unit.

3.7.17 Graduate Certificate (Gr. Cert.) Advanced Marketing (15 credits)

The 15-credit Graduate Certificate in Advanced Marketing focuses on the competencies needed to conceptualize, implement, and measure integrated marketing strategies based on consumer wants and needs. Exploration of strategic marketing including integrated marketing communications, consumer behaviour, marketing strategy, services marketing, digital marketing, and marketing research and reporting. This program is open to those who have successfully completed McGill University's Graduate Certificate in Marketing offered by the School of Continuing Studies.

Required Courses (9 credits)

CMR2 664	(3)	Integrated Marketing Communications
CMR2 668	(3)	Buyer Behaviour
CMR2 691	(3)	Marketing Strategy

Complementary Courses (6 credits)

6 credits from:

CGM2 520	(3)	Sales Management and Negotiation Strategies
CMR2 643	(3)	Marketing of Services
CMR2 648	(3)	Marketing Research and Reporting
CMR2 650	(3)	Digital Marketing Management
CPL2 610	(3)	Practical Communication and Presentation Skills
CPRL 610	(3)	Public Relations Fundamentals and Theory

Or another 600-level course offered by the School of Continuing Studies approved by the academic unit.

3.7.18 Graduate Certificate (Gr. Cert.) Public Administration & Governance (15 credits)

The online 15-credit Graduate Certificate in Public Administration and Governance focusses on the core competencies and tools, including: analyzing legal and ethical issues relevant to public services; providing leadership in equity, diversity, and inclusion practices in the workplace; building processes and systems in public organizations; and responding as appropriate to current issues and practices that affect day-to-day operations and decision-making.

Required Courses (9 credits)

CORG 651	(3)	Behaviour in Organizations
CPAG 610	(3)	Current Issues in Public Sector Management
CPAG 615	(3)	Public Regulations and Ethics in the Public Sector

Complementary Courses (6 credits)

3 credits from:

| CPL2 633 | (3) | Developing Leadership Skills |
| CPL2 634 | (3) | Leading in Diverse and Inclusive Workplaces |

3 credits from:

| CGM2 610 | (3) | Project Management: Tools and Techniques. |

CPAG 600	(3)	Lean Operations in Public Services

Or another 600-level course offered by the School of Continuing Studies and approved by the program adviser or academic unit.

3.7.19   Graduate Certificate (Gr. Cert.) Advanced Public Administration & Governance (15 credits)

The online 15-credit Graduate Certificate in Advanced Public Administration and Governance focuses on the advanced competencies and tools, including: facilitating strategic thinking, problem-solving, and decision-making in organizations in response to changing conditions; analyzing financial statements, budgets, costing, and key elements of the accounting framework; and designing and generating governance plans and leadership approaches.

Required Courses (9 credits)

CPAG 620	(3)	Leadership and Governance in Public Organizations.
CPAG 625	(3)	Public Finance, Budgeting and Reporting
CPL2 652	(3)	Strategic Management.

Complementary Courses (6 credits)

3 credits from:

CPL2 633	(3)	Developing Leadership Skills
CPL2 634	(3)	Leading in Diverse and Inclusive Workplaces

3 credits from

CGM2 610	(3)	Project Management: Tools and Techniques.
CPAG 600	(3)	Lean Operations in Public Services

Or another 600-level course offered by the School of Continuing Studies and approved by the program adviser or academic unit.

3.7.20   Graduate Certificate (Gr. Cert.) Public Relations & Communication Management Practice (15 credits)

The online 15-credit Graduate Certificate in Public Relations and Communications Management Practice introduces the field of public relations to those interested in entering the field. It addresses the competencies needed to conceptualize and implement communications actions through traditional and digital platforms within a strategic frame. Areas of focus include public relations theory, written and visual content creation, internal communications and employee engagement, media and influencer relations, digital communications, and ethics.

Required Courses (12 credits)

CPRL 610	()	Public Relations Fundamentals and Theory
CPRL 620	()	Content Creation for Public Relations
CPRL 630	(3)	Internal Communications and Employee Engagement
CPRL 631	()	Media and Influencer Relations

Complementary Course (3 credits)

3 credits from:

CPRL 641	()	Ethics in Public Relations
CPRL 644	(3)	Integrated Digital Communications

Or 3 credits at the 600-level approved by the program adviser or academic unit.

3.7.21   Graduate Certificate (Gr. Cert.) Strategic Public Relations & Communications Management (15 credits)

The online 15-credit Graduate Certificate in Strategic Public Relations and Communications Management focuses on the competencies needed to strategize, advise on, conceptualize, implement and measure strategic communications efforts in various internal and external contexts according to ethical and professional codes and standards. This program is designed for those working in the field who want to advance their academic background and/or those who

have obtained the Graduate Certificate in Public Relations and Communication Management Practice. It delves into areas of public relations specialization including corporate communication, media and influencer relations, communication strategy, and public relations measurement and analytics.

Required Courses (9 credits)

CPRL 633	()	Corporate and Organizational Communications
CPRL 636	(3)	Public Relations Measurement, Data and Analytics
CPRL 691	()	Communications Management and Strategy

Complementary Courses (6 credits)

3 credits from the following courses:

CPRL 631	()	Media and Influencer Relations
CPRL 690	()	Special Topics in PR and Communications Management

3 credits from the following courses:

CPRL 641	()	Ethics in Public Relations
CPRL 644	(3)	Integrated Digital Communications

Or 3 credits at the 600-level approved by the program adviser or academic unit.

3.7.22 Master of Science, Applied (M.Sc.A.) Multilingual Digital Communication -N (45 credits)

The M.Sc.(Applied) in Multilingual Digital Communication; Non-Thesis is an online 45-credit professional, transdisciplinary and cross-industry program that focuses on transversal competencies in translation, research, project management, copywriting and multilingualism management. Two streams are available, which relate to localized global communication and multilingual communication technologies.

Required Courses (25 credits)

CMDC 616	(3)	Research Methods in Professional
CMDC 618	(3)	Language Technologies
CMDC 620	(3)	Project Management for Global Content
CMDC 630	(2)	Multilingual Desktop Publishing
CMDC 650	(2)	Multilingual Content Management in Enterprise Solutions

Capstone Experience:

12 credits from either practicum, internship or project courses from the following:

Practicum

CMDC 694	(6)	Practicum 1
CMDC 695	(6)	Practicum 2

OR

Internship

CMDC 696	(6)	Intermship 1
CMDC 697	(6)	Internship 2

OR

Practicum:

| CMDC 698 | (6) | Applied Research Project 1 |
| CMDC 699 | (6) | Applied Research Project 2 |

Complementary Courses (20 credits)

6 credits to be chose from the following:

CMDC 610	(3)	Approaches to Multilingualism Management
CMDC 612	(3)	Writing Effective Copy
CMDC 614	(3)	Translation Literacy in the Digital Age

14 credits to be chosen from Stream 1 or Stream 2:

STREAM 1: LOCALIZED GLOBAL COMMUNICATION (LGC)

CMDC 622	(3)	Current Trends in Multilingual Digital Communication
CMDC 642	(3)	Social Media & Community Management in Multilingual Contexts
CMDC 644	(3)	Multilingual Search Engine Optimization and Web Analytics
CMDC 646	(3)	Global Digital Communication and Localization Strategies
CMDC 652	(2)	Transcreational Lab

STREAM 2: MULTILINGUAL COMMUNICATION TECHNOLOGIES (MCT)

CMDC 623	(3)	Artificial Intelligence in Multilingual
CMDC 643	(3)	Technical Writing
CMDC 645	(3)	Advanced Language Technology:Evaluation amd Implementation
CMDC 647	(3)	Translation and Large Language Models
CMDC 653	(2)	Data Structure for Language Professionals

3.8 Other Programs

3.8.1 McGill Community for Lifelong Learning (MCLL)

MCLL is primarily for people of retirement age who want to continue learning for the joy of it, and share their knowledge, ideas, and experience with others. Whatever your interests or educational background, if you are intellectually curious, you will enjoy expanding your knowledge with others in a friendly and stimulating environment. You will also make new friends and have the satisfaction of being a student again in the surroundings of a university—with no exams!

Key to MCLL's sense of community is the commitment of members who, in addition to attending study groups, contribute their time in other ways. Members provide the team of moderators and lecturers, serve on the elected Council and committees, and take care of many administrative tasks.

The two cornerstones of learning at MCLL are peer learning and active participation. It is these principles that differentiate our programs from traditional university courses and classes. You will have the opportunity to choose from 30 to 50 study groups in a broad range of topics such as art, music, culture, literature, history, politics, health, and science. There are also workshops on computer skills.

Our home base is at 680 Sherbrooke Street West (corner of University) in suite 229, part of the McGill downtown campus.

3.8.2 Location

McGill Community for Lifelong Learning
Telephone: 514-398-8234
Email: *mcll.scs@mcgill.ca*
Website: *mcgill.ca/mcll*

3.8.3 Professional Development Certificates

Professional Development Certificates are non-credit micro-programs, which allow professionals who already have some experience in a specific industry or professional field to sharpen their professional skills and competencies, as well as validate them through academic recognition.

For admission requirements for any of the Professional Development Certificates and other important information, please refer to *the Professional Development Certificates website*.

3.8.4 Language Programs

For more information about non-credit English and French language programs and proficiency testing, please refer to the *McGill School of Continuing Studies Language Programs website*.

3.8.5 Other Non-Credit Activities

For more information about other non-credit activities, please visit the *McGill School of Continuing Studies website*.

4 Admission Requirements

4.1 Admission Procedures

The following sections describe application and admission procedures for the various programs within the School of Continuing Studies. For more information, contact the School:

School of Continuing Studies
Telephone: 514-398-6200
Email: *admissions.scs@mcgill.ca*

4.2 Admission Regulations for Certificate Programs

To be admitted to one of the 30-credit certificate programs offered by the School of Continuing Studies, applicants must hold a CEGEP diploma (Diploma of Collegial Studies in Quebec (DEC)) or equivalent, and meet the English Language Proficiency requirements. Applicants who are 21 years of age and over but do not have the normal academic background for admission may be admitted as mature students provided that they meet the English Language Proficiency requirements. Applicants between 18 and 21 years of age who do not have a CEGEP diploma but have at least a high school leaving certificate may be accepted into a qualifying program, determined by the department. Formal admission to a certificate program will normally follow upon satisfactory completion of the qualifying program provided that all other admission criteria are met. Students below 18 years of age without a CEGEP diploma will not be admitted to a certificate program nor will they be permitted to take courses.

4.2.1 Admission Requirements for Certificate Programs

To be admitted to a certificate program:

1. Students must hold a CEGEP diploma (Diploma of Collegial Studies in Quebec (DEC) or equivalent); or
2. Students 21 years of age and over who do not have the normal academic background for admission may be admitted as mature students.
3. Students between 18 and 21 who do not have a CEGEP diploma but have at least a high school leaving certificate may be accepted into a qualifying program to be determined by the School of Continuing Studies. Formal admission to the certificate program will normally follow upon satisfactory completion of the qualifying program.

Students below 18 years of age without a CEGEP diploma (DEC) will **not** be admitted to a certificate program, nor will they be permitted to take courses.

4.2.2 Proof of Proficiency in English

The language of instruction for most courses and programs at McGill is English; however, students may submit any written work that is to be graded in English or French, except in cases where knowledge of the language is one of the objectives of the course. Applicants must demonstrate the required level of proficiency in English **prior to admission** to McGill University, regardless of citizenship status or country of origin. McGill University has this language requirement in place to ensure that all students are provided with the opportunity to succeed in their chosen program. In all cases, the University reserves

the right to require proof of English proficiency if it is deemed necessary at any point during the review process. Below, you will find information on when proof of proficiency is required.

If you answer "yes" to any of the following seven statements, you do **not** necessarily need to provide proof of English proficiency, but must provide documentation to support your answer.

- Have you lived and attended school, for at least four consecutive years, in a country where English is the acknowledged primary language?
- Have you completed both Secondary V (Quebec High School Transcript issued by the *Ministère de l'Éducation*) and a DEC at a French CEGEP in Quebec?
- Have you completed a DEC at an English CEGEP in Quebec, during or later than 2003?
- Have you or will you complete a French Baccalaureate – Option Internationale (British or American section)?
- Have you or will you complete an International Baccalaureate (IB) Group 1 English (Language A: Literature, Language A: Language and Literature, or Literature and Performance) with a result of 5 or better?
- Have you or will you complete the British Curriculum A-Level English with a final grade of C or better?
- Have you completed the British Curriculum GCSE/IGCSE/GCE O-Level English, English Language, English First Language, or English as a Second Language with a final grade of B or better?
- Have you completed or will you complete English as Language 1 or Language 2 in the European Baccalaureate curriculum (in the Schola Europaea system)?

If you answered "no" to all of the above, but answer "yes" to any of the following questions, you will be asked to provide supporting documentation to this effect in order to provide proof of English language proficiency.

- Have you been attending school, for at least four consecutive years, at an accredited educational institution (in a non-English speaking country) where English is the language of instruction?
- Have you obtained an undergraduate degree from an accredited educational institution where the language of instruction in your program of study was English (minimum three years)?
- Have you obtained a graduate degree from an accredited educational institution where the language of instruction in your program of study was English (minimum two years)?

Applicants to the School of Continuing Studies 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):

   iBT (internet-based test): minimum acceptable score of 90 overall (with a minimum individual component score of 21 in each of the four components, i.e., reading, writing, listening, and speaking).

   Note: An institutional version of the TOEFL is not acceptable.

2. IELTS (International English Language Testing System) Academic Versions: A band score of 6.5 or better; individual component scores must be 6.0 or better. Regular Academic and UKVI Academic versions are both accepted. Please note that the IELTS indicator test is not accepted by McGill University.
3. McGill Certificate of Proficiency in English or McGill Certificate of Proficiency – English for Professional Communication: Certificate of Proficiency awarded.
4. University of Cambridge: Cambridge C1 Advanced. Certificate awarded with a grade of B or higher (formerly Certificate in Advanced English (CAE)).
5. University of Cambridge: Cambridge C2 Proficiency. Certificate awarded with a grade of C or higher (formerly Certificate of Proficiency in English (CPE)).
6. Canadian Academic English Language Assessment (CAEL) = overall band score of 70 or better; individual component scores of 60 or better. The paper, the computer and the online tests are accepted.
7. Pearson Test of English – Academic = Overall score of 65 or better individual component scores of 60 or better.
8. Duolingo English Test (DET): score of 115 or better.

   Note: Your test results must be reported directly to the University by the test centre; consequently, candidates' copies of results will not be accepted as proof of English language proficiency. It is your responsibility to ensure that the official test results in an official format are forwarded directly by the testing service to the Client Services Office (Admissions) of the School of Continuing Studies, 680 Sherbrooke St. West, 11th Floor, Montreal, Quebec, H3A 2M7. For TOEFL, the institutional code at McGill University is 0935-00.

4.2.3   Independent Studies (Special Student Status)

Please consult *Special Student Status for School of Continuing Studies* for information pertaining to Special Students.

4.2.4   Exemption by Examination

In general, certificates offered by the School of Continuing Studies are composed of 10 courses. Some programs, however, have corequisite and prerequisite courses that must be completed by the student in order for them to obtain their certificate, diploma, or graduate certificate.

Students who believe that they have taken the equivalent of one or more of the corequisites to the program, or one or more of the prerequisite courses that are not part of the program to which they have applied, may take an Exemption by Examination test for eligible programs as deemed by the Department. Students who have failed any of the corequisite courses to the program, or any of the prerequisite courses that are not part of the program to which they have applied, are not eligible to take the Exemption by Examination test for the course(s) that they have failed.

The Exemption by Examination test is intended for students who do not have the requisite academic background required, but who believe that they have the requisite level of knowledge needed. Students who successfully pass the Exemption by Examination test(s) with a minimum grade of 55%, with the exception of CMSC 000 which requires a minimum passing grade of 65%, will not have to take the course(s) for which the test(s) was taken. Those who fail the Exemption by Examination test(s) will not be permitted to repeat the test(s); instead, they must enrol in the course(s) for which the particular test was taken. Students will be notified in writing of their test results. Test results are valid for one academic year.

Students may register for the Exemption by Examination test on the following website: *mcgill.ca/continuingstudies/recognition-prior-learning*. There is a non-refundable application fee (payable by credit card) due at the time of registration. Students interested in a list of courses for which the Exemption by Examination test applies should refer to *the website*.

For further details on the Exemption by Examination test and dates, students should contact the School of Continuing Studies.

Note: The School of Continuing Studies reserves the right to reschedule test dates and to revise the application fee without prior notice.

4.3 Deferring or Declining Our Offer of Admission?

You must accept or decline the Offer of Admission. If you accept the Offer of Admission, the offer will be valid for the term of admission. If you do not enrol in courses during that term, you will be required to re-apply. If you wish to decline the offer of admission, you may do so via Minerva, or you may contact the Client Services Office via email at *admissions.scs@mcgill.ca* to inform them of your decision.

4.4 Program Transfers

A student may request one program transfer per admission; for any subsequent request, the student will be required to complete a new "Application for Admission" and will be subject to the $101.38 application fee. Students who wish to transfer from one program to another must submit a written request to the Client Services – Admissions Office. Please note that students cannot request a program transfer in the same session in which they were admitted, nor if they never registered for courses in the program to which they were admitted. Additionally, students cannot request a program transfer if they have not registered for courses in their current program for over a year.

The *Request for Program Change* form is available at *mcgill.ca/continuingstudies/scs-current-students/scs-forms*.

4.5 Advanced Standing

Advanced Standing is reviewed and processed at the time of admission and is granted based on the official documents submitted with the admission application. However, you may submit your own request for Advanced Standing. Advanced Standing will only be granted for equivalent credit courses that were completed within the last five years, at the same level and with the minimum grade stipulated by the University. The Request for Advanced Standing form is available at *mcgill.ca/continuingstudies/recognition-prior-learning*.

4.5.1 Post-Admission Requests for Advanced Standing

Students applying for Advanced Standing after the time of admission must complete an "Application for Advanced Standing" and submit it to the Client Services Office. Requests will not be considered unless accompanied by all required documentation. Please note that the evaluation process takes at least six weeks to complete. All decisions are final and may not be appealed. Students should take note of the following procedures:

1. Complete all sections of the Application for Advanced Standing.
2. Attach an unofficial copy of your transcript.
3. Attach detailed official course outline(s) (indicating textbook used, chapter/topics covered, etc.).

    Note: Summary course description(s) are **not** acceptable.
4. Make arrangements for official transcripts to be sent directly from the institution where the course(s) were taken to the Client Services Office of the School of Continuing Studies.
5. If required, students are responsible for submitting any additional supporting documentation to the Client Services Office of the School of Continuing Studies.

The Application for Advanced Standing can be found online at: *mcgill.ca/continuingstudies/recognition-prior-learning*. It is also available at the Client Services Office.

4.5.2   Exemption by Examination (for Students of the School of Continuing Studies)

The Exemption by Examination test is intended for students who do not have the requisite academic background or formal training required, but who believe that they have the requisite level of knowledge needed.

Applicants will be permitted to take an Exemption by Examination test for:

- corequisite courses to the program;

   or

- prerequisite courses that are not part of their program.

Students who successfully pass the Exemption by Examination test(s) will not have to take the course(s) for which the test(s) was taken.

Those who fail the Exemption by Examination test(s) will not be permitted to repeat the test(s); instead, they must enrol in the course(s) for which the particular test was taken.

Students may obtain relevant information from: *mcgill.ca/continuingstudies/recognition-prior-learning*. Students interested in the Exemption by Examination test should contact the School of Continuing Studies for further details.

> **Note:** Students who have been granted credits and/or exemptions are not permitted to register for the courses for which they have been granted credits and/or exemptions. Students applying to an undergraduate program will not be granted credits and/or exemptions for equivalent credit course(s), unless the course(s) in question were successfully completed with a minimum grade of C or better within the last five years. Students applying to a graduate program will not be granted credits and/or exemptions for equivalent credit course(s), unless the course(s) in question were successfully completed at the graduate level within the last five years with a minimum grade of B- or better.

4.6   International Students

The immigration authorities do not issue visas to students unless they are studying full-time in a recognized program. Please note that McGill University does not issue any immigration documents. Most of the programs offered by the School of Continuing Studies are designed for part-time students, but some may be taken full-time. To be full-time in a credit program you must take at least 12 credits each term toward your program. The non-credit intensive English and intensive French language programs are full-time programs.

Prospective visa students should contact the School of Continuing Studies to verify that the program they wish to apply to may be taken full time. Admitted students will be given an International Student Study Plan and are advised, prior to registration, of the appropriate sequence of courses that will enable them to complete the program within the time frame specified by the immigration authorities.

> **Note:** Students in the intensive English or intensive French language programs will not be required to provide a Study Plan to immigration authorities.

4.6.1   Application Procedures – International Students

For acceptance into a program, students must complete a formal application. Please see *Admission Requirements* for information on how to apply to a program.

International students are reminded that in order to study at McGill, they are required to obtain a Study Permit (Visa) from Immigration, Refugees, and Citizenship Canada. This, in turn, can be issued only after a *certificat d'acceptation du Québec* (CAQ) has been obtained from the *Ministère de l'immigration, de la Diversité et de l'inclusion* of Quebec.

Initial application for a Study Permit may not be made from within Canada, although subsequent renewals may be made from within the country.

Acceptance into the School's programs does not necessarily entitle a student to a *certificat d'acceptation du Québec* or Study Permit, which is issued at the sole discretion of the respective immigration authorities, nor does it permit a student to work within Canada, for which a separate Work Permit is required.

4.6.2   Immigration Procedures

Unless their studies at McGill will be completed in less than six months, all students, other than Canadian citizens and permanent residents of Canada, must obtain proper authorization from both Quebec and Canadian immigration officials prior to proceeding to Canada and/or commencing studies.

Once you receive your Admission letter from McGil University, you should start the application process for a *certificat d'acceptation du Québec* (CAQ). Once you receive your CAQ, obtaining a study permit can take **three to six months**. You should take this into consideration when making your application to the School of Continuing Studies.

Immigration authorities require prospective students to present proof of access to sufficient funds to support themselves for the period of their studies, before acceptance will be granted. Proof of a *certificat d'acceptation du Québec* (CAQ) will be required of all international students at registration. International students have the following two immigration options, depending on the length of time chosen to study in Canada:

4.6.2.1 Temporary Resident Visa (Only for Intensive English or Intensive French Language Programs)

If you are certain that you will study for less than six consecutive months, you need only apply for a Temporary Resident Visa from Immigration Canada. However, some international students may have to apply for an Electronic Travel Authorization (eTA); for further information, refer to *www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/eta*. Please note that a person arriving on a Temporary Resident Visa cannot study for more than six consecutive months. Temporary Resident Visas cannot be changed to a Study Permit from within Canada.

4.6.2.2 Study Permit

Persons planning to study for more than six consecutive months are required to obtain a *certificat d'acceptation du Québec* (CAQ) from the *Ministère de l'immigration, de la Diversité et de l'inclusion* of Quebec. and a Study Permit from Immigration, Refugees, and Citizenship Canada. The first application for these documents must be made before arriving in Canada. For more information, consult the Immigration Canada website at *www.cic.gc.ca*.

Students must start by applying for the *certificat d'acceptation du Québec* (CAQ) at the *Ministère de l'immigration, de la Diversité et de l'inclusion* office designated to serve the geographic area where the student resides. The application form, as well as a guide on how to apply, is available on the *Quebec government's website*. Allow at least five weeks to complete the application process for a CAQ. Immigration Québec officials will notify the Canadian Visa Service in the embassy or consulate closest to the student when the CAQ has been approved or it may be mailed directly to the student. The student must then visit the Canadian Visa Service and apply for a Study Permit and a Temporary Resident Visa if required.

Note the Expiry Date on your Study Permit; in some cases, it may expire before you register for your second year at McGill. **It is extremely important that you do not let your Study Permit expire**. **You should contact Quebec and Canadian immigration authorities six to seven weeks prior to the expiry date on your document.**

For further information, students may contact the Canadian Embassy/Consulate in their country of residence. McGill cannot determine the length of time that it may take to complete immigration procedures. We can only advise you to begin this process as soon as possible, and to be patient.

4.6.2.3 Immigration Contacts

Immigration, Refugees, and Citizenship Canada
Telephone: 1-888-242-2100
Website: *cic.gc.ca*
Client Support Centre: *canada.ca/en/immigration-refugees-citizenship/corporate/contact-ircc/client-support-centre.html*

Ministère de l'Immigration, de la Francisation et de l'Intégration (Immigration Québec)
Telephone: 514-864-9191
Website: *quebec.ca/en/immigration*

Canadian Bureau for International Education (CBIE)
220 Laurier Ave. West, Suite 1550
Ottawa ON K1P 5Z9
CANADA
Telephone: 613-237-4820
Website: *cbie.ca*

Canada Border Services Agency
From within Canada, call: 1-800-461-9999 (toll-free).
From outside Canada, call: 204-983-3500 or 506-636-5064 (long-distance charges apply).
Website: *cbsa.gc.ca*

Further information regarding the regulations governing student status in Quebec can be provided by the nearest Canadian embassy or consulate.

4.7 Special Student Status

This following information applies to all programs within the School of Continuing Studies.

4.7.1 Undergraduate Courses

The majority of undergraduate courses at the School of Continuing Studies are open to the general public. Anyone over 18 years of age can register. If you are under 18 years of age, you may register on the condition that you have already completed your DEC (*Diplôme d'Études Collégiales*).

If you are interested in taking courses without necessarily committing yourself to completing a degree, diploma, or certificate, you may do so by registering as an "Independent Student". To do so, students need to have the required prerequisite qualifications for the course and meet the admission criteria.

Note: The number of courses an Independent Student may take is limited. Students are encouraged to apply to a program before completing four (4) courses. The School of Continuing Studies has no obligation to recognize credits earned by Independent Students toward completion of a certificate program.

For details on how to register in courses, please consult the website: *mcgill.ca/continuingstudies/independent-special-students*.

4.7.2   Graduate Courses

Students must hold a university degree from a recognised university that is equivalent to an undergraduate degree as approved by Graduate and Postdoctoral Studies to be admitted to a graduate-level course.

Note: The number of courses an Independent Student may take is limited. Students are encouraged to apply to a Diploma or Graduate Diploma program before completing four (4) courses and to a Graduate Certificate program before completing two (2) courses. The School of Continuing Studies has no obligation to recognise credits earned by Independent Students toward completion of a Diploma, Graduate Diploma or Graduate Certificate program.

Note: Other academic regulations may apply to Independent Students, depending on the courses in which you register.

For further information please refer to the relevant academic area's section of this publication or to the website: *mcgill.ca/continuingstudies/independent-special-students*. Independent students who wish to register for graduate-level courses must see an advisor prior to registration.

4.7.3   Documents Required to Register for Courses

For more information, please refer to the *Other Ways to Register* page.

4.8   Language Testing

4.8.1   TEF Canada/TEFaQ

The TEF Canada and TEFaQ are French language proficiency tests recognized by the *Ministère de l'Immigration, de la Francisation et de l'Intégration* as a measure of proficiency for its *Certificat de Sélection du Québec* (CSQ) immigration selection process, as well as Citizenship and Immigration Canada (CIC) for its citizenship selection process.

The tests contain four sections:

- Oral Comprehension (40 minutes)
- Oral Expression (15 minutes)
- Written Comprehension (60 minutes)
- Written Expression (60 minutes)

McGill University offers the TEF and the TEFAQ on behalf of the *Chambre de commerce et d'industrie de Paris* (CCIP). For more information about the TEFaQ, visit our website and/or see the *Le français des affaires de la CCI Paris Île-de-France's TEFaQ page*. More information about the TEF Canada can also be found on the *Le français des affaires de la CCI Paris Île-de-France*'s *TEF Canada page*. The University also offers a preparatory course. Please visit our website to find more information about this course.

Email: *tefaq.scs@mcgill.ca*
Website: *mcgill.ca/continuingstudies/program/tef-canada-tefaq-test-devaluation-de-francais*

5   Academic Regulations

5.1   Undergraduate Academic Regulations

Students must inform themselves of University rules and regulations and keep abreast of any changes that may occur. The Academic Regulations section contains important detailed information required by students during their studies at the School of Continuing Studies and should be periodically consulted for modifications.

5.1.1 Academic Advisors

Students who would like to take the opportunity to meet with an academic advisor may book an appointment by visiting the *SCS advising website*. Please note this service is by appointment only.

5.1.2 Academic Standing for Certificate Programs

A minimum grade of C is required in all courses in a program, with the exception of CMSC 000 for which a minimum grade of B- is required. The only other exception is that a grade of D will be allowed in one elective course that is not a prerequisite to other courses to be taken in the program.

A maximum of two unsatisfactory grades, excluding supplementals, is permitted on the record. In this context, an unsatisfactory grade is a grade of F, J, or D in compulsory courses, and a grade of F, J, or more than one D in elective courses. Even if an unsatisfactory grade is improved by means of a supplemental examination, where available, the original grade remains on the record and counts toward the total number of unsatisfactory grades.

Students who have more than two unsatisfactory grades on their record will not be permitted to register in other courses or programs in the School of Continuing and Studies.

In order to be eligible for graduation, students must complete all program requirements with a cumulative grade point average (CGPA) of at least 2.0, which will be computed over all courses (including supplementals and unsatisfactory grades but excluding corequisite courses) taken in the program. If a student's CGPA falls below 2.0, the student may be asked to withdraw.

Academic Standing Requirements for Special Students

Special Students, although not formally registered in a program, are expected to demonstrate seriousness of academic purpose. Special Students must meet all academic and language requirements stipulated by the School of Continuing Studies (SCS), and must complete all courses, including corequisite and prerequisite courses, with a grade of C or better. A maximum of two grades below C in any course offered through the SCS is permitted on the record. In this context, grades below C include the grade of D (a conditional, non-conditional pass), F (a failure), and J (unexcused absence/failed). Special Students are permitted to repeat the same course only once. Special Students who accumulate more than two grades below C in the SCS and/or whose CGPA falls below 2.0 will not be permitted to register in other courses in the SCS. Please note that even if a grade is improved by means of repetition of the course(s), the original grade remains on the student's record and counts toward the total number of unsatisfactory grades.

5.1.3 Advanced Standing and Residency Requirement

Advanced Standing

Advanced Standing may be granted to students who provide evidence of equivalent credit course(s) completed in other programs at McGill University or at another recognized university. Students should note that courses taken more than five years ago will not be recognized for Advanced Standing.

Students wishing to apply for advanced standing must complete an Advanced Standing form at the time of admission. Evaluation requests received after this time will not be considered before registration and will be delayed until the following session. Requests will not be considered unless a student has applied to a program and must be accompanied by all required documentation.

Note: The evaluation process takes at least six weeks to complete.

Residency Requirement

A) Students transferring to McGill:

Advanced Standing of up to 30% of the courses in any one certificate program may be awarded for successfully completed equivalent study done at another university within the last five years.

B) Students transferring within McGill:

1. Students who withdraw from a certificate program may transfer credit to another certificate with no limit to the number of credits granted provided the courses are identical, were completed within the last five years and all other requirements of the new certificate are met.
2. Students who withdraw from a degree, graduate certificate, or diploma program and those who have completed a degree program and who have successfully completed courses appropriate to the content, standards, and other requirements of a particular certificate may apply and be awarded credit toward that certificate program up to and including five courses provided they were completed within the last five years. They must complete a minimum of five courses (15 credits) in the certificate program at the School of Continuing Studies after admission to that program.
3. Students who have completed a diploma, graduate certificate, or certificate program may apply for admission to a second certificate program and be given Advanced Standing (if applicable) up to a maximum of 9 credits (three courses) provided the courses were completed within the last five years.

Students wishing to transfer from a graduate certificate or diploma program to a certificate program will receive Advanced Standing only for those courses in which they obtained the minimum passing grade required in the graduate certificate or diploma program.

C) Students taking two programs concurrently:

1. Students may apply for admission to and register in more than one certificate program at a time. Where program course requirements overlap, credit may be granted up to a maximum of three courses (9 credits). Students may be granted exemption for overlapping courses in excess of 9 credits but must choose substitute courses with the approval of the SCS. Courses cannot be counted more than twice.

2. Students may be concurrently registered in a certificate and degree program. Courses taken at the School of Continuing Studies and approved for the degree program by the Associate Dean, which also meet the requirements of the certificate, may also be counted toward completion of the certificate. This form of double counting between certificate and degree programs is limited to five courses. Courses cannot be counted more than twice.

D) Students admitted to degree, graduate certificate, or diploma programs after completing a certificate program:

Students who apply for admission to a degree or diploma program after having completed a certificate program may be granted Advanced Standing at the discretion of the Associate Dean of the faculty in which the degree, graduate certificate, or diploma is offered.

E) Special Students:

Please consult the *Special Student Status page*.

5.1.4   Course Terminology

Corequisites

This refers to academic course requirements that may be completed before or concurrently. In course terminology, this means that Course A is corequisite to Course B if Course A must be taken concurrently with (or may have been taken prior to) Course B. Corequisite courses must be respected for all courses—including all courses for which deferrals (L) have been granted.

Prerequisites

Admission to certain courses is restricted to students who have reached a certain level of knowledge by having completed other required work. In course terminology, this means that Course A is prerequisite to Course B if a satisfactory pass in Course A is required for admission to Course B. Prerequisite courses must be completed prior to course registration - including all courses for which deferrals (L) have been granted. Therefore, students are required to drop all courses in which they have obtained a grade of D, F, L, or J in the prerequisite and re-register for the prerequisite and corequisite course(s) as required.

The prerequisite course(s) or conditions are specified in the course description; see the *Continuing Studies Course Information and Regulations page*. Students must observe these prerequisites. If you fail to meet the prerequisite requirement, you will be denied permission to register in the course. Students unsure of their status with regard to a prerequisite must inquire at the School of Continuing Studies.

Note: Any student in violation of the above regulation may have the course in question immediately removed from their student record. Please note that this will affect course load, which may result in part-time registration status.

Required Courses

Programs may frequently comprise a number of required courses. In course terminology these represent mandatory courses that must be completed to fulfil the requirements of a program unless the student receives an exemption(s).

Complementary Courses

Programs may comprise a number of complementary courses. These are courses selected from a restricted list, a particular subject area, or a discipline. In some programs, students must include a number of these complementary courses to meet program requirements.

5.1.5   Program Corequisites

Certain programs require specific corequisites. These may be completed after admission to the program. It is highly recommended that students complete all corequisite courses for a program at the beginning of the program. Please note that all program corequisites must be completed in order to graduate from the program.

5.1.6   Course Load

All our programs are structured to be taken on a part-time basis. Therefore, students are advised to register for no more than two courses per term. If, however, a student with a special reason wishes to take a full-time load, the following conditions are applicable:

- A student would be permitted, if the schedule allows it, to register for a full load in the first term.
- If a student then has one failure, the course load will be reduced to three courses in the subsequent term.
- If a student has two failures, the course load would be reduced to two in the subsequent term.
- If a student has three failures, the course load would be reduced to one in the subsequent term and the student would not be permitted any further failures.
- If a student has accumulated four failures, the student will be asked to withdraw.

Note: The number of failures will be cumulative over the complete record. A failure is defined as being a grade less than C (55%) for any student pursuing an undergraduate certificate program. The only exception is CMSC 000 for which a failure is defined as being a grade less than B- (65%).

5.1.7   Information Sessions

Information sessions are held throughout the year. This is an opportunity for you to learn more about specific programs and courses and to talk to academic advisors. Members of the School of Continuing Studies staff will be available to explain and discuss the requirements of the various programs and courses offered. Academic advisors and Academic Program Coordinators will be available at these sessions to answer your questions and you will be given the

opportunity to meet with industry representatives, course lecturers, and instructors. Please call the School of Continuing Studies at 514-398-6200 for further information.

5.1.8   Independent Studies (Special Student Status)

Please consult the Undergraduate Courses section of the *Special Student Status page*.

5.1.9   Time Limits

For a single certificate requiring ten courses (30 credits) the program must be completed within four years of initial registration. For corequisite certificates, the two certificate programs (20 courses, 60 credits) must be completed within eight years of initial registration. Where a certificate program requires more than 10 courses, the time limit will be adjusted accordingly. Time limits will be adjusted accordingly for those students who are granted Advanced Standing or who transfer from one program to another. Students exceeding the time limits may request an extension in writing to the undergraduate advisor. A recommended revision of the program of study must be approved by the Director.

Students who do not register for a course in their program for one year will be required to reapply, pay the application fee and meet any new program requirements.

5.1.10   Transfer of Program

For more information, see the School of Continuing Studies' *Program Transfers page*.

5.2   Graduate Academic Regulations

5.2.1   Independent Studies

Please consult the *Special Student Status page*.

5.2.2   Academic Advisors

General advising information for the School of Continuing Studies can be obtained by calling one of our **Client Service Representatives** at 514-398-6200 during regular business hours, or by sending an email to *info.conted@mcgill.ca*.

Current and prospective students who wish to take the opportunity to meet with an academic advisor to obtain information on course and program selection, are encouraged to book an appointment by visiting the *SCS advising website*. Please note this service is by appointment only.

Please note that a pre-scheduled appointment is preferred so we can better address your queries and prioritize your appointment over walk-ins. Learners are encouraged to contact Client Services well ahead of admission deadlines and registration peak periods for assistance, as academic advisors have a high influx of learners during those periods and the wait time may be longer.

5.2.3   Advanced Standing for Graduate Certificates or Diploma Programs

Students transferring to McGill University from another university may be awarded Advanced Standing of up to 30% of the courses in any one degree program for successfully completed equivalent graduate-level courses with a minimum grade of B- done at another recognized university within the last five years.

Students may apply for admission to, and register in, more than one program concurrently. Where program course requirements overlap, credits may be granted up to a maximum of 30% of the program. Students may be granted exemption for overlapping courses in excess of this but must choose substitute courses with the approval of the Department.

Students who apply for admission to a degree, graduate certificate or diploma program after having completed a certificate program may be granted Advanced Standing at the discretion of the Associate Dean of the faculty in which the degree or diploma is offered.

5.2.3.1   30-Credit Graduate Certificate or Diploma Programs

Students who have completed equivalent post-graduate level courses with a minimum grade of B- at a recognized university may apply for a transfer of credits. A maximum of 9 credits (three courses) may be credited for post-graduate courses taken outside the program in which they are registered. These courses must have been completed within the last five years. Students are required to complete the remaining courses at McGill University in order to be eligible for the program.

5.2.3.2   15-Credit Graduate Certificates

Students who have completed equivalent post-graduate level courses, including corequisite and prerequisite courses, with a minimum grade of B- at a recognized university may be granted a maximum of 3 credits (one course). This course must have been completed within the last five years. Students must complete 12 credits (four courses) in the Graduate Certificate at McGill University. Students completing two graduate certificates may only double count 3 credits (one course).

5.2.4   Supplemental Examinations for all Programs

Please note that supplemental examinations are not available for courses offered by the School of Continuing Studies (i.e., if a student fails a course he/she must repeat it).

5.2.5   Academic Standing Regulations

5.2.5.1   30-Credit Graduate Certificate or Diploma Programs

1. Students must complete all courses with a minimum passing grade of B-. This includes all required courses, complementary courses, corequisite courses, prerequisite courses, and courses outside the program to which the student has been admitted. Students will be allowed to fail no more than two courses. On the third failure, students will not be permitted to register in other courses or programs in the School of Continuing Studies. In this context, an unsatisfactory grade is deemed to be any grade below that of a B-. Please note that even if an unsatisfactory grade is improved by means of repetition of the course(s), the original grade remains on the student's record and counts toward the total number of unsatisfactory grades.

2. Students have a maximum of four years to complete a 30-credit Diploma program.

3. Students in the Graduate Diploma in Legal Translation will be allowed to fail no more than one course. On the second failure, students will not be permitted to register in other courses or programs in the School of Continuing Studies.

5.2.5.2   15-Credit Graduate Certificates

1. Students must complete all courses, including corequisite, prerequisite, required, and complementary courses, with a minimum passing grade of B-. Students will be permitted a maximum of one failure. On the second failure, students will be asked to withdraw from the program immediately. In this context, an unsatisfactory grade is deemed to be any grade below that of a B-. Please note that even if an unsatisfactory grade is improved by means of repetition of the course(s), the original grade remains on the student's record and counts toward the total number of unsatisfactory grades.

2. Students have a maximum of two years to complete a 15-credit graduate certificate.

5.2.5.3   Special Students

Special Students must meet all academic and language requirements stipulated by the School of Continuing Studies (SCS) and must complete all courses, including corequisite and prerequisite courses, with a minimum passing grade of B-. Students will be permitted a maximum of two unsatisfactory grades on their academic record. Students who obtain three unsatisfactory grades will be asked to withdraw from the SCS immediately. In this context, an unsatisfactory grade is deemed to be any grade below that of a B-. Please note that even if an unsatisfactory grade is improved by means of repetition of the course(s), the original grade remains on the student's record and counts toward the total number of unsatisfactory grades.

Students who fail to comply with the minimum standards set by the SCS may not continue in their program, may not take courses as a Special Student, and will have their registration cancelled. Once a student is asked to withdraw he/she will not be permitted to register in other courses or programs in the SCS, nor will they be permitted to exercise deferral privileges for the following term.

McGill University's School of Continuing Studies affirms the right of students to dispute substantive or procedural academic matters, including decisions about the student's continuation in a program. Students may likewise dispute decisions that concern the application of academic regulations and requirements to students. A formal academic appeal must be made in writing directly to the School of Continuing Studies Appeal Committee. This request must be accompanied by supporting documentation which substantiates reinstatement.

5.2.5.4   Time Limits

For a single graduate certificate or diploma requiring 30 credits, the program must be completed within four years of initial registration. For a single graduate certificate program requiring 15 credits, the program must be completed within two years of initial registration. Time limits will be adjusted accordingly for those students who are granted Advanced Standing, or who transfer from one program to another. Students exceeding the time limits may request an extension, in writing, to the graduate advisor. A recommended revision of the program of study must be approved by the Director.

Students who do not register for a course in their program for one year will be required to reapply, pay the application fee and meet any new program requirements.

Corequisite

This refers to academic requirements that may be completed before or concurrently. Corequisite courses must be respected for all courses – including all courses for which deferrals (L) have been granted.

Corequisites for Programs

Certain programs require specific corequisites. These may be completed after admission to the program. It is highly recommended that students complete all corequisite courses for a program at the beginning of the program. Please note that all program corequisites must be completed in order to graduate from the program.

Prerequisites for Courses

Admission to certain courses is restricted to students who have reached a certain level of knowledge by having completed other required work. In course terminology, this means that Course A is prerequisite to Course B if a satisfactory pass in Course A is required for admission to Course B. The prerequisite course(s) or conditions are specified in the course descriptions. Students must observe these prerequisites. If you fail to meet the prerequisite requirement, you will be denied permission to register in the course. Students unsure of their status with regard to a prerequisite must inquire at the School of Continuing

Studies. Prerequisite courses must be completed prior to course registration - including all courses for which deferrals (L) have been granted. Therefore, students are required to drop all courses in which they have obtained a grade of D, F, L, or J in the prerequisite and re-register for the prequisite and corequisite course(s) as required.

> **Note:** Any student in violation of the above regulation may have the course in question immediately removed from their student record. Please note that this will affect course load, which may result in part-time registration status.

Required Courses

Programs may frequently comprise a number of required courses. In course terminology these represent mandatory courses that must be completed to fulfil the requirements of a program unless the student receives an exemption(s).

Complementary Courses

Programs may comprise a number of complementary courses. These are courses selected from a restricted list, a particular subject area, or a discipline. In some programs, students must include a number of these complementary courses to meet program requirements.

Course Load

All our programs are structured to be taken on a part-time basis. Therefore, students are advised to register for no more than two courses per term. If, however, a student with special reason wishes to take a full-time load, the following conditions are applicable:

- A student would be permitted, if the schedule allows it, to register for a full load in the first term.
- If a student then has one failure, the course load will be reduced to three courses in the subsequent term.
- If a student has two failures, the course load would be reduced to two in the subsequent term.
- If a student has accumulated three failures, he/she will be asked to withdraw.

A failure is defined as being a grade less than B- (65%).

Information Sessions

Information sessions will be held throughout the year. Please refer to the School of Continuing Studies website for the precise dates. These sessions will give you an opportunity to learn more about specific programs and courses. Academic advisors and Academic Program Coordinators will be available at these sessions to provide you with details on program requirements, admission procedures, etc. We urge you to attend these sessions if you are planning to take courses in the upcoming term.

5.2.5.5   Registration in Graduate-Level Courses

For more information, see *section 4.2: Admission Requirements*.