



**University Regulations and Resources (School
of Continuing Studies)**

Programs, Courses and University Regulations

2019-2020

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

1 . McGill University reserves the right to mak

Publication Information

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1 General Policies and Information

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

1.1 Authorization, Acknowledgement, and Consent

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

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

1.2 Student Rights and Responsibilities

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

Further details regarding your rights and responsibilities are also available at www.mcgill.ca/students/srr, which you may log your rights and responsibilities.

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

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



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



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

1.5 University Student Assessment Policy

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

This policy applies to undergraduate and graduate courses offered by the University that are evaluated by any form of assessment. E7 508 g. A5r by oUnirwise1 0 0 1 67

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

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

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

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

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

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

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

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

1.7 Undergraduate Leave of Absence Policy

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

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

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

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

No tuition fees will be charged for the duration of the authorized leave. During a leave of absence, you maintain an 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 1 0 0 or StudenaTm(e "lea)Tj1 0 0 1 237.23(ou)Tj1 010.3 or StudenaTmend anotQi

- Professional programs may impose constraints to application of the undergraduate leave of absence policy due to accreditation requirements or placement limitations.
- International students are advised to contact [International Student Services](#) (ISS) regarding individual circumstances.



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



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



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

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

- Change your major or minor program (not all faculties)
- View your unofficial transcript and degree evaluation reports
- View your McGill login information to access the Internet and email
- View your Permanent Code, citizenship, and Quebec residency status and fee information
- Update personal information such as address, telephone number, and emergency contacts
- Update your preferred first name
- Submit an online course evaluation
- Submit an application to participate in an exchange program (not all faculties)
- Apply to graduate
- View graduation status and convocation details
- Order official transcripts
- Retrieve tax receipts
- Order a reduced-fare STM Opus card

For information on logging in to the Minerva website, visit our IT Services website at www.mcgill.ca/it and select **Services & software**; and then **Minerva for Students and Guests**.

1.8.5 myMcGill

myMcGill is a portal which gives students and staff a personalized interface to the University's information systems. It provides a central point of access to systems listed below, and displays timely news and important announcements.

Systems accessible through the portal include:

- Athletics
- Email
- FAMIS
- [McGill home page](#)
- InfoEd
- Library
- Minerva
- myCourses
- myFuture
-

- **Macdonald campus**

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

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

Students who meet certain criteria may be eligible for an [exemption](#). **Exemption requests must be made on Minerva under the International Student Health Iite**

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. Contact information for the **Downtown campus** is available at www.mcgill.ca/wellness-hub/access-care/meet-doctornursedietitian, and for the **Macdonald campus** at www.mcgill.ca/wellness-hub/access-care/macdonald-campus-care.

If you anticipate encountering ongoing barriers in the academic or physical environment due to disability, injury, or illness, please consult with the [Office for Students with Disabilities](#) to determine an appropriate individualized accommodation plan. Appropriate medical documentation may be required, and can be discussed with an Access adviser. 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 www.mcgill.ca/osd for more information, or to book an appointment.



Note for Medicine and Dentistry: See the WELL Office at www.mcgill.ca/thewelloffice.

1.9.4 Academic Accommodation of Pregnant Students and Students Caring for Dependents

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.

Please consult [the guidelines](#).

1.10 Non-Smoking Policy

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

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.

2.1 Updating Personal Information

It is important to keep your official records up to date, especially your mailing or billing address, because

2.2 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.

2.2.1 Why Does McGill Collect Legal Documents from You?

Your tuition status at McGill will vary depending on your legal status in Canada. In order for us to determine your appropriate rate of tuition (Quebec, Canadian out-of-province, or international), we require documentation confirming your current status. We also require these documents to confirm your valid citizenship/immigration status. To find out which documents you must provide—and when they are required—refer to: [section 2.2.2: 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: Students admitted to the Faculty of Medicine will be required to provide additional documentation for the purposes of admission and re

2.2.3 Has McGill Received Your Documents?

2.2.3.1 Quebec/Canadian/International Fees and Immigration Status

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

2.2.5.1 For the School of Continuing Studies

By Email:

legaldocuments.conted@mcgill.ca

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

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

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

Telephone: 514-398-6200

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

2.3 Identification (ID) Cards

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

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

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

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

2.3.1 ID Card Schedule for the Downtown Campus

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

2.3.2 ID Card Schedule for the Macdonald Campus

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

Student Affairs Office, Room 106, Laird Hall

Office hours:



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

2.4 Legal Name

This 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.

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

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

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 about, both or all sides of the document must be copied and presented.

2.4.1 Preferred First Name

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

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

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

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

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

Note:

International Students

In addition to the above, international students should bring:

1. A completed Study Plan



Note: Once accepted 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 2.2.1: 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.)

Registration for Short Courses, Seminars, and Workshops

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.

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

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 www.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.

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 www.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” 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.

3.3.2.2 Minerva Registration Schedule 2019–2020

Registration		
	Fall	Winter
Returning students	June 11 to September 3	October 3 to January 6
Newly admitted students	June 18 to September 3	October 10 to January 6
Returning (Independent) Special Students	June 18 to September 3	October 10 to January 6

Late Registration and Add/Drop Period		
	Fall	Winter
All students except for those in non-credit <i>Professional Development</i> and <i>Faculty Partnerships</i> and <i>Summer Studies</i> courses	September 4–17	January 7–21

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 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.

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."

3.4 Class Schedule

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

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

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

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

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



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



Note for Medicine: This section is not applicable to M.D.,C.M. students; see www.mcgill.ca/ugme.

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 in the **Important Dates Supplement** at www.mcgill.ca/continuingstudies/registration or in *School of Continuing Studies > Getting Started > Key Dates, 2019–2020*. 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*.

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.

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



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



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



Note for Continuing Studies: If you are a Visiting IUT Student and your application has been approved, you must register in-person, by appointment only (see [University Regulations & Resources > Continuing Studies > Registration for Continuing Studies Students > Other Ways to Register > section 3.2.1: In-Person Registration](#)).

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

4 Fees for Continuing Studies Students

The University reserves the right to make changes without notice in the published scale of fees. Please consult the Student Accounts website at www.mcgill.ca/student-accounts/tuition-fees. The University will publish this schedule as soon as the fees for the 2019–2020 academic year are announced.

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

4.1 Access to Fee Information

You can view your *Account Summary by Term* on [Minerva](#). The Fall 2019 term fees will be accessible in mid-July.

4.2 Billings and Due Dates for Continuing Studies Students

Invoicing of Fees

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

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

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

Late Payment Fees

If you have an outstanding balance greater than \$100 on your account at the end of October (end of February for the Winter term), you are charged a late payment fee according to the fee schedule found in [section 4.5: Other Fees for Continuing Studies Students](#).

4.2.1 ~~8ic~~ Payment Procedures

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 13.8: Student Governance: McGill](#)

Other Fees (rates as of 2019-2020)

Supplemental Examinations	\$41.07
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 4.6.1: Overdue Accounts)	\$150
Rescheduled Examinations	\$33.12
Exemption by Examination	\$114.37
Comprehensive Challenge Examination (English and French Language Programs)	\$110.40
McGill School of Continuing Studies Test of English Language Proficiency (TELP)	\$118.81
Intensive Language Programs:	
Application Fee	\$86.41
Course cancellation prior to refund deadline	\$200



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

4.6 Other Policies Related to Fees

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

4.6.1 Overdue Accounts

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

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

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

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

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

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: www.mcgill.ca/studentaid

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

4.6.1.2 Information for Students who are no Longer Registered

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

4.6.1.3 Cancelling Registration for Non-Payment of Previous Terms

In accordance with the fee policy stated in [section 4.6.1: Overdue Accounts](#), before the University cancels your current and subsequent term registration(s), the Student Accounts Office will make all reasonable efforts to 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 www.mcgill.ca/student-accounts/forms) and submit it to the Student Accounts Office, which will forward it to Enrolment Services for approval and processing. Your fee account will be charged a Reinstatement Penalty for the processing of the re-enrolment; exact fee amounts and further details are available on the [Student Accounts](#) website.

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 8d1 40128.562 Tm(r 228.562 Tm38cid)Ts6.2

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 www.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 Uni

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.

5.1 Academic Standing

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

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

5.1.1 Academic Standing: Desautels Faculty of Management

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

5.1.2 Academic Standing: Faculty of Agricultural and Environmental Sciences

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

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

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

Your

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

You will be placed in Probationary Standing:

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

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

If you are in Unsatisfactory Readmitted Standing:

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

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

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

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

If you are in Unsatisfactory Standing:

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

You will be placed in Unsatisfactory Standing:

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

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

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

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

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

Note for students in the Concurrent B.Sc.-B.Ed. Program:

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 adviser before withdrawal deadlines concerning your course selection.

5.1.5.3 Unsatisfactory Standing: Faculty of Engineering

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

a CGPA that is less than 1.20

or

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

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

If you are in Unsatisfactory Standing for the first time, the 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 adviser 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 www.mcgill.ca/engineering/students/undergraduate/advising-programs/academic-standing.



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 total work per course. This is, in general, a combination of lecture hours and other contact hours such as laboratory periods, tutorials, and problem periods as well as personal study hours.



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



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

5.2.1 Continuing Education Units (CE units)

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

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

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

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

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

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

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

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

Graduate Grading

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.

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

The *term grade point average*

5.4.4 Official Transcripts

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

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

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: www.mcgill.ca/continuingstudies/current-students/student-records/grades/non-evaluated-work-ne-grades, prior to the start of the third lecture. Submitting this request will result in a grade of NE on your academic record. Under no circumstances will a course with a grade of NE (No Evaluation) count toward a certificate, diploma, or degree program. Note that only courses administered by Continuing Studies can have a grade of NE.

If you are taking a general interest course (non-program) that does not have an evaluation process, you may request to be evaluated by completing a form prior to the start of the third lecture. You can find the form at: www.mcgill.ca/continuingstudies/current-students/student-records/grades/non-evaluated-work-ne-grades. Note that this option does not apply to short courses, workshops, and seminars not included on the McGill transcript.

5.8 Changes to Student Records after Normal Deadlines

5.8.1 Student Record Changes

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

5.8.2 Registrar Deadlines

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

5.8.3 Before Registrar Deadlines

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



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

5.8.4 After Registrar Deadlines

The University does not normally consider a change requested after the [section 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 e

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 2.2.1: Why Does McGill Collect Legal Documents from You?](#) You may be assessed a fee for a change requested after the submission deadline.

5.9 Letters of Attestation for Continuing Studies Students



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

6.1 Class Tests

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

6.2 Examination Facilities for Students with Disabilities

If you have a permanent or temporary disability, consult the Coordinator, Office for Students with Disabilities, about the possibility of arranging special examination facilities. For more information, see:

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.

6.4.2 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 CGPou must either re-reA and CGP

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

6.4.3 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 \$32.25 fee (non-refundable) for rescheduling an examination. Only under exceptional circumstances are examinations rescheduled. You can find the form at www.mcgill.ca/continuingstudies/current-students/exams/exam-conflicts-and-deferrals.

6.4.4 Supplemental Examinations

To write a supplemental examination for a course, you must submit a request on Minerva (www.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 www.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 En

Supplemental examinations are **not** available for the following Engineering courses: CHEM 233, COMP 208, EPSC 221, MATH 262, MATH 263, MATH 264, MATH 270, MATH 271, MATH 363, MATH 381, and PHYS 271. These courses are offered by the Faculty of Science, but 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](http://www.mcgill.ca/law-studies/courses/exams) at www.mcgill.ca/law-studies/courses/exams.

6.4.5 Reassessment and Reread Policy for Continuing Studies Students

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

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

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

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

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

SCS recognizes four types of reassessment:

- [section 6.4.5.1: Reassessment of an Assignment or a Mid-term by the Instructor](#)
- [section 6.4.5.2: Reread of an Assignment or a Mid-term Exam by a Third Party](#)
- [section 6.4.5.3: Reread of a Final Exam by a Third Party](#)
- [section 6.4.5.4: Mark Verification](#)

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

This type of reassessment applies to written assignments such as papers, quizzes, and mid-term exams completed during the term. Please also refer to [section 6.4.5.3: Reread of a Final Exam by a Third Party](#).

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

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

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

* "Working days" means Monday through Friday.

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

This type of reassessment applies to written assignments such as papers, quizzes, and mid-term exams completed during the term. Please also refer to [section 6.4.5.3: Reread of a Final Exam by a Third Party](#).

6.4.5.3 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; exact fee amounts and details are available on the *Student Accounts website*.

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 e

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, so you can also access it through your faculty's graduate pages.



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

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

7.1 Apply to Graduate

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

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

Once you apply to graduate, you are authorizing the University to include your name in the convocation program and send your name and email to the academic regalia supplier. If you want your name to be omitted from this publication or withheld from the regalia supplier, you must complete an [Opposition Form](#) by March 15 for Spring convocation, and September 15 for Fall convocation.

7.1.1 Deadlines

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

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

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

F

See www.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 or Faculty of Dentistry, where you are automatically flagged for graduation in your final year.

7.3 Graduation Honours

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

7.3.1 Graduation Honours: Dean's Honour List for Continuing Studies Students

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).

7.3.2 Graduation Honours: Distinction for Continuing Studies Students

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.

Established in 1990 to be awarded on the basis of overall academic performance to the top student graduating with the Certificate in Human Resources Management. One award will be available for each of the Spring and Fall convocations.
Value: \$250 each.

Jacob Jonker Memorial Prize

Established in 2003 by Jonker Navig

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

7.7 Aegrotat Standing and Degree at McGill University

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

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

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

8 Advising and the University Mission

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

8.1 The Role of the Student in Advising

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

8.2 Contact Information for Continuing Studies Advising

Client Services Office

Telephone: 514-398-6200

Email: info.conted@mcgill.ca

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

Career and Professional Development

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

Telephone: 514-398-6200

Language and Intercultural Communication

France Bruneau

Telephone: 514-398-7514

Translation Studies

Client Services Office

Telephone: 514-398-6200

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 alt

William and Mary Bro

William and Mary Brown Student Services Building
3600 McTavish Street, Room 4100
Telephone: 514-398-8238
Website: www.mcgill.ca/studentservices

10.5.2 Career Planning Service (CaPS) Package for Continuing Studies Students

CaPS provides career information and individual job search and career advising for students, as well as career fairs, a career resource library, a mentor program, CV drop-in-clinic, and career development workshops. Students have access to job and internship opportunities each year through the myFuture career management platform. The fee for CaPS per term is \$80.50, not including GST and QST (September, January, or May).

If you are admitted to a credit or non-credit Certificate, Diploma, or Special Intensive Language program, you can register for CaPS at www.mcgill.ca/caps.

You may contact CaPS at:

Career Planning Service (CaPS)
William and Mary Brown Student Services Building
3600 McTavish Street, Suite 2200
Telephone: 514-398-3304
Email: careers.caps@mcgill.ca
Website: www.mcgill.ca/caps

10.5.3 McGill Athletics Package for Continuing Studies Students

McGill athletics facilities include:

- Fitness Centre, aerobics room, two gymnasias;
- basketball, volleyball, indoor and outdoor tennis, squash, and racquetball courts;
- indoor and outdoor track;
-

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



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

Graduate Courses:

Course Number	Course Title	Credits
CEAP 642	Cornerstones of Academic Writing	1
CEAP 652	Fundamentals of Academic Presentations	1
CEAP 661	Literature Review 1: Summary and Critique	1
CEAP 665	Literature Review 2: Establishing Scholarly Niches	1
CEAP 671	Selected Topics in Communication 1	1
CEAP 672	Selected Topics in Communication 2	1
CESL 631	Strategies for Academic Communication in English	1
CESL 641	Fundamentals of Academic Writing in English	1
CESL 651	Pronunciation for Effective Communication	1

Course for School of Continuing Studies Students:

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

Course in Professional Writing (CE Units):

Course Number	Course Title	Notes
CCOM 208	Professional Writing in Business	

12.2.1 McGill Writing Centre Contact Information

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

Inquiries concerning CEAP 150, CEAP 250, CESL 500, CCOM 205 and CCOM 208 should be directed to:

Prof. Sue Laver
Email: sue.laver@mcgill.ca
McLennan-Redpath Library
Main Floor, Room #02
Telephone: 514-398-2351

Inquiries concerning CESL 299, CESL 300, and CESL 400 should be directed to:

Prof. Sarah Leu
Email: sarah.leu@mcgill.ca
McLennan-Redpath Library
Main Floor, Room #02
Telephone: 514-398-8447

Inquiries concerning CCOM 206, CCOM 314, and CCOM 315 should be directed to:

Prof. Diane Dechief
Email: diane.dechief@mcgill.ca
McLennan-Redpath Library
Main Floor, Room #02
Telephone: 514-398-3320

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

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

Administrativ

Telephone: 514-398-4711

Email: refdesk.archives@mcgill.ca

Website: www.mcgill.ca/library/branches/mua

12.4 Redpath Museum

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

13 The University

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

13.1 History

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

Presbyterian College of Montreal

3495 University Street, Montreal QC H3A 2A8

Principal: Dr. Dale Woods; M.Div.(Vancouver School of Theology), D.Min.(Luther Seminary)

United Theological College of Montreal

3521 University Street, Montreal QC H3A 2A9

Principal: Philip Joudrey; B.A., M.Div.(Acad.), D.Min.(Andover Newton)

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

13.3 University Government

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

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

13.5.2 Board of Governors

Board of Governors

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

Chair

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

Principal and Vice-Chancellor

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

Chancellor

13.5.2.1 Members

Members

Bob Babinsky; B.A.(McG.)

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

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

13.6 Governance: Members of Senate

13.6.1 Ex-officio

Ex-officio

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

13.6.2 Elected Members

Elected Members

65 members elected by the faculties, the University Libraries, the Board of Governors, and administrative and support staff
Student Members (21)

13.7 Administration

Administration

Michael A. Meighen; B.A.(McG.), LL.L.(Laval)	Chancellor
Suzanne Fortier; B.Sc., Ph.D.(McG.)	Principal and Vice-Chancellor
Christopher Manfredi; B.A., M.A.(Calg.), M.A., Ph.D.(Claremont)	Provost and Vice-Principal (Academic)
Fabrice Labeau; M.S., Ph. D. (Louvain)	Deputy Provost (Student Life & Learning)
Gillian Nycum; B.A.(Dal.), B.C./LL.B. (McG.)	University Registrar and Executive Director of Enrolment Services
Martine Gauthier; M.A.(Flor. St.)	Executive Director of Services for Students
Ghyslaine McClure; B.Eng.(Montr.), S.M.(MIT), Ph.D.(Montr.)	Associate Provost (Academic Priorities & Resource Allocation)
	Associate Provost (Equity & Academic P

Administration

Sam Benaroya; B.Sc., M.D.,C.M.(McG.)	Associate Vice-Principal (Health Affairs) and Vice-Dean (Health Affairs)
Martha Crago; B.A.(McG.)	Vice-Principal (Research & Innovation)
Sylvain Coulombe; B.Sc., M.Sc.A(Sherbrooke), Ph.D.(McG.)	Associate Vice-Principal (Research & Innovation) (Innovation & Partnerships)
Anne McKinney; B.Sc., Ph.D.(Ulster)	Associate Vice-Principal (Research & Innovation) (Health Sciences)
Nancy Ross; Ph.D.(McM.)	Associate Vice-Principal (Research & Innovation) (Social Sciences)
Marc Weinstein; B.A., B.C.L., LL.B.(McG.)	Vice-Principal (University Advancement)

13.7.1 Deans, Directors of Schools and Libraries

13.7.1.1 Deans

Deans

Anja Geitmann; Diplom(Konstanz), Ph.D.(Siena)	Agricultural & Environmental Sciences
Antonia Maioni; B.A.(Laval), M.A.(Car.), Ph.D.(N'western)	Arts
Carola Weil; B.A.(Bryn Mawr), M.A., M.P.M., Ph.D.(Md.)	Continuing Studies
Elham Emami; D.D.S.(Tehran), M.Sc., Ph.D.(Montr.)	Dentistry
Dilson Rassier; B.Sc.(Fed. de Pelotas), M.Sc.(UFRGS), Ph.D.(Calg.)	Education
James Nicell; B.A.Sc., M.A.Sc., Ph.D.(W.21 Tm(wr.)Tj1 0 0 1 13.614 6np4i:EngiSecrMg0 0 1 103.657 561.384 Tm(Deans)48.561 TI0Ineeing	Engineering

