



**University Regulations and Resources
(Undergraduate)**

**Programs, Courses and University Regulations
2023-2024**

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

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1 General Policies and Information

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

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

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.

1.3 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 Education at 359.655 Tmmcgi2(vta 0 ,Tm(Inf

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](#)

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 under**

...y use cloud apps and solutions, please refer to the [Cloud Services Page](#).

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.

1.8.5 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* 41.141 563.002 Tm(ord.eH5.79ith Pbm(1 0 r aad



Note for 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.

1.9.3 Health Insurance – Canadian Citizens and Permanent Residents

Canadians residing in Canada

All undergraduate and graduate (classed as Canadian full-time or Additional Session, Thesis Evaluation, Non-Thesis Extension, as well as Postdoctoral candidates) students 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 é*

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

- : 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.) Public Relations & Communication Management Practice (15 credits)
- : Graduate Certificate (Gr. Cert.) Teaching English as a Second Language (15 credits) **
- : Master of Management (M.M.) IMHL (Non-Thesis) (45 credits) *

Continuing Studies Programs (Undergraduate and Graduate Levels)

- : Certificate (Cert.) Applied Cybersecurity (30 credits)
- : Certificate (Cert.) Computers and Information Technology (30 credits)
- : Certificate (Cert.) Indigenous Business Management (30 credits)
- : Certificate (Cert.) Public Administration and Governance (30 credits)
- : Diploma (Dip.) Public Administration and Governance (30 credits)
- : Graduate Diploma (Gr. Dip.) Legal Translation (30 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 604-Triple program will be able to update their location in Minerva 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:

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 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.

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	<ul style="list-style-type: none"> • 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 <i>Student Menu > Student Accounts Menu > View your Tuition and Legal Status</i>)
You have applied to McGill from another Quebec university	<ul style="list-style-type: none"> • Proof of Canadian status is required: Canadian birth certificate; or Canadian citizenship card or certificate (both sides); or Certificate of Indian status card; or Makivik Society card; or valid Canadian Confirmation of Permanent Residence document (<i>Note 2</i>); or valid Canadian Permanent Resident card (both sides of the card) • 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	<ul style="list-style-type: none"> • Quebec birth certificate (<i>Note 4</i>)
You were born in (or are a Landed Immigrant from) a Canadian province other than Quebec	<ul style="list-style-type: none"> • Canadian birth certificate; or Canadian citizenship card or certificate (both sides); or Certificate of Indian status card; or Makivik Society card; or valid Canadian Confirmation of Permanent Residence document (<i>Note 2</i>); or valid Canadian Permanent Resident card (both sides of the card) • Permanent Code Data Form (<i>Notes 1 and 5</i>)
You are a Quebec resident as defined by one of the other situations outlined by the Government of Quebec	<ul style="list-style-type: none"> • Canadian birth certificate; or Canadian citizenship card or certificate (both sides); or Certificate of Indian status card; or Makivik Society card; or valid Canadian Confirmation of Permanent Residence document (<i>Note 2</i>); or valid Canadian Permanent Resident card (both sides of the card) • Permanent Code Data Form (<i>Notes 1 and 5</i>) • Attestation of Residency in Quebec Form (<i>Note 5</i>) • 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)	<ul style="list-style-type: none"> • You may need a Visitor's Permit or eTA issued by Immigration, Refugees, and Citizenship Canada at your port of entry into Canada. To determine

International Students

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.

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 org

- 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. 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.

2.4.1 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.

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](#).

2.5 Legal Name and Gender

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:

1. Canadian birth certificate, copy of an act of birth, 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. International birth certificate (with an official translation in English or French)
7. Letter from international student's consulate or embassy in Canada
8. 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)

9. 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

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

2.5.2 Legal Gender

To update your legal gender 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 gender (if we don't already have a copy); the list of acceptable documents is listed in the [section 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

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 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.

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 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-recordr15-46-First-Namedy-ha

You cannot change your legal name via Minerva. To change your name, please refer to [Student Records](#). A name change request must be submitted along with official documents (see [section 2.5: Legal Name and Gender](#) and [section 2.5.3: Preferred First Name](#)).



Note for Continuing Studies: Requests for such changes must be made by presenting official documents (see [section 2.5: Legal Name and Gender](#)) in person at the [Client Services Office](#), School of Continuing Studies.

3 Registration

Once you have [confirmed your intention to attend McGill in Minerva](#), you must register by adding courses to your record during the registration periods listed on the [Important Dates website](#). You must register on Minerva and can continue to do so throughout the registration period by adding and dropping courses until you have finalized your schedule.

All course descriptions are available in [Class Schedule](#) and on the [eCalendar](#). If you are a new student, you should refer to [section 3.2: Course Information and Regulations](#) to familiarize yourself with McGill's course numbering system ([section 3.2.1: Course Numbering](#)), multi-term course rules ([section 3.2.2: Multi-Term Courses](#)), and course terminology ([section 3.2.3: Course Terminology](#)).

For fee policies related to registration and withdrawal from courses or withdrawal from the University, please refer to [section 4: Fees](#).



Note for the Faculties of Arts and Science (including B.A. & Sc.): For detailed information on registration, you can also refer to:

- Arts: mcgill.ca/oasis
- Science and B.A. & Sc.: mcgill.ca/science/undergraduate



Note for the Faculty of Engineering:

- If you are a **returning student**, it is mandatory that you see a departmental/school academic adviser to review your course selection at the beginning of the Fall and Winter terms.
- If you are a **new student**, it is mandatory that you see a departmental/school academic adviser during the advising period. For advising days, times and locations for new students, see the [Faculty of Engineering website](#).



Note for the Faculty of Law: For information regarding the registration periods for new and returning students in the Faculty of Law, please refer to the [Law Student Affairs Office website](#).

Returning Students – During the month of June, students in upper years are required to register on Minerva indicating their course selections for the next academic year.

Students in the Faculty of Law should consult registration materials available at mcgill.ca/law-studies/courses.



Note for Medicine and Health Sciences: All M.D., C.M. and D.M.D. students must complete registration online, as per [section 3.1: Registration Periods](#), by adding the prescribed courses on [Minerva](#) in the Fall term. Medical students should refer to information provided by Medical Admissions (Med-1 students) or the UGME office (Med-2 to 4) for registration deadlines.

3.1 Registration Periods

The dates given below were accurate when this publication was finalized. Although changes are not anticipated, you should confirm the dates in the [Important Dates Search](#) (– During the m)Tj/F3 8.1 TfI 0 0 1 146.824 459.605 Tm(r)Tjate43.1 Tj15 Tm(: Re)Tj424 3.52 1396.505Tjate.n370 To

To successfully complete registration, you must have an acceptable Academic Standing from the previous session and have paid any outstanding fees and/or fines. You can verify your re

3.1.4 Late Registration

If you fail to register during the normal registration period, you can register within the period designated by the University for late registration with the payment of a **late registration fee**. For late registration fees, see *Late Registration and Course Change Charges* on the [Student Accounts website](#).

Returning Students: You may register late via Minerva from August 15 until and including September 12, 2023.

New and Readmitted Students (Fall): You may register late via Minerva from August 15 until and including September 12, 2023.

New and Readmitted Students (Winter): You may register late via Minerva from January 5 until and including January 16, 2024.

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

3.2 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 [University Regulations & Resources > Graduate > Regulations > : 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 [University Regulations & Resources > Summer > : Student Types and Registration Procedures](#) and [section 5: Student Records](#) for further information.

3.2.1 Course Numbering

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

The first four characters (subject code) refer to the unit offering the course.

These codes were implemented in September 2002, replacing the three-number teaching unit codes previously used. A complete list of teaching unit codes and their subject code equivalents can be found at mcgill.ca/student-records/transcripts/key in the section *Cross-walk of current subject codes to pre-2002 course numbers*.

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

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

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

3.2.2 Multi-Term Courses

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

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

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

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

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

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



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

Important Conditions for Multi-Term Courses

1. You must be registered for each component of the multi-term course. You must ensure that you are registered in the same section in each term of the multi-term course.
2. You must successfully complete each component in sequence as set out in the multi-term course. Credit is granted only at the end of the multi-term course; no partial credit is given, i.e., for completing only one component of a D1/D2 or N1/N2 course, or one to two components of a J1/J2/J3 course.

3.2.3 Course Terminology

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

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

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

3.2.3.1 Course Nomenclature in Program Descriptions

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

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

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

3.2.4 Course Load

It is your responsibility to follow the faculty regulations listed below. When registering on [Minerva](#), you must not exceed the maximum credits permitted by your faculty. For information on course load requirements for entrance scholarships' renewal and in-course awards, see [section 8.1: Entrance Awards for McGill Students](#).

3.2.4.1 Normal Course Load

The normal course load in most undergraduate faculties is 15 credits per term. If you carry fewer than 12 credits per term, you are considered to be a part-time student in that term.



Note for the Faculty of Agricultural and Environmental Sciences:

- The normal course load is 15 to 18 credits per term.



Note for the Faculties of Arts and Science (including B.A. & Sc.):

- Newly admitted students may take up to 17 credits per term.

- If you have deferred exams (grade of L on your unofficial transcript), you cannot register for more than 18 credits or write more than six exams per term, whichever is greater.
- You must register for enough credits to satisfy visa, financial aid, and/or scholarship requirements.
- 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 labs, and five hours of personal study per week.



Note for the Faculty of Law:

- The normal course load is 15 to 18 credits per term.



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



Note for Medicine: M.D.,C.M. students, please refer to mcgill.ca/ugme.



Note for the Schulich School of Music:

- The normal course load is 15 to 18 credits per term.
- Continuing students in **Satisfactory Standing** who wish to register for more than 18 credits must obtain permission from the Academic Adviser or Area Coordinator.

3.2.4.2 Course Load for Students in Probationary Standing

Students in Probationary Standing may take up to 12 credits per term, with the following exceptions:

- Agricultural and Environmental Sciences: 14 credits
- Arts: up to 14 credits
- Engineering: 13 credits maximum, including repeated courses
- Management: 12 credits maximum of new material
- Music: 14 credits
- Science: up to 14 credits
- Nursing: up to 14 credits

In some cases, a student in Probationary Standing may add a repeated course in which a grade of D or F was obtained.

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

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

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



Note: The S/U option is not available via Minerva to Visiting, Exchange, or Quebec Inter-University Transfer Agreement (IUT) students. These students must first contact their home university to ensure that a course taken under the S/U option is acceptable to their home university and that the credits are transferable. After receiving approval from their home university and before McGill's course change deadline, they must then consult their McGill Faculty Student Affairs Office for approval.



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



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



Note for Engineering:

- B.Eng. students may use the S/U option for Complementary Studies courses (i.e., Group A *Impact of Technology on Society* and Group B *Humanities and Social Sciences, Management Studies and Law*), Natural Science Complementary Courses (for Computer Engineering students from CEGEP and all Software Engineering students), and Elective Courses (for Mechanical Engineering students from CEGEP). You cannot use the S/U option for courses in any other category of the Engineering programs. If you choose not to use the S/U option, a grade of D is

3.3 Course Change Period

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

If you drop all Fall courses **before** the end of August (or drop all Winter courses **before** the end of December), you will not be registered in that term. If you are a newly admitted student, you may be able to defer your admission (see [section 3.9: Deferred Admission](#)), or you may have to apply for a later term. If you are a returning student and want to register in a later term, you must follow the procedures for readmission (see [section 3.10: Readmission](#)).

If you drop all Fall courses **after** the end of August (or drop all Winter courses **after** the end of December) you are considered University Withdrawn and your transcript will display a notation in that term. Whether you are a newly admitted or returning student, you must follow the procedures for readmission. For more information see [section 3.10: Readmission](#).

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

After the course change deadline, you may add courses only with written permission of the instructor, and the Associate Dean or Director of your faculty. A fee will be char

2. It is solely your responsibility to initiate a course withdrawal on *Minerva*. Neither notification of the course instructor nor discontinuing class attendance is sufficient. The date on which you withdraw on *Minerva* is the official date of withdrawal, even if you had stopped attending lectures earlier.
3. You may still withdraw from a course after the course change deadline without academic penalty provided that you do so within the appropriate

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](#)

You must also refer to your faculty website for faculty-specific rules and to determine what supporting documents must be submitted for your application. To access the faculty websites, and for more information on how to apply and deadlines for faculty transfers, please see mcgill.ca/student-records/transfer-readmission.



Note for International students: Please note that International students who transfer to a different degree will be charged the tuition rate in effect for newly admitted students in their new degree in their term of transfer. Please refer to the [Student Accounts](#) website for details.

3.7 Quebec Inter-University Transfer Agreement

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 in order to qualify for a McGill degree (you should check with your faculty). This privilege will be granted if there are valid academic reasons.

If you want to take advantage of this agreement, consult your Student lof

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 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 (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, 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: 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](#) > [In-Person Registration](#)).

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

3.8 University Withdrawal

If you are considering withdrawing from the University, you are strongly encouraged to consult with your adviser and Student Af

3.8.2.2 Winter Term

From January 1 to January 16, 2024 a *drop* of all courses constitutes a University withdrawal with refund (minus \$200 for returning students and the registration deposit for new students). After January 16 and until the deadlines indicated below, you may *withdraw* from all courses to effect a University withdrawal.

- Deadline for University withdrawal with refund (minus \$200 for returning students and the registration deposit for new students): **Tuesday, January 23, 2024**
- Deadline for University withdrawal without refund: **Tuesday, February 27, 2024**



Note: The deadline to withdraw from a multi-term (spanned; D1/D2) course with partial refund is the Winter **add/drop** deadline.



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

Note for the Faculties of Arts and Science (including B.A. & Sc.): If you want to withdraw after the deadlines indicated above, under exceptional circumstances you may be granted permission for University withdrawal. Requests are made through [Service Point](#). However



Note for Music: Applicants to the Schulich School of Music are not eligible to apply for deferred admission.



Note for Law: The Faculty of Law does not normally accept requests for deferred entry. You will be expected to start your course on the date and term you applied for and as indicated on your admission offer letter. If you still wish to seek an admission deferral, you must first accept the offer of admission and pay the deposit. Once the offer of admission has been accepted, you must submit, in writing, a request for the deferral. The request should be addressed to the Assistant DhgBTh2uest

Since the registration system is unable to verify whether or not Faculty regulations are respected, it is technically possible to register for courses that may not be credited toward your program. When your record is manually verified, however, any courses taken that break the Faculty or degree regulations will be flagged after the end of course change period as "not for credit". As a result, your expected date of graduation may be delayed.

3.12 Summer Term/Summer Studies

McGill Summer Studies offers over 300 credit courses in various disciplines. Courses begin in either May, June, or July, and are usually one-month intensive. These courses may be accepted for transfer credit by other universities. For more details, see [Summer Studies](#) or contact the Summer Studies Office at 514-398-5212.

If you take a McGill summer course to complete your graduation requirements, you will receive your degree at the Fall convocation (normally held in November).

It is your responsibility to follow the University and faculty regulations. When registering, you must not exceed the maximum credits permitted by your faculty.

You cannot register for more than 12 credits (Music students, 18 credits) during the summer, at McGill or at other universities, except by special permission of your Associate Dean or Director.

to your official McGill email address stating that your e-bill is available for viewing on [Minerva](#). Charges or payments that occur after the statement date appear on the next month's statement, but you can view them immediately on the *Account Summary by Term* under the *Student Accounts Menu* on Minerva (this is the online dynamic account balance view).

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

Term	Payment Due Date
Fall Term	
Returning and new students	August 31, 2023
W	

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

4.8.1.2 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.

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

In accordance with the fee policies stated in [section 4.8.1: Overdue Accounts](#) and [section 4.8.1.1: Information for Registered Students](#), before the University cancels your current and subsequent term registration(s), the Student Accounts Office will make all reasonable efforts to notify you if your account is delinquent, or if you owe more than \$100 from the previous term. The cancellation is effective the last day of the add/drop period unless you settle the account or make payment arrangements with the University by then. If you pay or make payment arrangements with the Student Accounts Office after the add/drop deadline and you want the University to reinstate your registration for the current or subsequent term(s), you must complete the *Request for Reinstatement* form (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.

4.8.2 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.

Deferred Admission, Degree T

4.9 Sponsorships/Awards/Fee Deferrals

4.9.1 Students with Sponsors

If your fees will be paid by an external organization or agency (e.g., Department of Veterans Af

you provide this information to the University upon registration. More information on these slips is available at mcgill.ca/student-accounts/your

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

- 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

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 Satisf

- 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.

5.1.5.2 Probationary Standing: Faculty of Engineering

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

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

You may continue with your studies under the following conditions:

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

5.1.5.3 Unsatisfactory Standing: Faculty of Engineering

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

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

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

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

Students in Interim Unsatisfactory Standing after the Fall term:

You may continue with your studies under the following conditions:

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

Students in Unsatisfactory Standing after the Winter term:

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

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

5.1.6 Academic Standing: Faculty of Law

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

5.1.7 Academic Standing: School of Continuing Studies

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

5.1.8 Academic Standing: Schulich School of Music

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

5.2 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: F

Grades	Grade Points	Numerical Scale of Grades
B	3.0	70 – 74%
B-	2.7	65 – 69%
C+	2.3	60 – 64%
C	2.0	55 – 59%
D	1.0	50 – 54%
F (Fail)	0	0 – 49%



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



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

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

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

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

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

Grades have the following designations:

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

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



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

Other Grades

J	—	unexcused absence (failed); the student is registered for a course but does not write the final examination or complete other required work; calculated as a failure in the TGPA and CGPA
K	—	incomplete; instructor has extended the deadline for submission of work in a course
KE or K*	—	further extension granted for submission of work in a course, approval from the Faculty SAO may be required
KF	—	failed to meet the extended deadline for submission of work in a course; calculated as a failure in TGPA and CGPA
KK	—	completion requirement waived; not calculated in TGPA or CGPA; Associate Dean approval is required.
L	—	approved to write a deferred examination in a course
LE or L*	—	permitted to defer examination for more than the normal period
NR	—	no grade reported by the instructor (recorded by the Registrar)
P	—	pass; not calculated in TGPA or CGPA
Q	—	course continued in next term (applicable only to courses taken pre-Fall 2002)
		satisfactory; equivalent to C or better in an elective course; not calculated in TGPA or CGPA (See Courses Taken)



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



Note for Medicine: Refer to mcgill.ca/ugme/policies-procedures/ugme-student-assessment-policy and mcgill.ca/ugme/policies-procedures/medical-student-performance-record.

5.3.2 Unexcused Absences

All students who miss a final exam or do not complete other required work in a course are given a J grade. You then have the following options:

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

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

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



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



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



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

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

You must request option 2 by the faculty deadlines as indicated in [University Regulations & Resources](#) > *Undergraduate* > *Examinations: General Information* > *Final Examinations* > [section 6.3.2: Final Examinations: Deferred Examinations](#).

You must request option 3 by the faculty deadlines as indicated at mcgill.ca/exams.

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



Note for the Faculties of Arts and Science (including B.A. & Sc.): Requests are made at [Service Point](#) (3415 McTavish Street). However, it is important that you also see a Faculty 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 Graduate and Postdoctoral Studies: Only options 2 and 3 above

5.5 Incomplete Courses

If the instructor decides there is sufficient reason to permit a delay in the submission of required term work, they may extend the deadline for your work until after the end of the course. In this case, the instructor will submit a grade of K (incomplete).



Note: If the instructor submits a grade of K, they will also indicate the date by which you must complete the work. Consult the faculty sections for maximum extensions.



Note: 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.



Note: 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.



Note: In exceptional circumstances, and with the approval of the Associate Dean or Director, 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.



Note for the Faculties of Arts and Science (including B.A. & Sc.): An instructor who believes that there is justification for a student to delay submitting term work may extend the deadline until after the end of the course. In this case, the instructor will submit a grade of K (incomplete), indicating the date by which the work is to be completed. The maximum extensions for the submission of grades are as follows:

Students graduating in June

Fall, Winter, and multi-term courses	April 30
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Non-graduating students

Fall courses	April 30
Winter and multi-term courses	July 30
Summer courses	November 30

Students' deadlines for submitting their work must be scheduled appropriately before these dates to ensure that the work can be assessed and the grade submitted on time.

It is important to note that instructors may impose earlier deadlines than those listed above.

If grades to clear Ks have not been submitted by the above deadlines, the K is automatically changed to a KF and counts as an F in the GPA.

Students with a grade of K who have serious extenuating circumstances may request an extension of the K deadline (KE) from the Associate Dean or Director of their faculty.

For more information, see [section 5.3: Grading and Grade Point Averages \(GPA\)](#).

Requests must be made to the instructor for consideration. If your request is approved, the instructor will inform you of the extension deadline, and submit a grade of K (incomplete). 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.

If the required work has not been submitted by the deadline, a grade of KF will be updated on the student's record. A KF denotes a failed course and is calculated in the student's TGPA and CGPA as an F. This in turn may impact the student's academic standing, changing this to either [Probationary](#) or [Unsatisfactory](#) and requiring that they immediately follow the outlined conditions.



Note for the Faculty of Agricultural and Environmental Sciences: The maximum extensions for the submission of grades to the Student Affairs Office are as follows:

Students graduating in June

Fall courses	January 15
Winter courses, and courses spanning Fall/Winter	April 30

Non-graduating students

Fall courses	January 15
Winter courses, and courses spanning Fall/Winter	May 15

Students' deadlines for submitting their work must be sufficiently in advance of these dates to ensure that the work can be graded and the mark submitted on time. It is important to note that instructors may impose earlier deadlines than those listed above.

If instructors have not submitted grades to clear Ks to the Student Affairs Office by the above dates, the K is automatically changed to a KF and counts as an F in the GPA.

Students with a grade of K who have serious extenuating circumstances may request an extension of the K deadline (KE) from the Associate Dean (Student Affairs). More information about grading and credit is found under *University Regulations and Resources > Undergraduate > Student Records > section 5.3: Grading and Grade Point Averages (GPA)*.



Note 1 for Law students: In the Faculty of Law, permission to delay submission of required term work must be obtained from the Director (Student Life & Learning). It cannot be granted by the instructor. If, in the opinion of the Director (Student Life & Learning), there is sufficient reason to permit a delay in the submission of required term work, the Director may grant you an extension of the deadline after the end of the course. In this case, the instructor will submit a grade of K (incomplete). If an extension of the deadline is granted, the Director (Student Life & Learning) will indicate the date by which you must complete the work. If the instructor submits a new grade within the new deadline, both the new grade and the grade of K will appear on your faculty reports and verification forms. However, on your official transcript the new grade will replace the K. If the required work is not completed 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 the same as an F. In exceptional circumstances, and with the approval of the Director (Student Life & Learning), the deadline may be extended further, in which case the grade of KE (further extension granted) will appear. If the extended deadline is not met, a grade of KF will replace the KE.



Note 2 for Law 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).

5.6 Transfer Credits

Students who have been approved to transfer credits from another university and students who participate in a formal university exchange could be eligible to transfer earned credits to McGill if the grade earned in the host university course(s) is equal to or higher than the grade/CGPA required to graduate from the host university. The policy will apply to both elective and required courses and, to be counted, courses must be taken at the host institution for the same purpose (i.e., major, minor, elective, etc.) than they would have at McGill. Please note that grade/GPA requirements may differ across programs and that your Student Affairs Office will determine the category to which credits are transferred to your program.

You need to obtain approval from your Student Affairs Office for courses taken at other universities. In some faculties, you will need approval from your Student Affairs Office and your academic advisor before taking the course, especially if they are part of your program requirements. Please note that credits that have not been preapproved might not be transferred. Admissions, Faculties, and Departments vet the courses they approve for credit and thus have the right to refuse certain courses that do not satisfy program requirements.

You may be granted credit for courses meeting the requirements described above at other universities if you are within the number of credits imposed by McGill's residency and program requirements for some faculties. In general, a minimum of 60 credits completed at McGill is needed to qualify for a McGill degree. You must be in Satisfactory Standing to be granted the transfer credits.

Grades for transfer courses earned at the host university are not entered on your McGill transcript and are not part of the TGPA or CGPA calculation. Courses at a host university which you fail or from which you withdraw will appear on your McGill transcript with zero credit granted.

For universities outside Quebec, it is your responsibility to ensure that the host institution sends an official transcript to the Student Affairs Office. You must submit all documents required for approval of your transfer credits with your faculty at McGill **within four months** of completing your exchange program or study away. If you are studying at another [Quebec university on an Inter-University Transfer \(IUT\) agreement](#), the host university sends your grade(s) to McGill automatically. For additional information, see [section 3.7: Quebec Inter-University Transfer Agreement](#).

Transcripts for transfer courses must be received by the following deadlines:

Graduation Term	Convocation
April 1, if your term of graduation is Winter	Convocation in Spring
August 15, if your term of graduation is Summer	Convocation in Fall
December 15, if your term of graduation is Fall	Degree granted February, Convocation in Spring

Transcripts not received by the appropriate date are considered for the next graduation period only.



Note for the Faculty of Arts: The Arts Office of Advising and Student Information Services (OASIS) does not encourage you to participate in any type of study away or exchange in the last term of your final year (U3), as this will delay your graduation to the next graduation period.



Note for the Faculty of Engineering: If you are completing a B.Eng. degree, half of your program must be completed at McGill. The number of transfer credits granted for courses taken outside McGill cannot exceed 50% of the total credits for your program. Note that the total of credits for your program includes those associated with the Required Year 0 (Freshman) courses. If you are completing the B.Sc.(Arch.) degree, the number of transfer credits granted will be limited to ensure that you complete a minimum of 60 credits of courses at McGill taken to satisfy your degree requirements, eNote fNr the FN NAlimited tumber of che coedits required for ahe B.CL/JDde



Note for the Faculty of Science (including B.A. & S.C.): The Office of Undergraduate Studies Advising (OUS) does not encourage you to participate in any type of study away or exchange in the last term of your final year (U3), as this will delay your graduation to the next graduation period.

5.6.1 Advanced Standing Transfer Credits

Students who have successfully completed their high school studies, including courses or programs that may result in the awarding of Advanced Standing and exemptions, such as the International Baccalaureate, Advanced Placement examinations, GCE A-Levels, French Baccalaureate, and other qualifications, must declare these studies upon applying for admission to McGill University. Advanced Standing and exemptions will be given for these completed studies.

Students who have been granted advanced standing for the International Baccalaureate, Advanced Placement examinations, GCE A-Levels, French Baccalaureate, and other qualifications, but who wish to complete a four-year undergraduate program at McGill, will be permitted to do so, with the appropriate limitations on the repetition of courses for which they have received exemptions. This gives students with Advanced Standing the option of completing 120 McGill credits.

Interested students should contact their Faculty or School advisors.

5.7 Tracking Student Progress

5.7.1 myProgress

myProgress is a web-based tool that allows students to track their progress towards completion of their degree. The tool offers an overview of the degree requirements a student has completed in relation to those remaining before being able to apply for graduation. It is currently open to select faculties only; please refer to the following websites for more information.

- **Undergraduate students:** please refer to the [Undergraduate myProgress website](#).
- **Graduate students:** please refer to the [Graduate myProgress website](#).

5.7.2 Degree Evaluation Tool



Note: The Degree Evaluation tool is currently available only to students in certain faculties admitted *prior to Fall 2019*.

Degree Evaluation is a Minerva tool to help students and advisors compare the student's academic record with the requirements of a specific program. If you have access to Degree Evaluation on [Minerva](#) under.466 454.e(Minervay 0 1c(l4.041 623.341 Tm(v)Tj1 0ic r(gr)Tj1 0 0 2 51 Tm(v)Tj1 0igSchool advi0fe 1 u8.1 T

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 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 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.

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 extraordinary circumstances with Enrolment Services.



Note for the Faculties of Arts and Science (including B.A. & Sc.): Requests are made at [Service Point](#) (3415 McTavish). However, it is important that you also see a Faculty 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.

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 w

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

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

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



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



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



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



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

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

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

6.2 Credit by Examination

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

6.3 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.

6.3.1 Final Examinations: University Regulations Concerning Final Examinations

6.3.1.1 Preamble

The objectives of these regulations are as follows:

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

6.3.1.2 Regulations

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

- **You cannot defer a deferred exam.** If you fall ill right before your deferred exam, you will not have the option to defer it again.
- **You will have to provide supporting documentation for your request if this is not your first deferral.**
- A deferred exam may have an **impact on future plans**, such as exchanges, studying abroad, internships, etc.
- **Deferring an exam merely pushes it to the future**, to a time when you may have a full course load of other exams to prepare for. You are strongly advised not to defer more than two exams in an exam period, as this could make for an unmanageable deferred exam period and workload for the following semester.
- The course with a deferred final exam will show a grade of "L" on your transcript until the deferred exam is written and graded. **Both the grade of "L" and your final grade will display on your advising/unofficial transcript.**
- McGill offers **many resources** to help you avoid having to defer, including McGill *Tutoring Services*, McGill *Counselling Workshops*, *faculty-specific resources*, and other *academic resources*. If you have a disability or a chronic illness, register with the *Student Accessibility & Achievement* to help you manage your accommodation needs

- For ineligible faculties/schools, the [guidelines](#) for your home faculty or school are applicable.

Step 3: Submit your request

1. Read *Step 1: Options and consequences*, and *Step 2: Eligibility*.
2. Check the deadlines for submitting a request applicable to you. Visit [My Exams](#) to view deferred exams application deadlines.
3. Submit your request. You must do this by the posted [deadline](#) in your [faculty guidelines](#).

Faculty	How/Where do I submit an exam deferral request?	Where do I submit supporting documents (e.g., medical note)?	Where can I seek academic advising?
	Minerva	Student Affairs at Macdonald Campus	Student Affairs at Macdonald Campus

Faculty	How/Where do I submit an exam deferral request?	Where do I submit supporting documents (e.g., medical note)?	Where can I seek academic advising?
Summer Studies - Special Students	Minerva (Student Menu>Student Records Menu>Deferred Exam Application)	In person at Service Point or <i>by email</i>	N/A

4. Submit supporting documents.

What do you need to provide?

Supporting documents must substantiate your claim of incapacity or inability to attend your exam(s) on the given date(s).

Medical notes must be from a health practitioner who has observed and diagnosed your condition directly and in-person (telephone or remote diagnoses are not permitted). The following is a list of registered and licensed health practitioners deemed acceptable:

- A Dental Surgeon or Dentist
- A Psychologist, Psychotherapist, or Social Worker
- A Physician, Psychiatrist, or Surgeon
- A Nurse or Nurse Practitioner
- A health professional from any of the McGill health services (i.e., [Student Wellness Hub](#))

All supporting documents must be clear, complete, and include the following:

- a. Your full name, and where applicable McGill ID#
- b. Information about your health practitioner:
 - their name, address, and license #
 - their signature
 - the date you met with them
- c. Information about your circumstances:
 - a statement of capacity, indicating that you weren't/aren't able to attend your exam and why;
 - the date(s) that you were/are incapable of doing so;
 - the date on which you'll be able to resume your studies/exams.

When do you need to provide it?

Supporting documents must be sent as soon as you have submitted your [Minerva](#) request. Note that incomplete requests will be cancelled.

- Arts and Science students:
 - Submit PDF copies of your documents to Service Point by completing the Current student Contact form mcgill.ca/servicepoint/current-student-contact-form and selecting the option "Final Exams".
- Students from all other Faculties must submit documents directly to their [Faculty Student Affairs Office](#).

Step 4: Understanding your decision (approved or refused)

If your deferred exam request is approved

- It is your responsibility to verify the Deferred Exam schedule for the exact date, time, and location of your exam. The schedule will be posted at mcgill.ca/exams approximately two weeks prior to your deferred exam period.
 - Exams deferred from the **December exam period** (i.e., from the Fall term) are scheduled in the **Winter term Reading Break**.
 - Exams deferred from the **April exam period** (i.e., from the Winter term) are scheduled in the **3rd week of August**.
 - You are **expected to be available during a deferred exam period** to write your exam.
- **You can only defer your final exam once**

- If you requested a deferred exam and then ended up writing the original final exam, **you will no longer be eligible to write the deferred exam**, even if your request was approved. It is your responsibility to inform your Student Affairs office (or Service Point, for Arts and Science students) that you wrote the final exam at the originally scheduled time. Failure to meet this obligation may place you in violation of the [Code of Student Conduct](#) and may involve disciplinary measures.
- **Take measures to avoid similar issues arising in your next exam period.** If you have a chronic condition or disability, register with the [Student Accessibility & Achievement](#). If you are experiencing anxiety or other mental health issues, see a counsellor or therapist and talk to your faculty adviser regarding ways you can better manage your course load. McGill offers many resources to help you avoid having to defer, including McGill [Tutoring Services](#), McGill [Wellness and Life Skills Workshops](#), Counselling resources through the [Student Wellness Hub](#), and other [academic resources](#).

If your deferred exam request is refused

- The refusal could be for any number of reasons, including but not limited to:
 - You did not provide a valid reason for your request;
 - Your medical documentation was non-specific, inadequate, or missing;
 - You have made previous requests for similar or the same reasons and there is no evidence that you have taken measures to address the challenges you are facing during exam periods.
- You **must write the final exam at its originally scheduled date and time**. If you do not or did not write your final exam, you will receive a grade of J, which counts as a failure in your TGPA and CGPA. If you receive a J, a supplemental exam may be an option for you if you meet the eligibility requirements. See [Supplemental Exams](#).
- If you are an Arts or Science student, you may make a written request to have the decision reviewed; there must be new information or documentation relevant to your initial request that you did not originally submit.

If you believe that your situation warrants a decision review, submit your written request no later than 5 business days after the refusal of your initial request.

- How to submit a request:
 - Write a concise (max 500 words) statement explaining why you are requesting a decision review, and what new and relevant information you are sharing to support your request.
 - Email your statement - including PDF-formatted supporting documents - to servicepoint@mcgill.ca from your McGill email account, ensuring that the subject line reads "Decision Review: Deferred Exam".
- Decisions are reviewed by a committee consisting of the following individuals: Director, Service Point; Registrar and Executive Director of Enrolment Services; and either the Associate Dean (Arts OASIS) or the Director of Advising (Science SOUSA), depending on your Faculty.
- Decisions made by this committee **are final**.



Note for the Faculties of Arts and Science (including B.A. & Sc.): Submit your supporting documents to [Service Point](#) (3415 McTavish Street). However, it is important that you also see a Faculty Adviser 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 Agricultural and Environmental Sciences: The Faculty offers deferred exams for medical reasons and exceptional circumstances (to be approved by the Associate Dean (Student Affairs)) for the Fall and Winter periods. Verify dates on the Important Dates website at mcgill.ca/importantdates, apply on Minerva, and provide medical documentation to the Student Affairs Office.



Note for the Faculty of Engineering: You should refer to [section 6.3.2.1: Deferred Examinations: Faculty of Engineering](#) for more information on the Faculty of Engineering policies on deferred exams.



Note for the Faculty of Law: You should refer to mcgill.ca/law-studies/courses/exams for more information on the Faculty of Law policies on deferred exams.

Note for the Schulich School of Music:

6.3.3 Final Examinations: Reassessments and Rereads

In accordance with the *Charter of Students' Rights*, and subject to its stated conditions, students have the right to consult any written submission for which a grade has been received and the right to discuss the submission with the examiner. If a formal final examination reread is sought, an application must be submitted in writing. A *reread fee* is applicable, which is charged to the student's fee account and reimbursed only if the reread results in an increase in the final grade.

- Students in undergraduate faculties, except in the Faculty of Arts or the Faculty of Science, must contact their Student Affairs Office to determine the process to request a formal reread; see *section 11.3: Contact Information for Faculty & School Student Affairs Offices*;

OR

- Students in the Faculty of Arts or the Faculty of Science must submit a *Final Exam Reread Request*.

Students must consult their faculty Student Affairs Office or their faculty/school website for the most up-to-date information on exam rereads in their specific faculty/school.

The deadlines to submit a formal reread for undergraduate courses are:

- March 31 for courses in the Fall term
- September 30 for courses in the Winter and Summer terms

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

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

- reassessment of coursework completed during the term (term papers, mid-terms, assignments, quizzes, etc.)
- reread of a final exam

In both cases, rather than correct and grade the work again, reviewers assess the **appropriateness** of the original grade based, for example, on the application of the grading key to the student's work. If a grade is deemed unfair, it is changed, whether the new grade is higher or lower than the original, i.e., the reviewer's grade takes precedence over the original grade.

6.3.3.1.1 Reassessment of Coursework

These reassessments are administered and conducted solely by the units involved according to procedures specified by the units and made available to staff and students. Requests for such reassessments must be made within 10 w

You should be aware that, in either case:

- grades may be raised, stay the same, or be lowered as the result of a re-evaluation;
- the final course grade will be determined using the new grade, whether it is higher or lower;
- re-evaluations in courses outside the Faculty of Agricultural and Environmental Sciences are subject to the deadlines, rules, and regulations of the relevant faculty.

6.3.3.3 Reassessments and Rereads: Faculty of Law

For information on the Faculty of Law's grade review regulations (rereads of failed examinations, rereads of failing assignments, and review of final evaluations) refer to: mcgill.ca/law-studies/courses.

6.3.3.4 Rereads: Faculty of Engineering

You can request a formal reread of a final examination once you have discussed it with your instructor. You must complete a *Reassessment of a Grade and Reread* [webform](#) and submit it to the Student Affairs Office, *Engineering Student Centre*.

The following regulations apply:

- Grades may be either raised or lowered as the result of a reread.
- A fee for each reread will be assessed directly to your McGill account if the result remains the same or is lowered. If the grade is raised, there is no charge. Consult the Student Accounts website for the fee at mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/other.

Reread application deadlines:

- Fall courses: last working day of March
- Winter courses: last working day of July
- Summer courses: last working day of September

Non-Engineering courses: Rereads in courses not in the Faculty of Engineering are subject to the deadlines, rules, and regulations of the relevant faculty.

6.3.4 Supplemental Examinations

If you are in [section 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 adviser 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 e

6.5 Faculty of Engineering Policy on Use of Calculators in Faculty Tests and Examinations

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

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

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

For more information, see mcgill.ca/engineering/students/current-students/undergraduate/courses-registration/exams-assessment/faculty-standard-calculators.

6.6 Laptop Examination Policy for the Faculty of Law

All students wishing to write one or more final examinations on their laptop must:

1. ensure laptop compatibility with Faculty-approved software;
2. complete the Faculty of Law Laptop Examination Agreement;
3. download the Faculty-approved software;
4. run a test prior to the start of the examination period;
5. if necessary, sign an *IST Customer Services-Computer Repair Waiver*.

The Student Affairs Office will provide term-specific deadlines. You will not be permitted to use a laptop unless you have fulfilled the above requirements. You must ensure that the laptop you are using meets the minimum requirements for the software as specified by the Student Affairs Office, as posted on the [SAO website](#) and [myCourses](#). Students using laptops will not be placed in separate examination rooms. You may opt out of using your laptop at any point, even once the examination has started, and revert to handwriting.

First-year students are required to attend the examination information session and software download session during the Fall term; dates will be provided by the SAO.

Students considering updating their laptop's operating system should consult the Student Affairs office in advance, to ensure that the new version of the operating system is compatible with the examination software.

6.6.1 Laptop Examination Agreement

The Examination Agreement is designed to confirm that students agree to the terms of the laptop policy. The following are the components of the Examination Agreement:

1. I elect to write one or more of my law examinations using a laptop with the approved McGill University software during the examination period. I recognize that this is a third-party application, and that neither McGill University nor the Faculty of Law is responsible for its proper functioning.
2. I confirm that my personal laptop meets the minimum requirements (as stipulated in the Faculty of Law – Laptop Exam Student section of the myCourses course Law-Law-Student Affairs-Examinations) for the laptop exam pilot project. My laptop has access to the McGill wireless network. Once I have completed this agreement, I will download and install the University-approved software on my laptop. I will follow the tutorial and test the software on my laptop within the stated deadlines.
3. If my laptop fails during the exam (e.g., a computer crash), I agree to continue and finish the exam by handwriting it. I understand that I will not be granted additional time to resolve the computer problems during the exam. If the incomplete examination cannot be retrieved from my computer within two working days, the Associate Dean (Academic) will determine remedial options.
4. I understand that, if necessary, ICS staff may be available to troubleshoot any difficulties encountered with the approved software (a third-party application). I will be asked to sign an *IST Customer Services-Computer Repair Waiver* acknowledging that ICS staff will not be held responsible for

any theft, loss, or damage (to hardware or software) occurring during the diagnosis or repair of my laptop, or for any loss of data, regardless of when it was lost.

For more information on this agreement, see: mcgill.ca/law-studies/courses.

7 Internships, Exchanges, and Co-op Programs

7.1 Internships and Co-op Programs

Several faculties at McGill offer undergraduate students the opportunity to participate in an internship or co-op program.

- **Faculty of Agricultural and Environmental Sciences** students: Refer to [Faculty of Agricultural and Environmental Sciences > Undergraduate > Overview of Programs Offered by the Faculty of Agricultural and Environmental Sciences > : Internship Opportunities](#).
- **Faculty of Arts** students: See the Arts Internships website at mcgill.ca/arts-internships.
- **Faculty of Education** students: For information on B.Ed. Field Experiences (student teaching), please refer to the [Internships & Student Affairs website](#); for information on B.Sc. Kinesiology internships, please [contact your KPE Student Adviser](#).
- **Faculty of Engineering** students: Refer to [Faculty of Engineering > Undergraduate > : Engineering Internship Program](#). The Department of Mining and Materials Engineering also offers co-op programs in Mining Engineering and Materials Engineering.
- **Faculty of Law** students: For information on Human Rights internships, see: mcgill.ca/humanrights/clinical/internships.
- **Desautels Faculty of Management** students: Refer to [Desautels Faculty of Management > Undergraduate > BCom Degree Requirements > : Course Overlap](#).
- **Faculty of Science** students: Information regarding internships for Science students can be found at mcgill.ca/science/undergraduate/internships-field/internships.

7.2 Exchange Programs

For information on Exchange Programs, refer to [Study Abroad & Field Studies > Undergraduate > : Exchange Programs](#).



Note for Arts students: Further information on exchanges and studying away may be obtained from the Arts OASIS website at mcgill.ca/oasis.



Note for Engineering students: For further information, contact the Faculty of Engineering Student Affairs Office in the Engineering Student Centre, and see mcgill.ca/engineering/students/undergraduate/exchanges-study-away.



Note for Law students: Students should consult mcgill.ca/law-studies/bcljd-studies/exchange for the eligibility criteria.



Note for Management students: See also [Desautels Faculty of Management > Undergraduate > Desautels Faculty of Management Studies > : International Student Exchange Program](#).



Note for Science and B.A. & Sc. students: Further information may be obtained from the SOUSA website at mcgill.ca/science/student/undergraduate/undergraduate/handbook#contents_exchange.



Note for Music students: For further information, contact the Schulich School of Music Student Affairs Office and see mcgill.ca/music/student-resources/undergraduates/learning-abroad.

7.3 Field Studies

For information on Field Studies, refer to [Study Abroad & Field Studies](#).



Note for Science and B.A. & Sc. students: Please refer to mcgill.ca/science/undergraduate/internships-field/field.

7.4 Mobility Award

The purpose of the Mobility Award is to encourage students to study abroad as part of their McGill degree program by defraying part of the cost of this experience. Complete information on this award is available on the [McGill Abroad](#) website.

7.5 Study Abroad Opportunities

For information on Study Abroad, refer to [Study Abroad & Field Studies > Undergraduate > : Opportunities for Field Study and Study Abroad](#), or see mcgill.ca/mcgillabroad.

8 Scholarships and Student Aid

The Scholarships and Student Aid Office offers a complete range of merit and need-based awards for entering and in-course undergraduate students. As well, the office administers all federal, provincial, and U.S. government student aid programs. For information and links to government websites as well as comprehensive information concerning all undergraduate awards appearing in the *Undergraduate Scholarships and Awards Calendar*, see [Scholarships and Student Aid](#).

8.1 Entrance Awards for McGill Students

Undergraduate Entrance Scholarships are available to students entering McGill University for the first time in a full-time undergraduate degree program. You should consult mcgill.ca/studentaid/scholarships-aid/future-undergrads/entrance-scholarships for details. Highlights include:

- Entrance Scholarships are entirely merit-based; financial need is not considered.
- Value ranges from \$3,000 to \$12,000.
- There are two types: the One-Year, where eligibility is based solely on academic achievement; and the renewable Major, based on academic achievement as well as leadership qualities in school and/or community activities.

8.1.1 Application Procedures

- **One-Year Scholarships:** by applying to McGill, all eligible applicants who meet the minimum academic requirements are automatically considered. No separate application is required. For more information, see mcgill.ca/studentaid/scholarships-aid/future-undergrads/entrance-scholarships/criteria.
- **Major (renewable) Scholarships:** candidates can apply on the web by the scholarship deadline dates after their application for admission has been submitted and they have received an email acknowledgment.
- You must ensure that you send in all required supporting documentation; please refer to mcgill.ca/studentaid/scholarships-aid/future-undergrads/entrance-scholarships/application-instructions.
- The Faculties of Dentistry, Law, Medicine and Health Sciences, and Music administer their own entrance award programs. Applicants should inquire at their respective faculty's admissions office regarding availability and procedures.
- If you hold a renewable scholarship from the Committee on Enrolment and Student Affairs, the scholarship is renewed only if you meet the McGill standards for renewal. See mcgill.ca/studentaid/scholarships-aid/regulations-responsibilities/regulations.

8.1.2 Need-Based Entrance Financial Aid

This program offers financial aid to students from families of modest means who require assistance to attend McGill. Upon acceptance to the University, first-year, undergraduate degree students can apply for an entrance bursary on Minerva. Entrance bursaries range in value and are determined by the level of need demonstrated by the student/family and the tuition fee rate charged based on student residency and program of study. Since financial need is the primary factor in the selection of aid recipients, applicants for this program are expected to apply for government student aid programs where eligible. For more information, see mcgill.ca/studentaid.

8.2 In-Course Awards for McGill Students

Faculty scholarships and awards are decided by the faculty scholarships committees. You should consult the appropriate section of the *Undergraduate Scholarships and Awards Calendar* for regulations and information concerning these awards at mcgill.ca/studentaid/scholarships-aid/current-undergrads.

- Most undergraduate scholarships and awards are granted on the basis of the combined GPA for the Fall and Winter terms (i.e., your sessional GPA), or a ranking in the top 1 to 5% of the faculty, subject to the faculty's budget. Applications are not required unless specifically indicated in the terms of an award.
- To be considered for in-course awards, you must complete at least 27 graded credits in the regular academic year unless otherwise stated by your Faculty. Courses completed under the Satisfactory/Unsatisfactory (S/U) option, and Summer courses, are not considered. Program content and number of credits may also be considered.
- Up to a maximum of 6 credits from courses taken at other Quebec universities through the Inter-University Transfer (IUT) agreement can be counted toward the requirements for scholarship renewal or for consideration for other academic awards. Eligibility is based on all courses taken during the regular academic year, on both the McGill GPA and the global GPA, which includes the IUT credits. Please consult mcgill.ca/students/iut.

9 Graduation

In order 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. Some faculties may require a higher CGPA in order to graduate.

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 Nov

9.1.1 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

9.3.2 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; 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, Dental Medicine and Oral Health Sciences, Law, Medicine and Health Sciences, 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 mcgill.ca/students/courses/calendars.

9.3.3 Faculty of Science Dean's Multidisciplinary Undergraduate Research List

The Faculty of Science Dean's Multidisciplinary Undergraduate Research List recognizes Bachelor of Science (B.Sc.) and Bachelor of Arts and Science (B.A. & Sc.) students who have participated in substantial and broad undergraduate science research. To be placed on the Faculty of Science Dean's Multidisciplinary Undergraduate Research List at graduation time, you must have completed at least 9 credits of research-based courses, taken for a letter grade; where qualifying courses are either specified in the list of approved science research courses (see mcgill.ca/science/research/undergraduate-research/researchcourses) or are pre-approved by the Faculty of Science, for other undergraduate science research courses.

Furthermore, considering all qualifying science research-based courses on your transcript at graduation time:

- at least one course, worth at least 3 credits, must be from a different unit than the other research-based courses; and
- every qualifying course must have been completed with a grade of C or above; and
- the average GPA over all qualifying courses must be 3.0 or above.

NOTE: Exceptionally, courses taken in Winter 2020, Summer 2020, Fall 2020, and Winter 2021 with grade of S (Satisfactory) will count as qualifying courses, and will count toward the 9-credit requirement, even though they will not be counted in GPA calculations.

If these requirements are met, the mention “Dean's Multidisciplinary Undergraduate Research List” will be recorded on your transcript at graduation time.

Application

No application is necessary if you have taken courses from the approved list; all B.Sc. and B.A. & Sc. graduating students' records are considered by the Faculty of Science.

In exceptional circumstances, if you have taken a science research course *not* already on the approved list and wish for this course to be counted toward the Dean's Multidisciplinary Undergraduate Research List, you must apply. A qualifying course involves a science research project as its primary focus, culminating in a substantive written report. **Ineligible** courses include reading courses; BASC 396 and BASC 449; and courses offered by the Faculty of Arts. FArts. F

- you must complete all honours program requirements; for Honours, the CGPA at graduation must be at least 3.00;
- for First-Class Honours, the CGPA at graduation must be at least 3.50;
- some programs may impose additional requirements, which must be met before you are recommended for Honours or First-Class Honours.

Students in an honours program whose CGPA is below 3.00, or who did not satisfy certain program requirements, must consult their academic advisor to determine their eligibility to graduate in a program other than Honours.

9.4 Replacing a Diploma

9.4.1 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 your 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 had a name change after graduation, and need to obtain a replacement diploma with your new name, you must first follow the steps to [request a name change](#) by completing and signing a [Personal Data Change Form](#) and submitting the [requisite supporting documentation](#). Once you have received confirmation that the name on your McGill record has been updated, you can then submit a request for a replacement diploma and pay for its replacement and delivery via courier using the [ES Services eStore](#).

9.4.2 Submitting Your Request

You can submit a request and pay for a replacement diploma and delivery via the [ES Services eStore](#).

9.4.3 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

10.1 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/fle) or the School of Continuing Studies, 688 Sherbrooke Street West, telephone: 514-398-6200 (mcgill.ca/continuingstudies/area-of-study/languages).

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.

11.2 Types of Advising and Advisers

While at McGill, you have access to academic advisers who have different skills, expertise, and levels of authority. Your academic advisers can help you succeed academically by providing timely, accurate, and coherent information about University regulations and program requirements and by working, as appropriate, with other University services and resources to help support you throughout your degree. All conversations with your academic advisers are confidential. The main types of advisers are described below. You should refer to your faculty's section of this publication for additional advising information specific to your degree program and to the [Advising website](#) for more general information. Note that some academic matters require approval of more than one adviser, e.g., the faculty adviser and the department/school academic adviser.

Faculty Advisers are normally located in the Student Affairs Office of each faculty and are available throughout the calendar year ([section 11.3: Contact Information for Faculty & School Student Affairs Offices](#)).

Faculty advisers:

- are experts in the rules, regulations, and requirements pertaining to specific degree programs;
- provide ongoing advice and guidance on program selection, course registration, credit load, deadlines, and majors and minors;
- communicate with other advisers within the University and, with your permission, serve as a direct link to other University resources;
- may assist you in planning for, and applying to, university exchange programs and may also provide, or direct you to, information about scholarships, awards, research fellowships, and opportunities within a given field;
- are a valuable source of information about the various resources available at McGill;
- offer support, guidance, and appropriate referrals to help you manage academic situations during periods of personal, financial, or medical difficulties, and work with you to identify various possibilities and strategies for making informed decisions.

Department/School Academic Advisers are normally located close to the offices of professors in your program and may only be available during specific times of the year (e.g., prior to registration for the next session or during the add/drop period) or during regularly scheduled office hours. If you are completing a major or minor in more than one unit, you will likely have an adviser in each unit. The departmental academic adviser may be either a professor or a member of the administrative staff. You should contact your department's administrative office to determine the identity and availability of your academic adviser. You should check your progress with your departmental academic adviser from time to time—and certainly before your final year.

Departmental academic advisers:

- guide you through course selection to meet the subject matter requirements of the major or minor;
- consider requests for course equivalencies, recommend prior approval for inter-university transfer credits, or explain the rationale for the design of a department/school program;
- may assist you in planning for, and applying to, university exchange programs, and may also provide, or direct you to, information about scholarships, awards, research fellowships, and opportunities within a given field;
- are a valuable source of information about the various resources available at McGill;
- can provide support, guidance, and appropriate referrals if you experience academic or personal difficulties while studying at McGill;
- are often responsible for confirming that you have met major or minor program requirements for graduation.

Professors/Lecturers may act in a voluntary capacity to mentor you as you progress through your program. The faculty adviser or department/school academic adviser may be able to help you identify a good resource person in your program.

Professors/lecturers:

- may provide advice on the latest trends in a specific field of study and make recommendations on related advanced readings;
- may discuss opportunities for a student research experience and help you connect with a professor or lecturer who best suits your interests or learning style;
- refer you back to the faculty adviser or departmental academic adviser for signatures and permission related to program requirements.

Peer Advisers are students who have been trained by faculty advisers or department/school academic advisers. They normally offer drop-in hours for advice on University life and will help you find the information you need in this publication or through other University resources. Peer advisers are only available in some faculties or departments.

and crisis intervention. Drop-in services are available. Additionally, **Local Wellness Advisors** can be accessed throughout faculties and services across campus, and they offer support, information, and resources tailored to each f

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Faculty of Law

Telephone: 514-398-6608

Email: sao.law@mcgill.ca

Website: mcgill.ca/law-studies/law-student-affairs-office

Desautels Faculty of Management

Telephone: 514-398-4068

Email: bcom.mgmt@mcgill.ca

Website: mcgill.ca/desautels/programs/bcom

Faculty of Medicine and Health Sciences

For academic inquiries:

Telephone: 514-398-5557

Email: undergrad.med@mcgill.ca

Website: mcgill.ca/ugme/contact-us

For personal inquiries:

The WELL Office

12.1 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-us

13 Student Services

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

13.1 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/student-services

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

13.2 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

13.3 Student Services – Downtown Campus

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

Brown Student Services Building, Suite 4100
3600 McTavish Street
Montreal QC H3A 0G3
Email: student.services@mcgill.ca
General Information: 514-398-8238
Website: mcgill.ca/student-services

13.3.5 Office of Religious and Spiritual Life (MORSL)

Connects students from v

Telephone: 514-398-6013

Student Aid email: student.aid@mcgill.ca

Scholarships email: scholarships@mcgill.ca

Website: mcgill.ca/studentaid

13.3.10 Student Wellness Hub

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

Downtown Campus

Brown Student Services Building, 3rd floor

Service also available at Macdonald Campus, in Centennial Centre, Room 124. Please mention campus location when booking your appointment.

Telephone: 514-398-6017

Email: hub.clinic@mcgill.ca

Website: mcgill.ca/wellness-hub

Macdonald Campus

Centennial Centre, Room 124

Website: mcgill.ca/internationalstudents

13.4.3 Student Accessibility & Achievement

Student Accessibility & Achievement provides learning assessment, support services and programs, and reasonable accommodations to undergraduate, graduate, and postdoctoral students with documented disabilities, mental health issues, chronic illnesses, or other impairments, whether they be temporary, permanent, or episodic.

Appointments can be arranged with an Access Services Adviser at Macdonald Campus.

Macdonald Campus

Telephone: 514-398-7992 (Mac)

Website: mcgill.ca/access-achieve/

Main Office - Downtown

1010 Sherbrooke St. W., Suite 410

Telephone: 514-398-6009

Email: access.achieve@mcgill.ca

13.4.4 Student Wellness Hub

The Student Wellness Hub provides physical and mental health and wellness resources to all McGill students who pay the Student Services fee. Access doctors, nurses, counsellors, access advisers, local wellness advisers, dietitians, psychiatrists (by referral only), sexologists, and lab technicians. In addition, information, support, and programming are available through the Student Wellness Hub's Healthy Living Annex.

Macdonald Campus Clinic

Centennial Centre, room 124

Telephone: 514-398-6017

Website: mcgill.ca/wellness-hub

Downtown Campus

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The mandate of the Ombudsperson for Students at McGill University is to intervene at any point and attempt to resolve issues informally before proceeding

Trained upper-year student leaders (Floor Fellows) live in the McGill Residences, providing support, and their supervisors (Residence Life Managers) provide 24-hour oversight of the residences. An elected Residence Council serves as the voice of students.

All McGill Residences are connected to the McGill Wireless Network.

McGill Student Housing and Dining Service Centre
3473 University Street
Montreal QC H3A 2A8
Phone: 514-398-6368
Email:

14.1.5 Meal Plans

Residence students assigned to Carrefour Sherbrooke, La Citadelle, Douglas Hall, Gardner Hall, Molson Hall, McConnell Hall, New Residence Hall, and Royal Victoria College are on the new All You Care to Eat (AYCTE) mandatory meal plan. This plan offers students the opportunity to swipe their card at the entrance of any of the [dining halls](#) and enjoy as much as they care to eat while at the locations.

This new plan enhances community building by focusing on communal dining; it offers unlimited dine-in meals, giving students the opportunity to connect with friends.

While all the hotel or traditional-style residences offer small kitchens or kitchenettes for the convenience of students, these are NOT fully equipped. La Citadelle is the only residence which has a fully equipped communal kitchen, where residents can prepare snacks or full meals at any time.

The apartments and houses have fully-equipped kitchens where students can prepare their own meals.

For more information, see mcgill.ca/foodservices/mealplans.

The full list of housing options and prices is available on the Student Housing website at mcgill.ca/students/housing/fees-applying.

14.1.6 oneCard

[oneCard](#) is a taxable account that is already added to all undergraduate resident students' McGill ID cards, allowing them to make purchases and easily

[View the Laird Hall annual fees.](#)

14.2.1.2 EcoResidence

Each EcoResidence unit is a self-contained, fully furnished apartment with two or six single bedrooms, and large open common living areas.

[View the EcoResidence annual fees.](#)

14.2.2 Residence Occupancy – Macdonald Campus

The residence fees cover the period from **August 22, 2023 to April 30, 2024**. You must vacate your room at the end of the lease term. Only under exceptional circumstances will you be granted permission to arrive prior to the beginning date of the lease or remain in residence during the summer months. In these cases, you must apply to the [Campus Housing Office](#); an additional fee will be char

- squash and racquetball courts
- spinning, fitness, and martial arts studios
- various playing fields
- small groups and one-on-one training spaces
- gender-neutral changing spaces and bathrooms

McGill students can participate in instructional, recreational, intramural, and intercollegiate activities, as well as sports clubs. There are nominal fees for instructional courses, intramurals, sports equipment rentals, and membership to the Fitness Centre. Sporting equipment (x-country skis, snowshoes, racquets, balls, etc.) is available for loan or rent.

McGill Sports Complex

475 Pine Avenue West

Telephone: 514-398-7000

Email: perry.karnofsky@mcgill.ca (recreational sports) or lisen.moore@mcgill.ca (varsity sports)

Website: mcgillathletics.ca

Facebook: www.facebook.com/mcgillathleticsandrecreation

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16.1 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.

16.2 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 1.8.5: 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 Office ProPlus](#) suite (Word, Excel, PowerPoint, OneNote, etc.) to your personal devices, and sync your files with the online versions in OneDrive.

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



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.

16.3 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.

16.4 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 f

- Order official transcripts
- Retrieval

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

17.2.1 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.

17.2.2 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.

17.2.3 McGill Writing Centre Contact Information

McGill Writing Centre

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

17.4 Redpath Museum

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

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

859 Sherbrooke Street West
Telephone: 514-398-4086
Email: redpath.museum@mcgill.ca
Website: mcgill.ca/redpath

17.5 McCord Museum of Canadian History

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

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

Researchers are welcome by appointment.

690 Sherbrooke Street West
Telephone: 514-398-7100
Email: info@mccord.mcgill.ca
Website: musee-mccord.qc.ca

17.6 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

17.7 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.

18 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.

18.1 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 man

18.2.2 Affiliated Theological Colleges

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.)

18.5 Governance: Board of Governors**18.5.1 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**

18.5.2 Board of Governors**Board of Governors**

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

Chair

Deep Saini

Principal and Vice-Chancellor

John McCall MacBain; B.A.(McG.), B.A.(Wadham), M.A.(Oxford), M.B.A.(Harvard)

Chancellor

18.5.2.1 Members**Members**

Bob Babinski; B.A.(McG.)

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

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

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

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

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

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

Celia Greenwood; Ph.D.(McG.)

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

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

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

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

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

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

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

Adrienne Piggott

Diletta Prando

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

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

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

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

18.5.2.2 Student Representatives**Student Representatives**

1 representative of the Students' Society of McGill

Student Representatives

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

Observers ("voice but no vote"):

1 representative of the McGill Association of Continuing Education Students

1 representative of the Macdonald Campus Students' Society

18.6 Governance: Members of Senate

18.6.1 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

18.6.2 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

18.7 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

John McCall MacBain

Chancellor

Deep Saini

Principal and Vice-Chancellor

Véronique Bélanger

Chief of Staff

Christopher Manfredi

Provost and Vice-Principal (Academic)

Fabrice Labeau

Deputy Provost (Student Life & Learning)

Univ

Administration

Angela Campbell	Associate Provost (Equity & Academic Policies)
Anja Geitmann	Associate Vice-Principal (Macdonald Campus) and Dean (Faculty of Agricultural & Environmental Sciences)
Marc Denoncourt	Chief Information Officer
Edyta Rogowska	Secretary-General
Diana Dutton	Vice-Principal (Administration & Finance) (<i>Interim</i>)
Diana Dutton	Associate Vice-Principal (Human Resources)
Cristiane Tinmouth	Associate Vice-Principal (Financial Services)
Denis Mondou	Associate Vice-Principal (Facilities Management and Ancillary Services)
Louis Arsenault	Vice-Principal (Communications & External Relations)
	Vice-Principal (Health Affairs)

18.7.1.2 Directors of Schools

Directors of Schools

Architecture

