



**University Regulations and Resources  
(Undergraduate)**

**Programs, Courses and University Regulations  
2016-2017**



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

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## *Publication Information*

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### **Enrolment Services**

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

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## 1 General Policies and Information

Students must inform themselves of University rules and regulations and keep abreast of any changes that may occur. The *General Policies and Information* section of this publication contains important details required by students during their studies at McGill and should be periodically consulted, along with the [University of Montreal website](#).

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## 1.4 Academic Integrity

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

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

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



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



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







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

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

#### 1.8.4 myMcGill

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

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

Systems that you can access through the portal are:

- Athletics
- Email
- FAMIS
- McGill home page ([www.mcgill.ca](http://www.mcgill.ca))
- InfoEd
- Library
- Minerva
- myCourses
- myFuture
- myLab
- Visual Schedule Builder

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

- **Downtown campus**

Service Point  
3415 McTavish  
Montreal QC H3A 0C8  
Website: [www.mcgill.ca/students/servicepoint](http://www.mcgill.ca/students/servicepoint)

- **Macdonald campus**

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

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

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

**Exemptions are v**

coverage). Eligible students not charged automatically for insurance fees can choose to enrol themselves during the appropriate Change-of-Coverage period. For more information on what is covered by this plan, as well as enrolment, opt-out procedures, and deadlines, please refer to the latest information at [www.ihaveaplan.ca/rte/en/McGillUniversitygraduatestudentsPGSS\\_Home](http://www.ihaveaplan.ca/rte/en/McGillUniversitygraduatestudentsPGSS_Home).

#### **1.9.4 Special Medical Needs**

If you have special medical needs, have your physician submit appropriate information, on a confidential basis, directly to the Student Health Service; see [section 13.3: Student Services – Downtown Campus](#) or [www.mcgill.ca/studenthealth/see-doctor](http://www.mcgill.ca/studenthealth/see-doctor) for contact information on the Downtown campus, and see [www.mcgill.ca/macdonald-studentservices/feeling-sick](http://www.mcgill.ca/macdonald-studentservices/feeling-sick) for the Macdonald campus.

If you anticipate encountering ongoing barriers in the academic or physical environment due to disability





These exemptions lower your fees to the Quebec rate of tuition. More detailed information for the categories listed above





Student Affairs Office, Room 106, Laird Hall

**Office hours:**

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

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



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

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## 2.4 Legal Name

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

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

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

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

### 2.4.1 Preferred First Name

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

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

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

- McGill ID cards
- Class lists
- Student advising transcripts

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

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

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

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

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

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







**Note for the Faculty of Law:** There is no Winter term admission to the Faculty of Law.

### 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 at: [www.mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/other](http://www.mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/other).

**Returning Students:** You may register late via MinervW



- Continuing students in **Satisfactory Standing** may take up to 17 credits per term.



**Note for the Faculty of Engineering:**

- The normal course load is 15 to 18 credits per term.
- If you want to register for more than 18 credits in a term, you must obtain permission from your departmental/school adviser.
- 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 hours in the course listing after the course credit. 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 [www.mcgill.ca/ugme](http://www.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 Chair.

### 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

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

### 3.2.4.3 Course Information and Regulations

Please see [section 3.2: Course Information and Regulations](#).

## 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 bety of fields.





### 3.2.7 Auditing of Courses





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

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

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### 3.4 Class Schedule

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

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

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

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

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



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



**Note for Medicine:** This section is not applicable to M.D.,C.M. students; see [www.mcgill.ca/ugme](http://www.mcgill.ca/ugme).

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### 3.5 Changing Programs within Selected Faculties

If you are registered in a program in one of the following faculties, you may add or change programs within your faculty using Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)) under the *Student Rehoi3ee(unu13eigill.csrl.)Tj-0.037 Twthes.2oill.csrl.*



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## 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 three, or in some cases six, **credits**

**Note:** Once the Quebec Inter-Univ

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### 3.10 Readmission

To return to McGill after an absence from a Fall and/or Winter term of an academic year, you must submit an application for readmission using [Minerva's Faculty Transfer/Readmission Menu](#). In your application, state the reasons for your absence from the University and give a summary of your activities during that period.

If you withdrew because of illness, you must provide your Faculty Student Affairs Office with a medical note to support your application for readmission, stating that you are ready to resume studies.

You must be aware of McGill's time limits for the completion of degrees.

To return to a different faculty after an absence, apply for a faculty transfer using Minerva's [Faculty Transfer/Readmission Menu](#). For more details on the faculty transfer or readmission process, see [www.mcgill.ca/students/transfer-readmission](http://www.mcgill.ca/students/transfer-readmission).

**Note for International students:** International students in Computer Science, Engineering, Law in '10 or '11 must apply for readmission by the deadline for international students.





If you believe that you have valid reasons for taking a course that may not be credited toward your program, you must obtain the permission of the Associate Dean or Director.

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### **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 Conv



### **4.3.3 Tuition Assistance for McGill Staff**

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

### **4.3.4 Staff Dependent Waivers**

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

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

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

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## **4.4 Compulsory Fees**

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

### **4.4.1 Student Services Fees**

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

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

For further information about administrative charges, see

[www.mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/society-services-and-administrative-fees](http://www.mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/society-services-and-administrative-fees).

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## 4.6 Other Fees

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

### Other Fees (rates as of 2016–2017)

#### International Student Health and Accident Plan (compulsory)

|  |         |
|--|---------|
| Single   | \$993   |
| Dependent (one student with one dependent)       | \$3,048 |
| Family (one student with two or more dependents) | \$5,793 |

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#### Application for Admission (students applying to the Winter 2017 term, except where indicated)

##### Undergraduate application fees

|  |          |
|--|----------|
| All undergraduate programs, excluding Medicine | \$104.67 |
| Medicine                                       | \$146.54 |

##### Other application fees

|   |          |
|---|----------|
| School of Continuing Studies                    | \$81.93  |
| Special Intensive Language Programs (SCS)       | \$81.93  |
| Graduate Studies (admissions for Summer 2017) * | \$107.39 |
| Exchange  | \$150    |
| Summer  | \$50     |

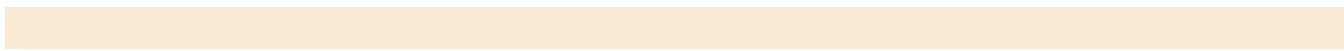
\* All students making application to Graduate and Postdoctoral Studies are required to pay this fee, including those already registered at McGill. If a department or an applicant defers an admission within the following year, the application fee need not be paid again.

|  |       |
|--|-------|
| Undergraduate Admission appeals charge | \$100 |
|--|-------|

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#### Late Registration

After the regular registration deadline (August 14):



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## 4.7.1 Fee Refund Deadlines

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



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

### 4.7.1.1 Fall Term – up to and including September 27

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

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

### 4.7.1.2 Fall Term – after September 27

No refund.

### 4.7.1.3 Winter Term – up to and including January 24

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

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

### 4.7.1.4 Winter Term – after January 24

No refund.

\* Includes tuition and compulsory student fees.

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

## 4.7.2 Refund Procedures

You are not automatically refunded your credit balance as many students choose to keep the balance on account for use for a future term. Y



#### **4.8.1.1 Information for Registered Students**

If you register for a term but still owe amounts from pre

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

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

#### **4.8.6 Senior Citizens**

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

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### **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 V

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## 4.10 Tax Slips/Receipts

T4A, Relevé 1, T2202A, and Relevé 8 slips are issued on Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)) under the *Student Accounts Menu* by the end of February each year. Note that a Quebec permanent code, a social insurance number, and a valid mailing address are required to be transmitted to *Revenu Québec* by the University as part of its tax reporting for both the Relevé 1 and the Relevé 8 slips; therefore, it is highly recommended that if you expect to be completing a Quebec income tax return, you provide this information to the University upon registration. More information on these slips is available at [www.mcgill.ca/student-accounts/your-account/tax-information](http://www.mcgill.ca/student-accounts/your-account/tax-information).

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## 4.11 Yearly Fees and Charges by Faculty

Tuition fees at the undergraduate level are based on the number of credits you take.

Please consult the Student Accounts website at [www.mcgill.ca/student-accounts](http://www.mcgill.ca/student-accounts) for tables of fees by residency status and faculty.

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# 5 Student Records

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

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## 5.1 Academic Standing

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

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

### 5.1.1 Academic Standing: Desautels Faculty of Management

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

### 5.1.2 Academic Standing: Faculty of Agricultural and Environmental Sciences

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

Farm Management and Technology students, see [Faculty of Agricultural and Environmental Sciences > Undergraduate > Farm Management and Technology Program > Academic Rules and Regulations - FMT > : #unique\\_162](#).

### Academic Standing: Faculties of Arts and Science (including B.A.)

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

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

If you are in Interim Satisfactory or Satisfactory Standing:

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

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

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

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

If you are in Probationary Standing:

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

You will be placed in Probationary Standing:

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

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

If you are in Unsatisfactory Readmitted Standing:

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

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

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

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

If you are in Unsatisfactory Standing:

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

You will be placed in Unsatisfactory Standing:

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

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

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

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

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



**Note for students in the Concurrent B.Sc.-B.Ed. Program:** If you receive an F or J in any Education Field Experience course, you are placed in Unsatisfactory Standing. Although you may complete your term, you are required to withdraw from the Concurrent Program. However, you may apply to transfer to a conventional B.Sc. program as outlined in [Faculty of Science > Undergraduate > Br](#)



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

#### **5.1.5.1 Satisfactory Standing: Faculty of Engineering**

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

You may continue with your studies under the following conditions:

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

#### **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 CGP

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 Standing](#).

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## 5.2 Credit System

The faculties listed in this publication use the credit system, where each course is assigned a credit rating reflecting the number of weekly contact hours. In general, a three-credit course indicates three hours of lectures per week for one term, but this does not apply to all faculties. Laboratory contact hours usually count for fewer credits. Credits also reflect the amount of effort required of the student 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:** Credit for multi-term courses (courses with the suffixes: D1, D2; N1, N2; J1, J2, J3) is granted only after successful completion of all components in the specified time frame. For example, a student would have to take D1 and D2 components in consecutive terms and successfully complete them both in order to obtain credit.



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



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



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

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## 5.3 Grading and Grade Point Averages (GPA)



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

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

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

Grades A through C represent satisfactory passes, D a conditional (non-continuation) pass, and F a failure. Certain courses have been approved for Pass/Fail (P/F) grading. Students may also designate elective courses to be graded under the S/U option. See [section 3.2.5: Courses Taken under the Satisfactory/Unsatisfactory \(S/U\) Option](#).

You must obtain a grade of C or better in courses that you take to fulfil program requirements. You may not register in a course unless you have passed all the prerequisite courses with a grade of C or better, except by written permission of the appropriate department chair.

| Grades | Grade Points | Numerical Scale of Grades |
|--------|--------------|---------------------------|
|        |              | 85 – 100%                 |

| Grades   | Grade Points | Numerical Scale of Grades |
|----------|--------------|---------------------------|
| 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 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 course GP





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



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



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



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

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

You must request option 2) by the faculty deadlines as indicated in [University Regulations and Resources](#) > Undergraduate > Examinations: General Information > Final Examinations > [section 6.4.2: Final Examinations: Deferred Examinations](#).

You must request option 3) by the faculty deadlines as indicated at [www.mcgill.ca/students/exams](http://www.mcgill.ca/students/exams).

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



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



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

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## 5.4 Transcript of Academic Record

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

### 5.4.1 Transcript of Academic Record: General Information

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

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

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

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

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



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



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

### 5.4.2 Unofficial Transcripts

If you require a copy of your student record, access Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)) to view and print an unofficial transcript. This applies to records from 1976 to the present. For pre-1976 records, you must order an official transcript. See [section 5.4.3: Official Transcripts](#).

#### 5.4.2.1 Verification of Student Records: Unofficial Transcripts

Subject to [section 5.8: Changes to Student Records after Normal Deadlines](#), you are responsible for verifying your academic record on Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)) using the unofficial transcript to ensure that you are registered in the proper courses, and that the correct program information and expected term of graduation appear on your record.

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



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



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

### 5.4.3 Official Transcripts

For more information on transcripts, applicable costs, delivery method, and processing time, see [www.mcgill.ca/students/records/transcripts](http://www.mcgill.ca/students/records/transcripts).

**Currently Registered Students:** Use Minerva (



## 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 need to obtain approval from your Student Affairs Office as well as from your academic adviser before taking the courses, especially if the courses 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, as long as you are within the number of credits imposed by McGill's residency requirements 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 in order 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 of 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 & 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:** 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, excluding those taken to satisfy the Required Year 0 (Freshman) courses listed in your program.



**Note for the Faculty of Law:** A limited number of the credits required for the B.C.L./LL.B. degree program may be obtained in appropriate courses offered by other McGill faculties or other universities, with the approval of the Director (Student Life & Learning) before registration. The total number of credits allowed under this regulation must not exceed six non-law credits and six non-McGill law credits.



**Note for the Faculty of Science (including B.A. & Sc.):** The Science Office for Undergraduate Student Advising (SOUSA) 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 advisers.

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## 5.7 Verification of Student Records: Degree Evaluation

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

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

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

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

For details regarding Degree Evaluation, including *Reading a Degree Evaluation Report*, see [www.mcgill.ca/students/courses/plan/evaluation](http://www.mcgill.ca/students/courses/plan/evaluation).



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



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

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## 5.8 Changes to Student Records after Normal Deadlines

### 5.8.1 Student Record Changes

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

### 5.8.2 Registrar Deadlines

Fall term – January 31

Winter term – June 1

Summer term – October 1

### 5.8.3 Before Registrar Deadlines

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

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

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

### 5.8.6 Student's Citizenship and/or Immigration or Fee Exemption Status

Note that your faculty/school or Graduate and Postdoctoral Studies does not handle changes related to your citizenship and/or immigration or fee exemption status; see [section 2.2.1: Why Does McGill Collect Legal Documents from You?](#) You may be assessed a fee for a change requested after the submission deadline.

## 6 Examinations: General Information



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

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

Every student has a right to write term papers, examinations and theses in English or in French, except in courses where knowledge of a language is one of the objectives of the course.

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

You must have your valid McGill student ID card with you to write an examination. Forgetfulness is not an acceptable excuse.

**You are reminded that cheating in any examination is considered a serious offence that could lead to expulsion from the University. Students are not permitted to have in their possession, or to use, any unauthorized materials during an examination. This includes electronic devices such as cell phones, iPods, MP3 players, PDAs, smart watches, and other web-access devices. Unauthorized items found on the student or desk area during an exam will be confiscated and turned over to the Disciplinary Officer.**

Responses on multiple-choice examinations are normally checked by the Exam Security Computer Monitoring Program. The program detects pairs of students with unusually similar answer patterns on multiple-choice examinations. Data generated by the program can be used as admissible evidence either to initiate or corroborate an investigation or a charge of cheating under Section 16 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 [www.mcgill.ca/students/exams/regulations](http://www.mcgill.ca/students/exams/regulations)).

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



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



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



**Note for Medicine:** Refer to [www.mcgill.ca/ugme/academic-policies/examinations](http://www.mcgill.ca/ugme/academic-policies/examinations).



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

### 6.1 Class Tests

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

## 6.2 Examination Facilities for Students with Disabilities

If you have a permanent or temporary disability, consult the Coordinator, Office for Students with Disabilities, about the possibility of arranging special examination facilities. For more information, see: [www.mcgill.ca/osd](http://www.mcgill.ca/osd).

## 6.3 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.

## 6.4 Final Examinations

Formal final examinations are held during an examination period at the end of the course term. The dates of the examination periods are listed at [www.mcgill.ca/importantdates](http://www.mcgill.ca/importantdates).



**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 [www.mcgill.ca/summer/finalexams](http://www.mcgill.ca/summer/finalexams).

In some courses there is no final examination; your standing in these courses is determined by term work and class tests.

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

#### 6.4.1.1 Preamble

The objectives of these regulations are as follows:

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

#### 6.4.1.2 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.
2. Written examinations (including take-home examinations) shall not be held during the last two weeks of scheduled classes during the Fall and Winter terms, except where a pattern of continuous evaluation has been established, in which case the total value of examinations given in this period shall comprise no more than 10% of the final mark.
3. If the written examinations in a course constitute 50% or more of the final mark, one of these shall be given as a final written examination, and it shall take place during the examination period after the last day of scheduled lectures in December or April.
4. A final examination given during the examination period shall be worth at least 25% of the final mark.
5. Students shall be informed of all course requirements by the end of the course change period. All term work shall be assigned early enough in the term for students to complete the assignment(s) by the last day of class.
6. The due date for term work in courses to which these regulations apply shall be no later than the last day of classes.
7. In courses that span the Fall and Winter terms (course pairs with numbers ending D1 and D2), instructors who wish to give a mid-year examination in December must schedule it in the formal examination period.
8. The principles enunciated in these regulations shall be applied, appropriately modified, to courses given during the summer, to other courses of less than a 13-week duration, and to courses in the Faculties of Law, Medicine, Dentistry, and Education that do not follow the normal University Timetable.
9. Individual faculties may propose variations in these regulations to the Academic Policy and Planning Committee in order to meet their special needs.
10. These regulations, and any variations to them, shall be made known to students by each faculty.

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



**Note for the Faculties of Arts and Science (including B.A. & Sc.):** Requests are made at Service Point (3415 McTavish Street). Ho

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



- It is strongly recommended, but not required, that you consult with the instructor of the course before requesting a reread of a final exam.

Students from outside the Faculties of Arts or Science who are taking a course administered by the Faculty of Arts or Science must submit final exam reread requests directly to the Student Affairs Office of their Faculty for approval.

Reassessments and rereads in courses not in the Faculties of Arts and Science are subject to the deadlines, rules, and regulations of their relevant faculties.

#### **6.4.3.2 Reassessments and Rereads: Faculty of Agricultural and Environmental Sciences**

If, after discussion with your instructor, you want to have a formal final examination reread, you must apply in writing to the Associate Dean (Student Affairs). The following conditions apply:

- grades may be either raised or lowered as the result of a reread;
- rereads in courses outside the Faculty of Agricultural and Environmental Sciences are subject to the deadlines, rules, and regulations of the relevant faculty.

Application for rereads must be made by March 31 for Fall term courses and by September 30 for Winter term and Summer term courses. You are assessed a fee for formal rereads. Any request to have term work re-evaluated must be made directly to the instructor concerned.

Any request to have in-course submissions reassessed must be made within 10 working days after the graded material has been made available to you.

#### **6.4.3.3 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: [www.mcgill.ca/law-studies/courses-registration-exams](http://www.mcgill.ca/law-studies/courses-registration-exams).

#### **6.4.3.4 Rereads: Faculty of Engineering**

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## **6.5 Examinations: Invigilation (Exams from Other Universities)**

Upon request, McGill will act as proctor for exams from other universities or professional accreditation associations. Exams are scheduled on weekdays at 10:00 a.m., and cannot be scheduled on evenings, weekends, statutory holidays, or McGill holidays.

### **6.5.1 Setting Up**

Please consult our website at [www.mcgill.ca/students/exams/dates/proctor](http://www.mcgill.ca/students/exams/dates/proctor)

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## 6.7 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 rev

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## 7.2 Exchange Programs

For information on Exchange Programs, refer to [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 [www.mcgill.ca/oasis](http://www.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 [www.mcgill.ca/engineering/current-students/undergraduate/exchanges-study-away](http://www.mcgill.ca/engineering/current-students/undergraduate/exchanges-study-away).



**Note for Law students:** Students should consult [www.mcgill.ca/law-studies/undergrad-programs/exchange](http://www.mcgill.ca/law-studies/undergrad-programs/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 [www.mcgill.ca/science/student/general](http://www.mcgill.ca/science/student/general).

**Note for Music students:** For further information, contact the Schulich School of Music Student Affairs Office and see [www.mcgill.ca/music/student-Tj1 0 0 1 371U9430.727 cm1 0 0 1 0 0 0 1 233.406 546](http://www.mcgill.ca/music/student-Tj1001371U9430.727cm10010001233.406546)





### 8.3 Work Study Program

The Work Study Program provides students with financial assistance through part-time employment on campus. Students are accepted into the program based primarily on financial need, though academic standing is also considered. There are a variety of Work Study positions available, ranging from clerical work in an administrative office to research with a professor. In addition to helping you cope with your financial obligations, Work Study also provides practical work experience that may enhance future employment opportunities.

Further information is available on McGill's Work Study website at [www.mcgill.ca/studentaid/workstudy](http://www.mcgill.ca/studentaid/workstudy) and at the Scholarships and Student Aid Office:

William & Mary Brown Student Services Building  
3600 McTavish Street, Suite 3200  
Montreal QC H3A 0G3, Canada

Email: [work.study@mcgill.ca](mailto:work.study@mcgill.ca)

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

#### 8.3.1 Student Aid

Telephone: 514-398-6013

Email: [student.aid@mcgill.ca](mailto:student.aid@mcgill.ca)

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

#### 8.3.2 Scholarships

Telephone: 514-398-6013

Email: [scholarships@mcgill.ca](mailto:scholarships@mcgill.ca)

Website: [www.mcgill.ca/studentaid/scholarships-aid](http://www.mcgill.ca/studentaid/scholarships-aid)

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## 9 Graduation

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

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

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

### Minimum Residency Requirement

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

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

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



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

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

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## 9.1 Apply to Graduate

Most undergraduate students and non-thesis graduate students (master's, certificates, diplomas) must use Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)) to apply to graduate (go to *Student Recor*



- students in a Joint Honours program must satisfy the above criteria for both Joint Honours components;
- some departments have additional requirements which must be met before you are recommended for *Honours* or *First-Class Honours* (see the departmental entries).

Students in an Honours program whose program GPA or CGPA is below 3.00, or who did not satisfy certain additional program requirements, must consult their adviser to determine if they are eligible to graduate in a program other than Honours.

### **9.3.5 Honours and First Class Honours for Faculty of Agricultural and Environmental Sciences**

Departments may recommend to the Faculty that graduating students registered in an honours program be awarded Honours or First-Class Honours under the following conditions:

- 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;



## Professional Groups

Geologists

Speech Therapists and Audiologists

Industrial Administration Accountants

Urbanists

Industrial Relations Counsellors

Vocational Guidance Counsellors

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## 10.2 Graduate Programs

McGill University offers over 250 Doctoral and Master's degree programs in more than 85 fields of study. We award de





- 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.

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## Faculty of Arts

Website: [www.mcgill.ca/oasis](http://www.mcgill.ca/oasis)

Students in U1 or above should also see the contact information for departmental academic advisers in [section 11.4.2: Faculty of Arts: Contact Information](#).

## Faculty of Dentistry

Strathcona Anatomy and Dentistry Building

Telephone: 514-398-7203, ext. 00091

Email: [undergrad.dentistry@mcgill.ca](mailto:undergrad.dentistry@mcgill.ca)

Website: [www.mcgill.ca/dentistry/academicaffairs](http://www.mcgill.ca/dentistry/academicaffairs)

## Faculty of Education

Internships & Student Affairs Office (ISA)

Telephone: 514-398-7042

Email: [sao.education@mcgill.ca](mailto:sao.education@mcgill.ca)

Website: [www.mcgill.ca/isa](http://www.mcgill.ca/isa) (Email: [isa@mcgill.ca](mailto:isa@mcgill.ca))

## Faculty of Engineering

[McGill Engineering Student Centre](#) (Student Affairs Office, Career Centre, and Peer Tutoring Service):

Telephone: 514-398-7257

### **Ingram School of Nursing**

Undergraduate Nursing Student Affairs Office (UG-NSAO)  
Telephone: 514-398-4144  
Email: [undergraduate.nursing@mcgill.ca](mailto:undergraduate.nursing@mcgill.ca)  
Website: [www.mcgill.ca/nursing/students](http://www.mcgill.ca/nursing/students)

### **School of Physical and Occupational Therapy**

Telephone: 514-398-4500  
Email: [undergrad.spot@mcgill.ca](mailto:undergrad.spot@mcgill.ca)  
Website: [www.mcgill.ca/spot/about/contact-us](http://www.mcgill.ca/spot/about/contact-us)

### **Schulich School of Music**

Telephone: 514-398-4541  
Email: [studentaffairs.music@mcgill.ca](mailto:studentaffairs.music@mcgill.ca)  
Website: [www.mcgill.ca/music/student-resources/undergraduates](http://www.mcgill.ca/music/student-resources/undergraduates)

### **Faculty of Science**

Science Office for Undergraduate Student Advising (SOUSA)  
Telephone: 514-398-5442  
Email: [newstudentadvising.science@mcgill.ca](mailto:newstudentadvising.science@mcgill.ca) for newly admitted students only  
Email: [adviser.science@mcgill.ca](mailto:adviser.science@mcgill.ca)  
Website: [www.mcgill.ca/science/student](http://www.mcgill.ca/science/student)

Students in U1 or above

### **Bachelor of Science in Agricultural and Environmental Sciences – B.Sc.(Ag.Env.Sc.)**

Telephone: 514-398-4306

Email: [kathryn.roulet@mcgill.ca](mailto:kathryn.roulet@mcgill.ca)

### **Bachelor of Engineering in Bioresource Engineering – B.Eng.(Bioresource)**

#### **Freshman U0**

Dr. David Titley-Peloquin

Telephone: 514-398-7976

Email: [freshmanadvisor.macdonald@mcgill.ca](mailto:freshmanadvisor.macdonald@mcgill.ca)

#### **Bioresource U1, U2, and U3**

Dr. Shiv Prasher

Telephone: 514-398-7774

Email: [shiv.prasher@mcgill.ca](mailto:shiv.prasher@mcgill.ca)

### **Bachelor of Science in Food Science – B.Sc.(F.Sc.)**

#### **Freshman U0**

Dr. Alice Cherestes

Telephone: 514-398-7980

Email: [freshmanadvisor.macdonald@mcgill.ca](mailto:freshmanadvisor.macdonald@mcgill.ca)

#### **Food Science U1**

Dr. Salwa Karboune

Telephone: 514-398-8666

Email: [salwa.karboune@mcgill.ca](mailto:salwa.karboune@mcgill.ca)

#### **Food Science U2**

Dr. Martin Chénier

Telephone: 514-398-7923

Email: [martin.chenier@mcgill.ca](mailto:martin.chenier@mcgill.ca)

#### **Food Science U3**

Dr. Inteaz Alli

Telephone: 514-398-7920

Email: [inteaz.alli@mcgill.ca](mailto:inteaz.alli@mcgill.ca)

Dr. Salwa Karboune

Telephone: 514-398-8666

Email: [salwa.karboune@mcgill.ca](mailto:salwa.karboune@mcgill.ca)

### **Bachelor of Science in Nutritional Sciences – B.Sc.(Nutr.Sc.)**

#### **Freshman U0**

Dr. Alice Cherestes

Telephone: 514-398-7980

Email: [freshmanadvisor.macdonald@mcgill.ca](mailto:freshmanadvisor.macdonald@mcgill.ca)

#### **Dietetics U1**

Paul-Guy Duhamel

Email: [paul-guy.duhamel@mcgill.ca](mailto:paul-guy.duhamel@mcgill.ca)

**Bachelor of Science in Nutritional Sciences – B.Sc.(Nutr.Sc.)**

Mary Hendrickson-Nelson  
Telephone: 514-398-7749  
Email: [mary.hendrickson-nelson@mcgill.ca](mailto:mary.hendrickson-nelson@mcgill.ca)

**Dietetics U2, U3**

Dr. Hope Weiler  
Telephone: 514-398-7905  
Email: [hope.weiler@mcgill.ca](mailto:hope.weiler@mcgill.ca)

Dr. Louise Thibault  
Telephone: 514-398-7848  
Email: [louise.thibault@mcgill.ca](mailto:louise.thibault@mcgill.ca)

Dr. Hugues Plourde  
Telephone: 514-398-7604  
Email: [hugues.plourde@mcgill.ca](mailto:hugues.plourde@mcgill.ca)

Mary Hendrickson-Nelson  
Telephone: 514-398-7749  
Email: [mary.hendrickson-nelson@mcgill.ca](mailto:mary.hendrickson-nelson@mcgill.ca)

Dr. Maureen Rose  
Telephone: 514-398-7748  
Email: [maureen.rose@mcgill.ca](mailto:maureen.rose@mcgill.ca)

**Nutrition U1**

Christine Gurekian  
Telephone: 514-398-7842  
Email: [christinenadia.gurekian@mcgill.ca](mailto:christinenadia.gurekian@mcgill.ca)

**Nutrition U2, U3**

Dr. Linda Wykes (for transfer from Dietetics)  
Telephone: 514-398-7843  
Email: [linda.wykes@mcgill.ca](mailto:linda.wykes@mcgill.ca)

Dr. Luis Agellon  
Telephone: 514-398-7862  
Email: [luis.agellon@mcgill.ca](mailto:luis.agellon@mcgill.ca)

Dr. Grace Marquis  
Telephone: 514-398-7839  
Email: [grace.marquis@mcgill.ca](mailto:grace.marquis@mcgill.ca)

Dr. Katherine Gray-Donald  
Telephone: 514-398-7677  
Email: [katherine.gray-donald@mcgill.ca](mailto:katherine.gray-donald@mcgill.ca)

**Concurrent B.Sc.(F.Sc.) & B.Sc.(Nutr.Sc.)****Freshman U0**

Dr. Alice Cherestes  
Telephone: 514-398-7980  
Email: [freshmanadvisor.macdonald@mcgill.ca](mailto:freshmanadvisor.macdonald@mcgill.ca)

**Concurrent U1, U2**

Dr. Stan Kubow

#### Concurrent B.Sc.(F.Sc.) & B.Sc.(Nutr.Sc.)

Telephone: 514-398-7754  
Email: [stan.kubow@mcgill.ca](mailto:stan.kubow@mcgill.ca)

#### Concurrent U3, U4

Dr. Stephane Bayen  
Telephone: 514-398-8618  
Email: [stephane.bayen@mcgill.ca](mailto:stephane.bayen@mcgill.ca)

#### Certificates

##### Ecological Agriculture

Dr. Caroline Begg  
Telephone: 514-398-8749  
Email: [caroline.begg@mcgill.ca](mailto:caroline.begg@mcgill.ca)

##### Food Science

Dr. Hosahalli S. Ramaswamy  
Telephone: 514-398-7919  
Email: [hosahalli.ramaswamy@mcgill.ca](mailto:hosahalli.ramaswamy@mcgill.ca)

#### Diploma

##### Environment (MSE)

Kathryn Roulet  
Telephone: 514-398-4306  
Email: [kathryn.roulet@mcgill.ca](mailto:kathryn.roulet@mcgill.ca)

#### Diploma, Collegiate Level

##### Farm Management & Technology

Mr. David Wees  
Telephone: 514-398-7756  
Email: [david.wees@mcgill.ca](mailto:david.wees@mcgill.ca)

#### Minors

##### Agricultural Economics

Dr. Julie Major  
Telephone: 514-398-8380  
Email: [julie.major@mcgill.ca](mailto:julie.major@mcgill.ca)

##### Agricultural Production

Dr. Valerie Gravel  
Telephone: 514-398-8132  
Email: [valerie.gravel@mcgill.ca](mailto:valerie.gravel@mcgill.ca)

##### Animal Biology

Dr. Roger I. Cue  
Telephone: 514-398-7805  
Email: [roger.cue@mcgill.ca](mailto:roger.cue@mcgill.ca)

**Minors****Animal Health and Disease**

Dr. Sarah Kimmins  
 Telephone: 514-398-7658  
 Email: [sarah.kimmins@mcgill.ca](mailto:sarah.kimmins@mcgill.ca)

**Applied Ecology**

Dr. Julie Major  
 Telephone: 514-398-8380  
 Email: [julie.major@mcgill.ca](mailto:julie.major@mcgill.ca)

**Ecological Agriculture**

Dr. Caroline Begg  
 Telephone: 514-398-8749  
 Email: [caroline.begg@mcgill.ca](mailto:caroline.begg@mcgill.ca)

**Environment (MSE)**

Kathryn Roulet  
 Telephone: 514-398-4306  
 Email: [kathryn.roulet@mcgill.ca](mailto:kathryn.roulet@mcgill.ca)

**Environmental Engineering**

Dr. Shiv Prasher  
 Telephone: 514-398-7774  
 Email: [shiv.prasher@mcgill.ca](mailto:shiv.prasher@mcgill.ca)

**Human Nutrition**

Dr. Tim Johns  
 Telephone: 514-398-7847  
 Email: [tim.johns@mcgill.ca](mailto:tim.johns@mcgill.ca)

**International Agriculture**

Dr. Julie Major  
 Telephone: 514-398-8380  
 Email: [julie.major@mcgill.ca](mailto:julie.major@mcgill.ca)

**11.4.2 Faculty of Arts: Contact Information**

**U0 students:** Contact the Faculty of Arts Student Affairs Office for advising on the Arts Freshman program.

**U1 students or any other year:** Contact the department (school or program) directly for academic advising. You can find additional contact information in the relevant sections of this publication.

**B.A. & Sc. students:** Contact the Faculty of Science Student Affairs Office.

**African Studies (program)**

Telephone: 514-398-4804  
 Email: [ids@mcgill.ca](mailto:ids@mcgill.ca)  
 Website: [www.mcgill.ca/isid/teaching-programs/undergraduate/afri](http://www.mcgill.ca/isid/teaching-programs/undergraduate/afri)















### Concurrent B.Sc./B.Ed.



**Note:** New students are no longer being admitted to this program.

### Physical & Health Education

Telephone: 514-398-4184 ext. 09689

Email: [nada.abu-merhy@mcgill.ca](mailto:nada.abu-merhy@mcgill.ca)

### Kinesiology

Telephone: 514-398-4184 ext. 09689

Email: [nada.abu-merhy@mcgill.ca](mailto:nada.abu-merhy@mcgill.ca)

## 11.4.4 Faculty of Engineering: Contact Information

All students in the F

**Mining and Materials Engineering (Department of)****Mining and Materials**

Website: [www.mcgill.ca/minmat](http://www.mcgill.ca/minmat)

**Mining**

Telephone: 514-398-2215

Email: [admin.mining@mcgill.ca](mailto:admin.mining@mcgill.ca)

Website: [www.mcgill.ca/mining](http://www.mcgill.ca/mining)

**Materials**

Telephone: 514-398-1040

Email: [coordinator.minmat@mcgill.ca](mailto:coordinator.minmat@mcgill.ca)

Website: [www.mcgill.ca/materials](http://www.mcgill.ca/materials)

**Urban Planning (School of)**

Telephone: 514-398-4075

Email: [admissions.planning@mcgill.ca](mailto:admissions.planning@mcgill.ca)

Website: [www.mcgill.ca/urbanplanning](http://www.mcgill.ca/urbanplanning)

**11.4.5 Faculty of Medicine: Contact Information**

**U0 students:** Contact the Faculty of Medicine Student Affairs Office for advising.

**U1 students or any other year:** Contact the department (school or program) directly for academic advising.

Additional contact information is located in the relevant sections of this publication.

**Anatomy and Cell Biology**

Telephone: 514-398-6335

Email: [vittoria.catania@mcgill.ca](mailto:vittoria.catania@mcgill.ca)

Website: [www.mcgill.ca/anatomy](http://www.mcgill.ca/anatomy)

**Anesthesia**

Telephone: 514-934-1934, ext. 35342

Email: [donna.macfarlane@mcgill.ca](mailto:donna.macfarlane@mcgill.ca)

Website: [www.mcgill.ca/anesthesia](http://www.mcgill.ca/anesthesia)

**Artificial Cells and Organs Research Centre**

Email: [artcell.med@mcgill.ca](mailto:artcell.med@mcgill.ca)

Website: [www.medicine.mcgill.ca/artcell](http://www.medicine.mcgill.ca/artcell)

**Biochemistry**

Telephone: 514-398-2423

Email: [christine.laberge@mcgill.ca](mailto:christine.laberge@mcgill.ca)

Website: [www.mcgill.ca/biochemistry](http://www.mcgill.ca/biochemistry)

**Biomedical Engineering**

Telephone: 514-398-6736

Email: [info.bme@mcgill.ca](mailto:info.bme@mcgill.ca)







### Pharmacology and Therapeutics

Telephone: 514-398-3622  
Email: [undergradstudies.pharmacology@mcgill.ca](mailto:undergradstudies.pharmacology@mcgill.ca)  
Website: [www.mcgill.ca/pharma](http://www.mcgill.ca/pharma)

### Physiology

Telephone: 514-398-3689  
Email: [sonia.viselli@mcgill.ca](mailto:sonia.viselli@mcgill.ca)  
Website: [www.mcgill.ca/physiology](http://www.mcgill.ca/physiology)

### Psychiatry

Telephone: 514-398-2458  
Website: [www.mcgill.ca/psychiatry](http://www.mcgill.ca/psychiatry)

### Rosalind and Morris Goodman Cancer Research Centre

Telephone: 514-398-8260  
Email: [lina.luciano@mcgill.ca](mailto:lina.luciano@mcgill.ca)  
Website: [www.mcgillgcr.com](http://www.mcgillgcr.com)

### Social Studies of Medicine

Telephone: 514-398-6668  
Email: [heike.ferber@mcgill.ca](mailto:heike.ferber@mcgill.ca)  
Website: [www.mcgill.ca/ssom](http://www.mcgill.ca/ssom)

### Surgery

Email: [sonia.nardini@mcgill.ca](mailto:sonia.nardini@mcgill.ca)  
Website: [www.medicine.mcgill.ca/surgery](http://www.medicine.mcgill.ca/surgery)

#### 11.4.6 Faculty of Science: Contact Information

**U0 students:** Contact the Faculty of Science Student Affairs Office for advising on the Science Freshman program or the B.A. & Sc. Freshman program.

**U1 students or any other year:** Contact the department (school or program) directly for academic advising.

**B.A. & Sc. students:** Contact the Faculty of Science Student Affairs Office.

Additional contact information is located in the relevant sections of this publication.

### Anatomy and Cell Biology (Department of)

Telephone: 514-398-6335  
Email: [vittoria.catania@mcgill.ca](mailto:vittoria.catania@mcgill.ca)  
Website: [www.mcgill.ca/anatomy](http://www.mcgill.ca/anatomy)

### Atmospheric & Oceanic Sciences (Department of)

Telephone: 514-398-3764  
Email: [gradinfo@meteo.mcgill.ca](mailto:gradinfo@meteo.mcgill.ca)  
Website: [www.mcgill.ca/meteo](http://www.mcgill.ca/meteo)



**Geography (Department of)**

Telephone: 514-398-4951  
Email: [advisor.geog@mcgill.ca](mailto:advisor.geog@mcgill.ca)  
Website: [www.mcgill.ca/geography](http://www.mcgill.ca/geography)

**Human Nutrition (program)**

Telephone: 514-398-7843  
Email: [linda.wykes@mcgill.ca](mailto:linda.wykes@mcgill.ca)  
Website: [www.mcgill.ca/nutrition](http://www.mcgill.ca/nutrition)

**Interdepartmental Honours Immunology (program)**

Telephone: 514-934-1934, ext. 45135 (Microbiology and Immunology) **or** 514-398-4342 (Physiology)  
Email: [ciro.piccirillo@mcgill.ca](mailto:ciro.piccirillo@mcgill.ca) (Microbiology and Immunology) **or** [monroe.cohen@mcgill.ca](mailto:monroe.cohen@mcgill.ca) (Physiology)  
Website: [www.mcgill.ca/microimm/student-affairs/programs/interdepartmental](http://www.mcgill.ca/microimm/student-affairs/programs/interdepartmental)

**Kinesiology for Science Students (program)**

Telephone: 514-398-4184, ext. 0302  
Email: [eileen.leduc@mcgill.ca](mailto:eileen.leduc@mcgill.ca)  
Website: [www.mcgill.ca/edu-kpe](http://www.mcgill.ca/edu-kpe)

**Management (BCom program)**

Telephone: 514-398-4068  
Email: [bcom.mgmt@mcgill.ca](mailto:bcom.mgmt@mcgill.ca)  
Website: [www.mcgill.ca/desautels/programs/bcom](http://www.mcgill.ca/desautels/programs/bcom)

**Mathematics & Statistics (Department of)**

Telephone: 514-398-3800  
Email: [ugrad.mathstat@mcgill.ca](mailto:ugrad.mathstat@mcgill.ca)  
Website: [www.math.mcgill.ca](http://www.math.mcgill.ca)

**Microbiology & Immunology (Department of)**

Telephone: 514-398-3915  
Email: [office.microimm@mcgill.ca](mailto:office.microimm@mcgill.ca)  
Website: [www.mcgill.ca/microimm](http://www.mcgill.ca/microimm)

**Music (program)**

Telephone: 514-398-4535, ext. 6337  
Email: [dino.dutz@mcgill.ca](mailto:dino.dutz@mcgill.ca)  
Website: [www.mcgill.ca/music](http://www.mcgill.ca/music)

**Neuroscience (program)**

Telephone: 514-398-7330  
Email: [ryan.bouma@mcgill.ca](mailto:ryan.bouma@mcgill.ca)  
Website: [www.mcgill.ca/neuroscience](http://www.mcgill.ca/neuroscience)

### **Pathology (Department of)**

Telephone: 514-398-7192, ext. 62658  
Email: [eileen.grenier@mcgill.ca](mailto:eileen.grenier@mcgill.ca)  
Website: [www.mcgill.ca/pathology](http://www.mcgill.ca/pathology)

### **Pharmacology (program)**

Telephone: 514-398-3622  
Email: [undergradstudies.pharmacology@mcgill.ca](mailto:undergradstudies.pharmacology@mcgill.ca)  
Website: [www.mcgill.ca/pharma](http://www.mcgill.ca/pharma)

### **Physics (Department of)**

Telephone: 514-398-6477  
Email: [louise.decelles@mcgill.ca](mailto:louise.decelles@mcgill.ca)  
Website: [www.physics.mcgill.ca](http://www.physics.mcgill.ca)

### **Physiology (Department of)**

Telephone: 514-398-4316  
Email: [sonia.viselli@mcgill.ca](mailto:sonia.viselli@mcgill.ca)  
Website: [www.mcgill.ca/physiology](http://www.mcgill.ca/physiology)

### **Psychology (Department of)**

Telephone: 514-398-6100  
Email: [info@psych.mcgill.ca](mailto:info@psych.mcgill.ca)  
Website: [www.psych.mcgill.ca](http://www.psych.mcgill.ca)

### **Redpath Museum**

Telephone: 514-398-4086, ext. 3188  
Email: [marie.laricca@mcgill.ca](mailto:marie.laricca@mcgill.ca)  
Website: [www.mcgill.ca/redpath](http://www.mcgill.ca/redpath)

### **Science for T**



For information, contact:

Telephone: 514-398-8238

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

The Senior Director, Services for Students (SDSS), coordinates all student services at McGill to help promote student success and well-being. The SDSS is available to provide assistance and/or information on almost all aspects of non-academic student life. Concerns of an academic nature are directed to the proper individual, office, or department. Funding is also available for projects, initiated by students and/or staff, that enhance student life and student life. Contact your staff





Redpath Library Building, 3459 McTavish, Suite RS-56  
Telephone: 514-398-6009  
TDD: 514-398-8198  
Email: [disability@mcgill.ca](mailto:disability@mcgill.ca)  
Website: [www.mcgill.ca/osd](http://www.mcgill.ca/osd)

### 13.3.10 Office of Sustainability

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

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

### 13.3.11 Scholarships and Student (Financial) Aid Office

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

Brown Student Services Building, Suite 3200  
General Information: 514-398-6013  
Telephone: 514-398-4807 (Scholarships)  
Email: [student.aid@mcgill.ca](mailto:student.aid@mcgill.ca)  
Website: [www.mcgill.ca/studentaid](http://www.mcgill.ca/studentaid)

### 13.3.12 Tutorial Service

Sponsors an extensive tutorial program for students.

Brown Student Services Building, Suite 4200  
Telephone: 514-398-5816  
Email: [tutoring.service@mcgill.ca](mailto:tutoring.service@mcgill.ca)  
Website: [www.mcgill.ca/tutoring](http://www.mcgill.ca/tutoring)

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## 13.4 Student Services – Macdonald Campus

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

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

A list of services available is given below. F

#### 13.4.2 Counselling Service

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

Telephone: 514-398-7992

Website: [www.mcgill.ca/counselling](http://www.mcgill.ca/counselling)

#### 13.4.3 International Health Insurance

Provides Blue Cross insurance cards for international students.

Telephone: 514-398-7992

Website: [www.mcgill.ca/macdonald-studentservices/our-services](http://www.mcgill.ca/macdonald-studentservices/our-services)

#### 13.4.4 Mid-term Exams, Office for Students with Disabilities

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

Telephone: 514-398-6009

Website: [www.mcgill.ca/osd](http://www.mcgill.ca/osd)

#### 13.4.5 Student Health Services

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

Telephone: 514-398-7992

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

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

#### 13.4.6 Student Financial Aid

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

Telephone: 514-398-7992

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

#### 13.4.7 Other Services

##### Office of Sustainability

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

Telephone: 514-398-2268

Email: [sustainability@mcgill.ca](mailto:sustainability@mcgill.ca)

Website: [www.mcgill.ca/sustainability](http://www.mcgill.ca/sustainability)

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### 13.5 Ombudsperson for Students

The Office of the Ombudsperson for students offers confidential, informal, independent, and impartial dispute resolution services to all members of the student community by providing information, advice, intervention, and referrals.

The mandate of the Ombudsperson for Students at McGill University is to intervene at the beginning of the complaint process, and to attempt to resolve issues informally before they proceed to more formal processes. To consult the mandate, visit the website of the Office of the Ombudsperson for Students.

Office of the Ombudsperson

3610 McTavish

Main Floor, Suite 14  
Telephone: 514-398-7059 (for an appointment)  
Website: [www.mcgill.ca/ombudsperson](http://www.mcgill.ca/ombudsperson)

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## 13.6 Extra-Curricular and Co-Curricular Activities

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

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

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

### 13.6.1 University Centre, Thomson House, and Centennial Centre

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

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

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## 13.7 Bookstore

The McGill University Bookstore stocks new and used te

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## 13.9 Day Care

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

The Centre is located at:

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

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

The Centre is located at:

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

### 14.1.1 Traditional and Hotel-style Residences

McGill has nine dormitory residences:

- The four co-ed traditional-style **Bishop Mountain Residences** (Gardner, McConnell, Molson, and Douglas Halls) are located on the slope of Mount Royal and overlook the campus.
- **Royal Victoria College** (RVC), which has one all-female and one co-ed wing, is a traditional-style residence located one block from the McGill gates.
- The co-ed hotel-style **New Residence Hall** is located five short blocks from the campus.
- **University Hall** is a co-ed traditional-style dorm located directly across from the Milton Gates to campus.
- **Carrefour Sherbrooke** is a co-ed hotel-style residence located two blocks from campus.
- **La Citadelle** is the newest fully renovated hotel-style residence building, located two blocks east of McGill campus.

Residents of traditional or hotel-style residences have compulsory meal plans and access to multiple cafeterias.

Rooms in traditional-style residences—the Bishop Mountain Residences, University Hall, and RVC—are mostly single occupancy

**Shared-facilities houses** are also leased on an 11 1/4 month basis: August 24 to July 31. Room rates range from \$8,105.08 to \$10,235.89 for a double room, depending on the dimensions of the room.



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

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## 15.2 Macdonald Campus Athletics & Recreation

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

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

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

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

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

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## 16 For your Information Technology (IT) Needs

McGill's **IT Services** website is your one-stop shop for all central IT services at McGill. Visit [www.mcgill.ca/it](http://www.mcgill.ca/it) to:

- Find details on all IT services, including available training and support. Services are organized by categories such as “Telephone, Network, and Wireless.”
- Search the McGill IT *Knowledge Base* for FAQs and supporting articles on all IT services. Search by keywords such as “myMcGill,” or by specific article number.
- Send us your *feedback* or get help on an IT issue.
- Read featured *articles* on computer security, new software, and other timely tips.
- Find out about new *IT projects* on the horizon.
- Check the status of IT systems at a glance and view IT announcements and scheduled downtimes.

Under the *Getting Started* tab you'll find a section on IT services specifically for students, including myMcGill, the University portal, and myCourses (for online course content). You'll also find information on accessing your McGill email, connecting to the McGill wireless network, and downloading free software.

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### 16.1 Logging In

You need to use your McGill Username (usually in the form of `firstname.lastname@mail.mcgill.ca`) and McGill Password to access most central IT services including: myMcGill, myCourses, email, wireless, and Virtual Private Network (VPN).

For some systems, such as uPrint (campus printing), you may sign in using your McGill Short Username, i.e., the first letter of your first name + first five letters of your last name, usually followed by a number (e.g., `jsmith5`).

To find out your McGill Username and Short Username, and to create or reset your McGill Password:

1. Log in to Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)) using your 9-digit McGill ID number and PIN.
2. Go to *Personal Menu* > *Password for McGill Username*.



3. Follow the onscreen instructions.

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## 16.2 myMcGill (the University portal)

myMcGill is the central access point where you:

- Read your email.
- Check myCourses.
- Get direct links to Minerva to view and update your student records and account information.
- Search the McGill Library Catalogue.
- Keep abreast of the latest McGill news.

Click myMcGill in the *Quick Links* menu, at the top of any McGill web page ([www.mcgill.ca](http://www.mcgill.ca)), and sign in using your McGill Username and McGill Password.

### Browser Compatibility

myMcGill currently supports the latest versions of the following browsers:

- Internet Explorer (IE) (Windows)
- Firefox (Mozilla) (Windows/Macintosh)

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## 16.3 myCourses

Many of your courses will have online materials or activities such as assignments and readings, syllabus, project groups, discussion forums, etc., etc.

Access your online course content via the myCourses link within the myMcGill portal.

- Verify your browser settings by clicking **System Check** in the **Support** widget on the myCourses page.
- Watch [myCourses videos for students](#) and access help documentation from the IT Knowledge Base.

Find more information on myCourses for students at: [www.mcgill.ca/mycourses](http://www.mcgill.ca/mycourses)

# Emma

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## 16.4 Email

Your McGill Email Address (usually in the form of `firstname.lastname@mail.mcgill.ca`) is the University's official means of email communication with you. For information on the policy, see *E-mail Communications with Students* at [www.mcgill.ca/secretariat/policies/informationtechnology](http://www.mcgill.ca/secretariat/policies/informationtechnology). Access your email at <https://outlook.com/mcgill.ca> or through the myMcGill portal using your McGill Username and McGill Password. View your McGill Username, McGill Email www



- tens of thousands of journal titles;
- vast manuscript and pictorial collections;
- over 150,000 sound and video recordings;
- extensive e-resources, including over 120,000 e-journals and over 2 million e-books on subjects ranging from early English literature to nutrition.

A comprehensive website ([www.mcgill.ca/library](http://www.mcgill.ca/library)), an online catalogue, and a wide range of library services link the Library's resources to those who need them for learning, research, and scholarship. Hundreds of databases on topics from art history to zoology guide users to relevant journal articles and research materials, while subject guides on topics like chemistry and social work provide comprehensive and clear direction for users undertaking research. Unique scholarly materials from the Rare Books and Special Collections are *digitized* and also made widely accessible online through the site. The Library's website also provides access to items such as past examination papers, McGill theses, and foreign newspapers. All electronic resources are available for use in laboratories anywhere on the campus or from home using *EZproxy*.

The staff in each branch library can help you locate information for coursework, assignments, or research topics. *Workshops* are provided at all student levels to ensure you know how to find and use information. Information skills programs are undertaken as part of course curricula. *Liaison librarians* specialize in specific disciplines, and are available to assist students and staff in person, on the phone, online, by email, and via online chat.

Although opening hours vary, most libraries are open up to 90 hours per week, and several branch libraries extend opening hours during examination periods. Hundreds of computers are available for email, word processing, accessing online courses, reading library materials, preparing assignments, and searching the Internet. Designed to enhance the learning experiences of diverse users, the Library's facilities offer a variety of comfortable and attractive spaces, including quiet individual study areas, dynamic e-zones, and group study rooms that can be booked for use. Wireless access is available throughout the library, and all libraries have ID card-operated printing and copying facilities. Special facilities are available for vision and hearing impaired users.

Special library services like the Course Reserve collection located in each branch library allows you to borrow high-demand items on course reading lists. You can also borrow materials from any library and return them anywhere across the system. If you need material not owned by the McGill University Library, our *Interlibrary Loan and Document Delivery Service* will source it for you, and pickup is available at any branch.

## 17.2 McGill Writing Centre

The McGill Writing Centre (MWC) offers credit courses in academic writing that may be taken as electives or to fulfil language requirements in some degree programs. In some faculties, you need to obtain approval from your Student Affairs Office as well as from your academic adviser before you take courses outside of your faculty, especially if the courses do not form part of your program requirements. In addition to its credit course offerings, the MWC offers non-credit courses, workshops, and individualized tutoring. For further information, please visit the MWC website: [www.mcgill.ca/mwc](http://www.mcgill.ca/mwc).

### Undergraduate Courses:

| Course Number | Course Title                      | Credits | Notes  |
|---------------|-----------------------------------|---------|--|
| CEAP 150      | Critical Analysis and Composition | 3       | Instructor permission required   |
| CEAP 250      | Research Essay and Rhetoric       | 3       |  |
| CESL 299      | ESL: Academic English Seminar     | 3       |  |
| CESL 300      | ESL: Academic English 2           | 3       | Placement test required (see <a href="http://www.mcgill.ca/mwc">www.mcgill.ca/mwc</a> for details) |
| CESL 400      | ESL: Essay & Critical Thinking    | 3       | Placement test required (see <a href="http://www.mcgill.ca/mwc">www.mcgill.ca/mwc</a> for details) |
| CESL 500      | ESL: Research Essay and Rhetoric  | 3       | Placement test required (see <a href="http://www.mcgill.ca/mwc">www.mcgill.ca/mwc</a> for details) |
| CCOM 206      | Communication in Engineering      | 3       | Restricted to and required for students pursuing a B.Sc. in Engineering                            |
| CCOM 300      | Writing and Community Action      | 3       | Instructor permission and departmental interview required  |



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

### Graduate Courses:

| Course Number | Course Title                                     | Credits |
|---------------|--|---------|
| CEAP 642      | Cornerstones of Academic Writing                 | 1       |
| CEAP 652      | Fundamentals of Academic Presentations           | 1       |
| CEAP 661      | Summaries and Critiques                          | 1       |
| CEAP 665      | Literature Reviews                               | 1       |
| CESL 631      | Strategies for Academic Communication in English | 1       |
| CESL 641      | Fundamentals of Academic Writing in English      | 1       |

| Course Number | Course Title                              | Credits |
|---------------|---|---------|
| CESL 651      | Pronunciation for Effective Communication | 1       |



**Note:** MWC graduate courses are not open to postdoctoral fellows.

**Course for School of Continuing Studies Students:**

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

**Course in Professional Writing (CE Units):**

| Course Number | Course Title                     | Notes |
|---------------|----------------------------------|-------|
| CCOM 208      | Professional Writing in Business |       |

**17.2.1 McGill Writing Centre Contact Information**

McGill Writing Centre





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

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

In 1905, Sir William Macdonald established Macdonald College at Sainte-Anne-de-Bellevue as a residential college for Agriculture, Household Science, and the School for Teachers. Those components have since become the Faculty of Agricultural and Environmental Sciences, which includes the School of Dietetics and Human Nutrition, on the Macdonald campus, and the Faculty of Education, located on the Downtown campus. The University's general development has been greatly facilitated by the generosity of many benefactors, and particularly by the support of its graduates, as regular public funding for general and capital expenditures did not become available until the early 1950s. Since that time government grants have become a major factor in the University's financial operations, but it still relies on private support and private donors in its pursuit of excellence in teaching and research.

The University now comprises 10 faculties and 13 schools. At present over 38,000 students are taking credit courses; one in four is registered in Graduate Studies.

The University is also active in providing courses and programs to the community through the School of Continuing Studies.

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## **18.2 Incorporated and Affiliated Colleges**

### **Incorporated Colleg**

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

The Chancellor is presiding officer of Convocation and of joint sessions of the Board of Governors and the Senate.

The Chair of the Board of Governors is President of the Royal Institution for the Advancement of Learning.

The Principal and Vice-Chancellor is the chief executive officer of the University, appointed by the Board of Governors after consultation with a statutory committee. The Principal is, ex officio, Chair of Senate.

The Senate is the highest academic authority of the University and has control over admission, courses of study, discipline, and degrees. The regulations of Senate are executed by the various faculties and schools, which also carry primary responsibility for the educational work of the University.

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## 18.4 Recognition of Degrees

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

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

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

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## 18.5 Governance: Board of Governors

### 18.5.1 The Visitor

#### The Visitor

His Excellency The Right Honourable David L. Johnston

**The Governor General of Canada**

### 18.5.2 Board of Governors

#### Board of Governors

Stuart (Kip) Cobbett; B.A., B.C.L.(McG.)

**Chair**

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

**Principal and Vice-Chancellor**

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

**Chancellor**

#### 18.5.2.1 Members

#### Members

Nathalie Bourque; M.B.A.(McG.)

Michael T. Boychuk; BCom(McG.)

Gerald Butts; B.A., M.A.(McG.)

Victor Chisholm; B.A.(McG.)

Peter Coughlin; BCom(Car.), M.B.A.(W. Ont.)

Ronald Harry Critchley; B.A.(C'dia-Loyola), M.A.(York)

Kathy Fazel; BCom(McG.)

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

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



**Members**

David N. Harpp; A.B.(Middlebury), M.A.(Wesl.), Ph.D.(N. Carolina)  
 Bryan Haynes; B.A., LL.B.(McG.)  
 Tina Hobday; B.C.L., LL.B.(McG.)  
 Samuel Minzberg; LL.B.(McG.)  
 Derek Nystrom; B.A.(H.)(Wisc.), M.A., Ph.D.(Virg.)  
 Ram Panda; M.Eng., M.B.A.(McG.)  
 Cynthia Price; BCom(McG.)  
 Alvin Shrier; B.Sc.(C'dia), Ph.D.(Dal.)  
 Martine Turcotte; B.C.L./LL.B.(McG.), M.B.A.(London Business School)  
 Thierry Vandal; B.Eng., M.B.A.(Montr.)  
 Edith A. Zorychta; B.Sc.(St. FX), M.Sc., Ph.D.(McG.)

**18.5.2.2 Student Representatives****Student Representatives**

Students' Society of McGill (1)  
 Post-Graduate Students' Society of McGill (1)  
*Observers*  
 McGill Association of Continuing Education Students (1)  
 Macdonald Campus Students' Society (1)

**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**

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

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## 18.7 Administration

### Administration

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

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

Christopher Manfredi; B.A., M.A.(Calg.), M.A., Ph.D.(Claremont)

Ollivier Dyens; B.F.A.(C'odia), M.A., Ph.D.(Montr)

**Chancellor**

**Principal and Vice-Chancellor**

**Provost and Vice-Principal (Academic)**

**Deputy Provost (Student Life & Learning)**

**Deans**

Julie Cumming; B.A.(Col.), M.A., Ph.D.(Calif., Berk.) (*Interim*)

**Music**

