



**University Regulations and Resources  
(Undergraduate)**

**Programs, Courses and University Regulations  
2017-2018**



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

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## ***Publication Information***

Published by

### **Enrolment Services**

McGill University  
3415 McTavish Street  
Montreal, Quebec, H3A 0C8  
Canada

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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

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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).





- Personal objectives, such as travel or time off, and financial matters are not grounds for a leave of absence.
- Normally, a student shall be in Satisfactory Standing when requesting a leave of absence; exceptions may apply and will be determined by the faculty and, if applicable, the professional program.
- Since students on a leave of absence pay no fees, the Student Services are not available; however, an opt-in option is available at the usual rate.
- Students who are eligible for scholarship renewal will not have scholarship monies transferred to their account while they are on leave of absence but will maintain eligibility for renewal upon registration in subsequent terms.
- Terms and conditions vary among loan and bursary providers; student consultation with an adviser in Scholarships and Student Aid is recommended.
- Professional programs may impose constraints to application of the undergraduate leave of absence policy due to accreditation requirements or placement limitations.
- International students are advised to contact *International Student Services* (ISS) regarding individual circumstances.



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



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

If you need to take a leave of absence because of pregnancy or because you need to care for a dependant, please consult [section 1.9.5: Guidelines for the Academic Accommodation of Pregnant Students and Students Caring for Dependants](#).

## 1.8 Information Technology (IT) Resources

McGill University offers a variety of Information Technology resources open to students, faculty, staff, and other members of the McGill community. Please see [section 16: Information Technology \(IT\) Services](#) and visit [IT Services > Getting Started > Students](#) for further details.

### 1.8.1 Responsible Use of McGill Information Technology Resources

When using all McGill IT services, whether hosted on premises, by an external supplier, or in the cloud, you must comply with the *Policy on the Responsible Use of McGill Information Technology Resources*. You can find this policy in the listing of *University Policies, Procedures and Guidelines* under *Information Technology*, at [www.mcgill.ca/secretariat/policies/informationtechnology](http://www.mcgill.ca/secretariat/policies/informationtechnology).



**Note for M.D., C.M. and D.M.D. Programs:** For guidelines regarding the use of social media by M.D., C.M. and D.M.D. students, see [www.mcgill.ca/ugme/academic-policies/guidelines-social-media](http://www.mcgill.ca/ugme/academic-policies/guidelines-social-media) and [www.mcgill.ca/thewelloffice](http://www.mcgill.ca/thewelloffice).

### 1.8.2 Use of Cloud Services

Your usage of cloud services, whether provided by McGill or self-acquired as a consumer service, must respect the *Cloud Data Directive*. The *Cloud Data Directive* is also available at [www.mcgill.ca/secretariat/policies/informationtechnology](http://www.mcgill.ca/secretariat/policies/informationtechnology).

### 1.8.3 Email Communication

All students are assigned a McGill Email Address (usually in the form of *firstname.lastname@mail.mcgill.ca*) and are given a McGill email mailbox. You can view your McGill Email Address and set your McGill Password on Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)), under the *Personal Menu*.

Email sent to your McGill Email Address is an official means of communication between McGill University and its students. As with all official University communications, it is your responsibility to ensure you read and act upon University emails in a timely fashion. If you have another email account using an external service provider (such as Gmail, Hotmail, Yahoo, etc.), please see the [Options for dealing with multiple email services](#) Knowledge Base article and choose the most appropriate method for accessing your McGill email conveniently.

You should read and familiarize yourself with the policies on *Responsible Use of McGill Information Technology Resources* and *Email Communications with Students*, found under *Information Technology* on the University Secretariat website at [www.mcgill.ca/secretariat/policies/informationtechnology](http://www.mcgill.ca/secretariat/policies/informationtechnology). For more information on email for students, refer to [www.mcgill.ca/it](http://www.mcgill.ca/it).



**Note for Continuing Studies:** The above services are not available if you are registered in short courses or seminars not recorded on the official McGill transcript.

### 1.8.4 Minerva

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

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

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

### 1.8.5 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.

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## 1.9 Student Health & Insurance

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

### 1.9.1 Health Professions – Immunization Requirement

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

### 1.9.2 Health Insurance – International Students

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

By Senate regulation, all international students (full-time, part-time, half-time, Additional Session, Thesis Evaluation, Non-Thesis Extension, Special, Exchange, and Visiting) and their accompanying dependants must participate in the University's compulsory International Student Health Insurance Plan

(IHI). The University and the Quebec Ministry of Education require a cop



**Note for Continuing Studies:** As a Continuing Studies student, you are not a member of SSMU or MCSS. Therefore, the coverage of the Students' Society's Health and Dental Plans is not applicable.



**Note for Graduate and Postdoctoral Studies:** Graduate students classed as Canadian full-time or Additional Session, Thesis Evaluation, Non-Thesis Extension, as well as postdoctoral candidates are automatically covered by their society's extended Health and Dental Plan (PGSS). 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 [studentcare.ca/rte/en/McGillUniversitygraduatestudentsPGSS\\_Home](http://studentcare.ca/rte/en/McGillUniversitygraduatestudentsPGSS_Home). Students without valid Canadian Medicare, please see [section 1.9.2: Health Insurance – International Students](#), or the **Canadians who have been residing outside of Canada** section above.

#### 1.9.4 Special Medical Needs

If you have special medical needs, please book an appointment with Health Services to discuss how to manage your health while at McGill. Contact information for the **Downtown campus** is available at [www.mcgill.ca/studenthealth/see-doctor](http://www.mcgill.ca/studenthealth/see-doctor), and for the **Macdonald campus** at [www.mcgill.ca/macdonald-studentservices/feeling-sick](http://www.mcgill.ca/macdonald-studentservices/feeling-sick).

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



**Note for Medicine and Dentistry:** In addition, see [www.mcgill.ca/thewelloffice](http://www.mcgill.ca/thewelloffice).

#### 1.9.5 Guidelines for the Academic Accommodation of Pregnant Students and Students Caring for Dependants

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

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

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

You can consult the guidelines at [www.mcgill.ca/students/records/pregnant-students-and-dependants](http://www.mcgill.ca/students/records/pregnant-students-and-dependants).

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#### 1.10 Non-Smoking Policy

Quebec law prohibits smoking in public buildings. For more information, see [www.mcgill.ca/ehs/mcgill-smoking-policy](http://www.mcgill.ca/ehs/mcgill-smoking-policy).

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## 2 Personal Information

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

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### 2.1 Updating Personal Information

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

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

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

If you need to change important personal information that requires the University to verify official documents, such as a name or citizenship change, or correction of your birth date, you must go in person (as soon as possible) to











### **2.3.2 ID Card Schedule for the Macdonald Campus**

New students can obtain their ID card 24 hours after registering for their first course. Registration dates for ne







**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 re



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



**Note for the Faculty of Engineering:**

The courses taken under the S/U option will be excluded from the grade point average (GPA) calculations, but they will be included in the attempted credits total. Credits for courses with a final grade of S will also be included in the number of credits earned.



**Note:** To be considered for in-course awards, including Dean's Honour List designations, and/or the renewal of entrance scholarships, you must complete at least 27 graded credits in the regular academic session, not including courses completed under the S/U option.



**Note:** The S/U option is not available via Minerva to Visiting, Exchange, or Quebec Inter-University Transfer Agreement (IUT) students. These students must first contact their home university to ensure that a course taken under the S/U option is acceptable to their home university and that the credits are transferable. After receiving approval from their home university and before McGill's Course Change deadline, they must then consult their McGill faculty Student Affairs Office for approval. **Students in the faculties of Arts or Science:** you will need to go to *Service Point* (3415 McTavish Street) to make this request. 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:** Special Students are not eligible to select the S/U option.

For further information, contact your departmental adviser or student affairs office, as appropriate.



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



**Note for Engineering:**

- You will only be permitted to take a course under the Satisfactory/Unsatisfactory (S/U) option if you are in Satisfactory Standing.
- B.Eng. and B.S.E. students may use the S/U option for Complementary Studies courses (i.e., Group A *Impact of Technology on Society* and Group B *Humanities and Social Sciences, Management Studies and Law*), Natural Science Complementary Courses (for Computer Engineering students from CEGEP and all Software Engineering students), and Elective Courses (for Mechanical Engineering students from CEGEP). You cannot use the S/U option for courses in any other category of the Engineering programs. If you choose not to use the S/U option, a grade of D is acceptable as a pass for these Complementary Studies courses.
- B.Sc.(Arch.) students may use the S/U option for elective courses taken outside the School of Architecture. You cannot use the S/U option for courses in any other category of the Architecture program. If you choose not to use the S/U option, a grade of D is acceptable as a pass for these elective courses.
- You cannot use the S/U option for courses that are taken to satisfy a minor.



**Note for Law:**

- The S/U option is available for Law and non-Law electives and Law complementary courses within the B.C.L./LL.B. program.
- The S/U option is limited to one course in the B.C.L./LL.B. program for a maximum of 4 credits.
- Students are not permitted to choose the S/U option for required courses.
- The S/U option is not permitted for courses that are taken to satisfy a minor.



**Note for Management:** The S/U option is not available on Minerva for Management students. Requests for the S/U option can only be made during the official add/drop period. Please contact the BCom Office ([www.mcgill.ca/desautels/programs/bcom/contact-us](http://www.mcgill.ca/desautels/programs/bcom/contact-us)) for details on the conditions that apply.



**Note for Music:** Music students may use the S/U option for elective courses taken outside the Schulich School of Music (non-music courses). Please note that the S/U option is not permitted for courses that are taken to satisfy a minor.



**Note for Nursing:** The S/U option is not available to B.N.I. and B.Sc.(N.) students for required courses.

**Note for Physical and Occupational**



### 3.2.7 Auditing of Courses

McGill does not permit auditing of courses.



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

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## 3.3 Course Change Period

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

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

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

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

After the Course Change deadline, you may add courses only with written permission of the instructor, and the Associate Dean of Undergraduate Studies (TJ1 0 0 1 2). A fee will be charged for each course you add.



**Note for the Faculties of Arts and Science (including B.A. & Sc.):** Requests made after the Course Change deadline must be made at the *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 Health Sciences:** For information on readmission

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

After the withdrawal (without refund) deadline but before the end of term, and only under e



**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](#)



**Note for Faculty of Education (B.Ed. Secondary program):** You may add, drop, or change majors using Minerva.



**Note for Faculty of Engineering students who have confirmed their offer of admission to the B.Eng. Electrical/B.Eng. Computer/B.S.E. (Software Engineering) program:** You must select your specific program using Minerva before the beginning of classes, in your first term. To make any further change, you must consult an adviser in the Department of Electrical and Computer Engineering ([www.mcgill.ca/ece/department/facultystaff/under](http://www.mcgill.ca/ece/department/facultystaff/under)). If you are in another program in the Faculty of Engineering, you cannot make any program changes using Minerva.



**Note for Faculty of Law:** The addition of a major or minor must be approved by the Student Affairs Office; you will be blocked from making any program changes on Minerva.

**Note for Schulich School of Music:** The addition of a minor must be approved by the Student Affairs Office. To change a major, students must submit an Intra-Faculty Transfer application. For specific program details: [www.mcgill.ca/music/student-resources/undergraduates/academic-resources/program-transfer-and-readmission](http://www.mcgill.ca/music/student-resources/undergraduates/academic-resources/program-transfer-and-readmission).

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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 T

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

**Note:** Once the Quebec Inter-University Transfer (IUT) application is approved by both the home and host universities, you remain responsible for registering in the course that was approved.

### 3.8.2.2 Winter Term

From January 1 to January 23, 2018 a drop of all courses constitutes a University withdrawal with refund (minus \$200 for returning students and the registration deposit for new students). After January 23 and until the deadlines indicated below, you may withdraw from all courses to effect a University withdrawal.

- Deadline for University withdrawal with refund (minus \$200 for returning students and the registration deposit for new students): **Tuesday, January 30, 2018**
- Deadline for University withdrawal without refund: **Tuesday, March 13, 2018**

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



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

**Note for the Faculties of Arts and Science (including B.A. & Sc.):** If you want to withdraw after the deadlines indicated above, under exceptional

Please note that several conditions apply for deferral. These conditions and deadlines will be communicated to you once the University receives your official request.

If you have accepted your offer of admission and registered for courses and now want to defer your admission, you must drop all courses via *Minerva* by **the above deadlines** and before submitting a deferral request. If the University grants your request for deferral, your registration deposit will be transferred to the deferred term.

If you do not request a deferral by the above deadlines, you will have to reapply for the next available admission term. If you are a registered student and you withdraw after the deadline, you must request readmission through your faculty. For more details, see [section 3.10: Readmission](#).



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



**Note for Law:** The Faculty of Law does not normally accept requests for deferred entry. You will be expected to start your course on the date and term you applied for and as indicated on your admission offer letter. If you still wish to seek an admission deferral, you must first accept the offer of admission and pay the \$400 deposit. Once the offer of admission has been accepted, you must submit, in writing, a request for the deferral. The request should be addressed to the Assistant Dean (Admissions and Recruitment) and should set out the reason(s) for the request. You are encouraged to submit your request as early as possible in consideration of other candidates.

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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 complete your *Faculty Transfer/Readmission Menu* 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, Management, or Science who apply for readmission after an absence of four consecutive terms or more will be charged the tuition rate in effect for newly admitted students in their term of readmission.

Fall T	Winter Term Application Deadline	Summer Term Application Deadline
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### 3.11 Faculty/School Specific Information

All students must comply with the regulations and requirements contained in their Faculty section of this publication.

#### 3.11.1 Agricultural and Environmental Sciences

Students should note that there are no supplemental examinations for Agricultural and Environmental Sciences courses.

#### 3.11.2 Arts

For Faculty of Arts specific program and course information, refer to:

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

Term(s) offered (Fall, Winter, Summer) may appear after the course credit weight to indicate when a course would normally be taught.

All courses have limited enrolment. You may register for and take any course for credit, unless otherwise indicated, in the sections of this publication applicable to the Faculties of Arts and of Science, subject to the course restrictions listed in this section.

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

Some courses may require special permission. You should consult this publication and/or the [Class Schedule](#) well in advance of the course change period to determine if permission is required of the instructor, the department, or the Faculty for any course you want to take.

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.

#### 3.11.3 Education

Some courses will be available in the evenings only, or will be offered during the Summer term.

Students should give particular notice to prerequisite and corequisite courses and registration for Field Experience courses.

#### 3.11.4 Engineering

Most courses offered by the Faculty of Engineering, including the School of Architecture, are restricted to Engineering students. Non-Engineering students should obtain permission from a Faculty adviser in the Student Affairs Office, Engineering Student Centre (Frank Dawson Adams Building, Room 22), to register for Engineering courses.

A limited number of School of Architecture (ARCH) courses are open to students not registered in the School. Please refer to individual course descriptions.

The average number of hours per week of course activities is indicated in the course listing in a note underneath the course description. For example, (3-1-5) indicates a course consisting of three lecture hours per week, one hour of tutorial or labs, and five hours of personal study per week.

##### 3.11.4.1 Extra Courses

Courses that you choose to take outside your program may be classified as *extra*, provided that you choose this option at the time of registration. The course will be designated as *extra* ("RX" at the time of registration, and "E" once the course is graded) on your transcript, and the grade earned in that course will not be included in your grade point average (GPA) calculation. This option will not be added to your record after the Course Change (add/drop) deadline. Courses that are taken to satisfy your engineering program requirements or minor requirements cannot be designated as *extra*.

##### 3.11.4.2 Prerequisites and Corequisites

You must ensure that you have completed any course prerequisite(s) and/or corequisite(s) before course registration. If you have registered for a course and did not satisfy the prerequisite(s) and/or corequisite(s), the course may be dropped from your record automatically by Minerva.

If you received advanced credit(s)/exemption(s) or passed a placement exam for a course and are blocked from registration because of a prerequisite or corequisite error, you must go to your department/school in order to receive the appropriate permit override.

#### 3.11.5 Management

Management students should give particular notice to the following sections under [Desautels Faculty of Management > Undergraduate](#):

- [: Grading and Credit](#)
- [Overview of Programs Offered by the Desautels Faculty of Management > : BCom Program Credit Structure: General Management Program \(Concentrations\)](#)





students—for further information about these exceptions, see the Student Accounts website at [www.mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions](http://www.mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions).



**Note:** Students who are required to submit appropriate documentation and who do not do so by the stipulated deadlines (December 1 – Fall; April 1 – Winter; August 1 – Summer) are billed at the non-Quebec Canadian or the international rate, depending on the documentation submitted. Should your tuition status be changed during the evaluation period, any late payment and/or interest charges accumulated on the difference between the Quebec and Canadian tuition rates will also be waived.

#### 4.3.2 International Students

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

For more information concerning Fee Exemptions, contact Service Point at [www.mcgill.ca/students/records/contact](http://www.mcgill.ca/students/records/contact).

#### 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/employee-relations/policies-procedures](http://www.mcgill.ca/hr/employee-relations/policies-procedures).

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

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

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

These fees are complemented by revenue from the Quebec government, the University, and the generosity of donors. They support: Student Health Services; Mental Health Services; Counselling and Tutorial Services; the Office of Religious and Spiritual Life; Career Planning Service (CaPS); Scholarships and Student Aid; International Student Services; the Office for Students with Disabilities; Campus Life & Engagement, t-(v)Tj1 0 0 1a(utor7.854 268fisolarships and)Tjf dor

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## 4.5 Administrative Charges

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

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

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

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

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

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

For further information about administrative charges, see

[www](#)

New students – 100%\* refund (less re

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

#### **4.8.1.2 Information for Students Who Are No Longer Registered**

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

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

In accordance with the fee policies stated in [section 4.8.1: Overdue Accounts](#) and [section 4.8.1.1: Information for Registered Students](#), before the University cancels your current and subsequent term registration(s), the Student Accounts Office will make all reasonable efforts to notify you if your account is delinquent, or if you owe more than \$100 from the previous term. The cancellation is effective the last day of the add/drop period unless you settle the account or make payment arrangements with the University by then. If you pay or make payment arrangements with the Student Accounts Office after the add/drop deadline and you Student deadline 02 669.8s thesedS 451.1951m(deadline 0j1ine 02 669.8s t7F1 Tmdline 0j1ithen. Iyourein)Tj0j1 0 0 1 539.117 721.322 Tmdline 0j1i

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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 Veterans Affairs, Saudi Bureau, foreign government), you must have your sponsor confirm the conditions of their sponsorship (sometimes called a financial guarantee) in writing on their corporate letterhead and send this letter to the University. Once received by the University and if registration has occurred, your account will be adjusted. Sponsors must confirm annually the list of eligible students by August 1st of each year or one month prior to the start of the term. For more information, please refer to [www.mcgill.ca/student-accounts/parents-and-sponsors/third-party-sponsorship](http://www.mcgill.ca/student-accounts/parents-and-sponsors/third-party-sponsorship).

If the sponsor does not pay the promised fees within 90 days of invoicing, you are responsible for paying the fees plus the late payment fee and accrued interest.

### **4.9.2 Students Receiving McGill Awards**

Student awards may be paid directly to your student fee account or direct deposited to your bank. Please verify the payment schedule and the method of payment on Minerva's *Financial Aid/Awards* menu if you are expecting a scholarship or award.

Please note that credit balances in student fee accounts that result from payment from scholarships and awards are refundable only after the official "course withdrawal with full refund" deadline for each term.

### **4.9.3 External Scholarships**

You may also receive external scholarships from other organizations, outside agencies, parents' employers, or community groups. These awards are typically sent directly to the University. You should provide the Student Accounts Office with a letter from the external body indicating the details and requirements of how the scholarship funds should be distrib



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**Yearly Fees and Charg**

**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 > Browsing Academic Units & Programs > Science or Mathematics for Teachers](#).

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

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

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

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

If your Standing changes to Unsatisfactory:

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

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

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

If your Standing is still incomplete by the end of course change period, you should immedi0 08l continus24

- 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.

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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 GPA credits. The result is not rounded up to the nearest decimal point.

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

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







### 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 ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)) to order an official transcript at *Student Menu > Student Records Menu > Request Printed/Official Transcript*.

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

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



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

### 5.4.4 Course Numbering on the Transcript

Prior to September 2002, course numbers had sev

**Non-graduating students**

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

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

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 cate

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), status change (i.e., leave of absence, exchange, or term away). They also include changes to tuition status based on the submission of legal documents.

### 5.8.2 Registrar Deadlines

Fall term – January 31

Winter term – June 1

Summer term – October 1

### 5.8.3 Before Registrar Deadlines

For record changes after the normal deadlines published in this publication, but before the 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.):** Requests are made at [Service Point](#) (3415 McTavish). However, it is important that you also see a faculty adviser in Dawson Hall to talk about your options and the effects that your request may have on your studies. For more information, see [www.mcgill.ca/students/advising](http://www.mcgill.ca/students/advising).

### 5.8.4 After Registrar Deadlines

The University does not normally consider a change requested after the Registrar deadlines listed in [section 5.8.2: Registrar Deadlines](#) have passed. In situations where there are "extraordinary personal" or "extraordinary academic" circumstances that could not have been foreseen prior to these deadlines, you may formally request a student record change from your Associate Dean or Director. If your Associate Dean or Director approves the request, the change will be processed according to faculty and Enrolment Services student record procedures. You may be assessed a fee for a change requested after Registrar deadlines. For all changes other than grade changes, the faculty will file full documentation that supports the extraordinary circumstances with Enrolment Services.



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

### 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.

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## 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

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### **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.

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### **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](#)



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



**Note for Dentistry:** Refer to [www.mcgill.ca/dentistry/academicaffairs/examschedule](http://www.mcgill.ca/dentistry/academicaffairs/examschedule).

#### **6.4.2 Final Examinations: Deferred Examinations**

If, for serious reasons such as illness or family affliction, you have not written one or more examinations, you may receive the permission of your Faculty Student Affairs Office or Service Point (for students in the Faculties of Arts or Science) upon providing supporting documentation to defer the examination to the next deferred/supplemental examination period, except for courses administered by the Faculty of Engineering (where students write the examination the next time the course is given; see [section 6.4.2.1: Deferred Examinations: Faculty of Engineering](#)). You should provide supporting documents such as an appropriate medical report as soon as possible after missing the exam. You should be aware that the University will only defer e

If your request is approv



- If taking the deferred exam will delay your graduation, you should include this in your detailed explanation to support your deferral application. The Student Affairs Office may grant an earlier deferral exam in such cases, and will notify you via your McGill email.
- For each deferred examination that is approved, an L (deferred) grade will appear on your record, but will not appear on official transcripts after the final grade has been determined. The grade you will receive in the deferred examination will replace the grade that you would have received in the original final exam. An L grade will be replaced by a J if you miss the NEXT deferred or regular examination in the course, whichever happens first.
- The format of the deferred examination will not necessarily be identical to the original final examination of the same course. You are responsible for contacting the professor if you have any questions.
- If you have written your final examination, you may not request that the exam be deferred.
- You are not permitted to redo any portion of the coursework such as assignments, projects, labs, midterms, quizzes, etc. (i.e., all grades previously obtained will be calculated with the final grade of the deferred examination to determine the final grade).
- Once a deferred exam has been granted, you will be limited to no more than 18 credits or six final examinations per term, whichever is greater. This will give you sufficient time during the term and the examination period to properly prepare for your deferred examination(s).
- The Faculty of Engineering does not grant extensions to deferred examinations. Students who are unable to write their deferred exam must contact the McGill Engineering Student Centre before the deferred exam application deadline.

#### **6.4.2.1.1 Non-Engineering Courses**

Deferred examinations for courses administered by the following f









- **Faculty of Science** students:

1. Information regarding internships for Science students can be found at [www.mcgill.ca/science/programs/internships](http://www.mcgill.ca/science/programs/internships).
2. For required B.Ed. Field e

You should consult [www.mcgill.ca/studentaid/scholarships-aid/future-undergrads/entrance-scholarships](http://www.mcgill.ca/studentaid/scholarships-aid/future-undergrads/entrance-scholarships) for details. Highlights include:

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

### 8.1.1 Application Procedures

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

### 8.1.2 Need-Based Entrance Financial Aid

This program offers financial aid to students from families of modest means who require assistance to attend McGill. Upon acceptance to the University, first-year, undergraduate degree students can apply for an entrance b

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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 Records > Apply for Graduation for Your Primary Curriculum*). It is your responsibility to inform McGill of your intention to graduate. You need a minimum residency requirement of 60 credits at McGill to qualify for a McGill undergraduate degree. For more information, see [section 9: Graduation](#). The minimum CGPA required to graduate is 2.00, and you must be in Satisfactory Standing.

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

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

### 9.1.1 Deadlines

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

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



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



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



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



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

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## 9.2 Graduation Approval Query

As a graduating student, you can view the status of your graduation record on Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)) during the Faculty review and approval process (go to *Student Records > Graduation Approval Query*).

### 9.3.1 Dean's Honour List

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

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



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

### 9.3.2 Distinction

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

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



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



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



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

### 9.3.3 Faculty of Science Dean's Multidisciplinary Undergraduate Research List

The Faculty of Science Dean's Multidisciplinary Undergraduate Research List recognizes Bachelor of Science (B.Sc.) and Bachelor of Arts and Science (B.A. & Sc.) students who have participated in substantial and broad undergraduate science research. To be placed on the Faculty of Science Dean's Multidisciplinary Undergraduate Research List at graduation time:

- you must have completed at least 9 credits of research-based courses, taken for a letter grade;
- where qualifying courses are either specified in the list of approved science research courses (see [www.mcgill.ca/science/research/ours/researchcourses](http://www.mcgill.ca/science/research/ours/researchcourses));
- or are pre-approved by the Faculty of Science, for other undergraduate science research courses.

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

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

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

#### Application

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

**In exceptional circumstances**, if you have taken a science research course *not* already on the approved list, and wish for this course to be counted toward the Dean's Multidisciplinary Undergraduate Research List, you must apply. A qualifying course involves a science research project as its primary focus, culminating in a substantive written report. **Ineligible** courses include: reading courses; BASC 396 and BASC 449; and courses offered by the Faculty of Arts. For information on how to apply, please contact the Office for Undergraduate Research in Science at least four months prior to graduation (e.g., February 1, for June graduation; July 1, for November graduation; August 1, for February graduation).

### 9.3.4 Honours and First-Class Honours for Faculties of Arts and Science (including B.A. & Sc.)

As a graduating student registered in an Honours program, you may be recommended for *Honours* or *First-Class Honours* by your department(s) to the Faculty, under the following conditions only:

- you must complete all requirements imposed by the department;
- for *Honours*, the CGPA at graduation must be at least 3.00;
- for *First-Class Honours*, the CGPA at graduation must be 3.50 or better;

- 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;
- some programs may impose additional requirements, which must be met before you are recommended for Honours or First-Class Honours.

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

## 9.4 Replacing a Diploma

### 9.4.1 Required Documents

#### Replacing a lost diploma

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

#### Requesting a diploma or modifying your name

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

### 9.4.2 Submitting your request

There are two ways to submit a request:

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



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

### 9.4.3 Certified Copies

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

#### Submitting your request for a certified copy

There are two ways to submit a request:

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



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

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## 9.5 Aegrotat Standing and Degree at McGill University

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

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

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

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## 10 Admission to Professional and Graduate Studies

If you intend to proceed into Dentistry, Law, or Medicine, consult the faculties concerned about their prerequisites for admission.

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### 10.1 Language Requirements for Professions

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

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

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

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

If you need to acquire a functional level of proficiency in French, you can take in Tm(y i Tm(y in olmeo1-5G0 6 0 1 st-primary sc14)Tj16fe33.1383Fontreal, Queb1 4

## 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 degrees in a full range of academic disciplines, and are committed to providing you with an e

**Important things to know**



## Faculty of Dentistry

2001 McGill College Avenue  
Telephone: 514-398-7203  
Email: [undergrad.dentistry@mcgill.ca](mailto:undergrad.dentistry@mcgill.ca)  
Website: [www.mcgill.ca/dentistry](http://www.mcgill.ca/dentistry)

## Faculty of Education

Internships & Student Affairs Office (ISA)  
Telephone: 514-398-7042 (for student affairs)  
Telephone: 514-398-7046 (for internships)  
Email: [sao.education@mcgill.ca](mailto:sao.education@mcgill.ca)  
Website: [www.mcgill.ca/isa](http://www.mcgill.ca/isa)

## Faculty of Engineering

*McGill Engineering Student Centre* (Student Affairs Office, Career Centre, and Peer Tutoring Service):

Telephone: 514-398-7257  
Email: [advisor@engineering.mcgill.ca](mailto:advisor@engineering.mcgill.ca)  
Website: [www](http://www)



**Ingram School of Nursing**

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 should also see the contact information for departmental academic advisers in [section 11.4.6: Faculty of Science: Contact Information](#).

**11.4 Contact Information for Departments, Schools, and Programs**

Refer to the following contact information to get in touch with a faculty's specific department, school, or program representative.

**11.4.1 Faculty of Agricultural and Environmental Sciences: Contact Information**

All students in the Faculty of Agricultural and Environmental Sciences are required to meet with an academic adviser prior to the start of classes.

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

**Bachelor of Science in Agricultural and Environmental Sciences – B.Sc.(Ag.Env.Sc.)****Freshman U0**

Dr. Alice Cherestes

Telephone: 514-398-7980

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

**General Advising**

Dr. Julie Major

Telephone: 514-398-8380

Email: [julie.major@mcgill.ca](mailto:julie.major@mcgill.ca)

**Major Environment (MSE)**

Kathryn Roulet

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

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

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Christine Gurekian

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## Diploma

### Environment (MSE)

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## Diploma, Collegiate Level

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## Obstetrics and Gynecology

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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.mcgill.ca/mathstat](http://www.mcgill.ca/mathstat)

#### **Microbiology & Immunology (Department of)**

Telephone: 514-398-7492  
Email: [office.microimm@mcgill.ca](mailto:office.microimm@mcgill.ca)  
Website: [www.mcgill.ca/microimm](http://www.mcgill.ca/microimm)

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### **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)



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## 11.5 Prospective Students

For information about opportunities for undergraduates at McGill, please visit the [Undergraduate](#)

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## 13 Student Services

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

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### 13.1 Office of the Senior Director, Services for Students

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

For information, contact:

Telephone: 514-398-8238

Website: [www.mcgill.ca/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 learning.

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### 13.2 Support for Students: Office of the Dean of Students

The Dean and the Associate Dean of Students coordinate and promote initiatives concerned with important aspects of the student e

- [section 13.3.9: Office for Sexual Violence Response, Support, and Education](#)
- [section 13.3.10: Office for Students with Disabilities and myAccess](#)
- [section 13.3.11: Office of Sustainability](#)
- [section 13.3.12: Psychiatric Services](#)
- [section 13.3.13: Scholarships and Student \(Financial\) Aid Office](#)
- [section 13.3.14: Tutorial Service](#)

### 13.3.1 Campus Life & Engagement

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

Brown Student Services Building, Suite 3100  
Telephone: 514-398-6913  
Email: [cle@mcgill.ca](mailto:cle@mcgill.ca)  
Website: [www.mcgill.ca/cle](http://www.mcgill.ca/cle)

**First-year students:**

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

### 13.3.2 Career Planning Service (CaPS)

Provides career education, events, individual advising, and workshops to help you find permanent/part-time/summer jobs and internships, explore your career or graduate education options, and build your network.

Brown Student Services Building, Suite 2200  
Telephone: 514-398-3304  
Email: [careers.caps@mcgill.ca](mailto:careers.caps@mcgill.ca)  
Website: [www.mcgill.ca/caps](http://www.mcgill.ca/caps)

### 13.3.3 Counselling Service

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

Brown Student Services Building, Suite 4200  
Telephone: 514-398-3601  
Email: [counselling.service@mcgill.ca](mailto:counselling.service@mcgill.ca)  
Website: [www.mcgill.ca/counselling](http://www.mcgill.ca/counselling)

### 13.3.4 First Peoples' House

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

3505 Peel Street  
Telephone: 514-398-3217  
Email: [firstpeopleshouse@mcgill.ca](mailto:firstpeopleshouse@mcgill.ca)  
Website: [www.mcgill.ca/fph](http://www.mcgill.ca/fph)

### 13.3.5 Health Services

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

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



### 13.3.12 Psychiatric Services

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

### 13.3.13 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)

### 13.3.14 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. For detailed information, please visit [our website](#) and the main [Student Services website](#).

### 13.4.1 Career Planning Service (CaPS)

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

Telephone: 514-398-7582  
Email: [caps.macdonald@mcgill.ca](mailto:caps.macdonald@mcgill.ca)  
Website: [www.mcgill.ca/caps](http://www.mcgill.ca/caps)

### 13.4.2 Counselling & Mental Health Service

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

Telephone: 514-398-7992  
Website: [www.mcgill.ca/counselling](http://www.mcgill.ca/counselling)





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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;
- student government societies;
- 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;
- athletic, recreational, and outdoor activity/sports groups;
- ...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 dining options, a ballroom, lounges, and a black box theatre. Activities for graduate students are centred in [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 the Macdonald campus is available at [Agricultural & Environmental Sciences > Undergraduate > About Agricultural and Environmental Sciences \(Undergraduate\) > : Student Information](#).

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## 13.7 Bookstore

### 13.7.1 Downtown Campus

The *Le James* – McGill Bookstore sells new and used textbooks, a full range of books for the academic and professional community, stationery supplies, technology, and McGill clothing and gift items. Visit the *Le James* website to sign up for email reminders so you are the first to know about services such as used textbook buyback and other events.

The *Le James* – McGill Bookstore operates in multiple locations. Please visit the [Le James](#) website for details and directions.

#### Course Materials and General Books

3544 Parc Avenue  
Telephone: 514-398-8354

#### Clothing, Technology, and Continuing Studies Course Materials

680 Sherbrooke Street West  
Telephone: 514-398-5025

#### Mobile Store (Seasonal)

McGill Lower Campus

Webstore: [lejabouTm\(ecRat61 1Ca5.6g00.062,lng, \)Tj1 0aF0 8.6 Tj1 26 K Tm\(wn Campus\)Tj1 0 0 j1 0aF0 8.6651 T2\(13.7.1\)Tj/F1 8.1 Tj1 0 0 1 0 182 381.Les are](#)

Website: [mcss.mcgill.ca/bookstore](http://mcss.mcgill.ca/bookstore)

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### **13.8 Computer Store**

All technology products (hardware, software, and accessories) can now be found at *Le James* – McGill Bookstore located at 680 Sherbrooke. For any special orders, please contact us at [sales.mcs@mcgill.ca](mailto:sales.mcs@mcgill.ca).

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### **13.9 Day Care**

The McGill Childcare Centre (CPE McGill) is an independently run centre that can accommodate 110 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  
Telephone: 514-398-7951

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## **14 Residential Facilities**

McGill Residences offers you a variety of accommodations that reflect the div

3415 rue McTavish Street  
Montreal QC H3A 0C8

Phone: 514-398-6368

Email: [housing.residences@mcgill.ca](mailto:housing.residences@mcgill.ca) or *Talk2Us*

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

#### 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 fiv

The rooms in **Solin Hall** are leased on an 11 1/4-month basis: August 27 to July 30. The room rates are \$11,341 for a regular single room in a shared apartment and \$12,023 to \$12,947 for a studio (single occupancy) apartment. Residents of Solin Hall also have an already-activated [oneCard](#) account on their McGill ID card, allo

12-month graduate lease for a duplex is \$545 per month. An updated fee sheet will be available on the Macdonald residence website at [www.mcgill.ca/students/housing/rez-options/macdonald](http://www.mcgill.ca/students/housing/rez-options/macdonald).

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

#### 14.2.2 Residence Occupancy – Macdonald Campus

The residence fees cover the period from **August 29, 2017** to **April 30, 2018**. You must vacate your room at the end of the lease term. Only under exceptional circumstances will you be granted permission to arrive prior to the beginning date of the lease or remain in residence during the summer months. In these cases, you must apply to the [Campus Housing Office](#); an additional fee will be charged if permission is granted.

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

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



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

#### 14.2.3 Facilities for Non-Resident Students – Macdonald Campus

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

**Note:** Non-resident students cannot stay o

- dance and martial arts studios
- various playing fields

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

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) (varsity 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)

## 15.2 Macdonald Campus Athletics & Recreation

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

- gym
- fitness centre
- arena
- tennis courts
- playing fields
- outdoor TrekFit gym
- outdoor volleyball court
- large expanses of green space

Students can participate in instructional, recreational, intramural, and intercollegiate activities. There are nominal fees for intramurals and fitness courses. Sporting equipment is available for loan and/or rent.

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

Stewart Athletic Complex  
 Telephone: 514-398-7789  
 Website: [macdonaldcampusathletics.ca](http://macdonaldcampusathletics.ca)  
 Facebook: [www.facebook.com/Mac-Athletics-and-Recreation-559732057427796/?fref=ts](http://www.facebook.com/Mac-Athletics-and-Recreation-559732057427796/?fref=ts)

## 16 Information Technology (IT) Services

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 network connectivity, email, Minerva, myCourses, Microsoft Office 365, and more.
- 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.
- View [IT security alerts](#), such as phishing emails that target McGill.
- Send us your [feedback](#) or get help on an IT issue.
- Read featured [articles](#) on computer security, new software, and other timely tips.
- Check the [Service Status](#) icons for availability of key services at a glance.
- View announcements about new services and scheduled downtimes.

### 16.1 Getting Started with IT for Students

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 netw

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## 17 Resources for Study and Research

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

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### 17.1 Libraries

The McGill Library system provides access to *over 6 million items*, both in print and electronic formats, and consists of multiple branches, the McGill University Archives, and the McGill University Visual Arts Collection. Visit [www.mcgill.ca/library/branches](http://www.mcgill.ca/library/branches) for a map of all our locations, and bring your McGill ID card if you wish to borrow physical items from Library collections. Access to our electronic resources (e-books, e-journals, databases, etc.) is possible anytime and anywhere. You will be prompted to enter your McGill username and password when accessing our e-resources from off campus.

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

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

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

Special library services like the Course Reserve collection located in each branch library allow you to borrow high-demand items on course reading lists. You can also borrow materials from an





Telephone: 514-398-1712

Inquiries concerning CCOM 206 should be directed to:

Prof. Diane Dechief

Email: [diane.dechief@mcgill.ca](mailto:diane.dechief@mcgill.ca)

McLennan-Redpath Library

Main Floor, Room #02

Telephone: 514-398-3320

Inquiries concerning graduate-le

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

859 Sherbrooke Street West  
Telephone: 514-398-4086  
Email: [redpath.museum@mcgill.ca](mailto:redpath.museum@mcgill.ca)  
Website: [www.mcgill.ca/redpath](http://www.mcgill.ca/redpath)

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## 17.5 McCord Museum of Canadian History

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

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

Researchers are welcome by appointment.

690 Sherbrooke Street West  
Telephone: 514-398-7100  
Email: [info@mccord.mcgill.ca](mailto:info@mccord.mcgill.ca)  
Website: [www.mccord-museum.qc.ca](http://www.mccord-museum.qc.ca)

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## 17.6 Lyman Entomological Museum and Research Laboratory

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

Telephone: 514-398-7914  
Website: [lyman.mcgill.ca](http://lyman.mcgill.ca)

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## 18.1 History

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

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

Progress, ho

## United Theological College of Montreal

3521 University Street, Montreal QC H3A 2A9  
Principal: Philip Joudrey; B.A., M.Div.(Acad.), D.Min.(Andover Newton)

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

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### 18.3 University Government

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

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

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

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

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

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

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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.)



### *Ex-officio*

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)

**Chancellor**

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

**Principal and Vice-Chancellor**

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

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

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

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

Kathleen F1 np Kee0 0e2.68 Tm(The Uni)1 0m(KathleenF4 Tm'370)Tjzthlee University Registrar and Executive Director of Enrolment Services 411.341 T39.34ect







