



**Summer Studies**  
**Programs, Courses and University Regulations**  
**2015-2016**



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

**1 .** McGill University reserves the right to mak

## *Publication Information*

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













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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

In addition to the above, **if you are a candidate for admission to the Faculty of Law, you would be asked to consent** to the release of Personal Information to the Committee for Law Admissions Statistics Services and Innovations (CLASSI); the Programme of Legal Studies for Native People, Native Law Centre, University of Saskatchewan.

In addition to the above, **if you are a candidate for admission to the Faculty of Medicine or to the Faculty of Dentistry in undergraduate, graduate, or postgraduate studies, you would be asked to consent** to the release of Personal Information to other schools of medicine; to the Employment Centre of Human Resources Development of Canada and Québec; to a McGill professor, researcher or graduate student, strictly for research or teaching purposes; and to a University teaching/affiliated hospital or health center to which you apply/or join for residency or rotations.

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

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

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

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

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

## 1.1.7 McGill 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 the following sections, the [section 1.11: For your Information Technology \(IT\) Needs](#) section, and the [IT Services website](#) for further details.

### 1.1.7.1 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* as approved by the University Senate. 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 Medicine:** For guidelines regarding the use of social media by M.D.,C.M. 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/medwell/yourwellness/social](http://www.mcgill.ca/medwell/yourwellness/social).

### 1.1.7.2 Email Communication

All students are assigned a McGill Email Address (usually in the form of [firstname.lastname@mail.mcgill.ca](mailto: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](#))

### 1.1.7.3 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**.

### 1.1.7.4 myMcGill

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

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

Systems that you can access through the portal are:

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

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

### 1.1.8 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).

### 1.1.9 Student Health & Insurance

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

#### 1.1.9.1 Health Insurance – International Students

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

By Senate regulation, all international students (full-time, part-time, half-time, Additional Session, Thesis Evaluation, Non-Thesis Extension, Special, Exchange, and Visiting) and their accompanying dependants must participate in the University's compulsory International Student Health Insurance Plan (IHI). The University and the Quebec Ministry of Education require a copy of your proof of health insurance on file. **Students covered by private health insurance are not exempt from the McGill plan.** You must confirm your IHI contract **on Minerva under the International Student Health Insurance Coverage Form** and pick up an International Health Insurance card upon your arrival at McGill University from:

- **Downtown campus**

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

- **Macdonald campus**

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

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

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

**Exemptions are valid for one year only, and must be renewed each subsequent year.**

All inquiries related to McGill's International Health Insurance plan must be directed to International Student Services:

**International Health Insurance**

Telephone: 514-398-4349

Email: [international.health@mcgill.ca](mailto:international.health@mcgill.ca)

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



**Note for Continuing Studies:** If you are registered in the Intensive English and/or the Intensive French programs, you should contact the Client Services Office, School of Continuing Studies, at 514-398-6200 for information on health insurance.

### 1.1.9.2 Health Insurance – Canadian Citizens and Permanent Residents

#### Canadians residing in Canada

All undergraduate and graduate (classed as Canadian full-time or Additional Session, Thesis Evaluation, Non-Thesis Extension, as well as postdoctoral candidates) students will be automatically enrolled in the applicable Students' Society's (SSMU, MCSS, or PGSS) supplemental Health and Dental Plans. For details on fees, change of coverage dates, and what is covered by the plans, refer to [www.ihaveaplan.ca](http://www.ihaveaplan.ca), or contact:

*Alliance pour la santé étudiante au Québec (ASEQ)*

Telephone: 514-789-8775 or 1-866-795-4435 (Monday to Friday, 9 a.m. to 5 p.m.)

Website: [www.aseq.com](http://www.aseq.com)

If you are a Canadian student from **outside Quebec**, you should check with your provincial Medicare office to ensure that you have valid provincial health coverage while studying at McGill.

#### Canadians who have been residing outside of Canada

If you are a Canadian student who has been living abroad, you may not be eligible for provincial health insurance coverage. To verify your *eligibility* for the Quebec provincial health plan, contact:

*Régie de l'assurance maladie du Québec (RAMQ)*

425 Boulevard des Maisonneuve Est, Montréal, QC H3G 5C6  
Téléphone: 514-393-1111 (1-800-387-2222) | Site Web: [www.ramq.gouv.qc.ca](http://www.ramq.gouv.qc.ca)









- Check your Permanent Code on Minerva: *Personal Menu > Name Change* or alternately via *Student Menu > Student Accounts Menu > View Tuition Fee and Legal Status*. If your 12-character Permanent Code appears there, your documents are in order. If not, you have not yet provided McGill with your documents listed in [section 1.2.2.2: What Documents Does McGill Need from You?](#) or the Government of Quebec has not yet confirmed that your documents are sufficient to create a Permanent Code.

#### **1.2.2.4 What Are the Consequences of Not Providing Your Documents?**

The deadline to submit documents in support of a change to your tuition status effective for that semester is the last day of classes for that semester (e.g., December 1 for changes to be made to your tuition status for the Fall term, or April 1 for changes to be made for the Winter term).

If documents are still missing from your file subsequent to the start of the semester, a hold will be added to your record preventing you from registering or dropping any courses, and from obtaining your official transcript.

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

#### **1.2.2.5 Where and How Do I Send My Documents?**

You must send in all your documents after you have accepted your offer of admission but before the start of classes. **Do not send originals.** Email clear and legible copies of your documents. Write your McGill student ID on each document so that McGill can match them to your record. The sooner you submit your documents, the sooner the University can update your status and ensure that your record is in order. Refer to [www.mcgill.ca/legaldocuments/how](http://www.mcgill.ca/legaldocuments/how) for further details.

##### **By Email:**

Follow these steps to submit your legal documents electronically.

- 1. SavThc.693 509.34 hdTje44 Tm(Do not send originalso4 be e)Tjs M0 1ar tPDFfor.pdf) – 40cryi**

- access residence buildings;
- access meal plans;
- access the inter-campus shuttle bus.

To receive your ID card you must be a registered student, while also providing your Permanent Code information and proof of legal status in Canada (for a list of acceptable documents, see [section 1.2.2.2: What Documents Does McGill Need from You?](#)).

**ID cards will not be issued if any of your legal documents are missing.**

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

- New students must be registered for at least one course to obtain an ID card.
- You must allow for at least 24 hours after you have registered for your first course before requesting an ID card.
- If you do not register for consecutive terms, you should retain your ID card to avoid having to replace it when you re-register.
- If your card has expired, there is no charge for a replacement as long as you hand in the ID card.
- If you change programs or faculties, there is no charge.

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

#### 1.2.4.1 Preferred First Name

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

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

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

- McGill ID cards
- Class lists
- Student advising transcripts

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

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

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

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

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

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

#### 1.2.4.2 Verification of Name

You should verify the accuracy of your name on McGill's student records via Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)). To do this, go to *Personal Menu > Name Change*, where you can make minor corrections such as changing case (upper/lower), adding accents, and spacing. You can also add a preferred first name that is different from your legal first name, and it will be used internally at McGill. For more information on the Preferred First Name Procedure, see [www.mcgill.ca/students/records/address/preferred](http://www.mcgill.ca/students/records/address/preferred).

Note that you cannot change your legal name via Minerva. Requests for such changes must be made by presenting official documents (see [section 1.2.4: Legal Name](#) and [section 1.2.4.1: Preferred First Name](#)) in person at 0.02 Tmr90 0cS02mr90 01 0 1 68i2 Tm(not change your le)Tj1utm7 Ng0 0 1 RG/0 1 RG/F2 8.1 Tf11.515

## STUDENT TYPES

## REGISTRATION PROCEDURES

Graduate students

- Go to [www.mcgill.ca/students/courses/add/register](http://www.mcgill.ca/students/courses/add/register) and follow instructions on how to register. View your class schedule on *Minerva* to ensure you are correctly registered.

Before registering via *Minerva*, you should consult with your graduate department/unit (see [www.mcgill.ca/gps/students/registration](http://www.mcgill.ca/gps/students/registration)). For Special or Visiting Students taking graduate courses, please submit your application via uApply (see [www.mcgill.ca/gradapplicants/apply/prepare/visiting](http://www.mcgill.ca/gradapplicants/apply/prepare/visiting)).

School of Continuing Studies students

You must register with the School of Continuing Studies (see [www.mcgill.ca/continuingstudies](http://www.mcgill.ca/continuingstudies)).

Macdonald campus Summer session students

You must follow the steps for the appropriate student type (McGill, IUT, visiting, or special) as well as obtain permission from the Faculty of Agricultural and Environmental Sciences in order to register for their courses (see [www.mcgill.ca/macdonald](http://www.mcgill.ca/macdonald)).

**B) A Quebec Inter-University Transfer student is:**

- One who is currently registered at a Quebec university and wishes to transfer credits granted by McGill during the Summer to that university.

**Currently registered students at other Quebec universities should follow the steps below:**

- Initiate an online Inter-University Transfer (IUT) form to request the required authorizations. Complete the online IUT form available through [www.mcgill.ca/students/iut](http://www.mcgill.ca/students/iut) by clicking on the indicated link and entering your application information.
- After the online Inter-University Transfer form is approved by your home university and McGill, you must register in the approved course(s) on *Minerva*.
- Go to [www.mcgill.ca/students/courses/add/register](http://www.mcgill.ca/students/courses/add/register) and follow instructions on how to register. View your class schedule on *Minerva* to ensure you are correctly registered.



**Note:** The online IUT form is only an approval process and does not signify that you will be registered in the course.

**C) A Visiting Student from a University Outside Quebec is:**

- One who is currently registered in a degree or diploma program at another university. (You may take Summer courses at McGill for credit at your home university. After you have selected the courses that you would like to take for university credit, obtain written permission from the Registrar or other responsible authority at your home university. This letter of permission should state the course(s) and number of credits that may be taken and must accompany the documentation sent to McGill.)

**Registration for Visiting Students from universities outside Quebec and for all Special Students:**

- Before registering for courses on *Minerva*, you must have a McGill record. You must first fill out a Registration Package for Summer 2016, available for download at [www.mcgill.ca/summer/future-students](http://www.mcgill.ca/summer/future-students), and upload your documents using *Service Point Checkout* or by submitting them in person at McGill's Service Point.



**Note:** There is a \$50 processing fee, payable online when you upload your Registration Package or in person at Service Point on campus.



**Note:** McGill students who have a Winter 2016 graduation term on their record will only need to complete the online form entitled *Authorization for Change of Program - Graduating Students* available at [www.mcgill.ca/students/records/forms](http://www.mcgill.ca/students/records/forms).

**D) A Special Student is:**

- One who has received either a conditional or final letter of acceptance to a McGill undergraduate degree or diploma program.
- Anyone who is not currently registered in a degree or diploma program either at McGill or elsewhere.
- One who is graduating from McGill University in the month of June 2016.



**Note:** If you have received a final acceptance to a McGill undergraduate degree or diploma program for Fall 2016 and have confirmed your acceptance, please see the registration procedures for student type A) McGill students.

- Once your registration package has been processed, you will receive an email with your McGill ID number and instructions on how to register using *Minerva*. These instructions are also available at: [www.mcgill.ca/students/courses/add/register](http://www.mcgill.ca/students/courses/add/register).
- Note that you must provide your Permanent Code form and supporting documents according to the regulations explained in [section 1.2.2.2: What Documents Does McGill Need from You?](#) Please read this section carefully before submitting your registration package.
- Processing of registration packages will begin in February and registration will begin in March (see [section 3: Key Dates, Summer 2016](#)). Some courses fill up rapidly so you are advised to send your *Registration Package for Summer Studies* early.



**Note:** You are responsible for all courses in which you are registered unless you formally drop these courses online using *Minerva* before the deadline date. Neither notification of the course instructor nor

**STUDENT TYPES**

**REGISTRATION PROCEDURES**

discontinuing class attendance is sufficient (see









**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.





#### 1.4.5 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.

#### 1.4.6 Refunds

Refunds of tuition and administrative charges are available in the following cases:

- if you cancel your registration prior to the start of classes;
- if you drop a course during the Course Change period (first four scheduled classes, which include lectures and laboratories [please see course descriptions of intensive courses where deadlines may be non-standard]).

You are not automatically refunded your credit balance as many students choose to keep the balance on account for use for a future term. You may, however, request your credit balance to be refunded at any time.

You can request a refund in *Minerva* at *Student > Student Accounts > Refund Request > Create a new Refund Request*. Please note that we strongly recommend that you supply direct deposit banking information via *Minerva* (Canadian banks only); otherwise, a refund charge will apply. Please see [www.mcgill.ca/student-accounts/your-account/requesting-refund](http://www.mcgill.ca/student-accounts/your-account/requesting-refund) for details.

If the course is cancelled due to insufficient enrolment, fees are refunded in full. **There are no refunds under any circumstance if you withdraw from a course after the fourth scheduled class (which include lectures and laboratories).**

#### 1.4.7 Fees Other Than Tuition

The University charges a number of administrative fees in the Summer. Fequ(ge03 (1Tm(gdpinsufficiorpoassase see)Tj0 0 1 rg0 0 1 RG/F2 8.1 Tf1 0 4 1 3667.52 421.703

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

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

Farm Management and Technology students, see [Faculty of Agricultural and Environmental Sciences > Undergraduate > Farm Management and Technology Program > Academic Rules and Regulations - FMT > #unique\\_95](#).

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

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

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

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

If you are in Interim Satisfactory or Satisfactory Standing:

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

#### Probationary/Interim Probationary Standing:

- 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, supytly





#### 1.5.1.6 Academic Standing: Faculty of Law

Grades	Grade Points	Numerical Scale of Grades
A	4.0	85 – 100%
A-	3.7	80 – 84%
B+	3.3	75 – 79%
B	3.0	70 – 74%
B-	2.7	65 – 69%
C+	2.3	60 – 64%
C	2.0	55 – 59%
D	1.0	50 – 54%
F (Fail)	0	0 – 49%



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



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

The University assigns grade points to letter grades according to the table above. Your Academic Standing is determined by a grade point average (GPA), which is calculated by multiplying the course credit by the grade points, and dividing the sum by the total course 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.

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

The *term grade point average* (TGPA) is the GPA for a given term calculated using all the applicable courses at the same level in that term. The *cumulative grade point average* (CGPA) is the GPA calculated using your entire record of applicable courses at McGill at the same level; if you change levels, e.g., from undergraduate to graduate, the CGPA starts again.

This policy took effect in January 2003. Prior to January 2003, if your degree program had changed, e.g., from B.Sc. to B.A., the CGPA started again. For students with academic information prior to Fall 2002, who are registered in a different program or in a different level post-Fall 2002, the transcript displays a special message regarding the CGPA restarting.

If you repeat courses, all results are included in the GPA calculation. Therefore, grades of D or F continue to be used in the CGPA calculation even after you repeat the course or if you take a supplemental examination. Note that credits are only granted once for a repeated course regardless of the passing grade.

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

**Note:** During the first week of lectures, each instructor will provide you with a written course outline.

**Grades have the following designations:**

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

**Note for Medicine:** Refer to [www.mcgill.ca/ugme/academic-policies/recording-numeric-grades](http://www.mcgill.ca/ugme/academic-policies/recording-numeric-grades) and [www.mcgill.ca/ugme/academic-policies/medical-student-performance-record](http://www.mcgill.ca/ugme/academic-policies/medical-student-performance-record).

### 1.5.5.3 Before Registrar Deadlines

For record changes after the normal deadlines published in this publication, but before the Registrar deadlines listed in [section 1.5.5.2: 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).

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### 1.5.5.4 After Registrar Deadlines

The University does not normally consider a change requested after the Registrar deadlines listed in [section 1.5.5.2: 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).

### 1.5.5.5 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.

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

Note that your faculty/school or Graduate and Postdoctoral Studies does not handle changes related to your citizenship and/or immigration or fee exemption status; see [section 1.2.2.1: Why Does McGill Collect Legal Documents from You?](#) You may be assessed a fee for a change requested after the submission deadline.

## 1.5.6 Transcript of Academic Record

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

### 1.5.6.1 Transcript of Academic Record: General Information

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

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

Requests for official transcripts are processed in about 3 to 5 working days (5 to 7 during peak periods). Requests for archiv your request mauw01 25d9t Lepre-1972), hoTj1

### **1.5.6.3 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).

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## **1.6.5.1 Final Examinations: University Regulations Concerning Final Examinations**

### **1.6.5.1.1 Preamble**

The objectives of these regulations are as follows:

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

### **1.6.5.1.2 Regulations**

1. These regulations shall apply to undergraduate courses up to and including the 500 level that are evaluated by the use of written examinations. They shall not apply to clinical, field, laboratory, performance, and seminar courses, or to other courses that are evaluated solely by means of a design, paper, program, or project.
2. Written examinations (including take-home examinations) shall not be held during the last two weeks of scheduled classes during the Fall and Winter terms, except where a pattern of continuous evaluation has been established, in which case the total value of examinations given in this period shall comprise no more than 10% of the final mark.
3. If the written examinations in a course constitute 50% or more of the final mark, one of these shall be given as a final written examination, and it/F1 8.1 Tf1 0 0 1 8



## 1.7 Service Point

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

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

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

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

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

For a complete list of student services and resources at McGill, see [www.mcgill.ca/students](http://www.mcgill.ca/students).

For more information about Service Point, see [www.mcgill.ca/students/servicepoint](http://www.mcgill.ca/students/servicepoint).

### 1.7.1 Location

3415 McTavish Street (corner Sherbrooke)  
Montreal QC H3A 0C8

Opening hours: please refer to [www.mcgill.ca/students/servicepoint](http://www.mcgill.ca/students/servicepoint)

Telephone: 514-398-7878

Email for current students: [www.mcgill.ca/students/servicepoint/studentrequestform](http://www.mcgill.ca/students/servicepoint/studentrequestform)

Email for applicants & prospective students: [www.mcgill.ca/students/servicepoint/contactus](http://www.mcgill.ca/students/servicepoint/contactus)

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## 1.8 Student Services

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

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

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

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

For information, contact (Dean/Associate Dean):

Telephone: 514-398-4990

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

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

## 1.8.2 Office of the Executive Director, Services for Students

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

For information, contact:

Telephone: 514-398-3825  
Website: [www.mcgill.ca/studentsservices](http://www.mcgill.ca/studentsservices)

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

## 1.8.3 Student Services – Downtown Campus

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

A list of services available is given below. For further information, see the Student Services website: [www.mcgill.ca/studentsservices](http://www.mcgill.ca/studentsservices).

Brown Student Services Building, Suite 4100  
3600 McTavish Street  
Montreal, Quebec, H3A 0G3  
General Information: 514-398-8238  
Website: [www.mcgill.ca/studentsservices](http://www.mcgill.ca/studentsservices)

### 1.8.3.1 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)

### 1.8.3.2 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)

### 1.8.3.3 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)

### 1.8.3.4 First Peoples' House

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





Telephone: 514-398-7992

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

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

Email: [sales.mcs@mcgill.ca](mailto:sales.mcs@mcgill.ca)

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

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## 1.9 Summer Residence Accommodation

### 1.9.1 Residences

McGill University – Housing and Conference Services offers residence accommodations in three different locations during the summer:

- **Royal Victoria College (RVC)** is situated next to the main campus in the heart of downtown Montreal;
- Just down the street on Sherbrooke is **La Citadelle (LC)**;
- Located at the corner of avenue du Parc and Prince Arthur is **New Residence Hall (NRH)**.

In each case, McGill's residences are the perfect place to be during the summer in Montreal.

First-class shopping, restaurants, and museums are at your doorstep, with outdoor events and street festivals around every corner. The cobblestone streets and historic buildings of Old Montreal lie to the south, while to the north, Mount Royal invites you to go sunbathing, strolling, and picnicking. The sights and sounds of Montreal's many cultures are part of the vibrancy of the city.

In the traditional-style residences at **Royal Victoria College (RVC)**, you will enjoy the privacy of your own bedroom with a shared common bathroom on each floor. Amenities such as sheets, towels, and soap are provided, and company is nearby in the large renovated lounge, the spacious and sunny study room, TV room, and meeting rooms. Card-operated laundry facilities and public telephones are accessible to everyone. In addition, summer students have access to a communal kitchen for cooking, with a limited number of utensils/pots/pans available on loan at the front desk.

**La Citadelle (LC)** offers hotel-style accommodation in McGill's newest residence located on Sherbrooke Street



	Royal Victoria College (single occupancy)	La Citadelle (single/double occupancy)	New Residence Hall (single/double occupancy; rates include breakfast)
Daily Rate	\$45.00	\$124.00	\$115.00
Monthly Rate	\$810.00	\$2,332.00	\$1,962.00

### Meal Arrangements

McGill Food and Dining Services provides food services at a variety of outlets across campus throughout the Summer term. For more information please refer to [www.mcgill.ca/foodservices](http://www.mcgill.ca/foodservices).

### Off-Campus Housing

The McGill Off-Campus Housing Service lists various types of accommodation in the downtown area. Please contact:

Off-Campus Housing – University Hall  
3473 University Street  
Montreal, Quebec H3A 2A8

Telephone: 514-398-6010

Fax: 514-398-2305

Email: [offcampus.housing@mcgill.ca](mailto:offcampus.housing@mcgill.ca)

Website: [www.mcgill.ca/students/housing/offcampus](http://www.mcgill.ca/students/housing/offcampus)

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## 1.10 Athletics & Recreation

Do



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

### 1.11.3 myCourses

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

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

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

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

### 1.11.4 Email

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

### 1.11.5 Microsoft Office 365

Office 365 is a packaged offering from Microsoft that provides cloud-based services including:

- email
- web communications
- file storage
- file sharing

At McGill we are currently providing students with **free** Office 365 ProPlus software and OneDrive cloud storage. Additional components of Office 365 will be rolled out over the course of the coming year. For more information, see [www.mcgill.ca/it/o365](http://www.mcgill.ca/it/o365).

### 1.11.6 Software

In addition to the Office 365 ProPlus software, mentioned above, McGill IT Services provides free software to students at [mcgill.onthehub.com/WebStore/Welcome.aspx](http://mcgill.onthehub.com/WebStore/Welcome.aspx). Sign in using your McGill Username and Password.

### 1.11.7 Online Student Directory

You can opt in to the student directory and make it easier for your fellow classmates to contact you. Find more on this service at [www.mcgill.ca/directory/students](http://www.mcgill.ca/directory/students).

### 1.11.8 Getting Connected

You will need to use your [McGill Username and McGill Password](#) to access the services listed below:

**Wireless:** Through the McGill Wireless network, you can access the Internet using your laptop or other mobile device from virtually anywhere on campus, including McGill residences and the inter-campus shuttle buses. Log in to the Wireless network using your McGill Username and McGill Password. Find configuration instructions for your computer/phone in the IT Knowledge Base at [kb.mcgill.ca/it/wireless](http://kb.mcgill.ca/it/wireless).

**EZproxy:** If you are off campus, you will need to sign into EZproxy before gaining access to restricted McGill Library databases and other library resources. Find more details on EZproxy in the IT Knowledge Base at [kb.mcgill.ca/it/ezproxy](http://kb.mcgill.ca/it/ezproxy).

**Virtual Private Network (VPN):** If you need to access restricted systems or servers from off campus, you may be required to establish a VPN connection. See [kb.mcgill.ca/it/vpn](http://kb.mcgill.ca/it/vpn) for additional information.

### 1.11.9 Safe Computing

**Free antivirus software:** Download free antivirus software to protect your computer at <http://kb.mcgill.ca/it/antivirus>.



**Note:** Be sure to uninstall any previous antivirus software from your computer before installing new antivirus software.

**Tips for keeping information secure:** Read about steps you can take to protect your data and identity at [www.mcgill.ca/it/information-security](http://www.mcgill.ca/it/information-security).

### 1.11.10 Need Help?

**McGill IT Knowledge Base:** Search the IT Knowledge Base at <http://kb.mcgill.ca> for setup instructions and answers to commonly asked questions about IT.

**Contact the IT Service Desk** by submitting your request via a web form at [www.mcgill.ca/it/forms](http://www.mcgill.ca/it/forms), or check phone and walk-in support hours at [www.mcgill.ca/it](http://www.mcgill.ca/it).

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## 1.12 Resources for Study and Research

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

### 1.12.1 Libraries

Located across both campuses, the McGill Library system consists of eight library branches, two special reserve collections in education and life sciences, one reading room, and the McGill University Archives. A full map of all locations is available at [www.mcgill.ca/library/branches](http://www.mcgill.ca/library/branches).

Numbering over six million items, the Library's vast holdings include:

- 2.2 million books;
- thousands of journal titles;
- vast manuscript and pictorial collections;
- a hundred thousand sound and video recordings;
- extensive e-resources, including over 80,000 e-journals and over 2 million e-books on subjects ranging from early English literature to nutrition.

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

The staff in each branch library can help you locate information for coursework, assignments, or research topics. Training is provided at all student levels to ensure you know how to find and use information. Information skills prom Tm(w ho)Tj1m 0 0 1research374.002 423.602 T81(w to find andenjl 0 o z on0 0 1 curricu

**Notes:**

\* **Placement tests are required for admission to CESL 300, CESL 400, and CESL 500.** Please consult the MWC website at [www.mcgill.ca/mwc](http://www.mcgill.ca/mwc) for details of the date and location of placement tests.

\*\* CCOM 206 is a required course for and restricted to students pursuing a B.Sc. in Engineering.

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

**List of Graduate Courses:**

Course Number	Course Title	Credits
CEAP 642	Cornerstones of Academic Writing	1
CEAP 643	Literature Reviews and Scholarly Niches	1
CEAP 652	Fundamentals of Academic Presentations	1
CESL 641	Fundamentals of Academic Writing in English	1
CESL 651	Pronunciation for Effective Communication	1



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

**Course for School of Continuing Studies Students**

CCOM 205

Communications in Management 1



**Note:** CCOM 205 is required for and restricted to students in Career and Professional Development programs offered by the School of Continuing Studies.

**1.12.2.1 McGill Writing Centre Contact Information**

McGill Writing Centre  
McLennan-Redpath Library  
Main Floor, Room #02  
3459 McTavish Street  
Montreal, Quebec H3A 0C9

Telephone: 514-398-7109

Fax: 514-398-7416

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

General Inquiries: [mwc@mcgill.ca](mailto:mwc@mcgill.ca)

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

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

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

Prof. Carolyn Samuel  
Email: [carolyn.samuel@mcgill.ca](mailto:carolyn.samuel@mcgill.ca)  
McLennan-Redpath Library  
Main Floor, Room #02  
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



### **1.12.5 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 Te

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

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





## Members

Thierry Vandal; B.Eng., M.B.A.(Montr.)

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

### 1.13.5.2.2 Student Representatives

#### Student Representatives

Students' Society of McGill (1)

Post-Graduate Students' Society of McGill (1)

*Observers*

McGill Association of Continuing Education Students (1)

Macdonald Campus Students' Society (1)

## 1.13.6 Governance: Members of Senate

### 1.13.6.1 Ex-officio

#### *Ex-officio*

The Chancellor

The Chair of the Board of Governors

The Principal and Vice-Chancellor

The Provost, Deputy Provost, and the vice-principals

The deans of faculties

The Dean of Continuing Studies

The Dean of Graduate and Postdoctoral Studies

The Dean of Students

The Dean/Director of Libraries

The University Registrar and Executive Director of Enrolment Services

The Director of Teaching and Learning Services

### 1.13.6.2 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)

## 1.13.7 Administration

#### Administration

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

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

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

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

Kathleen Massey; B.A.(York), M.A.bv

**Chancellor**

**Principal and Vice-Chancellor**

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

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

**University Registrar and Executive Director of Enrolment Services**

## Administration

Lydia White; B.A., M.A.(Camb.), Ph.D.(McG.) ( <i>Term ending Aug. 31, 2015</i> ) Angela Campbell; B.A. B.C.L.(McG.), LL.M.(Harv.) ( <i>Effective Sept. 1, 2015</i> )	<b>Associate Provost (Policies, Procedures &amp; Equity)</b>
Ian Strachan; B.Sc.(Tor.), M.Sc., Ph.D.(Qu.) ( <i>Interim</i> ) ( <i>Term ending Aug. 31, 2015</i> ) Anja Geitmann; Diplom(Konstanz), Ph.D.(Stockholm) ( <i>Effective Sept. 1, 2015</i> )	<b>Associate Vice-Principal (Macdonald Campus) and Dean (Faculty of Agricultural &amp; Environmental Sciences)</b>
Ghilaine Roquet; B.A.(UQAM), M.Sc.A.(Montr.) Stephen Strople; B.A.(Dal.), M.A.(York)	<b>Chief Information Officer</b> <b>Secretary-General</b>
Michael Di Grappa; B.A.(C'dia), M.P.A.(Col.), A.M.P.(Harv. Business School)	<b>Vice-Principal (Administration &amp; Finance)</b>
Lynne B. Gervais; B.A.(C'dia)	
Robert Couvrette; B.Sc.(École Poly., Montr., HEC), MPM(UQAM)	<b>Associate Vice-Principal (University Services)</b>
Olivier Marcil; B.A.(Sher.), M.A.(Montr.)	<b>Vice-Principal (External Relations)</b>
David Eidelman; M.D.,C.M.(McG.), FRCPC, FACP	<b>Vice-Principal (Health Affairs) and Dean (Faculty of Medicine)</b>
Sam Benaroya; B.Sc., M.D.,C.M.(McG.)	<b>Associate Vice-Principal (Health Affairs) and Associate Dean (Inter-Hospital Affairs)</b>
Rose Goldstein; B.Sc., M.D.,C.M.(McG.)	<b>Vice-Principal (Research &amp; International Relations)</b>
Antonia Maioni; B.A.(Laval), M.A.(Car.), Ph.D.(N'western)	<b>Associate Vice-Principal (Research &amp; International Relations)</b>
Marc Weinstein; B.A., B.C.L., LL.B.(McG.)	<b>Vice-Principal (University Advancement)</b>

### 1.13.7.1 Deans, Directors of Schools and Libraries

#### 1.13.7.1.1 Deans

## Deans

Ian Strachan; B.Sc.(Tor.), M.Sc., Ph.D.(Qu.) ( <i>Interim</i> ) ( <i>Term ending Aug. 31, 2015</i> ) Anja Geitmann; Diplom(Konstanz), Ph.D.(Stockholm) ( <i>Effective Sept. 1, 2015</i> )	<b>Agricultural &amp; Environmental Sciences</b>
Hudson Meadwell; B.A.(Manit.), M.A., Ph.D.(Duke) ( <i>Interim</i> )	<b>Arts</b>
Judith Potter; B.Sc.(Tor.), M.Ad.Ed.(St. FX), Ed.D.(Tor.)	<b>Continuing Studies</b>
Paul J. Allison; B.D.S., F.D.S.R.C.S., M.Sc.(Lond.), Ph.D.(McG.)	<b>Dentistry</b>
Dilson Rassier; B.Sc.(Fed. de Pelotas), M.Sc.(UFRGC), Ph.D.(Calg.)	<b>Education</b>
James Nicell; B.A.Sc., M.A.Sc., Ph.D.(Windsor), P.Eng.	<b>Engineering</b>
Josephine Nalbantoglu; B.Sc., Ph.D.(McG.)	<b>Graduate &amp; Postdoctoral Studies</b>
Daniel Jutras; LL.B.(Montr.), LL.M.(Harv.)	<b>Law</b>
Colleen Cook; B.A., M.L.S., M.A., Ph.D.(Texas)	<b>Libraries</b>
Morty Yalovsky; B.Sc., M.Sc., Ph.D.(McG.) ( <i>Interim</i> ) ( <i>Term ending Aug. 31, 2015</i> )	<b>Management</b>
Isabelle Bajoux-Besnainou; Degree(ENS Paris), M.Sc.(Paris VI & Paris IX), Doctorate(Paris IX) ( <i>Effective Sept. 1, 2015</i> )	
David Eidelman; M.D.,C.M.(McG.), FRCPC, FACP	<b>Medicine</b>
Sean Ferguson; B.Mus.(Alta.), M.Mus., D.Mus.(McG.)	<b>Music</b>
Daniel Cere; B.A., M.A.(McG.), Ph.D.(C'dia) ( <i>Interim</i> )	<b>Religious Studies</b>
R. Bruce Lennox; B.Sc., M.Sc., Ph.D.(Tor.)	<b>Science</b>

## Deans

Andre Coustopoulos; B.A.(McG.), M.A.(Montr.), Ph.D.(Oulu)

**Dean of Students**

### 1.13.7.1.2 Directors of Schools

#### Directors of Schools

Annamarie Adams; B.A.(McG.), M.Arch., Ph.D.(Calif., Berk.) (*Term ending Aug. 31, 2015*)

**Architecture**

Martin Bressani; B.Arch.(McG.), M.Sc.(MIT), Ph.D.(Paris 1) (*Effective Sept. 1, 2015*)

Marc Pell; B.A.(Ott.), M.Sc., Ph.D.(McG.)

**Communication Sciences & Disorders**

Gregory Dudek; B.Sc.(Qu.), M.Sc., Ph.D.(Tor.)

**Computer Science**

Linda Wykes; B.Sc., M.Sc., Ph.D.(Tor.)

**Dietetics & Human Nutrition**

Sylvie de Blois; B.Sc.(McG.), M.Sc., Ph.D.(Montr.) (*Term ending Aug. 31, 2015*)

**Environment**

Jaye Ellis; B.A.(Calg.), B.C.L./LL.B.(McG.), LL.M.(Br. Col.), D.C.L.(McG.) (*Acting*) (*Effective Sept. 1, 2015 to Aug. 31, 2016*)

France Bouthillier; B.Ed.(UQAM), M.B.S.I.(Montr.), Ph.D.(Tor.)

**Information Studies**

Hélène Ezer; B.Sc., M.Sc.(McG.), Ph.D.(Montr.)

**Nursing**

Annette Majnemer; B.Sc., M.Sc., Ph.D.(McG.)

**Physical & Occupational Therapy**

Nico Trocme; B.A., M.A., Ph.D.(Tor.)

**Social Work**

Raphael Fischler; B.Eng.(Technische Univ Eindhoven), M.C.P.(MIT), Ph.D.(Calif.)

**Urban Planning**

### 1.13.8 Student Governance

All students registered in an undergraduate program on the Downtown (McGill) campus are registered members of the accredited Students' Society of McGill University, affectionately known as SSMU. SSMU acts as your representation on key issues inside and outside of the campus. Executives of SSMU who represent all 20,000-plus undergrads on the Downtown campus. There is a legislative council that meets with representatives from faculty associations and other student groups around campus on a bi-weekly basis. This council of thirty-six members meets to discuss SSMU business.

SSMU operates close to 300 clubs and runs 15 student services; for more information, see <http://ssmu.mcgill.ca/about-us>. SSMU provides a great deal of extra-curricular opportunities for students to balance a life of study with a life of involvement, and an opportunity to meet other students. The organization also provides event programming like freshman orientation (Orientation Week/Frosh), Activities Night, a holiday festival, movie screenings, Homecoming Bash, concerts, and speakers. Each faculty and each department also has organizations dedicated to providing extra-curricular involvement for their students.

Situated on the Downtown campus, SSMU operates a five-floor building including a student lounge, cafeteria, campus bar, club office space, and a campus multipurpose venue.

SSMU offices are located at 3600 McTavish Street, suite 1200 and operate between the hours of 9:00 a.m. and 5:00 p.m. during the year.

For more information regarding student government at McGill you can contact:

President: [president@ssmu.mcgill.ca](mailto:president@ssmu.mcgill.ca)

Vice President Clubs and Services: [cs@ssmu.mcgill.ca](mailto:cs@ssmu.mcgill.ca)

Vice President Internal Affairs: [internal@ssmu.mcgill.ca](mailto:internal@ssmu.mcgill.ca)

Vice President External Affairs: [external@ssmu.mcgill.ca](mailto:external@ssmu.mcgill.ca)

Vice President Finance and Operations: [operations@ssmu.mcgill.ca](mailto:operations@ssmu.mcgill.ca)

Vice President University Affairs: [ua@ssmu.mcgill.ca](mailto:ua@ssmu.mcgill.ca)

Or visit the website at [www.ssmu.mcgill.ca](http://www.ssmu.mcgill.ca).

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## 2 About Summer Studies


Looking to expand your knowledge base, take some courses before university starts, or make up a few credits? McGill offers a wide array of condensed summer courses on two campuses designed for current students, visiting students, international students, or inter-university transfers.

Studying at McGill during the summer allows you to take advantage of everything Montreal has to offer. McGill is right in the heart of one of North America's most appealing and cosmopolitan cities. Montreal is lively, sophisticated, fun, and affordable. As an English-language university, McGill is perfectly situated to offer you many opportunities to explore the French language and Quebec culture.

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## 3 Key Dates, Summer 2016

These dates are a general guideline. See [www.mcgill.ca/importantdates](http://www.mcgill.ca/importantdates) for a complete list. Check [Class Schedule](#) for the precise dates of your course.







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## 7 Departmental Contact Information

### Departmental Contact Information

#### Faculty of Agricultural and Environmental Sciences

*Dietetics & Human Nutrition*

514-398-7773

*Food Science & Agricultural Chemistry*

514-398-7773

*Plant Science*

514-398-7773

#### Faculty of Arts

*Anthropology*

#### Faculty of Education

*Educational & Counselling Psychology*

514-398-4242

*Integrated Studies in Education*

514-398-4527

*Kinesiology & Physical Education*

514-398-4184, ext. 0302

#### Faculty of Engineering

*Architecture*





It is a time of development, expansion, innovation, and renewal. A McGill Arts education is an opportunity to explore the rich diversity of human endeavour and creative expression.

It is a chance to develop linguistic, critical, and analytical skills that will allow you to approach a question or issue from a variety of perspectives, to respond effectively to new developments, and to adapt to changing circumstances. These skills are highly sought after in a broad range of professional, academic, cultural, service, and business careers.

The following sections describe summer special or off-campus offerings in the Faculty of Arts:

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- : [Diploma in Entrepreneurship \(30 credits\)](#)
- : [Diploma in Health and Social Services Management \(30 credits\)](#)
- : [Diploma in Human Resources Management \(30 credits\)](#)
- : [Diploma in Integrated Aviation Management \(30 credits\)](#)
- : [Diploma in Internet Business Technology \(30 credits\)](#)
- : [Diploma in Management — General \(30 credits\)](#)
- : [Diploma in Public Relations and Communications Management \(30 credits\)](#)
- : [Diploma in Supply Chain and Operations Management \(30 credits\)](#)

#### **10.2.1.2 Education (Graduate)**

The following business and professional program is found in [School of Continuing Studies](#) > [Areas of Study](#) > [Education](#) > : [About Education Programs](#).

- : [Graduate Certificate in Counselling Applied to Teaching \(15 credits\)](#)

#### **10.2.1.3 Languages (Graduate)**

The following business and professional program is found in [School of Continuing Studies](#) > [Areas of Study](#) > [Translation and Written Communication](#).

- : [Graduate Certificate in Professional Communication — Spanish \(18 credits\)](#)

#### **10.2.1.4 Translation (Graduate)**

The following business and professional programs are found in [School of Continuing Studies](#) > [Areas of Study](#) > [Translation and Written Communication](#) > [Translation and Written Communication Programs and Courses](#) > : [Translation Programs](#).

- : [Graduate Diploma in Translation — English to French Option \(30 credits\)](#)
- : [Graduate Diploma in Translation — French to English Option \(30 credits\)](#)
- : [Graduate Diploma in Translation — Spanish to English Option \(30 credits\)](#)
- : [Graduate Diploma in Translation — Spanish to French Option \(30 credits\)](#)

### **10.2.2 Study Abroad Summer Offerings**

The following Study Abroad Summer programs are offered in the Summer term. For further information, please visit [www.mcgill.ca/continuingstudies/programs-and-courses/summer-offerings-0](http://www.mcgill.ca/continuingstudies/programs-and-courses/summer-offerings-0) or contact us by email at [summer.studies@mcgill.ca](mailto:summer.studies@mcgill.ca).

#### **10.2.2.1 Aerospace Management**

Dates: August 1–19, 2016

Please refer to [www.mcgill.ca/continuingstudies/programs-and-courses/aerospace/study/aer](http://www.mcgill.ca/continuingstudies/programs-and-courses/aerospace/study/aer)

- **CBUS 008 FUNDAMENTALS OF ORGANIZATIONAL BEHAVIOUR** (14 CE units)

#### **10.2.2.5 Leadership \***



\* **Note:** Restrictions apply for School of Continuing Studies students who are enrolled in a program; Department Chair approval is required.

Dates: July 4–22, 2016

- **CORG 551 BEHAVIOUR IN ORGANIZATIONS** (3 credits)
- **CPL2 534 LEADING IN DIVERSE AND GLOBAL WORKPLACES** (3 credits)
- **CPL2 532 LEADING CHANGE** (3 credits)

#### **10.2.2.6 International Business \***



\* **Note:** Restrictions apply for School of Continuing Studies students who are enrolled in a program; Department Chair approval is required.

Dates: July 4–22, 2016 (9 credits)

- **CPL2 524 INTRODUCTION: INTERNATIONAL BUSINESS** (3 credits)
- **CMR2 566 GLOBAL MARKETING MANAGEMENT** (3 credits)
- **CPL2 554 INTERNATIONAL BUSINESS POLICY** (3 credits)

#### **10.2.2.7 Global Marketing Using the Internet \***



\* **Note:** Restrictions apply for School of Continuing Studies students who are enrolled in a program; Department Chair approval is required.

Dates: July 4–22, 2016 (9 credits)

- **CMIS 542 STRATEGIC INTERNET MARKETING** (3 credits)
- **CMR2 566 GLOBAL MARKETING MANAGEMENT** (3 credits)
- **CCS2 550 MULTIMEDIA COMMUNICATION DESIGN AND MARKETING** (3 credits)

#### **10.2.2.8 Apprentice Translators (English)**

Dates: June 20–August 19, 2016

Website: [www.mcgill.ca/continuingstudies/programs-and-courses/translation/summer-offerings/apprentice-translator](http://www.mcgill.ca/continuingstudies/programs-and-courses/translation/summer-offerings/apprentice-translator)

Website: [www.mcgill.ca/continuingstudies/programs-and-courses/languages/seasonal-offerings/english-immersion-summer-program](http://www.mcgill.ca/continuingstudies/programs-and-courses/languages/seasonal-offerings/english-immersion-summer-program)

#### **10.2.2.11 French Immersion Summer Program**

Dates:

- Session 1: July 2016
- Session 2: August 2016

Website: [www.mcgill.ca/continuingstudies/programs-and-courses/languag](http://www.mcgill.ca/continuingstudies/programs-and-courses/languag)



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## 12 Faculty of Medicine: Summer Studies



**Note:** The following section lists Special Courses and Programs offered in the summer by the Faculty of Medicine. For a complete list of summer courses, please click [here](#).

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### 12.1 Department of Epidemiology, Biostatistics and Occupational Health

#### 31st ANNUAL SUMMER SESSION IN EPIDEMIOLOGY & BIostatISTICS

May 2–June 23, 2016

The Annual Summer Session in Epidemiology and Biostatistics offers health professionals the opportunity to gain familiarity with the principles of epidemiology and biostatistics. It also offers graduate students from McGill and other universities the opportunity to acquire academic credits and thereby accelerate coursework during a Summer term. Courses are offered over one, two, or four weeks. Please refer to [www.mcgill.ca/epi-biostat-occh/academic-programs/summer](http://www.mcgill.ca/epi-biostat-occh/academic-programs/summer) for schedules and course descriptions.

The language of instruction is English (unless otherwise stated), and students are advised that fluency in English is essential to benefit from the courses offered. However, students may submit their assignments and examinations in either English or French.

The courses are intended for health professionals (e.g., physicians, nurses, respiratory therapists, psychologists, physical and occupational therapists, etc.) or professionals in related fields (e.g., industrial hygienists, environmental specialists, urban planners, engineers), as well as social and basic scientists.

Academic credits are available to graduate students, and to residents and fellows from residency training programs at McGill. Registration is via [Minerva](#), McGill's web-based registration system.

**Graduate students from other Quebec universities** wishing to take courses in our department can register via BCI (*Bureau de coopération interuniversitaire*, [www.mcgill.ca](http://www.mcgill.ca)).

- *section 13.2: Biology*
- *section 13.3: Earth and Planetary Sciences*
- *section 13.4: Geography*

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**13.2 Biology**

**BIOL 240 MONTEREGIAN FLORA** (3 credits)

**BIOL 334D1/BIOL 334D2 APPLIED TROPICAL ECOLOGY** (1.5 credits/1.5 credits) (Winter/Summer)