



University Regulations and Resources (Graduate  
and Postdoctoral Studies)

Programs, Courses and University Regulations

2017-2018



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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.

- 1 Regulations, page 13
  - 1.1 Authorization, Acknowledgement, and Consent, page 13
  - 1.2 Categories of Students, page 13
    - 1.2.1 Full-Time Students, page 13
    - 1.2.2 Half-Time Students (Thesis Programs), page 13
    - 1.2.3 Part-Time Students, page 13
    - 1.2.4 Additional Session (Thesis Programs) and Non-Thesis Extension (Non-Thesis Programs) Students, page 13
    - 1.2.5 Thesis Evaluation Students, page 14
    - 1.2.6 Qualifying Students, page 14
    - 1.2.7 Special Students, page 14
    - 1.2.8 Visiting Students, page 14
    - 1.2.9 Graduate Research Trainee, page

- 
- 1.4.6 Auditing of Courses, page 22
  - 1.5 Course Withdrawal, page 22
    - 1.5.1 Courses that Begin in the Fall Term, page 23
    - 1.5.2 Courses that Begin in the Winter Term, page 23
  - 1.6 University Withdrawal, page 24
    - 1.6.1 Student's Responsibility, page 24
    - 1.6.2 Deadlines for University Withdrawal, page 24
      - 1.6.2.1 Fall Term, page 25
      - 1.6.2.2 Winter Term, page 25
    - 1.6.3 Consequences of University Withdrawal, page 25
  - 1.7 Summer Studies, page 25
  - 1.8 Student Records, page 26
    - 1.8.1 Grading and Grade Point Averages (GPA), page 26
      - 1.8.1.1 Unexcused Absences, page 27
    - 1.8.2 Transcript of Academic Record, page 28
      - 1.8.2.1 Policy Concerning Access to Records, page 28
      - 1.8.2.2 Transcript of Academic Record: General Information, page 29
      - 1.8.2.3 Unofficial Transcripts, page 29
      - 1.8.2.4 Official Transcripts, page 30
      - 1.8.2.5 Course Numbering on the Transcript, page 30
    - 1.8.3 Verification of Student Records: Degree Evaluation, page 30
    - 1.8.4 Changes to Student Records after Normal Deadlines, page 31
      - 1.8.4.1 Student Record Changes, page 31
      - 1.8.4.2 Registrar Deadlines, page 31
      - 1.8.4.3 Before Registrar Deadlines, page 31
      - 1.8.4.4 After Registrar Deadlines, page 31
      - 1.8.4.5 Fee Assessment Consequences, page 31
      - 1.8.4.6 Student's Citizenship and/or Immigration or Fee Exemption Status, page 31
  - 1.9 Failure Policy in Graduate Studies, page 31
    - 1.9.1 Procedure to follow in cases of failure, page 32
  - 1.10 Language Policy, page 33
  - 1.11 University Student Assessment Policy, page 33
  - 1.12 Regulations Concerning Theses, page 33
    - 1.12.1 Thesis Regulations, page 33
    - 1.12.2 Thesis Submission (Initial and Final E-thesis Submission), page 34
    - 1.12.3 Thesis Examiners, page 34
    - 1.12.4 Conflict of Interest, page 34
    - 1.12.5 Thesis Examination Failures, page 34
    - 1.12.6 Doctoral Oral Defence, page 34
    - 1.12.7 Oral Defence Outcomes, page 34







- 6.8 Safety in Field Work, page 67
- 6.9 Office of Sponsored Research, page 67
- 6.10 Postdocs, page 67
- 6.11 Research Associates, page 67
- 7 Student Services and Information, page 67
  - 7.1 Service Point, page 67
    - 7.1.1 Location, page 68
  - 7.2 Student Rights and Responsibilities, page 68
    - 7.2.1 Support for Students: Office of the Dean of Students, page 68
    - 7.2.2 Office of the Senior Director, Services for Students, page 68
  - 7.3 Student Services – Downtown Campus, page 69
    - 7.3.1 Campus Life & Engagement, page 69
    - ~~Career Planning~~ **Career Planning (CaPS) Service (CaPS)**, page 69
    - 7.3.3 Counselling Service, page 69
    - 7.3.4 First Peoples' House, page 69
    - 7.3.5 Health Services, page 70
    - 7.3.6 International Student Services, page 70
    - 7.3.7 Mental Health Service, page 70
    - 7.3.8 Office of Religious and Spiritual Life, page 70
    - 7.3.9 Office for Students with Disabilities and myAccess, page 70
    - 7.3.10 Office of Sustainability, page 70
    - 7.3.11 Psychiatric Services, page 71
    - 7.3.12 Scholarships and Student (Financial) Aid Office, page 71
    - 7.3.13 Tutorial Service, page 71
  - 7.4 Student Services – Macdonald Campus, page 71



- 8.9.1.3 Cancellng Registration for Non-Payment of Previous Term(s), page 81
- 8.9.2 Acceptance of Fees vs. Academic Standing, page 81
- 8.9.3 Deferred Admission, page

---

11.7 Administration, page 91

11.7.1 Deans, Directors of Schools and Libraries, page 92

11.7.1.1 Deans, page 92

11.7.1.2 Directors of Schools, page 92

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# 1 Regulations

Students must inform themselves of University rules and regulations and keep abreast of any changes that may occur. The *Regulations* section of this publication contains important details required by students during their studies at McGill and should be periodically consulted, along with other sections and related publications.

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## 1.1 Authorization, Acknowledgment, and Consent

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

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

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## 1.2 Categories of Students

Students must inform themselves of University rules and regulations and keep abreast of any changes that may occur. The *Categories of Students* section of this publication contains important details required by students during their studies at McGill and should be periodically consulted, along with other sections and related publications.

### 1.2.1 Full-Time Students

Full-time students are students with a registration status of full-time and paying full-time fees. Full-time master's, diploma, and certificate candidates must show a minimum of 12 credits per term on their record.

### 1.2.2 Half-Time Students (Thesis Programs)

In some departments, students are permitted to proceed toward a degree on a half-time basis, i.e., students are permitted to register on a half-time basis.

Graduate students in non-thesis programs, graduate diplomas and certificates who have registered for all required courses but have not completed the work and/or have completed the residency requirements must register as Non-Thesis Extension students and pay fees accordingly. For example, a student who has registered for a last course such as a project but has not completed it, must register as Non-Thesis Extension status until graduation. Students in a Non-Thesis Extension session who are not registered for at least 12 credits per term, are not considered engaged in full-time studies.

### 1.2.5 Thesis Evaluation Students

Students who have completed the residency requirements for their graduate thesis program and who have submitted their initial e-thesis to Graduate and Postdoctoral Studies by the April 15, August 15, or December 15 initial e-thesis submission deadlines must register on *Minerva* in order for their registration status to be updated to "Thesis Evaluation". All students are required to stay registered and pay the associated fees up until the term of graduation. The registration status will be updated to "Thesis Evaluation" for all subsequent terms until the term of the final e-thesis submission. Students in thesis programs whose initial e-thesis and final e-thesis submissions are in the same term will not require a "Thesis Evaluation" status.

"Thesis Evaluation" students are considered to be:

- registered at the University in a full-time status;
- eligible for University services;
- eligible for funding;
- eligible for a T2202 tax slip crediting the months for which they are registered and any ancillary fees charged.

If you are in "Thesis Evaluation" status, you are not permitted to register for courses. Students who still need to take courses to fulfill the program requirements after submitting their initial e-thesis will remain registered in additional session status and pay associated fees.

### 1.2.6 Qualifying Students

Students admitted to a Qualifying program are known as Qualifying Students for a Master's. They must meet the application and admission requirements indicated by the chosen graduate department and the Graduate Admissions Unit of Enrolment Services. The courses taken during a Qualifying year will not be credited toward a degree program. Students are registered in graduate studies but have not yet been admitted to a degree program. These students take a full load (12 credits minimum) per semester of undergraduate courses as specified by the department. Only one Qualifying year is permitted.

### 1.2.7 Special Students

Students who meet the minimum entrance requirements of Graduate and Postdoctoral Studies and wish to take **one, or at most two, graduate-level courses per term** (6 credits) without intention of proceeding to a degree or diploma are termed Special Students. After completion of a maximum of 12 credits, an applicant **may not** continue as a Special Student.

If graduate Special Students subsequently become candidates for higher degrees, they may receive academic credit for relevant graduate courses taken as Special Students. They must apply every year.

**Students who wish to take undergraduate courses only must apply as Special Students in the undergraduate faculty concerned, even if they already hold degrees.**

### 1.2.8 Visiting Students

Visiting Students are those students who are registered in a degree program at another university and who have obtained written permission from both universities to take a course(s) for credit toward that degree program. Students studying in the province of Quebec who are in this category are eligible for a transfer of credit if the required permission is obtained on Quebec Inter-University Transfer forms. These forms are available online at [www.mcgill.ca/students/iut](http://www.mcgill.ca/students/iut). McGill students registering for courses required for their degree program at other Quebec universities are required to pay for the course(s) at the home university. McGill University and *Universit  de Montr al* participate in an exchange (graduate) with the University of British Columbia and the University of Toronto.

As a rule, graduate students should not register for courses through Inter-University Transfers (IUT) during the last semester before graduation. There are considerable delays in receiving official transcripts which delay the degree audit process and graduation. If special departmental permission is given for such a course to be taken in the last semester, there will be no extension given for the grade submission deadline.

### 1.2.9 Graduate Research Trainee

#### Eligibility

If you are enrolled in a graduate program at another university and would like to attend McGill for a limited period of time (up to 12 months\*) to conduct research only, you must apply as a Graduate Research Trainee. Research trainees are not permitted to register for courses. This category of registration is for students registered in graduate programs in other universities to conduct PART of their thesis research at McGill under the supervision of a McGill professor. The purpose of the training period at McGill must be described. Acceptable reasons include: the student is engaged in collaborative projects between professor(s) at McGill and the student's sponsoring institution; the student wishes to take advantage of specific expertise, academic resources, or technical capabilities at McGill to enhance the thesis research being conducted at the sponsoring institution; the student is spending a stage at McGill under a specific Memorandum of Understanding between McGill and the sponsoring institution; the student's thesis supervisor has relocated to McGill, but the student remains registered at the former institution to complete his/her graduate degree. The category of Graduate Research Trainee cannot be used to conduct the majority of thesis research at McGill under the supervision of a McGill professor.

\* Extensions beyond 12 months are **not** granted.

### **Conditions**

Students applying to be a Graduate Research Trainee:

- must be registered in a graduate degree program at another university;
- must have permission from the sponsoring institution and include a letter of permission with the application;
- must have the approval of a McGill professor and graduate program to supervise the research;
- may apply for a start date throughout the academic year, but for administrative reasons, must reapply at the beginning of the formal academic year (for Fall term admission) if remaining at McGill; for example, if you begin a 12-month visit in January, you must reapply for the Fall term (September). A trainee may spend up to a maximum of 12 months at McGill, but the time does not have to be consecutive. The trainee can apply for multiple stages over a period of time that does not exceed 12 months.
- must include copies of transcripts as part of the application package;
- must demonstrate adequate proficiency in English to function in the University environment, including any required safety training and understanding of policies and procedures. Assessment of written and verbal language skills is the responsibility of the supervising stages

- Requests for a leave of absence due to professional development are for activities that preclude progress toward the degree.
- A request for leave without proper justification and supporting documents will **not** be considered.
- A request for retroactive leave of absence will **not** be considered.
- No tuition fees will be charged for the duration of the authorized leave.
- Research supervisors are not obligated to remunerate students and postdocs on leave.
- In order to be covered by the graduate supplemental health insurance and/or international health insurance during a leave, The *Post Graduate Student Society* (PGSS) and/or *International Student Services* must be contacted to make arrangements. Additional student society fees must be paid in order to be considered as a member and to be eligible for the insurance plans. For information about the PGSS supplemental health and dental coverage, click [here](#) . For information about international health insurance, click [here](#) .
- A postdoc requesting a personal health or parental leave will extend his/her five-year eligibility term for registration. If granted, the leave must not exceed an eligibility window of 10 years from the date the Ph.D. degree was awarded.
- If you would like to request confidentiality of your medical condition, you may contact the Associate Dean of Graduate and Postdoctoral Studies for advice before submitting your request for leave.
- For a maternity or parental leave, the eligibility period of a maximum of 52 consecutive weeks is determined based on when the child is born; if the leave is interrupted for one or two terms, the eligibility period cannot be extended.

### **Leave vs. Residency Requirements**

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Professorial members of the academic staff may not enrol in graduate degree and diploma programs. This rule shall apply also to any persons who have been on the professorial staff within the previous 12 months, unless they resign completely from their positions at McGill.

Should persons registered in graduate studies be promoted to professorial rank, they may no longer remain graduate students, unless they resign or are granted a leave of absence from their professorial appointments.

In certain exceptional cases, professorial members of the academic staff may apply to a graduate program in academic units other than their own. Enrolment Services may grant permission if it is satisfied that the applicant's teaching unit and proposed unit for graduate study are sufficiently remote that conflict of interest situations will not arise. Permission must be granted before any courses are taken toward the proposed degree.

## 1.2.14 Quebec Inter-University Transfer Agreement

### 1.2.14.1 Quebec Inter-University Transfer Agreement: McGill Students

The Quebec Inter-University Transfer (IUT) agreement permits concurrent registration at McGill and another Quebec institution.

If you are a regular McGill undergraduate or graduate degree, diploma, or certificate student, you may register, with your faculty's permission, at any Quebec university for three, or in some cases six, **credits** per term in addition to your registration at McGill. You may also obtain permission to complete a full term (i.e., 12 to 15 credits) at another Quebec university. Your combined registration may not, however, exceed the total number of credits you are permitted to complete in a given term. These courses, subject to faculty regulations, will be recognized by McGill for the degree that you are registered for, up to the limit imposed by the residency requirements of the program. Normally, you must complete a minimum residency requirement of 60 credits at McGill in order to qualify for a McGill degree (you should check with your faculty). This privilege will be granted if there are valid academic reasons.

If you want to take advantage of this agreement, consult your Student Affairs Office for details. Note that this agreement is subject to the following conditions:

- The Quebec universities concerned may, at their discretion, refuse the registration of a student for any of their courses.
- You must complete your faculty and program requirements.
- You are responsible for ensuring that the McGill Class Schedule permits you to take these courses without conflict.
- The Quebec universities concerned are not responsible for special arrangements in cases of examination or class schedule conflicts.
- Grades earned at the host university will not be included in your McGill grade point averages (GPA) or show on your McGill transcripts.
- If you are attending McGill as an Exchange student from outside Quebec, you are not eligible to take courses at another Quebec institution through the IUT agreement.
- Any grades received late from host universities may delay your graduation.

If you are a scholarship holder, you should consult with your Student Affairs Office and the scholarships coordinator concerning eligibility for continuation or renewal of your award(s).

You must initiate an online Quebec Inter-University Transfer (IUT) application to request the required authorizations at [www.mcgill.ca/students/iut](http://www.mcgill.ca/students/iut). You may find additional information posted on your faculty website.



**Note:** Once the Quebec Inter-University Transfer (IUT) application is approved by both the home and host universities, you must register in the course that was approved. The method of registration of the host university will vary (e.g., web, in-person, phone, etc.). **You must allow sufficient time to complete and submit your electronic application, because you are responsible for adhering to all the host university's registration deadlines.** If you decide later to drop or withdraw from the approved course(s), you will need to drop or withdraw.



### 1.3.3 Summer Registration

Detailed summer registration information will be available in the middle of March in individual departments and at [www.mcgill.ca/gps/students/registration/dates](http://www.mcgill.ca/gps/students/registration/dates).

#### **Course Registration**

Students taking summer courses re

### 1.3.5.3 List of Redpath Museum Writing Courses

REDM 610 – Writing Science Articles 1

REDM 710 – Writing Science Articles 2

### 1.3.6 Registration for Two Degree Programs Concurrently

No student may register in two degree programs or in two departments or faculties or two institutions concurrently without special permission granted by the Graduate Admissions Committee (composed of the Dean and Associate Deans of Graduate and Postdoctoral Studies) and in consultation with the Graduate Admissions Unit of Enrolment Services. Students are advised that permission is never granted to attempt two **full-time** programs concurrently. Letters of recommendation, including details of the proportions of time that the student intends to allot to each program, must be received from the Chair of each department concerned. Each year, a progress report must be submitted from the two departments concerned to the Graduate Admissions Committee c/o the Graduate Admissions Unit of Enrolment Services before a student in this category will be permitted to register.

### 1.3.7 Time Limitation

Candidates for master's degrees must complete the degree **within three years of initial registration**. If the degree is pursued strictly on a less-than-full-time basis, it must be completed within five years of initial registration, after which the student will be withdrawn from the University.

Candidates for doctoral degrees must complete the degree by the end of PhD7. Please note that students admitted after a master's degree are normally considered to be PhD2 and not PhD1 (direct entry). Students should contact their [Graduate Program Coordinator/Administrator](#) to confirm the number of years in which they must complete the degree.

The object of these regulations is to encourage candidates to complete their theses and qualify for their degree without undue delay.

Students who do not complete their degree requirements within the time limits stated above will be withdrawn from the University and will lose their student status and access to McGill facilities and support. International students on study permits will also be required to leave Canada.

Students can apply for readmission by completing and submitting the [Request for Readmission webform](#) only when they are ready to submit their thesis and will be charged fees for the term of readmission and any future terms of registration up to and including their term of graduation.

The new measures will apply to all students, including those who have reached time limitation prior to Fall 2016.

*Council of FGSR, February 2, 1996; Revised January 18, 2016.*

*Senate, April 20, 2016.*

### 1.3.8 Late Registration

If you fail to register during the normal registration period, you can register within the period designated by the University for late registration with the payment of a late registration fee. For late registration fees, see [Late Registration and Course Change Charges](#) on the Student Accounts website at [www.mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/other](http://www.mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/other).

**Returning Students:** You may register late via Minerva from Tuesday, August 15 until and including Tuesday, September 19, 2017.

**New and Readmitted Students (Fall):** You may register late via Minerva from Tuesday, August 15 until Tuesday, September 19, 2017.

**New and Readmitted Students (Winter):** You may register late via Minerva from Tuesday, January 9 until Tuesday, January 23, 2018.

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

### 1.3.9 Withdrawal from a Degree Program

Departments have the right to ask students to withdraw from the program if progress is not satisfactory, or if they have failed two courses required for their program, or for lack of performance in research. Please see [section 1.9: Failure Policy in Graduate Studies](#).

Any student who withdraws from the University **must complete a Request for a University Withdrawal form** available at [www.mcgill.ca/students/records/forms](http://www.mcgill.ca/students/records/forms). Fees will then be refunded according to the conditions outlined in [section 1.4.5: Course Change Period](#) and in [section 1.5: Course Withdrawal](#).

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## 1.4 Course Information and Regulations

Students are advised to also refer to [University Regulations & Resources](#) > [Graduate](#) > [Regulations](#) > [Registration](#) and [Student Records](#).

The University reserves the right to make changes without prior notice to the information contained in this publication, including the revision or cancellation of particular courses or programs.

At the time this publication was finalized, new courses and modifications to some existing courses were under consideration. Students preparing to register are advised to consult Class Schedule on the web at [www.mcgill.ca/students/coursj1001294.265121.984Tm\(ces\)jf39uded19484Tm\(sj10e term ofjmo101142.726Tm](http://www.mcgill.ca/students/coursj1001294.265121.984Tm(ces)jf39uded19484Tm(sj10e term ofjmo101142.726Tm)

Not all courses listed are offered every year.



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

#### 1.4.1 Class Schedule

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

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

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

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

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



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

**Note for Medicine:**



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

In exceptional cases, when circumstances are beyond the student's control, the Faculty Student Affairs Office may grant permission to change sections midway through a multi-term course. You must make your request in writing citing your reason for the request. The request must also have the written support of the instructors of the sections involved and of the coordinator of the course (if applicable). Your request must be submitted to:

-

### 1.5.1 Courses that Begin in the Fall Term

Deadline for withdrawal (grade of W) with refund:

- Tuesday, September 26, 2017

Deadlines for withdrawal (grade of W) without refund:

- Single-term courses: Tuesday, October 31, 2017
- Multi-term courses that begin in Fall term: Tuesday, January 23, 2018

### 1.5.2 Courses that Begin in the Winter Term

Deadline for withdrawal (grade of W) with refund:

- Tuesday, January 30, 2018

Deadline for withdrawal (grade of W) without refund:

- Single-term courses: Tuesday, March 13, 2018
- Multi-term courses that begin in Winter term: Tuesday, May 15, 2018\*

\* 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 exceptional circumstances, you may be granted permission to withdraw from a course. Permission will not be granted merely because you are doing unsatisfactory work. A grade of W or WF, as appropriate, will appear on your transcript but will not be calculated in your GPA. For further information, consult your Faculty Student Affairs Office.



#### Note:

1. To withdraw from required or complementary courses after the withdrawal (without refund) deadline, you may need to obtain permission from your adviser, and you must fill out and submit a course withdrawal form, available from your Faculty Student Affairs Office. Additional restrictions for Music courses are indicated in [Schulich School of Music](#).
2. It is solely your responsibility to initiate a course withdrawal on Minerva. Neither notification of the course instructor nor discontinuing class attendance is sufficient. The date on which you withdraw on Minerva is the official date of withdrawal, even if you had stopped attending lectures earlier.
3. You may still withdraw from a course after the Course Change deadline without academic penalty provided that you do so within the appropriate withdrawal deadlines for the term. Otherwise, after this time, your name will continue to appear on the class list and grade reports and, in the event that you do not take the exam, you will be given a J grade.
4. Fee refunds, if any, will be in accordance with [section 8.8: Fees and Withdrawal from the University](#).
5. Withdrawing from one or more courses during the semester may—where applicable—affect your government aid and/or McGill's Work Study Program eligibility. For international students, it may also impact your immigration status and/or permission to work in Canada. Please ensure that you are aware of any consequences related to the course withdrawal request; consult with the [Scholarships & Student Aid](#) Office, [International Student Services](#), and/or your Faculty Student Affairs Office, where relevant.



**Note for the School of Human Nutrition:** Intensive internship courses, like Professional Practice (*Stage*) in Dietetics, may have different start dates and withdrawal dates than other courses. Students should consult the course outline.



**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 the Faculty of Law:** Law students are encouraged to meet with a student adviser before withdrawing from a course (no refund).

**Note for Graduate and Post5cm1 stv**





#### 1.6.2.1 Fall Term

From September 1 to September 19, 2017 a drop of all courses constitutes a University withdrawal with refund (minus \$200 for returning students and the registration deposit for new students). After September 19 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, September 26, 2017**
- Deadline for University withdrawal without refund: **Tuesday, October 31, 2017**

#### 1.6.2.2 Winter Term

Graduate courses are available in some subject areas during the summer and the Class Schedule, available at [www.mcgill.ca/students/courses](http://www.mcgill.ca/students/courses), should be consulted for a complete listing of undergraduate and graduate-level courses.

Students doing graduate work in Education are strongly advised to enrol in summer studies, as many programs can only be completed by participation in summer studies.

Course registration for graduate students takes place via [Minerva](#) for the Summer term. It is the responsibility of the student to register for courses within deadlines, after obtaining departmental approval.

Students in thesis programs, who pay fees on a per term basis and who have already paid full-time tuition fees during the preceding year are not required to pay for required courses taken in the summer. If you are registered in a thesis program in Additional Session status, you will be charged Additional Session fees in the Summer term. Students in non-thesis programs will be charged fees for courses taken in the summer. **Registration for “summer studies” should not be confused with summer registration in a graduate program. For more information, see [section 1.3.3: Summer Registration](#) .**

Many summer courses have limited enrolment and students are advised to register for such courses as early as possible. Graduate students intending to register for restricted undergraduate courses must complete a *Request for Registration/Course Changes* web form at [av.gis.a](#)

This policy took effect in January 2003. 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 F or J continue to be used in the CGPA calculation even after you repeat the course or if you take a supplemental examination.

#### **Other Grades:**

**IP** — **in progress**; (Master's Thesis Courses Only)

**P** — **pass**; Pass/Fail grading is restricted to certain seminars, examinations and projects only. In such cases all grades in these courses are recorded as either Pass or Fail. Not calculated in TGPA or CGPA.

**HH** — **to be continued**; the use of this grade is reserved for major research projects, monographs and comprehensive examinations as designated for graduate studies.

**J** — **unexcused absence (failed)**; the student is registered for a course but does not write the final examination or do other required work; calculated as a failure in the TGPA and CGPA.

**K** — **incomplete**; deadline extended for submission of w



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

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

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

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

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



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



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

T

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 Univ



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

#### 1.8.2.4 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.

#### 1.8.2.5 Course Numbering on the Transcript

Prior to September 2002, course numbers had seven-character designations beginning with a three-number code indicating the teaching unit/department. The next three digits specified the course, with the first of these indicating its level. The final character was a letter indicating the term, or terms, during which the course was offered. For example:

107-200A = Philosophy (107) course (200) in Fall term (A);

301-202B = Architecture (301) course (202) in Winter term (B);

154-230D = Economics (154) course (230) extending for two terms, Fall and Winter (D).

A list of the former Teaching Unit Codes and their Subject Code equivalents is available at [www.mcgill.ca/student/records/transcripts/key](http://www.mcgill.ca/student/records/transcripts/key).

For information on our current course numbering, see [University Regulations & Resources > Undergraduate > Registration > Course Information and Regulations > section 1.4.2: Course Numbering](#).



**Note for Continuing Studies:** Examples of course numbers displaying on transcripts prior to September 2002 are:

280-211X = Intro. to Financial Accounting in Fall term (X);

629-202Y = Micro Economics in Winter term (Y);

660-221Z = Project Management extending for two terms, Fall and Winter (Z).

#### 1.8.3 Verification of Student Records: Degree Evaluation

*Degree Evaluation* is a Minerv

## 1.8.4 Changes to Student Records after Normal Deadlines

### 1.8.4.1 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.

### 1.8.4.2 Registrar Deadlines

Fall term – January 31

Winter term – June 1

Summer term – October 1

### 1.8.4.3 Before Registrar Deadlines

For record changes after the normal deadlines published in this publication, but before the Registrar deadlines listed in [section 1.8.4.2: 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).

### 1.8.4.4 After Registrar Deadlines

The University does not normally consider a change requested after the Registrar deadlines listed in [section 1.8.4.2: 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 appro

## Definitions

- “**Course**”: a course that counts for credit toward the student’s degree program (whether required, complementary, or elective), excluding comprehensive examinations. This includes courses approved to be taken at other institutions that count for credit toward the student’s degree program.
- “**Graduate Student Research Progress Tracking Report**”: a written record of a meeting attended by the graduate student, his or her supervisor(s) and a member of the supervisory committee or a representative from the academic unit at which objectives for the upcoming year are established and prior progress recorded and evaluated.
- “**Failure**”: withdrawal from the University due to unsatisfactory standing.
- “**Student**”: a student registered in a graduate degree program (including those registered in a Qualifying Year).

## Failure Policy

A Student will be withdrawn from the University, if he or she:

- a. fails two Courses (i.e., two different Courses, one failed Course plus a failed repeat of the same Course or one failed Course and a failed supplemental exam for that Course); **or**
- b. obtains two unsatisfactory Graduate Student Research Progress Tracking Reports and the academic unit in which the student is registered recommends that he or she be withdrawn; **or**
- c. fails one course, obtains one unsatisfactory Graduate Student Research Progress Tracking Report and the academic unit in which the student is registered recommends that he or she be withdrawn.

The Student’s transcript will thereafter indicate that the student was withdrawn from the University.

## Students in a Qualifying Year

Failing a course in a Qualifying Year is equivalent to failing a Course in a graduate program, and counts as a first failed Course if a Student is subsequently admitted to a graduate program in a related field.

## Readmission

A Student withdrawn according to this Policy cannot apply for readmission to the program from which he or she was withdrawn.

*Senate, October 11, 2000.*

*Revised by GPS Council, February 10, 2003; February 9, 2015.*

### 1.9.1 Procedure to follow in cases of failure

**In the event of a first failure** (including an unsatisfactory Progress Tracking Report):

- For a **failed course**, the academic unit (department) must:
  - Ensure that the failing grade is recorded on the student's record (if a course);
  - complete the web form [Recommendation following a First Failure](#) to indicate whether the student will:
    - write a supplemental examination (if academic unit (departmental) policy permits); **or**
    - retake the failed course; **or**
    - substitute the failed course by completing an equivalent course.
- For an **unsatisfactory Progress Tracking Report**, the academic unit (department) must:
  - Complete the web form [Recommendation following a First Failure](#) to record this first failure in the student's file.



**IMPORTANT:** The student will receive a copy of their academic unit's (department's) web form submission *as the official notification of their first failure.*

**In the event of a second failure** (including failure of a supplemental exam or an unsatisfactory Progress Tracking Report):

- The second failing grade must be recorded on the student's record (if a course or supplemental exam);
- After the academic unit (department) has met with the student regarding their unsatisfactory status, they must complete the web form [Withdrawal Recommendation following a Second Failure](#) to recommend to Management of Academic Records Unit, Enrolment Services that the student must be withdrawn from their program;
- Upon receipt of the Graduate Program Director's recommendation, Enrolment Services will send the student an official withdrawal letter and change the status to Withdrawn on the student's academic record.

## Requesting an appeal in case of withdrawal due to failure:

A student withdrawn due to failure has 30 days to appeal this decision. It is the student's responsibility to present evidence of their case and provide any supporting documentation, including letters of support from their thesis supervisor and Graduate Program Director.



A student who wishes to submit an appeal must:

- Prepare a detailed letter indicating the reasons for the appeal (addressed to the Graduate Associate Dean);
- Obtain any supporting documents (addressed to the Graduate Associate Dean);
- Submit the letter, together with all supporting documents, to the attention of Heidi Emami, Associate Registrar, Enrolment Services, 3415 McTavish, **before** the end of this 30-day period.



**Note:** A student in a graduate program who has failed one course while being a Special Student in graduate studies will have this failure count as a first failure in a related graduate program. Any further failure will require withdrawal from the program of study. A student may not claim medical reasons for a course failure after the fact. In the case of an examination, a dated medical certificate or appropriate document recommending a deferral (see “Other Grades” in [section 1.8.1: Grading and Grade Point Averages \(GPA\)](#) > “L - deferred” and “LE or L\* - further deferral”) must be submitted to Graduate and Postdoctoral Studies with a recommendation from the academic unit (department) for a deferral **before or immediately after** the examination. In particular, such recommendation will not be considered if medical reasons are brought forth after a grade is submitted. Medical reasons declared after the fact will not be considered acceptable grounds of appeal of withdrawal under the *Failure Policy*.

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## 1.10 Language Policy

The main language of instruction at McGill is English. You have the right to write essays, examinations, and theses in English or in French except in courses where knowledge of a language is one of the objectives of the course.

If you need to improve your English skills, you should take an intensive course in English as a second language before or at the start of your studies. Information concerning second language course offerings can be found through the School of Continuing Studies at [www.mcgill.ca/continuingstudies/programs-and-courses/languages](http://www.mcgill.ca/continuingstudies/programs-and-courses/languages) and the *French Language Centre* at [www.mcgill.ca/flc](http://www.mcgill.ca/flc), and in *Summer Studies* and *Continuing Studies*. There are special language requirements for Faculty of Education students; see *Faculty of Education*.



**Note for Continuing Studies:** For English language programs, see [Continuing Studies > Areas of Study > Languages > : English Language Programs](#).



**Note for the Faculty of Law:** Due to the bilingual nature of the Law program, examinations, term papers, and essays may be written in either English or French. Participation in Moot Courts may also be in either language. While examination questions are set in the language in which a course is given, they may contain materials in either English or French.



**Note for Graduate and Postdoctoral Studies:** You should refer to [University Regulations & Resources > Graduate > Regulations > Registration > section 1.3.5: Courses Taken as Extra to a Program](#).



**Note for M.D.,C.M. and D.M.D. Programs:**

The official language of instruction of McGill's undergraduate medical education and dental programs is English. The student is expected to have a working knowledge of the English language (comprehension, spoken, and written) from the outset of the M.D.,C.M. and D.M.D. programs. Due to early clinical exposure in bilingual settings, the student is also expected to have a working knowledge of the French language (comprehension, spoken, and basic written) from the outset of the M.D.,C.M. and D.M.D. programs.

Students are in contact with francophone patients in the teaching hospitals and may be assigned to francophone training sites for their clinical rotations. Additional language courses and workshop information is available:

[www.mcgill.ca/ugme/mdcm-curriculum-joint-programs/starting-our-program-what-you-need-know/language-requirements](http://www.mcgill.ca/ugme/mdcm-curriculum-joint-programs/starting-our-program-what-you-need-know/language-requirements).

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## 1.11 University Student Assessment Policy

The *University Student Assessment Policy* includes all disparate policies with regard to all types of student assessments. The policy describes all disparate policies.

theses conform to the *specifications* for master's theses or doctoral theses. Unless the Dean of Graduate and Postdoctoral Studies has given her/his consent in advance, departures from these norms will render a thesis unacceptable to fulfill the requirements for the degree.

#### 1.12.2 Thesis Submission (Initial and Final E-thesis Submission)

Theses may be submitted at any time during the year. However, for each of the three annual dates for conferring degrees/convocation, there are *deadlines* for initial submission (when the thesis is sent out to examiners for evaluation) and for the final e-thesis submission: April 15, August 15, and December 15. Please note that some units enforce earlier submission deadlines than those listed by Graduate and Postdoctoral Studies, so it is important that students verify these dates with their unit.

A thesis is a public document and once the final e-thesis has been submitted for the degree, it exists in the public domain.

#### 1.12.3 Thesis Examiner s

For a master's thesis, the examiner must be a scholar of established reputation and competence in the field of the thesis research. The examiner may be from inside or outside the University. Units may nominate a member from within the unit, as long as there is no conflict of interest with the student.

The doctoral external examiner must be a scholar of established reputation and competence in the field of the thesis research. They must be from outside the University and normally must hold a doctorate or equivalent. The external examiner must be at arm's length from the candidate and have no other conflict of interest.

The doctoral internal examiner is expected to be knowledgeable in the area and topic of the thesis, though not necessarily to the same extent as the external examiner. The internal examiner also serves to ensure that McGill norms are observed with respect to quality of the thesis. Normally, the internal examiner is a McGill faculty member (but not the supervisor) affiliated with the unit in which the thesis originates, but they may also be nominated from other units at McGill.

#### 1.12.4 Conflict of Interest

A nominated examiner must be without conflict of interest to evaluate the thesis. A conflict of interest can be perceived to prejudice the examiner's evaluation of the thesis. The supervisor and student must acknowledge that there will be no further contact with the examiners after they have been initially contacted. Any contact with examiners by the supervisor or student after the nomination process constitutes a conflict of interest and the examination process will be cancelled.

#### 1.12.5 Thesis Examination F ailures

If one or both of the examiners decided that the thesis does not meet the requirements for the degree (i.e., an outcome of not passed was designated on the examination report), a master's student will not graduate and a doctoral student will not proceed to the oral defence. The student has the option to revise and resubmit a failed thesis. Graduate and Postdoctoral Studies must be notified within six (6) weeks if the student decides to revise and resubmit. If the student does not contact Graduate and Postdoctoral Studies requesting to revise and resubmit the thesis within the designated six-week time period or, once approved to revise the thesis, does not resubmit the revised thesis by the one-year deadline, the thesis will be deemed to have failed and the student will be withdrawn from the University. If the revised thesis is subsequently failed again, the student will be withdrawn from the University.

If a thesis has not been passed and the student feels that this judgment is based on bias, error, or serious misrepresentation on the part of the examiner, the student may submit a written request for a new examiner for the thesis to the Dean of Graduate and Postdoctoral Studies, documenting the bias, error, or serious misrepresentation. This request must be made within six (6) weeks of the notification that the thesis has not passed, and may be accompanied by a letter of support from the supervisor and/or unit.

#### 1.12.6 Doctoral Oral Def ence

The objectives of the oral defence are to ensure that: **1)** the thesis meets the academic standards necessary for the Ph.D. degree; and **2)** the Ph.D. candidate can effectively present and defend the dissertation at a level of knowledge and understanding that is commensurate with that of the Ph.D. degree. The unit is responsible for confirming the defence date and notifying Graduate and Postdoctoral studies at least four (4) weeks prior to the defence date.

The oral defence committee consists of five or seven members, including the Chair, supervisor(s), the internal thesis examiner, other member of the unit, and the external member (external to the unit). The defence committee is designed to ensure that a majority of members have not been closely involved with the thesis research and to have an odd number of members to avoid a tie in case of a vote. The Pro-Dean is a non-voting committee member appointed by Graduate and Postdoctoral Studies to facilitate the examination.

#### 1.12.7 Oral Def ence Outcomes

There are five possible outcomes of an oral defence. Decisions A and B qualify as a pass. Decisions C, D, and E qualify as a fail.

##### **PASS**

- **Decision A:** If the committee feels that the thesis and the responses to questions raised in the defence meet appropriate academic standards for the granting of the Ph.D. degree, the student will be judged to have passed the defence.
- **Decision B:** If the committee determines that minor revisions (i.e., stylistic or editorial changes that should be able to be completed in no more than three weeks) are necessary for the thesis to fulfill the academic standards necessary for partial fulfillment of the degree, the Pro Dean must delegate one member of the committee, usually the supervisor, to ensure that the student carries out the required changes within the stated time frame.

## FAIL

If the committee determines that the thesis or oral defence does not meet appropriate academic standards for the Ph.D. degree and would require, for example, major revisions to the text and/or additional study, it must then decide between the following three options:

- **Decision C:** The student is allowed to resubmit a revised version of the thesis within six (6) months to the oral defence committee who will then evaluate the revised thesis without another oral defence.
- **Decision D:** The student is allowed to conduct another defence within six (6) months without the submission of a revised thesis.
- **Decision E:** The student is allowed to resubmit a revised version of the thesis within six (6) months to the oral defence committee, who will then evaluate the revised thesis and conduct another oral defence.



**Note:** If the revised thesis and/or oral defence is subsequently failed again, the student will be withdrawn from the University.

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### 1.13 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).

- If you need security access to labs or other facilities please contact the Area Access Manager (AAM) of the building in which the room is located. To find out who the AAM is, consult the *Find the AAM* list on the [Security Services website](#).

#### 1.14.1.1 ID Card Schedule for the Downtown Campus

The locations and opening hours of ID card centres can be found on the Student Information website at [www.mcgill.ca/students/records/id](http://www.mcgill.ca/students/records/id).

- New students can obtain their ID card 24 hours after registering for their first course. Registration dates for new students can be found [here](#).
- Returning students must be registered for at least one course, and may present themselves at an ID card centre during their operational hours at any time in order to obtain a replacement card. Please refer to the following site for information on the downtown campus ID centre: [www.mcgill.ca/students/records/id#getting](http://www.mcgill.ca/students/records/id#getting).

#### 1.14.1.2 ID Card Schedule for the Macdonald Campus

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

Student Affairs Office, Room 106, Laird Hall

**Office hours:**

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

[www.mcgill.ca/students/records/id](http://www.mcgill.ca/students/records/id)



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

- 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.

#### 1.14.4 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 1.14.2: Legal Name](#) and [section 1.14.3: Preferred First Name](#)) in person at [Service Point](#), 3415 McTavish Street, Montreal QC H3A 0C8.



**Note for Continuing Studies:** Requests for such changes must be made by presenting official documents (see [section 1.14.2: Legal Name](#)) in person at the [Client Services Office](#), School of Continuing Studies.

#### 1.14.5 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 [Service Point](#), 3415 McTavish Street, Montreal QC H3A 0C8. Macdonald campus students can request changes in person at the [Macdonald Campus Student Affairs Office](#), Laird Hall, Room 106.

**Note f**

You can consult your tuition and legal status (including your Permanent Code) on Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)). Select *Student Menu > Student Accounts Menu > View your Tuition and Legal Status*.



**Note for Medicine:** Students admitted to the Faculty of Medicine will be required to provide additional documentation for the purposes of admission and registration. Details are provided in the application instructions. For more information, see [www.mcgill.ca/medadmissions/applying/elements](http://www.mcgill.ca/medadmissions/applying/elements).

### 1.15.2 What Documents Does McGill Need from You?

Follow the instructions in the first row of this table that apply to you. **Send clear, legible copies of documents (not originals).**

#### Quebec and Canadian Out-of-Province Students

You have applied to McGill directly from CEGEP or you already have a student record at McGill

- **Usually** no documents are required to prove your Canadian or Quebec status. In most cases, your status is confirmed to us by the Government of Quebec or is already in your McGill record. Check your [Minerva](#) account to verify that your status is updated correctly (Select *Student Menu > Student Accounts Menu > View your Tuition and Legal Status*)

You have applied to McGill from another Quebec university

**Note 1:** Your signed Permanent Code Data F

**If you do not agree with your tuition status, notify McGill right away. Documentation provided to modify your legal and tuition status must be received within the given semester for changes to be applied for that semester. Retroactive tuition status updates are not permitted; requests and documents submitted after the semester has ended will be processed, with changes applied to the *following* semester.**

Permanent Code





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.

### 1.16.2 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*). The *Graduation Approval Query* form becomes available to graduating students approximately three to four weeks before the *Degree Granted* notation is updated on their records.

If you have met all requirements for graduation, your student record on Minerva will display the *Degree Granted* notation at the appropriate time:

- Late February, for Fall term graduation (Convocation in Spring)
- Late May, for Winter term graduation (Convocation in Spring)
- Late October, for Summer term graduation (Convocation in Fall)

See [www.mcgill.ca/students/graduation/convocation](http://www.mcgill.ca/students/graduation/convocation) for information regarding convocation ceremonies.



**Note for Medicine and Dentistry:** The Application for Graduation is available on Minerva when you register for your final year (e.g., U3 or U4), except if you are in the Faculty of Medicine or Faculty of Dentistry, where you are automatically flagged for graduation in your final year.

### 1.16.3 Replacing a Diploma

#### 1.16.3.1 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.

#### 1.16.3.2 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.

#### 1.16.3.3 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**.



- 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**.

### 1.17.5 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.

## 1.18 Student Health & Insurance

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

### 1.18.1 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.

### 1.18.2 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 copy of your proof of health insurance on file. **Students covered by private health insurance are not exempt from the McGill plan.**

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.

### 1.18.3 Health Insurance ± Canadian Citizens and Permanent Residents

#### Canadians residing in Canada

All undergraduate and graduate (classed as Canadian full-time or Additional Session, Thesis Evaluation, Non-Thesis Extension, as well as postdoctoral candidates) students beginning in the Fall term will be automatically enrolled in the applicable Students' Society's (SSMU, MCSS, or PGSS) supplemental Health and Dental Plans. This supplemental Health Plan is only valid if you have provincial healthcare or have opted-in to the International health insurance plan. For details on fees, change of coverage dates, and what is covered by the plans, refer to [www.studentcare.ca](http://www.studentcare.ca), or contact:

Studentcare/*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.studentcare.ca](http://www.studentcare.ca)

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 de Maisonneuve O., Suite 301  
Montreal QC H3A 3G5  
Telephone: 514-864-3411  
Website: [www.ramq.gouv.qc.ca/en/pages/home.aspx](http://www.ramq.gouv.qc.ca/en/pages/home.aspx)

**Important:** If you are not eligible, in order to ensure adequate health insurance coverage you may enrol in the *group plan* offered through International Student Services for international students. **Please note that this option is available only during the first month of each new semester at McGill.**



**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, If you are an international student, contact:



2.5. Adjunct Professors may not act as sole supervisors but may serve as co-supervisors, with the unit's and GPS's approval. After approval, a letter of agreement, signed by the co-supervisor and the supervisee, must be submitted to GPS. If problems arise, the McGill supervisor will be held accountable to McGill policies and regulations.

2.6. The academic unit must ensure continuity of appropriate supervision when a student is separated from a supervisor, for example, when the supervisor is on sabbatical, leaves McGill, or retires.

2.7. Ph.D. students must have a supervisory committee consisting of at least one faculty member in addition to the supervisor(s). The supervisory committee must provide, on a regular basis, guidance and constructive feedback on the student's research (*Graduate Student Research Progress Tracking*).

2.8. GPS strongly recommends that all parties engaged in supervisory roles sign a *letter of understanding* with each supervisee.

2.9. The Chair of the academic unit should ensure that procedures are in place to address serious disagreements that may arise, for example, between a student and a supervisor or between a supervisor and committee members. Such procedures should involve a neutral mediator, such as the Graduate Program Director, who will ensure that all sides of a dispute are heard before any decision is made. If the issue cannot be resolved at the unit level, then an Associate Dean from Graduate and Postdoctoral Studies should be contacted.

### 3. Orientation

3.1. **Supervisees:** Graduate students must participate, before registration, in a mandatory online orientation that includes sections on supervisee responsibilities.

3.2. **Supervisors:** Professors who have not yet engaged in graduate supervision at McGill are required to participate in a supervisory orientation approved by GPS. Professors who have not supervised for 5 or more years must meet with their Chairs to determine if such orientation is necessary.

*Council of FGSR, April 23, 1999; Revised Oct. 6, 2003, Sept. 15, 2014, and Sept. 14, 2015.*

*Senate, March 23, 2016.*

## 2.2 Regulations on Graduate Student Research Progress Tracking

### 1. Research Progress Reporting for Doctoral Students

1.1. At least annually, there must be a progress tracking meeting at which objectives for the upcoming year are established and prior progress recorded and evaluated. For doctoral students whose committees have been formed, a member of the supervisory committee or a representative from the academic unit must also attend. Units may also use *this form* (available at [www.mcgill.ca/gps/students/research-tracking](http://www.mcgill.ca/gps/students/research-tracking)) for master's students in thesis and non-thesis research programs if this is a unit-wide practice.

1.2. Students should be informed of the phases through which they must pass towards the achievement of the graduate degree, the approximate amount of time each phase should take, the criteria for successful completion, and any deadlines relating to these phases.

### 2. Procedures

2.1. At the first annual progress reporting meeting (to be held shortly after doctoral students begin their programs), written objectives/expectations for the year must be recorded in the OBJECTIVES box on page 1 of the form. Those attending the meeting—the student, the supervisor, and, in the case of Ph.D. students whose committees have been formed, a member of the supervisory committee or a representative from the academic unit—must sign the form on page 3.

2.2. Subsequently, the student and supervisor(s), and a member of the supervisory committee or a representative from the academic unit must meet annually to review the progress that has been achieved toward the recorded objectives. Prior to these meetings, the student should record his/her accomplishments and progress for the year by completing the PROGRESS box on page 1 of the form. This completed form is then evaluated by the committee (i.e., supervisor and the member of the supervisory committee or a representative from the academic unit) on page 2 of the form. All parties sign the form on page 3. At this same meeting, objectives for the following year should be recorded in the OBJECTIVES box on page 1 of the same form.

2.3. This form may also be supplemented with unit-specific details or documents (see page 2 of the form).

2.4. If progress is judged unsatisfactory, a follow-up progress tracking meeting must occur not sooner than 4 months and not later than 6 months after the first report. A deadline for the follow-up meeting must be indicated on page 2 of the form.

2.5. Two unsatisfactory reports (not necessarily successive) constitute unsatisfactory progress towards the degree and, if recommended by the academic unit, the student will be withdrawn from the University.

2.6. A student or faculty member who refuses to sign the form must write a statement detailing his/her reasons for not signing.

2.7. In cases where the student has missed an established progress report deadline and has not responded to the unit within 4 weeks after being contacted by the academic unit, the report may be completed in the student's absence, and progress may be judged unsatisfactory.

2.8. The student, supervisor(s), and academic unit must retain copies of the forms.

2.9. The Graduate Program Director must review and sign all Progress Tracking Reports. If the Graduate Program Director is the supervisor, then the Chair will sign.

*Senate, Sept. 2003; Revised Sept. 2014, Sept. 2015, and March 2016.*

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be recorded on the student's transcript. The student must be informed in writing by the department that he/she has failed the comprehensive and must be informed of conditions relating to a repeat of the examination, including the nature of the re-examination and committee membership, as well as the deadline for retaking the exam. Units have the right to specify further requirements in the event of failure, e.g., requiring students to take an additional course or courses in areas where they have shown weakness on the comprehensive.

If the student does not repeat the exam by the deadline specified by the unit, the HH will be converted into F and the student will be withdrawn from the university. In the event that the repeat comprehensive is judged to have failed, the student will receive a grade of F and will be withdrawn from the university.

*Approved by Executive of Faculty of Graduate Studies and Research (FGSR) Feb. 17, 1997 and Council of FGSR March 7, 1997; Revised by GPS July 9, 2014, June 29, 2015, and June 14, 2017.*

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## 2.4 Graduate Studies Reread Policy

**This policy applies only in the case of marks given for written work in 600- and 700-level courses.** For 500-level courses and below, the reread policy of the appropriate undergraduate faculty applies. This policy covers exams and other written work (essays/papers, assignments, and lab reports). This policy does not apply to Ph.D. comprehensive examinations. See the [section 2.3: Ph.D. Comprehensives Policy](#) for more information.

### I. Consultation

In accordance with the [Charter of Students' Rights](#) (available at [www.mcgill.ca/secretariat/policies/students/handbook-student-rights-and-responsibilities-le-recueil-des-droits-et-obligations-de-letudiant](http://www.mcgill.ca/secretariat/policies/students/handbook-student-rights-and-responsibilities-le-recueil-des-droits-et-obligations-de-letudiant)), and subject to the conditions stated therein, graduate students have the right, subject to reasonable administrative arrangements, "to consult any written submission for which they have received a mark and to discuss this submission with the examiner." Upon request by the student, the instructor of the course is obliged to conduct this consultation with the student.



**Note:** Where materials have been graded by a TA and the student wants a reconsideration of the grade, the faculty member responsible for the course is expected to review the materials and the appropriateness of the grade. This is so even if the materials in question have already been discussed by the TA with the student.

### II. Verification

In a case where a student feels that totalling errors have been made in arriving at the final grade, the student can request the instructor to carry out a detailed check that all questions have been marked.

that the review be impartial. The rereader's name will not be made known to the student or instructor at any time; the student's name will not be made known to the rereader at any time.

5. a) The second reader should support his or her assessment with a brief memorandum to Graduate and Postdoctoral Studies. As a result of the reread process, the grade may become **higher or lower or remain unchanged**. The grade submitted by the second reader shall replace the original grade. The reread grade cannot be challenged.
  - b) In the case of requests for rereads of group work, all members of the group must sign the request, indicating that they agree to the reread. In the event that members of the group are not in agreement, the written request should indicate which students are requesting the reread and which students do not wish for a reread. In such cases, the outcome of the reread (whether positive or negative) will affect only the students who had previously agreed to the reread. Neither the reread grade nor the decision to opt in or out of the reread can be challenged.
6. The new grade resulting from the review will be communicated to the student in a letter from Graduate and Postdoctoral Studies, with a copy to the academic unit.

*Prepared by the Committee on Graduate Programs, Supervision and Teaching.*

*Approved by Council of FGSR, May 12, 1995.*

*Revised May 1997, January 2011, July 2014, July 2015.*

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## 2.5 Guidelines for the Academic Accommodation of Pregnant Students and Students Caring for Dependents

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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## 2.6 Failure Policy

Please refer to the [University Regulations & Resources > Graduate > Regulations > section 1.9: Failure Policy in Graduate Studies](#) for information regarding the policy and procedures to follow in cases of failure.

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## 2.7 Guideline on Hours of Work

In order to maintain full-time status, a graduate student should not work more than 180 hours per term over 15 weeks with 12 hours per week.

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# 3 Graduate Studies at a Glance

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## 3.1 Graduate and Postdoctoral Degrees Offered by Faculty

McGill University offers graduate and postdoctoral programs in the following units (organized by their administering home faculty):

<b>Faculty of Agricultural and Environmental Sciences</b>	<b>Degrees Available</b>
: <a href="#">Agricultural Economics</a>	M.Sc.
: <a href="#">Animal Science</a>	M.Sc., M.Sc.A., Ph.D.
: <a href="#">Bioresource Engineering</a>	M.Sc., M.Sc.A., Ph.D.
: <a href="#">Biotechnology</a>	M.Sc.A., Graduate Certificate
: <a href="#">Human Nutrition</a>	M.Sc., M.Sc.A., Ph.D., Graduate Diploma
: <a href="#">Food Science and Agricultural Chemistry</a>	M.Sc., Ph.D.
: <a href="#">Natural Resource Sciences</a>	M.Sc., Ph.D.







Degree		Prerequisites
Master of Science, Applied	M.Sc.A.	A bachelor's degree in the subject selected for graduate work. See appropriate unit.
Master of Social Work	M.S.W.	Bachelor's degree in Social Work including courses in statistics and social science research methods. See : <a href="#">Social Work Admission Requirements and Application Procedures</a> .
Master of Social Work with Bachelor of Civil Law and Bachelor of Laws	M.S.W. with B.C.L./LL.B.	See : <a href="#">Social Work Admission Requirements and Application Procedures</a> .
Master of Urban Planning	M.U.P.	Bachelor's degree in any one of the following: Anthropology, Architecture, Economics, Civil Engineering, Geography, Law, Management, Political Science, Social Work, Sociology, or Urban Planning, with adequate knowledge of quantitative techniques. See : <a href="#">Urban Planning Admission Requirements and Application Procedures</a> .

### 3.2.1 Master's Degree Programs and Specializations

The following list shows all of the programs and options available for each degree at McGill.

Program	Thesis/Non-Thesis	Options
<b>Master of Architecture (M.Arch.)</b>		
Professional	Non-Thesis	Design Studio, Design Studio – Directed Research
Post-professional	Non-Thesis	Architectural History and Theory, Urban Design and Housing
<b>Master of Arts (M.A.)</b>		
Anthropology	Thesis	Development Studies, Environment, Gender and Women's Studies
Art History	Thesis	Gender and Women's Studies
Classics	Thesis, Non-Thesis	N/A
	Thesis, Non-Thesis	Gender and Women's Studies (Thesis)

**Master of Arts (M.A.)**

History of Medicine	Non-Thesis	N/A
Islamic Studies	Thesis	Gender and Women's Studies
Italian	Thesis, Non-Thesis	N/A
Jewish Studies	Thesis, Non-Thesis	N/A
Kinesiology and Physical Education	Thesis, Non-Thesis	N/A

**Master of Engineering (M.Eng.)**

Aerospace Engineering	Non-Thesis	N/A
Biological and Biomedical Engineering	Thesis	N/A
Chemical Engineering	Thesis, Non-Thesis	Environmental Engineering (Non-Thesis)
Civil Engineering	Thesis, Non-Thesis	Environmental Engineering (Non-Thesis)
Electrical Engineering	Thesis, Non-Thesis	N/A
Mechanical Engineering	Thesis, Non-Thesis	N/A
Mining and Materials Engineering	Thesis, Non-Thesis	Environmental Engineering (Non-Thesis)

**Master of Information Studies (M.I.St.)**

The School of Information Studies offers a postgraduate professional program in librarianship. Two years of full-time study or the equivalent are required.

Information Studies	Non-Thesis	Project
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**Master of Laws (LL.M.)**

Law	Thesis, Non-Thesis	Bioethics, European Studies (Thesis) Air and Space Law, Environment, Comparative Law (Thesis and Non-Thesis)
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**Master of Management (M.M.)**

Finance	Non-Thesis	N/A
Manufacturing Management	Non-Thesis	N/A
IMPM	Non-Thesis	N/A
IMPMHL	Non-Thesis	N/A

**Master of Music (M.Mus.)**

Music – Composition	Thesis	N/A
Performance	Thesis	Jazz Performance, Early Music, Orchestral Instruments and Guitar, Collaborative Piano, Piano, Opera and Voice, Organ and Church Music, Conducting
Sound Recording	Non-Thesis	N/A

**Master of Sacred Theology (S.T.M.)**

A program leading to the degree of *Sanctae Theologiae Magister* (S.T.M.) is given in the School of Religious Studies. This degree is primarily for those who intend to enter the ministry of the Christian Church or another religious institution, or to proceed to teaching in schools. A Master of Arts program (thesis and non-thesis) is also available.

Religious Studies	Non-Thesis	N/A
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**Master of Science (M.Sc.)**

Agricultural Economics	Thesis	N/A
Animal Science	Thesis	N/A
Atmospheric and Oceanic Science	Thesis	Environment
Biochemistry	Thesis	Bioinformatics, Chemical Biology
Biology	Thesis	Bioinformatics, Environment, Neotropical Environment
Bioresource Engineering	Thesis, Non-Thesis	Environment (Thesis) Integrated Water Resource Management (Non-Thesis)
Biostatistics	Thesis, Non-Thesis	N/A
Cell Biology	Thesis	N/A
Chemistry	Thesis	N/A
Civil Engineering	Thesis	N/A



**Master of Science (M.Sc.)**

Communication Sciences and Disorders	Thesis	N/A
Computer Science	Thesis, Non-Thesis	Bioinformatics, Computational Science and Engineering (Thesis)
Dental Sciences	Thesis, Non-Thesis	Oral and Maxillofacial Surgery (Thesis)
Earth and Planetary Sciences	Thesis	Environment
Entomology	Thesis	Environment, Neotropical Environment
Epidemiology	Thesis, Non-Thesis	Pharmacoepidemiology (Non-Thesis)
Experimental Medicine	Thesis	Bioethics, Environment
Experimental Surgery	Thesis, Non-Thesis	Global Surgery, Surgical Education, Surgical Innovation (Thesis)
Family Medicine	Thesis	Bioethics, Medical Education
Food Science and Agricultural Chemistry	Thesis, Non-Thesis	Food Safety (Non-Thesis)
Genetic Counselling	Non-Thesis	N/A
Geography	Thesis	Environment, Neotropical Environment
Human Genetics	Thesis	Bioethics, Bioinformatics
Human Nutrition	Thesis	N/A
Kinesiology and Physical Education	Thesis, Non-Thesis	N/A
Mathematics and Statistics	Thesis, Non-Thesis	Bioinformatics, Computational Science and Engineering (Thesis)
Mechanical Engineering	Thesis	N/A
Medical Radiation Physics	Thesis	N/A
Microbiology	Thesis	Environment
Microbiology and Immunology	Thesis	N/A
Mining and Materials Engineering	Thesis	N/A
Neuroscience	Thesis	N/A
Otolaryngology	Thesis	N/A
Parasitology	Thesis	N/A
Pathology	Thesis	N/A
Pharmacology	Thesis	N/A
Physics	Thesis	N/A
Physiology	Thesis	Bioinformatics, Chemical Biology
Plant Science	Thesis	Bioinformatics, Environment, Neotropical Environment
Psychiatry	Thesis	N/A
Psychology	Thesis	N/A
Public Health	Non-Thesis	Global Health, Population Dynamics
Rehabilitation Sciences	Thesis, Non-Thesis	N/A
Renewable Resources	Thesis, Non-Thesis	Environment, Neotropical Environment (Thesis) Environmental Assessment (Non-Thesis)

**Master of Science, Applied (M.Sc.A.)**

This degree was designed to provide postgraduate training of a professional and vocational character, with less emphasis on theoretical knowledge and research than in Master of Science programs, but with no lower standards either for admission or completion of requirements. Two years of full-time study or equivalent are normally required with an emphasis on coursework.

Animal Science	Non-Thesis	N/A
Bioresource Engineering	Non-Thesis	Environment, Environmental Engineering, Integrated Food and Bioprocessing



Degree	Prerequisites
	Graduate Program Director, exceptional students may transfer from the master's program to the <i>ad hoc</i> Ph.D. program.

### 3.3.1 Doctoral Degree Programs and Specializations

Program	Options	Offered by Faculty/School
<b>Doctor of Civil Law (D.C.L.)</b>		
Doctoral programs are offered in Air and Space Law and Law (Comparative Law). Both are predominantly research degrees awarded on the basis of a thesis that represents an original contribution to the development of legal science.		
Law	Air and Space Law, Comparative Law	Faculty of Law
<b>Doctor of Music (D.Mus.)</b>		

**Doctor of Philosophy (Ph.D.)**

English	N/A	Faculty of Arts
Entomology	Environment, Neotropical Environment	Faculty of Agricultural and Environmental Sciences
Epidemiology	Global Health, Pharmacoepidemiology, Population Dynamics	Faculty of Medicine
Experimental Medicine	Environment	Faculty of Medicine
Experimental Surgery	N/A	Faculty of Medicine
Food Science and Agricultural Chemistry	N/A	Faculty of Agricultural and Environmental Sciences
French Language and Literature	Gender and Women's Studies	Faculty of Arts
Geography	Environment, Gender and Women's Studies, Neotropical Environment	Faculty of Arts, Faculty of Science
German	N/A	Faculty of Arts
Hispanic Studies	N/A	Faculty of Arts
History	N/A	Faculty of Arts
Human Genetics	Bioinformatics	Faculty of Medicine
Human Nutrition	N/A	Faculty of Agricultural and Environmental Sciences
Information Studies	N/A	Faculty of Arts
Islamic Studies	Gender and Women's Studies	Faculty of Arts
Linguistics	Language Acquisition	Faculty of Arts
Management	Environment	Desautels Faculty of Management
Mathematics and Statistics	Bioinformatics	Faculty of Arts, Faculty of Science
Mechanical Engineering	N/A	Faculty of Engineering
Microbiology	Bioinformatics, Environment	Faculty of Agricultural and Environmental Sciences
Microbiology and Immunology	N/A	Faculty of Medicine
Mining and Materials Engineering	N/A	Faculty of Engineering
Music	Composition, Music Education, Musicology, Music Technology, Sound Recording, Theory, Gender and Women's Studies	Schulich School of Music
Neuroscience	N/A	Faculty of Medicine
Nursing	Psychosocial Oncology	Ingram School of Nursing
Occupational Health	N/A	Faculty of Medicine
Parasitology	Bioinformatics, Environment	Faculty of Agricultural and Environmental Sciences
Pathology	N/A	Faculty of Medicine
Pharmacology	N/A	Faculty of Medicine
Philosophy	Environment, Gender and Women's Studies	Faculty of Arts
Physics	N/A	Faculty of Science
Physiology	Bioinformatics, Chemical Biology	Faculty of Medicine
Plant Science	Bioinformatics, Environment, Neotropical Environment	Faculty of Agricultural and Environmental Sciences
Political Science	Gender and Women's Studies	Faculty of Arts
Psychology	Language Acquisition, Psychosocial Oncology	Faculty of Arts, Faculty of Science
Rehabilitation Science	N/A	School of Physical and Occupational Therapy
Religious Studies	Gender and Women's Studies	Faculty of Religious Studies
Renewable Resources	Environment, Neotropical Environment	Faculty of Agricultural and Environmental Sciences



**Graduate Certificates**

Driving Rehabilitation

Educational Leadership 1

Teaching English as a Second Language

Theory in Mental Health



**Writing Sample:** a recent sample of the applicant's written work, on an



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#### 4.6 Admission to a Qualifying Program

Some applicants whose degree and academic standing make them very good candidates for admission to graduate studies, but who are considered inadequately prepared in the subject selected, may be admitted to a Qualifying program for a master's. The undergraduate-level courses to be taken in a Qualifying program will be prescribed by the academic unit concerned.

Qualifying students are registered in graduate studies, **but not as candidates for a degree**. Only one Qualifying year (i.e., two full-time terms) is permitted.

In all cases, after the completion of a Qualifying year or term, an applicant interested in commencing a degree program must apply for admission by the application deadlines. Successful completion of the work in the Qualifying program (B- in all courses) does not automatically entitle the student to proceed toward a degree. Qualifying year students must apply for admission to the program for which they seek qualification.

In cases where an academic unit recommends a change of registration from Qualifying program (Fall) to Master's Degree First Year (Winter), **students must apply to the degree program by the academic unit's Winter application deadline**. A Qualifying year applicant admitted to a Winter term as a first term of studies must apply for admission for a Fall term as his/her second term of studies.

Students who are ineligible for a Qualifying program may apply to the appropriate undergraduate faculty for admission as regular or Special Students, and seek admission to graduate studies at a later date. The normal admission requirements must be met and the usual procedures followed.

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#### 4.7 Admission to a Second Degree Program

A candidate with a given higher degree may apply for admission to a second degree program at the same level but **in a different subject**





- 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 alternati

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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## 7.3 Student Services on 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/student-services](http://www.mcgill.ca/student-services).

Brown Student Services Building, Suite 4100

3600 McTavish Street

Montreal QC H3A 0G3

General Information: 514-398-8238

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

### 7.3.1 Campus Life & Engagement

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

Brown Student Services Building, Suite 3100  
Website:

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

### 7.3.5 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)

### 7.3.6 International Student Services

Offers support to international students; orientation and transition programs; and immigration and health insurance information.

Brown Student Services Building, Suite 5100

Telephone: 514-398-4349

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

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

### 7.3.7 Mental Health Service

A mental health clinic that treats a wide variety of psychological and psychiatric disorders. Psychotherapy and/or medication (given by a psychiatrist) is provided to help with mental health problems. One-on-one sessions are available with a psychologist, psychotherapist, and/or psychiatrist.

Brown Student Services Building, Suite 5500

Telephone: 514-398-6019

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

### 7.3.8 Office of Religious and Spiritual Life

Connects students who identify as religious with their on-campus communities and chaplains. Provides students with space and resources to explore spirituality, and educates students on how to thrive in a pluralistic society.

Brown Student Services Building, Suite 2100

Telephone: 514-398-4104

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

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

### 7.3.9 Office for Students with Disabilities and Mobility Access

Facilitates and supports the inclusion of diverse students and students with special needs.

Redpath Library Building, 3459 McTavish, Suite RS-56

Telephone: 514-398-6009

TDD: 514-398-8198

Email: [disabilities.students@mcgill.ca](mailto:disabilities.students@mcgill.ca)

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

### 7.3.10 Office of Sustainability

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

Sherbrooke 1010 Building, Suite 1200

Telephone: 514-398-2268

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

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

### 7.3.11 Psychiatric Services

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

### 7.3.12 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)

### 7.3.13 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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## 7.4 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  
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## 7.5.1 Graduate Housing ± Downtown

Student Housing and Hospitality Service  
3415 McTavish  
Montreal QC H3A 0C8  
Telephone: 514-398-6368  
Fax: 514-398-3683  
Email: [housing.residences@mcgill.ca](mailto:housing.residences@mcgill.ca)  
Website: [www.mcgill.ca/shhs](http://www.mcgill.ca/shhs)

McGill University offers two main types of housing for graduate students: single-occupancy apartments and single bedrooms in houses with shared facilities. No family housing is available. Only a limited number of graduate spaces are available. Out of 160 spaces, approximately 70 become vacant annually. Availability is on a first-come, first-served basis, and you must be admitted or recommended for admission to be considered. To apply, indicate “Yes” in the housing request area of your McGill application and check Minerva for updates in your housing status.

Move-in weekend is **August 26 and 27, 2017**, and the lease term is from **September 1, 2017 to July 31, 2018**.

### 7.5.1.1 Single-Occupancy Apartments

Graduate housing includes a seven-storey apartment block and three small apartment buildings. All are located within short walking distance of the main campus.

Each apartment has its own bathroom and kitchen with refrigerator, stove, dining table, and chairs. Other furnishings include: a single-sized bed and mattress, desk and study chair, dresser, bookshelf, night table, and vertical blinds (furnishings may vary depending on room size). Electricity, hot water, heating, and Internet are included in the rent.

### 7.5.1.2 Shared-Facilities Housing

There is a variety of graduate housing options with shared facilities. For example, students can live in a former coach house of one of the largest mansions in Montreal's “Golden Square Mile,” or in a number of brownstone mansions featuring wood paneling, decorative moldings, and elaborate ornamental fireplaces. This type of housing offers graduate students the privacy of their own bedroom along with the benefits of communal living such as large kitchens and common rooms where housemates gather to dine and watch TV.

McGill offers all-female, all-male, and co-ed graduate accommodation.

## 7.5.2 University Residences ± Macdonald Campus

### 7.5.2.2 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.

### 7.5.2.3 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 Caf** is located on the ground floor between the Macdonald-Stewart Building and Barton Library.



**Note:** Non-resident students cannot stay overnight in any residence without permission from the Campus Housing Office.

### 7.5.2.4 Student Parking ± Macdonald Campus

Parking permits are available from Macdonald Campus Security, Room 101, Laird Hall. A parking decal is \$200 for one year and \$120 for one semester and can be picked up Monday to Friday from 8:15 a.m. to 3:45 p.m.

Daily passes for students are \$6 and can be purchased at the Upper Gravel Lot and the Horticulture parking lot. Half-day passes are \$4 and can only be purchased at the meter (exact change is required). All students obtaining a daily pass must park in the Horticulture lot, east of the Highway 20 overpass. If you are not sure of the location, you can pick up a map from the Campus Security office in Laird Hall. For more information, see [www.mcgill.ca/transport/parking/mac](http://www.mcgill.ca/transport/parking/mac).

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## 7.6 Athletics & Recreation

### 7.6.1 Downtown Campus Athletics & Recreation

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

- gymnasium
- fully-equipped fitness centre
- varsity weight room
- pool
- arena
- fieldhouse
- stadium
- indoor and outdoor running tracks and tennis courts
- squash and racquetball courts
- spinning
- 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](https://www.facebook.com/mcgillathleticsandrecreation)

Twitter: [www.twitter.com/McGillAthletics](https://www.twitter.com/McGillAthletics)

## 7.6.2 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](https://www.facebook.com/Mac-Athletics-and-Recreation-559732057427796/?fref=ts)

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## 7.7 Ombudsperson for Students

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

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

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).

#### 7.8.1 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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### 7.9 Bookstore

#### 7.9.1 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: [lejames.ca](#)

#### 7.9.2 Macdonald Campus

Located on the main floor of the Centennial Centre, the Robber's Roost Bookstore carries textbooks and course materials for Macdonald Campus classes. McGill and Macdonald clothing and insignia items are also available.

**Robber's Roost Bookstore**

Macdonald Campus Centennial Centre  
Telephone: 514-398-8300  
Website: [mcss.mcgill.ca/bookstore](#)

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### 7.10 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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### 7.11 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



The [www.mcgill.ca/student-accounts/parents-and-sponsors/guest-access](http://www.mcgill.ca/student-accounts/parents-and-sponsors/guest-access) web page describes how to set up this access. You must provide certain information about the individual to whom you wish to grant access to your fee-related information. The guest will be contacted by email and provided with a link to use within a designated time period.

You can revoke guest access privileges at any time.

Note that Service Point staff may respond to questions from your authorized guest regarding the information to which they hav

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## 8.5 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.

### 8.5.1 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 (including assistance for francophone students); and the First Peoples' House. Please refer to [section 7.3: Student Services – Downtown Campus](#) and [section 7.4: Student Services – Macdonald Campus](#) for details on these services.

### 8.5.2 Athletics and Recreation Fee

The Athletics and Recreation fee supports programs offered on the Downtown and Macdonald campuses. The fee provides access to most athletics facilities; however, registration to fitness and recreation courses, intramural sports, pay-as-you-go programs, and/or the Fitness Centre carries a supplemental charge. Please consult the Athletics and Recreation website at [www.mcgillathletics.ca](http://www.mcgillathletics.ca) for further information.

### 8.5.3 Student Society Fees

Student Society fees are collected on behalf of student organizations and are compulsory. These fees must be approved

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## 8.8 Fees and Withdrawal from the University

If you decide not to attend the term(s) in which you are registered, you must officially withdraw from the University in accordance with [section 1.6: University Withdrawal](#). **Otherwise, you are liable for all applicable tuition and other fees.**

If you use Minerva to drop your last course between September 1 (January 1 for the Winter term) and the end of the withdrawal period with full refund, you will be deemed withdrawn from the University. You are automatically charged a registration cancellation fee of \$200 (or your registration deposit fee, whichever is higher) to cover administrative costs of registration.

**If you stop attending classes without dropping your courses, you are liable for all applicable tuition and other fees.** See [section 1.6: University Withdrawal](#).

If you are considering withdrawal from the University, please review the information found on the following Student Accounts web page for further details of the financial repercussions of withdrawal: [www.mcgill.ca/student-accounts/your-account/withdrawals](http://www.mcgill.ca/student-accounts/your-account/withdrawals).

### 8.8.1 Fee Refund Deadlines

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



**Note for Graduate and Postdoctoral Studies:** See [University Regulations & Resources > Graduate > Regulations > Registration > section 1.3.3: Summer Registration](#) for information about fee refund after withdrawal from a Summer Term of Residence for newly admitted graduate students only. Otherwise, there are generally no refunds for tuition and fees charged for a Summer term course from which you have withdrawn.

#### 8.8.1.1 Fall Term ± up to and including September 26

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

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

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





website at [www.mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/exchange-senior-citizens-part-time-and-double-program](http://www.mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/exchange-senior-citizens-part-time-and-double-program) for further details.

You should consult the Student Accounts Office at [student.accounts@mcgill.ca](mailto:student.accounts@mcgill.ca) for information on tuition fees. Adjustments to bills are made throughout the term in cases where fees cannot be automatically calculated.

#### 8.9.5 Students Taking Courses Extra to Their Program

Students who have been given permission by their department and Enrolment Services to take courses that are considered to be extra to their primary program, must request, in writing to their department, to have those courses flagged as extra to their program, and are required to pay additional tuition charges. Such assessment of fees will be processed after normal course add/drop deadlines have passed.

Please refer to the "Extra Courses" policy found at [www.mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/grad-studies-information](http://www.mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/grad-studies-information).

#### 8.9.6 Senior Citizens

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

#### 8.9.7 Quebec Inter-University Transfer Agreements

If you are taking courses as part of the Quebec Inter-University Transfer (IUT) agreement, you are required to pay the fees at your home university; see [section 1.2.14: Quebec Inter-University Transfer Agreement](#). The agreement covers only the transfer of academic credits.

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

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

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### 8.10 Sponsorships/Funding/Fee Deferrals

#### 8.10.1 Students with Sponsorships

If your fees will be paid by an outside agency such as the Department of Veterans Affairs, CIDA, or a foreign government, you must have written proof of this sponsorship. Your sponsor must confirm the conditions of their sponsorship in writing on company letterhead to the University. This allows the University to initiate a contract with your sponsor and effect the payment to your fee account. You need to notify the University at least one month before the beginning of the term in which the contract takes effect. For more information and the required forms, see [www.mcgill.ca/student-accounts/parents-and-sponsors/third-party-sponsorship](http://www.mcgill.ca/student-accounts/parents-and-sponsors/third-party-sponsorship).

When a third party agrees to pay fees on behalf of a student, payment is recorded on the fee account, which reduces the balance the student must pay. The University reserves the right to insist upon payment. **If the third party does not pay the promised fees within 90 days of invoicing, the student is responsible for paying the fees plus the late payment fee and accrued interest.**

#### 8.10.2 Students Receiving McGill Funding

Student funding 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/Award menu if you are expecting a fellowship/award.

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

#### 8.10.3 External Scholarships

Students may also receive external scholarships from other organizations, outside agencies, parents' employers or community groups. These awards are typically sent directly to the University. Such students should provide the Student Accounts Office with a letter from the e



- 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.

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## 9.1 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 network, and downloading McGill-provided software.

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# 10 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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## 10.1 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.

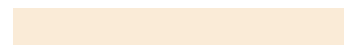
Most libraries are open up to 90 hours per week, and several branch libraries extend *opening hours* during exam periods. The Library offers a variety of comfortable and attractive spaces, such as individual quiet study areas and group study rooms that can be *booked* for use. W

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



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

**Graduate Courses:**



McLennan-Redpath Library  
Main Floor, Room #02  
Telephone: 514-398-1246

Inquiries concerning CCOM 205 and CCOM 208 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  
Main Floor, Room #02  
Telephone: 514-398-3320

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

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

Administrative inquiries should be directed to:

[mwc@mcgill.ca](mailto:mwc@mcgill.ca) for undergraduate courses  
[graphos@mcgill.ca](mailto:graphos@mcgill.ca) for graduate courses

McGill University Archives  
McLennan Library Building, 4th Floor  
3459 rue McTavish  
Montreal QC H3A 0C9  
Telephone: 514-398-4711  
Email: [refdesk.archives@mcgill.ca](mailto:refdesk.archives@mcgill.ca)  
Website: [www.mcgill.ca/archives](http://www.mcgill.ca/archives)

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#### 10.4 Redpath Museum

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

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

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

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#### 10.5 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





## 11.2.2 Affiliated Theological Colleges

### Montreal Diocesan Theological College

3473 University Street, Montreal QC H3A 2A8

Principal: The Rev. Dr. Karen Egan; B.Sc.(Qu.), M.Sc.(S. Fraser), B.Th., S.T.M.(McG.), M.Div.(MDTC), D.Min.(Lutheran School of Theology)

### Presbyterian College of Montreal

3495 University Street, Montreal QC H3A 2A8

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

### United Theological College of Montreal

3521 University Street, Montreal QC H3A 2A9

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

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

## 11.3 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.

## 11.4 Recognition of Degrees

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

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

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

## 11.5 Governance: Board of Governors

## 11.5.1 The Visitor

**The Visitor**

His Excellency The Right Honourable David L. Johnston

**The Governor General of Canada**

## 11.5.2 Board of Governors

**Board of Governors**

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

**Chair**

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

**Principal and Vice-Chancellor**

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

**Chancellor**

## 11.5.2.1 Members

**Members**

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

Maryse Bertrand; Ad. E.

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

Michael T. Boychuk; BCom(McG.)

Victor Chisholm; B.A.(McG.)

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

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

Alan Desnoyers; BCom

Kathy Fazel; BCom(McG.)

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

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

David N. Harpp; A.B.(Middlebury), M.A.(Wesl.), Ph.D.(N. Carolina)

Bryan Haynes; B.A., LL.B.(McG.)

Tina Hobday; B.C.L., LL.B.(McG.)

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

Samuel Minzberg; LL.B.(McG.)

Derek Nystrom; B.A.(H.)(Wisc.), M.A., Ph.D.(Virg.)

Cynthia Price Verreault; BCom(McG.)

Martine Turcotte; B.C.L./LL.B.(McG.), M.B.A.(London Business School)

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

## 11.5.2.2 Student Representatives

**Student Representatives**

Students' Society of McGill (1)

Post-Graduate Students' Society of McGill (1)

*Observers*



## Administration

Lynne B. Gervais; B.A.(C' dia)

Robert Couvrette; B.Sc.(École Poly., Montr. & HEC), M.P.M.(UQAM)

Louis Arseneault; B.A.(UQAM), M.A.(Paris VII)

David Eidelman; M.D.,C.M.(McG.), FRCPC, FACP

Sam Benaroya; B.Sc., M.D.,C.M.(McG.)

Rose Goldstein; B.Sc., M.D.,C.M.(McG.)

Angelique Mannella; B.Eng.(McG.), B.Eng.(Guelph), M.Sc.(LSE),  
M.B.A.(INSEAD)

Anne McKinney; B.Sc., Ph.D.(Ulster)

Marc Weinstein; B.A., B.C.L., LL.B.(McG.)

**Associate Vice-Principal (Facilities Management and Ancillary Services)**

**Vice-Principal (Communications & External Relations)**

**Vice-Principal (Health Affairs) and Dean (Faculty of Medicine)**

**Associate Vice-Principal (Health Affairs) and Vice-Dean (Health Affairs)**

**Vice-Principal (Research & Innovation)**

**Associate Vice-Principal (Research & Innovation) (Innovation & Partnerships)**

**Associate Vice-Principal (Research & Innovation) (Health Sciences)**

**Vice-Principal (University Advancement)**

## 11.7.1 Deans, Directors of Schools and Libraries

### 11.7.1.1 Deans

#### Deans

Anja Geitmann; Diplom(Konstanz), Ph.D.(Siena)

Antonia Maioni; B.A.(Laval), M.A.(Car.), Ph.D.(N'western)

Judith Potter; B.Sc.(Tor.), M.Ad.Ed.(St. FX), Ed.D.(Tor.)

Paul J. Allison; B.D.S., F.D.S.R.C.S., M.Sc.(Lond.), Ph.D.(McG.)

Dilson Rassier; B.Sc.(Fed. de Pelotas), M.Sc.(UFRGS), Ph.D.(Calg.)

James Nicell; B.A.Sc., M.A.Sc., Ph.D.(Windsor), P.Eng.

Josephine Nalbantoglu; B.Sc., Ph.D.(McG.)

Robert Lecke

**Agricultural & Environmental Sciences**

**Arts**

**Continuing Studies**

**Dentistry**

**Education**

**Engineering**

**Graduate & Postdoctoral Studies**

**Law**

**Directors of Schools**Daniel Cere; B.A, M.A.(McG.), Ph.D.(C'dia) (*Interim*)**Religious Studies**

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

**Social Work**Richard Shearmur; B.A.(Camb.), M.U.P.(McG.), Ph.D.(Montr.) (*Interim*)**Urban Planning**

