



School of Continuing Studies
Programs, Courses and University Regulations
2024-2025

This PDF excerpt of *Programs, Courses and University Regulations* is an archived snapshot of the web content on the date that appears in the footer of the PDF.

Archival copies are available at www.mcgill.ca/study.

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

1 . McGill University reserves the right to mak

Publication Information

Published by

Enrolment Services

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

All contents copyright © 2024 by McGill University. All rights reserved, including the right to reproduce this publication, or portions thereof, in any form.

McGill University reserves the right to mak

- 1 University Regulations and Resources (School of Continuing Studies), page 15
 - 1.1 General Policies and Information, page 15
 - 1.1.1 Authorization, Acknowledgement, and Consent, page 15
 - 1.1.2 Student Rights and Responsibilities, page 15
 - 1.1.3 Language Policy, page 15
 - 1.1.4 Academic Integrity, page 15
 - 1.1.5 University Student Assessment Policy, page 16
 - 1.1.6 Policy Concerning Access to Records, page 16
 - 1.1.7 Undergraduate Leave of Absence Policy, page 17
 - 1.1.8 Information Technology (IT) Policies and Regulations, page 18
 - 1.1.8.1 Responsible Use of McGill Information Technology Resources, page 18
 - 1.1.8.2 Report Security Incidents, page 18
 - 1.1.8.3 Use of Cloud Services, page 18
 - 1.1.8.4 Two-Factor Authentication (2FA), page 19
 - 1.1.8.5 Email Communication, page 19
 - 1.1.8.6 Secure your Journey, page 19
 - 1.1.9 Student Health & Insurance, page 19
 - 1.1.9.1 Health Insurance – International Students, page 19
 - 1.1.9.2 Health Insurance – Canadian Citizens and Permanent Residents, page 19
 - 1.1.9.3 Special Medical Needs, page 20
 - 1.1.9.4 Academic Accommodation of Pregnant Students and Students Caring for Dependents, page 20
 - 1.1.10 Non-Smoking Policy, page 20
 - 1.1.11 Policy Concerning Cannabis, page 20
 - 1.2 Personal Information, page 21
 - 1.2.1 Updating Personal Information, page 21
 - 1.2.2 Online (Distance) Programs, page 21
 - 1.2.3 Submitting Legal Documents, page 22
 - 1.2.3.1 Why Does McGill Collect Legal Documents from You?, page 22
 - 1.2.3.2 What Documents Does McGill Need from You?, page 22
 - 1.2.3.3 Has McGill Received Your Documents?, page 24
 - 1.2.3.4 What Are the Consequences of Not Providing Your Documents?, page 24
 - 1.2.3.5 Where and How Do I Send My Documents?, page 25
 - 1.2.4 Identification (ID) Cards,

- 1.3 Registration for Continuing Studies Students, page 27
 - 1.3.1 How to Register Using Minerva, page 28
 - 1.3.1.1 Who Can Use Minerva?, page 28
 - 1.3.1.2 Registration for Full-Time McGill Degree Students Taking Continuing Studies Courses, page 28
 - 1.3.2 Other Ways to Register, page 28
 - 1.3.2.1 In-Person Registration, page 28
 - 1.3.2.2 Registration for Seminars and Workshops, page 29
 - 1.3.2.3 Registration by Proxy, page 29
 - 1.3.3 Course Information and Regulations, page 29
 - 1.3.3.1 Classes with Limited Enrolment, page 30
 - 1.3.3.2 Course Withdrawals and Refunds, page 30
 - 1.3.3.3 Auditing of Courses, page 31
 - 1.3.4 Class Schedule, page 31
 - 1.3.5 Late Registration, page 31
 - 1.3.6 Registration in Courses Administered by Other Faculties, page 31
 - 1.3.7 Quebec Inter-University Transfer Agreement, page 32
 - 1.3.7.1 Quebec Inter-University Transfer Agreement: McGill Students, page 32
 - 1.3.7.2 Quebec Inter-University Transfer Agreement: Visiting IUT Students, page 32
- 1.4 Fees for Continuing Studies Students, page 33
 - 1.4.1 Access to Fee Information, page 33
 - 1.4.2 Billings and Due Dates for Continuing Studies Students, page 33
 - 1.4.2.1 Payment Procedures, page 33
 - 1.4.3 Tuition Fees, page 33
 - 1.4.3.1 Quebec Students and Non-Quebec (Canadian or Permanent Resident) Students, page 33
 - 1.4.3.2 International Students, page 34
 - 1.4.3.3 Tuition Fees for Continuing Studies: Fees for Non-Credit Courses, page 34
 - 1.4.3.4 Tuition Fees for Continuing Studies: Senior Citizens, page 34
 - 1.4.3.5 Tuition Assistance for McGill Staff, page 34
 - 1.4.3.6 Staff Dependent Waivers, page 34
 - 1.4.4 Compulsory Fees for Continuing Studies Students, page 34
 - 1.4.4.1 Administrative Charges, page 35
 - 1.4.5 Other Fees for Continuing Studies Students, page 35
 - 1.4.6 Other Policies Related to Fees, page 36
 - 1.4.6.1 Overdue Accounts, page 36
 - 1.4.6.2 Acceptance of Fees vs. Academic Standing, page 37
 - 1.4.6.3 Deferred Admission, Degree Transfers, Break in Enrolment, page 37
 - 1.4.6.4 Deferred Fee P

-
- 1.6.3.4 Supplemental Examinations, page 49
 - 1.6.3.5 Reassessment and Reread Policy for School of Continuing Studies Students, page 50
 - 1.6.4 Examinations: External Exam Proctors, page 52
 - 1.6.4.1 Contact Information, page 52
 - 1.7 Graduation, page 52
 - 1.7.1 Apply to Graduate, page 53
 - 1.7.1.1 Deadlines, page 53
 - 1.7.2 Graduation Approval Query, page 53
 - 1.7.3 Graduation Honours, page 54
 - 1.7.3.1 Graduation Honours: Dean's Honour List, page 54
 - 1.7.3.2 Graduation Honours: Distinction, page 54
 - 1.7.4 Awards for Continuing Studies Students, page 54
 - 1.7.5 Replacing a Diploma, page 55
 - 1.7.5.1 Required Documents, page 55
 - 1.7.5.2 Submitting Your Request, page 55
 - 1.7.5.3 Certified Copies, page 55
 - 1.7.6 Language Requirements for Professions, page 55
 - 1.7.7 Aegrotat Standing and Degree at McGill University, page 56
 - 1.8 Advising and the University Mission, page 56
 - 1.8.1 The Role of the Student in Advising, page 56
 - 1.8.2 Contact Information for Continuing Studies Advising, page 56
 - 1.9 Service Point, page 57
 - 1.9.1 Location, page 57
 - 1.10 Student Services, page 57
 - 1.10.1 Office of the Executive Director, Services for Students, page 57
 - 1.10.2 Support for Students: Office of the Dean of Students, page 58
 - 1.10.3 Student Accessibility and Achievement, page 58
 - 1.10.4 Ombudsperson for Students, page 58
 - 1.10.5 Optional Student Services, page 58
 - 1.10.5.1 McGill Athletics & Recreation Membership, page 59
 - 1.10.5.2 Parking for Continuing Studies Students, page 59
 - 1.10.5.3 University Centre for School of Continuing Studies Students, page 59
 - 1.10.5.4 Tutorial Services for Continuing Studies Students, page 59
 - 1.10.6 Bookstore, page 59
 - 1.10.6.1 Downtown Campus, page 59
 - 1.10.6.2 Macdonald Campus, page 59
 - 1.10.6.3 Institutional Sales Department, page 59
 - 1.10.7 Library Workshops, page 60
 - 1.10.8 Minerva Workstations for Continuing Studies Students, page 60
 - 1.11 Information Technology (IT) Services, page 60

- 1.11.1 IT Support, page 60
- 1.11.2 Communication and Collaboration, page 60
- 1.11.3 Online Course Materials and Lecture Recordings, page 60
- 1.11.4 Minerva, page 61
- 1.11.5 Secure Your Journey, page 61
- 1.12 Resources for Study and Research, page 61
 - 1.12.1 Libraries, page 61
 - 1.12.2 McGill Writing Centre, page 62
 - 1.12.2.1 McGill Writing Centre Course Information, page 62
 - 1.12.2.2 McGill Writing Centre Tutorial Service, page 62
 - 1.12.2.3 McGill Writing Centre Contact Information, page 62
 - 1.12.3 University Archives, page 62
 - 1.12.4 Redpath Museum, page 63
 - 1.12.5 McCord Stewart Montreal Social History Museum, page 63
 - 1.12.6 Lyman Entomological Museum and Research Laboratory, page 64
 - 1.12.7 Other Historical Collections, page 64
- 1.13 The Uni

- 3.2 Education Studies in the School of Continuing Studies, page 72
 - 3.2.1 Education (School of Continuing Studies) at McGill, page 72
 - 3.2.2 Location, page 72
 - 3.2.3 Programs for Professional Development in Education, page 72
 - 3.2.4 Admission Requirements and Procedures, page 72
 - 3.2.5 Diploma in Human Relationships, Diversity and Sexuality, page 73
 - 3.2.6 Graduate Certificate in Counselling Applied to Teaching, page 73
 - 3.2.7 Graduate Certificate in Indigenous Education for Non-Indigenous Educators, page 73
 - 3.2.8 Certificate in Inclusive Education, page 73
 - 3.2.9 Programs for First Nations and Inuit, page 73
 - 3.2.10 Academic Regulations, page 74
- 3.3

- 3.3.23 Certificate (Cert.) Proficiency in Bilingual Professional Communication (30 credits) , page 82
- 3.3.24 About Translation at the School of Continuing Studies, page 82
 - 3.3.24.1 Translation at the School of Continuing Studies, page 82
 - 3.3.24.2 Location, page 83
- 3.3.25 Translation Programs, page 83
- 3.3.26 Ordre des traducteurs, terminologues et interprètes agréés du Québec, page 83
- 3.4 Management and Entrepreneurship, page 83
 - 3.4.1 Management and Entrepreneurship, page 83
 - 3.4.2 Location, page 84
- 3.5 Technology and Innovation, page 84
 - 3.5.1 Technology and Innovation, page 84
 - 3.5.2 Location, page 84
- 3.6 Undergraduate Credit Programs, page 84
 - 3.6.1 Certificate in Accounting and Finance, page 84
 - 3.6.2 Certificate in Applied Cybersecurity, page 85
 - 3.6.3 Certificate in Applied Marketing, page 85
 - 3.6.4 Certificate in Computers and Information Technology, page 85
 - 3.6.5 Certificate in Health and Social Services Management, page 85
 - 3.6.6 Certificate in Human Resources Management, page 85
 - 3.6.7 Certificate in Indigenous Business Management, page 85
 - 3.6.8 Certificate in Management, page 85
 - 3.6.9 Certificate in Public Administration and Gov

-
- 3.7.3 Graduate Certificate (Gr. Cert.) Business Management (15 credits) , page 94
 - 3.7.4 Graduate Certificate (Gr. Cert.) Advanced Business Management (15 credits) , page 95
 - 3.7.5 Graduate Certificate (Gr. Cert.) Data Analysis for Complex Systems (15 credits) , page 95
 - 3.7.6 Graduate Certificate (Gr. Cert.) Data-Driven Decision Making (15 credits) , page 96
 - 3.7.7 Graduate Certificate (Gr. Cert.) Entrepreneurship (15 credits) , page 96
 - 3.7.8 Graduate Certificate (Gr. Cert.) Financial Analysis (15 credits) , page 97
 - 3.7.9 Graduate Certificate (Gr. Cert.) Financial Technology (15 credits) , page 97
 - 3.7.10 Graduate Certificate (Gr. Cert.) Health Services Management (15 credits) , page 98
 - 3.7.11 Graduate Certificate (Gr. Cert.) Human Resources Management (15 credits) , page 98
 - 3.7.12 Graduate Certificate (Gr. Cert.) Advanced Human Resources Management (15 credits) , page 99
 - 3.7.13 Graduate Certificate (Gr. Cert.) Integrated Supply Networks (15 credits) , page 99
 - 3.7.14 Graduate Certificate (Gr. Cert.) Dynamic Supply Networks (15 credits) , page 100
 - 3.7.15 Graduate Certificate (Gr. Cert.) Marketing (15 credits) , page 100
 - 3.7.16 Graduate Certificate (Gr. Cert.) Advanced Marketing (15 credits) , page 100
 - 3.7.17 Graduate Certificate (Gr. Cert.) Public Administration & Governance (15 credits) , page 101
 - 3.7.18 Graduate Certificate (Gr. Cert.) Advanced Public Administration & Governance (15 credits) , page 101
 - 3.7.19 Graduate Certificate (Gr. Cert.) Public Relations & Communication Management Practice (15 credits) , page 102
 - 3.7.20 Graduate Certificate (Gr. Cert.) Strategic Public Relations & Communications Management (15 credits) , page 102
 - 3.7.21 Master of Science, Applied (M.Sc.A.) Multilingual Digital Communication -N (45 credits) , page 103
 - 3.8 Other Programs, page 104
 - 3.8.1 McGill Community for Lifelong Learning (MCLL), page 104
 - 3.8.2 Location, page 104
 - 3.8.3 Professional Development Certificates, page 104
 - 3.8.4 Language Programs, page 104
 - 3.8.5 Other Non-Credit Activities, page 105
 - 4 Admission Requirements, page 105
 - 4.1 Admission Procedures, page 105
 - 4.2 Admission Regulations for Certificate Programs, page 105
 - 4.2.1 Admission Requirements for Certificate Programs, page 105
 - 4.2.2 Proof of Proficiency in English, page 105
 - 4.2.3 Independent Studies (Special Student Status), page 106
 - 4.2.4 Exemption by Examination, page 106
 - 4.3 Deferring or Declining Our Offer of Admission?, page 107
 - 4.4 Program Transfers, page 107
 - 4.5 Advanced Standing, page 107
 - 4.5.1 Post-Admission Requests for Advanced Standing, page 107
 - 4.5.2 Exemption by Examination (for Students of the School of Continuing Studies), page 107
 - 4.6 International Students, page 108
 - 4.6.1 Application Procedures – International Students, page 108
 - 4.6.2 Immigration Procedures, page 108

-
- 4.6.2.1 Temporary Resident Visa (Only for Intensive English or Intensive French Language Programs), page 108
 - 4.6.2.2 Study Permit, page 108
 - 4.6.2.3 Immigration Contacts, page 109
 - 4.7 Special Student Status, page 109
 - 4.7.1 Undergraduate Courses, page 109
 - 4.7.2 Graduate Courses, page 109
 - 4.7.3 Documents Required to Register for Courses, page 110
 - 4.8 Language Testing, page 110
 - 4.8.1 TEF Canada/TEFaQ, page 110
 - 5 Academic Regulations, page 110
 - 5.1 Undergraduate Academic Regulations, page 110
 - 5.1.1 Academic Advisors, page 110
 - 5.1.2 Academic Standing for Certificate Programs, page 110
 - 5.1.3 Advanced Standing and Residency Requirement, page 111
 - 5.1.4 Course Terminology, page 111
 - 5.1.5 Program Corequisites, page 112
 - 5.1.6 Course Load, page 112
 - 5.1.7 Information Sessions, page 112
 - 5.1.8 Independent Studies (Special Student Status), page 112
 - 5.1.9 Time Limits, page 112
 - 5.1.10 Transfer of Program, page 112
 - 5.2 Graduate Academic Regulations, page 113
 - 5.2.1 Independent Studies, page 113
 - 5.2.2 Academic Advisors, page 113
 - 5.2.3 Supplemental Examinations for all Programs, page 113
 - 5.2.4 Academic Standing Regulations, page 113
 - 5.2.4.1 30-Credit Graduate Certificate or Diploma Programs, page 113
 - 5.2.4.2 15-Credit Graduate Certificates, page 113
 - 5.2.4.3 Special Students, page 113
 - 5.2.4.4 Time Limits, page 113
 - 5.2.4.5 Registration in Graduate-Level Courses, page 114

1 University Regulations and Resources (School of Continuing Studies)

1.1 General Policies and Information

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

1.1.1 Authorization, Acknowledgement, and Consent

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

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

1.1.2 Student Rights and Responsibilities

Student Rights and Responsibilities is produced jointly by the Office of the Dean of Students and the Secretariat. It contains regulations and policies governing your rights and responsibilities as a student at McGill, and is available at mcgill.ca/students/srr.

Further details regarding your rights and responsibilities are also available at mcgill.ca/secretariat/policies-and-regulations.

1.1.3 Language Policy

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

If you need to improve your English skills, you should take an intensive course in English as a second language before or at the start of your studies. Information concerning second language course offerings can be found through the School of Continuing Studies at mcgill.ca/continuingstudies/area-of-study/languages and the French Language Centre at mcgill.ca/flc, and in *Summer Studies* and *Continuing Studies*.



Note for the Faculty of Education: There are special language requirements for Faculty of Education students; see *Faculty of Education*.



Note for Continuing Studies: For English language programs, refer to the School of Continuing Studies' *Global and Strategic Communications* section.



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 *Courses Taken as Extra to a Program* in the Graduate Regulations and Resources.



Note for Health Sciences: Students studying in the Faculties of Dental Medicine and Oral Health Sciences or Medicine and Health Sciences or in the Schools of Human Nutrition, Nursing, or Physical and Occupational Therapy should consult the Health Sciences *language requirements* and any language policies pertaining to their specific program. Programs with a clinical component require that students have where kno

Responses on multiple-choice exams are normally checked by the Exam Security Computer Monitoring program. The program detects pairs of students with unusually similar answer patterns on multiple-choice exams. Data generated by this program can be used as admissible evidence in an investigation of cheating under Article 17 of the *Code of Student Conduct and Disciplinary Procedures*.

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



Note: All newly-admitted undergraduate and graduate students must complete a **mandatory online academic integrity tutorial** in their first semester, accessed through [Minerva > Student Menu > Academic Integrity Tutorial](#) or a registration "hold" will be placed on their record. Prior to Fall 2018, undergraduate students completed the tutorial in myCourses via the course AAAA 100, but as of Fall 2018 the tutorial must be completed in Minerva. For more information, see mcgill.ca/students/srr/honest/students/test.

1.1.5 University Student Assessment Policy

The *University Student Assessment Policy* includes all disparate policies with regard to all types of student assessments. This policy is meant to protect students from excessive workloads, and to ensure that all students are treated equally.

This policy applies to undergraduate and graduate courses offered by the University that are evaluated by any form of assessment. Except where otherwise indicated, this policy applies to all faculties, including those which administer their own examinations.

You can consult the policy on the [Secretariat website](#).

1.1.6 Policy Concerning Access to Records

The University sends statements of account and all other correspondence directly to students. You retain full control over who has access to your records or accounts; however, officers and members of the University staff also have access to relevant parts of your records for recognized and legitimate use. The University does not send progress reports or any other information to your parents and/or sponsors unless you specifically request it in writing.

Personal information is protected in the Province of Quebec by the Act Respecting Access to Documents Held by Public Bodies and the Protection of Personal Information (the "Access Act"). The Access Act provides that McGill University can only release personal information contained in your file with your authorization or if specifically authorized by law.

For the purpose of consent and acknowledgement at the time of application, personal information includes, but is not limited to: name, address, telephone number, email address, date of birth, citizenship, McGill ID, program, student status, and academic record information.

Registered students may oppose the release of certain personal information by completing an [Opposition Form](#).

After having reviewed the information relating to access to personal information at the time of application, you will be asked to agree that the University may collect, use, disclose, or otherwise manage your personal information as described below, as necessary and as the case may be.

At the time of application, you will be asked to **consent to the release of personal information** contained in your admissions or student records file to the following persons or bodies, as necessary to each body, in the exercise of their mission:

- student associations recognized by McGill University for the categories of student to which you belong (limited to your contact and program information);
- schools or colleges that you have attended;
- a professional body or corporation, where relevant;
- the *Ministère de l'Immigration, de la Francisation et de l'Intégration* and/or the *Régie de l'assurance maladie du Québec*; Immigration, Refugees, and Citizenship Canada; and/or the *Ministère de l'Éducation et de l'Enseignement supérieur*;
- Universities Canada, the Association of Registrars of the Universities and Colleges of Canada, and the BCI (*Bureau de coopération interuniversitaire*, previously known as CREPUQ), or the member institutions of these org

to a McGill professor, researcher or graduate student, strictly for research or teaching purposes; and to a University teaching/affiliated hospital or health centre to which you apply/or join for residency or rotations.

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

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

- collect and maintain your personal information for the purpose of administering your University admissions and student record files;
- obtain copies of your transcripts from the *Ministère de l'Éducation et de l'Enseignement supérieur*; the Ontario Universities' Application Centre; and/or the British Columbia Ministry of Education;
- make inquiries to and obtain personal information from the *Ministère de l'Immigration, de la Francisation et de l'Intégration*; Immigration, Refugees and Citizenship Canada; and/or the *Régie de l'assurance maladie du Québec* 1 Tf(0 0 1 375.18143.3736 Tm(and CiyoufyTj/F 0 0 1 375.181 619.36 Tm(g1 Tfalid



Note: The Leave of Absence Policy is applicable only to currently registered students who have not withdrawn from all their courses. If a student is considering a *University Withdrawal* due to personal or family health, they should consult their faculty's Student Affairs officer about the possibility of taking a leave of absence.

Note: When on a leave of absence, if you wish to be covered by the undergraduate supplemental health insurance and/or international health insurance, you must contact your respective

1.1.8.4 Two-Factor Authentication (2FA)

All student, faculty, and staff accounts are protected with *two-factor authentication (2FA)*, an additional security measure that requires a secondary method of authentication (e.g., acknowledging a prompt or entering a code sent to your mobile device via a mobile app) when signing into many McGill systems. 2FA makes it much harder for cybercriminals to access your account and your personal information, even if they obtain your password. 2FA is required for all higher education institutions in Canada.

Find out more about 2FA at mcgill.ca/2fa.

1.1.8.5 Email Communication

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

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.

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 School of Continuing Studies: Continuing Studies students also have access to a health and dental plan offered by MACES; please refer to http://studentcare.ca/rte/en/IHaveAPlan_MACES_Home for eligibility and other information.



Note for Graduate and Postdoctoral Studies: Graduate students classed as Canadian full-time or Additional Session, Thesis Evaluation, Non-Thesis Extension, as well as postdoctoral candidates are automatically covered by their society's extended Health and Dental Plan (PGSS). Eligible students not charged automatically for insurance fees can choose to enrol themselves during the appropriate Change-of-Coverage period. For more information on what this plan covers, as well as enrolment, opt-out procedures, and deadlines, please refer to the latest information at studentcare.ca/rte/en/McGillUniversitygraduatestudentsPGSS_Home. Students without valid Canadian medicare, please see [section 1.1.9.1: Health Insurance – International Students](#), or the **Canadians who have been residing outside of Canada** section above.

1.1.9.3 Special Medical Needs

If you have special medical needs, please book an appointment with the [Student Wellness Hub](#) to discuss how to manage your health while at McGill.

If you anticipate encountering ongoing barriers in the academic or physical environment due to disability, injury, or illness, please consult with the [Student Accessibility & Achievement](#) to determine an appropriate individualized accommodation plan. Appropriate medical documentation may be required, and can be discussed with an Access Advisor. Academic accommodation planning and support is available to students at the Downtown Campus as well as the Macdonald Campus, and to students in Continuing Studies. Please refer to mcgill.ca/access-achieve/ for more information, or to book an appointment.

Note for UGME30.103. cension, as well as postdoctoral candidateless

1.2 Personal Information

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

1.2.1 Updating Personal Information

It is important to keep your McGill record up to date with your personal information, especially a mailing or billing address, as these are used by the University year-round. Upon initial registration, students are prompted to provide this information. Every six months thereafter, students are prompted to update this information as needed.

You must update your address(es) and/or telephone number(s) and emergency contact information on *Minerva* under the Personal Menu.

If you need to change important personal information that requires the University to verify official documents—such as a name change, gender, or a correction of your birth date—refer to the instructions at mcgill.ca/student-records/personal-information/name-gender. Macdonald Campus students can request changes in person at the *Macdonald Campus Student Affairs Office*, Laird Hall, Room 106.



Note for Continuing Studies: If you need to change important personal information that requires the University to verify official documents, such as a change to your name, gender, citizenship, or a correction of your birth date, you must go in person (as soon as possible) to the School of Continuing Studies Client Services Office. Such changes can only be made in person at the School of Continuing Studies, Client Services Office, 688 Sherbrooke Street West, Room 1199.



Note for Nursing: A Quebec address and telephone number are required for Nursing students on *Minerva* to meet OIIQ registration requirements.

1.2.2 Online (Distance) Programs

Students registered in exclusively online (sometimes referred to as 'distance') programs are required to declare where they are geographically located while studying for every term they are registered in the online program. For students pursuing an online program, location while studying is considered — along with the fee residency status (i.e. Quebec Resident, Canadian or International) — when determining what fees are charged.

The following programs are designed to be offered exclusively online and, with some exceptions, are not offered on one of McGill's campuses:

Undergraduate Programs

: *Bachelor of Nursing (B.N.I.) - Integrated Nursing (65 credits)* **

Graduate Programs

: *Gr*

Graduate Certificate (Gr. Cert.) Advanced Public Administration & Governance (15 credits)

section 3.7.19: Graduate Certificate (Gr. Cert.) Public Relations & Communication Management Practice (15 credits)

section 3.7.20: Graduate Certificate (Gr. Cert.) Strategic Public Relations & Communications Management (15 credits)



*: This program is self-funded



** : This program may also have an on-campus equivalent. Only students in the online version of the program must use Minerva to submit a declaration of location for a registered term.

Students in the online version of any program listed above, except those that are self-funded, will pay tuition as follows:

1. Students studying within the province of Quebec will be subject to the rates established by the government for in-province students, according to their proven fee residency status.
2. Students who are located outside Quebec while studying will be subject to deregulated tuition rates.

Most regular university charges will apply to all students in all online programs, but certain fees may be reduced or eliminated for students located outside the province while studying. For example, the Athletics & Recreation Fee is not charged to students located outside Quebec, and International students located outside Quebec but within Canada may request to opt-in to the International Health Insurance through mcgill.ca/internationalstudents/health.

Online program students must self-declare their location while studying **for every term they are registered in the online program** via Minerva under *Student Menu > Location of Study - Online (distance) program*. Students are notified by email that the Minerva form *for the upcoming term* is open and can be accessed. The form opens to all registered students in the above programs on:

Fall term: July 16

Winter term: November 16

Summer term: March 16

Once a student has declared their location for a given term, they cannot use Minerva to update the information for that term if it should change. To make a change to the declaration:

- Students in a **Continuing Studies** program should call 514 398-6200 or email info.conted@mcgill.ca.
- All other students should contact Service Point at mcgill.ca/servicepoint/contact.

Students will be asked to support their application for a change in location with appropriate documentation which can include, for example, Quebec Medicare Card, Quebec Driver's License, rental agreement, mail addressed to them at a Quebec address, etc. If the change of location occurs by the last day of classes in the Fall/Winter terms, and August 15th for the Spring/Summer terms, then the change will affect that term. After these dates, a student must wait for the opening of the new term to make the new self-declaration for the new term. If the proof cannot be provided by the last day of classes for the term of the requested change, then Enrolment Services reserves the right to refuse the application.

Where it is determined that a student has falsely declared themselves to be in Quebec, then the University reserves the right to re-assess tuition at the deregulated rates for their program and — in addition — the student would be subject to the rules contained in the Code of Student Conduct and Disciplinary Procedures.

1.2.3 Submitting Legal Documents

McGill requires documentation from you to confirm your legal status. The following sections describe the documents needed for your specific situation and how you should proceed.

1.2.3.1 Why Does McGill Collect Legal Documents from You?

Your tuition status at McGill will vary depending on your legal status in Canada. In order to determine your appropriate rate of tuition (Quebec, Canadian out-of-province, or international), we require documentation confirming your current status. We also require these documents to confirm your valid citizenship/immigration status. To find out which documents you must provide and when they are required, refer to [section 1.2.3.2: What Documents Does McGill Need from You?](#)

Some of the documents McGill requests of you help us obtain your **Permanent Code** from the Government of Quebec. This unique 12-character code is created by the Quebec Ministry of Education and is obligatory for all students registered in a Quebec institution. If you have previously attended school in Quebec, you should already possess a Permanent Code; it can be found on your school report card or your CEGEP and/or university transcripts. If you do not already have a Permanent Code, we will request to have it created for you. Once it has been created, it will reflect on your unofficial transcript.

You can consult your tuition and legal status (including your Permanent Code) on *Minerva*. Select *Student Menu > Student Accounts Menu > View your Tuition and Legal Status*.



Note for Medicine and Health Sciences: Once admitted to the Faculty, you will be required to provide additional documentation for the purposes of admission and registration. Details are provided in the application instructions. For more information, see mcgill.ca/medadmissions/applying/elements.

1.2.3.2 What Documents Does McGill Need from You?

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

Note 4: Usually McGill needs your birth certificate to prove your place of birth in Quebec. If you already have a valid Quebec Permanent Code, McGill will accept a copy of your valid Canadian passport that indicates your birthplace as being within the province of Quebec as proof that you

1.2.3.5 Where and How Do I Send My Documents?

You must send in all your documents after you have accepted your offer of admission but before the start of classes. **Do not send originals.** Email clear and legible copies of your documents. Write your McGill student ID in the filename of each document so that McGill can match them to your record. The sooner you submit your documents, the sooner the University can update your status and ensure that your record is in order.

Please refer to mcgill.ca/legaldocuments/how for detailed instructions on where/how to submit your documents.

If there is a problem with your documents, contact Service Point at:

Telephone: 514-398-7878

Website: mcgill.ca/servicepoint/contact

1.2.3.5.1 For the School of Continuing Studies

By email: legaldocuments.conted@mcgill.ca

In person (appointment required) or by mail/courier:

McGill University
School of Continuing Studies
680 Sherbrooke Street West, Suite 1199
Montreal QC H3A 3R1

If there is a problem with your documents, contact Client Services at:

Telephone: 514-398-6200

Email: info.conted@mcgill.ca; legaldocuments.conted@mcgill.ca

1.2.4 Identification (ID) Cards

As a student registered at McGill, you are required to present an ID card to:

- write examinations;
- use libraries and student services, including certain laboratories;
- access residence buildings;
- access meal plans; and
- access the inter-campus shuttle bus.

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

- New students must be registered for at least one course to obtain an ID card.
- You must allow for at least 24 hours after you have registered for your first course before requesting an ID card.
- If you do not register for consecutive terms, you should retain your ID card to avoid having to replace it when you re-register.
- If your card has expired, there is no charge for a replacement if you hand in the ID card.
- If you change programs or faculties, there is no charge to issue a new card if you hand in the ID card.
- If your card has been lost, stolen, or damaged, there is a replacement fee; please see the [Student Records](#) website for an exact fee amount.
- If you need security access to labs or other facilities, please contact the Area Access Manager (AAM) of the building in which the room is located. To find out who the AAM is, consult the [Find the AAM](#) list on the [Security Services website](#).



Note for Continuing Studies: You must allow at least one day after you have registered before applying for your ID card. An ID card will not be issued to you if you have any outstanding fees. 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.

1.2.4.1 ID Card Schedule for the Downtown Campus

The locations and opening hours of ID card centres can be found on the Student Information website at mcgill.ca/student-records/personal-information/id.

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

1.2.4.2 ID Card Schedule for the Macdonald Campus

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

The Macdonald Campus ID Centre is in the Student Aff

1.2.5.3 Preferred First Name

At McGill University, a student is registered under their legal name as it appears on their legal documents,—such as a birth certificate or study permit—that have been provided to the University. This name will be used on documents such as an official transcript and diploma.

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

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

The preferred first name is displayed on all unofficial university documents and tools, such as:

- McGill ID cards
- Class lists
- Student advising transcripts
- For a complete list of examples, please refer to [Student Records](#)

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

- Official university transcripts
- Reports to government
- Letters of attestation
- Diplomas and certificates
- Tuition fee e-bills
- For a complete list of examples, please refer to [Student Records](#)

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

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

You can also request that your preferred first name be part of your McGill email address by submitting an [Email Alias form](#) in IT's Service Now. For further details, see [Student Records](#), which includes the Preferred First Name FAQ.

1.2.5.4 Verification of Name

You should verify the accuracy of your name on McGill's student records via Minerva (mcgill.ca/minerva). To do this, go to *Personal Menu > Name and Pronoun Change*, where you can make minor corrections such as changing case (upper/lower), adding accents, and spacing. You can also add a preferred

1.3.1 How to Register Using Minerva

Go to [Minerva](#) and follow the step-by-step instructions. You can register and/or make course changes using Minerva ONLY during the periods indicated in the Minerva Registration Schedule. For more information, see [section 1.3.3: Cour](#)

2. Proof of satisfactory completion of prerequisite courses
3. Your student ID card (if you were a Special Student in a previous term)
4. Legal documents to prove that you are a Quebec student, a Canadian out-of-province student, or an international student (if you have not done so). For more information, see [section 1.2.3.1: Why Does McGill Collect Legal Documents from You?](#)

New Independent (Special) Students

1. Legal documents to prove that you are a Quebec student, a Canadian out-of-province student, or an international student.
For more information, see [section 1.2.3.1: Why Does McGill Collect Legal Documents from You?](#)
2. Your Permanent Code from the Government of Quebec (see [section 1.2.3.1: Why Does McGill Collect Legal Documents from You?](#))
3. Proof of satisfactory completion of prerequisite courses
4. Proof of proficiency in English, if applicable (see [section 4.2.2: Proof of Proficiency in English](#))

Independent (Special) Students Registering in Graduate-Level Courses

1. An unofficial transcript in English or French confirming degree completion and, if applicable, an "avis d'études" from the *Gouvernement du Québec, Ministère de l'Immigration, de la Francisation et de l'Intégration*
2. A letter from your university of origin confirming the expected date of completion of your degree (if your degree has not yet been granted). You must request to have an official transcript sent to us before the end of term once your degree is completed.
3. Proof of proficiency in English, if applicable (see [section 4.2.2: Proof of Proficiency in English](#))

Failure to provide the documents listed above will result in your not being permitted to register in courses.

International Students

In addition to the above, international students should bring:

1. A completed Study Plan



Note: Once admitted into a program, School of Continuing Studies students will be provided with a Study Plan, outlining the appropriate sequence of courses which will enable them to complete their program within the time frame specified by the immigration authorities. For more information, please contact Client Services at 514-398-6200 or send an email to info.conted@mcgill.ca.

2. A Study Permit and Certificate of Acceptance of Quebec (CAQ), or other proof of immigration status (see [section 1.2.3.1: Why Does McGill Collect Legal Documents from You?](#))
3. Valid passport
4. Your Health Insurance Number (If not purchased, you must do so at the Brown Student Services Building, 3600 McTavish, before registration.)

1.3.2.2 Registration for Seminars and Workshops

For registration in the following areas, please see the appropriate academic area:

Registration for Seminars and Workshops

[Professional Development and Non-Credit Offerings](#)

[McGill Community for Lifelong Learning](#)

1.3.2.3 Registration by Proxy

If you are unable to register during the scheduled registration periods, you can register by proxy. A proxy form is 9proxy



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



Note for Summer Studies: Refer to *Student Types and Registration Procedures* and *Student Records*.

1.3.3.1 Classes with Limited Enrolment

The School reserves the right to limit the size of classes based on academic grounds or physical space limitations. In all such cases, enrolment is on a "first-come, first-served" basis, with priority given to students admitted to certificate, diploma, and degree programs.

1.3.3.2 Course Withdrawals and Refunds

Once registered for a course, you are responsible for the fees. If you decide not to follow the course, you must officially withdraw.

Simply not attending classes or informing the instructor does not constitute an official withdrawal.

1.3.3.2.1 How to Change (Add/Drop/Withdraw) a Course

1.3.3.2.1.1 How to Add/Drop a Course

You can add or drop a course in one of two ways:

- online using *Minerva* > *Registration Menu*
- in person by completing a Course Change Form available at mcgill.ca/continuingstudies/current-students/registration/add-change-or-drop-course and bringing it to the Client Services Office

You can change sections, add, and drop courses only during the add/drop period. You will be charged a \$20 administrative fee for each course dropped.



Note: Special rules for refunds will apply for courses of 10 sessions or less or for courses of a specialized nature. For specific details, contact the academic area.

If you are a full-time McGill degree student registered in a Continuing Studies course, the Continuing Studies course change deadlines do not apply to you; see mcgill.ca/importantdates for deadlines that apply to your faculty.

Refund Request

To make a request for a refund, log into [Minerva](#) and follow the *Student Accounts* menu.

If you withdraw from your only course, your McGill ID card must also be returned since it is the property of McGill University.

1.3.3.3 Auditing of Courses

McGill does not permit auditing of courses.



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

1.3.4 Class Schedule

The [class schedule](#) for the upcoming Fall and Winter terms normally becomes available in April prior to the opening of advising. The Summer term schedule is normally published in early February. The 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 the 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 the class schedule at the time of registration, and again before classes begin, to ensure that changes in the schedule have not caused conflicts in your schedule.

Once you have selected some courses from the class schedule, try [Visual Schedule Builder](#) (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 mcgill.ca/importantdates/key-dates.



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



Note for Medicine: This section is not applicable to M.D.,C.M. students; see mcgill.ca/ugme.

1.3.5 Late Registration

You can register late provided there are spaces available in the course after the regular registration period. The late registration period is indicated on the

1.3.7 Quebec Inter-University Transfer Agreement

1.3.7.1 Quebec Inter-University Transfer Agreement: McGill Students

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

If you are a regular McGill undergraduate or graduate degree, diploma, or certificate student, you may register, with your faculty's permission, at any Quebec university for 3—or in some cases 6—credits per term in addition to your registration at McGill. You may also obtain permission to complete a full term (i.e., 12 to 15 credits) at another Quebec university. Your combined registration may not, however, exceed the total number of credits you are permitted to complete in a given term. These courses, subject to faculty regulations, will be recognized by McGill for the degree that you are registered for, up to the limit imposed by the residency requirements of the program. Normally, you must complete a minimum residency requirement of 60 credits at McGill to qualify for a McGill degree (please 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 your 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 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 approved course. 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 of 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 from the course using the host university's registration method **and** submit this change on the online Quebec Inter-University Transfer (IUT) application.

The host institution will automatically submit your grades to McGill for any completed courses.



Note for the Faculties of Arts and Science (including B.A. & Sc.): If you participate in any type of study away or exchange (including Quebec Inter-University Transfer) during your final (U3) term—even if you are taking only one course outside of McGill—you will not be able to graduate by the end of this final term and must change your graduation to the following term.



Note for Engineering: For most programs, courses that can be taken through the IUT agreement are restricted to specific course categories. For details, please see mcgill.ca/engineering/students/exchanges-study-away/study-away.



Note for Nursing: The final grades earned at the host university must meet the minimum requirements as set by the Ingram School of Nursing, i.e., a letter grade of 'C'.



Note for Physical and Occupational Therapy: The final grades earned at the host university must meet the minimum requirements as set by the Physical Therapy or Occupational Therapy programs.

1.3.7.2 Quebec Inter-University Transfer Agreement: Visiting IUT Students



Note for Health Sciences: This section applies only to the Ingram School of Nursing.

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



Note: Once the Quebec Inter-University Transfer (IUT) application is approved by both the home and host universities, you remain responsible for registering in the approved course. At McGill, you must register on Minerva (mcgill.ca/minerva). Once your application has been approved, you will be informed via email of the necessary registration steps. **You must allow sufficient time to complete and submit your electronic application, as you are responsible for adhering to all of McGill's registration deadlines.** If you later decide to drop or withdraw from the approved course(s), you will need to drop or withdraw from the course on Minerva **and** submit this change to the online Quebec Inter-University Transfer (IUT) application.



Note for Engineering: Summer courses administered by the Faculty of Engineering are open to McGill students only.



Note for Continuing Studies: If you are a Visiting IUT student and your application has been approved, you must register in-person, by appointment only (see [University Regulations & Resources > Continuing Studies > Registration for Continuing Studies Students > Other Ways to Register > section 1.3.2.1: In-Person Registration](#)).

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

1.4 Fees for Continuing Studies Students

The University reserves the right to make changes without notice in the published scale of fees. Please consult the [Tuition and fees tables and rates](#) page on the Student Accounts website. The University will publish this schedule as soon as the fees for the 2024–2025 academic year are announced.

The School of Continuing Studies is not responsible for any fees payable to an external association or institute.

1.4.1 Access to Fee Information

You can view your *Account Summary by Term* on [Minerva](#). The Fall term fees will be accessible in mid-July.

1.4.2 Billings and Due Dates for Continuing Studies Students

Invoicing of Fees

Fees are assessed on a term-by-term basis.

Electronic billing is the official means of delivering fee statements to all McGill students. Your e-bill includes all charges to your account, including tuition, fees, health insurance, and other charges. The University generally produces e-bills at the beginning of the month and sends an email notification to your official McGill email address stating that your e-bill is available for viewing on Minerva. Charges or payments that occur after the statement date appear on the next month's statement, but you can view them immediately on the *Account Summary by Term* under the *Student Accounts Menu* on Minerva (this is the online dynamic account balance view).

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

Late Payment Fees

If you have an outstanding balance greater than \$100 on your account at the end of October (end of February for the Winter term), you are charged a late payment fee according to the fee schedule found in [section 1.4.5: Other Fees for Continuing Studies Students](#).

1.4.2.1 Payment Procedures

Please see the Student Accounts website at [mcgill.ca/student-accounts/your-account/payment](#) for the various methods of payment available to students and their guests.

1.4.3 Tuition Fees

Tuition rates are subject to change each academic year. Please access *Tuition and fees* at [mcgill.ca/student-accounts/tuition-fees](#). The annual rates of tuition and fees are updated as soon as they are known.



Note: Students who are required to submit documentation and who do not do so by the stipulated deadlines (December 1 – Fall; April 1 – Winter; August 1 – Summer) are billed at the non-Quebec Canadian or the international rate, depending on the documentation submitted. Students who are not automatically granted a fee deferral based on the University's evaluation of their personal information at admission, and who expect their fee residency status to change within the term—contingent on appropriate supporting documentation—must contact either [Service Point](#) or [SCS Client Services](#) (School of Continuing Studies students only) to discuss what documentation is still outstanding to support their situation. These offices will decide if a fee deferral is warranted. No prior interest charges or late payment fines will be reversed; therefore, you should ensure your request is submitted before the first fee payment for the term is due.

Students in on-line programs must self-declare for each registered term, where they will be located during that term, on Minerva under the *Student Menu > Location of Study - Online (distance) program*. Students in one of these online programs will be notified by email that the Minerva form for the upcoming term is open and can be accessed for completion. Students studying within the province will be subject to the rates established by the government for in-province students. Students who are located outside Quebec while studying, will be subject to deregulated tuition rates.

1.4.3.1 Quebec Students and Non-Quebec (Canadian or Permanent Resident) Students

In accordance with provincial government requirements, students must provide proof that their

further information about these exceptions, see the Student Accounts website at mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions.

1.4.3.2 International Students

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

For more information concerning fee exemptions, visit mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions or contact *Service Point*.

1.4.3.3 Tuition Fees for Continuing Studies: Fees for Non-Credit Courses

1.4.4.1 Administrative Charges

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

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

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

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

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

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

For further information about administrative charges, see mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/society-services-and-administrative-fees.

1.4.5 Other Fees for Continuing Studies Students

Other Fees (rates as of 2024–2025)

Returned cheque or Pre-Authorized Debit payment* \$45

Cheque Refund charge:

on balances less than \$100 \$10
\$20

3600 rue McTavish, Room 3200
Montreal QC H3A 0G3
Telephone: 514-398-6013
Email: student.aid@mcgill.ca
Website: mcgill.ca/studentaid

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

1.4.6.1.2 Information for Students Who Are No Longer Registered

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

1.4.6.1.3 Cancelling Registration for Non-Payment of Previous Terms

In accordance with the fee policy stated in [section 1.4.6.1: Overdue Accounts](#), before the University cancels your current and subsequent term registration(s), the Student Accounts Office will make all reasonable efforts to notify you if your account is delinquent, or if you owe more than \$100 from the previous term. The cancellation is effective the last day of the add/drop period unless you settle the account or make payment arrangements with the University by then. If you pay or make payment arrangements with the Student Accounts Office after the add/drop deadline and you want the University to reinstate your registration for the current or subsequent term(s), you must complete the [Request for Reinstatement](#) form (available at mcgill.ca/student-accounts/forms) and submit it to the Student Accounts Office, which will forward it to Enrolment Services for approval and processing. Your fee account will be charged a Reinstatement Penalty for the processing of the re-enrolment; exact fee amounts and further details are available on the [Student Accounts](#) website.

1.4.6.2 Acceptance of Fees vs. Academic Standing

Acceptance of fees by the University in no way guarantees that students will receive academic permission to pursue their studies. If it is subsequently determined that your academic standing does not permit you to continue, all fees paid in advance will be refunded.

For directions on requesting your refund online in Minerva, see mcgill.ca/student-accounts/your-account/requesting-refund.

1.4.6.3 Deferred Admission, Degree Transfers, Break in Enrolment

Deferred Admission: Students who defer their admission to the University will be subject to the tuition rates that are in effect for the term in which they are starting, and not the term in which they were originally admitted. This is of interest to International and Canadian non-Quebec resident students in particular programs where tuition rates have been guaranteed for the duration of their program as long as there is no break in enrolment or degree transfer.

Degree Transfers: International undergraduate students and students in non-research graduate programs who transfer degrees will be charged the tuition rate in effect for newly admitted students in the new degree in their term of transfer. Canadian non-Quebec resident students will be charged the tuition rate in effect for newly admitted students in their term of transfer.

Break in Enrolment: Quebec Residents may need to reprove their fee status if they have been absent (i.e., not enrolled) for more than two terms (not counting the Summer term). Students may verify their legal status in Minerva (select the appropriate term) to confirm that the QC residency status is still active. *Terms for which students are recorded as being away on an officially approved leave of absence are not counted.*

Canadian non-Quebec resident students who are absent (i.e., not enrolled) for more than three terms (including the summer term), will be charged the tuition rate in effect for newly admitted students in the term in which they resume their studies.

International students in undergraduate or graduate level non-research programs who are absent (i.e., not enrolled) for more than three terms (including the summer), will be charged the tuition rate in effect for newly admitted students in the term in which they resume their studies. *A term of withdrawal from the University is included in the calculation of the break in enrolment when students are not charged tuition for that term. Terms for which students are registered on an officially approved leave of absence, exchange or study away program are not calculated as part of a br*

website at 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 for information on tuition fees. Adjustments to bills are made throughout the term in cases where fees cannot be automatically calculated.

1.4.6.6 Other Policies Related to Fees: 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 1.3.7: 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, course material costs, or campus printing charges. Therefore, IUT students should familiarize themselves with e-billing in [section 1.4.2: Billings and Due Dates for Continuing Studies Students](#) to ensure that they do not miss critical payment deadlines.

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

1.4.7 Loans and Bursaries for Continuing Studies Students

Full-time students (registered for a minimum of 12 credits per term) may apply for provincial student loans and bursaries. Refer to mcgill.ca/studentaid for information on entrance scholarships, federal and provincial student assistance, McGill loans and bursaries, and loans available to U.S. citizens.

1.4.8 Corporate Tax Benefits for Continuing Studies Students

McGill University is recognized by the *Ministère du Travail, de l'Emploi et de la Solidarité sociale Québec* as a training establishment for the purpose of corporate tax benefits (registration number: 06C0084-00). Companies who are paying fees on behalf of their employees may be eligible for a tax deduction in accordance with Bill 90, or for the refundable training tax credit. Please refer to the following website for further information: www.emploi.quebec.gouv.qc.ca/en.

1.4.9 Tax Slips for Continuing Studies Students

T4A (RL-1), T2202, and Relevé 8 slips are issued on *Minerva* under the *Student Accounts Menu* by the end of February each year. Note that a Quebec permanent code, a social insurance number and a valid mailing address are required to be transmitted to Revenu Québec by the University as part of its tax reporting for both the T4A and the Relevé 8 slips; therefore, it is highly recommended that if you expect to be completing a Quebec income tax return, you provide this information to the University upon re2 517.091aeas6(ersiit (-cit5.61 0 0/F5 8.1 Tf1 0 63 Tm(v)Tj/Fpart oighly 5497.(-c00 0 1 383.9ota 0 1 138.914 40t)Tj/E

1.5.1.1 Academic Standing: Desautels Faculty of Management

B.Com. students, see [Academic Standing in the Faculty of Management](#).

1.5.1.2 Academic Standing: Faculty of Agricultural and Environmental Sciences

Agricultural and Environmental Sciences students, see [Academic Standing](#) in the Faculty of Agricultural and Environmental Sciences.

Farm Management and Technology students, see [Academic Rules and Information – FMT](#).

Academic Standing: F

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

If you are in Unsatisfactory Standing:

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

You will be placed in Unsatisfactory Standing:

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

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

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

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

- Arts: Associate Dean (Student Affairs)
- Science and B.A. & Sc.: Associate Dean, Student Affairs, Science

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

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

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

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

If your Standing changes to Unsatisfactory:

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

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

- Arts: Associate Dean (Student Affairs)
- Science and B.A. & Sc.: Associate Dean, Student Affairs, Science

If your Standing is still incomplete by the end of course change period, you should immediately consult with your faculty Student Affairs Office.

At the end of the Winter term, if you have a mark of K or L, you will be placed in the appropriate Standing in June, if the outstanding mark in the course will not affect your Standing. Otherwise, Standing decisions will be made only once incomplete marks have been cleared. For more information about incomplete grades, please refer to [Incomplete Courses](#).



Note: Requests are made at [Service Point](#) (3415 McTavish Street). However, it is important that you also see a Faculty advisor in Dawson Hall to talk about your options and the effects that your request may have on your studies. For more information, see mcgill.ca/students/advising.

1.5.1.4 Academic Standing: Faculty of Education

Education students, see [Academic Standing](#) in the Faculty of Education.

1.5.1.5 Academic Standing: Faculty of Engineering

In the Faculty of Engineering, a decision on your Academic Standing is determined on the basis of your cumulative grade point average (CGPA) according to the criteria listed below.



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

1.5.1.5.1 Satisfactory Standing: Faculty of Engineering

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

You may continue with your studies under the following conditions:

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

1.5.1.5.2 Probationary Standing: Faculty of Engineering

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

a CGPA that is less than 2.00 and equal to or greater than 1.20

or

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

You may continue with your studies under the following conditions:

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

1.5.1.5.3 Unsatisfactory Standing: Faculty of Engineering

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

a CGPA that is less than 1.20

or

a TGPA that is less than 2.50 and a CGPA that is less than 2.00.

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

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

Students in Interim Unsatisfactory Standing after the Fall term:

You may continue with your studies under the following conditions:

- You must reduce your credit load to a maximum of 13 credits per term and must obtain, at the end of the term, either a CGPA of 2.00 or greater or a TGPA of 2.50 or greater.
- If you have a

sessional GPA of 2.50 or a Cumulative GPA (CGPA) of 2.00. You must have a CGPA of 2.00 to be considered for graduation. Students who are required to withdraw from the Faculty may be authorized to continue in their program by the Faculty Admissions Committee if there are exceptional reasons for the required withdrawal.

1.5.1.7 Academic Standing: School of Continuing Studies

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

1.5.1.8 Academic Standing: Schulich School of Music

Music students, see [Academic Standing](#) in the Schulich School of Music.

1.5.2 Credit System

The faculties listed in this publication use the credit system, where each course is assigned a credit rating reflecting the number of weekly contact hours. In general, a three-credit course indicates three hours of lectures per week for one term, but this does not apply to all faculties. Laboratory contact hours usually count for fewer credits. Credits also reflect the amount of effort required of you and generally assume two hours of personal study for each contact hour.

The credit weight of each course is indicated in parentheses beside the course title.



Note: One credit equals about 45 hours of work. This may be a combination of lecture, laboratory, tutorial, and conference time plus personal study hours. Personal study hours may include required activities, group activities, time spent doing assignments, and preparing and reviewing for a course. All synchronous activities should be held within the time the course is scheduled per the [Minerva Class Schedule](#). Credit hours normally do not require a set number of synchronous hours, allowing for flexibility in course design and scheduling options. However, some programs, such as those with accreditation requirements, may require a minimum of synchronous contact hours.



Note: Credit for multi-term courses (courses with the suffixes: D1, D2; N1, N2; J1, J2, J3) is granted only after successful completion of all components in the specified time frame. For example, a student would have to take D1 and D2 components in consecutive terms and successfully complete them both in order to obtain credit.



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



Note for Engineering: One credit normally represents three hours total work per week. This is, in general, a combination of lecture hours and other contact hours such as laboratory periods, tutorials, and problem periods as well as personal study hours. As a guide, the average number of hours

Undergraduate Grading

A-	3.7	80–84%
B+	3.3	75–79%
B	3.0	70–74%
B-	2.7	65–69%
C+	2.3	60–64%
C	2.0	55–59%
D	1.0	50–54%
F (Fail)	0	0–49%
P		Pass

*A grade of D is a conditional (non-continuation) pass:

- If you obtain a grade of D in a course that is a prerequisite, you cannot register for any course that requires this prerequisite.
- If you obtain a grade of D in a required course, the course will not count toward your program.

Graduate Grading

Grades	Grade Points	Numerical Scale of Grades
A	4.0	85–100%
A-	3.7	80–84%
B+	3.3	75–79%
B	3.0	70–74%
B-	2.7	65–69%
F (Fail)	0	0–64%
P		Pass

The University assigns grade points to letter grades according to the table above. Your Academic Standing is determined by a grade point average (GPA), which is calculated by dividing the sum of the course credit, times the grade points by the total course GPA credits. The result is not rounded up to the nearest decimal point.

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

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

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

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

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

You must obtain a minimum CGP

- whether students with grades of D, F, J, or U will have the option of submitting additional work, and, if so, how the supplemental will be calculated with the extra work (applicable only to students in Science and B.A. & Sc.).

1.5.3.1 Other Grades for Continuing Studies

Other Grades	
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 work in a course (see “Incomplete Courses”).
KE or K*	– further extension granted (see “Incomplete Courses”).
KF	– failed to meet the extended deadline for submission of work in a course; calculated as a failure in TGPA and CGPA.
KK	– completion requirement waived. Not calculated in TGPA or CGPA.
L	– deferred examination.
LE or L*	– permitted to defer examination for more than the normal period.
NE	– no evaluation; indicates work for which no evaluation has been carried out and which may not count as credit toward any program.
NR	– no grade reported by the instructor (recorded by the Registrar).
P	– pass; not calculated in TGPA or CGPA.
Q	– course continued in next term (applicable only to courses taken pre-Fall 2002).
W	– withdrew; a course dropped, with permission, after the Course Change deadline; not calculated in TGPA or CGPA.
WF	– withdrew failing; a course dropped, with special permission in an exceptional case, after faculty deadline for withdrawal from course, the student's performance in the course at that stage being on the level of an F; not calculated in TGPA or CGPA. (Not used by Music.)
WL	– faculty permission to withdraw from a deferred examination; not calculated in TGPA or CGPA.
NA or &&	– grade not yet available.
W– or –	– no grade; student withdrew from the University, not calculated in TGPA or CGPA.

1.5.4 Transcript of Academic Record

The proceeding sections contain information on transcripts and other details regarding academic records.

1.5.4.1 Transcript of Academic Record: General Information

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

The University issues official transcripts in electronic or paper format. Requests for both electronic official (**eTranscripts**) and paper transcripts are submitted in [Minerva](#).

eTranscript PDFs are sent the same-day in as little as 15 minutes (providing there are no holds on your student account and no attachments to review) via the National Student Clearing House, a US-based non-profit organization and leading provider of trusted, educational data exchange and verification services. A minimal service fee applies.

Paper official transcripts are normally processed in 3 to 5 working days (5 to 7 during peak periods) and mailed by regular Canada Post mail to the address(es) indicated on the request. Paper transcripts are free of charge for currently registered students. Transcript fees apply for alumni and former students. Requests for archived transcripts (pre-1972) have a longer processing time.

Paper official transcripts are printed on secure paper that cannot be copied. eTranscripts are digitally signed and certified PDF documents that cannot be copied.

For more information on requesting official transcripts, refer to [Official Transcripts](#).

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

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

1.5.4.2 Unofficial Transcripts

If you require a copy of your student record, access Minerva (mcgill.ca/minerva) to view and print an unofficial transcript. This applies to records from 1976 to the present. For pre-1976 records, your transcript is archived, and you must order an official transcript. See [section 1.5.4.4: Official Transcripts](#).

1.5.4.3 Verification of Student Records: Unofficial Transcripts

Subject to [section 1.5.8: Changes to Student Records after Normal Deadlines](#), you are responsible for verifying your academic record on [Minerva](#) using the unofficial transcript to ensure that you are registered in the proper courses, and that the correct program information and expected term of graduation appear on your record.

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

A student's academic record is deemed final once the record has been approved for graduation and the 'Degree Granted' notation displays. No further record changes may be requested at this point (e.g. grade changes).



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 meet with a Faculty advisor in [Arts OASIS](#) or [SOUSA](#) to talk about your options and the effects that your request may have on your studies. For more information, refer to [Academic Advising](#).



Note for Graduate and Postdoctoral Studies: You should direct any questions or problems with your record to your [Graduate Program/Director](#).

1.5.4.4 Official Transcripts



Notes:

- If the instructor submits a grade of K, he or she will also indicate the date by which the student must complete the work.
- If the instructor submits a new grade within the deadline, both the new grade and the grade of K will appear on your verification forms and unofficial and advising transcript. However, the new grade will replace the K on your official transcript.
- If you do not complete the required work before the deadline, a grade of KF will be updated on your record. A KF denotes a failed course and is calculated in the TGPA and CGPA as an F.
- In exceptional circumstances, and with the approv

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

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

1.6.2 Credit by Examination

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

1.6.3 Final Examinations

Final examinations in regularly scheduled courses are held during the final examination period at the end of the term. The format of the final exams can be either online or in person, depending on the situation. The dates of the final examination periods are listed at mcgill.ca/exams.



Important Note: You are advised not to make travel plans prior to the release of the Final Exam Schedule. Vacation plans *do not* constitute grounds for the deferral or re-scheduling of final exams.



Note for Summer Studies: All information pertaining to final exam conflicts can be found at mcgill.ca/summer/finalexams.

In some courses there is no final examination; your final grade in these courses is determined by different forms of assessment(s) indicated in the course outline. During the first week of class, students will be pro

It is the responsibility of the student to confirm the date, time, and place of the examination by checking examination schedules posted on notice boards on campus and at www.mcgill.ca/students. This information is not available by telephone. No student will be allowed to enter an examination later than one hour after it has started.



Note for Continuing Studies: Students should consult www.mcgill.ca/continuingstudies/exams.

1.6.3.2 Deferred Examinations for Continuing Studies Students

If, for serious reasons such as illness or family affliction, you have not written one or more examinations, you may receive the permission of your Faculty Client Services Office upon providing supporting documentation to defer the examination to the next supplemental examination period, except in the Faculty of Engineering (wg8lr student swrittehe e

To apply for a supplemental examination for a course, you must submit a request on Minerva (mcgill.ca/minerva) by going to *Student Menu > Student Records Menu > Supplemental Exam Application*.

The following rules and conditions apply:

- You must be in Satisfactory or Probationary Standing;
- You must have received a final grade of D, F, J, or U in the course;
- A non-refundable fee for each supplemental exam application is assessed at the time of application and charged directly to your McGill account; consult the Student Accounts website for the fee at mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/other;
- Only one supplemental examination is allowed in a course;
- Supplemental examinations are available for most courses given in the Faculties of Arts, Science, Education, Religious Studies, and the School of Social Work;
- Supplemental examinations are not available for courses administered by Agricultural and Environmental Sciences, Engineering, Management or Music;
- Special permission is required if you want to write supplemental exams totalling more than 8 credits;
- The format of the supplemental examination (e.g., multiple-choice or essay questions) will not necessarily be the same as the final examination, so you should consult the instructor before you write the supplemental examination;
- The supplemental result may or may not include the same proportion of class work as did the original grade; the instructor will announce the arrangements to be used for the course by the end of the Course add/drop Period;
- The supplemental grade will not replace the grade originally obtained, which is used in calculating the GPA; both the original grade and the supplemental result will be calculated in the CGPA;
- For courses in which both a supplemental examination and additional work are available, you may choose the additional work, or the examination, or both; where both are written, only one supplemental grade will be submitted, reflecting grades for both the supplemental examination and the additional work;
- There are no supplemental examinations for Summer Studies courses;
- Additional credit will not be given for a supplemental exam where the original grade for the course was a D and you already received credit for the course;
- No supplemental examinations are available if you fail to achieve a satisfactory grade in a course where you have written a deferred examination;
- Supplemental examinations in courses outside your faculty are subject to the deadlines, rules, and regulations of the relevant faculty.

You must frequently verify the status of your supplemental exam application on Minerva for any additional information required by your Student Affairs Office or Service Point. Once your application has been approved, you will receive a confirmation email at your McGill email address.

If you register for a supplemental examination but find yourself unprepared for it, you should not take the exam; except for the loss of the application fee, there is no penalty for missing a supplemental examination. You should consult your Student Affairs Office for further information. It is important that you also see a Faculty advisor to talk about your options and the effects that your request may have on your studies. For more information, see mcgill.ca/students/advising.

You must verify the date and time of the supplemental examination and make yourself available to write the exam. Supplemental examinations for courses taken in the *Fall term* will be written during *Reading Break* the following Winter term. Supplemental examinations for courses taken in the *Winter term* will be written in August of that year. Dates can be found at mcgill.ca/exams/dates.



Note for Continuing Studies: Availability of supplemental exams and the conditions under which you will be permitted to take them are different in each academic area.



Note for the Faculties of Arts and Science (including B.A. & Sc.): It is important that you also see a Faculty Advisor in Arts OASIS or SOUSA to talk about your options and the effects that your request may have on your studies. For more information, see mcgill.ca/students/advising.



Note for the Faculty of Engineering: Supplemental examinations are available for the following courses: CHEM 110, CHEM 120, CHEM 212, CHEM 234, COMP 202, MATH 133, MATH 140, MATH 141, PHYS 131, PHYS 142, and other courses administered by the Faculty of Science as well as courses administered by the Faculty of Arts (e.g., some Complementary Studies courses from Group A *Impact of Technology on Society* and from Group B *Humanities and Social Sciences, Management Studies and Law*).

Supplemental examinations are **not** available for the following Engineering courses: CHEM 233, EPSC 221, MATH 262, MATH 263, MATH 264, MATH 271, MATH 363, and PHYS 271. These courses are offered by the Faculty of Science, but they are administered by the Faculty of Engineering. If you are not sure which courses offer supplemental examinations, please contact the [Engineering Student Centre](#).



Note for the Faculty of Law: Regular supplemental examinations are available to a student who has failed a course, but who is not required to withdraw from the Faculty. Regular supplemental examinations may be written in up to two courses that do not exceed a total of seven credits together, or in any one course even if it exceeds seven credits. Supplemental examinations are written at the Law Faculty in the month of August. For more information, see *Supplemental Examinations* at mcgill.ca/law-studies/courses/exams.

1.6.3.5 Reassessment and Reread Policy for School of Continuing Studies Students

In accordance with the *Charter of Students' Rights*, and subject to the conditions stated therein, students have the right to consult any written submission for which they have received a mark and the right to receive an explanation from the instructor or, as the case may be, the examiner.

Students also have a right to an impartial and competent reread of any written assignment completed during the course of the semester, as well as final exams. However, it is strongly recommended that students meet with the course instructor before requesting a third-party reread.

Reassessments in courses not offered by the School of Continuing Studies (SCS) are subject to the deadlines, rules, and regulations of the relevant Faculty.

Students are required to keep any material, in its wholeness and original form, as it was returned to them. A reassessment request will be refused if the relevant material is not provided in support of the request.

Grades received for course components other than written work or examinations, such as presentations and/or participation marks, are not subject to the procedures noted below. Students should meet with the instructor to address any concerns regarding these forms of assessment.

SCS recognizes four types of reassessment:

- [section 1.6.3.5.1: Reassessment of an Assignment or a Mid-Term by the Instructor](#)
- [section 1.6.3.5.2: Reread of an Assignment or a Mid-Term Exam by a Third Party](#)
- [section 1.6.3.5.3: Reread of a Final Exam by a Third Party](#)
- [section 1.6.3.5.4: Mark Verification](#)

1.6.3.5.1 Reassessment of an Assignment or a Mid-Term by the Instructor

This type of reassessment applies to written assignments such as papers, quizzes, and mid-term exams completed during the term. Please also refer to [section 1.6.3.5.3: Reread of a Final Exam by a Third Party](#).

Reassessment of a group-written assignment requires the consent of all members of the group.

Requests for a review of a specific assignment **must be made directly to the instructor within 10 working days* of the date of return of the graded material**. *Requests received after this deadline will not be considered.* Results of the reassessment will normally be completed within 20 working days* of the receipt of the request. The grade may be increased, lowered, or remain the same. Whether the reassessed grade is higher or lower, it takes precedence over the original grade.

For the English Intensive Language Program, requests for a review of a specific assignment **must be made directly to the instructor within 3 working days* of the date of return of the graded material**. *Requests received after this deadline will not be considered.* Results of the reassessment will normally be completed within 5 working days* of the receipt of the request. The grade may be increased, lowered, or remain the same. Whether the reassessed grade is higher or lower, it takes precedence over the original grade.

* "Working days" means Monday through Friday.

1.6.3.5.2 Reread of an Assignment or a Mid-Term Exam by a Third Party

This type of reassessment applies to written assignments such as papers, quizzes, and mid-term exams completed during the term. Please also refer to [section 1.6.3.5.3: Reread of a Final Exam by a](#)

* "Working days" means Monday through Friday.

1.6.3.5.4 Mark Verification

In a case where a student believes that an error has been made in arriving at the final grade for a course as a whole, a **Verification of Grade** form must be completed at the [SCS Client Services](#) Office requesting that the instructor carry out a detailed check that the final course grade has been computed correctly.

For all courses and programs of study, the request **must be made within 10 working days* of the date on which the final grade appears on the student's transcript**. Requests received after this deadline will not be considered. The mark verification process should normally be completed within 20 working days* of receipt of the request by SCS Client Services.

* "Working days" means Monday through Friday.

1.6.4 Examinations: External Exam Proctors

Upon request, McGill will act as proctor for paper-based and online exams from universities or professional accreditation associations and organizations. For complete information on scheduling, fees, payment and all other details please consult the [Exams website](#).

1.6.4.1 Contact Information

Email: proctor.es@mcgill.ca

Website: mcgill.ca/exams/dates/proctor

1.7 Graduation

To graduate, you must complete faculty and program requirements in the program you were admitted to and registered in. **It is your responsibility to meet all faculty and program requirements before graduation.**

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

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

Once your record has been approved for graduation, your unofficial and official transcripts will indicate the notation "Degree Granted" after approval by the University Senate. At this point, your academic record is deemed as final and no further record changes may be requested at this time (e.g. grade changes).

• **Fall term graduation** (courses completed by the end of December; transcript will indicate "Degree Granted" in February after approval by the University Senate; diploma will be conferred at Spring convocation): You must apply on Minerva by the end of November.

• **Winter term graduation** (courses completed by the end of April; transcript will indicate "Degree Granted" in May after approval by the University Senate; diploma will be conferred at Spring convocation): You must apply on Minerva by the end of February.

• **Summer term graduation** (courses completed by the end of August; transcript will indicate "Degree Granted" in October after approval by the University Senate; diploma will be conferred at Fall convocation): You must apply on Minerva by mid-May.

For more information on applying to graduate, refer to the [Apply to Graduate](#).

Minimum Residency Requirement

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

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

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



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

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

1.7.1 Apply to Graduate

Most undergraduate students and non-thesis graduate students (master's, certificates, diplomas) must use [Minerva](#) to apply to graduate (go to *Student Records > Apply for Graduation for Your Primary Curriculum*). It is your responsibility to inform the University of your intention to graduate. You need a minimum residency requirement of 60 credits at McGill to qualify for a McGill undergraduate degree. For more information, see [section 1.7: Graduation](#). The minimum CGPA required to graduate is 2.00, and you must be in Satisfactory Standing.

The Application for Graduation is available on Minerva when you register for your final year (e.g., U3 or U4), except if you are in the Faculty of Medicine and Health Sciences or Faculty of Dental Medicine and Oral Health Sciences, where you are automatically flagged for graduation in your final year. For more information on how to apply on Minerva, go to mcgill.ca/graduation/applying.

Once you apply to graduate, you are authorizing the University to:

1. include your name and image in the McGill Convocation programs, web streamed convocation broadcast, and other convocation-related communications.
2. to have your ID, name, degree and ceremony provided to the academic regalia provider for the purposes of Convocation preparation.
3. to have your ID, name, email, degree and ceremony provided to the convocation photographer for the purposes of Convocation preparation.
4. to have your name, email, degree and confirmation of graduation sent to your professional order, if you are in a professional program (e.g. Engineering OIQ, Nursing OIQ), for licensing or accreditation purposes.

If you want to opt out of your information being sent to any of the above (1, 2, 3, or 4), you must complete an [Opposition Form](#) by March 15 for Spring convocation, and September 15 for Fall convocation.

1.7.1.1 Deadlines

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

If you miss one of these deadlines, contact your faculty's Student Affairs Office immediately.



Note for the Faculties of Arts and Science (including B.A. & Sc.): Requests are made at [Service Point](#) (3415 McTavish Street). However, it is important that you also meet with a Faculty advisor [Arts OASIS](#) or [SOUSA](#) to talk about your options and the effect that your request may have on your studies. For more information, see mcgill.ca/students/advising.



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



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



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

1.7.2 Graduation Approval Query

As a graduating student, you can view the status of your graduation record on [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 in early January for Fall term graduation, in early April for Winter term graduation and in early September for Summer term graduation.

If you meet all requirements for graduation, your graduation record will indicate **F**

1.7.3 Graduation Honours

The following sections describe honours that may be conferred at graduation.

1.7.3.1 Graduation Honours: Dean's Honour List

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

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



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



Note for Continuing Studies Students: If you are graduating from a certificate or a diploma program, you may be awarded the designation of Dean's Honour List if you have completed a minimum of 21 McGill credits toward your certificate (residency requirement) and are in the top 10% of your graduating class (calculation based on the CGPA).

1.7.3.2 Graduation Honours: Distinction

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

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



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



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



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

1.7.4 Awards for Continuing Studies Students

The American Express Prizes in Management – Treasury/Finance

Awarded on the basis of overall academic performance to the top student graduating with the Diploma in Management (Treasury/ Finance). One award will be available for each of the Spring and Fall convocations, and awarded by the Executive Committee of the School of Continuing Studies.
Value: \$350 each.

Bernard J. Finestone Prizes in General Insurance

Established in 1989 in recognition of Mr. Finestone's contribution to insurance studies at McGill. Awarded to the top student who has successfully completed the General Insurance I course and to the top student who has successfully completed the General Insurance II course at the McGill School of Continuing Studies. Awarded by the Executive Committee of the School.
Value: \$400 each.

The Edward C. Webster Prize in English as a Second Language

Established in 1989 in memory of E.C. Webster in recognition of his contribution to the School of Continuing Studies as its Director from 1968-1972. This prize is awarded annually to the student obtaining the highest standing in the Certificate of Proficiency in English.
Value: \$300.

Jacob Jonker Memorial Prize

Established in 2003 by Jonker Navigation Corporation in memory of Jacob Jonker, to recognize the academic performance of the top students graduating with the Diploma in Management (General). Awarded by the Executive Committee of the School of Continuing Studies.
Value: \$500.

McGill Associates Prizes in Translation

Awarded annually to the student with the best academic record over the entire program in the Certificate in Translation, French to English, and in the Certificate in Translation, English to French.

Value: two prizes of \$300.

Resolute Forest Products Prizes

Established in 1980, to be awarded to a student obtaining the highest academic standing in the Diploma in Management. One prize will be available for each of the Spring and Fall con

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

If you need to acquire a functional level of proficiency in French, you can take courses from either the French Language Centre (Faculty of Arts mcgill.ca/fle) or the School of Continuing Studies, 688 Sherbrooke Street West, telephone: 514-398-6200 (mcgill.ca/continuingstudies/oqlf-french-exam-preparation-course).

If you are already strong in French and want to maintain or improve your proficiency, you may consider taking courses in the Department of French Language and Literature, Faculty of Arts, or the School of Continuing Studies.



Note: You cannot apply non-credit language courses, and certain credit language courses, completed at the School of Continuing Studies to program/degree requirements. Consult your faculty for clarification.

* McGill degrees and diplomas currently give access to corporations regulating the activities of the following professional groups:

Professional Groups

Agrologists	Lawyers
Architects	Licensed General Accountants
Chartered Accountants	Nurse Clinicians
Chartered Appraisers	Occupational Therapists
Chemists	Physicians
Dentists	Physiotherapists
Dietitians	Psychologists
Engineers	Social Workers
Geologists	Speech Therapists and Audiologists
Industrial Administration Accountants	Urbanists
Industrial Relations Counsellors	Vocational Guidance Counsellors

1.7.7 Aegrotat Standing and Degree at McGill University

In rare cases where a student, based on serious medical or similar evidence, is unable to complete their program requirements within a reasonable time, or at all, they may be awarded their degree with *Aegrotat* Standing.

At McGill, this designation may be considered if a student has completed 75% or more of their degree program requirements and based on a serious medical situation or other extenuating circumstance is unable to complete their program. If approved, this could result in the awarding of an *aegrotat* degree. An *aegrotat* indicator of "Y" at graduation signifies that a student was awarded such a degree. An *aegrotat* degree is awarded only to students in Satisfactory Standing who have been unable to complete their degree due to special circumstances toward the end of their program. Information on this degree designation is only included in the convocation program, and not on the transcript.

A degree with *Aegrotat* standing is rarely granted at McGill University. A formal request must be submitted to the Dean of the student's faculty and the Deputy Provost, Student Life and Learning, to approve granting such a degree.

1.8 Advising and the University Mission

The Mission Statement of the University expresses the commitment to offer students the *best education available*. An essential component of this is the advising process. Academic advising takes place in many ways and locations at McGill, so it is important that you learn about the different *Types of Advising and Advisors* and how they can help you reach your goals. You should also consult the advising information provided on your Faculty's website (*Contact Information for Faculty & School Student Affairs Offices*) and on the *Academic Advising website*.

1.8.1 The Role of the Student in Advising

Your active participation in the advising process is essential for accessing the full range of academic opportunities during your studies. You must be proactive in seeking meetings with various advisors, professors, and counsellors to ensure that you receive the advice you need to formulate a personal plan of study and to meet your academic goals. While advisors are there to provide you with guidance, you are ultimately responsible for meeting your degree or diploma requirements. It is your responsibility to learn the rules and regulations of the University, your faculty, and your program. With your cooperation, advisors and counsellors will assist you throughout your undergraduate studies.

1.8.2 Contact Information for Continuing Studies Advising

Client Services Office

680 Sherbrooke Street W., Suite 1199
Montreal, QC H3A 2M7
Telephone: 514-398-6200
Email: info.conted@mcgill.ca
Website: mcgill.ca/continuingstudies/scs-future-students/advising

1.9 Service Point

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

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

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

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

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

For a complete list of student services and resources at McGill, see mcgill.ca/studentervices/.

For more information about Service Point, see mcgill.ca/servicepoint.

1.9.1 Location

3415 McTavish Street (at Sherbrooke)
Montreal QC H3A 0C8
Telephone: 514-398-7878
Opening hours: please refer to mcgill.ca/servicepoint
Email: please refer to mcgill.ca/servicepoint/contact

1.10 Student Services

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

1.10.1 Office of the Executive Director, Services for Students

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

For information, contact:

Telephone: 514-398-8238
Website: mcgill.ca/studentervices

Office of the Senior Director, Services for Students
William and Mary Brown Student Services Building
3600 McTavish Street, Room 4100
Telephone: 514-398-8238
Website: mcgill.ca/studentservices

Institutional Sales

Website: leames.ca/institutional

1.10.7 Library Workshops

Workshops and tours designed to teach effective library use and to familiarize students with the McGill Libraries system are offered at various times throughout the academic session. For library guides, brochures, information, and schedules, visit the website at www.mcgill.ca/library/services/workshops.

1.10.8 Minerva Workstations for Continuing Studies Students

Minerva workstations, located on the 11th and 13th floors at 680 Sherbrooke Street West, are available to Continuing Studies students to view course offerings, add and drop courses, view their transcripts, and access all other services.

1.11 Information Technology (IT) Services

- [section 1.11.1: IT Support](#)
- [section 1.11.2: Communication and Collaboration](#)
- [section 1.11.3: Online Course Materials and Lecture Recordings](#)
- [section 1.11.4: Minerva](#)
- [section 1.11.5: Secure Your Journey](#)

McGill University students, faculty, staff, and other members of the McGill community benefit from a variety of Information Technology resources. Please visit [IT Services > Resources for Students](#) for details.

1.11.1 IT Support

1.11.4 Minerva

Minerva is McGill's web-based information system serving applicants, students, staff, and faculty. To access Minerva, go to mcgill.ca/minerva and log in with your McGill username and password or with your McGill ID and Minerva PIN. Once logged in, you can:

- Apply to McGill and view your application status
- View class schedules, including course descriptions and spaces available in course sections
- Register and make course changes
- Change your major or minor program (not all faculties)
- View your unofficial transcript and degree evaluation reports
- View your McGill Username, used to access computers on campus, WiFi, Email, Office 365, campus printing, and more
- 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
- Official documentation to order a reduced-fare STM Opus c3693 518lm(w your application statu0catm(w your ap7Tm03tion statu0cagraation such ah a compurse)

Special library services like the [Course Readings Service](#) allows you to access digital items on course reading lists in the Library's catalogue and in *myCourses*. You can also borrow materials from any library location and the McGill University Collection Centre and return them anywhere across the system. If you need material not owned by the McGill Univ

1.12.6 Lyman Entomological Museum and Research Laboratory

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

Telephone: 514-398-7914

Website: mcgill.ca/historicalcollections/departmental/lyman

1.12.7 Other Historical Collections

In addition to the McGill museums, there are other collections and exhibits of a specialized nature curated by McGill's **Heritage Advisory Committee**.

McGill began accumulating cultural property by virtue of acquisition or donation even before the university itself was established. At the Montreal Medical Institute, which became McGill's Faculty of Medicine and Health Sciences, specimens were collected and used as teaching tools as early as 1822. Articles published about early collections gained international recognition for faculty members such as Andrew Fernando Holmes and Sir William Dawson. Their collections and others had a major influence on building McGill's reputation as a learned institution.

For more information, and to view the full list of historical collections at McGill, please visit mcgill.ca/historicalcollections.

1.13 The University

McGill University is one of Canada's best-known institutions of higher learning and one of the leading universities in the world. With students coming to McGill from some 150 countries, our student body is the most internationally diverse of any research-intensive university in the country.

1.13.1 History

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

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

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

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

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

The University now comprises 10 Faculties and 17 Schools. At present, over 40,000 students are taking credit courses; one in four is registered in Graduate Studies.

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

1.13.2 Incorporated and Affiliated Colleges

1.13.2.1 Incorporated College

The Royal Victoria College is a non-teaching college of McGill University that provides residential accommodation for both men and women in a co-education environment.

Royal Victoria College

3425 University Street, Montreal QC H3A 2A8

1.13.2.2 Affiliated Theological Colleges

The three colleges below 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.

Montreal Diocesan Theological College

3473 University Street, Montreal QC H3A 2A8

Principal: Rev. Dr. Jesse Zink; B.A.(Acad.), M.A.(Chic.), M.Div.(Yale), Ph.D.(Camb.)

Presbyterian College of Montreal

3495 University Street, Montreal QC H3A 2A8

Principal: Rev. Dr. Roland de Vries; B.A.(Guelph), M.Div.(The Presbyterian College), S.T.M., Ph.D.(McG.)

United Theological College of Montreal

3475 University Street, Montreal QC H3A 2A8

Principal: Rev. Maylanne Maybee; B.A.(Tor.), Dip.Theol., Cert.Ed.(Oxon), M.Div.(Trin. Coll., Tor.)

1.13.3 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 the Senate from amongst its members; two are elected by the full-time administrative and support staff from amongst its members; two are elected by the full-time academic staff; and two are 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. The Chancellor and the President 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 President and Vice-Chancellor is the chief executive officer of the University, appointed by the Board of Governors after consultation with a statutory committee. The President is, ex officio, Chair of the 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.

1.13.4 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 Universities Canada and remains an active member university to this day. In addition, McGill University is a member of the American

1.13.5 Governance: Board of Governors

1.13.5.1 The Visitor

The Visitor

Her Excellency the Right Honourable Mary Simon; C.C., C.M.M., C.O.M., O.Q., C.D., Governor General and Commander-in-Chief of Canada **Administrator of the Government of Canada**

1.13.5.2 Board of Governors

Board of Governors

Maryse Bertrand	Chair
Deep Saini	President and Vice-Chancellor
John McCall MacBain	Chancellor

1.13.5.2.1 Members

Members

Bob Babinski
Arun Bajaj
Maryse Bertrand
Gregory David
Ariel Deckelbaum
Alan Desnoyers
Luciano D'Iorio
Lucy Gilbert
Celia Greenwood
Joseph Hakim
Fred Headon
Inez Jabalpurwala
Pierre Matuszewski
Ram Panda
Maarika Paul
Adrienne Piggott
Diletta Prando
Samira Sakhia
Jonathan Sigler
Petra Rohrbach
Edith -1Q6er

Student Representatives

McGill Association of Continuing Education Students (1)

Macdonald Campus Students' Society (1)

1.13.6 Governance: Members of Senate

1.13.6.1 Ex-Officio

Ex-Officio

The Chancellor

The Chair of the Board of Governors

The President and Vice-Chancellor

The Provost, Deputy Provost, and the vice-presidents

The deans of faculties

The Dean of Continuing Studies

The Dean of Graduate and Postdoctoral Studies

The Dean of Students

The Dean/Director of Libraries

The University Registrar and Executive Director of Enrolment Services

The Director of Teaching and Learning Services

1.13.6.2 Elected Members

Elected Members

65 members elected by the faculties, the University libraries, the Board of Governors, and administrative and support staff

21 Student Members

1.13.7 Administration

McGill's Senior Administration and governing bodies—the *Board of Governors* and *Senate*—provide strategic guidance and oversight, ensuring accountability through a system of formal decision-making and reporting.

Please refer to mcgill.ca/about/administration to meet McGill's senior staff and learn about the University's administration and governance structure.

Administration

John McCall MacBain

Deep Saini

Véronique Bélanger

Christopher Manfredi

Chancellor

President and Vice-Chancellor

Chief of Staff

Provost and Vice-President (Academic)

Deputy Provost (Student Life and Learning)

Administration

Diana Dutton	Vice-President (Administration and Finance) (<i>Interim</i>)
Diana Dutton	Associate Vice-President (Human Resources)
Cristiane Tinmouth	Associate Vice-President (Financial Services)
Denis Mondou	Associate Vice-President (Facilities Management and Ancillary Services)
TBA	Vice-President (Communications and External Relations)
Lesley Fellows	Vice-President (Health Affairs) and Dean (Faculty of Medicine and Health Sciences)
Jean-Pierre Farmer	Associate Vice-President and Vice-Dean (Health Affairs, Faculty of Medicine and Health Sciences)
Martha Crago	Vice-President (Research and Innovation)
Philippe Gros	Deputy Vice-President (Research and Innovation)
Benoit Boulet	Associate Vice-President (Research and Innovation) (Innovation and Partnerships)
Lara Khoury	Associate Vice-President (Research)
Marc Weinstein	Vice-President (University Advancement)
Jean-François Legault	General Counsel and Director of Legal Services
Pascal Théoret	Executive Director, Internal Audit

1.13.7.1 Deans, Directors of Schools and Libraries

1.13.7.1.1 Deans

0 u 1 362.538 476.16 T44138 Tcultu1GrMet2 523.48 Tm21.59RPr

Valérie Orsat	Agricultural and Environmental Sciences
Lisa Shapiro	Arts
Carola Weil	Continuing Studies
Elham Emami	Dental Medicine and Oral Health Sciences
Vinoria Talwar	Education
Viviane Yargeau	Engineering
Josephine Nalbantoglu	Graduate and Postdoctoral Studies
Robert Leckeyosephine Nalbantoglu	Law

Directors of Schools

Frederic Fabry

Joan Bartlett

TBA

Anita Gagnon

Laurie Snider

Timothy Evans

Garth W. Green

Nicole Ives

Lisa Bornstein

Environment

Information Studies

Medicine, School of

Nursing

Physical and Occupational Therapy

Population and Global Health

Religious Studies

Social Work

Urban Planning

Public Policy

- **Address:** 680 Sherbrooke Street West, 11th floor; Montreal QC H3A 2M7, Canada

2.2 Key Dates, 2024–2025

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

REGISTRATION & APPLICATION	Fall Term	Winter Term
Application deadline	Canadian/Permanent Residents: May 1, 2024; International Students: March 1, 2024	Canadian/Permanent Residents: September 1, 2024; International Students: July 1, 2024
Registration using Minerva for returning Continuing Education – Faculty of Education students	May 22, 2024	May 22, 2024
Registration using Minerva for courses and programs for returning program students	June 5, 2024	October 3, 2024
Registration using Minerva for returning Continuing Studies Independent (Special) Students and newly admitted students for courses and programs	June 12, 2024	October 10, 2024
Deadline for students to register for courses without a late registration fee	August 28, 2024	January 6, 2025
Late registration period with late registration fee (\$25 for Continuing Studies)	August 29–September 10, 2024	January 7–14, 2025
Course Change (drop/add) deadline (less \$20)	September 10, 2024	January 14, 2025
Deadline to web withdraw (grade of “W”) with fee refund from Continuing Studies credit courses (less \$20)	September 17, 2024	January 21, 2025
Deadline to withdraw from courses (grade of “W”) or University withdrawal (grade “W-”) with NO refund	October 29, 2024	February 25, 2025
Last day for students to request fee exemptions and to submit legal documents for proof of Canadian citizenship and proof of Quebec residency to the School of Continuing Studies. Documents received after this date will be updated for the following term only	December 4, 2024	April 11, 2025
LECTURES	Fall Term	Winter Term
Lectures begin in all credit courses and non-credit language courses	August 28, 2024	January 6, 2025
Lectures begin for Intensive English and Intensive French	September 9, 2024	January 13, 2025
Lectures begin in non-credit Career and Professional Development courses (These dates may change depending on the course; refer to the course listing for the most up-to-date information)	August 28, 2024	January 6, 2025
Last day of lectures for courses	December 4, 2024	April 11, 2025
Online course evaluation period: Evaluations available for completion on Mercury through Minerva	November 7–December 21, 2024	March 17–May 1, 2025
EXAMINATIONS	Fall Term	Winter Term
Examination period	December 6–20, 2024	April 14–30, 2025

EXAMINATIONS**Fall Term****Winter Term**

Application deadline for deferred examinations

January 7, 2025

May 5, 2025

STATUTORY HOLIDAYSNational Patriots' Day (*Journée nationale des patriotes*)

May 20

Fête Nationale du Québec

June 24

Canada Day

July 1

Labour Day

September 2

Thanksgiving

October 14

Chris 0 1 70.(erm)Tj1 0 0 1 70.52 724.56 Tm0 1 10 N8 691.367 l56nh8f13F December 25–January 2

3.2 Education Studies in the School of Continuing Studies

3.2.1 Education (School of Continuing Studies) at McGill

Are you teaching full-time? Would you like to upgrade your skills, learn new teaching strategies, or gain experience in a specialized subject area? The Faculty of Education offers part-time professional development opportunities administered through the School of Continuing Studies. These programs allow educators to enhance their existing knowledge and skills while moving into new areas of the education spectrum.

Offered in conjunction with McGill's Faculty of Education, the in-depth programs provide in-service teachers, facilitators, and academic advisors with compelling coverage of many important education issues. Programs such as the Diploma in Human Relationships, Diversity and Sexuality and the Certificate in Inclusive Education can expand professional horizons while equipping educators to better manage changing classroom realities.

The Office of First Nations and Inuit Education (OFNIE) offers multiple programs in the areas of Indigenous education, language, and culture. The Faculty of Education, in collaboration with various Indigenous communities and institutions, offers both community-based and campus-based programs. OFNIE's teacher-education programs lead to initial teacher certification, the Bachelor of Education for Certified Teachers, and professional development.

Please note that the School of Continuing Studies will no longer administer Faculty of Education programs as of Winter 2025. Please contact the Faculty of Education for further information.

3.2.2 Location

Faculty of Education
3700 McTavish Street, Room 243
Montreal QC H3A 1Y2
Telephone: 514-398-7042
Fax: 514-398-4679
Email: isa.education@mcgill.ca
Website: mcgill.ca/continuingstudies/areas-study/education-pro

Spring/Summer term: January 1

3.2.5 Diploma in Human Relationships, Diversity and Sexuality

The Diploma in Human Relationships, Diversity and Sexuality focuses on the complexity of relationships in a digital and global world. Taking an intersectional approach with an orientation toward social justice, topics include sexuality, culture, ability, media literacy, communication, advocacy, and leadership.

Admission Requirements

Please refer to specific admission requirements listed on the program website mcgill.ca/edu-ecp/programs/prodev/diploma-human-family#requirements.

Further information may be obtained from the Program Coordinator, Department of Educational and Counselling Psychology, at ecpcont.education@mcgill.ca

3.2.6 Graduate Certificate in Counselling Applied to Teaching

****Admissions no longer accepted.****

The goal of this program is to enhance teachers' knowledge and skills in a variety of areas.

Further information may be obtained from the Program Coordinator, Department of Educational and Counselling Psychology, at ecpcont.education@mcgill.ca.

3.2.7 Graduate Certificate in Indigenous Education for Non-Indigenous Educators

The goal of this program is to offer professional development for in-service non-Indigenous teachers supporting their growth as more effective teachers in Indigenous communities.

3.2.10 Academic Regulations

It is the responsibility of the student to read, understand, and abide by the regulations and procedures in this publication.

Academic Standing

A minimum grade of C is required in all required courses. A grade of D will be allowed in one elective course that is not a prerequisite to other courses taken in the program. Students may repeat failed courses only once. A minimum Cumulative Grade Point Average (CGPA) of 2.00 is required to be placed in Satisfactory Standing.

Time Limits

Thirty-credit programs taken on a part-time basis must normally be completed within five years of admission to the program. Programs taken on a full-time basis must normally be completed within 28 months of admission to the program. Students exceeding time limits may request an extension, in writing, which may be granted under special circumstances with the approval of the Director. Students who do not register for any course in their program for one year will be required to re-apply, meeting any new program requirements.

The time limit for completion of the 60-credit Certificate in Education for First Nations and Inuit is 12 years. The University reserves the right to request that a student retake a course or courses after a five-year period if it is felt that too long a break has occurred in the ongoing nature of the training.

Student Teaching Practicum

In programs where there is a compulsory practicum (field experience / student teaching) a satisfactory Pass (P) is required. If a student fails this component of the program, the student will be required to withdraw from the program, but may appeal to the Internships and Student Affairs Office for readmission. Satisfactory progress in the student's coursework is a prerequisite for placement in the Practicum.

Advanced Standing and Transfer Credits

Advanced Standing and transfer credits may be granted to students who provide evidence of equivalent course(s) completed at McGill University or elsewhere. Students should note that courses taken more than five years ago will not be recognized for Advanced Standing. Permission must be obtained from the director concerned. Normally, a maximum of 9 credits is permitted. In order for credits to be accepted, a grade of C or better must have been obtained.

For certificate programs offered by McGill's Faculty of Education through its Office of First Nations and Inuit Education (see Programs for First Nations and Inuit), up to 15 credits will be accepted as transfer credit for a 30-credit certificate, and up to 30 credits will be accepted as transfer credit for a 60-credit certificate.

Advising

Academic advisors are available to answer inquiries by calling the appropriate department.

3.3 Global and Strategic Communications

3.3.1 Global and Strategic Communications

The Global and Strategic Communication (GSC) domain focuses on the theory and practice of applied communication and cross-cultural competencies in a strategic and/or global context. Programs in this field equip learners with the knowledge and analytical and practical skills necessary to develop and implement communication strategies for globalized organizations. Our undergraduate, graduate, and non-credit programs—in areas such as public relations, marketing, communication studies, translation, and language acquisition—enable individuals to strategically position their organizations for success and to achieve their personal and professional goals in rapidly changing local and global contexts.

Certificate in Applied Marketing

Certificate in PR and Communications Management

Graduate Certificate in Public Relations and Communication Management Practice

Graduate Certificate in Strategic Public Relations and Communication Management

Graduate Certificate in Marketing

Graduate Certificate in Advanced Marketing

Graduate Diploma in Legal Translation

Certificate of Proficiency in English Language and Culture

Certificate of Proficiency in English for Professional Communication

Certificate of Proficiency in French for Professional Communication

French for Healthcare Professionals

Certificate of Proficiency - Bilingual Professional Communication

3.3.2 Location

Global and Strategic Communications (GSC)

Telephone: 514-398-1212

Email: gsc.scs@mcgill.ca

Website: mcgill.ca/continuingstudies/areas-study

3.3.3 Languages at the School of Continuing Studies

3.3.3.1 About Languages at the School of Continuing Studies

Do you want to get ahead in your job or at school, integrate better into Quebec society, or qualify for certain McGill programs? With dynamic instructors and a stimulating educational framework, the School of Continuing Studies offers proven methods for expanding your language skills. Thousands of working professionals, new Montrealers, and students from over 60 countries can attest to how our language programs have been an important catalyst in their lives.

There are a variety of courses and programs available for individuals interested in immersing themselves in various languages, including **English** and **French**, either on a part-time or full-time basis. In addition to regular language offerings, customized courses can be delivered in English, French, and other languages to local and international groups. These customized programs are made to meet the specific language and communication needs of corporations, organizations, government agencies, and institutions.

Whatever your language needs, we have the prov

CEEN 104	(3)	Elementary English 1
CEEN 106	(3)	Elementary English 2

Required Courses (30 credits)

CEEN 211	(3)	Functional English Grammar/Writing 1
CEEN 212	(3)	English Communication Practice 1
CEEN 221	(3)	Functional English Grammar/Writing 2
CEEN 222	(3)	English Communication Practice 2
CEEN 331	(3)	Functional English Grammar/Writing 3
CEEN 332	(3)	English Communication Practice 3
CEEN 411	(3)	English Grammar and Writing Techniques
CEEN 412	(3)	English Oral Communication Techniques
CEEN 421	(3)	English Written Communication Contexts
CEEN 422	(3)	English Oral Communication Contexts

Complementary Courses **

CEEN 201	(3)	Vocabulary and Reading Strategies
CEEN 202	(3)	Introduction: English Pronunciation System.
CEEN 266	(3)	Introduction to Creative Writing
CEEN 267	(3)	English Study Topics: The Story of Canada
CEEN 301	(3)	English Grammar in Context
CEEN 302	(3)	English Pronunciation: Stress and Intonation
CEEN 401	(3)	English Vocabulary in Context
CEEN 402	(3)	English Communication and Cultural Patterns
CEEN 403	(3)	Strategic Communication in English
CEEN 404	(3)	English Creative Non-fiction Writing

Notes:

*1 Students who place lower than Intermediate-Low on the required placement test have the option to take 3 to 9 credits of the preparatory module (depending on their placement test score) to reach the entry level of the program.

** 2 Students who begin their studies with courses CEEN 221/CEEN 222 and who would like to be admitted to the Certificate of Proficiency – English for Professional Communication must take two complementary courses (CEEN 401 or CEEN 402 or CEEN 403 or CEEN 404),

or equivalent courses as approved by the Language and Intercultural Communication unit, to satisfy the requirements of the program. These courses may be taken as part of the advanced module of the program. For more information, please contact the Language and Intercultural Communication unit.

** 3 Students who begin their studies with courses CEEN 331/CEEN 332 and who would like to be admitted to the Certificate of Proficiency – English for Professional Communication must take four complementary courses (CEEN 401 and CEEN 402 and CEEN 403 and CEEN 404), or equivalent courses as approved by the Language and Intercultural Communication unit, to satisfy the requirements of the program. These courses may be taken as part of the advanced module of the program. For more information, please contact the Language and Intercultural Communication unit.

** 4 Students who begin their studies with courses CEEN 411/CEEN 412 are not eligible for admission to the Certificate of Proficiency – English for Professional Communication. However, these students may register as "Special Students" and may be eligible to receive the McGill Attestation of Proficiency in English if they successfully complete all four (4) courses of the Advanced module (CEEN 411, CEEN 412, CEEN 421, and CEEN 422) with a minimum grade of B- (65%)

3.3.7 Certificate of Proficiency – English for Professional Communication: Academic Regulations**Admission Requirements**

To be admitted to the *Certificate of Proficiency – English for Professional Communication*:

- Students must take the Entrance Placement Test (EPT) and place into a level no higher than Intermediate High (CEEN 331/CEEN 332); see [section 3.3.8: Certificate of Proficiency – English for Professional Communication: Entrance Placement Test \(EPT\)](#) and mcgill.ca/continuingstudies/program/certificate-cert-proficiency-english-professional-communication for details.
- Students must be at least 18 years of age and hold a CEGEP diploma (DEC) or equivalent.
- Students 21 years of age and over who do not have the normal academic background for admission may be admitted as Mature students.
- Students between 18 and 21 years of age who do not have a CEGEP (DEC) diploma or equivalent may be accepted into a qualifying program to be determined by Global and Strategic Communications. Formal admission to the certificate program will normally follow upon satisfactory completion of the qualifying program.
- Students below 18 years of age without a CEGEP diploma (DEC) will not be admitted to a certificate program, nor will they be permitted to take courses.

Admission Procedures

All students seeking admission to the Certificate of Proficiency – English for Professional Communication must also submit their Entrance Placement Test (EPT) result. Students who are eligible for admission to the program are strongly advised to submit an Application for Admission within their first session of studies.

Residency Requirements and Advanced Standing

- Students are required to complete at least 70% of the program requirements at McGill University.
- Advanced Standing of up to nine (9) credits may be granted for successfully completed equivalent courses taken at the university level within the last five years.
- Students are permitted to be away from the program for three (3) consecutive sessions without reapplying and retaking the Entrance Placement Test.

Time Limits

The program must be completed within four years of the date of admission. Students may request in writing an extension of this time limit, which may be granted under special circumstances with the approval of the Director.

Academic Standing Requirement

A student who obtains a grade of C (55%) or more in a given course is considered to have passed the course and is awarded three (3) university credits. Nevertheless, according to internal program regulations, a student must obtain a grade of B- (65%) or more in each course to be permitted to register for the next level and to qualify for the Certificate of Proficiency – English for Professional Communication.

A maximum of two unsatisfactory grades—i.e., below B- (65%) per course/level—is permitted in a Certificate of Proficiency program.

Intensive English Program: Cer

Students who are citizens and residents of one of the following countries and are registered as full-time students are eligible for coverage under the provincial health care plan (Québec Medicare) and are therefore not required to purchase Blue Cross medical insurance: France, Belgium, Greece, Romania, Denmark, Sweden, Norway, Finland, Luxembourg, and Portugal. In such cases, students must apply for the Québec Medicare plan and provide proof to the Client Services Office.

Access to McGill's Student Wellness Hub is available upon payment of an additional Student Services fee.

3.3.14 Housing

The Global and Strategic Communications Domain can refer students to an organization that will place them in the home of an English-speaking family. This arrangement provides an ideal opportunity to speak English in a domestic setting. As well, Off-Campus Housing offers information on lodgings close to campus. University residences are available to students during the Summer session only. For more information, visit our website at mcgill.ca/continuingstudies/international-students or contact the Global and Strategic Communications Domain.

3.3.15 French Language Programs

The School of Continuing Studies' Global and Strategic Communications domain offers high-quality French language instruction to meet the needs of a wide-ranging clientele such as professionals, new Montrealers, and students who want to accelerate their integration into Quebec or another French-speaking community. The Schools' part-time and full-time language programs help learners achieve competence in both oral and written French, and lead to the McGill Certificate of Proficiency. Using stimulating and effective teaching methods as well as the latest technology, the Global and Strategic Communications domain's dynamic teaching team helps learners improve their French as quickly and as efficiently as possible, opening doors to new professional, academic, and cultural opportunities in Quebec and beyond.

3.3.16 Certificate of Proficiency – French for Professional Communication Overview

This 30-credit program is aimed at the community at large, including the employees of McGill University.

3.3.17 Certificate (Cert.) Proficiency - French for Professional Communication (30 credits)

This award-winning part-time certificate program has been designed to enable students to master, in both oral and written French, the linguistic and communicative skills necessary to function effectively in a professional francophone environment.

The program is the equivalent of one year of full-time university studies, requires the completion of ten 3-credit courses, and starts at the low-intermediate level (courses CEFN 211 and CEFN 212). Students with a basic or an elementary knowledge of French will need to complete credit prerequisite courses before entering the program. Those credit courses won't be accepted as part of the Certificate. The overall program structure is divided into two modules:

- 1) The Preparatory Module comprises four prerequisite courses (one at the basic level and three at the elementary level) of 39 hours each.
- 2) The Intermediate and Advanced Credit Module consists of ten 3-credit courses of 39 hours each. It includes courses at the 200, 300, and 400 levels.

The program is offered three times a year: in Fall and W

CEFN 331	(3)	Functional French Grammar/Writing 3
CEFN 332	(3)	French Communication Practice 3
CEFN 411	(3)	French Grammar/Writing Techniques
CEFN 412	(3)	French Oral Communication Techniques
CEFN 421	(3)	French Written Communication Contexts
CEFN 422	(3)	French Oral Communication Contexts

Complementary courses

CEFN 401	(3)	French Vocabulary in Context
CEFN 402	(3)	Persuasive French in Communication

Notes:

* 1 Students who begin their studies with courses CEFN 221/CEFN 222 and who would like to be admitted to the Certificate of Proficiency - French for Professional Communication must take two complementary courses (CEFN 401 and CEFN 402), or equivalent courses as approved by the Language and Intercultural Communication unit, to satisfy the requirements of the program. These courses may be taken as part of the advanced module of the program. For more information, please contact the Language and Intercultural Communication unit.

* 2 Students who begin their studies with courses CEFN 331/CEFN 332 and who would like to be admitted to the Certificate of Proficiency - French for Professional Communication must take up to two Comprehensive Challenge Exams which correspond to the previous level (CEFN 221/CEFN 222), and two complementary courses (CEFN 401 and CEFN 402), or equivalent courses as approved by the Language and Intercultural Communication unit, in order to satisfy the requirements of the program. These courses may be taken as part of the advanced module of the program. For more information, please contact the Language and Intercultural Communication unit.

* 3 Students who begin their studies with courses CEFN 411/CEFN 412 are not eligible for admission to the Certificate of Proficiency - French for Professional Communication. However, these students may register as Special Students and may be eligible to receive the McGill Attestation of Proficiency in French if they successfully complete all four (4) courses of the

A student who obtains a grade of C (55%) or more in a given course is considered to have passed the course and is awarded three (3) university credits. Nevertheless, according to internal program regulations, a student must obtain a grade of B- (65%) or more in each course to be permitted to register for the next level and to qualify for the Certificate of Proficiency – French for Professional Communication.

A maximum of two unsatisfactory grades, below B- (65%), per course/level is permitted in a Certificate of Proficiency program. A student who cannot pass to a higher level after two attempts must have the permission of the relevant program coordinator in order to have permission to remain in the program. Overall, a maximum of three unsatisfactory grades is permitted in any of the Certificate of Proficiency programs.

It is the student's responsibility to ensure that course and program requirements are met. Students who fail to meet these requirements will be denied permission to continue in the course/program.

In order to be eligible for graduation, students must complete all program requirements with a cumulative grade point average (CGPA) of at least 2.0, which will be computed over all courses (including supplemental and unsatisfactory grades) taken in the program.

Special Students

Students not wishing to be admitted to the program may register as a "Special Student" in a course, provided they have taken the Entrance Placement Test (EPT), or have completed the necessary prerequisites. Please consult : [Special Student Status](#) for more information.

Special Students, although not formally admitted to the program, are expected to demonstrate seriousness of academic purpose, and are governed by the Academic Standing Requirements mentioned above.

3.3.19 Certificate of Proficiency – French for Professional Communication: Entrance Placement Test (EPT)

All new students are required to take an Entrance Placement Test (EPT) to assess their level of proficiency. The EPT is valid for a period of one (1) year from the test date. Students who do not register for a course within this time will be required to retake the EPT. Students who have no knowledge of French can sign a waiver attesting that they are beginners. Students who decide to sign this waiver after having read its contents carefully will be registered in a Basic French course. However, the Director has the right to transfer any student to another level if the waiver does not reflect the true level of the student.

For information on the Entrance Placement Test dates, please refer to continuingstudies.mcgill.ca/search/publicCourseSearchDetails.do?method=load&courseId=19673.

3.3.20 International Students

If you are not a Canadian citizen or Permanent Resident and wish to study for longer than one semester, you must apply for one-year admission in order to obtain a **Study Permit and a Quebec Certificate of Acceptance**.

Students wishing to study for one semester need only apply for a Temporary Resident Visa.

You may also require an eTA (Electronic Travel Authorization); for more information, see mcgill.ca/internationalstudents/immigration-documents/new-etax.

McGill does not issue any immigration documents. Students are advised to begin this process as soon as possible and to be patient. For further details, contact the School's Client Services Office, the Canadian Embassy, or the Consulate in your country of residence.

By Senate regulations, **ALL** international students and their dependants are required to participate in the University's Blue Cross medical insurance plan. The plan meets the Immigration Québec health insurance requirements.

Students who are citizens and residents of one of the following countries and are registered as full-time students are eligible for coverage under the provincial health care plan (Québec Medicare) and are therefore not required to purchase Blue Cross medical insurance: France, Belgium, Greece, Romania, Denmark, Sweden, Norway, Finland, Luxembourg, and Portugal. In such cases, students must apply for the Québec Medicare plan and provide proof to the School's Client Services Office.

Access to McGill's Student Wellness Hub is available upon payment of an additional Student Services fee.

3.3.21 Housing

The Global and Strategic Communications domain can refer students to an organization that can place them in the home of a French-speaking family. This arrangement provides an ideal opportunity to speak French in the home setting and sample our Québécois hospitality. As well, Off-Campus Housing offers information on lodgings close to campus. University residences are avj1 0 0 1 219.518 22.923 Tm(v)Tj1 0 1 22n8den,(espa 52 u cam 0 1e1 299.0n63 Tm(.)Tj14te i9nc

3.3.23 Certificate (Cert.) Proficiency in Bilingual Professional Communication (30 credits)

The Certificate of Proficiency in Bilingual Professional Communication addresses the need for bilingual proficiency (English and French) in a professional context. It is intended for adult learners who wish to acquire proof of proficiency in these two languages simultaneously, and attain a high level of bilingualism for the workplace. The program may be completed on a part-time basis.

Program Prerequisites

If your English Entrance Placement level is not at Advanced 1, you may need some or all of these courses (above the 30 credits for the program):

CEEN 211	(3)	Functional English Grammar/Writing 1
CEEN 212	(3)	English Communication Practice 1
CEEN 221	(3)	Functional English Grammar/Writing 2
CEEN 222	(3)	English Communication Practice 2
CEEN 331	(3)	Functional English Grammar/Writing 3
CEEN 332	(3)	English Communication Practice 3

If your French Entrance Placement level is not at Advanced 1, you may need some or all of these courses (above the 30 credits for the program):

CEFN 211	(3)	Functional French Grammar/Writing 1
CEFN 212	(3)	French Communication Practice 1
CEFN 221	(3)	Functional French Grammar/Writing 2
CEFN 222	(3)	French Communication Practice 2
CEFN 331	(3)	Functional French Grammar/Writing 3
CEFN 332	(3)	French Communication Practice 3

Required Courses (24 credits)

CEEN 411	(3)	English Grammar and Writing Techniques
CEEN 412	(3)	English Oral Communication Techniques
CEEN 421	(3)	English Written Communication Contexts
CEEN 422	(3)	English Oral Communication Contexts
CEFN 411	(3)	French Grammar/Writing Techniques
CEFN 412	(3)	French Oral Communication Techniques
CEFN 421	(3)	French Written Communication Contexts
CEFN 422	(3)	French Oral Communication Contexts

Complementary Courses (6 credits)

To be chosen in consultation with, and approved by, the Program Coordinator.

CEEN 401	(3)	English Vocabulary in Context
CEEN 402	(3)	English Communication and Cultural Patterns
CEFN 401	(3)	French Vocabulary in Context
CEFN 402	(3)	Persuasive French in Communication

3.3.24 About Translation at the School of Continuing Studies

3.3.24.1 Translation at the School of Continuing Studies

Are you fluent in English and French? Do you have an affinity for leg

The Global and Strategic Communications Domain offers a program that can provide you with the skills and experience necessary to succeed as a legal translator. With a focus on translation principles, language analysis, and hands-on translation of legal texts, our program prepares you for the challenges and rewards of a career in legal translation.

To accommodate the needs of working professionals and individuals looking to enter a new career in legal translation, the *Graduate Diploma in Legal Translation* is an online program and offered during the evenings. Students build core translation knowledge and skills, translating to or from English and French.

3.3.24.2 Location

Translation Studies
680 Sherbrooke Street West, Room 1024
Montreal QC H3A 2M7
Canada
Telephone: 514-398-1484
Email: translation.scs@mcgill.ca
Website: mcgill.ca/continuingstudies/area-of-study/translation-studies

3.3.25 Translation Programs

We offer a Graduate Diploma in Legal Translation: a 30-credit, graduate-level program. Courses are online and offered evenings (39 hours).

3.3.26 Ordre des traducteurs, terminologues et interprètes agréés du Québec

The *Ordre des traducteurs, terminologues et interprètes agréés du Québec* is an order with a reserved title representing more than 2100 members, all of whom are certified language professionals.

As part of its mandate to protect the public, the Order has adopted the following mission: to ensure and promote the competence and professionalism of its members in the fields of translation, terminology, and interpretation.

Those wishing to apply for admission as students should contact the admission secretary at 514-845-4411, ext. 1221.

For enquiries about the certification process, please contact the certification coordinator at 514-845-4411, ext. 1231.

OTTIAQ
2021 Union Avenue, Suite 1108
Montreal QC H3A 2S9
Telephone: 514-845-4411
Fax: 514-845-9903
Email: info@ottiaq.org
Website: ottiaq.org

3.4 Management and Entrepreneurship

3.4.1 Management and Entrepreneurship

Professionals with applied management and entrepreneurship skills are drivers of both the Quebec and global economy. Programs in this academic domain cover business management and entrepreneurship, as well as industry-specific applications of management skills, supply management, executive production for creative industries, and other fast-growing fields.

section 3.6.19: Certificate in Indigenous Business Management (Partnership)

section 3.6.20: Certificate in Management

section 3.6.24: Certificate in Supply Chain Management and Logistics

section 3.7.3: Graduate Certificate in Business Management

section 3.7.4: Graduate Certificate in Advanced Business Management

section 3.7.13: Graduate Certificate in Integrated Supply Networks

section 3.7.14: Graduate Certificate in Dynamic Supply Networks

section 3.7.7: Graduate Certificate in Entrepreneurship

3.4.2 Location

Management and Entrepreneurship

Telephone: 514-398-6200

Fax: 514-398-3108

Email:

3.6.2 Certificate in Applied Cybersecurity

This online program focuses on the foundational skills and competencies necessary for cybersecurity personnel. The program includes both theoretical and practical experiences in IT networking and secure network infrastructures designed to anticipate and project against cyber threats, fraud, data breaches and

See [section 3.6.21: Certificate \(Cert.\) Public Administration and Governance \(30 credits\)](#).

3.6.10 Certificate in Public Relations and Communications Management

This certificate is designed to meet the growing demand for professional expertise in this field. It is both professionally based and student oriented.

Program Requirements

See [section 3.6.22: Certificate \(Cert.\) Public Relations and Communication Management \(30 credits\)](#).

3.6.11 Certificate in STEM Foundations (Science, Technology, Engineering & Math)

The certificate is an undergraduate program that focuses on specific STEM topics (i.e., mathematics, chemistry, biology and physics) at the Grade 12 level.

Program Requirements

See [section 3.6.23: Certificate \(Cert.\) STEM Foundations \(Science, Technology, Engineering & Math\) \(30 credits\)](#).

3.6.12 Certificate in Supply Chain Management and Logistics

This certificate provides a solid foundation in the concepts and techniques required for a career in the manufacturing supply chain industry. The program will provide students with a strong background in manufacturing supply chain environments and will lead them towards a Certified Production Inventory Management (CPIM) or Certified Supply Chain Professional (CSCP) designation offered by the Association for Operations Management (APICS), provided that the students pass the APICS examination requirements for the corresponding designation; or the Supply Chain Management Professional (SCMP) designation from Supply Chain Canada. The program will also provide students with a strong background in companies' supply chain, distribution and logistics functions and will lead them towards a Canadian Institute of Traffic and Transportation (CITT) designation provided that CITT's other requirements are satisfied.

Program Requirements

See [section 3.6.24: Certificate \(Cert.\) Supply Chain Management and Logistics \(30 credits\)](#).

3.6.13 Certificate (Cert.) Accounting and Finance (30 credits)

The Certificate in Accounting and Finance program is an undergraduate-level certificate program which is intended to provide students with professional competencies and skills in applied accounting and finance that will enhance their career prospects in related fields.

Required Courses (30 credits)

CACF 210	(3)	Introductory Financial Accounting
CACF 215	(3)	Introductory Managerial Accounting
CACF 305	(3)	Information System Tools in Accounting
CACF 310	(3)	Intermediate Financial Reporting 1 Intermediate Financial Reporting 2

3.6.17 Certificate (Cert.) Health and Social Services Management (30 credits)

The Certificate in Health and Social Services Management will provide learners with an integrated base of management knowledge in the field of health and social services. It will focus on the development of skills in the day-to-day management of the provision of services in terms of both efficiency and human criteria.

Required Courses (30 Credits)

CGMG 210	(3)	Fundamentals of Project Management
CHLC 351	(3)	Foundations of Health and Social Services Systems
CHLC 410	(3)	Fundamentals of Health and Social Services Info Systems
CORG 225	(3)	Foundation of Organizational Behaviour and Administration
CORG 415	(3)	Leading Teams in Organizations
CORG 416	(3)	Leading Change in Organizations
CPAG 220	(3)	Fundamentals of Public Finance, Budgeting and Reporting
CPAG 225	(3)	Foundations of Public Regulations and Ethics in Public Sector
CPAG 300	(3)	Lean Operational Practices in Public Services
CPRL 221	(3)	Professional Communication and Networking

3.6.18 Certificate (Cert.) Human Resources Management (30 credits)

The Certificate in Human Resources Management provides an introduction to the disciplines and basic practices of human resources management. In addition, the Certificate program presents an overview of the specialized functions and some of the current and future issues in the area of personnel. It prepares students for the job market and to write the CHRP exam.

Required Courses (27 credits)

CORG 295	(3)	Employee Labour Relations and Law
CORG 416	(3)	Leading Change in Organizations
CORG 440	(3)	Organizational Learning and Development
CORG 445	(3)	Workforce Planning and Talent Acquisition
CORG 450	(3)	Workplace Health and Safety
CORG 470	(3)	Theories and Practices of Compensation
MGCR 222	(3)	Introduction to Organizational Behaviour
MGCR 423	(3)	Strategic Management
ORGB 423	(3)	Human Resources Management

Complementary Course (3 credits)

3 credits from:

CGMG 282	(3)	Introduction to Business
CGMG 445	(3)	Ethical Issues in Business Practices
CORG 415	(3)	Leading Teams in Organizations
ORGB 380	(3)	Cross Cultural Management

3.6.19 Certificate (Cert.) Indigenous Business Management (30 credits)

This tailored program is intended for Indigenous students as a result of the need expressed by the Indigenous community leaders. The twenty first century demands multidisciplinary individuals, teams, communities and organizations. This program introduces the knowledge and competencies essential to starting, promoting, and managing a socially relevant business or organization. It focuses on numerical and financial literacy, as well as fundamental communication and management skills. It will help develop the skills needed to create a business or effectively work in an established organization, create a business plan,

develop projects, communicate with confidence, effectively manage internal and external stakeholders, understand the fundamentals of how organizations operate within a social, political, and legal framework, and negotiate and manage conflict.

Corequisite (0 Credits)

This course must be taken at the beginning of the program.

CMSC 000* (0) Foundations of Mathematics

* OR the Exemption by Examination Test.

Required Courses

CACC 220	(3)	Accounting Concepts for Managers
CCLW 300	(3)	Public Administration and Law for Indigenous Peoples
CENT 307	(3)	Creating a Business Plan
CGMG 210	(3)	Fundamentals of Project Management
CGMG 282	(3)	Introduction to Business
CGMG 305	(3)	Managing in Public and Non-Profit Organizations
CGMG 318	(3)	Selling Models and Business Negotiation
CMRK 235	(3)	Digital Media Marketing
CORG 225	(3)	Foundation of Organizational Behaviour and Administration
CPRL 221	(3)	Professional Communication and Networking

3.6.20 Certificate (Cert.) Management (30 credits)

This Certificate program provides an introduction and survey ____

CGMG 210	(3)	Fundamentals of Project Management
CGMG 319	(3)	International Business Practices
CGMG 445	(3)	Ethical Issues in Business Practices
CORG 420	(3)	Human Resource Management: Theory and Practice
CPA	(3)	Strategic Planning and Implementation

Certificate (Cert.) STEM Foundations (Science, T

CTPT 201	(3)	Sourcing
CTPT 202	(3)	Production and Inventory Planning and Control 1
CTPT 206	(3)	Transportation Management and Economics
CTPT 208	(3)	Fundamentals of Logistics
CTPT 310	(3)	Production and Inventory Planning and Control 2
CTPT 311	(3)	Supply Chain Risk Management
CTPT 410	(3)	International Trade and Logistics
CTPT 430	(3)	Fundamentals of Integrated Business Systems

3.7 Graduate Credit Programs

Diploma and Graduate Diploma Programs (university degree with specialization required)

- [see 2025-26 Catalog 2025-26 Catalog 2025-26 Catalog 2025-26 Catalog](#) (Online program)

Graduate Certificates (uni

CCTR 535	(3)	Introduction to Language Technologies
CCTR 541	(3)	Legal Translation: General
CCTR 643	(3)	Language Management in the Justice Sector

Practicum

CCTR 500*	(3)	Translation Practicum 1
CCTR 600*	(3)	Translation Practicum 2

Applied Research

CCTR 605*	(3)	Applied Research Project 1
CCTR 606*	(3)	Applied Research Project 2

*Choose either CCTR 500 and CCTR 600 or CCTR 605 and CCTR 606.

Complementary Courses (12 credits)

6 credits from either Stream 1 or Stream 2:

French Stream (6 credits from the following):

CCTR 553	(2)	Legal Translation: Judgments (English to French)
CCTR 555	(2)	Legal Translation: Contracts (English to French)
CCTR 557	(2)	Legal Translation: Statutes&Regulations (English to French)
CCTR 645	(2)	Legal Translation: Securities Law (English to French).
CCTR 660	(2)	Current Trends in Legal Translation

OR

English Stream (6 credits from the following):

CCTR 554	(2)	Legal Translation: Judgments (French to English)
CCTR 556	(2)	Legal Translation: Contracts (French to English)
CCTR 558	(2)	Legal Translation: Statutes&Regulations (French to English)
CCTR 642	(2)	Legal Translation: Securities Law (French to English).
CCTR 660	(2)	Current Trends in Legal Translation

6 credits from the following:

CCTR 601	(3)	Independent Studies
CCTR 602	(3)	Special Topics in Legal Translation 1
CPAG 520	(3)	Leadership and Governance in Public Organizations
CPAG 610	(3)	Current Issues in Public Sector Management
CPAG 615	(3)	Public Regulations and Ethics in the Public Sector

Or other 500- or 600-level courses approved by the program adviser.

3.7.2 Graduate Certificate (Gr. Cert.) Accounting (30 credits)

The Graduate Certificate in Accounting focuses on the core competencies in accounting, including financial accounting, managerial accounting, taxation, auditing, and accounting information systems. This program is a preparation program for the CPA Professional Education Program (CPA PEP), to become a Chartered Professional Accountant (CPA).

Prerequisite Courses

(0-6 credits)

CACC 621*	(3)	Concepts of Financial Accounting
CMS2 500*	(3)	Mathematics for Management

or the Exemption by Examination Test

Corequisite Courses

(0-6 credits)

	(3)	Applied Management Statistics
--	-----	-------------------------------

6 credits from the following:

CACC 621	(3)	Concepts of Financial Accounting
CCLW 611	(3)	Business Law Concepts
CGM2 610	(3)	Project Management: Tools and Techniques. Behaviour in Or

CCCS 670	(3)	Information Visualization
CCCS 680	(3)	Scalable Data Analysis
CCCS 690	(3)	Applied Computational Research

Or another 600-level course offered by the School of Continuing Studies and approved by the academic unit.

Graduate Certificate (GrGr w7 645.07 Tm(Grad9urs99Cer)Tj1 0 0 .)9 709-Driven Decis9 72Makthe (e oc 16its65.864 694.12 43CCS 6r

3.7.8 Graduate Certificate (Gr. Cert.) Financial Analysis (15 credits)

The 15-credit Graduate Certificate in Financial Analysis offers a comprehensive introduction to finance. Focusing on core professional competencies in financial analysis, it also provides flexibility in alternative career directions within the Finance sector, such as Investment Management, Financial Technology, and ESG (Environmental, Social, and Governance) Investing. Successful completion of this program allows students to write the Level I CFA exam.

Prerequisite Course

(0-3 credits)

CMS2 500*	(3)	Mathematics for Management
-----------	-----	----------------------------

* or the Exemption by Examination Test

Required Courses (12 credits)

CCFA 600	(1.5)	Ethics in Finance
CCFA 601	(3)	Financial Analysis Tools
CCFA 615	(3)	Financial Statement Analysis
CCFA 620	(3)	Contemporary Finance 1
CCFA 627	(1.5)	Financial Risk Management

Complementary Courses (3 credits)

3 credits from the following:

CCFA 629	(3)	Fixed-Income and Equity Investments
CCFA 639	(3)	ESG Investing
CCFA 660	(3)	Fintech and the Financial System

Or another 600-level course offered by the School of Continuing Studies and approved by the academic unit.

3.7.9 Graduate Certificate (Gr. Cert.) Financial Technology (15 credits)

The 15-credit Graduate Certificate in Financial Technology offers an introduction to Fintech, including the digitization of financial services. The program focuses on the field's core competencies, such as modeling and visualizing financial data and developing machine learning financial applications, as well as those related to alternative specializations including developing financial market technologies and financial technology platform solutions.

Prerequisite Course

(0-3 credits)

CCCS 620*	(3)	Data Analysis and Modelling
CCFA 601*	(3)	Financial Analysis Tools

* or the Exemption by Examination Test

Required Courses (9 credits)

CCFA 655	(3)	Financial Modelling and Visualization
CCFA 660	(3)	Fintech and the Financial System
CCFA 665	(3)	Machine Learning and Big Data in Finance

Complementary Courses (6 credits)

6 credits from the following:

CCFA 670	(3)	Advanced Financial Modelling and Visualization
CCFA 675	(3)	Decentralized Finance and Platform Economies

CCFA 680

(3)

Financial Market Technology
Special Topics in Financial T

3.7.12 Graduate Certificate (Gr. Cert.) Advanced Human Resources Management (15 credits)

The Graduate Certificate in Advanced Human Resources Management focuses on the competencies needed to strategically manage and promote the development of organizations. Specialized competencies in areas such as compensation and rewards, technology and innovation in human resources, talent, and performance management, and strategically managing staff.

Required Courses (12 credits)

CORG 661	(3)	Developing Human Resources.
CORG 662	(3)	Total Compensation and Rewards
CORG 665	(3)	Technology and Innovation in Human Resources
CORG 667	(3)	Talent and Performance Management

Complementary Courses (6 credits)

6 credits from:

CORG 653	(3)	Employee and Labour Relations
CORG 654	(3)	Managing Occupational Health and Safety

Or another 600-level course offered by the School of Continuing Studies and approved by the program adviser or academic unit.

3.7.13 Graduate Certificate (Gr. Cert.) Integrated Supply Networks (15 credits)

The 15-credit Graduate Certificate in Integrated Supply Networks program focuses on the specialized, strategic-level competencies of the highly volatile supply networks space in which automation and AI-based solutions are now integrated into supply chain logistics and processes. The program includes key topics on: the evolution of the digital supply network landscape; design considerations for ensuring that supply networks are environmentally sound, socially responsible, and well governed; dynamic modelling; sustainable management of materials; and strategies for managing clients and services in an online setting.

Co-Requisite Course (3 credits)

CMS2 500*	(3)	Mathematics for Management
-----------	-----	----------------------------

* or the Exemption by Examination Test

Required Courses (9 credits)

CSNM 615	(3)	Integrated Production and Operations Management
CSNM 635	(3)	ESG in Integrated Supply Networks
CSNM 650	(3)	Integrated Supply Networks Field Project.

Complementary Courses

6 credits from:

CSNM 605	(3)	Dynamic Supply Networks Transformation
CSNM 610	(3)	Principles of Dynamic Supply Networks
CSNM 630	(3)	Global Supply Management and International Logistics
CSNM 640	(3)	Six-Sigma and Supply Networks
CSNM 690	(3)	Special Topics in Supply Networks

Or another 600-level course approved by the program adviser or academic unit.

3.7.14 Graduate Certificate (Gr. Cert.) Dynamic Supply Networks (15 credits)

The 15-credit Graduate Certificate in Dynamic Supply Networks program introduces the competencies needed to succeed in a changing supply management landscape by addressing global shifts in sustainability, strate

marketing strategy, services marketing, digital marketing, and marketing research and reporting. This program is open to those who have successfully completed McGill University's Graduate Certificate in Marketing offered by the School of Continuing Studies.

Required Courses (9 credits)

CMR2 664	(3)	Integrated Marketing Communications
CMR2 668	(3)	Buyer Behaviour
CMR2 691	(3)	Marketing Strategy

Complementary Courses (6 credits)

6 credits from:

CGM2 520	(3)	Sales Management and Negotiation Strategies
CMR2 643	(3)	Marketing of Services
CMR2 648	(3)	Marketing Research and Reporting
CMR2 650	(3)	Digital Marketing Management
CPL2 610	(3)	Practical Communication and Presentation Skills
CPRL 610	(3)	Public Relations Fundamentals and Theory

Or another 600-level course offered by the School of Continuing Studies approved by the academic unit.

3.7.17 Graduate Certificate (Gr. Cert.) Public Administration & Governance (15 credits)

The online 15-credit Graduate Certificate in Public Administration and Governance focusses on the core competencies and tools, including: analyzing legal and ethical issues relevant to public services; providing leadership in equity, diversity, and inclusion practices in the workplace; building processes and systems in public organizations; and responding as appropriate to current issues and practices that affect day-to-day operations and decision-making.

Required Courses (9 credits)

CORG 651	(3)	Behaviour in Organizations
CPAG 610	(3)	Current Issues in Public Sector Management
CPAG 615	(3)	Public Regulations and Ethics in the Public Sector

Complementary Courses (6 credits)

3 credits from:

CPL2 633	(3)	Developing Leadership Skills
CPL2 634	(3)	Leading in Diverse and Inclusive Workplaces

3 credits from:

CGM2 610	(3)	Project Management: Tools and Techniques.
CPAG 600	(3)	Lean Operations in Public Services

Or another 600-level course offered by the School of Continuing Studies and approved by the program adviser or academic unit.

3.7.18 Graduate Certificate (Gr. Cert.) Advanced Public Administration & Governance (15 credits)

The online 15-credit Graduate Certificate in Advanced Public Administration and Governance focuses on the advanced competencies and tools, including: facilitating strategic thinking, problem-solving, and decision-making in organizations in response to changing conditions; analyzing financial statements, budgets, costing, and key elements of the accounting framework; and designing and generating governance plans and leadership approaches.

Required Courses (9 credits)

CPAG 620	(3)	Leadership and Governance in Public Organizations.
----------	-----	--

CPAG 625	(3)	Public Finance, Budgeting and Reporting
CPL2 652	(3)	Strategic Management.

Complementary Courses (6 credits)

3 credits from:

CPL2 633	(3)	Developing Leadership Skills
CPL2 634	(3)	Leading in Diverse and Inclusive Workplaces

3 credits from

CGM2 610	(3)	Project Management: Tools and Techniques.
CPAG 600	(3)	Lean Operations in Public Services

Or another 600-level course offered by the School of Continuing Studies and approved by the program adviser or academic unit.

3.7.19 Graduate Certificate (Gr. Cert.) Public Relations & Communication Management Practice (15 credits)

The online 15-credit Graduate Certificate in Public Relations and Communications Management Practice introduces the field of public relations to those interested in entering the field. It addresses the competencies needed to conceptualize and implement communications actions through traditional and digital platforms within a strategic frame. Areas of focus include public relations theory, written and visual content creation, internal communications and employee engagement, media and influencer relations, digital communications, and ethics.

Required Courses (12 credits)

CPRL 610	(0)	Public Relations Fundamentals and Theory
CPRL 620	(0)	Content Creation for Public Relations
CPRL 630	(3)	Internal Communications and Employee Engagement
CPRL 631	(0)	Media and Influencer Relations

Complementary Course (3 credits)

3 credits from:

CPRL 641	(0)	Ethics in Public Relations
CPRL 644	(3)	Integrated Digital Communications

Or 3 credits at the 600-level approved by the program adviser or academic unit.

3.7.20 Graduate Certificate (Gr. Cert.) Strategic Public Relations & Communications Management (15 credits)

The online 15-credit Graduate Certificate in Strategic Public Relations and Communications Management focuses on the competencies needed to strategize, advise on, conceptualize, implement and measure strategic communications efforts in various internal and external contexts according to ethical and professional codes and standards. This program is designed for those working in the field who want to advance their academic background and/or those who have obtained the Graduate Certificate in Public Relations and Communication Management Practice. It delves into areas of public relations specialization including corporate communication, media and influencer relations, communication strategy, and public relations measurement and analytics.

Required Courses (9 credits)

CPRL 633	(0)	Corporate and Organizational Communications
CPRL 636	(3)	Public Relations Measurement, Data and Analytics
CPRL 691	(0)	Communications Management and Strategy

Complementary Courses (6 credits)

3 credits from the following courses:

CPRL 631	()	Media and Influencer Relations
CPRL 690	()	Special Topics in PR and Communications Management

3 credits from the following courses:

CPRL 641	()	Ethics in Public Relations
		Inte

14 credits to be chosen from Stream 1 or Stream 2:

STREAM 1: LOCALIZED GLOBAL COMMUNICATION (LGC)

CMDC 622	(3)	Current Trends in Multilingual Digital
CMDC 642	(3)	Social Media & Community Management in Multilingual Contexts
CMDC 644	(3)	Multilingual Search Engine Optimization and Web Analytics
CMDC 646	(3)	Global Digital Communication and Localization Strategies
CMDC 652	(2)	Transcreational Lab

STREAM 94

3.8.5 Other Non-Credit Activities

For more information about other non-credit activities, please visit the [McGill School of Continuing Studies website](#).

4 Admission Requirements

4.1 Admission Procedures

The following sections describe application and admission procedures for the various programs within the School of Continuing Studies. For more information, contact the School:

School of Continuing Studies
Telephone: 514-398-6200
Email: admissions.scs@mcgill.ca

4.2 Admission Regulations for Certificate Programs

To be admitted to one of the 30-credit certificate programs offered by the School of Continuing Studies, applicants must hold a CEGEP diploma (Diploma of Collegial Studies in Quebec (DEC)) or equivalent, and meet the English Language Proficiency requirements. Applicants who are 21 years of age and over but do not have the normal academic background for admission may be admitted as mature students provided that they meet the English Language Proficiency requirements. Applicants between 18 and 21 years of age who do not have a CEGEP diploma but have at least a high school leaving certificate may be accepted into a qualifying program, determined by the department. F

- Have you completed the British Curriculum GCSE/IGCSE/GCE O-Level English, English Language, English First Language, or English as a Second Language with a final grade of B or better?
- Have you completed or will you complete English as Language 1 or Language 2 in the European Baccalaureate curriculum (in the Schola Europaea system)?

If you answered "no" to all of the above, but answer "yes" to any of the following questions, you will be asked to provide supporting documentation to this effect in order to provide proof of English language proficiency.

- Have you been attending school, for at least four consecutive years, at an accredited educational institution (in a non-English speaking country) where English is the language of instruction?
- Have you obtained an undergraduate degree from an accredited educational institution where the language of instruction in your program of study was English (minimum three years)?
- Have you obtained a graduate degree from an accredited educational institution where the language of instruction in your program of study was English (minimum two years)?

Applicants to the School of Continuing Studies who do not meet any of the abo



Note: The School of Continuing Studies reserves the right to reschedule test dates and to revise the application fee without prior notice.

4.3 Deferring or Declining Our Offer of Admission?

You must accept or decline the Offer of Admission. If you accept the Offer of Admission, the offer will be valid for the term of admission. If you do not enrol in courses during that term, you will be required to re-apply. If you wish to decline the offer of admission, you may do so via Minerva, or you may contact the Client Services Office via email at admissions.scs@mcgill.ca to inform them of your decision.

Program T

Students may obtain relevant information from: mcgill.ca/continuingstudies/recognition-prior-learning. Students interested in the Exemption by Examination test should contact the School of Continuing Studies for further details.



Note: Students who have been granted credits and/or exemptions are not permitted to register for the courses for which they have been granted credits and/or exemptions. Students applying to an undergraduate program will not be granted credits and/or exemptions for equivalent credit course(s), unless the course(s) in question were successfully completed with a minimum grade of C or better within the last five years. Students applying to a graduate program will not be granted credits and/or exemptions for equivalent credit course(s), unless the course(s) in question were successfully completed at the graduate level within the last five years with a minimum grade of B- or better.

4.6 International Students

The immigration authorities do not issue visas to students unless they are studying full-time in a recognized program. Please note that McGill University does not issue any immigration documents. Most of the programs offered by the School of Continuing Studies are designed for part-time students, but some may be taken full-time. To be full-time in a credit program you must take at least 12 credits each term toward your program. The non-credit intensive English and intensive French language programs are full-time programs.

Prospective visa students should contact the School of Continuing Studies to verify that the program they wish to apply to may be taken full time. Admitted students will be given an International Student Study Plan and are advised, prior to registration, of the appropriate sequence of courses that will enable them to complete the program within the time frame specified by the immigration authorities.



Note: Students in the intensive English or intensive French language programs will not be required to provide a Study Plan to immigration authorities.

4.6.1 Application Procedures – International Students

For acceptance into a program, students must complete a formal application. Please see : [Admission Requirements](#) for information on how to apply to a program.

International students are reminded that in order to study at McGill, they are required to obtain a Study Permit (Visa) from Immigration, Refugees, and Citizenship Canada. This, in turn, can be issued only after a *certificat d'acceptation du Québec* (CAQ) has been obtained from the *Ministère de l'immigration, de la Diversité et de l'inclusion* of Quebec.

Initial application for a Study Permit may not be made from within Canada, although subsequent renewals may be made from within the country.

Acceptance into the School's programs does not necessarily entitle a student to a *certificat d'acceptation du Québec* or Study Permit, which is issued at the sole discretion of the respective immigration authorities, nor does it permit a student to work within Canada, for which a separate Work Permit is required.

4.6.2 Immigration Procedures

Unless their studies at McGill will be completed in less than six months, all students, other than Canadian citizens and permanent residents of Canada, must obtain proper authorization from both Quebec and Canadian immigration officials prior to proceeding to Canada and/or commencing studies.

Once you receive your Admission letter from McGill University, you should start the application process for a *certificat d'acceptation du Québec* (CAQ). Once you receive your CAQ, obtaining a study permit can take **three to six months**. You should take this into consideration when making your application to the School of Continuing Studies.

Immigration authorities require prospective students to present proof of access to sufficient funds to support themselves for the period of their studies, before acceptance will be granted. Proof of a *certificat d'acceptation du Québec* (CAQ) will be required of all international students at registration. International students have the following two immigration options, depending on the length of time chosen to study in Canada:

4.6.2.1 Temporary Resident Visa (Only for Intensive English or Intensive French Language Programs)

If you are certain that you will study for less than six consecutive months, you need only apply for a Temporary Resident Visa from Immigration Canada. However, some international students may have to apply for an Electronic Travel Authorization (eTA); for further information, refer to www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/eta. Please note that a person arriving on a Temporary Resident Visa cannot study for more than six consecutive months. Temporary Resident Visas cannot be changed to a Study Permit from within Canada.

4.6.2.2 Study Permit

Persons planning to study for more than six consecutive months are required to obtain a *certificat d'acceptation du Québec* (CAQ) from the *Ministère de l'immigration, de la Diversité et de l'inclusion* of Quebec, and a Study Permit from Immigration, Refugees, and Citizenship Canada. The first application for these documents must be made before arriving in Canada. For more information, consult the Immigration Canada website at www.cic.gc.ca.

Students must start by applying for the *certificat d'acceptation du Québec* (CAQ) at the *Ministère de l'immigration, de la Diversité et de l'inclusion* office designated to serve the geographic area where the student resides. The application form, as well as a guide on how to apply, is available on their website at www.immigration-quebec.gouv.qc.ca/en/home.html. Allow at least five weeks to complete the application process for a CAQ. Immigration Québec officials will notify the Canadian Visa Service in the embassy or consulate closest to the student when the CAQ has been approved or it may be mailed directly to the student. The student must then visit the Canadian Visa Service and apply for a Study Permit and a Temporary Resident Visa if required.

Note the Expiry Date on your Study Permit; in some cases, it may expire before you register for your second year at McGill. **It is extremely important that you do not let your Study Permit expire. You should contact Quebec and Canadian immigration authorities six to seven weeks prior to the expiry date on your document.**

For further information, students may contact the Canadian Embassy/Consulate in their country of residence. McGill cannot determine the length of time that it may take to complete immigration procedures. We can only advise you to begin this process as soon as possible, and to be patient.

4.6.2.3 Immigration Contacts

Immigration, Refugees, and Citizenship Canada

Telephone: 1-888-242-2100

Website: www.cic.gc.ca

Client Support Centre: www.canada.ca/en/immigration-refugees-citizenship/corporate/contact-ircc/client-support-centre.html

Ministère de l'Immigration, de la Francisation et de l'Intégration (Immigration Québec)

Telephone: 514-864-9191

Website: www.immigration-quebec.gouv.qc.ca/en/home.html

Canadian Bureau for International Education (CBIE)

220 Laurier Ave. West, Suite 1550

Ottawa ON K1P 5Z9

CANADA

Telephone: 613-237-4820

Website: cbie.ca

Canada Border Services Agency

From within Canada, call: 1-800-461-9999 (toll-free).

From outside Canada, call: 204-983-3500 or 506-636-5064 (long-distance charges apply).

Website: www.cbsa.gc.ca

Further information regarding the regulations governing student status in Quebec can be provided by the nearest Canadian embassy or consulate.

4.7 Special Student Status

This following information applies to all programs within the School of Continuing Studies.

4.7.1 Undergraduate Courses

The majority of undergraduate courses at the School of Continuing Studies are open to the general public. Anyone over 18 years of age can register. If you are under 18 years of age, you may register on the condition that you have already completed your DEC (*Diplôme d'Études Collégiales*).

If you are interested in taking courses without necessarily committing yourself to completing a degree, diploma, or certificate, you may do so by registering as an "Independent Student". To do so, students need to have the required prerequisite qualifications for the course and meet the admission criteria.



Note: The number of courses an Independent Student may take is limited. Students are encouraged to apply to a program before completing four (4) courses. The School of Continuing Studies has no obligation to recognize credits earned by Independent Students toward completion of a certificate program.

For details on how to register in courses, please consult the website: mcgill.ca/continuingstudies/independent-special-students.

4.7.2 Graduate Courses

Students must hold a university degree from a recognised university that is equi3 22 TTj1 06(me d')Tt5au 0 0 1 289.576 2n cou195.FThe Tm(The majority3j/F19 de)Tj1

Academic Standing Requirements for Special Students

Special Students, although not formally registered in a program, are expected to demonstrate seriousness of academic purpose. Special Students must meet all academic and language requirements stipulated by the School of Continuing Studies (SCS), and must complete all courses, including corequisite and prerequisite courses, with a grade of C or better. A maximum of two grades below C in any course offered through the SCS is permitted on the record. In this context, grades below C include the grade of D (a conditional, non-conditional pass), F (a failure), and J (unexcused absence/failed). Special Students are permitted to repeat the same course only once. Special Students who accumulate more than two grades below C in the SCS and/or whose CGPA falls below 2.0 will not be permitted to register in other courses in the SCS. Please note that even if a grade is improved by means of repetition of the course(s), the original grade remains on the student's record and counts toward the total number of unsatisfactory grades.

5.1.3 Advanced Standing and Residency Requirement

Advanced Standing

Advanced Standing may be granted to students who provide evidence of equivalent credit course(s) completed in other programs at McGill University or at another recognized university. Students should note that courses taken more than five years ago will not be recognized for Advanced Standing.

Students wishing to apply for advanced standing must complete an Advanced Standing form at the time of admission. Evaluation requests received after this time will not be considered before registration and will be delayed until the following session. Requests will not be considered unless a student has applied to a program and must be accompanied by all required documentation.



Note: The evaluation process takes at least six weeks to complete.

Residency Requirement

A) Students transferring to McGill:

Advanced Standing of up to 30% of the courses in any one certificate program may be awarded for successfully completed equivalent study done at another university within the last five years.

B) Students transferring within McGill:

1. Students who withdraw from a certificate program may transfer credit to another certificate with no limit to the number of credits granted provided the courses are identical, were completed within the last five years and all other requirements of the new certificate are met.
2. Students who withdraw from a degree, graduate certificate, or diploma program and those who have completed a degree program and who have successfully completed courses appropriate to the content, standards, and other requirements of a particular certificate may apply and be awarded credit toward that certificate program up to and including five courses provided they were completed within the last five years. They must complete a minimum of five courses (15 credits) in the certificate program at the School of Continuing Studies after admission to that program.
3. Students who have completed a diploma, graduate certificate, or certificate program may apply for admission to a second certificate program and be given Advanced Standing (if applicable) up to a maximum of 9 credits (three courses) provided the courses were completed within the last five years.

Students wishing to transfer from a graduate certificate or diploma program to a certificate program will receive Advanced Standing only for those courses in which they obtained the minimum passing grade required in the graduate certificate or diploma program.

C) Students taking two programs concurrently:

1. Students may apply for admission to and register in more than one certificate program at a time. Where program course requirements overlap, credit may be granted up to a maximum of three courses (9 credits). Students may be granted exemption for overlapping courses in excess of 9 credits but must choose substitute courses with the approval of the SCS. Courses cannot be counted more than twice.
2. Students may be concurrently registered in a certificate and degree program. Courses taken at the School of Continuing Studies and approved for the degree program by the Associate Dean, which also meet the requirements of the certificate, may also be counted toward completion of the certificate. This form of double counting between certificate and degree programs is limited to five courses. Courses cannot be counted more than twice.

D) Students admitted to degree, graduate certificate, or diploma programs after completing a certificate program:

Students who apply for admission to a degree or diploma program after having completed a certificate program may be granted Advanced Standing at the discretion of the Associate Dean of the faculty in which the degree, graduate certificate, or diploma is offered.

E) Special Students:

Please consult the [Special Student Status page](#).

5.1.4 Course Terminology

Corequisites

This refers to academic course requirements that may be completed before or concurrently. In course terminology, this means that Course A is corequisite to Course B if Course A must be taken concurrently with (or may have been taken prior to) Course B. Corequisite courses must be respected for all courses—including all courses for which deferrals (L) have been granted.

Prerequisites

Admission to certain courses is restricted to students who have reached a certain level of knowledge by having completed other required work. In course terminology, this means that Course A is prerequisite to Course B if a satisfactory pass in Course A is required for admission to Course B. Prerequisite courses must be completed prior to course registration - including all courses for which deferrals (L) have been granted. Therefore, students are required to

drop all courses in which they ha

5.2 Graduate Academic Regulations

5.2.1 Independent Studies

Please consult the [Special Student Status page](#).

5.2.2 Academic Advisors

General advising information for the School of Continuing Studies can be obtained by calling one of our **Client Service Representatives** at 514-398-6200 during regular business hours, or by sending an email to info.conted@mcgill.ca.

Current and prospective students who wish to take the opportunity to meet with an academic advisor to obtain information on course and program selection, are encouraged to book an appointment by visiting the [SCS advising website](#). Please note this service is by appointment only.

Please note that a pre-scheduled appointment is preferred so we can better address your queries and prioritize your appointment over walk-ins. Learners are encouraged to contact Client Services well ahead of admission deadlines and registration peak periods for assistance, as academic advisors have a high influx of learners during those periods and the wait time may be longer.

5.2.3 Supplemental Examinations for all Programs

Please note that supplemental examinations are not available for courses offered by the School of Continuing Studies (i.e., if a student fails a course he/she must repeat it).

5.2.4 Academic Standing Regulations

5.2.4.1 30-Credit Graduate Certificate or Diploma Programs

1. Students must complete all courses with a minimum passing grade of B-. This includes all required courses, complementary courses, corequisite courses, prerequisite courses, and courses outside the program to which the student has been admitted. Students will be allowed to fail no more than two courses. On the third failure, students will not be permitted to register in other courses or programs in the School of Continuing Studies. In this context, an unsatisfactory grade is deemed to be any grade below that of a B-. Please note that even if an unsatisfactory grade is improved by means of repetition of the course(s), the original grade remains on the student's record and counts toward the total number of unsatisfactory grades.
2. Students have a maximum of four years to complete a 30-credit Diploma program.
3. Students in the Graduate Diploma in Legal Translation will be allowed to fail no more than one course. On the second failure, students will not be permitted to register in other courses or programs in the School of Continuing Studies.

5.2.4.2 15-Credit Graduate Certificates

1. Students must complete all courses, including corequisite, prerequisite, required, and complementary courses, with a minimum passing grade of B-. Students will be permitted a maximum of one failure. On the second failure, students will be asked to withdraw from the program immediately. In this context, an unsatisfactory grade is deemed to be any grade below that of a B-. Please note that even if an unsatisfactory grade is improved by means of repetition of the course(s), the original grade remains on the student's record and counts toward the total number of unsatisfactory grades.
2. Students have a maximum of two years to complete a 15-credit graduate certificate.

5.2.4.3 Special Students

Special Students must meet all academic and language requirements stipulated by the School of Continuing Studies (SCS) and must complete all courses, including corequisite and prerequisite courses, with a minimum passing grade of B-. Students will be permitted a maximum of two unsatisfactory grades on their academic record. Students who obtain three unsatisfactory grades will be asked to withdraw from the SCS immediately. In this context, an unsatisfactory grade is deemed to be any grade below that of a B-. Please note that even if an unsatisfactory grade is improved by means of repetition of the course(s), the original grade remains on the student's record and counts toward the total number of unsatisfactory grades.

Students who fail to comply with the minimum standards set by the SCS may not continue in their program, may not take courses as a Special Student, and will have their registration cancelled. Once a student is asked to withdraw he/she will not be permitted to register in other courses or programs in the SCS, nor will they be permitted to exercise deferral privileges for the following term.

McGill University's School of Continuing Studies affirms the right of students to dispute substantive or procedural academic matters, including decisions about the student's continuation in a program. Students may likewise dispute decisions that concern the application of academic regulations and requirements to students. A formal academic appeal must be made in writing directly to the School of Continuing Studies Appeal Committee. This request must be accompanied by supporting documentation which substantiates reinstatement.

5.2.4.4 Time Limits

For a single graduate certificate or diploma requiring 30 credits, the program must be completed within four years of initial registration. For a single graduate certificate program requiring 15 credits, the program must be completed within two years of initial registration. Time limits will be adjusted accordingly for

those students who are granted Advanced Standing, or who transfer from one program to another. Students exceeding the time limits may request an extension, in writing, to the graduate advisor. A recommended revision of the program of study must be approved by the Director.

Students who do not register for a course in their program for one year will be required to reapply, pay the application fee and meet any new program requirements.

Corequisite

This refers to academic requirements that may be completed before or concurrently. Corequisite courses must be respected for all courses – including all courses for which deferrals (L) have been granted.

Corequisites for Programs

Certain programs require specific corequisites. These may be completed after admission to the program. It is highly recommended that students complete all corequisite courses for a program at the beginning of the program. Please note that all program corequisites must be completed in order to graduate from the program.

Prerequisites for Courses

Admission to certain courses is restricted to students who have reached a certain level of knowledge by having completed other required work. In course terminology, this means that Course A is prerequisite to Course B if a satisfactory pass in Course A is required for admission to Course B. The prerequisite course(s) or conditions are specified in the course descriptions. Students must observe these prerequisites. If you fail to meet the prerequisite requirement, you will be denied permission to register in the course. Students unsure of their status with regard to a prerequisite must inquire at the School of Continuing Studies. Prerequisite courses must be completed prior to course registration - including all courses for which deferrals (L) have been granted. Therefore, students are required to drop all courses in which they have obtained a grade of D, F, L, or J in the prerequisite and re-register for the prerequisite and corequisite course(s) as required.



Note: Any student in violation of the above regulation may have the course in question immediately removed from their student record. Please note that this will affect course load, which may result in part-time registration status.

Required Courses

Programs may frequently comprise a number of required courses. In course terminology these represent mandatory courses that must be completed to fulfil the requirements of a program unless the student receives an exemption(s).

Complementary Courses

Programs may comprise a number of complementary courses. These are courses selected from a restricted list, a particular subject area, or a discipline. In some programs, students must include a number of these complementary courses to meet program requirements.

Course Load

All our programs are structured to be taken on a part-time basis. Therefore, students are advised to register for no more than two courses per term. If, however, a student with special reason wishes to take a full-time load, the following conditions are applicable:

- A student would be permitted, if the schedule allows it, to register for a full load in the first term.
- If a student then has a special reason to take a full-time load in a subsequent term, the student must first consult with their advisor.