



**University Regulations and Resources (Graduate
and Postdoctoral Studies)**

Programs, Courses and University Regulations

2024-2025

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

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1 Regulations

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

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.
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In doctoral programs, students must be registered on a full-time basis for one more year after completion of the residency (i.e., Ph.D. 4 year) before continuing as Additional Session students until completion of the program. It is expected that, at this stage, all the coursework and comprehensive examinations will have been completed and students will be engaged in thesis preparation.

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

1.2.5 Thesis Evaluation Students

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

"Thesis Evaluation" students are considered to be:

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

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

1.2.6 Qualifying Students

Students admitted to a Qualifying program are known as .751 Tm(1.2.6)Tj/ admitted to a Qualify1L.751 Tm(1.2.6)TAmh,1 admittelfil1m(1.2.6)Tj/s.041 Tm(The)T3ent

- the student is engaged in collaborative projects between professor(s) at McGill and the student's sponsoring institution;
- the student wishes to take advantage of specific expertise, academic resources, or technical capabilities at McGill to enhance the thesis research being conducted at the sponsoring institution;
- the student is spending a stage at McGill under a specific Memorandum of Understanding between McGill and the sponsoring institution;
- the student's thesis supervisor has relocated to McGill, but the student remains registered at the former institution to complete their graduate de

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 also 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

1.3 Registration

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

1.3.1 Registration for Fall and Winter Terms (Including Additional Session and Non-Thesis Extension Students)

All returning and new graduate students must register online at mcgill.ca/minerva. It is your responsibility to obtain departmental approval before registering on Minerva.

Courses may be added until the end of the course change period without penalty.

Returning Students:

Returning students register via [Minerva](https://mcgill.ca/minerva) between May 29, 2024 and August 14, 2024.

Newly-Admitted Students:

New students entering in **September 2024** register via [Minerva](https://mcgill.ca/minerva) between July 2, 2024 and August 14, 2024.

New students entering in **January 2025**

Non-credit general interest or language courses cannot be added directly by you. You may register for these courses in person at the SCS [Client Services Desk](#), where the course(s) will be added to their record as “**Extra**” to their program and course fees will be charged.

1.3.6 Courses Taken as Extra to a Program

Courses that you choose to take outside your program may be classified as "extra" provided that you choose this option at the time of registration. The course will be designated as "extra" ("RX" at the time of registration, and "E" once the course is graded) on your transcript, and the grade earned in that course will not be included in your grade point average (GPA) calculation. This option cannot be added to your record after the course change add/drop deadline. With the exception of those who are eligible for a Graphos tuition sponsorship (see below), you will be responsible for any tuition fees associated with an "extra" course.

1.3.6.1 Graphos Scholarly Communication Courses

The McGill Writing Centre (mcgill.ca/mwc) of

After the Withdrawal (with refund) deadline, there is a period during which withdrawal from a course will also result in a grade of W but no course fees will be refunded.

1.3.10.1 Courses that Begin in the Fall Term

Deadline for withdrawal (grade of W) *with* refund:

- Tuesday, September 17, 2024

Deadlines for withdrawal (grade of W) *without* refund:

- Single-term courses: Tuesday, October 29, 2024
- Multi-term courses that begin in Fall term (**refund for the Winter portion of the course only**): Tuesday, January 14, 2025

1.3.10.2 Courses that Begin in the Winter Term

Deadline for withdrawal (grade of W) *with* refund:

- Tuesday, January 23, 2024

Deadline for withdrawal (grade of W) *without* refund:

- Single-term courses: Tuesday, February 27, 2024
- Multi-term courses that begin in Winter term (**refund for the Summer or later portion of the course only**): May 15, 2024*

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

After the withdrawal (without refund) deadline but before the end of term, and only under exceptional circumstances, you may be granted permission to withdraw from a course. Permission will not be granted merely because you are doing unsatisfactory work. A grade of W or WF, as appropriate, will appear on your transcript but will not be calculated in your GPA. For further information, consult your faculty Student Affairs Office.



Note:

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



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



Note for the Faculties of Arts and Science (including B.A. & Sc.): Requests are made through [Service Point](#). However, it is important that you also consult 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.



Note for the Faculty of Law: You are encouraged to meet with a student advisor before withdrawing from a course (no refund).



Note for Graduate and Postdoctoral Studies: To add/drop/withdraw a course after the deadline has passed, you must submit a course change Request form, available at [Student Records Forms](#), to your department. If the department supports the request, the department will forward the request to the Student Records Office, Enrolment Services, along with the recommendation from the department Graduate Program Director (GPD).

Graduate students who wish to withdraw from McGill should consult [section 1.5: University Withdrawal](#), and submit a "Request for a University Withdrawal" form, available at [Student Records Forms](#). Please note that this form is sent to the Student Records Office, Enrolment Services.



Note for Health Sciences: Withdrawal (W) deadline dates are listed at mcgill.ca/importantdates. The health profession programs described in this eCalendar are highly structured and students should consult their advisor or Student Affairs Office to determine what course changes, if any, are allowed.

1. To withdraw from required or complementary courses after the withdrawal (without refund) deadline, you may need to obtain permission from your advisor, and you must fill out and submit a course withdrawal form, available from your faculty Student Affairs Office. (Note 1 is not applicable to Medicine, Dentistry, and Nursing. For information, you should refer to your Faculty/School section in this publication).
2. It is solely your responsibility to initiate a course withdrawal on *Minerva*. Neither notification of the course instructor nor discontinuing class attendance is sufficient. The date on which you withdraw on Minerva is the official date of withdrawal, even if you had stopped attending lectures earlier.
3. You may still withdraw from a course after the course change deadline without academic penalty, provided that you do so within the appropriate withdraw

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.

1.4.2 Course Numbering

Each McGill course is assigned a unique seven-character course “number”.

The first four characters (subject code) refer to the unit offering the course.

These codes were implemented in September 2002, replacing the three-number teaching unit codes previously used. A complete list of teaching unit codes and their subject code equivalents can be found at mcgill.ca/student-records/transcripts/key

Corequisite: Course A is corequisite to course B if course A must be taken concurrently with (or may have been taken prior to) course B.

Credits: The credit weight of each course is indicated in parentheses beside the course title. For D1 and D2 courses, the credit weight is indicated after the course number. For further information, refer to the [Credit System](#) page from the Undergraduate Regulations and Resources.

1.4.4.1 Course Nomenclature in Program Descriptions

Required Courses: Mandatory courses that must be completed to fulfil the requirements of a program (e.g., major, minor, etc. at the undergraduate level or specific courses at the graduate level), unless the student receives exemptions. Students have no choices among required courses.

Complementary Courses: Courses selected from a restricted list, a particular subject area, or a discipline. In some programs, students must include a number of these to meet program requirements. **Complementary courses are not electives.**

Elective Courses: Courses, in some cases, taken outside of a student's program of study that do not count toward the fulfilment of the specific program requirements. Some restrictions may apply, but students have the most choice in selecting elective courses. Some faculties also permit students to take elective courses using the Satisfactory/Unsatisfactory (S/U) Option. Undergraduate students should consult their faculty regulations concerning electives; graduate students require the approval of their Program Director and Enrolment Services.

1.4.5 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".

1.5 University Withdrawal

If you are considering withdrawing from the University, you are strongly encouraged to consult with your advisor and Student Affairs Office (mcgill.ca/students/advising/advisordirectory) before making a final decision.

1.5.1 Student's Responsibility

It is solely your responsibility to initiate University withdrawal by submitting a form or writing to your Student Affairs Office. Neither notification of the course instructor nor discontinuing class attendance is sufficient. The date on which you dropped or withdrew from all courses is entered on Minerva and is the official date of withdrawal, even if you had stopped attending lectures earlier.



Note for the Faculties of Arts and Science (including B.A. & Sc.): Requests are made through [Service Point](#). However, it is important that you also consult 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.



Note for Graduate and Postdoctoral Studies: If you are considering withdrawing from the University, you are strongly encouraged to consult with your academic unit before making a final decision. The date the request for withdrawal is submitted is the official date of withdrawal. Students who do not register in a given term are subject to University withdrawal. If you wish to return to complete your program in a later term, you must submit a [Request for Readmission](#).



Note for Physical and Occupational Therapy: If you are blocked from withdrawing from course(s) in Minerva, you must contact the Student Affairs Office, who will provide you with the proper forms.

1.5.2 Deadlines for University Withdrawal

If you decide not to attend the term(s) you are registered in, you must officially withdraw from the University within the deadlines indicated. See Withdrawal (W) deadline dates at mcgill.ca/importantdates. If you *drop* all of your courses between September 1 and the Fall add/drop deadline, or between January 1 and the Winter add/drop deadline, you are withdrawn from the Uni

- Deadline for university withdrawal with refund (minus \$200 for returning students and the registration deposit for new students): **Tuesday, September 17, 2024**
- Deadline for university withdrawal without refund: **Tuesday, October 29, 2024**

1.5.2.2 Winter Term

From January 1 to January 14, 2025, a *drop* of all courses constitutes a university withdrawal with refund (minus \$200 for returning students and the registration deposit for new students). After January 14 and until the deadlines indicated below, you may *withdraw* from all courses to effect a university withdrawal.

- Deadline for university withdrawal with refund (minus \$200 for returning students and the registration deposit for new students): **Tuesday, January 21, 2025**
- Deadline for university withdrawal without refund: **Tuesday, February 25, 2025**



Note: The deadline to withdraw from a multi-term (spanned; D1/D2) course with partial refund is the Winter **add/drop** deadline.



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



Note for the Faculties of Arts and Science (including B.A. & Sc.): If you want to withdraw after the deadlines indicated above, under exceptional circumstances you may be granted permission for university withdrawal. Requests are made through [Service Point](#). However, it is important that you also consult 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.



Note for the Faculties of Education, Management, and Music: If you want to withdraw after the deadlines indicated above, under exceptional circumstances you may be granted permission for university withdrawal. You should contact your Student Affairs Office (mcgill.ca/students/advising/advisordirectory) for further information.



Note for the Faculty of Law: In addition to the above procedures, it is important that you contact the Student Affairs Office to discuss your options and the effects that your request may have on your studies.



Note for Graduate and Postdoctoral Studies: A university withdrawal Request form is required by the withdrawal deadlines and is available at mcgill.ca/student-records/forms. Students who do not register in a given term will be withdrawn as of September 1 (Fall term), January 1 (Winter term), or May 1 (Summer Term).



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

1.5.3 Consequences of University Withdrawal

Any applicable fee refunds for the term of withdrawal will be according to [section 8.8: Fees and Withdrawal from the University](#).

Once you withdraw, you must return your ID card to the University as stated in [section 1.11.1: Identification \(ID\) Cards](#).

If you withdraw from the University in the Fall term, you are withdrawn from the entire academic year; i.e., Fall and Winter terms. If you plan on returning for the Winter term, you must follow the procedures for readmission.



Note: If you withdraw from the University and want to re-register in a later term, you must follow the procedures for readmission, except if you are in the following faculties (in which case you must contact your Student Affairs Office): Music, and Agricultural and Environmental Sciences. See the [Readmission](#) page.

Note for the Faculty of Law

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

Many summer courses hav

department concerned at the same time that the thesis is submitted to Graduate and Postdoctoral Studies. A thesis for the master's degree, while not necessarily requiring an exhaustive review of work in the particular field of study, must show familiarity with previous work in the field and must demonstrate the ability to carry out research, organize results, and defend the approach and conclusions in a scholarly manner according to disciplinary norms. The thesis must be written in compliance with norms for academic and scholarly expression and for publication in the public domain. The thesis will not normally exceed 100 pages; in some disciplines, shorter texts are preferred. Guidelines and deadlines are available at mcgill.ca/gps/thesis/thesis-guidelines.

Language Requirements – Master's Degrees

Many master's degree programs do not include language requirements, but candidates who intend to proceed to a doctoral degree should take note of any language requirements and are strongly advised to take the examinations in at least one language while working for the master's degree.

1.7.2 Doctoral Degrees

Residency Requirements – Doctoral

Refers to a period of time, measured in terms or years, necessary for completion of the program. You are not permitted to graduate until you have fulfilled the residency requirement (and paid the corresponding fees) in your program.

Only exceptional candidates holding a bachelor's degree will be considered for direct admission to Ph.D. 1 level.

Candidates entering Ph.D. 1 must follow a program of at least three years' residency (end of Ph.D. 3). This is a minimum requirement, and there is no guarantee that the work of the degree can be completed in this time. Students are expected to complete their degree within the maximum specified period.

A student who has obtained a master's degree at McGill University or at an approved institution in a relevant subject and is proceeding to a Ph.D. degree will, on the recommendation of the department, be admitted to Ph.D. 2; in this case, the residency requirement for the program is two years.

It is required that candidates spend the greater part of each summer working on their theses, and those who do not do so are unlikely to complete a satisfactory thesis in the prescribed minimum time (see : [Vacation Policy for Postdocs](#)).

In the doctoral program, students must be registered on a full-time basis for one or more years after completion of the residency (i.e., Ph.D. 4 year) before continuing as Additional Session students until completion of the program.

As a rule, no more than one-third of the McGill program formal coursework can be credited with courses from another university.

Comprehensive Examinations – Doctoral

Doctoral programs at McGill require candidates to pass a comprehensive examination or set of examinations or equivalent, such as qualifying examinations, preliminary examinations, candidacy papers, comprehensive evaluations, thesis proposals, etc. The results of this examination determine whether or not students will be permitted to continue in their program. The methods adopted for examination and evaluation and the areas to be examined are specified by departmental regulations and approved by Graduate and Postdoctoral Studies. It is your responsibility to inform yourself of these details. For more information, see [University Regulations & Resources](#) > [Graduate](#) > [Guidelines and Policies](#) > [section 2.10: Ph.D. Comprehensives Policy](#).

Language Requirements – Doctoral

You should consult their academic units to inquire about language requirements.

All substitutions for coursework in graduate programs, diplomas, and certificates must be approved by the Graduate Program Department Director before registration. Double counting of courses is not permitted.

1.8 Student Records

You are responsible for verifying your student records and progress throughout your academic career. The following sections describe a few useful tools to help you stay on track.

1.8.1 Grading and Grade Point Averages (GPA)

Classification of Grades:

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



Note for Graduate and Postdoctoral Studies: Class averages do not appear on transcripts for graduate courses. In the Faculty of Engineering, letter grades are assigned according to the grading scheme adopted by the professor in charge of a particular course.

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

Grades A through B- represent satisfactory passes, and F a failure. Certain courses have been approved for Pass/Fail (P/F) grading. Students must obtain

Other Course Grades:

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

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

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

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

K — incomplete; deadline extended for submission of work in a course or for the completion of a program requirement such as a Ph.D. language examination (maximum four months). (*Signed K contract required*)

KF — incomplete/failed; failed to meet the extended deadline for submission of work in a course or for the completion of a program requirement; calculated as a failure in TGPA and CGPA.

KK — completion requirement waived. Not calculated in TGPA or CGPA. This is used in exceptional cases only, with the approval of the Assistant Registrar, Records. Not calculated in TGPA or CGPA.

KE or K* — further extension granted with the approval of the Assistant Registrar, Records (maximum two years). (*Signed K contract required*)

L — deferred; for students whose final examinations or papers have been deferred, for reasons such as illness, at the time of the examination. Deferrals will not be granted for reasons such as early plane bookings. The "L" grade must be cleared as soon as possible (maximum four months). A dated medical certificate or appropriate document recommending a deferral must be submitted to *Service Point* with a departmental recommendation for a deferral **before or immediately after** the examination. In particular, such recommendations will not be considered if medical reasons are brought forth after a grade is assigned. By commencing to write any examination, the student waives the right to plead medical causes for deferral or permission to write a supplemental examination, unless the medical problem occurs in the course of the examination and is documented by examination authorities.

LE or L* — further deferral; permitted to defer examination for more than the normal period.

NA or && — grade not yet available.

NR — no grade reported by the instructor (recorded by the Registrar).

Q — course continued in next term; (applicable only to courses taken pre-Fall 2002).

Satisfactory/Unsatisfactory **K0 not y**Thiso more ned K contr

You must request option 2 by the faculty deadlines as indicated in [Final Examinations: Deferred Exams](#).

Y

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* to verify the validity of your immigration or health insurance status;
- validate with the *Ministère de l'Éducation et de l'Enseignement supérieur* information regarding your citizenship and previous institution attended, if necessary and as required in order to manage the admissions process and to determine your tuition fees;
- verify any information or statement provided as part of your application; and
- contact you through the McGill Alumni Association and University offices that maintain contact with McGill students, alumni, and friends for the purpose of providing University updates and opportunities for direct support to the University, including fundraising and making available special offers such groups may benefit from.

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

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

Note for Graduate and P



Note for Medicine, Dentistry, and Nursing: The Degree Evaluation tool is not used in the Faculties of Medicine and Health Sciences, Dental Medicine and Oral Health Sciences, and the Ingram School of Nursing.

1.8.4 Changes to Student Records after Normal Deadlines

1.8.4.1 Student Record Changes

Student record changes include the following: course add or course drop, course withdrawal, university withdrawal, program change (including changing

1.9.2 Thesis Submission (Initial and Final Thesis Submission)

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

A thesis is a public document and once the final thesis has been submitted for the degree, it exists in the public domain in the eScholarship database. To temporarily withhold (embargo) a thesis, please consult the [GPS website](#).

1.9.3 Master's Thesis Examiner

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

1.9.4 Doctoral Thesis External Examiner

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

1.9.5 Doctoral Thesis Internal Examiner

The doctoral internal examiner is expected to be knowledgeable in the area and topic of the thesis, though not necessarily to the same extent as the external examiner. The internal examiner also ensures that the written thesis meets the standards of McGill University. Normally, the internal examiner is a McGill faculty member (but not the supervisor) affiliated with the student's Unit, but they may also be nominated from other units at McGill.

1.9.6 Conflict of Interest

A nominated examiner must be without conflict of interest to ev

PASSED

- If the committee feels that the thesis and the responses to questions raised in the defence meet appropriate academic standards for the granting of the Ph.D. degree, the student will be judged to have passed the defence.
- If the committee determines that minor revisions (i.e., stylistic or editorial changes) are necessary for the thesis to fulfill the academic standards necessary for partial fulfilment of the Ph.D. degree, the Pro-Dean must delegate one member of the committee, usually the supervisor, to ensure that the student carries out the required changes.

NOT PASSED

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

- **Thesis not passed:** The oral defence is satisfactory but the *thesis* does not meet Ph.D. degree standards. If this is the first "Not Passed" outcome, the student is allowed to submit a revised version of the thesis within six (6) months to the oral defence committee who will then evaluate the revised thesis

- 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.

1.11.1.1 ID Card Schedule for the Downtown Campus

The locations and opening hours of ID card centres can be found on the Student Information website at 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.

1.11.1.2 ID Card Schedule for the Macdonald Campus

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

The Macdonald Campus ID Centre is in the Student Affairs Office, Laird Hall, Room 106.

Information on when the ID Centre is open can be found [here](#).

1.11.2 Legal Name and Legal Sex Designation

1.11.2.1 Legal Name

Your legal name is the name that will appear on your degree, diploma, or certificate upon graduation, and on your e-bills, tax receipts, and official transcript. It is also used by the Government of Quebec to create a [Permanent Code](#).

After confirming your offer of admission and registering at McGill, the name provided on your admission application is validated and, in the event of a variation, updated to match the legal name appearing on one of the following documents:

Canadian or Permanent Resident Students:

1. Canadian birth certificate, copy of an act of birth, or citizenship card or certificate
(**Note:** A Canadian passport is not acceptable)
2. Canadian Immigration Record of Landing (IMM 1000 or IMM 5292 or IMM 5688 and Permanent Residence card)
3. Marriage certificate issued outside of Quebec—translated into English or French by a sworn officer if in another language
(**Note:** Quebec marriage certificates are only acceptable if issued prior to 1984)
4. Certificate of Name Change or Certificate of Change of Sex Designation and Name issued by the Quebec Directeur de l'état civil or applicable force in any Canadian province
(**Important:** must be submitted along with a driver's license or health card indicating the name change)

International Students:

1. Canadian Immigration Study or Work Permit
2. Certificate of Acceptance of Quebec (CAQ)
3. International passport (**Note:** For students in non-degree programs or programs that are less than 6 months; for name changes acceptable if submitted with a Certificate of Name Change)
4. International birth certificate (with an official translation in English or French)
5. Letter from international student's consulate or embassy in Canada
6. Marriage certificate issued outside of Quebec—translated into English or French by a sworn officer if in another language (**Note:** Quebec marriage certificates are only acceptable if issued prior to 1984)
7. Certificate of Name Change or Certificate of Change of Sex Designation and Name issued by an official government authority outside of Canada
(**Important:** must be submitted along with an international en42den, a dri

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

Should McGill require a copy of one of the documents listed above, both or all sides of the document must be copied and presented.

In order to update the legal name on your student record you must:

1. Complete a [Personal Data Change Form](#)
2. Provide us with a copy of the appropriate legal document with the updated legal name (if we don't already have a copy); the list of acceptable documents is listed above
3. Submit the completed form and copy of the legal document by email attachment (PDF or TIFF format) to permcode@mcgill.ca

1.11.2.2 Legal Sex Designation

To update your legal sex designation, you need to:

1. Complete a [Personal Data Change Form](#)
2. Provide us with a copy of the appropriate leg



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

1.11.5 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.

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*: This program is self-funded

** : This program may also have an on-campus equivalent. Only students in the online v

Quebec and Canadian Out-of-Province Students

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

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

You have applied to McGill from another Quebec university

- Proof of Canadian status is required: Canadian birth certificate; or Canadian citizenship card or certificate (both sides); or Certificate of Indian status card; or Makivik Society card; or valid Canadian



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 are eligible for Quebec residency.



Note 5: You can find links to download and print the Permanent Code Data and Attestation of Quebec Residency forms at mcgill.ca/legaldocuments/forms.

1.12.2.1 Fee Exemptions

Exemption from the out-of-province or international supplement tuition fees is possible for students in any of the following three categories, as authorized by the Government of Quebec:

1. **French Course Fee Exemptions** – Full-time international students are charged fees at the Quebec tuition rate by default for certain eligible French courses (note exclusions as listed at mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions).
2. **Out-of-Province Tuition Supplement Exemptions** – Non-Quebec Canadian students in the following categories are exempted from out-of-province tuition supplements (details at mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions):
 - Students in a Ph.D. program
 - Students in a Postgraduate Medical Education program: Medical Residents, Clinical Fellows, Clinical Research Fellows, Research Fellows
 - Students registered full-time in the Master's in French (*Maîtrise en français*). The exemption begins at the moment the student registers in the program, without retroactive effect
3. **International Students Eligible for Fee Exemptions Based on Legal Status in Canada** – Students with one of the following statuses may be exempt from International Supplements (certain categories may be assessed at the Canadian tuition rate; full details regarding eligibility criteria are listed at mcgill.ca/legaldocuments/exemption):
 - Citizens of France
 - Citizens of certain countries with an agreement with the Government of Quebec
 - Diplomatic, consular, or other representatives of international organizations
 - Convention refugees
 - Students awaiting permanent residency in Canada and holding an eligible CSQ
 - Students whose spouse holds, or unmarried students whose parent holds a

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

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

1.12.5 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

1.12.5.1 For the School of Continuing Studies

By email: legaldocuments.conted@mcgill.ca

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

- Late May, for **Winter term** graduation (Courses completed by the end of April, Convocation in Spring)
- Late October, for **Summer term** graduation (Courses completed by the end of August, Convocation in Fall)

See mcgill.ca/graduation/convocation for information regarding convocation ceremonies.



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

1.13.3 Replacing a Diploma

1.13.3.1 Required Documents

Diplomas are normally distributed to new graduates at their Convocation ceremony, in either May or October/November. **Diplomas are not available prior to the Convocation date.**

Replacing a lost diploma

To replace a lost diploma, you must submit an order and pay for its replacement and delivery by courier using the [ES Services eStore](#).

Requesting a diploma following your Convocation ceremony

If you did not attend your Convocation ceremony and need your diploma, you can submit an order and pay for its delivery by courier using the [ES Services eStore](#) or contact [Service Point](#) for an appointment to pick up your diploma.

Modifying the name on your diploma

If you have changed your name after graduation and need to obtain a replacement diploma with your new name, first follow the [steps to request a name change](#) by completing and signing a [Personal Data Change Form](#) and submitting the [section 1.11.2: required supporting documentation](#). Once you have received confirmation that your McGill record reflects the updated name, submit a request for a replacement diploma and pay the fee for replacement and delivery via courier using the [ES Services eStore](#).

1.13.3.2 Submitting Your Request

You can submit a request and pay for a replacement diploma and delivery via the [ES Services eStore](#) `f1 0 0 1 124t a request a7o80.3mnTf1 L/F2(ed confis.ndr21ilpm(del`

- [section 1.14.4: Two-Factor Authentication \(2FA\)](#)
- [section 1.14.5: Email Communication](#)
- [section 1.14.6: Secure your Journey](#)

1.14.1 Responsible Use of McGill Information Technology Resources

Each of us has responsibilities when using McGill's IT resources. The *Policy on the Responsible Use of McGill Information Technology Resources* is a code of conduct that identifies what is acceptable when working with McGill technology resources.

For more information, view the [Policy on the Responsible Use of McGill Information Technology Resources](#), available on the [Secretariat website](#).



Note for M.D.,C.M., and D.M.D. Programs: For guidelines regarding the use of social media by M.D.,C.M., and D.M.D. students, see mcgill.ca/ugme/policies-procedures/guidelines-social-media and mcgill.ca/thewelloffice.

1.14.2 Report Security Incidents

Please inform IT Services immediately if you experience or are aware of an IT security incident!

- Contact IT through the [IT Service Desk](#);
- Or by telephone at **514-398-3398** for immediate help;
- For additional information, please see [Reporting IT security incidents](#).

If the incident involves bullying, harassment or other potential risks to the health and safety of individuals, please contact [McGill Security Services](#) at **514-398-3000** in the Downtown Campus or **514-398-7777** at the Macdonald Campus immediately.

1.14.3 Use of Cloud Services

McGill's Cloud Directive governs your usage of cloud services—programs and apps delivered over the Internet. McGill has approved cloud apps and solutions that are available for your use while at McGill. However, you will need to choose your apps wisely as not all apps are safe, and they will not all adequately protect sensitive data (either your own or McGill's).

To learn how to safely use cloud apps and solutions, please refer to the [Cloud Services Page](#).

1.14.4 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.

1.14.5 Email Communication

All students are assigned a McGill email address (usually in the form of [firstname.lastname@mail.mcgill.ca](#)) and are given a McGill email mailbox. It is your responsibility to monitor your McGill email regularly because this is the official means of communication between McGill University and its students. Ensure that you read and act upon the emails in a timely fashion.

To access your McGill email, go to the Microsoft Office website and sign in with your McGill username and password.



Note: Confirm your McGill email address or set your McGill password on [Minerva](#), under the [Personal Menu](#). You can also change or reset your McGill password by following the instructions on the [McGill Password Reset Checklist](#).

If you have another email account using an external service provider (such as Gmail, Hotmail, Yahoo, etc.), please review the "[Options for dealing with multiple email services](#)" article on the IT Knowledge Base.

For more information, visit the [Policy on E-mail Communication with Students](#), available on the [Secretariat website](#).

1.14.6 Secure your Journey

IT policies and directives identify measures required to ensure the security and integrity of data and systems you use throughout your student journey. Find out about best practices and cybersecurity steps you can take at mcgill.ca/cybersafe.

1.15 Student Health & Insurance

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

1.15.1 Health Professions – Immunization Requirement

A compulsory immunization program exists at McGill for students in the health science fields (including Dietetics), as well as in the School of Social Work. If you are a new student in those programs, you must complete the immunization program well before classes begin. You can find further information at mcgill.ca/wellness-hub/get-support/physical-health/immunization or by calling the Student Wellness Hub at 514-398-6017.

1.15.2 Health Insurance – International Students

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

By Senate regulation, all international students (full-time, part-time, half-time, Additional Session, Thesis Evaluation, Non-Thesis Extension, Special, Exchange, and Visiting) and their accompanying dependants must participate in the University's compulsory International Student Health Insurance Plan (IHI). The University, the Quebec Ministry of Education, and the Canadian Immigration Authorities require a copy of your proof of health insurance on file. Take note, that minors (less than 18 years of age) are now *eligible* to apply for the provincial coverage in Quebec, *Régie de l'assurance maladie du Québec* (RAMQ).

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

Students co

studentcare.ca/rte/en/McGillUniversitygraduatestudentsPGSS_Home. Students without valid Canadian medicare, please see [section 1.15.2: Health Insurance – International Students](#), or the **Canadians who have been residing outside of Canada** section above.

1.15.4 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 Medicine and Health Sciences: See the WELL Office at mcgill.ca/thewelloffice.

1.16 Facilities

Students are expected to treat facilities and services offered at McGill respectfully and responsibly, to benefit all present and future members of the McGill community.

1.16.1 Proper Use of Computing Facilities

You must comply with the *Policy on the Responsible use of McGill Information Technology Resources* as approved by the University Senate. You can find this policy in the listing of *University Policies, Procedures and Guidelines* under *Information Technology*, at mcgill.ca/it/policies.

1.16.2 Non-Smoking Policy

Quebec law prohibits smoking in public buildings. Smoking on University property is permitted only within outdoor designated smoking areas. Smoking is prohibited outside any designated smoking area on University property. For more information, see mcgill.ca/ehs/policies-and-safety-committees/policies/mcgill-smoking-policy and mcgill.ca/secretariat/policies-and-regulations

For the purposes of the Tobacco Control Act, "smoking" also covers the use of an electronic cigarette or of any other device of that nature; "tobacco" also includes the following accessories: cigarette tubes, rolling paper and filters, pipes, including their components, and cigarette holders. Please consult [Chapter L-6.2 - Tobacco Control Act](#), for further information.

1.16.3 Policy Concerning Cannabis

McGill University has adopted a *Policy Concerning Alcohol, Cannabis and Other Drugs*. This policy applies to all McGill students, faculty, staff and visitors on the Downtown and Macdonald campuses, the Gault Nature Reserve, and spaces leased by the University. The policy only permits the consumption of cannabis for medical reasons, accompanied by a valid medical certificate, under certain conditions. However, all consumption of cannabis for recreational use is prohibited on University property.

For further details on this policy please refer to the [Policy Concerning Alcohol, Cannabis and Other Drugs](#).

2 Guidelines and Policies

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

Academic Accommodation of Pregnant Students and Students Caring for Dependents

2.2 Failure Policy

Purpose

This polic

- 30 days after the academic unit (department) has informed the student of the failure and options for redress, if the student is still in unsatisfactory status, the unit must complete the web form [Withdrawal Recommendation Following a Second Failure](#) to recommend to Management of Academic Records Unit, Enrolment Services that the student must be withdrawn from their program.
- Upon receipt of the recommendation for withdrawal, Enrolment Services will send the student an official withdrawal letter and change the status to Withdrawn on the student's academic record.

Requesting an appeal in case of withdrawal due to failure:

A student recommended for withdrawal due to failure has 30 days (from the date of the notification letter) to appeal this decision. It is the student's responsibility to present evidence of their case and provide an

2.7. The progress tracking forms must be uploaded to the student's record on myProgress.

2.8. The Graduate Program Director must review and sign all Progress Tracking Reports. If the Graduate Program Director is signing as the supervisor, committee member, or as a unit representati



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

II. Verification

In a case where a student feels that totalling errors have been made in arriving at the final grade, the student can request the instructor to carry out a detailed check that all questions have been marked and that the final grade has correctly been computed on the basis of the term work, final examination, etc.

III. Rereads

According to the Charter, students have the right, subject to reasonable administrative arrangements, “to an impartial and competent review of any mark” (hereafter “reread”).

At the time the request for a reread is made, the student should have already met with the faculty member responsible for the course to review the mark, or made a reasonable attempt to do so.

Rereads can only be requested if a change upwards in the letter grade for the course is possible as a result of the reread. An essay/paper, assignment, or lab report must account for more than 20% of the course grade to be eligible for a reread.

The reread by a second reader is a review of the mark, not the work assigned. It is the second reader's task to determine whether the original mark is fair and reasonable, not to give the work a totally new assessment.

1. The time limit for requesting a reread is within 30 days after posting of the final marks for the course. However, in the case of work which has been graded during the course and returned to the student, students must indicate their intention to request a reread by writing to [Graduate and Postdoctoral Studies](#) within 5 working days of receiving the graded work. This intention must be confirmed within 30 days of the posting of the final marks for the course.



Note: Material that has been returned to a student **cannot be reread** unless arrangements have been made to ensure that the material has not been changed subsequent to the original grading; for example, the student can make a copy for the professor to retain either before handing the material in or immediately upon receiving it back from the instructor or at the point where the professor and student review the work together. Instructors are strongly advised to write their corrections in red pen and to write comments which help the student to understand the mark assigned.

2. The request for a formal reread must be made by the student in writing to [Graduate and Postdoctoral Studies](#) and should specify the reasons for the request. It should include a statement indicating that the student has already met with the faculty member responsible for the course to review the mark or indicating why this has not been possible. The reread fee will be charged directly to the student's fee account after the result of the reread is received; this will be reimbursed if there is an upwards change in the letter grade for the course. The reread fee amount and other details can be found on the [Student Accounts website](#).
3. a)

2.7 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 intensiv

- A Leave of Absence may hav

All doctoral programs at McGill require candidates to pass a comprehensive examination, such as a qualifying examination, a preliminary examination, a candidacy paper, a comprehensive evaluation, a thesis proposal, etc. The results of this examination determine whether or not students will be permitted to continue in their programs. The methods adopted for examination and evaluation and the areas to be examined must be specified by departmental regulations and approved by Graduate and Postdoctoral Studies. It is the responsibility of the Unit to make this information widely available and for students to inform themselves of these details.

Objectives and Content

The purpose of comprehensive examinations is to determine whether the student demonstrates the necessary research skills and academic achievements to continue in the Ph.D. program. Permissible objectives may only include assessing foundational knowledge of the discipline (retrospective comprehensive) and/or ability to conduct independent and original research (prospective comprehensive). As such, comprehensive examinations must not reexamine graduate course content completed at McGill. Units must consult *GPS guidelines* for retrospective and prospective exams when establishing their comprehensives.

The content of the comprehensive must be consistent with the stated objectives and should be appropriately circumscribed. At least 3 months prior to the examination, students must be given an indication of the range of material that may be covered in the examination and suggestions as to how to cover this material (e.g., via reading lists, courses, etc.).

Format

Units must provide doctoral students with a written description of the Ph.D. comprehensive process, detailing objectives and content, format, timing, assessment, grading and reporting, and failures (and procedures for repeats).

The format of the comprehensive must be consistent for all students within a given program. The following list gives some of the more common formats, which are often combined:

- written examination
- take-home examination
- synthesis of relevant research in the field
- written research proposal and/or thesis proposal
- oral examination or defence

Timing

Units must clearly specify when the comprehensive must be taken and how this fits into the program milestones, e.g., whether all coursework must have been completed prior to undertaking the comprehensive and/or whether the comprehensive is the final step before thesis research and writing.

Scheduling of the comprehensive must be specified by the unit and the comprehensive exam must be completed by the end of PhD3. Students must be informed of the date of the exam with sufficient time to prepare for it.

Assessment

Assessment parameters must be made clear to the student in advance of the examination. This includes information about who sets the exam questions and who evaluates the student. If performance is assessed by a committee, it must be made clear how the committee is appointed and who sits on it, and how the evaluation is to be carried out (consensus or vote).

Where there is more than one component to the examination (e.g., an oral exam plus a written exam), it must be made clear to the student how these components are factored into the final grade. For example, it must be clearly specified whether each component counts equally, whether the assessment is global, and whether failure of one part of the comprehensive examination (or of one question) results in overall failure.

All Ph.D. comprehensives must be represented by an administrative course number

A student withdrawn due to failure of their comprehensive exam has 30 days to appeal this decision. They must follow the steps specified under *Requesting an appeal in case of withdrawal due to failure* in the [Failure Policy](#).

Approved by Executive of Faculty of Graduate Studies and Research (FGSR) Feb. 17, 1997 and Council of FGSR March 7, 1997; Revised by GPS July 9, 2014, June 29, 2015, June 14, 2017, December 18, 2019 and April 11, 2022.

2.11 Admission of Former Students

Students who have reached time limitation, who have officially withdrawn from the University by submitting a [Withdrawal Form](#), or who are not currently registered are eligible to be considered for readmission into their program. The student's academic unit must recommend that the student be readmitted, stipulating any conditions for readmission that it deems appropriate. If the student's unit chooses not to recommend readmission, the student may appeal to the Associate Dean (Graduate and Postdoctoral Studies). The decision of the Associate Dean (Graduate and Postdoctoral Studies) shall be final and not subject to further appeal.

Procedure: Requirements for completion of the program will be evaluated. Some of these requirements may need to be redone or new ones may be added. Fees will be based on the term of readmission up to the time limit of the degree (i.e., Master's 3 or PhD7) plus the term of readmission. Applicants should direct questions regarding fees to the appropriate [Graduate Program Coordinator/Administrator](#).

The [Request for Readmission Form](#) and other pertinent details regarding the readmission procedure can be found on the GPS website for [Time Limitation](#).

Council – February 9, 2004; Revised January 18, 2016.

Senate – March 23, 2016.

2.12 Time Limitation

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

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

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

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

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

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

Senate, April 20, 2016.

2.13 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](#).

3 Graduate Studies at a Glance

3.1 Graduate and Postdoctoral Degrees Offered by Faculty

Faculty of Agricultural and Environmental Sciences	Degrees Available
: <i>Agricultural Economics</i>	M.Sc.
: <i>Animal Science</i>	M.Sc., M.Sc.A., Ph.D.
: <i>Bioresource Engineering</i>	M.Sc., M.Sc.A., Ph.D.
: <i>Biotechnology</i>	M.Sc.A., Graduate Certificate
: <i>Food Science and Agricultural Chemistry</i>	M.Sc., Ph.D.
: <i>Human Nutrition</i>	M.Sc., M.Sc.A., Ph.D., Graduate Diploma
: <i>Natural Resource Sciences</i>	M.Sc., Ph.D.
: <i>Parasitology</i>	M.Sc., Ph.D.
: <i>Plant Science</i>	M.Sc., M.Sc.A., Ph.D., Graduate Certificate
Faculty of Arts	Degrees Available
: <i>Anthropology</i>	M.A., Ph.D.
: <i>Art History</i>	M.A., Ph.D.
Classics – see : <i>History and Classical Studies</i>	N/A
: <i>Communication Studies</i>	M.A., Ph.D.
: <i>East Asian Studies</i>	M.A. (<i>Ad Hoc</i>), Ph.D. (<i>Ad Hoc</i>)
: <i>Economics</i>	M.A., Ph.D.
: <i>English</i>	M.A., Ph.D.
: <i>French Language and Literature</i>	M.A., Ph.D.
: <i>Geography</i>	M.A., Ph.D.
: <i>History and Classical Studies</i>	M.A., Ph.D.
: <i>Information Studies</i>	M.I.St., Ph.D., Graduate Certificate
: <i>International Development</i>	N/A
: <i>Islamic Studies</i>	M.A., Ph.D.
: <i>Jewish Studies</i>	M.A., Ph.D. (<i>Ad Hoc</i>)
: <i>Languages, Literatures, and Cultures</i>	M.A., M.A. (<i>Ad Hoc</i>), Ph.D., Ph.D. (<i>Ad Hoc</i>)
: <i>Linguistics</i>	M.A., Ph.D.
: <i>Mathematics and Statistics</i>	M.A., Ph.D.
: <i>Philosophy</i>	M.A., Ph.D.
: <i>Political Science</i>	M.A., Ph.D.
: <i>Public Policy</i>	M.P.P.
: <i>Psychology</i>	M.A., Ph.D.
: <i>Quebec Studies / Études sur le Québec</i>	N/A
: <i>Religious Studies</i>	M.A., S.T.M., Ph.D.
: <i>Social Studies of Medicine</i>	N/A
: <i>Social Work</i>	M.Sc.A., M.S.W., M.S.W. & B.C.L./J.D., Ph.D.
: <i>Sociology</i>	M.A., Ph.D.
Faculty of Dental Medicine and Oral Health Sciences	Degrees Available
: <i>Faculty of Dental Medicine and Oral Health Sciences</i>	M.Sc. Ph.D.
Faculty of Education	Degrees Available
: <i>Educational and Counselling Psychology</i>	M.A., M.Ed., Ph.D., Graduate Diploma
: <i>Integrated Studies in Education</i>	M.A., Ph.D., Graduate Certificate

Faculty of Medicine and Health Sciences

Degrees Available

: *Surgery, Experimental*

M.Sc., Ph.D., Graduate Certificate, Graduate Diploma

Schulich School of Music

Degrees Available

: *Schulich School of Music*

M.A., M.Mus., D.Mus., Ph.D., Graduate Artist Diploma, Graduate Certificate, Graduate Diploma, Post-Graduate Artist Diploma

Ingram School of Nursing

Degrees Available

: *Nursing*

M.Sc.A., Ph.D., Graduate Certificate, Graduate Diploma

School of Physical and Occupational Therapy

Degrees Available

: *About the School of Physical and Occupational Therapy*

M.Sc., M.Sc.A., Ph.D., Graduate Certificate

Faculty of Science

Degrees Available

: *Atmospheric and Oceanic Sciences*

M.Sc., Ph.D.

Degree		Prerequisites
		Applicants to the Performance program are required to pass auditions in their speciality. See : <i>Schulich School of Music</i> .
Master of Sacred Theology	S.T.M.	B.A. with specialization in religious studies or theology. See : <i>Religious Studies Admission Requirements and Application Procedures</i> .
Master of Science	M.Sc.	Bachelor of Science in the subject selected for graduate work. See appropriate unit.
Master of Science, Applied	M.Sc.A.	A bachelor's degree in the subject selected for graduate work. See appropriate unit.
Master of Social Work	M.S.W.	Bachelor's degree in Social Work including courses in statistics and social science research methods. See : <i>Social Work Admission Requirements and Application Procedures</i> .
Master of Social Work with Bachelor of Civil Law and Bachelor of Laws	M.S.W. with B.C.L./LL.B.	See : <i>Social Work Admission Requirements and Application Procedures</i> .
Master of Urban	M.U.P.	Bachelor's degree in any one of the following: Anthropology, Architecture, Economics, Civil Engineering, Geography, Law, Management, Political

Master of Arts (M.A.)

German	Thesis, Non-Thesis	N/A
Hispanic Studies	Thesis, Non-Thesis	N/A
History	Thesis, Non-Thesis	Development Studies, European Studies, Gender and Women's Studies (Thesis) Development Studies, European Studies, Gender and Women's Studies
Islamic Studies	Thesis	Gender and Women's Studies
Italian	Thesis, Non-Thesis	N/A
Jewish Studies	Thesis, Non-Thesis	N/A
Kinesiology and Physical Education	Thesis, Non-Thesis	N/A
Languages, Literatures and Cultures	Thesis (<i>Ad Hoc</i>)	Digital Humanities
Linguistics	Non-Thesis	N/A
Mathematics and Statistics	Thesis, Non-Thesis	N/A
Medical Anthropology	Thesis	N/A
Music – Music Education	Thesis, Non-Thesis	N/A
Music – Music Technology	Thesis	N/A
Music – Musicology	Thesis, Non-Thesis	Gender and Women's Studies (Thesis)
Music – Theory	Thesis, Non-Thesis	Gender and Women's Studies (Thesis)
Philosophy	Thesis	Bioethics
Political Science	Thesis, Non-Thesis	Development Studies, European Studies (Thesis) Development Studies, European Studies, Gender and Women's Studies, Social Statistics (Non-Thesis)
Psychology	Thesis	N/A
Religious Studies	Thesis, Non-Thesis	Bioethics, Gender and Women's Studies (Thesis)
Russian	Thesis	N/A
Second Language Education	Thesis, Non-Thesis	Gender and Women's Studies (Thesis)
School/Applied Child Psychology	Non-Thesis	N/A
Sociology	Thesis, Non-Thesis	Development Studies, Gender and Women's Studies, Medical Sociology (Thesis) Development Studies, Gender and Women's Studies, Medical Sociology, Population Dynamics (Non-Thesis)
Teaching and Learning	Non-Thesis	English or French Second Language, English Language Arts, Mathematics, Science and Technology, Social Sciences

Master of Business Administration Degrees (M.B.A.)

M.B.A.	Non-Thesis	General Management
M.B.A./Japan	Non-Thesis	Finance, General Management, Global Strategy and Leadership, Marketing, Technology and Innovation
E.M.B.A.	Non-Thesis	N/A

Master of Education (M.Ed.)

Educational Psychology	Non-Thesis	Family Life Education, General Educational Psychology, General Educational Psychology: Project, Inclusive Education, Inclusive Education: Project, Learning Sciences
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Master of Science (M.Sc.)**Integrated Water Resource Management (Non-Thesis)**

Biostatistics	Thesis, Non-Thesis	N/A
Cell Biology	Thesis	N/A
Chemistry	Thesis	N/A
Ci	Thesis	N/A

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Master of Social Work (M.S.W.)

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Degree		Prerequisites
Doctor of Civil Law	D.C.L.	B.C.L. or LL.B. and usually LL.M. See : Law .
Doctor of Music	D.Mus.	M.A. in Composition (D.Mus. in Composition) or a master's degree in Performance, and professional and teaching experience (D.Mus. in Performance). See : Schulich School of Music . An undergraduate degree relev

Doctor of Philosophy (Ph.D.)

Communication Studies	Gender and Women's Studies	Faculty of Arts
Computer Science	Bioinformatics	Faculty of Science
Counselling Psychology	N/A	Faculty of Education
Earth and Planetary Sciences	Environment	Faculty of Science
Economics	N/A	Faculty of Arts
Educational Psychology	Human Development Learning Sciences	Faculty of Education
Educational Studies	Gender and Women's Studies, Language Acquisition, Mathematics and Science Education	Faculty of Education
Electrical Engineering	N/A	Faculty of Engineering

F 369.526 631.24 Tm(F)Tj1 0 04.36 Tm(369.526 6313)Tj1Tm(3gm(N/A))

4.4.1 Document Checklist Terms

The following terms appear on the Document Checklist in the online application system and are items or documents that you may be required to upload as part of your application for admission. Please ensure that your use of certain terms conforms to the following definitions:

Audition: a trial performance where a performer demonstrates their suitability or skill.

Curriculum Vitae: an overview of the applicant's experience and other qualifications, including employment, academic credentials, publications, contributions, and significant achievements.

GMAT: Graduate Management Aptitude Test (see [section 4.5: Admission Tests](#) below)

GRE: Graduate Records Examination (see [section 4.5: Admission Tests](#) below)

Interview: a conversation between the applicant and a McGill representative, using a structured, standardized approach to allow for comparison and analysis of responses from all applicants interviewed; in person, via telephone, Skype, etc.

Personal Statement: an essay in which the applicant describes their reasons for applying to graduate studies and indicating qualifications, qualities, or circumstances the applicant feels to be significant; usually provides information about educational and professional goals and discusses the applicant's interest in the desired field of study.

Portfolio: a collection of the applicant's best work to date, selected by them, and intended to show their mastery of a given style or variety of styles; different samples of their artistic work.

Recording: an unedited recording (audio or video), either of the applicant performing at least two contrasting pieces (minimum 20 minutes), or a video statement (content as described by the academic unit).

Research Proposal: a detailed description of the proposed program of research, including proposed Thesis Supervisor(s); describes the research background, significance, methodology, and references; may include expected results; may include a detailed curriculum vitae.

TOEFL: Test of English as a Foreign Language (see [section 4.6: Competency in English](#) below).

Writing Sample: a recent sample of the applicant's written work, on any topic (not necessarily within the desired field of graduate study) and not necessarily previously submitted for evaluation or publication.

Written Work: a sample of the applicant's written work, drawn from essays, papers or other work previously submitted for academic evaluation or publication, and falling within the desired field of graduate study.

4.5 Admission Tests

Some academic units require the taking of various tests for admissions purposes. Consult the Program page for unit-specific requirements.

CASPer

The CASPer test is an individual online test that assesses for non-academic attributes or people skills. For further information, see takecasper.com/about-casper/.

Graduate Record Examination (GRE)

The Graduate Record Examination (GRE) (Educational Testing Service, Princeton, NJ 08540) consists of a relatively advanced test in the candidates' specialty, and a general test of their attainments in several basic fields of knowledge for which no special preparation is required or recommended. It is offered at many centres, including Montreal, several times a year; the entire examination takes about eight hours, and there is a registration fee. Refer to www.ets.org/gre for further information. Only some academic units require applicants to write the GRE examination, but all applicants who have written either the general aptitude or the advanced test are advised to ensure that official test results are sent to McGill directly by the testing service.

This credential is of special importance in the case of applicants whose education has been interrupted, or has not led directly toward graduate study in the subject selected. In such cases, the academic unit has the right to insist on a report from the GRE or some similar test. High standing in this examination will not by itself guarantee admission.

Graduate Management Admissions Test (GMAT)

Applicants to graduate programs in Management must ensure that official results are released to McGill by the Graduate Management Admission Council (GMAC). The test is a standardized assessment offered by the GMAC to help business schools assess candidates for admission. For further information, see www.mba.com/exams/gmat.

4.6 Competency in English

Applicants to graduate studies must demonstrate an adequate level of proficiency in English **prior to admission**, regardless of citizenship status or country of origin.

Normally, applicants meeting any one of the following conditions are **not** required to submit proof of proficiency in English:

1. Mother tongue (language first learned and still used on a daily basis) is English.

2. Has obtained (or is about to obtain) an undergraduate or graduate degree from a recognized institution in Canada or the United States of America (anglophone or francophone).
3. Has obtained (or is about to obtain) an undergraduate or graduate degree from a recognized foreign institution where English is the language of instruction.
4. Has lived and attended university, or been employed, for at least four consecutive years, in a country where English is the acknowledged primary language.

Applicants who do not meet any of the above-listed conditions must demonstrate proficiency in English using **one** of the following options:

1. **TOEFL** (Test of English as a Foreign Language): minimum acceptable scores are: **iBT (Internet-based test)**: 86 overall, and no less than 20 in each of the four component scores.



Note: an institutional version of the TOEFL is not acceptable.

2. **IELTS** (International English Language Testing System): a band score of 6.5 or greater.
3. **McGill Certificate of Proficiency in English** or **McGill Certificate of Proficiency – English for Professional Communication**: Certificate of Proficiency awarded.

In each case, applicants must ensure that official test results are sent to McGill directly by the testing service. Applications cannot be considered if test results are not available. These scores are general minima; some academic units may set higher requirements.

Revised – March 2021

4.7 Application Dates and Deadlines

Application opening dates are set by Enrolment Services in consultation with Graduate and Postdoctoral Studies (GPS), while application deadlines are set by the academic unit and may be revised at any time. Applicants must verify all deadlines and documentation requirements well in advance on the appropriate McGill departmental website; please consult the list at mcgill.ca/gps/contact/graduate-program.

Information on application deadlines is available at mcgill.ca/gradapplicants/how-apply/application-steps/application-deadlines.

Admission to graduate studies is competitive; accordingly, late and/or incomplete applications are considered only as time and space permit.

4.8 Admission to a Qualifying Program

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

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

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

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

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

4.9 Admission as a Special Student

Candidates wishing to take one or two courses at the graduate level, but who do not wish to pursue a degree, can submit an application to be considered as a Special student. Special students must hold a recognized undergraduate degree, and must meet the admission requirements to the program for which they are being considered.

Special students must register for at least one 600-level course, or higher, but can simultaneously register for undergraduate courses, normally with permission from the department. Special students cannot register for more than two terms, and can complete a maximum of six credits per semester, up to a maximum of twelve credits in one year. Under no circumstances are Special students eligible to obtain a degree.

4.9.1 Admission to a Second Degree Program

A candidate with a given higher degree may apply for admission to a second degree program at the same level but **in a different subject**. The normal admission requirements must be met and all the usual procedures followed.

4.10 Admission to Two Degree Programs

Students may, with special permission granted by the Graduate Admissions Committee (composed of the Dean and Associate Deans of Graduate and Postdoctoral Studies) and in consultation with the Graduate Admissions Unit of Enrolment Services, be admitted to two degree programs or to two academic units or faculties. Students are **never** permitted to pursue two **full-time** degree programs concurrently.

4.11 Admission of Former Students

Students who have reached time limitation or officially withdrawn from the university should refer to [section 2.11: Admission of Former Students](#) for further information.

4.12 Deferral of Admission

Under exceptional circumstances, an admission for a particular semester can be considered for a deferral. Normally, the deferral period granted will not exceed one academic year (two terms). This can be considered only if the student has not registered. If the student has already registered, no deferral can be granted. The student must withdraw from the University and apply for admission to a later term.

Requests for deferral of admission are submitted via the online application system. Any inquiries should be addressed directly to the academic unit.

5 Fellowships, Awards, and Assistantships

Graduate and Postdoctoral Studies
Graduate Funding
James Administration Building, Room 400
845 Sherbrooke Street West
Montreal QC H3A 0G4
Email: graduatefunding.gps@mcgill.ca
Website: mcgill.ca/gps/funding

Graduate and Postdoctoral Studies is responsible for the awarding and processing of many fellowships in support of McGill's graduate students and postdoctoral fellows. Further information on these and other sources of funding can be found on the [Graduate Funding website](#).

Funding packages for graduate students can include different sources of funding, such as internal fellowships/awards and stipends from professors' research grants. Most internal fellowships/awards are awarded on the basis of the application for admission, upon nomination by academic units. Stipends from professors' research grants are handled by individual academic units at McGill. Please contact the proposed academic units directly for further information. Internal Fellowships that ofessors'

6 Research Policy and Guidelines

Students and postdoctoral fellows must inform themselves of University rules and regulations and keep abreast of any changes that may occur. The *Research Policy and Guidelines* section of this publication contains important details and should be periodically consulted, along with other sections and related publications.

6.1 Regulation on the Conduct of Research

Please refer to the Regulation on the Conduct of Research available at mcgill.ca/secretariat/policies-and-regulations.

6.2 Regulations Concerning the Investigation of Research Misconduct

Please refer to the Regulations Concerning the Investigation of Research Misconduct available on the Research Integrity Office's [Policies](#) page.

6.3 Requirements for Research Involving Human Subjects

Please refer to the [Ethics and Compliance website](#) for information on policies and procedures for conducting research involving human participants: mcgill.ca/research/research/compliance/human.

6.4 Guidelines for Research with Animal Subjects

Please refer to the Policy on the Study and Care of Animals available at mcgill.ca/secretariat/policies-and-regulations. For more information, consult Research and Innovation's [Animal Research](#) page.

6.5 Policy on Intellectual Property

Please consult the policies on [Inventions and Software](#) or [Copyright](#) as found on the [Research Integrity Office's page](#).

6.6 Regulations Governing Conflicts of Interest

Please refer to the regulations governing conflicts of interest available at mcgill.ca/secretariat/policies-and-regulations.

Also consult mcgill.ca/gps/students/policies-and-guidelines/guidelines-disclosing-conflict-interest regarding Guidelines for disclosing a Conflict of Interest when graduate students or postdoctoral trainees are involved.

6.7 Safety in Field Work

Please refer to the policies on safety in field work available at mcgill.ca/ehs/policies-and-safety-committees/policies/field-work-safety.

6.8 Office of Sponsored Research

Please refer to the [Office of Sponsored Research](#).

6.9 Postdoctoral Fellows

Please see mcgill.ca/gps/postdocs.

7 Student Services and Information

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

7.1 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:

-

7.2.1 Support for Students: Office of the Dean of Students

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

William and Mary Brown Student Services Building
3600 McTavish Street, Suite 2100
Montreal QC H3A 0G3

For information, contact (Dean/Associate Dean):

Telephone: 514-398-4990
Email: deanofstudents@mcgill.ca
Website: mcgill.ca/deanofstudents

7.2.2 Office of the Executive Director, Services for Students

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

For information, contact:

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

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

7.3 Student Services – Downtown Campus

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

Brown Student Services Building, Suite 4100
3600 McTavish Street
Montreal QC H3A 0G3
Email: student.services@mcgill.ca
General Information: 514-398-8238
Website: mcgill.ca/studentervices

A list of services available is given below. For further information, see the [Student Services website](#). This list also includes services offered by McGill offices external to the Student Services office.

- [section 7.3.1: Campus Life & Engagement \(CL&E\)](#)
- [section 7.3.2: Career Planning Service \(CaPS\)](#)
- [section 7.3.3: First Peoples' House](#)
- [section 7.3.4: International Student Services \(ISS\)](#)
- [section 7.3.5: Office of Religious and Spiritual Life \(MORSL\)](#)
- [section 7.3.6: Office for Sexual Violence Response, Support, and Education](#)
- [section 7.3.7: Student Accessibility & Achievement](#)
- [section 7.3.8: Office of Sustainability](#)
- [section 7.3.9: Scholarships and Student Aid Office](#)
- [section 7.3.10: Student Wellness Hub](#)

7.3.1 Campus Life & Engagement (CL&E)

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

Brown Student Services Building
3600 McTavish Street, Suite 4100
Telephone: 514-398-6913
Email: cle@mcgill.ca
Website: mcgill.ca/cle

Incoming first-year students:

Email: firstyear@mcgill.ca
Website: mcgill.ca/getready

7.3.2 Career Planning Service (CaPS)

Provides career education, industry events, advising, mentoring, workshops and a comprehensive job posting system (myFuture) to help you find permanent/part-time/summer jobs and internships, explore your career or graduate education options, and build your network.

Brown Student Services Building, East Wing, Suite 2200
Service also available at Macdonald Campus, in Centennial Centre, Room 124. Please mention campus location when booking your appointment.
Telephone: 514-398-3304
Email: careers.caps@mcgill.ca
Website: mcgill.ca/caps
myFuture: caps.myfuture.mcgill.ca

7.3.3 First Peoples' House

McGill's First Peoples' House provides a sense of community and a voice to Indigenous students who have left their home communities in order to pursue higher education. Services and supports address academic, cultural and community needs. All Indigenous students including Métis, the Inuit, & First Nations (both "status" & "non-status"), Maori and Aborigines are welcome.

A McGill ID card is not required for access to services.

First Peoples' House at McGill
3505 Peel Street
Telephone: 514-398-3217
Email: firstpeopleshouse@mcgill.ca
Website: mcgill.ca/fph

7.3.4 International Student Services (ISS)

Of

550 Sherbrooke W., Suite 585 (West Tower)
Telephone: 514-398-3786; 514-398-4486
Email: svoffice@mcgill.ca
Website: mcgill.ca/osvrse

7.3.7 Student Accessibility & Achievement

Student Accessibility & Achievement provides learning assessment, support services, and reasonable accommodations to **undergraduate, graduate, and postdoctoral** students with documented disabilities, mental health issues, chronic illnesses, or other impairments, whether they be temporary, permanent, or episodic.

Main Office - Downtown
1010 Sherbrooke St. West Suite 410
Service also available at Macdonald Campus, in Centennial Centre, Room 124. Please mention campus location when booking your appointment.
Telephone: 514-398-6009
Email: access.achieve@mcgill.ca
Website: mcgill.ca/access-achieve/contact-us

Exam Centre
Redpath Library Building,
3459 McTavish St., Suite RS-56
Telephone: 514-398-2480
Email: access.exams@mcgill.ca
Website: mcgill.ca/access-achieve

Macdonald Campus
Centennial Centre, Room 124
Telephone: 514-398-7992
Website: mcgill.ca/osd

7.3.8 Office of Sustainability

Supports McGill's goal to become an institutional model of sustainability for society. Whether you have a project in mind, or just a lot of questions, there are many ways for you to get involved with sustainability at McGill.

Sherbrooke 1010 Building, Suite 1200
Telephone: 514-398-2268
Email: sustainability@mcgill.ca
Website: mcgill.ca/sustainability

7.3.9 Scholarships and Student Aid Office

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

Brown Student Services Building, East Wing, Suite 3200
Service also available at Macdonald Campus, in Centennial Centre, Room 124. Please mention campus location when booking your appointment.
Telephone: 514-398-6013
Student Aid email: student.aid@mcgill.ca
Scholarships email: scholarships@mcgill.ca
Website: mcgill.ca/studentaid

7.3.10 Student Wellness Hub

1010 Sherbrooke St. W., Suite 410
Telephone: 514-398-6009
Email: access.achieve@mcgill.ca

7.4.4 Student Wellness Hub

The Student Wellness Hub provides physical and mental health and wellness resources to all McGill students who pay the Student Services fee. Access doctors, nurses, counsellors, access advisors, local wellness advisors, dietitians, psychiatrists (by referral only), sexologists, and lab technicians. In addition, information, support, and programming are available through the Student Wellness Hub's Healthy Living Annex.

Macdonald Campus Clinic
Centennial Centre, room 124
Telephone: 514-398-6017
Website: mcgill.ca/wellness-hub

Downtown Campus
Brown Student Services Building, 3rd floor
Telephone: 514-398-6017
Email: hub.clinic@mcgill.ca
Website: mcgill.ca/wellness-hub/

7.4.5 Scholarships and Student Aid

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

Telephone: 514-398-6013
Website: mcgill.ca/studentaid

7.4.6 Other Services

The following resources available to students are external to the Student Services office.

Office of Sustainability

McGill's Office of Sustainability, located in the Downtown campus, sends representatives to Macdonald campus every month to support McGill's goal to become an institutional model of sustainability for society. Whether you have a project in mind, or just a lot of questions, there are many ways for you to get involved with sustainability at McGill.

Telephone: 514-398-2268
Email: sustainability@mcgill.ca
Website: mcgill.ca/sustainability

7.5 Residential Facilities

McGill residences offer you a variety of accommodations that reflect the diversity of our student population on both the Downtown and Macdonald campuses.

Mission statement

To continuously develop a safe home and nurturing community for our students through the following means:

- Keeping the value of respect for ourselves, others, and the physical environment as our cornerstone
- Making environmentally and economically sustainable choices
- Being responsive to student needs and supporting student initiatives
- Maintaining open lines of communication and collaborative decision-making
- Working together to provide a comfortable, clean, and secure environment
- Keeping current with developing technology, practices, and professional development
- Maintaining integrity and accountability
- Thinking critically about what we do and having the courage to change
- Honouring our rich history and strong residence tradition

There is no meal plan offered on the Macdonald Campus. Students may, however, load their oneCard to purchase meals; refer to

- squash and racquetball courts
- spinning, fitness, and martial arts studios
- various playing fields
- small groups and one-on-one training spaces
- gender-neutral changing spaces and bathrooms

McGill students can participate in instructional, recreational, intramural, and intercollegiate activities, as well as sports clubs. There are nominal fees for instructional courses, intramurals, sports equipment rentals, and membership to the Fitness Centre. Sporting equipment (x-country skis, snowshoes, racquets, balls, etc.) is available for loan or rent.

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

7.6.2 Macdonald Campus Athletics & Recreation

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

- gym
- fitness centre
- smart studios
- arena
- multi-courts
- playing fields
- outdoor Trekfit gym
- outdoor volleyball court
- large expanses of green space
- Paddle Mac

Students can participate in instructional, recreational, intramural, and intercollegiate activities. There are nominal fees for intramural and fitness courses. Sporting equipment (cross-country skis, snowshoes, stand up paddle boards, kayaks, frisbees, balls, etc.) is available for loan or rent.

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

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

7.7 Ombudsperson for Students

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

The mandate of the Office is to intervene at any point and attempt to resolve issues informally before proceeding to more formal processes. Please refer to the website to determine *when you should contact the Ombudsperson*.

Office of the Ombudsperson
 3610 McTavish Street, Room 14 (main floor)
 Telephone: 514-398-7059
 Email: ombudsperson@mcgill.ca
 Website: mcgill.ca/ombudsperson

7.8 Extra-Curricular and Co-Curricular Activities

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

- Athletics and recreation sports clubs
- Charity and environmental clubs
- Community outreach and volunteering clubs
- Fine art, dance, and performance clubs
- Health and wellness clubs
- Languages and publications clubs
-

Contact the sales team at is.bookstore@mcgill.ca with your enquiry or list of products.

Institutional Sales

Website: lejames.ca/institutional

7.10 Day Care

The McGill Childcare Centre (CPE McGill) is an independently run centre that can accommodate 110 children, ranging in age from four months to five years. Applications are to be submitted at www.laplace0-5.com; early application is required as placement is limited.

The Centre is located at:

3491 Peel Street
Montreal QC H3A 1W7
Telephone: 514-398-6943
Website: mcgill.ca/daycare

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

The Centre is located at:

1 Maple Avenue
Ste.-Anne-de-Bellevue QC H9X 2E3
Telephone: 514-398-7951

8 Fees

The information in this publication was updated in January 2024. The University reserves the right to make changes without notice in the published scale of fees.

Further information regarding fees can be found on the Student Accounts website: mcgill.ca/student-accounts/tuition-fees/tuition-and-fees-tables-and-rates.

For information on financial support, see [Scholarships and Student Aid](#).



Note for Graduate and Postdoctoral Studies: For information on financial support, see mcgill.ca/gps/funding.

8.1 Access to Fee Information

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

8.2 Billings and Due Dates

Confirmation of Acceptance Deposit

In certain graduate departments, you are required to make a deposit on tuition shortly after receiving notice of your acceptance to the University. You will be required to confirm your acceptance of the offer of admission on mcgill.ca/accepted/nextsteps/accepting and pay the required deposit by credit card (Visa, American Express, or Mastercard) at that time.

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 your McGill 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](#) for information on payment due dates.

Term	Payment Due Date
Fall term	
All new and returning students	August 30, 2024
Winter Term	
All new and returning students	January 6, 2025

Late Payment Charges: 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 will be assessed a late payment charge, over and above the interest. See *Penalties and Fines* at mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/other.

8.2.1 Guest Access on Minerva

You may choose to give access privileges to a guest on Minerva. These privileges include viewing e-bills/account summaries, tax receipts, and e-payment.

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

You can revoke guest access privileges at any time.

Note that *Service Point* staff may respond to questions from your authorized guest regarding the information to which they have been given access.

If you do not want to give a guest access privileges to Minerva, you can enter an “Alternate Student Billing” email address on Minerva to which Student Accounts will send a copy of the monthly e-bill notification, which includes the balance due on the account.

You should not share your PIN (personal identification number) with anyone, including a guest on Minerva. *Guest Access* allows your guest to view your account information without knowing your PIN.

8.2.2 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.

8.3 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.

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

In accordance with provincial government requirements, students must provide proof that they qualify for assessment of fees at the Quebec or non-Quebec Canadian rates; see mcgill.ca/legaldocuments for details. In certain cases, non-Quebec Canadian students pay the same rate of tuition as Quebec students—for 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

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](#).

8.3.3 Tuition Assistance for McGill Staff

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

8.3.4 Staff Dependent Waivers

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

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

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

8.4 Documentation

For more information on documentation, see [University Regulations & Resources](#) > Graduate > Regulations > [section 1.12.1: Why Does McGill Collect Legal Documents from You?](#).

8.5 Compulsory Fees

Rates are updated and available on the Student Accounts website, mcgill.ca/student-accounts/tuition-fees, as soon as they become available.

8.5.1 Student Services Fees

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

These fees are complemented by revenue from the Quebec government, the University, and the generosity of donors. They support: the Student Wellness Hub, Counselling and Tutorial Services; the Office of Religious and Spiritual Life; Career Planning Service (CaPS); Scholarships and Student Aid; International Student Services; the Office for Student Accessibility & Achievement; Campus Life & Engagement (including assistance for francophone students); and the First Peoples' House. Please refer to [section 7.3: Student Services – Downtown Campus](#) and [section 7.4: Student Services – Macdonald Campus](#) for details on these services.

8.5.2 Athletics and Recreation Fee

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

8.5.3 Student Society Fees

Student Society fees are collected on behalf of student organizations and are compulsory. These fees must be approved by the student body through fee referenda according to the constitutional rules of the association or society. Students vote on changes to Student Society fees during the Spring and Fall referendum periods.

Graduate students classed as Canadian full-time, part-time, Additional Session, Thesis Evaluation, Non-Thesis Extension, as well as postdoctoral candidates are automatically covered by their society's extended Health and Dental Plan (PGSS). Eligible students not charged automatically for insurance fees can choose to enrol themselves during the appropriate Change-of-Coverage period. For more information on what is covered by this plan, as well as enrolment, rates and opt-out procedures, and deadlines, please refer to the information contained at [Studentcare](#) toward mid-August.

Students without valid Canadian Medicare, please see McGill's [International Health Insurance](#) and/or Student Accounts' [Insurance](#) page.

8.6 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.

8.7 Other Fees

For the current year's non-tuition charges, please refer to mcgill.ca/student-accounts/tuition-fees/non-tuition-charges.

8.8 Fees and Withdrawal from the University

If you decide not to attend the term(s) in which you are registered, you must officially withdraw from the University in accordance with [section 1.5: University Withdrawal](#). Otherwise, you are liable for all applicable tuition and other fees.

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

Newly admitted students: If you've dropped all your courses and got a full refund:

- If you haven't paid an admission deposit, you will be charged a **Registration Cancellation Fee** of \$200.
- If you did pay an admission deposit when accepting your admission offer on Minerva, you will be charged a **forfeiture fee** equal to that deposit amount.

If you stop attending classes without dropping your courses, you are liable for all applicable tuition and other fees. See [section 1.5: University Withdrawal](#).

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

8.8.1 Fee Refund Deadlines

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



Note for Graduate and Postdoctoral Studies: Generally, there are no refunds for tuition and fees charged for a Summer term course from which you have withdrawn. For newly admitted graduate students who have withdrawn from a Summer Term of Residence, see [Summer Registration](#) for information about a potential fee refund.

8.8.1.1 Fall Term – up to and including September 17

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

New students – 100%* refund (less registration cancellation fee or \$200).

8.8.1.2 Fall Term – after September 17

No refund.

8.8.1.3 Winter Term – up to and including January 21

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

New students – 100%* refund (less registration cancellation fee or \$200).

of the term in which the contract takes effect. For more information and the required forms, see mcgill.ca/student-accounts/parents-and-sponsors/third-party-sponsorship.

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

8.10.2 Students Receiving McGill Funding

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

Students who are expecting awards to be paid in early January prior to the fee deadline may reduce their payment amount by the total amount of their awards. This will avoid unnecessary credit balances to be refunded.

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

8.10.3 External Scholarships

Students may also receive external scholarships from other organizations, outside agencies, parents' employers or community groups. These awards are typically sent directly to the University. Such students should provide the Student Accounts Office with a letter from the external body indicating the details and requirements of how the scholarship funds should be distributed, including any conditions for the award. If such information is not specified, the amount of the scholarship will be split into two terms and will be credited to the student's account as soon as the student is registered, with the second instalment credited the first working day in January. If the student does not meet the requirements of the scholarship, the funds will be returned to the external body.

Students may need an anticipated scholarship to reduce their balance owing for a given term. If so, email student.accounts@mcgill.ca with "**External Scholarships**" in the subject line, at least one week before the fee deadline as stated on the e-bill, and indicate the amount, currency (Canadian or US dollars) and agency or company issuing the scholarship. A fee deferral for the expected amount will reduce the amount owed. The deferral will expire by the end of September for the Fall term or January for the Winter term. Interest will be assessed at the prevailing rate on outstanding amounts beyond the deferral deadline.

8.10.4 Tuition and Fees – Payment Deferral

Students with no outstanding tuition or fees from a prior term may request that payment(s) of tuition and fees be deferred based on self-reported demonstrated sources of funding from the university, government, or other external agencies. Such requests will be granted on a term by term basis during which time no interest or late payment charges will be applied to the fees covered by the deferral. The length of time that a fee deferral is in effect will depend on the nature of the fee deferral. For the list of deferrals and their duration, please refer to the Student Accounts website at mcgill.ca/student-accounts/awards-assistance/tuition-fees-payment-deferral.

Students may apply for a fee deferral via the "Defer Payment of Tuition and Fees" form through the Financial Aid/Award menu on *Minerva*, selecting the category applicable to their situation. All applicants will be verified to ensure they have self reported their situation accurately.

The *Minerva* application for deferral of tuition fees form is available in mid-July for the Fall term (mid-December for the Winter and early April for the Summer). Students who apply up to the fee deadline can be assured that the deferral will be in effect prior to interest being charged on their account.



Note: Students who apply late may not request cancellation of interest.

A fee deferral generally covers the amount of the Fall (Winter or Summer) term charges, which include tuition, administrative and certain academic fees, and health and dental insurance. Charges not covered by the tuition deferral include, but are not limited to, housing charges, meal plans, printing charges, or any other amounts owing that are not considered registration charges. Interest on outstanding already-billed amounts will continue to be charged on a monthly basis excluding amounts covered by the student aid tuition deferral.

Students are reminded that tuition and student housing fees have first call upon financial aid received from any source.

8.12 Yearly Fees and Charges

In thesis programs, students are charged tuition based on 15 credits per term if they are registered full-time. In non-thesis programs, students are charged tuition on a per-credit basis.

Part-time, Qualifying, Special, diploma, and certificate students will be charged tuition fees at the per credit rate and all students are subject to student society fees, student services fees, athletics and recreation fees, and administrative charges.

Students who have completed the residency requirements for their program but have not yet completed the program requirements are required to be registered in a supplementary term until graduation. Where a student is in a thesis program, this is called “Additional Session” and fees will be charged each term that they are registered, including the Summer. Students required to register in a Thesis Evaluation term upon initial submission of the thesis will be charged only society and administrative fees in each term that they must be registered. Where a student is in a non-thesis program, this is called “Non-Thesis Extension” and fees will be charged in each term that they are registered. Please refer to *Program Requirements* > [section 1.7.1: Master's Degrees](#) and [section 1.7.2: Doctoral Degrees](#), found in the *Graduate* section of each faculty and school.

In the Summer term, students with a status of “Continuing” in a thesis program are not charged tuition fees, unless they are enrolled in courses which are considered e

As a student you can download and install the entire *Microsoft 365 apps (previously ProPlus apps)* suite (Word, Excel, PowerPoint, OneNote, etc.) to your personal devices, and sync your files with the online versions in OneDrive.

Other Microsoft 365 apps include Forms (surveys and data collection), Sway (interactiv

10 Resources for Study and Research

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

10.1 Libraries

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

The website (mcgill.ca/library) is the portal to all our resources and services for your learning and research needs. There are thousands of *databases available* that you can choose from when doing a search on any topic. Librarians have created subject guides for each area of study at McGill. Each guide pulls together

10.2.3 McGill Writing Centre Contact Information

McGill Writing Centre
McLennan-Redpath Library
Main Floor, Room #02
3459 McTavish Street
Montreal QC H3A 0C9
Telephone: 514-398-7109
Fax: 514-398-7416
Website: mcgill.ca/mwc
General Inquiries: mwc@mcgill.ca

Graphos
Website: mcgill.ca/graphos
Inquiries: graphos@mcgill.ca

MWC Tutorial Service
Website: mcgill.ca/mwc/tutorial-service
Inquiries: mwctutorial@mcgill.ca

10.3 University Archives

The McGill University Archives (MUA) acquires, preserves, and makes available to students, faculty, staff and researchers (including the general public) more than 30,000 metres of records dating from 1797 to the present. These records document McGill University faculty, research, alumni, and student organizations, as well as certain Montreal-based organizations. Archived media include:

- textual records
- photographTf1 0 0 1 67.52 407.518 Tm(t42)Tj1 0 0 1 393.Rsity photographTf1 0 0 1 67.52 40Tf 67.52 407.518 Tm(*)Tj/F1 8.1 Tf1 0 3 1 81.693 4filmphotographT

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

859 Sherbrooke Street West
Montreal QC H3A 0C4
Telephone: 514-398-4086, 514-398-4861
Email: redpath.museum@mcgill.ca
Website: mcgill.ca/066123.2

10.5 McCord Stewart Montreal Social History Museum

The McCord Stewart Montreal Social History Museum houses one of the finest historical collections in North America. It possesses some of Canada's most significant cultural treasures, including the most comprehensive collection of clothing—comprising over 27,000 garments or accessories—made or worn in Canada; an extensive collection of First Nations objects—the most important of its kind in Quebec, with a corpus of over 16,000 objects from across Canada; and an impressive Photography collection of more than 2,150,000 historical photographs—including the 400, 000 photographs of the renowned Notman Photographic Archives—which of

11 The University

McGill University is one of Canada's best-known institutions of higher learning and one of the leading universities in the w

Montreal Diocesan Theological College

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.)

11.3 University Government

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

The Governors of the University constitute the Royal Institution for the Advancement of Learning, a corporation existing under the laws of the Province of Quebec. In them is vested the management of finances, the appointment of professors, and other duties. Twelve of the governors are elected by the Board from amongst those nominated by its Nominating, Governance and Ethics Committee; three are elected by the Alumni Association; two are elected by 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.

11.4 Recognition of Degrees

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

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

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

11.5 Governance: Board of Governors**11.5.1 The Visitor****The Visitor**

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

11.5.2 Board of Governors

Board of Governors

Maryse Bertrand, Ad.E., M.Sc.(RM)

Chair

Deep Saini

President and Vice-Chancellor

John McCall MacBain; B.A.(McG.), B.A.(Wadham), M.A.(Oxford),
M.B.A.(Harvard)

Chancellor

11.5.2.1 Members

Members

Bob Babinski; B.A.(McG.)

Arun Bajaj; LL.B.(McG.)

Maryse Bertrand; B.C.L.(McG.), M.Sc.(NYU), Ad. E.

Gregory David; B.C.L., LL.B.(McG.)

Ariel Deckelbaum; LL.B., B.C.L., B.A.(McG.)

Alan Desnoyers; B.Com.(McG.)

Luciano D'Iorio; SIOR, A.E.O.

Lucy Gilbert; M.D., M.Sc., F.R.C.O.G.

Celia Greenwood; Ph.D.(McG.)

Joseph Hakim; B.Com.(McG), M.B.A.(C'dia)

Fred Headon; B.A.(Winn.), B.C.L./LL.B.(McG.)

Inez Jabalpurwala; B.A., M.A., M.B.A., M.M.(McG.)

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

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

Maarika Paul; B.Com., Gr. Dip.(McG.), F.C.P.A., F.C.A., C.B.V.

Adrienne Piggott

Diletta Prando

Samira Sakhia; B.Com., M.B.A.(McG.)

Jonathan Sigler; B.S., M.S.

Petra Rohrbach; B.Sc.(McG.), M.Sc., Ph.D.(Heidel.)

Edith

11.6 Governance: Members of Senate

11.6.1 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

11.6.2 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

11.7 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 Mc 1 70.52 276.882 Tm(Jo424r2 Tma1.5 s.dIm(v)Tj1 0 0 1 154.510)CjHancellorUm11F1 8.1 Tf1 0 0 1 70.52 276.882 T1

Directors of Schools

Frederic Fabry

Joan Bartlett

TBA

Anita Gagnon

Laurie Snider

Timothy Evans

Garth W. Green

Nicole Ives

Lisa Bornstein

Christopher Ragan

Environment

Information Studies

Medicine, School of

Nursing

Physical and Occupational Therapy

Population and Global Health

Religious Studies

Social Work

Urban Planning

Public Policy