



**University Regulations and Resources
(Undergraduate)**

**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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plagiarism and cheating. The possession or use of unauthorized materials in any test or examination constitutes cheating. You can find the *Code* at mcgill.ca/students/srr/publications.

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

In addition to the above, **if you are a candidate for admission to the Faculty of Law, you will be asked to consent** to the release of personal information to the Committee for Law Admissions Statistics Services and Innovations (CLASSI) and the Native Law Centre Summer Program at the Native Law Centre, University of Saskatchewan.

In addition to the above, **if you are a candidate for admission to the Faculty of Medicine and Health Sciences or to the Faculty of Dental Medicine and Oral Health Sciences in undergraduate, graduate, or postgraduate studies, you will be asked to consent** to the release of personal information to other schools of medicine; to Employment and Social Development Canada; to the Ministère du Travail, de l'Emploi et de la Solidarité sociale of Quebec; to a McGill professor, researcher or graduate student, strictly for research or teaching purposes; and to a University teaching/affiliated hospital or health centre to which you apply/or join for residency or rotations.

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

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

- collect and maintain your personal information for the purpose of administering your University admissions and student record files;
- obtain copies of your transcripts from the *Ministère de l'Éducation et de l'Enseignement supérieur*; the Ontario Universities' Application Centre; and/or the British Columbia Ministry of Education;
- make inquiries to and obtain personal information from the *Ministère de l'Immigration, de la Francisation et de l'Intégration*; Immigration, Refugees and Citizenship Canada; and/or the *Régie de l'assurance maladie du Québec* 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 University's statutes, regulations, and policies.

1.7 Undergraduate Leave of Absence Policy

A leave of absence may be granted to undergraduate students for reasons related to:

- maternity or parenting
- personal or family health

- Students who are eligible for scholarship renewal will not have scholarship monies transferred to their account while they are on leave of absence but will maintain eligibility for renewal upon registration in subsequent terms.
- Terms and conditions vary among loan and bursary providers; student consultation with an advisor in Scholarships and Student Aid is recommended.
- Professional programs may impose constraints on the application of the undergraduate leave of absence policy due to accreditation requirements or placement limitations.
- International students are advised to contact

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.

1.8.3 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](#).

1.8.4 Two-Factor Authentication (2FA)

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

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

1.8.5 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](#).

1.8.6 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.

1.9 Student Health & Insurance

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

1.9.1 Health Professions – Immunization Requirement

A compulsory immunization program exists at McGill for students in the health 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.

1.9.2 Health Insurance – International Students

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

By Senate regulation, all international students (full-time, part-time, half-time, Additional Session, Thesis Evaluation, Non-Thesis Extension, Special, Exchange, and Visiting) and their accompanying dependants must participate in the University's compulsory International Student Health Insurance Plan (IHI). The University, 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 covered by private health insurance are not exempt from the McGill plan. However, you may be eligible for an [exemption](#) by meeting certain criteria. [Exemption from the McGill plan](#).

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

1.10 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.

1.11 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 Personal Information

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

2.1 Updating Personal Information

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

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

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



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



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

2.2 Online (Distance) Programs

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

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

Undergraduate Programs

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

Graduate Programs

Graduate Certificate (Gr. Cert.) Advanced Public Administration and Governance (15 credits)
Graduate Certificate (Gr. Cert.) Chronic Pain Management (15 credits)
Graduate Certificate (Gr. Cert.) Cybersecurity (15 credits)
Graduate Certificate (Gr. Cert.) Data Analysis for Complex Systems (15 credits)
Graduate Certificate (Gr. Cert.) Data-Driven Decision Making (15 credits)
*Graduate Certificate (Gr. Cert.) Educational Leadership 1 (15 credits)***
*Graduate Certificate (Gr. Cert.) Educational Leadership 2 (15 credits)***
*Graduate Certificate (Gr. Cert.) Educational Leadership 3 (15 credits)***
*Graduate Certificate (Gr. Cert.) Healthcare Management (15 credits)**
*Graduate Certificate (Gr. Cert.) International Leadership in Educational and Administrative Development (15 credits)**
Graduate Certificate (Gr. Cert.) Public Administration and Governance (15 credits)
Certificat d'études supérieures (Cert.ed.sup.) Pédagogie de l'immersion française (15 crs)
Graduate Certificate (Gr. Cert.) Public Relations and Communication Management Practice (15 credits)
Graduate Certificate (Gr. Cert.) Teaching English as a Second Language (15 credits) Graduate Certificate (Gr. Cert.) Strategic Public Relations and

2.3 Submitting Legal Documents

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

2.3.1 Why Does McGill Collect Legal Documents from You?

Your tuition status at McGill will vary depending on your legal status in Canada. In order to determine your appropriate rate of tuition (Quebec, Canadian out-of-province, or international), we require documentation confirming your current status. We also require these documents to confirm your valid citizenship/immigration status. To find out which documents you must provide and when they are required, refer to [section 2.3.2: What Documents Does McGill Need from You?](#)

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

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



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

2.3.2 What Documents Does McGill Need from You?

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

Quebec and Canadian Out-of-Province Students

- | | |
|---|---|
| You have applied to McGill directly from CEGEP or you already have a student record at McGill | <ul style="list-style-type: none">• 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 <i>Student Menu > Student Accounts Menu > View your Tuition and Legal Status</i>) |
| You have applied to McGill from another Quebec university | <ul style="list-style-type: none">• 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 Confirmation of Permanent Residence document (Note 2); or valid Canadian Permanent Resident card (both sides of the card)• Additionally, for Quebec residency status, usually no documents are |

International Students

You will be studying at McGill for less than six months (i.e., for only one academic semester) as a non-degree student (e.g., Exchange, Special, Visiting)

- You may need a Visitor's Permit or Electronic Travel Authorization (*eTA*) issued by Immigration, Refugees, and Citizenship Canada at your port of entry into Canada. To determine if you are required to have a visa, please refer to the [Immigration and Citizenship](#) website
- Photo page of your passport
- Permanent Code Data Form (Notes 1 and 5)

You will be in Canada for more than six months (i.e., you are enrolled in a degree, certificate, or diploma program, usually for two or more consecutive academic semesters)

- Certificate of Acceptance of Quebec (CAQ)
- Study Permit issued by Immigration Canada (Note 3)
- Permanent Code Data Form (Notes 1 and 5)



Note 1: Your signed Permanent Code Data Form is usually required. If the names of your parents appear on your birth certificate, if you have clearly identified your parents' names on your application to McGill, or if you have already provided McGill with your Permanent Code, you do not need to supply this form.



Note 2: Your valid Canadian Permanent Resident status can be proved by a copy of your Canadian Confirmation of Permanent Residence (IMM 5292 or IMM 5688) document or with your Canadian Permanent Resident card (both sides). Alternatively, you may provide your Immigration Record of Landing (IMM 1000) document. Note that McGill reserves the right to ask you for copies of both your PR card and your IMM document.



Note 3: If you are a refugee, your Convention Refugee Status document is required instead of a Study Permit.



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/legal10011 mcgill.ca/10not5703at100 [FyouExNote 5](#)

2.3.3 Has McGill Received Your Documents?

2.3.3.1 Quebec/Canadian/International Fees and Immigration Status

Once McGill has received your documents, it usually takes 5-10 business days to process them and update your status accordingly.

- Check your tuition fee and legal status on the [Minerva](#) Student Accounts menu: *Student Menu > Student Accounts Menu > View Tuition Fee and Legal Status*. Ensure that you select the correct term when viewing your status.
- Check the phrase: *Fees currently calculated according to rules for...* This will tell you if your tuition status is currently being billed at the international rate, the Canadian rate, or at the Quebec rate. For information on fees, see mcgill.ca/student-accounts.

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

2.3.3.2 Permanent Code

Your Permanent Code will be created and/or validated by Quebec's Ministry of Education normally within the first six to eight weeks of your first registered semester at McGill.

- Check your Permanent Code on Minerva: *Personal Menu > Name Change* or alternately via *Student Menu > Student Accounts Menu > View Tuition Fee and Legal Status*. If your 12-character Permanent Code appears there, your documents are in order. If not, you have not yet provided McGill with your documents listed in [section 2.3.2: What Documents Does McGill Need from Y](#)

2.4 Identification (ID) Cards

As a student re

(**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.

- For a complete list of examples, please refer to [Student Records](#)

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

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

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

2.5.4 Verification of Name

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

You cannot change your legal name via Minerva. To change your legal name, please refer to [Student Records](#). A legal name change request must be submitted along with official documents (see [Legal Name and Legal Sex Designation](#)). To add a preferred first name, see [Preferred First Name](#).

Note for Continuing Studies: Requests for such 5.713 flmg a r23e7.34.479 660.96 T1312 1 3.96 T1312 1 3.96 T1312 1 3a r23e7.34.479 660is1 33 a75a:7 191.842 5

3.1.1 Returning Students

Registration for undergraduates will take place between May 29 and August 14, 2024.

Registration will open in the following order:

Opening Registration Dates

Year 3 and Year 4 students:	May 29
Year 2 students:	May 30
All other returning students:	May 31

On each of these days, registration is phased in over the morning beginning at 8:00 a.m. Please see [When to Register](#) for details.

Some faculties and departments set their own schedules for advising and registration as of these dates. Further information is available at faculty student aff

3.1.3 Newly Admitted Students Entering in January 2025

Registration will take place **between December 3, 2024 and January 6, 2025** without penalty. See [section 3.1.4: Late Registration](#) for more info.

Some faculties and departments require that you meet with an advisor before registration and set specific dates for advising and registration within these dates. Please refer to the faculty sections of this publication, as well as the Welcome to McGill publication or [website](#), or the [Essential Guide for New Students, Macdonald Campus](#), which are included with your acceptance package.



Note for Dentistry: Students accepted into the DMD Advanced Standing for Foreign Trained Dentists Pathway will begin classes the first week of December 2024.



Note for the Faculty of Law: There is no Winter term admission to the Faculty of Law.



Note for the Faculty of Nursing: There is no Winter term admission to the Faculty of Nursing.

3.1.4 Late Registration

If you fail to register during the normal registration period, you can register within the period designated by the University for late registration with the payment of a **late registration fee**. For late registration fees, see [Late Registration and Course Change Charges](#) on the [Student Accounts website](#).

Returning Students: You may register late via Minerva from August 15 until and including September 10, 2024.

New and Readmitted Students (Fall): You may register late via Minerva from August 15 until and including September 10, 2024.

New and Readmitted Students (Winter): You may register late via Minerva from January 7 until and including January 14, 2025.

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

3.2 Course Information and Regulations

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

At the time this publication was finalized, new courses and modifications to some existing courses were under consideration. Students preparing to register are advised to consult [Class Schedule](#) and refer to mcgill.ca/students/courses for the most up-to-date information on courses to be offered.

Not all courses listed are offered every year.



Note for Graduate Studies: You are advised to also refer to [Registration](#) and [Student Records](#).

Note for Health Sciences

Two additional characters (D1, D2, N1, N2, J1, J2, J3) at the end of the seven-character course number identify multi-term courses.

3.2.2 Multi-Term Courses

Most courses at McGill are single term (Fall or Winter or Summer) courses with final grades issued and any credits earned recorded at the end of that term. Single term courses are identified by a seven-character course number.

A unit may, however, decide that the material to be presented cannot be divided into single term courses, or that it is preferable that the work to be done is carried out over two or three terms. Under such circumstances, courses are identified by a two-character extension of the course number.

In some cases, the same course may be offered in various ways: as a single term and/or in one or more multi-term versions. The course content and credit weight are equivalent in all modes; the only difference is the scheduling. You cannot obtain credit for more than one version of the same course.

Courses with numbers ending in D1 and D2 are taught in two consecutive terms (most commonly Fall and Winter). *You must register for the same section of both the D1 and D2 components.* When registering for a Fall term D1 course on Minerva, you will automatically be registered in the same section of the Winter term D2 portion. No credit will be given unless the same section of both components (D1 and D2) are successfully completed in *consecutive* terms.

Courses with numbers ending in N1 and N2 are taught in two non-consecutive terms (Winter and Fall). *You must register for the same section of both the N1 and N2 components.* No credit will be given unless the same section of both components (N1 and N2) are successfully completed within a twelve (12) month period.

Courses with numbers ending in J1, J2, and J3 are taught over three consecutive terms. *You must register for the same section of all three components (J1, J2, J3).* No credit will be given unless the same section of all three components are successfully completed in *consecutive* terms.



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

Important Conditions for Multi-Term Courses

1. You must be registered for each component of the multi-term course. You must ensure that you are registered in the same section number in each term of the multi-term course.
2. You must successfully complete each component in sequence as set out in the multi-term course. Credit is granted only at the end of the multi-term course; no partial credit is given, i.e., for completing only one component of a D1/D2 or N1/N2 course, or one to two components of a J1/J2/J3 course.

Cour

**Note for the Faculties of Arts and Science (including B.A. & Sc.):**

- Newly admitted students may take up to 17 credits per term.
- Continuing students in **Satisfactory Standing** may take up to 17 credits per term.
- Continuing students whose CGPA is above 3.50 may take more than 17 credits per term. Requests to exceed 17 credits per term are made to Enrolment Services via Minerva, mcgill.ca/student-records/exceedcredits; it is important that you also see a faculty advisor in Dawson Hall to talk about your options, and the effects that your request may have on your studies. For more information, see mcgill.ca/students/advising/advisordirectory.

**Note for the Faculties of Education and Management and the School of Religious Studies:**

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

**Note for the Faculty of Engineering:**

- The normal course load is 15 to 18 credits per term.
- If you want to register for more than 18 credits in a term, you must obtain permission from your departmental/school advisor.
- If you have deferred exams (grade of L on your unofficial transcript), you cannot register for more than 18 credits or write more than six exams per term, whichever is greater.
- You must register for enough credits to satisfy visa, financial aid, and/or scholarship requirements.
- The average number of hours per week of course activities is indicated in the course listing in a note underneath the course description. For example, (3-1-5) indicates a course consisting of three lecture hours per week, one hour of tutorial or labs, and five hours of personal study per week.

**Note for the Faculty of Law:**

- The normal course load is 15 to 18 credits per term.



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



Note for Medicine: M.D.,C.M. students, please refer to mcgill.ca/ugme.

**Note for the Schulich School of Music:**

- The normal course load is 15 to 18 credits per term.
- Continuing students in **Satisfactory Standing** who wish to register for more than 18 credits must obtain permission from the academic advisor or area coordinator.

3.2.4.2 Course Load for Students in Probationary Standing

Students in Probationary Standing may take up to 12 credits per term, with the following exceptions:

- Agricultural and Environmental Sciences: 14 credits
- Arts: up to 14 credits
- Engineering: 13 credits maximum, including repeated courses
- Management: 12 credits maximum of new material
- Music: 14 credits
- Science: up to 14 credits
- Nursing: up to 14 credits

In some cases, a student in Probationary Standing may add a repeated course in which a grade of D or F was obtained.

3.2.5 Courses Taken under the Satisfactory/Unsatisfactory (S/U) Option

The principle of the Satisfactory/Unsatisfactory (S/U) option is to encourage you to take courses outside the area of your specialization with the view of enabling you to acquire knowledge and skills in a variety of fields.

Where permitted by faculty and program regulations, you may take one elective course per term to be graded under the Satisfactory/Unsatisfactory (S/U) option, to a maximum of 10% of your credits taken at McGill to fulfil the degree requirements. **You are responsible for selecting the S/U option on the**

correct course amongst all courses you are registered for, and that the course is eligible for the option per faculty and program regulations. For more information, refer to the appropriate faculty note below.

If you decide to have an elective course graded as Satisfactory/Unsatisfactory (S/U), you must do so before the course change deadline on *Minerva* as part of the *Student Menu > Registration Menu > Quick Add or Drop Course Sections Menu*.

Once the option is selected, and the course change deadline has passed, you may still remove the option up until the "withdrawal without refund" deadline.

When adding or removing the S/U option to a course, you are encouraged to return to the "course grade mode" drop down menu to ensure that the S/U option has been selected or removed appropriately. **You are responsible for confirming that the S/U option has been applied or removed.**



Note for multi-term courses: You must select the S/U option by the course change deadline of the first part of the course. Once selected, you may remove the S/U option until the "withdrawal without refund" deadline for the course in question. For multi-term courses, the "withdrawal without refund" deadline normally coincides with the add/drop deadline of the term in which the second part of the course is held.

The instructor will report grades in the normal fashion.

- Grades of A through C are converted to "Satisfactory" (S)
- Grades of D, F, and J are converted to "Unsatisfactory" (U)

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



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



Note: The S/U option is not available via *Minerva* to Visiting, Exchange, or Quebec Inter-University Transfer Agreement (IUT) students. These students must first contact their home university to ensure that a course taken under the S/U option is acceptable to their home university and that the credits are transferable. After receiving approval from their home university and before McGill's course change deadline, they must then consult their McGill Faculty Student Affairs Office for appro



Note for Physical and Occupational Therapy: The S/U option is not available to Physical and Occupational Therapy students.

For further information, contact your departmental advisor or Student Affairs Office, as appropriate.

3.2.6 First-Year Seminars

First-Year Seminars (FYS) are limited-enrolment credit courses offered by the Faculties of Arts and Science to students in their first year of undergraduate study at McGill; i.e., newly admitted students in U0 or U1. Students in any faculty can enrol in an FYS, subject to the conditions and/or restrictions of the program in which they are registered. Students may take only one FYS.

FYS classes are limited to a maximum of 25 students and are designed to provide closer interaction with the professor, and better working relations with peers than are available in large introductory courses. The seminars endeavour to teach the latest academic developments and expose participants to advanced research methods. Registration is on a first-come, first-served basis.

For a listing of First-Year Seminars, see [Faculty of Arts > Undergraduate > Browse Academic Units & Programs > : First-Year Seminars](#) and [Faculty of Science > Undergraduate > Faculty Degree Requirements > Course Requirements > : First-Year Seminars: Registration](#).

3.2.7 Auditing of Courses

McGill does not permit auditing of courses.



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

3.3 Course Change Period

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

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

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

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

After the course change deadline, you may add courses only with written permission of the instructor, and the Associate Dean or Director of your faculty. A fee will be charged for each course you add.



Note for the Faculties of Arts and Science (including B.A. & Sc.): Requests made after the course change deadline must be made 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 Health Sciences: For information on readmission procedures, you should refer to your Faculty/School section in this publication.

3.3.1 Course Withdrawal

After the course change deadline in the Fall and Winter terms, there is a period of a few days during which you may withdraw, with a grade of W, and receive a full refund of course fees.

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.

3.3.1.1 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

3.3.1.2 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 4.7: 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

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 (see deadlines above). 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 4.7: Fees and Withdrawal from the University](#).



Note for Ingram School of Nursing: To withdraw from any courses after the withdrawal (without refund) deadline, you need to obtain permission from your Program Director. To do so, submit a formal request by email to the Ingram School of Nursing [Student Affairs Office](#) along with proper documentation to support this request.



Note for School of Physical and Occupational Therapy: The Physical Therapy and Occupational Therapy programs are highly structured and you must receive the approval of the Program Director to determine what course changes, if any, are allowed. You can consult the [Student Affairs Office](#) for information on policies and procedures.

If you are blocked from withdrawing from a required course on Minerva, and have permission to do so, you must contact the [Student Affairs Office](#), who will provide you with the proper forms.



Note for M.D.,C.M. program: Course changes are not permitted and withdrawals are only permitted when the student is on an [approved leave of absence](#) from the program.

3.4 Class Schedule

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

Class schedule information (is subject to change and is updated as courses are added, cancelled, rescheduled, or relocated. It is your responsibility to consult.) Tj-03.72 T



Note for Arts, Science*, or B.A. & Sc. degree (96 or fewer credits): You may change major/major concentrations, minor/minor concentrations or faculty programs using Minerva. You may also change into, or out of, an honours program. Some restrictions apply.


* Science students are limited to choosing majors or honours programs within the Science group to which they were admitted, but may continue to choose freely from all available minor programs. To change to a major or honours program in another Science group, students must submit an Intra-Faculty Transfer application; see mcgill.ca/students/transfer-readmission.


Note for Desautels Faculty of Management

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



Note: Once the Quebec Inter-University Transfer (IUT) application is approved by both the home and host universities, you must register in the approved course. The method of registration of the host university will vary (e.g., web, in-person, phone, etc.). **You must allow sufficient time to complete and submit your electr**

 **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.

3.8.2 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 University. If you *withdraw* from all of your courses by the Fall or Winter withdrawal deadlines you are withdrawn from the University.

To withdraw from the University by the deadlines indicated below, you must drop or withdraw from all courses on *Minerva*. If you are blocked from dropping or withdrawing from your last course on Minerva, you are required to contact your Student Affairs Office, which will supply any forms necessary to complete the university withdrawal **as long as you have not missed the deadline for university withdrawal**.

To return to your studies, you must follow the procedures for readmission. For more information, refer to the [Readmission](#) page of the Undergraduate Regulations and Resources.

3.8.2.1 Fall Term


From September 1 to September 10, 2024 a *drop* of all courses constitutes a university withdrawal with refund (minus \$200 for returning students and the registration deposit for new students). After September 10 and until the deadlines indicated below, you may *withdraw* from all courses to effect a university withdrawal.


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


3.8.2.2 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.

3.8.3 Consequences of University Withdrawal

Any applicable fee refunds for the term of withdrawal will be according to [section 4.7: Fees and Withdrawal from the University](#).

Once you withdraw, you must return your ID card to the University as stated in [section 2.4: 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: You must reapply for admission via the McGill online application process. For more information, see mcgill.ca/law/bcl-jd.

3.9 Deferred Admission

To defer your offer of admission to McGill you must submit the [Deferral Request Form](#) no later than **August 31** for the Fall term and **December 31** for the Winter term. For further information, contact the [Deferral Coordinator](#).

Detailed information regarding deferrals of admission at McGill, and any conditions that may apply, can be found on the Deferral Request Form webpage. You are required pay your confirmation deposit before you may request an admission deferral.

If you have accepted your offer of admission and registered for courses and now want to defer your admission, you must drop all courses via [Minerva](#) by **the above deadlines** and before submitting a deferral request. If the University grants your request for deferral, your confirmation deposit will be placed in your account for when you begin your studies.

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



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



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



Note for M.D.,C.M. program: Requests for deferral must be submitted to the Undergraduate Medical Admissions Office no later than July 1st of the year in which the deferral is sought. For information, consult the [Office's website](#).

3.10 Readmission

To return to McGill after a university withdrawal from a Fall and/or Winter term of an academic year, you must apply for readmission using [Minerva's Faculty Transfer/Readmission Menu](#). Readmission is not automatic or guaranteed. In your application, state the reasons for your absence from the University and give a summary of your activities during that period.

Newly admitted students are only eligible for readmission if they withdrew from the University after the withdrawal with refund deadline.

If you withdrew because of illness, you must provide your faculty Student Affairs Office with a medical note to support your application for readmission, stating that you are ready to resume studies.

We encourage students to complete their degrees, particularly those who are close to completion. Students who are readmitted after a period of absence are normally subject to the program and degree requirements in effect at the time of readmission. In such cases, determining the degree requirements for completion is at the discretion of the readmitting faculty.

To return to a different faculty after an absence, apply for a faculty transfer using [Minerva's Faculty Transfer/Readmission Menu](#). For more details on the faculty transfer or readmission process and deadlines, see mcgill.ca/student-records/transfer-readmission.



Note for International and Canadian non-Quebec resident students: Certain rules apply to student fees upon readmission after a break in enrolment. Please refer to the [Student Accounts](#) website for details.



Note for Graduate and Postdoctoral Studies: Students who have been withdrawn from the University must submit a [Request for Readmission](#) to be considered for readmission into their program. For more information, refer to mcgill.ca/gps/students/progress/admission-former-students.



Note for Music students: If you need more information about the reaudition regulations, contact the Music Student Affairs Office at studentaffairs.music@mcgill.ca.



Note for Law students: If you need more information about readmission, contact the Law Admissions Office at admissions.law@mcgill.ca.



Note for Medicine and Health Sciences: Students returning from medical leave must provide documentation from the treating physician/professional counsellor attesting to the student's readiness to resume studies. Consult the [Absences and Leaves Policy](#) for details.

3.11 Faculty/School Specific Information

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

3.11.1 Agricultural and Environmental Sciences

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

3.11.2 Arts

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

mcgill.ca/oasis

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

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

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

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

If you believe that you have valid reasons for taking a course that may not be credited toward your program, you must obtain the permission of the Associate Dean or Director.

3.11.3 Education

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

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

3.11.4 Engineering

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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.

4.1 Access to Fee Information

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

4.2 Billing and Due Dates

The following sections contain information regarding billing and due dates.

4.2.1 Confirmation of Acceptance Deposit

When you are admitted to the University, you are required to confirm your acceptance of the offer of admission on Minerva under the *Applicant Menu* at mcgill.ca/minerva and you must pay the required deposit (may vary by program) by credit card (AMEX, Visa, or MasterCard) at that time.

4.2.2 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 miscellaneous 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	
Returning and new students	August 30, 2024
Winter Term	
Returning and new students	January 6, 2025

Late Payment Fees: If you have an outstanding balance greater than \$100 at the end of October (or the end of February for the Winter term), you are charged a late payment fee as per the fee schedule found at [section 4.6: Other Fees](#). When a student has a student aid deferral, government aid deferral, or graduate funding deferral that has ended, their next e-bill will show that there is no longer a deferral in effect. Should the balance not be paid in full by the payment due date on this bill, the late penalty fee will be charged in addition to interest.

4.2.3 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 cop

4.2.4 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.

4.3 Tuition Fees

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



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

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

4.3.1 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.

4.3.2 International Students

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

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

4.3.3 Tuition Assistance for McGill Staff

McGill staff may be entitled to a tuition waiver equivalent to 100% of the portion of eligible tuition fees. For complete details, refer to the policies and procedures found at 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.

4.3.4 Staff Dependent Waivers

Students who are dependents of staff members or pensioners may qualify for a fee reduction. You may find further information, including instructions on how to complete and submit the application form, at 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-pr

4.4.1 Student Services Fees

Student Services fees are governed by the Senate Committee on the Coordination of Student Services, a parity committee composed equally of students and University staff. Through the Office of the Executive Director, Services for Students, 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 13.3: Student Services – Downtown Campus](#) and [section 13.4: Student Services – Macdonald Campus](#) for details on these services.

4.4.2 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.

4.4.3 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 may vote on changes to Student Society fees during either the Spring or Fall referendum periods.

For Canadian students, the Student Society fees include health and dental insurance. For international students, the Student Society fees include a dental insurance plan. International students are required to participate in the University's compulsory International Health Insurance (I-0.38.363) International Health Insurance.

4.8 Other Policies Related to Fees

The following sections describe other fee-related policies that may apply to your account.

4.8.1 Overdue Accounts

All tuition and fees assessed by the University must be paid in full or arrangements must be made to settle the debt.

Students' accounts are considered delinquent if they are not paid in full within 60 days after the bill is issued. McGill places a financial hold on these accounts, preventing students from obtaining official academic transcripts and from accessing Minerva for any registration functions. In the event that a student's account has a hold preventing registration or the release of transcripts, the University may require a guaranteed form of payment, for instance, a certified cheque or money order. Certain financial holds prevent the release of diplomas. Other financial holds can affect access to non-registration functions, for example Meal Plan Top-Ups.

Interest: Interest is charged on overdue balances at the monthly rate of 1.24% (14.88% annually), multiplied by the balance outstanding after the due date (within 2–3 days). The rate is evaluated each Spring, and then it is set for the following academic year. See mcgill.ca/student-accounts/your-account/deadlines-and-penalties/overdue for more information.



Note: You should regularly verify your account balance on Minerva.

The University has no obligation to issue any transcript of record, award any diploma, or re-register you as a student if you do not pay your tuition fees,

4.8.3 Deferred Admission, Degree Transfers, Break in Enrolment

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

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

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

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

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

4.8.4 Fees for Students in Two Programs

Students in two programs are normally billed additional fees for their second program. Depending on the level of the two programs (e.g., one at the undergraduate level versus one at the graduate level), you may incur both society and faculty fees and/or additional tuition fees. Consult the Student Accounts website at mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/exchange-senior-citizens-part-time-and-double-program for further details.

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

4.8.5 Quebec Inter-University Transfer Agreements

If you are taking courses as part of the Quebec Inter-University Transfer (IUT) agreement, you are required to pay the fees at your home university; see [section 3.7: Quebec Inter-University Transfer Agreement](#). The agreement covers only the transfer of academic credits.

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

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

4.8.6 Senior Citizens

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

4.9 Sponsorships/Awards/Fee Deferrals

4.9.1 Students with Sponsors

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

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

4.9.2 Students Receiving McGill Awards

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

and agency
by the end of September
beyond the deferral deadline.
and awards are refundable only after the official "course

request that payment(s) of tuition and fees be deferred based on self-reported demonstrated sources of
external agencies. Such requests will be granted on a term by term basis during which time no interest or
fees covered by the deferral while the deferral is effective. Once the deferral has ended, notification will be sent
and fees will be due in full by the next payment deadline, otherwise interest and late payment fees will apply. 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.

Students may apply for a fee deferral via "Defer Payment of Tuition and Fees" through the *Financial Aid/Awards* 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
that students who apply late may not request cancellation of interest.

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5.1 Academic Standing

When you first start your program, and in your first term, you are deemed to be in Satisfactory Standing. At the end of each term, after final grades have been submitted, your academic standing in your program is determined based on your grade point average (GPA) calculations in the current and previous terms and your faculty's regulations.

Academic Standing codes are generated in January for the Fall term, in May for the Winter term, and in September for the Summer term, and are displayed

- you should see your departmental advisor about your course selection;
- you should see your Faculty advisor to discuss degree planning.

You will be placed in Probationary Standing:

- if your CGPA falls between 1.50 and 1.99 and if you were previously in Satisfactory Standing;
- if your CGPA falls between 1.50 and 1.99 and your TGPA in Fall or Winter is 2.50 or higher, and if you were previously in probationary or Interim Unsatisfactory Standing;
- if you were previously in Unsatisfactory Readmitted Standing and have satisfied the relevant conditions specified in your letter of readmission, but your CGPA is still less than 2.00.

5.1.3.3 Unsatisfactory Readmitted Standing: Faculties of Arts and Science (including B.A. & Sc.)

If you are in Unsatisfactory Readmitted Standing:

- you were previously in Unsatisfactory Standing and were readmitted by your Faculty or the Committee on Student Standing;
- you must meet the conditions specified in your letter of readmission to be allowed to continue in your program;
- you must carry a reduced load (maximum 14 credits per term) — a lower limit may be specified in your conditions of readmission;
- you should see your departmental advisor to discuss your course selection;
- you should see your Faculty advisor to discuss degree planning.

5.1.3.4 Unsatisfactory/Interim Unsatisfactory Standing: Faculties of Arts and Science (including B.A. & Sc.)

If you are in Interim Unsatisfactory Standing (at the end of the Fall term):

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

If you are in Unsatisfactory Standing:

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

You will be placed in Unsatisfactory Standing:

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

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

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

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

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

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

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

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

- you may register for the Fall term, but your Standing must be resolved by the end of the course change period for that term;

- you may continue in the program if Incomplete Standing changes to Satisfactory, Probationary, or Interim Unsatisfactory Standing;
- you may not continue in your program and your registration will be cancelled if your Standing changes to Unsatisfactory Standing.

If your Standing changes to Unsatisfactory:

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

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

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

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

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



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

5.1.4 Academic Standing: Faculty of Education

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

5.1.5 Academic Standing: Faculty of Engineering

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



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

5.1.5.1 Satisfactory Standing: Faculty of Engineering

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

You may continue with your studies under the following conditions:

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

5.1.5.2 Probationary Standing: Faculty of Engineering

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

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

or

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

You may continue with your studies under the following conditions:

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

5.1.5.3 Unsatisfactory Standing: Faculty of Engineering

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

a CGPA that is less than 1.20

or

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

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

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

Students in Interim Unsatisfactory Standing after the Fall term:

You may continue with your studies under the following conditions:

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

Students in Unsatisfactory Standing after the Winter term:

- You must withdraw from the Faculty of Engineering for a minimum of one term.

For more information about Academic Standing, see mcgill.ca/engineering/students/undergraduate/advising-programs/academic-standing.

5.1.6 Academic Standing: Faculty of Law

If you do not obtain a sessional grade point average (GPA at the end of Fall and Winter terms combined) of at least 1.50, you will be required to withdraw from the Faculty. If your sessional GPA is between 1.50 and 1.99, you will be permitted to continue with your program, but you must obtain a subsequent sessional GPA of 2.50 or a Cumulative GPA (CGPA) of 2.00. You must have a CGPA of 2.00 to be considered for graduation. Students who are required to withdraw from the Faculty may be authorized to continue in their program by the Faculty Admissions Committee if there are exceptional reasons for the required withdrawal.

5.1.7 Academic Standing: School of Continuing Studies

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

5.1.8 Academic Standing: Schulich School of Music

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

5.2 Credit System

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

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



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



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

points and dividing the sum by the total GPA course credits. The GPA result is truncated by two decimal points and not rounded up to the nearest decimal point. For example, a GPA of 3.596 will display on the transcript as 3.59 and is NOT rounded up to 3.60.

GPA course credits are the credits of courses with final grades that are assigned grade points according to the table above (e.g. a 3-credit course with a final grade of A has 3 GPA course credits, but a 3-credit course with a final grade of P has no GPA course credits because a grade of P does not have a grade point value).

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

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

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

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

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



Note: During the first week of lectures, each instructor will provide you with a written course outline. This information should include, where appropriate:

- whether there will be a final examination in the course;
- how term work will affect the final grade in the course;
- how term work will be distributed through the term;
- whether there will be a supplemental examination in the course, and if so, whether the supplemental exam will be worth 100% of the supplemental grade, or whether term work will be included in the supplemental grade (courses with formal final examinations *must* have supplementals);
- whether students with grades of D, F, J, or U will have the option of submitting additional work, and, if so, how the supplemental grade will be calculated with the extra work (applicable only to students in Science and B.A. & Sc.).



Note for Engineering: In the Faculty of Engineering, letter grades are assigned according to the grading scheme adopted by the professor in charge of a particular course. This may not correspond to grades indicated in the “Numerical Scale of Grades” column in *Grading and Grade Point Averages*. A grade of D indicates marginal performance which is acceptable only for Complementary Studies courses (i.e., Group A *Impact of Technology on Society*; and Group B *Humanities and Social Sciences, Management Studies and Law*), Natural Science Complementary Courses (for Computer Engineering and Software Engineering students from CEGEP), and Elective Courses (for Mechanical Engineering students from CEGEP and for Architecture students). A grade of D is not acceptable for required (core) courses (including Year 0 (Freshman/Foundation Year) math and science courses), technical complementary courses, laboratory complementary courses, or courses in any other category of Engineering programs. Individual departments/schools will decide if a student with a D in a prerequisite course(s) may take the subsequent course.

Grades have the following designations:

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

5.3.1 Grading and Grade Point Averages (GPA): Other Grades



Note: Not all grades listed below apply to every faculty, school, or level. Faculty policy prevails when determining if a student may be eligible to receive one of these grades.

Other Grades

unexcused absence (failed); the student is re

Other Grades

K	—	incomplete; instructor has extended the deadline for submission of work in a course
KE or K*	—	further extension granted for submission of work in a course, approval from the Faculty SAO may be required
KF	—	failed to meet the extended deadline for submission of work in a course; calculated as a failure in TGPA and CGPA
KK	—	completion requirement waived; not calculated in TGPA or CGPA; Associate Dean approval is required.
L	—	approved to write a deferred examination in a course
LE or L*	—	permitted to defer examination for more than the normal period
NR	—	no grade reported by the instructor (recorded by the Registrar)
P	—	pass; not calculated in TGPA or CGPA
Q	—	course continued in next term (applicable only to courses taken pre-Fall 2002)
S	—	satisfactory; equivalent to C or better in an elective course; not calculated in TGPA or CGPA (See Courses Taken under the Satisfactory/Unsatisfactory (S/U) Option)
U	—	unsatisfactory; equivalent to D or F in an elective course; not calculated in TGPA or CGPA (See Courses Taken under the Satisfactory/Unsatisfactory (S/U) Option)
W	—	withdrew; a course dropped, with permission, after the Course Change deadline; not calculated in TGPA or CGPA
WF	—	withdrew failing; a course dropped, with special permission in an exceptional case, after faculty deadline for withdrawal from course, the student's performance in the course at that stage being on the level of an F; not calculated in TGPA or CGPA (Not used by Music.)
WL	—	faculty permission to withdraw from a deferred examination; not calculated in TGPA or CGPA
NA or &&	—	grade not yet available
W- - or - -	—	no grade; student withdrew from the University, not calculated in TGPA or CGPA (applicable only to courses taken pre-Fall 2002)



Note for Physical and Occupational Therapy: Grades of S/U are not applicable.



Note for Medicine: Refer to mcgill.ca/ugme/policies-procedures/ugme-student-assessment-policy and mcgill.ca/ugme/policies-procedures/medical-student-performance-record.

5.3.2 Unexcused Absences

All students who miss a final exam or do not complete other required work in a course are given a J grade. You then have the following options:

1. Ask to be assigned a grade based only on the grades earned for your work submitted up to, but not including, the final exam or other required course work.

The grade earned is calculated by adding the grades obtained on the individual pieces of work and a grade of 0 for the portion of the final grade allocated to the final exam or other required course work. This option is not available if the professor stipulated in the course outline that the final exam or other course work is a required part of the evaluation.

2. Request a deferred exam if you have the appropriate reasons and documentation.
3. Apply for a suppl calonly on the dn9.7179693 73.821 Tm(xamTm(permittedfor yTm(f)Tj1 0 0 1 459693 73.821 Tm(acs-pr)Tj1 0 0 4 419693 73.821 Tm(.Tj cm1



Note for Engineering: Option 1 is not available to students in the Faculty of Engineering.



Note for Law: Option 1 is not available to students in the Faculty of Law. Option 3 is by approval of the Associate Dean (Academic) or the Director (Student Life & Learning) only.



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

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

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

You must request option 3 by the faculty deadlines as indicated at mcgill.ca/exams.

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



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

Note for Graduate and Postdoctoral Studies:



Note for the Faculties of Arts and Science (including B.A. & Sc.): An instructor who believes that there is justification for a student to delay submitting term work may extend the deadline until after the end of the course. In this case, the instructor will submit a grade of K (incomplete), indicating the date by which the work is to be completed. The maximum extensions for the submission of grades are as follows:

Students graduating in June

Fall, Winter, and multi-term courses	April 30
--------------------------------------	----------

Non-graduating students

Fall courses	April 30
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Winter and multi-term courses	July 30
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Summer courses	November 30
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Students' deadlines for submitting their work must be scheduled appropriately before these dates to ensure that the work can be assessed and the grade submitted on time.

It is important to note that instructors may impose earlier deadlines than those listed above.

If grades to clear Ks have not been submitted by the abo

5.6 Transfer Credits

Students who have been approved to transfer credits from another university and students who participate in a formal university exchange could be eligible to transfer earned credits to McGill if the grade earned in the host university course(s) is equal to or higher than the grade/CGPA required to graduate from the host university. The policy will apply to both elective and required courses and, to be counted, courses must be taken at the host institution for the same purpose (i.e., major, minor, elective, etc.) than they would have at McGill. Please note that grade/GPA requirements may differ across programs and that your Student Affairs Office will determine the category to which credits are transferred to your program.

You need to obtain approval from your Student Affairs Office for courses taken at other universities. In some faculties, you will need approval from your Student Affairs Office and your academic advisor before taking the course, especially if they are part of your program requirements. Please note that credits that have not been preapproved might not be transferred. Admissions, Faculties, and Departments vet the courses they approve for credit and thus have the right to refuse certain courses that do not satisfy program requirements.

You may be granted credit for courses meeting the requirements described above at other universities if you are within the number of credits imposed by McGill's residency and program requirements for some faculties. In general, a minimum of 60 credits completed at McGill is needed to qualify for a McGill degree. You must be in Satisfactory Standing to be granted the transfer credits.

Grades for transfer courses earned at the host university are not entered on your McGill transcript and are not part of the TGPA or CGPA calculation. Courses at a host university which you fail or from which you withdraw will appear on your McGill transcript with zero credit granted.

For universities outside Quebec, it is your responsibility to ensure that the host institution sends an official transcript to the Student Affairs Office. You must submit all documents required for approval of your transfer credits with your faculty at McGill **within four months** of completing your exchange program or study away. If you are studying at another [Quebec university on an Inter-University Transfer \(IUT\) agreement](#), the host university sends your grade(s) to McGill automatically. For additional information, see [section 3.7: Quebec Inter-University Transfer Agreement](#).

Transcripts for transfer courses must be received by the following deadlines:

Graduation Term	Convocation
April 1, if your term of graduation is Winter	Convocation in Spring
August 15, if your term of graduation is Summer	Convocation in Fall
December 15, if your term of graduation is Fall	Degree granted February, Convocation in Spring

Transcripts not received by the appropriate date are considered for the next graduation period only.



Note for the Faculty of Arts: The Arts Office of Advising and Student Information Services (OASIS) does not encourage you to participate in any type of study away or exchange in the last term of your final year (U3), as this will delay your graduation to the next graduation period.



Note for the Faculty of Engineering: If you are completing a B.Eng. degree, half of your program must be completed at McGill. The number of transfer credits granted for courses taken outside McGill cannot exceed 50% of the total credits for your program. Note that the total of credits for your program includes those associated with the Required Year 0 (Freshman/Foundation Year) courses. If you are completing the B.Sc.(Arch.) degree, the number of transfer credits granted will be limited to ensure that you complete a minimum of 60 credits of courses at McGill taken to satisfy your degree requirements, excluding those taken to satisfy the Required

5.7 Tracking Student Progress

5.7.1 myProgress

myProgress is a web-based degree audit tool that allows students to track their progress towards completion of their degree. The tool offers an overview of your degree requirements and what still need to be completed before graduation. It is currently open to select faculties only; please refer to the following websites for more information.

- **Undergraduate students:** please refer to the [Undergraduate myProgress website](#).
- **Graduate students:** please refer to the [Graduate myProgress website](#).

5.7.2 Degree Evaluation Tool



Note: The Degree Evaluation tool is currently available only to students in certain faculties admitted *prior to Fall 2019*.

Degree Evaluation is a Minerva tool to help students and advisors compare the student's academic record with the requirements of a specific program. If you have access to Degree Evaluation on [Minerva](#) under the *Student Records Menu*, you can review your progress within your current program. Also, if you are considering a program change, you can generate a “what-if” comparison of your academic record with the requirements of another program.

The presentation in the **Degree Evaluation Report** may have a different appearance than the requirements listed in this publication. For example, a long listing of courses may be grouped into one course “attribute” on the Minerva report.

Degree Evaluation also provides a central record of advisor/faculty-approved adjustments to your program of study (e.g., the replacement of one specified course with another or acceptance of a non-McGill course for credit).

[Degree Evaluation](#) is an advising tool only. A Degree Evaluation Report that indicates program requirements have been satisfied does **not** constitute approval to graduate.



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.

5.8 Changes to Student Records after Normal Deadlines

5.8.1 Student Record Changes

Student record changes include the following: course add or course drop, course withdrawal, university withdrawal, program change (including changing majors or concentrations), or status change (i.e., leave of absence, exchange, or term away). They also include changes to tuition status based on the submission of legal documents.

5.8.2 Registrar Deadlines

Fall term – January 31
Winter term – June 1
Summer term – October 1

5.8.3 Before Registrar Deadlines

For record changes after the normal deadlines published in this publication, but before the [section 5.8.2: Registrar Deadlines](#), you must make a request in writing to your Associate Dean or Director, clearly explaining why you could not request the change before these dates.

5.8.4 After Registrar Deadlines

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



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

5.8.5 Fee Assessment Consequences

When a change to your student record is made, the revised fee assessment appears on your next fee statement.

If you wish to contest the fee assessment, you must submit a written request to Enrolment Services. Enrolment Services will review the extraordinary circumstances described in the supporting documentation provided by your faculty and, if necessary, consult with the Student Accounts Office to decide whether to consider your request. Then, Enrolment Services will communicate with you explaining the decision.

5.8.6 Student's Citizenship and/or Immigration or Fee Exemption Status

Note that your faculty/school or Graduate and Postdoctoral Studies does not handle changes related to your citizenship and/or immigration or fee exemption status; see [section 2.3.1: Why Does McGill Collect Legal Documents from You?](#) You may be assessed a fee for a change requested after the submission deadline.

6 Examinations: General Information



Note: The University Exam Regulations governed by the University Student Assessment Policy are available at mcgill.ca/exams/regulations.

In addition to the University Student Assessment Policy (available on the [Secretariat website](#)) and the general examination regulations listed at mcgill.ca/exams/regulations, you should also consult the faculty sections of this publication for particular regulations. You will be informed of the evaluation method used in each course by the end of the Course add/drop period.

As per the [section 1.3: McGill Language policy](#), every student has a right to write papers, examinations and theses in English or in French, except in courses where knowledge of a language is one of the objectives of the course.

You are not permitted to write an in person or online examination in any course unless you have fulfilled the requirements of the course to the satisfaction of the instructor and your Associate Dean or Director. For an in person examination or test, you must submit all written work to the invigilator or instructor before leaving.

As per the exam regulations, you must have your valid McGill student ID card with you to write an in person examination. If you have lost your McGill ID, please provide a government issued ID with your full name written on it. Verification of your ID will be made at the time of your exam.

As per the [Code of Conduct and Disciplinary Procedures](#), Article 17, cheating in any examination is considered a serious offence that could lead to expulsion from the University. Students are not permitted to have in their possession, or to use, any unauthorized materials during an examination. This includes electronic devices such as cell phones, iPods, MP3 players, PDAs, smart watches, and other web-access devices. Unauthorized items used during an exam will be reported to the Disciplinary Officer.

Responses on multiple-choice examinations are normally checked by the Exam Security Computer Monitoring Program. The program detects pairs of students with unusually similar answer patterns on multiple-choice examinations. Data generated by the program can be used as admissible evidence either to initiate or corroborate an investigation or a charge of cheating under Section 17 of the [Code of Student Conduct and Disciplinary Procedures](#).

All students are responsible for familiarizing themselves with the University Student Assessment Policy (available on the [Secretariat website](#)) and the [Code of Student Conduct and Disciplinary Procedures](#) (available at mcgill.ca/exams/regulations).

You can find information about issues related to academic integrity at mcgill.ca/students/srr/honest.



Note for Engineering Students: You should also refer to the Engineering website for more information at mcgill.ca/engineering/students/undergraduate/courses-registration/exams-assessment.



Note for Law Students: You should also refer to the Law website for more information at mcgill.ca/law-studies/courses/exams.



Note for Medicine: Refer to UGME's [*Assessment and Promotion Policy*](#).

Note for Continuing Studies Students

- McGill offers **many resources** to help you avoid having to defer, including McGill [Tutoring Services](#), McGill [Counselling Workshops](#), [faculty-specific resources](#), and other [academic resources](#). If you have a disability or a chronic illness, register with the [Student Accessibility & Achievement](#) to help you manage your accommodation needs
- Your [academic advisor](#) can help point you toward valuable resources and support services, as well as outline how a deferral might affect your career and timeline.

Step 2: Find out if you are eligible for a deferred exam

The following are the eligibility requirements for a deferred exam:

- Requests are submitted according to your Faculty Guidelines (see "Submitting a request").
- You must cite a valid reason for requesting a deferred exam, even if this is your first-time request. Valid reasons are:
 - Serious medical illness;
 - Serious personal issues/circumstances;
 - Serious unforeseeable or extenuating circumstances.



Note: Travel plans are not a valid reason.

- If this is not your first deferred exam request, you must also provide supporting documentation (such as a medical note) which confirms your inability to write the exam on the original date. Documents should be submitted as soon as you submit your deferral request in [Minerva](#). Incomplete requests will be cancelled, and late documents will not be accepted. See "Submitting a request" for details on accepted supporting documents and how and when to submit supporting documents.
- First-time requests: Students in eligible faculties (**listed below**) who request a **first-time** exam deferral due to illness or other serious extenuating circumstance may be granted the deferral without the need for supporting documentation (such as a medical note). Students requesting a first-time deferral are nonetheless required to have a valid reason, and all other requirements and deadlines for submitting a request for a deferred exam will apply.

Eligible faculties:

- Science (including the Bachelor of Arts & Science)
- Management
- Law
- Engineering (including School of Architecture)
- Education
- Arts (including Schools of Social Work and Religious Studies)
- Agricultural and Environmental Sciences

Ineligible faculties/schools:

- Continuing Studies
 - Nursing
 - Information Studies
 - Physical and Occupational Therapy
 - Dentistry
 - Medicine and Health Sciences
 - Music
 - Graduate and Postdoctoral Studies
- Fes;Fes;Ph ot4ro1 661 81.693 76(Fremennts shom2 Tm(First-time8 0 17 81.693 76(Fes;T(v)T0o)Tj-0.2red 29.Tmreer)Tj1 0 0 1 81.693 677.9212ue 44d timeline3

Medical notes must be from a health practitioner who has observed and diagnosed your condition directly and in-person (telephone or remote diagnoses are not permitted). The following is a list of registered and licensed health practitioners deemed acceptable:

- A Dental Surgeon or Dentist
- A Psychologist, Psychotherapist, or Social Worker
- A Physician, Psychiatrist, or Surgeon
- A Nurse or Nurse Practitioner
- A health professional from any of the McGill health services (i.e., [Student Wellness Hub](#))

All supporting documents must be clear, complete, and include the following:

- a. Your full name, and where applicable McGill ID#
- b. Information about your health practitioner:
 - their name, address, and license #
 - their signature
 - the date you met with them
- c. Information about your circumstances:
 - a statement of capacity, indicating that you weren't/aren't able to attend your exam and why;
 - the date(s) that you were/are incapable of doing so;
 - the date on which you'll be able to resume your studies/exams.

When do you need to provide it?

Supporting documents must be sent as soon as you have submitted your [Minerva](#) request. Note that incomplete requests will be cancelled.

- Arts and Science students:
 - Submit PDF copies of your documents to Service Point by completing the Current student Contact form mcgill.ca/servicepoint/current-student-contact-form and selecting the option "Final Exams".
- Students from all other Faculties must submit documents directly to their [Faculty Student Affairs Office](#).

Step 4: Understanding your decision (approved or refused)

If your deferred exam request is approved

- It is your responsibility to verify the Deferred Exam schedule for the exact date, time, and location of your exam. The schedule will be posted at mcgill.ca/exams approximately two weeks prior to your deferred exam period.
 - Exams deferred from the **December exam period** (i.e., from the Fall term) are scheduled in the **Winter term Reading Break**.
 - Exams deferred from the **April exam period** (i.e., from the Winter term) are scheduled in the **3rd week of August**.
 - You are expected to be available during a deferred exam period to write your exam.
- You can only defer your final exam once. If you request a late course withdrawal (late-W) from a course with an approved exam deferral and the reasons for the late-W are similar to those for your deferred exam request, then your request will not be granted.
- If you requested a deferred exam and then ended up writing the original final exam, you will no longer be eligible to write the deferred exam, even if your request was approved. It is your responsibility to inform your Student Affairs office (or Service Point, for Arts and Science students) that you wrote the final exam at the originally scheduled time. Failure to meet this obligation may place you in violation of the [Code of Student Conduct](#) and may involve disciplinary measures.
- Take measures to avoid similar issues arising in your next exam period. If you have a chronic condition or disability, register with the [Student Accessibility & Achievement](#). If you are experiencing anxiety or other mental health issues, see a counsellor or therapist and talk to your faculty advisor regarding ways you can better manage your course load. McGill offers many resources to help you avoid having to defer, including McGill [Tutoring Services](#), McGill [Wellness and Life Skills Workshops](#), Counselling resources through the [Student Wellness Hub](#), and other [academic resources](#).

If your deferred exam request is refused

- The refusal could be for any number of reasons, including but not limited to:

- You did not provide a valid reason for your request;
- Your medical documentation was non-specific, inadequate, or missing;
- You have made previous requests for similar or the same reasons and there is no evidence that you have taken measures to address the challenges you are facing during exam periods.
- You **must write the final exam at its originally scheduled date and time**. If you do not or did not write your final exam, you will receive a grade of J, which counts as a failure in your TGPA and CGPA. If you receive a J, a supplemental exam may be an option for you if you meet the eligibility requirements. See [Supplemental Exams](#).
- If you are an Arts or Science student, you may make a written request to have the decision reviewed; there must be new information or documentation relevant to your initial request that you did not originally submit.

If you believe that your situation warrants a decision review, submit your written request no later than 5 business days after the refusal of your initial request.

- How to submit a request:
 - Write a concise (max 500 words) statement explaining why you are requesting a decision review, and what new and relevant information you are sharing to support your request.
 - Email your statement - including PDF-formatted supporting documents - to servicepoint@mcgill.ca from your McGill email account, ensuring that the subject line reads "Decision Review: Deferred Exam".
- Decisions are reviewed by a committee consisting of the following individuals: Director, Service Point; Registrar and Executive Director of Enrolment Services; and either the Associate Dean (Arts OASIS) or the Director of Advising (Science SOUSA), depending on your Faculty.
- Decisions made by this committee **are final**.



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



Note for the Faculty of Agricultural and Environmental Sciences: The Faculty offers deferred exams for medical reasons and exceptional circumstances (to be approved by the Associate Dean (Student Affairs)) for the Fall and Winter periods. Verify dates on the Important Dates website at mcgill.ca/importantdates, apply on Minerva, and provide medical documentation to the Student Affairs Office.



Note for the Faculty of Engineering: You should refer to [section 6.3.2.1: Deferred Examinations: Faculty of Engineering](#) for more information on the Faculty of Engineering policies on deferred exams.



Note for the Faculty of Law: You should refer to mcgill.ca/law-studies/courses/exams for more information on the Faculty of Law policies on deferred exams.



Note for the Schulich School of Music: A Music student who has not cleared a grade of L by mid-May is ineligible for scholarships.

6.3.2.1 Deferred Examinations: Faculty of Engineering

For information regarding deferred examinations in the Faculty of Engineering, please see mcgill.ca/engineering/students/undergraduate/courses-r

- March 31 for courses in the Fall term
- September 30 for courses in the Winter and Summer terms

6.3.3.1 Reassessments and Rereads: Faculties of Arts and Science (including B.A. & Sc.)

There are two recognized types of impartial reviews: reassessments and rereads:

- Grades may be either raised or lowered as the result of a reread.

Reread application deadlines:

- Fall courses: last w

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



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

- SHARP EL-546 (all extensions are acceptable for SHARP calculators)
- TI-30XIIS

No other calculators will be permitted, regardless of their level of sophistication, unless otherwise stated by the examiner. **Non-regulation calculators will be removed and no replacement calculator will be provided.** You are expected to own one of the above-listed Faculty of Engineering Standard Calculators.

For more information, see

- **Faculty of Education** students: For information on B.Ed. Field Experiences (student teaching), please refer to the [Internships & Student Affairs website](#); for information on B.Sc. Kinesiology internships, please [contact your KPE Student Advisor](#).
- **Faculty of Engineering**

comprehensive information concerning all undergraduate awards appearing in the *Undergraduate Scholarships and Awards Calendar*, see [Scholarships and Student Aid](#)

8.2.1 In-Course Financial Aid

The University offers an In-Course Financial Aid program to full-time undergraduate degree students on the basis of demonstrated financial need. This aid includes bursaries, short- and long-term loans, and a Work Study Program. To be considered for McGill financial aid, the University recommends that applicants apply for the maximum government student assistance for which they are eligible. The Scholarships and Student Aid Office oversees all provincial, federal, and U.S. student aid programs and disburses government funds.

Student Aid Counsellors are available for consultation on an individual basis to provide advice on budgeting and debt management, and to award financial assistance to needy and deserving students. For more information, see mcgill.ca/studentaid.

8.3 Work Study Program

The Work Study Program provides students with financial assistance through part-time employment on campus. Students are accepted into the program based primarily on financial need, though Academic Standing is also considered. There are a variety of Work Study positions available, ranging from clerical work in an administrative office to research with a professor. In addition to helping you cope with your financial obligations, Work Study also provides practical work experience that may enhance future employment opportunities.

Further information is available on McGill's Work Study website at mcgill.ca/studentaid/work-study and at the Scholarships and Student Aid Office:

William & Mary Brown Student Services Building
3600 McTavish Street, Suite 3200
Montreal QC H3A 0G3
Canada

Email: work.study@mcgill.ca

Website: mcgill.ca/studentaid/work-study

8.3.1 Student Aid

Telephone: 514-398-6013

Email: student.aid@mcgill.ca

Website: mcgill.ca/studentaid

8.3.2 Scholarships

Telephone: 514-398-6013

Email: scholarships@mcgill.ca

Website: mcgill.ca/studentaid/scholarships-aid

9 Graduation

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

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

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

Once your record has been approved for graduation, your unofficial and official transcripts will indicate the notation "Degree Granted" after approval by the University Senate. ard.416 Tw39 677.941 Tm5vard.416 Tw1 0 07.52 189.558 Tm(a highe1/F1416 Tw1 139.; diploma notatMcGillferr0 0a(Spr1 0c2 243.874 Tm(22d)

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

Minimum Residency Requirement

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

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

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



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

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

9.1 Apply to Graduate

Most undergraduate students and non-thesis graduate students (master's, certificates, diplomas) must use [Minerva](#) to apply to graduate (go to [Student Records > Apply for Graduation for Your Primary Curriculum](#)). It is your responsibility to inform the University of your intention to graduate. You need a minimum residency requirement of 60 credits at McGill to qualify for a McGill undergraduate degree. For more information, see [section 9: Graduation](#). The minimum CGPA required to graduate is 2.00, and you must be in Satisfactory Standing.

The Application for Graduation is available on Minerva when you re

mcgill.ca/science/research/undergraduate-research/researchcourses) or are pre-approved by the Faculty of Science, for other undergraduate science research courses.

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

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

NOTE: Exceptionally, courses taken in Winter 2020, Summer 2020, Fall 2020, and Winter 2021 with grade of S (Satisfactory) will count as qualifying courses, and will count toward the 9-credit requirement, even though they will not be counted in GPA calculations.

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

Application

No application is necessary if you have taken courses from the approved list; all B.Sc. and B.A. & Sc. graduating students’ records are considered by the Faculty of Science.

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

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

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

- you must complete all requirements imposed by the department
- for *Honours*, the CGPA at graduation must be at least 3.00
- for *First-Class Honours*, the CGPA at graduation must be 3.50 or better
- students in a Joint Honours program must satisfy the above criteria for both Joint Honours components
- some departments have additional requirements which must be met before you are recommended for *Honours* or *First-Class Honours* (please consult the relevant department)

Students in an Honours program whose program GPA or CGPA is below 3.00, or who did not satisfy certain additional program requirements, must consult their advisor to determine if they are eligible to graduate in a program other than Honours.

9.3.5 Honours and First Class Honours for Faculty of Agricultural and Environmental Sciences

Departments may recommend to the Faculty that graduating students registered in an honours program be awarded Honours or First-Class Honours under the following conditions:

- you must complete all honours program requirements; for Honours, the CGPA at graduation must be at least 3.00;
- for First-Class Honours, the CGPA at graduation must be at least 3.50;
- some programs may impose additional requirements, which must be met before you are recommended for Honours or First-Class Honours.

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

9.4 Replacing a Diploma

9.4.1 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.

Professional Groups

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

10.2 Graduate Programs

McGill University offers over 250 Doctoral and Master's degree programs in more than 85 fields of study. We award degrees in a full range of academic disciplines, and are committed to providing you with an excellent graduate education and a rewarding student experience.

Please see mcgill.ca/gradapplicants to learn about graduate programs, research, admission requirements, and funding opportunities. You can also view the Graduate sections of a faculty or school at [Faculties & Schools > Graduate](#).

11 Undergraduate Advising

McGill offers students access to a variety of advisors, mentors, and counsellors with different skills, expertise, and levels of authority. To help determine whether you need to speak to a faculty advisor, departmental/school advisor, professor/lecturer, or peer advisor, see [section 11.1.6: The Role of Student Advising](#) and [section 11.2: Types of Advising and Advisors](#).

11.1 Your Academic Career at McGill

11.1.1 University-Wide Regulations

This publication contains the regulations about your undergraduate academic career at McGill. It includes regulations concerning when to register, when to add, drop, or withdraw from courses, the consequences of missing deadlines, how grading appears on your transcript, and other important information.

11.1.2 Faculty-Specific Regulations

McGill has 12 faculties, and every student belongs to one of them. When you are admitted to McGill, your offer letter indicates the faculty, degree, and program to which you have been accepted, and the number of credits you need to complete for your degree.

You should consult the appropriate faculty section in this publication for information pertinent to your degree and program, and for faculty-specific regulations.

11.1.3 Your Academic Program

You are registered in a **degree**, but for many degrees there are associated programs (a major, minor, major concentration, etc.). For some degrees, such as Bachelor of Engineering, you will typically follow one program (such as Computer Engineering). For others, such as Bachelor of Arts, you will typically follow more than one program (such as a major concentration in English, with a minor concentration in History).

A typical undergraduate degree at McGill is 120–140 credits (four years of full-time study).

- Quebec CEGEP students typically receive 30 credits of Advanced Standing, so they will usually only have a further 90–110 credits (three years of full-time study) to complete. This varies by faculty, so consult your faculty section. In your first year, you will be placed in **U1** (undergraduate year 1).
- Most other students typically have 120–140 credits to complete. This varies by faculty, so consult your faculty section. In your first year, you will be placed in **U0** (under

- Many students at McGill come with other forms of Advanced Standing (International Baccalaureate, French Baccalaureate, advanced placement exams, or students admitted from other universities as transfer students). If this is your case, you will receive information during the admissions process.



Note: Students given Advanced Standing who nevertheless wish to complete 120 McGill credits may be allowed to do so; for full details, see [section 5.6.1: Advanced Standing Transfer Credits](#).

You will find **program requirements** in your faculty section or in departmental sections within a faculty. In some cases, you may pursue one of your programs in a department outside your faculty. For example, if you are enrolled in a Bachelor of Commerce, but are pursuing a minor concentration in Italian Civilization, you would consult the Desautels Faculty of Management section for the B.Com. requirements, and the Italian Studies department section, under the Faculty of Arts, for the Italian Civilization program requirements.

11.1.4 Important things to know about your academic program:

- The number of credits needed to complete your academic program or programs and, ultimately, your degree. Typically, three credits correspond to a one-term course, but there are many variations; for more information, see [section 5.2: Credit System](#).
- For information about **required**, **complementary**, and **elective courses**, see [section 3.2.3: Course Terminology](#) and [section 3.2.5: Courses Taken under the Satisfactory/Unsatisfactory \(S/U\) Option](#).
- Some departments or programs may provide you with a **recommended list** of courses (or streams), so that you know the typical term-by-term course pattern. There may also be a program guide or handbook available; you can ask your departmental or program advisor about this.

For more assistance in understanding program requirements, and for a list of advisors on both Downtown and Macdonald campuses, see [section 11: Undergraduate Advising](#).

11.1.5 Advising and the University Mission

The Mission Statement of the University expresses the commitment to offer students the *best education available*. An essential component of this is the advising process. Academic advising takes place in many ways and locations at McGill, so it is important that you learn about the different [section 11.2: Types of Advising and Advisors](#) and how they can help you reach your goals. You should also consult the advising information provided on your Faculty's website ([section 11.3: Contact Information for Faculty & School Student Affairs Offices](#)) and on the [Academic Advising website](#).

The Role of Student Ad

member of the administrative staff. You should contact your department's administrative office to determine the identity and availability of your academic advisor. You should check your progress with your departmental academic advisor from time to time—and certainly before your final year.

Departmental academic advisors:

- guide you through course selection to meet the subject matter requirements of the major or minor;
- consider requests for course equivalencies, recommend prior approval for inter-university transfer credits, or explain the rationale for the design of a department/school program;
- may assist you in planning for, and applying to, university exchange programs, and may also provide, or direct you to, information about scholarships, awards, research fellowships, and opportunities within a giv

Faculty of Medicine and Health Sciences

Telephone: 514-398-5557
Email: undergrad.med@mcgill.ca
Website: mcgill.ca/ugme/people

For personal inquiries:
The WELL Office
Telephone: 514-398-5836
Email: thewelloffice@mcgill.ca
Website: mcgill.ca/thewelloffice

Ingram School of Nursing

Undergraduate Nursing Student Affairs Office (UG-NSAO)
Telephone: 514-398-4159 or 514-398-3784
Email: undergraduate.nursing@mcgill.ca or 50217-affairs-officer.nursing@mcgill.ca
Website: mcgill.ca/nursing/students

School of Physical & Occupational Therapy

Telephone: 514-398-4500
Email: undergrad.spot@mcgill.ca
Website: mcgill.ca/spot/about/contact-us

Schulich School of Music

Telephone: 514-398-4541
Email: studentaffairs.music@mcgill.ca
Website: mcgill.ca/music/resources/undergraduate

Faculty of ScienceE1 14g.1 Tf1 0 0 10 0 9. Tm(Email:)Tj0 0 1 rg0 0 1 RG/F2 8.5x 646.2rNo9j1 0 0 1 89.075 404.38 Tm(el384351 0 0 12rNo9(O))Tf230Nursing

For details and a list of available courses, please contact the [Welcome Centre](mailto:welcome@mcgill.ca) (514-398-6555; welcome@mcgill.ca). Tours of the Downtown Campus can be booked through mcgill.ca/undergraduate-admissions/visits/campus-tours.

If you visit our **Macdonald Campus**, you can participate in Student-for-a-Day to have the Macdonald experience. For further information, please contact the [Macdonald Campus Student Affairs Office](mailto:studentinfo.macdonald@mcgill.ca) (514-398-7925; studentinfo.macdonald@mcgill.ca). Tours can be booked directly at future.mcgill.ca/portal/mac_visits and include campus tours, meeting academic advisors, and visiting residences.

12 Service Point

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

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

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

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

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

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

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

12.1 Location

3415 McTavish Street (at Sherbrooke)

Montreal QC H3A 0C8

Telephone: 514-398-7878

Opening hours: please refer to mcgill.ca/servicepoint

Email: please refer to mcgill.ca/servicepoint/contact

13 Student Services

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

13.1 Office of the Executive Director, Services for Students

William and Mary Brown Student Services Building

3600 McTavish Street, Suite 4100

Montreal QC H3A 0G3

For information, contact:

Telephone: 514-398-8238

Website: mcgill.ca/student-services

The Executive Director

Website: mcgill.ca/cle

Incoming first-year students:

Email: irstyear@mcgill.ca

Website: mcgill.ca/getready

13.3.2 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

13.3.3 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: irstpeopleshouse@mcgill.ca

Website: mcgill.ca/fph

13.3.4 International Student Services (ISS)

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

Brown Student Services Building, East Wing, Suite 5100

Service also available at Macdonald Campus, in Centennial Centre, Room 124. Please mention campus location when booking your appointment.

Telephone: 514-398-4349

myISS Request for Information Form can be submitted at mcgill.ca/internationalstudents/myiss

International Health Insurance email: international.health@mcgill.ca

Website: mcgill.ca/internationalstudents

13.3.5 Office of Religious and Spiritual Life (MORSL)

Connects students from various religious backgrounds with their on-campus communities and faith liaisons. Provides students with space and resources to explore spirituality, and educates students on how to thrive in a pluralistic society.

3610 McTavish Street, 3rd floor, Room 36-2

Telephone: 514-398-4104

Email: morsl@mcgill.ca

Website: mcgill.ca/morsl

13.3.6 Office for Sexual Violence Response, Support, and Education

Confidential, non-judgmental, and non-directional support for students, faculty, and staff of all genders impacted by sexual and gender-based violence. Services offered in both French and English.

550 Sherbrooke W., Suite 585 (West Tower)

Telephone: 514-398-3786; 514-398-4486

Email: svoffice@mcgill.ca

Macdonald Campus
Centennial Centre, Room 124
Telephone: 514-398-7992
Website:

13.4.4 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/

13.4.5 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

13.4.6 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

13.5 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

13.6 Extra-Curricular and Co-Curricular Activities

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

- Athletics and recreation sports clubs
- Charity and environmental clubs
- Community outreach and volunteering clubs

13.8 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

14 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

14.1 University Residences – Downtown

Move-in weekend is scheduled for August 17-18, 2024. Leases run from August 15 to May 4.

McGill residences house approximately 3,000 undergraduate students in dormitories, apartments, and shared-facilities houses. McGill's dormitories are primarily for first-year students and feature full meal service. McGill's apartment-style residences and shared-facilities houses are mainly for first-year students who desire a more independent residence experience. Residence Life Managers provide 24-hour oversight of the residences. An elected Residence Council serves as the voice of students. All McGill residences are connected to the McGill wireless network.

McGill Student Housing and Dining Service Centre
University Hall
3473 University Street
Montreal QC H3A 2A8
Phone: 514-398-6368
Email: housing inquiries: housing.residences@mcgill.ca; meal plan and food services inquiries: food.fds@mcgill.ca
Website: mcgill.ca/shhs

14.1.1 Traditional and Hotel-Style Residences

McGill has nine dormitory residences:

- The four co-ed traditional-style **Bishop Mountain Residences** (Gardner, McConnell, Molson, and Douglas halls) are located on the slope of Mount Royal and overlook the campus.
- The **Royal Victoria College** (RVC) West Wing, is a traditional-style, all-women's residence located just one block away from the McGill gates.
- The co-ed hotel-style **New Residence Hall** is located five short blocks from the campus.
- **University Hall** is for exchange students.
- **Carrefour Sherbrooke** is a co-ed hotel-style residence located two blocks from campus.
- **La Citadelle** is the newest fully renovated hotel-style residence building, located two blocks east of McGill Campus.

Residents of traditional or hotel-style residences have a 0.65 718.84 Tm(yal andll f)Tjs0Tj/F1 8.1 Tf1 0lr37.313f

cards. Downtown residence students will have \$500 on their oneCard account and Macdonald Campus residence students will have \$400, due at the end of September.

14.1.7 Student Government

Each hall has a Residence Council, elected at the start of the academic year. It is the job of the council to gather hall opinions, supervise financial affairs, and organize recreational and social activities within the residences. McGill's residences are run for the convenience and advantage of the students living in them. Residence Councils play a significant role in deciding and administering their community standards.



Note: Residence fees include an activity fee of \$25 collected by the University on behalf of the Residence Council of each hall and the Inter-Residence Council. These funds comprise each Council's budget with which to plan activities for the hall and across residences.

14.2 University Residences – Macdonald Campus

Residence Admissions Office
Laird Hall / EcoResidence
P.O. Box 188
Macdonald Campus of McGill University
21 111 Lakeshore, Room 107
Sainte-Anne-de-Bellevue QC H9X 3V9
Telephone: 514-398-7716
Email: residences.macdonald@mcgill.ca
Website: mcgill.ca/students/housing/residence-options/macdonald

Residence life is an integral part of Macdonald Campus activities.

- **Laird Hall**, with a capacity of 250 students, is a co-ed residence that provides accommodation for all incoming students. Residents enjoy comfortable rooms, modern kitchens, cozy lounge facilities, and other amenities that help make their residence life a complete and meaningful part of their university experience. Included in the room rent is high-speed Internet service.
- The **EcoResidence** accommodates 100 students. This residence will appeal to students who enjoy independent living in self-contained fully furnished apartments of two or six single-bedroom units. Units are split-level with large, airy, common living areas. EcoResidence is for upper-year and graduate students only for 2024-2025 academic year.

14.2.1 Residence Fees – Macdonald Campus

Residence fees are paid separately from tuition, in accordance with regulations of the Fee Payment Option selected at the time of signing a residence lease.

At the time of publishing, all fees for the new academic year were not available. We recommend consulting the fee sheet which will be available on the Macdonald residence website at mcgill.ca/students/housing/fees-applying/mac-fees for the most up-to-date pricing.

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

14.2.1.1 Laird Hall

Laird Hall is a co-ed residence that provides accommodation for undergraduate, graduate, and Farm Management Technology students.

[View the Laird Hall annual fees.](#)

14.2.1.2 EcoResidence

Each EcoResidence unit is a self-contained, fully furnished apartment with two or six single bedrooms, and large open common living areas.

[View the EcoResidence annual fees.](#)

14.2.2 Residence Occupancy – Macdonald Campus

The residence fees cover the period from **August 15, 2024 to May 4, 2025**. You must vacate your room at the end of the lease term. Only under exceptional circumstances will you be granted permission to arrive prior to the beginning date of the lease or remain in residence during the summer months. In these cases, you must apply to the [Campus Housing Office](#); an additional fee will be charged if permission is granted.

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

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

14.2.3 Facilities for Non-Resident Students – Macdonald Campus

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



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

14.2.4 Student Parking – Macdonald Campus

Parking permits are available from Macdonald Campus's Security Services office, Laird Hall, room 101. You can also download the [Macdonald application form](#) and email it to macdonald.security@mcgill.ca ahead of time. Please note that parking permits are only available to Macdonald Campus staff and students due to the limited parking space. A confirmation email will be sent once a request is processed. Payment must only be made in person. Permits are sold on a first come, first served basis.

Users have the option of purchasing an annual or a half-year parking permit at the following rates:

- Annual permit costs \$204 and is valid from September 1, 2024 to August 31, 2025.
- Half-year permit costs \$122 and is valid from January 1, 2024 to June 30, 2024, or from July 1, 2024 to December 31, 2024. Both types of half-year permits include the summer period of June 1 to August 31.
- Daily parking users may pay for parking by the day or half day by purchasing tickets at the Horticulture Lot machine. The rates are \$8 for the day and \$4 for the half day. The vehicle must remain parked at the Horticulture Lot.

For more information, see mcgill.ca/transport/parking/mac.

15 Athletics & Recreation

15.1 Downtown Campus Athletics & Recreation

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

- gymnasium
- fully-equipped fitness centre
- varsity weight room
- pool
- arena
- fieldhouse
- stadium
- indoor and outdoor running tracks and tennis courts
- squash and racquetball courts
- spinning, 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

15.2 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 Comple

MS Teams

Visit

17.2.3 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

17.3 University Archives

The McGill University Archives (MU)

18 The University

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

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.)

18.3 University Government

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

The Governors of the University constitute the Royal Institution for the Advancement of Learning, a corporation existing under the laws of the Province of Quebec. In them is vested the management of finances, the appointment of professors, and other duties. Twelve of the governors are elected by the Board from amongst those nominated by its Nominating, Governance and Ethics Committee; three are elected by the Alumni Association; two are elected by 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, ~~couratem213stud~~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.

18.4 Recognition of Degrees

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

McGill University was a founding member of the organization that ev

18.5.2 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

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

18.5.2.2 Student Representatives

Student Representatives

Students' Society of McGill (1)

Post-Graduate Students' Society of McGill (1)

Observers ("voice but no vote"):

McGill Association of Continuing Education Students (1)

Macdonald Campus Students' Society (1)

18.6 Governance: Members of Senate

18.6.1 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

18.6.2 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

18.7 Administration

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

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

Administration

John McCall MacBain	Chancellor
Deep Saini	President and Vice-Chancellor
Véronique Bélanger	Chief of Staff
Christopher Manfredi	Provost and Vice-President (Academic)
Fabrice Labeau	Deputy Provost (Student Life and Learning)
Gillian Nycum	University Registrar and Executive Director of Enrolment Services
TBD	Executive Director of Services for Students
Christopher Buddle	Associate Provost (Teaching and Academic Planning)
Angela Campbell	Associate Provost (Equity and Academic Policies)
	Associate Vice-Pr

