School of Continuing Studies

Programs, Courses and University Regulations

2022-2023

This PDF excerpt of *Programs, Courses and University Regulations* is an archived snapshot of the web content on the date that appears in the footer of the PDF.
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This publication provides guidance to prospects, applicants, students, faculty and staff.

1 . McGill University reserves the right to mak

Publication Information

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Canada

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

1 University Regulations and Resources (School of Continuing Studies)

1.1 General Policies and Information

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

1.1.1 Authorization, Acknowledgement, and Consent

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

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

1.1.2 Student Rights and Responsibilities

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

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

1.1.3 Language Policy

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

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

Note for Continuing Studies: For English language programs, see *Continuing Studies* > *Areas of Study* > *Languages* > *section 4.4.2: English Language Programs*.

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

Note for Graduate and Postdoctoral Studies: You should refer to *University Regulations & Resources* > *Graduate* > *Regulations* > *Registration* > *: Courses Taken as Extra to a Program*.

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

1.1.4 Academic Integrity

Before submitting work in your courses, you must understand the meaning and consequences of plagiarism and cheating, which are serious academic offences. Inform yourself about what might be considered plagiarism in an essay or term paper by consulting the course instructor to obtain appropriate referencing guidelines. You should also consult *Fair Play*, the student guide to academic integrity available at *mcgill.ca/students/srr/honest/students*. There you will also find links to instructional tutorials and strategies to prevent cheating. The *Code of Student Conduct and Disciplinary Procedures* includes sections on plagiarism and cheating. The possession or use of unauthorized materials in any test or examination constitutes cheating. You can find the *Code* in the *Handbook on Student Rights and Responsibilities* or at *mcgill.ca/students/srr/publications*.

Responses on multiple-choice exams are normally checked by the Exam Security Computer Monitoring program. The program detects pairs of students with unusually similar answer patterns on multiple-choice exams. Data generated by this program can be used as admissible evidence in an investigation of cheating under Article 16 of the *Code of Student Conduct and Disciplinary Procedures*.

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

Note: All newly-admitted undergraduate students must complete a **mandatory online academic integrity tutorial** in their first semester, accessed through *Minerva* > *Student Menu* > *Academic Integrity Tutorial* or a registration "hold" will be placed on their record. Prior to Fall 2018, the tutorial w

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 would 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 would be asked to consent to** the use of your name and images in public recognition of academic achievement and in the advertising and audio and video recording of student ensemble concerts for distribution using different media and formats.

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

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

1.1.7 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
- professional development
- required military service

Such a leave must be requested on a term-by-term basis and may be granted for a period of up to 52 weeks. A leave of absence request should be submitted to your faculty Advising or Student Affairs Office along with appropriate documentation. Refer to specific instructions on your faculty website.

Students who are granted such a leave will have "leave of absence" recorded on their transcript.

No tuition fees will be charged for the duration of the authorized leave. During a leave of absence, you maintain an active student ID card and have access to McGill mail and use of the libraries. You are not permitted to register for courses or to participate in student internships or undergraduate research. You may not normally attend another academic institution; exceptions may be requested for professional development. Faculties may request documentation of a student's readiness to resume studies; they will apply "withdrawn" status after one year of approved leave of absence if the student has not returned to the University.

Notes:

- Personal objectives, such as travel or time off, and financial matters are not grounds for a leave of absence.
- Normally, a student shall be in Satisfactory Standing when requesting a leave of absence; exceptions may apply and will be determined by the faculty and, if applicable, the professional program.
- Services are only available to students currently enrolled in a program of study. Services for students who are not currently enrolled, **including students on authorised leaves of absence**, are limited to certain services mandated by government regulation and services that help a student transition back into or out of their studies (examples include connecting a student with services off-campus and government financial aid or immigration advising for students leaving or preparing for re-entry).
- A Leave of Absence may have an impact on a student's fee status once they re-enroll after their approved Leave. For more information, refer to the *Break in Enrolment* section on the Student Accounts webpage.
- Students who are eligible for scholarship renewal will not have scholarship monies transferred to their account while they are on leav

- International students are advised to contact *International Student Services* (ISS) regarding individual circumstances.

> **Note:** When on a leave of absence, if you wish to be covered by the undergraduate supplemental health insurance and/or international health insurance, you must contact your respective campus-wide student association (e.g., Students' Society of McGill University, Macdonald Campus Students' Society) and International Student Services to make arrangements. Note that there will be additional student society fees to be paid in order to be considered a member eligible for the insurance plans. For information about the student societies' supplemental health and dental coverage, click *here*. For information about international health insurance, click *here*.

> **Note:** Once a leave of absence is granted, you must consult *Scholarships and Student Aid* in order to assess the impact of the leave on student aid (e.g., government loans and bursaries, etc.).

> **Note for M.D.,C.M. students:** Refer to the *Absences & Leaves Policy of the M.D.,C.M. Program*.

If you need to take a leave of absence because of pregnancy or because you need to care for a dependant, please consult *section 1.1.9.4: Academic Accommodation of Pregnant Students and Students Caring for Dependants*.

Information Technology (IT) Polic7 uhe underormation

1.1.8.5   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*.

1.1.8.6   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*.

1.1.9   Student Health & Insurance

Learn more about health insurance, your requirements as a6.707 642.64 TmnLeaETq(eLearn more abofethe th)Tspecommunidtudl needsf y.es irn more abouctiose

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

Régie de l'assurance maladie du Québec (RAMQ)
425 Boulevard de Maisonneuve O., Suite 301
Montreal QC H3A 3G5
Telephone: 514-864-3411
Website: *www.ramq.gouv.qc.ca/en/pages/home.aspx*

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

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

1.2   Personal Information

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

1.2.1   Updating Personal Information

It is important to keep your McGill records up to date with your personal information, especially your mailing or billing address, as these are used by the University year-round.

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

If you are away from campus and do not have access to the Internet, you can request changes by writing to your Student Affairs Office or to *Service Point*

Quebec and Canadian Out-of-Province Students

You have applied to McGill from another Quebec university

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

1.2.3.2.1 Fee Exemptions

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

1. **French Course Fee Exemptions** – Non-Quebec Canadian and international students are automatically assessed fees for certain eligible French courses at the Quebec tuition rate (note exclusions as listed at *mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions*).

2. **Out-of-province Tuition Supplement Exemptions** – Non-Quebec Canadian students in the following categories are exempted from out-of-province tuition supplements (details at *mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions*):

   • Students in a Ph.D. program
   • Students in a Postgraduate Medical Education program: Medical Residents, Clinical Fellows, Clinical Research Fellows, Research Fellows
   • Students registered full-time in the Master's in French (*Maîtrise en français*). The exemption begins at the moment the student registers in the program, without retroactive effect.

3. **International Students Eligible for Fee Exemptions Based on Legal Status in Canada** – Students with one of the following statuses may be exempt from International Supplements (certain categories may be assessed at the Canadian tuition rate; full details regarding eligibility criteria are listed at *mcgill.ca/legaldocuments/exemption*):

   • Citizens of France
   • Citizens of certain countries with an agreement with the Government of Quebec
   • Diplomatic, consular, or other representatives of international organizations
   • Convention refugees
   • Students awaiting permanent residency in Canada and holding an eligible CSQ
   • Students whose spouse holds, or unmarried students whose parent holds, a Temporary Work Permit in Canada
   • Students funded by the FRSQ (*Fonds de la recherche en santé du Québec*)

These exemptions lower your fees to the Quebec rate of tuition. More detailed information for the categories listed above are available at *mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions* as well as at *mcgill.ca/legaldocuments/exemption*.

Note that this information may be subject to change.

1.2.3.3   Has McGill Received Your Documents?
1.2.3.3.1 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 status on the *Minerva* Student Accounts menu: *Student Menu > Student Accounts Menu > View Tuition Fee and Legal Status*.

1.2.3.5 Where and How Do I Send My Documents?

You must send in all your documents after you hav

- Returning students must be registered for at least one course, and may present themselves at an ID card centre during their operational hours at any time in order to obtain a replacement card. Please refer to the following site for information on the downtown campus ID centre: *mcgill.ca/student-records/personal-information/id*.

1.2.4.2   ID Card Schedule for the Macdonald Campus

New students can obtain their ID card 24 hours after registering for their first course. Registration dates for new students can be found *here*.

The Macdonald Campus ID Centre is in the Student Affairs Office, Laird Hall, Room 106.
Information on when the ID Centre is open can be found *here*.

1.2.5   Legal Name

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

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

1. Canadian birth certificate or citizenship certificate.
2. Canadian Immigration Record of Landing, (IMM 1000 or IMM 5292 or IMM 5688 and Permanent Residence card.)
3. Canadian Immigration Study or Work Permit.
4. Certificate of Acceptance of Quebec (CAQ.)
5. International passport (**Note**: If you possess Canadian citizenship, a Canadian citizenship card or certificate is required as a Canadian passport is not acceptable.)
6. International birth certificate (with an official translation in English or French)
7. Letter from international student's consulate or embassy in Canada.
8. Marriage certificate issued outside of Quebec (translated into English or French by a sworn officer if in another language). *Note that Quebec marriage certificates are only acceptable if issued prior to 1984.*
9. Certificate of Name Change issued by the Quebec *Directeur de l'état civil* or applicable force in any Canadian Province.

In the case of a variation in the spelling of the name among these documents, the Uni

1.2.5.2   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 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/address*.

Note that you cannot change your legal name via Minerva. Requests for such changes must be made by presenting official documents (see *section 1.2.5: Legal Name* and *section 1.2.5.1: Preferred First Name*) in person at *Service Point*, 3415 McTavish Street, Montreal QC H3A 0C8.

Note for Continuing Studies: Requests for such changes must be made by presenting official documents (see *section 1.2.5: Legal Name*) in person at the *Client Services Office*, School of Continuing Studies.

1.3   Registration for Continuing Studies Students

Most students in Continuing Studies must register using *Minerva*, during the registration periods published in *School of Continuing Studies > Getting Started > section 2.2: Key Dates, 2022–2023* and at *www.mcgill.ca/importantdates*.

Note:

If you are registering for short courses or seminars, see your individual academic area for specific registration information.

You must register for at least one course prior to the end of the regular registration period to avoid paying a late registration fee; exact fee amounts are available on the *Student Accounts* website. You may add courses until the end of the add/drop period without penalty. If you are in doubt about what course(s) to register for, you can meet with an adviser.

You are responsible for your course selection, registration, and ensuring that you have completed your program and degree requirements according to the regulations and deadlines indicated in this publication. Advisers and staff at the School of Continuing Studies are available to give you advice and guidance.

The School publishes an **Important Dates Supplement** three times a year that contains specific details on registration dates and information needed for the upcoming term. In case of discrepancy between what is published in the supplement and this publication, the supplement takes priority.

1.3.1   How to Register Using Minerva

Go to *Minerva* and follow the step-by-step instructions. You can register and/or make course changes using Minerva ONLY during the periods indicated in the Minerva Registration Schedule. For more information, see *section 1.3.3: Course Information and Regulations*.

Before Going to Minerva:

- Read the timetable and registration instructions carefully. Not all courses are offered each term. Keep this in mind when selecting your courses. You can only register for one term at a time.
- See an adviser. If you wish to substitute required courses or enrol in courses outside your program, you must obtain written approval from your academic area, otherwise the course may not be recognized for credit toward your program. If you need to see an adviser, call your academic area well before registration to make an appointment.

Problems Using *Minerva*?

If you have any program or course-related questions regarding registration, contact the Student Affairs Office at 514-398-6200. If you have problems using Minerva, contact the Minerva Help Line at 514-398-7878.

Can't Remember Your PIN?

If you cannot remember your PIN, you can reset it using the "Forgot PIN?" button on the *Minerva* login page. If you are unable to reset your PIN, call the Minerva Help Line at 514-398-7878.

1.3.1.1   Who Can Use Minerva?

If you were registered at the School of Continuing Studies during the past year, or were recently admitted to a program, you must use Minerva to register for courses.

Exceptions

You will not be able to use Minerva to register if:

- you have outstanding fees
- you do not have a Permanent Code
- you have a registration hold on your record for administrative or academic reasons
- you are registering for a Language course and your record does not indicate successful completion of the previous level
- you do not have the prerequisite for the course(s) you wish to register for

If any of these conditions apply, you should see an adviser and register in person (see).

1.3.1.2 Registration for Full-Time McGill Degree Students Taking Continuing Studies Courses

If you are a full-time McGill degree student, you can use Minerva to register for a Continuing Studies course. If you are currently in a McGill degree program and want to take a Continuing Studies course for credit toward your program, you must obtain authorization from your faculty.

If you are currently in a McGill degree program and want to take a Continuing Studies course for interest or personal development, you can register using Minerva. With the exception of some Professional Development courses and some Faculty P

In addition to the above, international students should bring:

1. A completed Study Plan

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

2. A Study Permit and Certificate of Acceptance of Quebec (CAQ), or other proof of immigration status (see *section 1.2.3.1: Why Does McGill Collect Legal Documents from You?*)
3. Valid passport

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

1.3.3.2.1.1 How to Add/Drop a Course

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

- Online using *Minerva* (*Registration Menu*)
- In person by completing a "Course Change Form" available at *mcgill.ca/continuingstudies/current-students/registration/add-change-or-drop-course*

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

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

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

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

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

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

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

Note for Nursing: You must obtain permission from the Ingram School of Nursing to register at another Quebec university for three, or in some cases six, credits per term in addition to your registration at McGill. These courses, subject to the Ingram School of Nursing's regulations, will be recognized by McGill for the degree that you are registered for, up to the limit imposed by the residency requirements of the program. Normally, you must complete a minimum residency (i.e., courses taken at McGill) requirement of 60 credits at McGill in order to qualify for a McGill degree (you should check with the Ingram School of Nursing). This privilege will be granted if there are valid academic reasons. If you want to take advantage of this agreement, please see *mcgill.ca/students/iut* for information and application procedures. The final grades earned at the host university must meet the minimum requirements as set by the Ingram School of Nursing, i.e., a letter grade of 'B-'.

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

1.3.7.2   Quebec Inter-University Transfer Agreement: Visiting IUT Students

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

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

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

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

Note for Engineering: Courses administered by the Faculty of Engineering that are offT

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1.4   Fees for Continuing Studies Students

The University reserves the right to make changes without notice in the published scale of fees. Please consult the Student Accounts website at *mcgill.ca/student-accounts/tuition-fees*. The University will publish this schedule as soon as the fees for the 2021–2022 academic year are announced.

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

1.4.1   Access to Fee Information

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

1.4.2   Billings and Due Dates for Continuing Studies Students

Invoicing of Fees

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

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

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

Late Payment Fees

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

1.4.2.1   Payment Procedures

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

1.4.3   Tuition Fees

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

> **Note:** Students who are required to submit documentation and who do not do so by the stipulated deadlines (December 1 – Fall; April 1 – Winter; August 1 – Summer) are billed at the non-Quebec Canadian or the international rate, depending on the documentation submitted. Students who are not automatically granted a fee deferral based on the Uni

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

Fees for non-credit courses and for short courses or seminars not recorded on the official McGill transcript are noted in *section 1.3.3: Course Information and Regulations* or on the Continuing Studies website at *mcgill.ca/continuingstudies/fees-and-tuition*. The MACES fee is included where applicable (see *section 1.13.8: Student Governance: McGill Association of Continuing Education Students (MACES)*.

1.4.3.4   Tuition Fees for Continuing Studies: Senior Citizens

Senior citizens aged 65 years and over, registered in credit or non-credit courses, will be credited an amount equal to 50% of the Quebec tuition fee rate. This policy applies to students who have turned 65 as of September 30 for the Fall term and January 31 for the Winter term.

Fee reductions do not apply to fees for: Intensive English and Intensive French, special programs in *Faculty Partnerships and Summer Studies*, and *Career and Professional Development*, or membership in the *McGill Community for Lifelong Learning*. Senior students who pay the International or non-Quebec rate will be credited 50% of the Quebec tuition fee for their program.

1.4.3.5   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.

1.4.3.6   Staff Dependent Waivers

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

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

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

1.4.4   Compulsory Fees for Continuing Studies Students

McGill Association of Continuing Education Students (MACES) Fee

A fee of $12.99 per course is collected from each student by the University on behalf of the McGill Association of Continuing Education Students (*MACES*).

Exceptions:

1. Students in short courses, seminars, and workshops that are not recorded on the official McGill transcript are not members of MACES and are not assessed the MACES fee.
2. The MACES fee does not apply to students who are already members of the undergraduate or graduate campus level society (

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

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

1.4.5   Other Fees for Continuing Studies Students

Other Fees (rates as of 2019-2020)

Other Fees (rates as of 2019-2020)	
Rescheduled Examinations	$33.12
Exemption by Examination	$114.37
Comprehensive Challenge Examination (English and French Language Programs)	$110.40
McGill School of Continuing Studies Test of English Language Proficiency (TELP)	$118.81
Intensive Language Programs:	
Application Fee	$86.41
Course cancellation prior to refund deadline	$200

* Note: Please note that the $45 fee for returned cheques and pre-authorized debit payments is in addition to the value of the amount debited for the returned item in question. For transactions in Canadian dollars, the amount debited is the same as the amount paid. For transactions in other currencies, including pre-authorized debit payments in US dollars, accounts will be debited at the exchange rate charged by the bank to the University. This sometimes represents a significant difference from the amount originally paid, depending on the rate of exchange on the date of the return.

1.4.6   Other Policies Related to Fees

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

1.4.6.1   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.

Interest: Interest is charged on overdue balances at the monthly rate of 1.24%, multiplied by the balance outstanding at the end of the month (14.88% annually). The rate is evaluated each Spring, and then 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 a student if you do not pay your tuition fees, library fees, residence fees, or loans by their due date.

1.4.6.1.1 Information for Registered Students

If you register for a term, but still owe amounts from previous terms, you must either pay your previous term account balance or make payment arrangements with the Student Accounts Office before the end of the course add/drop period. If you have financial difficulty, first contact the Student Aid Office to discuss the possibility of obtaining financial aid:

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

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

1.4.6.1.2 Information for Students who are no Longer Registered

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

1.4.6.1.3 Cancelling Registration for Non-Payment of Previous Terms

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

1.4.6.2   Acceptance of Fees vs. Academic Standing

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

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

1.4.6.3   Deferred Admission, Degree Transfers, Break in Enrolment

Deferred Admission: Students who defer their admission to the University will be subject to the tuition rates that are in effect for the term in which they are starting, and not the term in which they were originally admitted. This is of interest to International 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.

Degree Transfers: International students who transfer to degrees in Computer Science, Engineering, Law, Management, or Science will be charged the tuition rate in effect for newly admitted students to those degrees in their term of transfer.

Break in Enrolment: International students in Computer Science, Engineering, Law, Management, or Science, who apply for readmission after an absence of four consecutive terms or more, will be char

1.4.8 Corporate Tax Benefits for Continuing Studies Students

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

1.4.9 Tax Slips for Continuing Studies Students

T4A (RL-1), T2202A, and Relevé 8 slips are issued on *Minerva* under the *Student Accounts Menu* by the end of February each year. Note that a Quebec permanent code, a social insurance number and a valid mailing address are required to be transmitted to Revenu Québec by the University as part of its tax

Standings for the Fall term are designated as *Interim*. Note that Interim Standings do not appear on your official transcript. Consult the appropriate section of this publication for the regulations on Interim Standing decisions.

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

If you are in Interim Satisfactory or Satisfactory Standing:

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

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

If you are in Interim Probationary 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 a departmental adviser before withdrawal deadlines about your course selection for the Winter term;
- you shn 565y5ithdra

1.5.1.5.2 Probationary Standing: Faculty of Engineering

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

a CGPA that is less than 2.00 and equal to or greater than 1.20
or
a TGPA that is equal to or greater than 2.50 and a CGPA that is less than 2.00.

You may continue with your studies under the following conditions:

- Y

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

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

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

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

Note for Summer Studies: For Summer courses, a three-credit course usually indicates ten hours of lectures per week starting in either the May, June, or July session and spanning a maximum period of f

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

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

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

$$GPA = \frac{\Sigma \ (course \ credit \ x \ grade \ points)}{\Sigma \ (GPA \ course \ credits)}$$

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

This policy took effect in January 2003. Prior to January 2003, if your degree program had changed, e.g., from B.Sc. to B.A., the CGPA started again. For students with academic information prior to F

Other Grades	
NR	– no grade reported by the instructor (recorded by the Registrar).
P	– pass; not calculated in TGPA or CGPA.
Q	– course continued in next term (applicable only to courses taken pre-Fall 2002).
W	– withdrew; a course dropped, with permission, after the Course Change deadline; not calculated in TGPA or CGPA.
WF	– withdrew failing; a course dropped, with special permission in an exceptional case, after faculty deadline for withdrawal from course, the student's performance in the course at that stage being on the level of an F; not calculated in TGPA or CGPA. (Not used by Music.)
WL	– faculty permission to withdraw from a deferred examination; not calculated in TGPA or CGPA.
NA or &&	– grade not yet available.
W– or –	– no grade; student withdrew from the University, not calculated in TGPA or CGPA.

1.5.4   Transcript of Academic Record

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

1.5.4.1   Transcript of Academic Record: General Information

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

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

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

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

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

For more information on requesting official transcripts, refer to *Official Transcripts*.

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

Note: You cannot submit a transcript request in Minerva if you hav

1.5.4.4   Official Transcripts

For more information on transcripts, applicable costs, delivery method, and processing time, see *mcgill.ca/student-records/transcripts*.

Currently Registered Students: Use *Minerva* to order an official transcript at *Student Menu > Student Records Menu > Request/Official Transcript*.

Alumni or former students who were registered or graduated as of 1972 or later: You **must** submit your request in *Minerva* at *Student Menu > Student Records Menu > Request/Official Transcript* and will require login credentials. Please contact the IT Service Desk (*mcgill.ca/it*) to obtain your McGill ID & Minerva PIN.

Alumni or former students who were registered or graduated prior to 1972 (archived records): You must submit an online *Request for Archived Official Transcript* 6821 19.1 0 0 1 360.m-0 17.4ocessing timej1 0Eca1umni or f

If you are taking a general interest course (non-program) that does not have an evaluation process, you may request to be evaluated by completing a form prior to the start of the third lecture. You can find the form at:
www.mcgill.ca/continuingstudies/current-students/student-records/grades/non-evaluated-work-ne-grades. Note that this option does not apply to short courses, workshops, and seminars not included on the McGill transcript.

1.5.8 Changes to Student Records after Normal Deadlines

1.5.8.1 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), status change (i.e., leave of absence, exchange, or term away). They also include changes to tuition status based on the submission of legal documents.

1.5.8.2 Registrar Deadlines

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

1.5.8.3 Before Registrar Deadlines

For record changes after the normal deadlines published in this publication, but before the *section 1.5.8.2: 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. The Associate Dean or Director will review your request and make a decision. If your request is approved, the change is processed according to existing faculty and Enrolment Services student record procedures.

Note for the Faculties of Arts and Science (including B.A. & Sc.): Requests are made at *Service Point* (3415 McTavish). However, it is important that you also see a faculty adviser in *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*.

1.5.8.4 After Registrar Deadlines

The University does not normally consider a change requested after the *section 1.5.8.2: 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*

If you require information from previous terms, you may order a transcript (*www.mcgill.ca/student-records/transcripts*).

Please allow 48 hours for these letters to be prepared.

For more information on obtaining a letter on Minerva, see *www.mcgill.ca/student-records/proof-reg*.

1.6   Examinations: General Information

Note:

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

In some courses there is no final examination; your final grade in these courses is determined by different forms of assessment(s) indicated in the course outline. During the first week of class, students will be provided with a course outline, which along with other details, will include the types of assessment to be used in the course and the weight accorded to each assessment.

1.6.3.1   University Regulations Concerning Final Examinations for Continuing Studies Students

Preamble

The objectives of these regulations are as follows:

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

Regulations

1. These regulations shall apply to undergraduate courses up to and including the 500 level that are evaluated by the use of written examinations. They shall not apply to clinical, field, laboratory, performance, and seminar courses, or to other courses that are evaluated solely by means of a design, paper, program, or project.

   Note for Continuing Studies: Regulation 1 also applies to graduate-level courses.

2. Written examinations (including take-home examinations) shall not be held during the last two weeks of scheduled classes during the Fall and Winter terms, except where a pattern of continuous evaluation has been established, in which case the total value of examinations given in this period shall comprise no more than 10% of the final mark.

3. If the written examinations in a course constitute 50% or more of the final mark, one of these shall be given as a final written examination; and it shall take place during the examination period after the last day of scheduled lectures in December or April.

4. A final examination given during the examination period shall be worth at least 25% of the final mark.

5. Students shall be informed of all course requirements by the end of the Course Change period. All term work shall be assigned early enough in the term for students to complete the assignment(s) by the last day of class.

6. The due date for term work in courses to which these regulations apply shall be no later than the last day of classes.

7. In courses that span the Fall and Winter terms (course pairs with numbers ending D1 and D2), instructors who wish to give a mid-year examination in December must schedule it in the formal examination period.

8. The principles enunciated in these regulations shall be applied, appropriately modified, to courses given during the summer, to other courses of less than a 13-week duration, and to courses in the Faculties of Law, Medicine, Dentistry, and Education that do not follow the normal University Timetable.

9. Individual faculties may propose variations in these regulations to the Academic Policy and Planning Committee in order to meet their special needs.

   Note for Continuing Studies: Regulation 9 is not applicable to Continuing Studies students.

10. These regulations, and any variations to them, shall be made known to students by each faculty.

    Note for Continuing Studies: Regulation 10 is not applicable to Continuing Studies students.

Instructors are not permitted to grant any special treatment regarding examinations to any student. Students who believe there are circumstances that might justify making special examination arrangements for them or that might legitimately be taken into account in evaluating their performance should apply to the Associate Dean or Director of their faculty.

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

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

1.6.3.2   Deferred Examinations for Continuing Studies Students

If, for serious reasons such as illness or family affliction, you have not written one or more examinations, you may receive the permission of your Faculty Client Services Office upon providing supporting documentation to defer the examination to the next supplemental examination period, except in the Faculty of Engineering (where students write the examination the next time the course is given); see *University Regulations and Resources > Undergraduate > Examinations: General Information > Final Examinations > : Deferred Examinations: Faculty of Engineering*. You should be aware that the University will only defer examinations for compelling reasons, verified and accepted by the Client Services Office. You must provide supporting evidence such as an appropriate medical report, and you must inform the Client Services Office as soon as possible to explain why you missed the examination.

✏️ **Note for Continuing Studies:** There is no supplemental examination schedule.

You must **apply for deferred examinations on** *Minerva* if you are in one of the following faculties and schools:

• Agricultural and Environmental Sciences, incl. Human Nutrition

- Arts, incl. Information Studies, Religious Studies, and Social Work
- Continuing Studies
- Education
- Engineering
- Physical and Occupational Therapy 0 1 erap

- For courses in which both a supplemental examination and additional work are available, you may choose the additional work, or the examination, or both; where both are written, only one supplemental grade will be submitted, reflecting grades for both the supplemental examination and the additional work;
- There are no supplemental examinations for Summer Studies courses;
- Additional credit will not be given for a supplemental exam where the original grade for the course was a D and you already received credit for the course;
- No supplemental examinations are available if you fail to achieve a satisfactory grade in a course where you have written a deferred examination;
- Supplemental examinations in courses outside your faculty are subject to the deadlines, rules, and regulations of the relevant faculty.

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

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

You must verify the date and time of the supplemental e

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

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

* *"Working days" means Monday through Friday.*

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

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

Students who wish to contest a grade for a specific assignment should first meet with the instructor and discuss their concerns and questions. If a student remains dissatisfied with the grade, he or she may submit a request for a third-party reread of the assignment in question.

A request for third-party rereads involving group work require the consent of all members of the group. In such cases, only one reread fee will be assessed.

Students seeking a third-party reread must apply to *SCS Client Services*; exact fee amounts and details are available on the *Student Accounts website*.

Requests for a third-party reread of a specific assignment **must be made within 10 working days* of the date of return of the graded material**. *Requests received after this deadline will not be considered.* Results of the third-party reread will normally be completed within 20 working days* of the receipt of the request. The grade may be increased, lowered, or remain the same. The third-party reviewer's grade takes precedence over the original grade.

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

* *"Working days" means Monday through Friday.*

1.6.3.5.3 Reread of a Final Exam by a Third Party

It is strongly recommended, though not required, that students meet with the course instructor before requesting a reread of a final exam.

Requests for a reread of a final exam are administered by the Student Affairs Office in the *SCS Client Services* unit; exact fee amounts and details are available on the *Student Accounts website*.

Students must **apply in writing** by the following deadlines:

- **September 30** for courses offered in the Spring/Summer term
- **January 30** for courses offered in the Fall term
- **May 30** for courses offered in the Winter term

For English and French Intensive Language Programs, students must **apply in writing** by the following deadline:

- **2 working days*** from the date when final exam grades are posted

All deadlines are strictly enforced, and no late requests will be accepted. Whether the reassessed grade is higher or lower, it takes precedence over the original grade.

* *"Working days" means Monday through Friday.*

1.6.3.5.4 Mark Verification

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

For all courses and programs of study, the request **must be made within 10 working days* of the date on which the final grade appears on the student's transcript**. *Requests received after this deadline will not be considered.* The mark verification processir

1.7   Graduation

In order 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. Some faculties may require a higher CGP

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

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

> **Note for the Faculties of Arts and Science (including B.A. & Sc.):** Requests are made at *Service Point* (3415 McTavish Street). However, it is important that you also see a Faculty adviser *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*.

2. you are in the top 25%, but below the top 10%, of your faculty's graduating class of students; this calculation is based on the CGPA.

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

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

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

1.7.4   Awards for Continuing Studies Students

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

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

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

Jacob Jonker Memorial Prize
Established in 2003 by Jonker Navigation Corporation in memory of Jacob Jonker, to recognize the academic performance of the top students graduating with the Diploma in Management (General). Awarded by the Executive Committee of the School of Continuing Studies on the recommendation of the Diploma in Management program committee. One prize will be available for each of the Spring and Fall convocations.
Value: minimum $500 each.

McGill Associates Prize in Management
Awarded annually by the Executive Committee of the School of Continuing Studies to the top student in the Certificate in Management Program in recognition of high academic achievement throughout the program.
Value: $300.

McGill Associates Prizes in T

To replace a lost diploma, you must submit a request via *Service Point Checkout*, provide the requested personal and program details, upload a government-issued photo ID and pay the replacement fee.

Requesting a diploma following your Convocation ceremony

If you didn't attend your Convocation ceremony and need to obtain your diploma, you can submit a request via *Service Point Checkout* and pay the requisite fees to have your diploma mailed or prepared for pick up.

Modifying the name on your diploma

If you have had a name change after graduation, and need to obtain a replacement diploma with your new name, you must first follow the steps to *r*

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

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

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

1.7.7 Aegrotat Standing and Degree at McGill University

In rare cases where a student, based on serious medical or similar evidence, is unable to complete their program requirements within a reasonable time, or at all, they may be aw

Language and Intercultural Communication
France Bruneau
Telephone: 514-398-7514

Translation Studies
Client Services Office
Telephone: 514-398-6200

1.9 Service Point

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

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

- certified or translated copies of diplomas
- degree verification
- help with admissions
- help with Minerva
- international health insurance cards and exemptions
- McGill ID cards
- official transcript pick-up
- replacement diplomas
- student exchanges/study1 d.(emptmF1 10 Tf1 0 0 1 67.52 451.9538Tm(•)Tj/F1 8.1 Tf1 0 0 1 81.693 467.0440m(replasubmittn thl1 0 0 1 110.5924.1050440m(repl

Website: *mcgill.ca/studentservices*

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

1.10.2 Support for Students: Office of the Dean of Students

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

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

For information, contact (Dean/Associate Dean):

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

1.10.3 Office for Students with Disabilities

The OSD provides services and supports to meet the needs of students experiencing barriers related to disability, illness, and injury both of a permanent or temporary nature.

Main Office
1010 Sherbrooke W., Suite 410
Telephone: 514-398-6009
Email: *disabilities.students@mcgill.ca*

Exam Centre
Redpath Library Building
3459 McTavish, Suite RS-56
Telephone: 514-398-2480
Email: *exams.osd@mcgill.ca*

Website: *www.mcgill.ca/osd*

1.10.4 Ombudsperson for Students

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

The mandate of the Ombudsperson for Students at McGill University is to intervene at any point and attempt to resolve issues informally before proceeding to more formal processes. To consult the mandate, visit the website of the Office of the Ombudsperson for Students.

Office of the Ombudsperson
3610 McTavish
Main Floor, Suite 14
Email: *ombudsperson@mcgill.ca*
Website: *mcgill.ca/ombudsperson*

1.10.5 Optional Student Services

As a Continuing Studies student, you are not obligated to pay Student Services fees; however, if you want to use the student services offered at McGill, you must opt in to one of the following packages.

1.10.5.1 Optional Student Services Package for Continuing Studies Students

This optional package is only available to students registered for a minimum of 9 credits in a given term. The fee gives access to McGill's Career Planning Service (CaPS), First People's House, Student Wellness Hub (appointments with physicians, nurses, counsellors, psychiatrists, and other clinicians, and access to lab services), International Student Services, Off-Campus Housing, Office of Religious and Spiritual Life (MORSL), Office for Students with Disabilities, and Tutorial Service.

For more information about the optional Student Services fees, see the *Continuing Studies Fees* section of *mcgill.ca/student-accounts/tuition-fees/tuition-and-fees*.

A McGill ID card is mandatory for access to services.

You may obtain further information or apply for this package at:

Office of the Senior Director, Services for Students
William and Mary Brown Student Services Building
3600 McTa

Website: *www.mcgill.ca/tutoring*

McGill Writing Centre Tutorial Service

The McGill ntr

1.11.1   IT Support

McGill's IT Support site at *mcgill.ca/itsupport*

1.11.5 Secure Your Journey

McGill IT Services wants to ensure students have a safe and secure journey from the moment you apply to the university to graduation, and beyond. Our new Secure Your Journey website contains tips on:

- Starting your McGill journey safely with strong passwords and 2-factor authentication (2FA);
- Learning securely;
- Staying vigilant against cyber threats such as phishing.

Visit *mcgill.ca/cybersafe* for tools and resources to secure your student journey at McGill.

1.12   Resources for Study and Research

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

1.12.1   Libraries

The McGill Library system provides access to *over 9 million items*, both in print and electronic formats, and consists of multiple branches, the McGill University Archives, and the McGill University Visual Arts Collection. Visit *mcgill.ca/library/branches* for a map of all our locations, and bring your McGill ID card if you wish to borrow physical items from Library collections. Access to our electronic resources (e-books, e-journals, databases, etc.) is possible anytime and anywhere. You will be prompted to enter your McGill username and password when accessing our e-resources from off campus.

The Library's website (*mcgill.ca/library*) is the portal to all our resources and services for your learning and research needs. There are thousands of *databases available* that you can choose from when doing a search on any topic. Librarians have created subject guides for each area of study at McGill. Each guide pulls together all the relevant resources for doing research in that field. Find your *subject guide* to get started. In addition, unique scholarly materials from the *Rare Books and Special Collections have been digitized* and are accessible through the library's website. Our website also provides access to items such as *newspapers* and *McGill theses*.

Friendly staff in each branch library can help you locate the information you need. Students have *liaison librarian*s for their departments. Liaison librarians provide *workshops* on finding, organizing, and citing information, visit your classes to provide instruction on doing research for course assignments, and are available to assist you with your questions, whether in person, on the phone, by email, or via online chat.

Most libraries are open up to 90 hours per week, and several branch libraries extend *opening hours* during exam periods. The Library offers a variety of comfortable and attractive spaces, such as individual quiet study areas and group study rooms that can be *booked* for use. Wireles/F2 8.1 1 8j1 wrc8.19(s)Tj3r.77.G0 g/l

Course Number	Course Title	Credits	Notes
CCOM 200	Introduction to Creative Writing	3	
CCOM 206	Communication in Engineering	3	Restricted to and required for students pursuing a B.Sc. in Engineering
CCOM 301	Selected Communication Topic 1	3	
CCOM 302	Selected Communication Topic 2	3	
CCOM 314	Communicating Science	3	
CCOM 315	Writing the Internet	3	
CCOM 414	Advanced Communicating Science	3	

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

Graduate Courses:

Course Number	Course Title	Credits
CEAP 642	Cornerstones of Academic Writing	1
CEAP 652	Fundamentals of Academic Presentations	1
CEAP 661	Literature Review 1: Summary and Critique	1
CEAP 665	Literature Review 2: Establishing Scholarly Niches	1
CEAP 671	Selected Topics in Communication 1	1
CEAP 672	Selected Topics in Communication 2	1
CEAP 676	Thesis Writing Lab	1
CESL 631	Strategies for Academic Communication in English	1
CESL 641	Fundamentals of Academic Writing in English	1
CESL 651	Pronunciation for Effective Communication	1
CCOM 614	Communicating Science to the Public	1
CCOM 615	Communicating Science to the Digital Public	1

Course for School of Continuing Studies Students:

Course Number	Course Title	Notes
CCOM 205	Communication in Management 1	Restricted to and required for students in Career and Professional Development programs offered by the School of Continuing Studies. MWC Departmental approval required.

Courses in Professional Writing (CE Units):

Course Number	Course Title	Notes
YCCM 208	Professional Writing in Business	
YCCM 600	Scientific Writing and Publishing: Graduate ESL	Online

1.12.2.1 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:

General Inquiries: *mwc@mcgill.ca*

- film;
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Telephone: 514-398-7914

Website: *mcgill.ca/historicalcollections/departmental/lyman*

1.12.7 Other Historical Collections

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

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

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

1.13 The University

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

1.13.1 History

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

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

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

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

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

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

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

1.13.2 Incorporated and Affiliated Colleges

1.13.2.1 Incorporated College

Royal Victoria College

3425 University Street, Montreal QC H3A 2A8

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

1.13.2.2 Affiliated Theological Colleges

Montreal Diocesan Theological College

3473 University Street, Montreal QC H3A 2A8
Principal: Rev. Dr. Jesse Zink; B.A.(Acad.), M.A.(Chic.), M.Div.(Yale), Ph.D.(Camb.)

Presbyterian College of Montreal

3495 University Street, Montreal QC H3A 2A8
Principal: Rev. Dr. Roland de Vries; B.A.(Guelph), M.Div.(The Presbyterian College), S.T.M., Ph.D.(McG.)

United Theological College of Montreal

3475 University Street, Montreal QC H3A 2A8
Principal: Rev. Maylanne Maybee; B.A.(Tor.), Dip.Theol., Cert.Ed.(Oxon), M.Div.(Trin. Coll., Tor.)

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

1.13.3 University Government

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

The Governors of the University constitute the Royal Institution for the Advancement of Learning, a corporation 499.. Adv

1.13.5.2 Board of Governors

Board of Governors	
Ram Panda; M.Eng., M.B.A.(McG.)	**Chair**
Suzanne F	**Principal and Vice-Chancellor**

Ex-officio

Dir

REGISTRATION & APPLICATION	Fall Term	Winter Term
		International Students: July 1, 2022
Registration using Minerva for returning Continuing Education – Faculty of Education students	May 31, 2022	May 31, 2022
Registration using Minerva for courses and programs for returning program students	June 8, 2022	October 6, 2022
Registration using Minerva for returning Continuing Studies Independent (Special) Students and newly admitted students for courses and programs	June 15, 2022	October 13, 2022
Deadline for students to register for courses without a late registration fee	August 31, 2022	January 5, 2023
Late registration period with late registration fee ($25 for Continuing Studies)	September 1–12, 2021	January 5 - 17, 2023
Course Change (drop/add) deadline (less $20)	September 13, 2022	January 17, 2023
Deadline to web withdraw (grade of "W") with fee refund from Continuing Studies credit courses (less $20)	September 20, 2022	January 24, 2023
Deadline to withdraw from courses (grade of "W") or University withdrawal (grade "W--") with NO refund	October 25, 2022	March 7, 2023
Last day for students to request fee exemptions and to submit legal documents for proof of Canadian citizenship and proof of Quebec residency to the School of Continuing Studies. Documents received after this date will be updated for the following term only	December 5, 2022	April 13, 2023

LECTURES	Fall Term	Winter Term
Lectures begin in all credit courses and non-credit language courses	August 31, 2022	January 4, 2023
Lectures begin for Intensive English and Intensive French	September 12, 2022	January 9, 2023
Lectures begin in non-credit Career and Professional Development courses (These dates may change depending on the course; refer to the *course listing* for the most up-to-date information)	August 31, 2022	January 5, 2023
Last day of lectures for courses	December 5, 2022	April 13, 2023
Online course evaluation period:	November 10 – December 23, 2022	March 20 – May 1, 2023
Evaluations available for completion on Mercury through *Minerva*		

EXAMINATIONS	Fall Term	Winter Term
Examination period	December 7–21, 2022	April 14–28, 2023
Application deadline for deferred examinations	January 6, 2023	May 8, 2023

STATUTORY HOLIDAYS		
National Patriots' Day (*Journée nationale des patriotes*)	May 23	
Fête Nationale du Québec	June 24	
Canada Day	July 1	
Labour Day	September 5	

STATUTORY HOLIDAYS	
Thanksgiving	October 10
Christmas and New Year	December 23 – January 2
Reading Break	February 27 - March 3
Easter	April 7 and April 10

2.3   Administration and Governance

DEANS	
Carola Weil	**Dean**
Carmen Sicilia	**Associate Dean (Academic)**

ADMINISTRATIVE SERVICES	
Sinikhiwe Niki Maphosa	**Director, Finance and Administration**
Maria Rivas-Rivero	**Director, Advancement and Community Engagement**
David Kynan	**Senior Marketing/Communications Adviser**
Dianna Iasenza	**Senior Administrative Coordinator**
Kathy-Ann Sendecki	**Human Resources Adviser**
Jenny Mezzacappa	**Human Resources Administrative Coordinator**
Pierre Larouche	**Business Services Consultant**
Antoinette Greco	**Assistant to the Associate Dean (Academic)**
Andrée LaHaise	**Administrative Assistant and Building Director**
Kevork Abadjian	**Microcomputer Systems Coordinator**
Marian Pinsky	**Conference & Event Coordinator**
Jessica Romera	**Marketing and Communications Associate**
Nicholas Chartier	**Webmaster**
Lia Chinen	**Graphic Designer**
Victoria Dash	**Assistant to the Dean**
Elena Abbandonato	**Administrative & Student Affairs Coordinator**
Tetiana Kucher	**Student Affairs Administrator**
Wendy Reichental	**Administrative Coordinator**

INSTRUCTOR SERVICES & EDUCATIONAL TECHNOLOGIES	
Jean-Paul Rémillieux	**Director**
Antoinette Greco	**Administrator**

CLIENT SERVICES	
Gianna Giardino	**Senior Manager**
Assunta Cerrone-Mancini	**Manager, Admissions and Convocation**
Vanessa Carillo	**Admission and Convocation Administrator**
Lucia Chimienti	**Student Records and Accounts Officer**
Johnny Martuccio	**Manager, Student Records, Registration and Accounts**
Mary Rubiano	**Graduate and Undergraduate Program Adviser**
Robert Guirguis	**Graduate and Undergraduate Program Adviser**

CLIENT SERVICES

Manager, Car

Fax: 514-398-1769
Email: *language.conted@mcgill.ca*
Website: *mcgill.ca/continuingstudies/languages-and-intercultural-communication*

Faculty Partnerships and Summer Studies
Telephone: 514-398-5212
Fax: 514-398-5224
Email: *summer.studies@mcgill.ca*
Websites: *mcgill.ca/continuingstudies/faculty-partnerships-and-summer-studies*; *mcgill.ca/summer*

Translation Studies
Telephone: 514-398-1484
Fax: 514-398-1769
Email: *translation.scs@mcgill.ca*
Website: *mcgill.ca/continuingstudies/translation-studies*

McGill Writing Centre
Telephone: 514-398-7109
Fax: 514-398-7416
Email: *mwc@mcgill.ca*
Website: *mcgill.ca/mwc*

McGill Community for Lifelong Learning
Telephone: 514-398-8234
Fax: 514-398-2757
Email: *mcll.scs@mcgill.ca*
Website: *mcgill.ca/continuingstudies/mcgill-community-lifelong-learning*

Faculty of Education
Certificate in Inclusive Education
Diploma in Human Relationships, Diversity, and Sexuality
Graduate Certificate in Counselling Applied to Teaching
Department of Educational and Counselling Psychology
Email: *ecpcont.education@mcgill.ca*

Programs for First Nations & Inuit
Department of Integrated Studies in Education
Dr. Stephen Peters
Telephone: 514-398-4527
Email: *stephen.peters@mcgill.ca*

2.4.2   Office Hours

Academic Areas: Regular hours

Monday to Friday, 09:00–17:00

Client Services: Regular hours

Monday to Thursday, 09:00–18:15
Fridays, 09:00–17:00

Exceptions: Kindly consult our website at *mcgill.ca/continuingstudies/client-services* for the most up-to-date business hours.

3 Getting Started

3.1 Admission Requirements

The admission requirements for programs offered through the School of Continuing Studies vary. Please consult the appropriate academic area for the admission requirements for the program to which you would like to apply.

3.2 Programs of Study

3.2.1 Undergraduate Programs

Programs requiring formal admission include:

3.2.1.1 Career and Professional Development

For more information, please see *School of Continuing Studies > Areas of Study > Career and Professional Development (C&PD)> section 4.1.2: Undergraduate Certificate Programs*.

Business and Professional Programs

section 4.1.2.1.15: Certificate in Accounting and Finance

: Certificate in Applied Cybersecurity

section 4.1.2.1.2: Certificate in Applied Cybersecurity

section 4.1.2.1.4: Certificate in Applied Marketing

section 4.1.2.1.5: Certificate in Computers and Information Technology

section 4.1.2.1.6: Certificate in Entrepreneurship

section 4.1.2.1.7: Certificate in Health and Social Services Management

section 4.1.2.1.8: Certificate in Human Resources Management

section 4.1.2.1.9: Certificate in Indigenous Business Management

section 4.1.2.1.10: Certificate in Management

section 4.1.2.1.11: Certificate in Public Administration and Governance

section 4.1.2.1.12: Certificate in Public Relations and Communications Management

section 4.1.2.1.13: Certificate in Software Development

section 4.1.2.1.14: Certificate in Supply Chain Management and Logistics

3.2.1.2 Education

For more information, please see *School of Continuing Studies > Areas of Study > Education > section 4.2.2: About Education Programs*.

Education Programs

section 4.2.2.3.1: Diploma in Human Relationships, Diversity and Sexuality

section 4.2.2.6.1: Certificate in Inclusive Education

section 4.2.2.7.1: Certificate in Education for First Nations and Inuit

section 4.2.2.7.2: Certificate in Indigenous Language and Literacy Education

section 4.2.2.7.3: Certificate (Cert.) Middle School Education in Indigenous Communities (30 credits)

section 4.2.2.7.4: Certificate (Cert.) First Nations and Inuit Educational Leadership (30 credits)

Education Programs

section 4.2.2.7.5: Bachelor of Education for Certified Teachers - Elementary Education: Indigenous Education (90 credits)

section 4.2.2.7.6: Certificate (Cert.) First Nations and Inuit Student Personnel Services (30 credits)

3.2.1.3   Language and Intercultural Communication

For more information, please see *School of Continuing Studies* *> Areas of Study > Languages >* *section 4.4.2: English Language Programs* and *section 4.4.3: French Language Programs*.

Language and Intercultural Communication

section 4.4.4.1: Certificate (Cert.) Proficiency in Bilingual Professional Communication (30 credits)

section 4.4.2.1: Certificate of Proficiency – English for Professional Communication Overview (*30 credits*)

section 4.4.3.1: Certificate of Proficiency – French for Professional Communication Overview (*30 credits*)

section 4.4.2.2: Intensive English Program: Certificate of Proficiency in English – Language and Culture Overview (*Non-credit*)

section 4.4.3.2: Intensive French Program: Certificate of Proficiency in French – Language and Culture Overview (*Non-credit*)

3.2.1.4   Translation

For more information, please see *School of Continuing Studies* *> Areas of Study > Translation Studies >* *section 4.7.3: Translation Studies Programs and Courses*.

Translation

: Graduate Diploma (Gr. Dip.) Legal Translation (30 credits)

3.2.2   Graduate Programs

Programs requiring formal admission include:

3.2.2.1   Career and Professional Development

For more information, please see *School of Continuing Studies* *> Areas of Study > Career and Professional Development (C&PD) >* *section 4.1.3: Graduate Programs, Diplomas, Graduate Diplomas and Graduate Certificates*.

Diploma and Graduate Diploma Programs

section 4.1.3.1.1.2: Diploma in Accounting

section 4.1.3.1.1.3: Diploma in Applied Marketing

section 4.1.3.1.1.4: Diploma in Digital Analytics & Business Intelligence

section 4.1.3.1.1.5: Diploma in Entrepreneurship

section 4.1.3.1.1.6: Diploma in Health and Social Services Management

section 4.1.3.1.1.7: Diploma in Human Resources Management

section 4.1.3.1.1.8: Diploma in Integrated Aviation Management

: Graduate Diploma (Gr. Dip.) Leadership (30 crj1 0 0 1 269.352 601.78 3i Tm(aduate Dion 4.1.3.1.1.5)Tj1 0 0 91 0 0 1 221.861 23Iuate Dion 4.in Inte

Diplomas in Management in 3 Concentrations

- Internet Business Concentration
- General Concentration

Graduate Certificates

section 4.1.3.1.2.2: Graduate Certificate in CPA Professional Education

: #unique_317

section 4.1.3.1.2.3: Graduate Certificate in Entrepreneurship

: #unique_319

section 4.1.3.1.2.4: Graduate Certificate in Health Services Management

section 4.1.3.1.2.5: Graduate Certificate in Human Resources Management

section 4.1.3.1.2.6: Graduate Certificate in International Business

section 4.1.3.1.2.7: Graduate Certificate in Internet Business

section 4.1.3.1.2.8: Graduate Certificate in Public Relations Management

3.2.2.2 Education

For more information, please see *School of Continuing Studies* *> Areas of Study > Education >* *section 4.2.2: About Education Programs*.

Education

School of Continuing Studies *> Areas of Study > Education > About Education Programs >* *section 4.2.2.4: Graduate Certificate in Counselling Applied to Teaching*

School of Continuing Studies *> Areas of Study > Education > About Education Programs >* *section 4.2.2.5: Graduate Certificate in Indigenous Education for Non-Indigenous Educators*

3.2.2.3 Translation

For more information, please see *School of Continuing Studies* *> Areas of Study > Translation Studies>* *section 4.7.3: Translation Studies Programs and Courses*.

Legal Translation

: Graduate Diploma (Gr. Dip.) Legal Translation (30 credits)

3.2.3 Non-Credit Programs

For a list of current Non-Credit programs and the formal admission process, please consult: *Continuing Studies Non-Credit Programs*

3.3 Admission Procedures

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

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

3.3.1 Admission Procedures: Continuing Studies Undergraduate and Graduate Certificates and Diplomas

Client Services at the School of Continuing Studies processes admissions to the School's programs.

McGill's SCS online application form is available at *mcgill.ca/continuingstudies/how-apply-program*. Applications for admission must be submitted online. For more information, please call 514-398-6200 or email *admissions.conted@mcgill.ca*.

Application Deadlines for all programs	Canadian/Permanent Residents	International Students
Fall term	May 1	March 1
Winter term	Sept. 1	July 1
Spring term	Jan. 1	Nov. 1

3.3.1.1 Application Fee

A non-refundable application fee of $95.90 in Canadian or U.S. funds, payable by Visa or MasterCard, is required. This fee includes application for evaluation of transcripts for students requesting Advanced Standing in a program at the time of admission.

McGill's highly secured e-payment service minimizes cardholder risk. Your credit card information is passed instantly to the Moneris payment gateway and is not stored at McGill. Moneris handles 80% of all credit card transactions processed in Canada. McGill University cannot process online applications without a valid credit card. If you cannot pay by credit card, please call 514-398-6200 for assistance.

3.3.1.2 Tracking the Status of Your Application

A notice acknowledging receipt of your application to McGill University will be sent to the email address indicated on your application.

This acknowledgment notice will contain a McGill student identification number and a PIN that you can subsequently use to log on to Minerva, McGill's self-service web-based administrative system.

You will be able to check the status of your application, including the receipt of supporting documents, on *Minerva*.

3.3.1.3 Supporting Documents for Undergraduate Programs

The following documents must be received before the application can be 507.42 Tm(ou wig1 0 0 1 67.52 468.24 Tm(The follo)Tj1 0 0 ocredit card, please call 5 recei)

3.3.1.5 Due Date for Documentation Requirements for McGill Applications

Please refer to the *School's website* for additional information regarding the submission of all required supporting documents, including transcripts, statements of standing, test scores, letters of recommendation, etc. (depending on the program).

3.3.1.6 What are Official Documents at McGill?

McGill requires official versions of all transcripts and statements of Academic Standing from schools or other educational institutions. Test scores and examination results must also be official. At McGill, "official" signifies that the school, educational institution, or Examination Board, for students who write Advanced-level examinations, sends directly to McGill University without intermediary all signed and sealed transcripts, statements of Academic Standing, test scores, and examination results. We do not accept as "official": copies of documents certified by a notary, commissioner of oaths, Canadian Education Centre, or embassy staff member. We do not make conditional decisions based on unofficial transcripts or statements of Academic Standing.

We recognize that in some countries, it is difficult to arrange for schools to send official transcripts. We also recognize that individuals who no longer reside in the country where they studied face particular challenges in arranging for official documentation. Should this be the case, please communicate this to us in writing.

Note: Summary course description(s) are **not** acceptable.

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

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

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

If you are certain that you will study for less than six consecutive months, you need only apply for a T

3.8.1 Undergraduate Courses

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

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

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

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

3.8.2 Graduate Courses

Students must hold a university degree from a recognised university that is equivalent to an undergraduate degree as approved by Graduate and Postdoctoral Studies to be admitted to a graduate-level course.

Note: The number of courses an Independent Student may take is limited. Students are encouraged to apply to a Diploma or Graduate Diploma program before completing four (4) courses and to a Graduate Certificate program before completing two (2) courses. The School of Continuing Studies has no obligation to recognise credits earned by Independent Students toward completion of a Diploma, Graduate Diploma or Graduate Certificate program.

Note: Other academic regulations may apply to Independent Students, depending on the courses in which you register.

For further information please refer to the relevant academic area's section of this publication or to the website: *mcgill.ca/continuingstudies/independent-special-students*. Independent students who wish to register for graduate-level courses must see an adviser prior to registration.

3.8.3 Documents Required to Register for Courses

For more information, see *University Regulations and Resources* > *Continuing Studies* > *Registration for Continuing Studies Students* > *section 1.3.2: Other Ways to Register*.

3.9 Professional Associations

The School of Continuing Studies is involved in cooperative education activities with professional associations. Many of these organizations recognize Continuing Studies courses and programs as credit toward their diplomas and certificates. Membership in the association is recommended and in some cases required. Professional requirements may vary and students must know the regulations of their association especially with regard to Pass/Fail marks and other examination conditions. The School cooperates with the following organizations:

- *section 3.9.1: Association of Administrative Professionals (AAP) - Canadian Certified Administrative Professional (CCAP) Program*
- *section 3.9.2: Canadian Institute of Management*
- *section 3.9.3: Canadian Institute of Traffic and Transport (CITT)*
- *section 3.9.4: Canadian Payroll Association (CPA)*
- *section 3.9.5: Canadian Public Relations Society*
- *section 3.9.6: Chartered Governance Institute of Canada (CGIC)*
- *section 3.9.7: CFA Institute*
- *section 3.9.8: International Association of Business Communicators (IABC)*
- *section 3.9.9: International Institute of Business Analysis (IIBA®)*
- *section 3.9.10: Intellectual Property Institute of Canada (IPIC)*
- *section 3.9.11: L'Ordre des Administrateurs Agréés du Québec*
- *section 3.9.12: Ordre des comptables professionnels agréés du Québec (CPA)*
- *section 3.9.13: Ordre des Conseillers en Ressources Humaines Agréés*
- *section 3.9.14: Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ)*
- *section 3.9.15: Project Management Institute (PMI®)*
- *section 3.9.16: Ordre des Conseillers en Ressources Humaines Agréés*

Full information on the cooperative arrangements can be obtained from the School of Continuing Studies. Students interested in learning more about the CCLP designation and CITT membership, including the full set of requirements to earn and maintain the designation, should contact:

Maria Murjani
Canadian Institute of Traffic and Transportation (CITT)
10 King Street East, Suite 400
Toronto ON M5C 1C3
Telephone: 416-363-5696, ext. 24
Fax: 416-363-5698
Email: *mmurjani@citt.ca*
Website: *www.citt.ca*

3.9.4   Canadian Payroll Association (CPA)

McGill's School of Continuing Studies offers compulsory courses recognized by the Canadian Payroll Association (CPA) toward their two certifications: the Payroll Cce Practitioner (PCP), and the Certified Payroll Manager (CPM).

The CPA awards two levels of certifications - the Payroll Compliance Practitioner Certificate (PCP) and the Certified Payroll Manager Certificate (CPM) upon completion of required courses.

PCP certification is the foundation for a career in payroll. Gain an in-depth understanding of the legislative requirements to keep your organization compliant throughout the annual payroll cycle. CPM certification is the next step for PCP certification holders looking to enter a management position. It gives you the valuable payroll compliance and management skills needed to advance.

PCP certification requires four courses. To learn how to become a Certified Payroll Compliance Practitioner (PCP), please click here. McGill's School of Continuing Studies offers the Introduction to Accounting course recognized by the Canadian Payroll Association for the Payroll Compliance Practitioner (PCP) certification.

CPM certification requires five courses. To learn more about the CPM and Certification Requirements, please click here. McGill's School of Continuing Studies offers the Managerial Accounting, Organizational Behaviour and Compensation and Benefits courses recognized by the Canadian Payroll Association for the Certified Payroll Manager (CPM) certification.

Email: *certification@payroll.ca*

Website: *www.payroll.ca*

3.9.5   Canadian Public Relations Society

The Canadian Public Relations Society (CPRS) is an organization of men and women who practice public relations in Canada and abroad. Members work to maintain the highest standards and to share a uniquely Canadian experience in public relations.

In cooperation with the 14 regional member societies across the country and with like-minded organizations in other countries, CPRS works in many ways to advance the professional stature of public relations and regulates its practice for the benefit and protection of the public interest. We serve the public interest by upholding a standard of proficiency and code of ethics, and by providing ongoing professional development to members and public relations practitioners across Canada.

A few examples of CPRS leadership in the profession include the:

- Accredited in Public Relations (APR®) designation;
- Public Relations Knowledge (PRK)® examination;
-

Canadian Public Relations Society
General inquiries: *admin@cprs.ca*
Website: *www.cprs.ca*

3.9.6   Chartered Governance Institute of Canada (CGIC)

The Chartered Governance Institute of Canada is a division of The Chartered Governance Institute - the international professional body for Chartered Governance Professionals. CGIC is the only global qualifying organization in Canada that grants Chartered status, offering international professional designations - ACG and FCG - by providing the qualification framework and professional education pathway to qualify Chartered Governance Professionals. To become a Chartered Governance Professional, candidates must complete CGIC's *International Qualifying Program* available to qualified candidates, including graduates from McGill University in any discipline. This seven-module program of study includes:

- Corporate Governance
- Company Compliance and Administration
- Company Law
- Interpreting Financial and Accounting Information
- Development of Strategy
- Risk Management
- Boardroom Dynamics

The Institute maintains an international standard exemption policy. Exemptions may be granted based on past education and experience.

For more information, please contact:

Patricia Thacker
Executive Dt 0 0 aionada thalcipline.

The Chartered Go

IPIC is the only professional association in Canada to which nearly all patent agents, trademark agents, and lawyers specializing in intellectual property belong. IPIC has been collaborating with McGill since 1994 in offering the Summer Courses in Intellectual Property. More information can be found on the IPIC website at *www.ipic.ca*.

3.9.11 L'Ordre des Administrateurs Agréés du Québec

The *Ordre des administrateurs agréés du Quebec* is the professional association dedicated to professionals in the field of management and governance in Quebec. It manages the members in Quebec who use the Chartered Administrator (C.Adm.), *Administrateur agréé (Adm.A.)*, and Certified Management Consultant (CMC) professional reserved titles. Its mission, as described in the Professional Code, is to protect the public. Their members are professional managers that are distinguished in management, ethics, and governance. They are company officers and directors, CEOs, managers, and expert advisors in finance, management, financial planning, human resources, real estate, franchising, health, information technology, public administration, and more. In short, chartered administrators are working in all sectors of our economy. They contribute objectively and competently to the advancement of management.

Upon graduation, managers and administrators adhering to the *Ordre* demonstrate to employers and clients that they subscribe to high standards of professionalism, ethics, and competence.

This organization cooperates with universities in order to initiate students into the professional practice of management. It offers to affiliated students special opportunities to exchange with experienced chartered administrators, while they work toward obtaining their official reserved title.

Members of the *Ordre des administrateurs agréés* can also benefit from a discount on the Professional Development Certificate in Condominium Management in Quebec program.

Students interested in becoming a member or obtaining further information on the organization should contact:

Ordre des administrateurs agréés du Québec
1050 Beaver Hall Hill, Suite 360
Montreal QC H2Z 0A5
Telephone: 514-499-0880 or 1-800-465-0880, ext.240
Fax: 514-499-0892
Email: *admission@adma.qc.ca*
Website: *www.adma.qc.ca*

3.9.12 Ordre des comptables professionnels agréés du Québec (CPA)

The *Ordre des comptables professionnels agréés du Québec (Quebec CPA Order)* is a professional order as defined by the Professional Code, that is an body whose primary mission is to protect the public. It is also an order whose members practise an exclusive profession, such that only individuals who hold the CPA auditor designation may practise public accountancy.

The CPA Order, like the 46 other professional orders in Quebec, must carry out specific functions related to issuing permits to new members, updating the roll of the Order, monitoring the practice of the profession and detecting illegal practice. It must also comply with a set of operating rules imposed by the Professional Code.

Created in May 2012 following the unification of the accounting profession, it's the 3rd largest professional order in Quebec with 40,000 members and 5,000 future CPAs and it represents all areas of expertise of the accounting profession at the service of enterprises, organizations and the general public: financial reporting, management accounting, strategy and governance, audit and assurance, finance, taxation.

Hallmark of the quality of professional services provided by CPAs at the national and international level, the Order provides support and guidance to its members by upholding its core values: Integrity, excellence, commitment, innovation and respect.

Maylis Baltazard
Ordre des comptables professionnels agréés du Québec (CPA)
5 Place Ville Marie, bureau 800
Montreal QC H3B 2G2
Telephone: 514-288-3256, ext. 2289 or 1-800-36e0 1 1i1 0 ,gem(xt. t. 2289 or 1-800m(xt.Tn13in13in13in73.762 Tm(t2m3 24tn837)Tj1 0 0 1 67.52 52sdi)Tj1 0 0 1

Website: *www.portailrh.org*

3.9.14   Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ)

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

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

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

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

OTTIAQ
2021 Union Avenue, Suite 1108

4 Areas of Study

4.1 Career and Professional Development

About Career and Prof

Administrative Officers

John Gradek	**Academic Program Coordinator, Supply Chain Management**
Mary Dellar	**Faculty Lecturer**
	Academic Program Coordinator, mic Pr

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4.1.2.1.8 Certificate in Human Resources Management

This certificate provides an introduction to the disciplines and basic practices of human resources management (HRM).

Program Requirements

See *section 4.1.2.1.21: Certificate (Cert.) Human Resources Management (30 credits)*.

4.1.2.1.9 Certificate in Indigenous Business Management

This certificate introduces the knowledge and competencies essential to starting, promoting, and managing a socially relevant business or organization. It focuses on numerical and financial literacy, as well as fundamental communication and management skills.

Program Requirements

See *section 4.1.2.1.22: Certificate (Cert.) Indigenous Business Management (30 credits)*.

4.1.2.1.10 Certificate in Management

This certificate prepares students for positions in general management and sets the stage for further management education.

Program Requirements

See *section 4.1.2.1.23: Certificate (Cert.) Management (30 credits)*.

4.1.2.1.11 Certificate in Public Administration and Governance

This new certificate focuses on public service management and introduces students to the current issues and policies that affect the day-to-day operations of public organizations.

Program Requirements

See *section 4.1.2.1.24: Certificate (Cert.) Public Administration and Governance (30 credits)*.

4.1.2.1.12 Certificate in Public Relations and Communications Management

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

Program Requirements

See *section 4.1.2.1.25: Certificate (Cert.) Public Relations and Communication Management (30 credits)*.

4.1.2.1.13 Certificate in Software Development

This certificate provides a solid foundation in software application development.

Program Requirements

See *section 4.1.2.1.26: Certificate (Cert.) Software Development (30 credits)*.

4.1.2.1.14 Certificate in Supply Chain Management and Logistics

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

Program Requirements

See *section 4.1.2.1.27: Certificate (Cert.) Supply Chain Management and Logistics (30 credits)*.

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

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

Required Courses (30 credits)

CACF 210	(3)	Introductory Financial Accounting	
CACF 215	(3)	Introductory Managerial Accounting	
CACF 305	(3)	Information System Tools in Accounting	
CACF 310	(3)	Intermediate Financial Reporting 1	
CACF 325	(3)	Intermediate Financial Reporting 2	
CACF 340	(3)	Corporate Finance: Value Creation and Decision-Making	
CACF 341	(3)	Taxation: Concepts and Regulations	
CACF 345	(3)	Intermediate Managerial Accounting	

| CACF 450 | (3) | Financial and Working Capital Management |
| CACF 460 | (3) | Applied Personal and Corporate Taxation |

4.1.2.1.16 Certificate (Cert.) Applied Finance (30 credits)

** Admissions no longer accepted. **

This program aims to provide students with the appropriate competencies in the area of finance using learner-centered instructional methods to prepare them for a variety of careers in finance. The program is designed to provide a solid knowledge base in various finance related fields, such as corporate finance, investment banking and portfolio management, risk management, treasury finance, financial planning and sustainable financial management.

Note: There are two external prerequisite courses to the program, which must be taken prior to taking certain required courses in this program. Students who wish to apply for advanced standing for prerequisite courses must complete an Advanced Standing form at the time of admission or they may take an Exemption by Examination test. Prerequisites and corequisites are not included in the total credit requirements for the program.

Prerequisite Courses

| CMSC 101* | (3) | Mathematical Tools for Management Professionals |
| MGCR 211* | (3) | Introduction to Financial Accounting |

* or the Exemption by Examination Test

Corequisite Courses

| CMSC 310* | (3) | Managerial Economics and Analysis |
| CMSC 320* | (3) | Business Statistics |

* or the Ex

Required Courses

CGMG 318	()	Selling Models and Business Negotiation
CMRK 200	(3)	Fundamentals of Marketing
CMRK 225	(3)	Marketing Statistics and Research
CMRK 235	(3)	Digital Media Marketing
CMRK 320	(3)	Principles of Consumer Behaviour
CMRK 321	(3)	Integrated Marketing Communications
CMRK 322	(3)	Basics of Service Marketing
CMRK 325	(3)	Global Marketing
CMRK 430	(3)	Marketing Applications
CPRL 221	(3)	Professional Communication and Networking

4.1.2.1.18 Certificate (Cert.) Computers and Information Technology (30 credits)

The Certificate in Computers and Information Tec

AREAS OF STUDY

CENT 308	(3)	Financing a New Business
CENT 309	(3)	Business Growth Strategies and Issues
CGMG 318	(3)	Selling Models and Business Negotiation
CGMG 319	(3)	International Business Practices
CMSC 310	(3)	Managerial Economics and Analysis

Complementary Course (3 credits)

3 credits from:

CGMG 210	(3)	Fundamentals of Project Management
CPRL 221	(3)	Professional Communication and Networking

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

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

Required Courses (30 Credits)

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

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

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

Required Courses (27 credits)

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

Complementary Course (3 credits)

3 credits from:

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

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

This tailored program is intended for Indigenous students as a result of the need expressed by the Indigenous community leaders. The twenty first century demands multidisciplinary individuals, teams, communities and organizations. This program introduces the knowledge and competencies essential to starting, promoting, and managing a socially relevant business or organization. It focuses on numerical and financial literacy

CPRL 228	(3)	Event Management
CPRL 321	(3)	PR Issues Management
CPRL 322	(3)	Cases in Public Relations

4.1.2.1.26 Certificate (Cert.) Software Development (30 credits)

** Admissions no longer accepted."

The certificate acts as a bridge to higher-level computing qualifications and provides a solid foundation in the concepts and techniques required for effective planning, design, and development of software applications and systems; and applied computer knowledge in networking and internet technologies. The program provides individuals with the knowledge and skills necessary to assume entry-level positions in the field of information technology, data entry operator, data center operations support, software development and maintenance specialist, network administrator, media technician, computer support consultant, help desk analyst, technical support specialist, or web and Internet specialists.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisite

| CMSC 101* | (3) | Mathematical Tools for Management Professionals |

* or the Exemption by Examination test

Required Courses (30 credits)

Programming T

CTPT 310	(3)	Production and Inventory Planning and Control 2
CTPT 311	(3)	Supply Chain Risk Management
CTPT 410	(3)	International Trade and Logistics
CTPT 430	(3)	Fundamentals of Integrated Business Systems

4.1.2.2   Admission Regulations for Certificate Programs

To be admitted to one of the 30-credit certificate programs offered by the Career and Professional Development unit, applicants must hold a CEGEP diploma (Diploma of Collegial Studies in Quebec (DEC)) or equivalent, and meet the English Language Proficiency requirements. Applicants who are 21 years of age and over but do not have the normal academic background for admission may be admitted as mature students provided that they meet the English Language Proficiency requirements. Applicants between 18 and 21 years of age who do not have a CEGEP diploma but have at least a high school leaving certificate may be accepted into a qualifying program, determined by the department. Formal admission to a certificate program will normally follow upon satisfactory completion of the qualifying program provided that all other admission criteria are met. Students below 18 years of age without a CEGEP diploma will not be admitted to a certificate program nor will they be permitted to take courses.

4.1.2.2.1 Admission Requirements for Certificate Programs

To be admitted to a certificate program:

1. Students must hold a CEGEP diploma (Diploma of Collegial Studies in Quebec (DEC) or equivalent); or
2. Students 21 years of age and over who do not have the normal academic background for admission may be admitted as mature students.
3. Students between 18 and 21 who do not have a CEGEP diploma but have at least a high school leaving certificate may be accepted into a qualifying program to be determined by Career and Professional Development. Formal admission to the certificate program will normally follow upon satisfactory completion of the qualifying program.

Students below 18 years of age without a CEGEP diploma (DEC) will **not** be admitted to a certificate program, nor will they be permitted to take courses.

4.1.2.2.2 Proof of Proficiency in English

The language of instruction for most courses and programs at McGill is English; however, students may submit any written work that is to be graded in English or French, except in cases where knowledge of the language is one of the objectives of the course. Applicants must demonstrate the required level of proficiency in English **prior to admission** to McGill University, regardless of citizenship status or country of origin. McGill University has this language requirement in place to ensure that all students are provided with the opportunity to succeed in their chosen program. In all cases, the University reserves the right to require proof of English proficiency if it is deemed necessary at any point during the review process. Below, you will find information on when proof of proficiency is required.

If you answer "yes" to any of the following seven statements, you do **not** necessarily need to provide proof of English proficiency, but must provide documentation to support your answer.

- Have you lived and attended school, for at least four consecutive years, in a country where English is the acknowledged primary language?
- Have you completed both Secondary V (Quebec High School Transcript issued by the *Ministère de l'Éducation*) and a DEC at a French CEGEP in Quebec?
- Have you completed a DEC at an English CEGEP in Quebec, during or later than 2003?
- Have you or will you complete a French Baccalaureate – Option Internationale (British or American section)?
- Have you or will you complete an International Baccalaureate (IB) Group 1 English (Language A: Literature, Language A: Language and Literature, or Literature and Performance) with a result of 5 or better?
- Have you or will you complete the British Curriculum A-Level English with a final grade of C or better?
- Have you completed the British Curriculum GCSE/IGCSE/GCE O-Level English, English Language, English First Language, or English as a Second Language with a final grade of B or better?
- Have you completed or will you complete English as Language 1 or Language 2 in the European Baccalaureate curriculum (in the Schola Europaea system)?

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

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

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

1. TOEFL (Test of English as a Foreign Language):

iBT (internet-based test): minimum acceptable score of 90 overall (with a minimum individual component score of 21 in each of the four components, i.e., reading, writing, listening, and speaking).

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

2. IEL

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

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

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

E) Special Students:

Please consult *School of Continuing Studies* > *Getting Started* > *Admission Requirements* > *Special Student Status* > *section 3.8.1: Undergraduate Courses* for more information pertaining to Special Students.

4.1.2.3.4 Course Terminology

Corequisites

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

Prerequisites

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

the opportunity to meet with industry representatives, course lecturers, and instructors. Please call Career and Professional Development at 514-398-6200 for further information.

4.1.2.3.8 Independent Studies (Special Student Status)

Please consult *School of Continuing Studies* > *Getting Started* > *Admission Requirements* > *Special Student Status* > *section 3.8.1: Undergraduate Courses* for information pertaining to Special Students.

4.1.2.3.9 Time Limits

For a single certificate requiring ten courses (30 credits) the program must be completed within four years of initial registration. For corequisite certificates, the two certificate programs (20 courses, 60 credits) must be completed within eight years of initial registration. Where a certificate program requires more than 10 courses, the time limit will be adjusted accordingly. Time limits will be adjusted accordingly for those students who are granted Advanced Standing or who transfer from one program to another. Students exceeding the time limits may request an extension in writing to the undergraduate adviser. A recommended revision of the program of study must be approved by the Director.

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

4.1.2.3.10 Transfer of Program

For more information, see *School of Continuing Studies* > *Getting Started* > *Admission Requirements* > *section 3.5: Program Transfers*.

4.1.2.4 Language Requirements for Professions

For more information, see *University Regulations and Resources* > *Continuing Studies* > *Graduation* > *section 1.7.6: Language Requirements for Professions*.

4.1.3 Graduate Programs, Diplomas, Graduate Diplomas and Graduate Certificates

In a world of rapid change, innovation, and globalization, graduate-level studies in Career and Professional Development will advance your career. Our lecturers are experts and leaders in many disciplines, sharing their current, relevant, and extensive experience in wide-ranging professions and industries such as:

- Accounting
- Digital Analytics and Business Intelligence
- Entrepreneurship
- Finance
- Health Care
- Human Resources
- Internet Business
- International Business
- Leadership
- Management
- Marketing
- Public Administration
- Public Service
- Public Relations
- Supply Chain Management
- Taxation

The Career and Professional Development unit offers innovative programs featuring multiple learning methods that focus on real-life issues, applications and skills—all while leading to valuable and career-enhancing graduate certificates and graduate-level diplomas. To give yourself an edge at work and in the marketplace, inv

4.1.3.1.1.3 Diploma in Applied Marketing

The Diploma in Applied Marketing is designed to provide graduate-level students with a solid grounding in marketing terminology, theory, and best practices to prepare them for work or allow them to advance in a range of marketing areas. Focus is on hands-on projects, current practice, career networking, and the effects of rapidly changing consumer habits and digital communications technology.

Admission Requirements for the Diploma in Applied Marketing

In addition to the admission requirements outlined at *section 4.1.3.1.1.1: Admission Requirements – Diploma Programs*, students must have a bachelor's degree in any discipline with a CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies in their undergraduate degree.

Program Requirements

See *section 4.1.3.1.1.15: Diploma (Dip.) Applied Marketing (30 credits)*.

4.1.3.1.1.4 Diploma in Digital Analytics & Business Intelligence

The Diploma in Digital Analytics & Business Intelligence equips students for careers in the increasingly important and in-demand fields of digital analytics, business intelligence, and data analytics.

Admission Requirements for the Diploma in Digital Analytics & Business Intelligence

In addition to the admission requirements outlined at *section 4.1.3.1.1.1: Admission Requirements – Diploma Programs*, students must have a bachelor's degree completed in any discipline with a CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies.

Program Requirements

See *section 4.1.3.1.1.16: Diploma (Dip.) Digital Analytics & Business Intelligence (30 credits)*.

4.1.3.1.1.5 Diploma in Entrepreneurship

The Diploma in Entrepreneurship provides students with both the theoretical and practical background they need to launch a sustainable venture. The program is designed not only for entrepreneurs starting new ventures, but also for "intrapreneurs" who are trying to launch a new product or idea within an existing company. It is highly participatory with a hands-on focus that reflects new developments in the context and application of entrepreneurial practices. It is intended to teach students to become high-level problem solvers while maintaining their business savvy.

Admission Requirements – Diploma in Entrepreneurship

In addition to the admission requirements stipulated in *section 4.1.3.1.1.1: Admission Requirements – Diploma Programs*, students must have a bachelor's degree in any discipline with a CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies in their undergraduate degree.

Program Requirements

See *section 4.1.3.1.1.17: Diploma (Dip.) Entrepreneurship (30 credits)*.

4.1.3.1.1.6 Diploma in Health and Social Services Management

** Restricted Program **

The Diploma in Health and Social Services Management program focuses on the development of skills and knowledge required to prepare health care professionals for the day-to-day challenges of managing individuals, complex health care systems, and organizational changes in a variety of health care settings.

Admission Requirements – Diploma in Health and Social Services Management

In addition to the admission requirements stipulated in *section 4.1.3.1.1.1: Admission Requirements – Diploma Programs*, students must have a bachelor's degree in any discipline with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies.

Program Requirements

See *section 4.1.3.1.1.18: Diploma (Dip.) Health and Social Services Management (30 credits)*.

4.1.3.1.1.7 Diploma in Human Resources Management

This diploma provides the knowledge and skills required to become a successful practitioner in human resources management (HRM).

Admission Requirements – Diploma in Human Resources Management

In addition to the admission requirements stipulated in *section 4.1.3.1.1.1: Admission Requirements – Diploma Programs*, students must hav

See *section 4.1.3.1.1.20: Diploma (Dip.) Integrated Aviation Management (30 credits)*.

4.1.3.1.1.9 Diploma in Management

The School of Continuing Studies offers courses leading to the Diploma in Management.

Admission Requirements – Diploma in Management

Please see *section 4.1.3.1.1.1: Admission Requirements – Diploma Programs*.

Diploma in Management: International Business Concentration

This program offers an understanding of issues such as international finance, international business relations, international marketing, Canadian import, export and customs regulations, and business relations.

For program requirements, see *section 4.1.3.1.1.23: Diploma (Dip.) Management: International Business Concentration (30 credits)*.

Diploma in Management: Internet Business Concentration

** Admissions no longer accepted.**

This program will provide students with the opportunity to develop Internet business knowledge and skills.

For program requirements, see *section 4.1.3.1.1.24: Diploma (Dip.) Management: Internet Business Concentration (30 credits)*.

Diploma in Management: General

This program provides students with a broad-based fundamental knowledge of business and sets the stage for further management education. This program is accredited by the Chartered Managers of Canada for the C.Mgr. designation.

For program requirements, see *section 4.1.3.1.1.25: Diploma (Dip.) Management: General (30 credits)*.

4.1.3.1.1.10 Diploma in Professional Practice in Finance

This diploma is a Chartered Financial Analyst (CFA) university-affiliated program and prepares students to write level I, II, and III exams which are necessary to become a CFA Charter holder.

Admission Requir

See *section 4.1.3.1.1.29: Diploma (Dip.) Supply Chain and Operations Management (30 credits)*.

4.1.3.1.1.14 Diploma (Dip.) Accounting (30 credits)

The Diploma in Accounting aims to provide students with competencies in the frontiers of accounting using learner-centered instructional methods. It is designed to provide training in the techniques and nuances expected of a successful professional in various accounting related fields, such as financial and managerial accounting, taxation, auditing and corporate finance.

There are two external prerequisite courses to the program, which must be taken prior to taking certain required courses in this program. Students who wish to apply for advanced standing for prerequisite courses must complete an Advanced Standing form at the time of admission or they may take an Exemption by Examination Test.

Prerequisite and corequisite courses are not included in the total credit requirement for the program.

Prerequisites

CACC 521*	(3)	Concepts of Financial Accounting
CMS2 500*	(3)	Mathematics for Management

* or the Exemption by Examination Test

Corequisites

CMS2 521*	(3)	Applied Management Statistics
CPL2 552	(3)	Strategic Management

* or the Exemption by Examination Test

Required Courses (27 credits)

CCAU 511	(3)	Auditing 1
CCFA 520	(3)	Theory of Capital Structure and Corporate Finance 1
CCFC 511	(3)	Financial Accounting 1
CCFC 512	(3)	Financial Accounting 2
CCFC 513	(3)	Financial Accounting 3
CCMA 511	(3)	Managerial Accounting 1
CCMA 522	(3)	Managerial Accounting 2
CCTX 511	(3)	Taxation 1
CCTX 532	(3)	Taxation 2

Complementary Course (3 credits)

CCAU 520	(3)	External Auditing
CCFA 535	(3)	Theory of Capital Structure and Corporate Finance 2
CCFC 590	(3)	Topics in Accounting and Auditing
CCLW 511	(3)	Law 1
CCMA 523	(3)	Managerial Accounting 3
CEC2 532	(3)	Business Economics
CMIS 541	(3)	Information Systems for Managers

4.1.3.1.1.15 Diploma (Dip.) Applied Marketing (30 credits)

The Diploma in Applied Marketing is intended for students who wish to build on their previous university studies to help prepare themselves for marketing positions in business, industry, or not-for-profit organizations, or to make a career change. This program will introduce students to theories, practices, and recent developments in the field of marketing, and provide an opportunity to apply these in practical situations. Students must have a Bachelor's degree in any discipline with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies.

Required Courses

CGM2 520	()	Sales Management and Negotiation Strategies
CMIS 549	(3)	Digital Media and Search Engine Optimization
CMR2 542	(3)	Marketing Principles and Applications
CMR2 543	(3)	Marketing of Services
CMR2 548	(3)	Processes of Marketing Research
CMR2 556	(3)	Buyer Behaviour
CMR2 564	(3)	Marketing Communications: A Strategic Approach
CMR2 566	(3)	Global Marketing Management
CMR2 570	(3)	Strategic Marketing Planning
CPL2 510	(3)	Communication and Networking Skills

4.1.3.1.1.16 Diploma (Dip.) Digital Analytics & Business Intelligence (30 credits)

This program is designed to provide the fundamentals of digital media, digital analytics and data science technology so as to prepare students for careers in the increasingly important and in-demand fields of digital analytics, business intelligence and data analytics. The program objective is to use data to improve digital media, predict future trends, transform customer experiences, improve productivity, and guide business decision making. As such, students will be uniquely equipped with the deep analytical skills integral to business today.

Corequisite Course (3 credits)

CMS2 500	(3)	Mathematics for Management

Required Courses (30 credits)

CCS2 505	(3)	Programming for Data Science
CMIS 530	(3)	Digital Analytics and Targeting
CMIS 543	(3)	Digital Customer Experience

CCLW 511	(3)	Law 1
CEC2 532	(3)	Business Economics
CEN2 500	(3)	New Venture Formation
CEN2 506	(3)	Financing Startups and Ventures
CEN2 507	(3)	Venture Growth Strategies
CEN2 510	(3)	Practical Entrepreneurship Management
CGM2 520	()	Sales Management and Negotiation Strategies
CPL2 510	(3)	Communication and Networking Skills

Complementary Courses (3 credits)

3 credits from the following:

CGM2 510	(3)	Project Management: Tools and Techniques
CMIS 530	(3)	Digital Analytics and Targeting
CMIS 544	(3)	Digital Marketing Automation, Planning and Technology
CMIS 549	(3)	Digital Media and Search Engine Optimization
CMS2 521	(3)	Applied Management Statistics
CPL2 524	(3)	Introduction: International Business

4.1.3.1.1.18 Diploma (Dip.) Health and Social Services Management (30 credits)

** This is a restricted program **

The Diploma in Health and Social Services Management will prepare students with an integrated base of management knowledge in the field of health and social services management. It will focus on the development of skills in the day-to-day management of the provision of services in terms of both efficiency and human criteria, planning, directing, and coordinating the delivery of services in hospitals, reception centers for the youth and the elderly, local community centers, and other health and social establishments. Individuals will acquire knowledge and develop skills to work with other professionals, for budgeting, managing employees, purchasing equipment, as well as overseeing facilities and equipment worth millions of dollars.

Corequisite

CMS2 500	(3)	Mathematics for Management

Required Courses (27 credits)

CACC 520	(3)	Accounting for Management
CACC 523	(3)	Financial Aspects of Health Care
CGM2 510	(3)	Project Management: Tools and Techniques
CHLC 500	(3)	Health and Social Service Systems
CHLC 502	(3)	Health and Social Services Information Systems
CHLC 552	(3)	Legal and Ethical Aspects: Health and Social Services
CMS2 533	(3)	Lean Operations and Performance Management in Health Services
CORG 551	(3)	Behaviour in Organizations
CPL2 510	(3)	Communication and Networking Skills

Complementary Course (3 credits)

CHLC 590	(3)	Topics in Health Care
CORG 553	(3)	Employee and Labour Relations
CORG 554	(3)	Managing Occupational Health and Safety
CORG 556	(3)	Managing and Engaging Teamwork

4.1.3.1.1.19 Diploma (Dip.) Human Resources Management (30 credits)

This Diploma in Human Resources Management includes a broad range of courses covering concepts, practices, current issues and areas of specialization in the field of human resources management (HRM).

Upon successful completion of the program, graduates will have met the academic requirements of the Quebec Human Resources Professional Association (ORHRI) and will normally be eligible to write the certification exam toward the Certified Human Resources Professional (CHRP) designation (subject to experience requirements).

Required Courses (27 credits)

CORG 551	(3)	Behaviour in Organizations
CORG 553	(3)	Employee and Labour Relations
CORG 554	(3)	Managing Occupational Health and Safety
CORG 555	(3)	Strategic Human Resources Management
CORG 557	(3)	Talent and Performance Management
CORG 560	(3)	Staffing Organizations
CORG 561	(3)	Developing Human Resources
CORG 562	(3)	Total Compensation and Rewards
CORG 565	(3)	Human Resources Information Systems: HRIS

Complementary Courses (3 credits)

CGM2 510	(3)	Project Management: Tools and Techniques
CPL2 510	(3)	Communication and Networking Skills
CPL2 532	(3)	Leading Change
CPL2 533	(3)	Developing Leadership Skills
CPL2 534	(3)	Leading in Diverse and Global Workplaces

4.1.3.1.1.20 Diploma (Dip.) Integrated Aviation Management (30 credits)

This 30-credit program focuses on Aviation Management from a business, economic, financial, legal, managerial, marketing, operational, planning, and policy perspective at the national and international levels. The program focuses on contemporary issues in the following areas: aviation laws and regulations; airline and airport management; air cargo and navigation service management; safety and security; air transportation finance and economics; and change management. Students must have a bachelor's degree in any discipline with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies.

Required courses

CIAM 510	(3)	Overview of the Aviation Field
CIAM 520	(3)	Air Transportation Finance and Economics
CIAM 521	(3)	Aviation Safety and Security Management
CIAM 522	(3)	Aviation Law and Policy
CIAM 523	(3)	Air Navigation Services Management
CIAM 524	(3)	Airline Management
CIAM 525	(3)	Airport Management
CIAM 526	(3)	Air Cargo Management
CIAM 540	(3)	Integrated Aviation Management Project
CPL2 532	(3)	Leading Change

4.1.3.1.1.21 Graduate Certificate (Gr. Cert.) Leadership (24 credits)

The Leadership Program focuses on developing leadership competencies and tools to better manage and lead people. Participants will gain insight into innovative leadership practices, and acquire skills to lead in a diverse workplace, negotiate skillfully, influence teams, and deliver results and leverage business and people data analytics to make effective decisions. The Program uses learner-centered instructional methodology, fostering a deeper understanding of concepts and empowering learners to integrate what they have learned about leadership into immediate practice. Courses are also designed to develop

problem-solving and critical thinking. Courses incorporate simulations, experiential activities, case studies, and industry guest speakers who are industry leaders and experts.

Required Courses (24 credits)

CACC 520	(3)	Accounting for Management
CORG 551	(3)	Behaviour in Organizations
CPL2 511	(1.5)	Business Analytics for Decision-Making
CPL2 512	(1.5)	People Analytics for Decision-Making
CPL2 532	(3)	Leading Change
CPL2 533	(3)	Developing Leadership Skills
CPL2 534	(3)	Leading in Diverse and Global Workplaces
CPL2 552	(3)	Strategic Management
CPL2 591	(1)	Essentials Coaching Skills
CPL2 592	(1)	Performance and Developmental Coaching Skills
CPL2 593	(1)	Transformative Coaching Skills

4.1.3.1.1.22 Diploma (Dip.) Management: Entrepreneurship Concentration (30 credits)

The Diploma in Management with an Entrepreneurship Concentration is open to those who have completed an undergraduate degree other than a Bachelor of Commerce (or equivalent) and wish to obtain a solid understanding of the entrepreneurial skills required to launch a sustainable venture. The course selections are designed to provide a broad range of theory along with fundamentals, soft skills and practical issues presented by experienced entrepreneurs. Students who complete the Entrepreneurship Concentration will acquire the tools necessary to considerably increase their odds of successfully launching and maintaining a new business venture.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites

CEC2 532*	(3)	Business Economics
CMS2 500*	(3)	Mathematics for Management

* or the Exemption by Examination Test

Required Courses (27 credits)

CACC 520	(3)	Accounting for Management
CEN2 500	(3)	New Venture Formation
CEN2 510	(3)	Practical Entrepreneurship Management
CFIN 512	(3)	Corporate Finance

CMR2 566	(3)	Global Marketing Management
CPL2 510	(3)	Communication and Networking Skills
CPL2 524	(3)	Introduction: International Business
CPL2 533	(3)	Developing Leadership Skills

Or any other 500-level course offered and approved by Career and Professional Development.

4.1.3.1.123 Diploma (Dip.) Management: International Business Concentration (30 credits)

In today's marketplace, borders are no longer a barrier to trade. Indeed, the most successful corporations operate in global markets. Companies must therefore develop an understanding of how cultural differences, business etiquette, and political and social differences affect how business is conducted. These developments have in turn led to increased demand for international business education and for credentials that are recognized and valued around the world. This program is designed so as to enable students to learn how to conduct business with and in other countries whose local practices may differ markedly from domestic practices. Students will also study global marketing, financial and managerial accounting, pricing and channels of distribution, international business relations, key factors to consider when entering foreign markets, and communication practices for developing optimal business strategies. Additional topics covered include Canadian import, export, and customs regulations, and venture growth strategies and business in Asian and other emerging markets.

Corequisite (3 credits)

CMS2 500*	(3)	Mathematics for Management

* or the Exemption by Examination Test

Required Courses (24 credits)

CACC 520	(3)	Accounting for Management
CEC2 532	(3)	Business Economics
		Mark

* or the Exemption by Examination Test

Required Courses (27 credits)

CACC 520	(3)		Accounting for Management
CFIN 512	(3)		Corporate Finance
CMIS 530	(3)		Digital Analytics and Targeting
CMIS 543	(3)		Digital Customer Experience
CMIS 544	(3)		Digital Marketing Automation, Planning and Technology
CMIS 549	(3)		Digital Media and Search Engine Optimization
CMR2 542	(3)		Marketing Principles and Applications
CMS2 521	(3)		Applied Management Statistics
CORG 551	(3)		Behaviour in Organizations

Complementary Course (3 credits)

3 credits from:

CCS2 505	(3)		Programming for Data Science
CMIS 545	(3)		Cloud Computing Architecture
CMIS 550	(3)		Fundamentals of Big Data
CMS2 505	(3)		Quantitative Analysis Tools in Decision Making
CMS2 527	(3)		Business Intelligence and Analytics
CMS2 529	(3)		Introduction to Data Analytics

4.1.3.1.125 Diploma (Dip.) Management: General (30 credits)

This Diploma program provides students with broad-based, fundamental knowledge of business management and prepares them for further graduate studies in management. It is also designed to strengthen students' communication, problem-solving, critical thinking, and teamwork skills, competencies that are particularly important for those aspiring to general management positions.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites

CMS2 500*	(3)		Mathematics for Management

* or the Exemption by Examination Test

Required Courses (21 credits)

CACC 520	(3)		Accounting for Management
CCFA 520	(3)		Theory of Capital Structure and Corporate Finance 1
CEC2 532	(3)		Business Economics
CMR2 542	(3)		Marketing Principles and Applications
CMS2 521	(3)		Applied Management Statistics
CMS2 527	(3)		Business Intelligence and Analytics
CORG 551	(3)		Behaviour in Organizations

Complementary Courses (9 credits)

9 credits from:

CCLW 511	(3)		Law 1
CGM2 510	(3)		Project Management: Tools and Techniques

within the public sector. Students must have a Bachelor's degree in any discipline with a minimum CGPA of 3.0 out of 4.0, or 3.2 out of 4.0 in the last two years of full-time academic studies.

Required Courses

CGM2 510	(3)	Project Management: Tools and Techniques
CORG 551	(3)	Behaviour in Organizations
CPAG 500	(3)	Lean Operations in Public Services
CPAG 510	(3)	Current Issues in Public Sector Management
CPAG 515	(3)	Public Regulations and Ethics in the Public Sector
CPAG 520	(3)	Leadership and Governance in Public Organizations
CPAG 525	(3)	Public Finance, Budgeting and Reporting
CPL2 533	(3)	Developing Leadership Skills
CPL2 534	(3)	Leading in Diverse and Global Workplaces
CPL2 552	(3)	Strategic Management

4.1.3.1.128 Diploma (Dip.) Public Relations and Communications Management (30 credits)

This diploma program is intended for those wishing to pursue a career in public relations and communications, those whose management responsibilities include PR/communications, or those already w

Required Courses (30 credits)

CGM2 510	(3)	Project Management: Tools and Techniques
CMS2 505	(3)	Quantitative Analysis Tools in Decision Making
CMS2 515	(3)	Operations Management
CMS2 524	(3)	Management of Service Operations
CMS2 525	(3)	Supply Chain Management
CMS2 527	(3)	Business Intelligence and Analytics
CMS2 531	(3)	Re-Engineering and Integration of Business Systems
CMS2 532	(3)	Lean Operations Systems
CMS2 540	(3)	Six-Sigma Quality Management
CMS2 550	(3)	Supply Chain Field Project

4.1.3.1.2 Graduate Certificates

Graduate Certificates are offered in 7 specialisations that include: Digital Marketing, Entrepreneurship, Health Services Management, Human Resources Management, International Business, Internet Business, and Public Relations Management.

The programs are offered by the School of Continuing Studies. The Graduate Certificates offered consist of five courses (15 credits) to eight courses (24 credits), depending on the specific program.

For a person with a Bachelor of Commerce degree and a solid academic background in business, these graduate-level programs are designed to provide the specialized knowledge you need for today's changing business w

Program Requirements

See *section 4.1.3.1.2.10: Graduate Certificate (Gr. Cert.) CPA Professional Education (24 credits)*.

Graduate Certificate in Entrepreneurship

4.1.3.1.2.8 Graduate Certificate in Public Relations Management

Admission Requirements – Graduate Certificate in Public Relations Management

CCPA 624	(3)	Finance for CPAs
CCPA 642	(0)	Capstone 2 Examination Preparation

4.1.3.12.11 Graduate Certificate (Gr. Cert.) Digital Marketing (15 credits)

The Graduate Certificate in Digital Marketing has been developed for students who wish to upgrade their existing knowledge and skills in marketing to specialize in the dynamic digital environment. The program is designed to provide students with prior marketing knowledge the opportunity to develop a solid understanding of the theoretical foundations, tools, and skills to implement and measure digital strategies, engage with consumers, apply search engine optimization (SEO), optimize the user experience, and develop a digital marketing strategy that is aligned to traditional marketing efforts. The program comprises four required courses and one complementary course.

Required Courses (12 credits)

CMIS 543	(3)	Digital Customer Experience
CMIS 544	(3)	Digital Marketing Automation, Planning and Technology
CMIS 549	(3)	Digital Media and Search Engine Optimization
CMR2 573	(3)	Digital Marketing Communications

Complementary Course (3 credits)

3 credits from:

CGM2 510	(3)	Project Management: Tools and Techniques
CMR2 542	(3)	Marketing Principles and Applications
CMR2 548	(3)	Processes of Marketing Research
CMR2 590	(3)	Topics in Marketing
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CORG 555	(3)	Strategic Human Resources Management
CORG 560	(3)	Staffing Organizations
CORG 561	(3)	Developing Human Resources
CORG 562	(3)	Total Compensation and Rewards

Complementary Courses (3 credits)

3 credits from:

CGM2 510	(3)	Project Management: Tools and Techniques
CORG 553	(3)	Employee and Labour Relations
CORG 554	(3)	Managing Occupational Health and Safety
CORG 557	(3)	Talent and Performance Management
CORG 565	(3)	Human Resources Information Systems: HRIS
CPL2 510	(3)	Communication and Networking Skills
CPL2 532	(3)	Leading Change
CPL2 534	(3)	Leading in Diverse and Global Workplaces

4.1.3.12.16 Graduate Certificate (Gr. Cert.) International Business (15 credits)

In today's marketplace, borders are no longer a barrier to trade. Indeed, the most successful corporations operate in global markets. Companies must therefore develop an understanding of how cultural differences, business etiquette, and political and social differences affect how business is conducted. These developments have in turn led to increased demand for international business education and for credentials that are recognized and valued around the world. This program is designed to enable students, who hold a Bachelor's Degree in Commerce (or equivalent), to learn how to conduct business with and in other countries whose local practices may differ markedly from domestic practices. Students will also study global marketing, leading in global workplaces, key factors to consider when entering foreign markets, and communication practices for developing optimal business strategies. Additional topics covered include Canadian import, export and customs regulations, venture growth strategies and business in Asian and other emerging markets.

Required Courses (9 credits)

CPL2 524	(3)	Introduction: International Business
CPL2 530	(3)	Canadian Import, Export and Customs Regulations
CPL2 554	(3)	International Business Policy

Complementary Courses (6 credits)

CEN2 507	(3)	Venture Growth Strategies
CGM2 510	(3)	Project Management: Tools and Techniques
	(3)	Global Marketing Management

Complementary Course (3 credits)

3 credits from:

CCS2 505	(3)	Programming for Data Science
CCS2 510	(3)	Computer Network and Internet Security
CMIS 545	(3)	Cloud Computing Architecture
CMIS 550	(3)	Fundamentals of Big Data
CMS2 505	(3)	Quantitative Analysis Tools in Decision Making
CMS2 527	(3)	Business Intelligence and Analytics

4.1.3.12.18 Graduate Certificate (Gr. Cert.) Leadership (24 credits)

The Leadership Program focuses on developing leadership competencies and tools to better manage and lead people. Participants will gain insight into innovative leadership practices, and acquire skills to lead in a diverse workplace, negotiate skillfully, influence teams, and deliver results and leverage business and people data analytics to make effective decisions. The Program uses learner-centered instructional methodology, fostering a deeper understanding of concepts and empowering learners to integrate what they have learned about leadership into immediate practice. Courses are also designed to develop problem-solving and critical thinking. Courses incorporate simulations, experiential activities, case studies, and industry guest speakers who are industry leaders and experts.

Required Courses (24 credits)

CACC 520	(3)	Accounting for Management
CORG 551	(3)	Behaviour in Organizations
CPL2 511	(1.5)	Business Analytics for Decision-Making
CPL2 512	(1.5)	People Analytics for Decision-Making
CPL2 532	(3)	Leading Change
CPL2 533	(3)	Developing Leadership Skills
CPL2 534	(3)	Leading in Diverse and Global Workplaces
CPL2 552	(3)	Strategic Management
CPL2 591	(1)	Essentials Coaching Skills
CPL2 592	(1)	Performance and Developmental Coaching Skills
CPL2 593	(1)	Transformative Coaching Skills

4.1.3.12.19 Graduate Certificate (Gr. Cert.) Professional Accounting (24 credits)

** This program is currently not offered. **

The Graduate Certificate in Professional

ACCT 486	(3)	Business Taxation 2
BUSA 364	(3)	Business Law 1
FINE 342	(3)	Corporate Finance

Prerequisite Courses for Diploma in Accounting Students (42 credits)

CCAU 511	(3)	Auditing 1
CCFC 511	(3)	Financial Accounting 1
CCFC 512	(3)	Financial Accounting 2
CCFC 513	(3)	Financial Accounting 3
CCLW 511	(3)	Law 1
CCMA 511	(3)	Managerial Accounting 1
CCMA 522	(3)	Managerial Accounting 2
CCMA 523	(3)	Managerial Accounting 3
CCTX 511	(3)	Taxation 1
CCTX 532	(3)	Taxation 2
CFIN 512	(3)	Corporate Finance
CFIN 522	(3)	Applied Topics: Corporate Finance
CMIS 541	(3)	Information Systems for Managers
CPL2 552	(3)	Strategic Management

Required Courses (16 credits)

ACCT 653	(3)	Issues in Professional Accounting 1
ACCT 654	(3)	Issues in Professional Accounting 2
ACCT 663	(3)	Strategic Aspects of Accounting 1
ACCT 664	(3)	Strategic Aspects of Accounting 2
ACCT 695	(4)	Integrative Analysis
ACCT 699*	(0)	Exam Preparation Seminar

* this course has a credit weight of zero (0).

Complementary Courses (8 credits)

ACCT 683	(4)	Practice of Taxation
ACCT 687	(4)	Assurance Services
ACCT 689	(4)	Financial Business Analysis

4.1.3.12.20 Graduate Certificate (Gr. Cert.) Public Relations Management (15 credits)

Required Courses (12 credits)

CPRL 510	(3)	Fundamentals of Public Relations
CPRL 520	(3)	Applied Public Relations Communication
CPRL 530	(3)	Internal Stakeholder Communication
CPRL 531	(3)	Media Context and Applications

Complementary Course (3 credits)

3 credits from:

CGM2 510	(3)	Project Management: Tools and Techniques
CPRL 515	(3)	Fund-raising and Philanthropy
CPRL 532	(3)	Public Relations Event Management
CPRL 535	(3)	Public Opinion and Public Policy

4.1.3.2   Academic Regulations

In general, diplomas offered by the Career and Professional Development unit comprise ten courses. Some programs, however, have corequisite and prerequisite courses that must be completed by the students in order for them to obtain their certificate or diploma.

Students who believe that they have taken the equivalent of one or more of the corequisites to the program, or one or more of the prerequisite courses that are not part of the program to whi0n580.48 Tm(are not part of the program to whi0n580.48 Tm59096to 1whi0n580.48 0 1 179.958 590.22 T08whi0n580.48 or more of

- Have you or will you complete an International Baccalaureate (IB) Group 1 English (Language A: Literature, Language A: Language and Literature, or Literature and Performance) with a result of 5 or better?
- Have you or will you complete the British Curriculum A-Level English with a final grade of "C" or better?
- Have you completed the British Curriculum GCSE/IGCSE/GCE O-Level English, English Language, English First Language, or English as a Second Language with a final grade of "B" or better?
- Have you completed or will you complete English as Language 1 or Language 2 in the European Baccalaureate curriculum (in the Schola Europaea system)?

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

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

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

1. TOEFL (Test of English as a Foreign Language) – Minimum acceptable scores:

   iBT (Internet-based test): 90 overall (a minimum individual component score of 21 in each of the four components, i.e., reading, writing, listening, and speaking)

   > **Note:** An institutional version of the TOEFL is not acceptable.

2. IELTS (International English Language Testing System) Academic Versions: A band score of 6.5 or better; individual component scores must be 6.0 or better. Regular Academic and UKVI Academic versions are both accepted. Please note that the IELTS indicator test is not accepted by McGill University.

3. McGill SCS TELP (McGill SCS Test of English Language Proficiency): a Category A result.

4. McGill Certificate of Proficiency in English or McGill Certificate of Proficiency – English for Professional Communication: Certificate of Proficiency awarded.

5. University of Cambridge: Cambridge C1 Advanced. Certificate awarded with a grade of "B" or higher (formerly Certificate in Advanced English (CAE)).

6. University of Cambridge: Cambridge C2 Proficiency. Certificate awarded with a grade of "C" or higher (formerly Certificate in Proficiency English (CPE)).

7. Advanced Placement International English Language (APIEL): A minimum score of 4 is required.

8. Edexcel London

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

Advngervnger

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

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

Corequisite

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

Corequisites for Programs

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

Prerequisites for Courses

Admission to certain courses is restricted to students who have reached a certain level of kno

L'Ordre des Ingénieurs du Québec
Windsor Station
1100 Canadiens-de-Montréal Avenue, Office 350
Montreal QC H3B 2S2
Telephone: 514-845-6141
Website: *www.oiq.qc.ca*

4.1.3.4   Language Requirements for Professions

See *University Regulations & Resources* > *Continuing Studies* > *Graduation* > *section 1.7.6: Language Requirements for Professions*.

4.1.3.5   Career and Professional Development Programs with a Minimum CGPA Requirement

If your CGPA is lower than the minimum requirement indicated for the program, please submit the following for consideration with your application and official transcript. This does not apply to applications to the Graduate Certificate in CPA Professional Education as you must meet the minimum CGPA requirements indicated for that particular program.

a) Letter of Intent: A letter, 1–2 pages in length, single-spaced, written in English or French, which addresses the following:

- basis for interest in the program;
- knowledge that would be pertinent to the program; your interest in the field of study and the reasons for applying to our program;
- plans for integrating the training into your current or future career; a description of your professional experience and its relevance, if applicable, to the program;
- awards received or other contributions;
- any additional information relevant to your application.

b) Curriculum Vitae

c) Two Letters of Reference (signed and on letterhead): At least one should be from a current or former employer.

d) GMAT and/or GRE Test Score Results (optional): Submit a copy of the official test score results.

Supporting documents should be delivered to:

Client Services Office
Admissions and Convocation
McGill University
School of Continuing Studies
680 Sherbrooke Street West
Room 1125
Montreal QC H3A 2M7
CANADA

For more information, see *mcgill.ca/continuingstudies/how-apply-program*.

4.1.4   Professional Development and Non-Credit Offerings (CE Units and Other)

The Career and Professional Development unit offers a wide variety of shorter-term courses and programs to meet the needs of working professionals, as well as the general public. If you are interested in acquiring new job-related skills or enhancing your existing credentials, the Career and Professional Development unit delivers engaging market-driven programs, courses, seminars, lectures, and workshops taught by industry experts.

Please visit our website at *mcgill.ca/continuingstudies/professional-development-certificates* for a complete summary of our offerings.

4.2   Education

4.2.1   About Education at the School of Continuing Studies

4.2.1.1   Education (School of Continuing Studies) at McGill

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

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

In addition to those listed on the application website, please refer to specific requirements listed on the program websites. All applications require an official transcript, application fee of CAD$89.52 (non-refundable), proof of Canadian citizenship, permanent code, and proof of residency to qualify for the Quebec rate of tuition.

Application Deadlines for programs offered by the *Department of Educational and Counselling Psychology* :

Fall term: May 1
Winter term: September 1
Spring/Summer term: January 1

4.2.2.3   Diploma in Human Relationships, Diversity and Sexuality

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

or Psychologist are presented under Educational and Counselling Psychology (Counselling Psychology and School/Applied Child Psychology) or Psychology (Clinical Psychology) in Graduate and Postdoctoral Studies.

Required Courses (6 credits)

EDPC 542	(3)	Leadership and Support Roles of the Teacher
EDPC 562	(3)	Career as a Lifelong Process

Complementary Courses (9 credits)

Choose from the following:

Note: These or other courses may be offered in alternate years.

EDPC 501	(3)	Facilitating Relationships
EDPC 502	(3)	Group Processes and Diversity
EDPC 504	(3)	Communication and Critical Conflict Resolution
EDPC 505	(3)	Crisis Intervention Processes
EDPC 507	(3)	Advocacy, Outreach and Leadership
EDPI 543	(3)	Family, School and Community

4.2.2.5 Graduate Certificate in Indigenous Education for Non-Indigenous Educators

The goal of this program is to offer professional development for in-service non-Indigenous teachers supporting their growth as more effective teachers in Indigenous communities. The program addresses subjects of particular interest and need in Indigenous schools, such as cultural socialization, culturally-appropriate teaching strategies, second-language teaching, and the history of Indigenous cultures and peoples.

Admission Requirements

1. An undergraduate degree from a recognized university with a minimum standing equivalent to a cumulative grade point average (CGPA) of 3.0 out of a possible 4.0, or a grade point average (GPA) of 3.2 out of 4.0 in the last two years of full-time studies.
2. A TOEFL minimum score of 86 (iBT; 550 on the PBT) for non-Canadian students from countries where English is not the first language and who have not completed a degree from a recognized university whose language of instruction is English.

Applicants will normally be employed as a teacher by the OFNIE partner, who will in turn recommend the candidate. The final decision for acceptance of candidates rests with McGill.

Further information may be obtained from:

Office of First Nations and Inuit Education (OFNIE)
Telephone: 514-398-4527 extension 089553
Email: *ofnie.education@mcgill.ca*
Website: *mcgill.ca/dise/fnie*

4.2.2.5.1 Graduate Certificate (Gr. Cert.) Teaching Indigenous Education for Non Indigenous Educators (15 credits)

This 15-credit Graduate Certificate Program offers professional development for in-service non-Indigenous teachers supporting their growth as more effective teachers in First Nations and Inuit communities. The program addresses subjects of particular interest and need in Indigenous schools, such as cultural socialization, culturally appropriate teaching strategies, second-language teaching, and the history of Indigenous cultures and peoples.

Required Courses (15 credits)

EDEC 590	(3)	Culturally Appropriate Teaching
EDEC 591	(3)	Cultural Values and Socialization
EDEM 502	(3)	Indigenous Family Dynamics and Supporting Institutions
EDEM 503	(3)	Research Seminar In Indigenous Studies
EDSL 505	(3)	Second Language Acquisition Applied to Classroom Contexts

4.2.2.6 Certificate in Inclusive Education

This certificate is designed to prepare educators to work effectively with students who have special needs.

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

Required Courses (27 credits)

EDEC 201	(1)	First Year Professional Seminar
EDEC 203	(3)	Communication in Education
EDEC 253	(1)	Second Professional Seminar (Kindergarten/Elementary)
EDEM 502	(3)	Indigenous Family Dynamics and Supporting Institutions
EDFE 200	(2)	First Field Experience (K/Elem and Secondary)
EDFE 256	(3)	Second Field Experience (Kindergarten/Elementary)
EDFE 306	(8)	Third Field Experience (Kindergarten/Elementary)

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Naskapi

EDEC 227	(3)	Naskapi Language 1
EDEC 228	(3)	Naskapi Language 2

27 credits from one of the three following Stream course lists:

Stream A: Generalist

Stream B: Physical Education

Stream C: Culture and Language

In order to ensure appropriate choices, students select from the list of Complementary Courses in consultation with the Program Adviser.

Stream A: Generalist

27 credits from the following list:

EDEA 242	(3)	Cultural Skills 1
EDEC 243	(3)	Teaching: Multigrade Classrooms
EDEC 260	(3)	Philosophical Foundations
EDEC 262	(3)	Media, Technology and Education
EDEE 223	(3)	Language Arts
EDEE 230	(3)	Elementary School Mathematics 1
EDEE 245	(3)	Orientation to Education
EDEE 248	(3)	Reading and Writing Inuktitut/Cree
EDEE 253	(3)	Kindergarten Classroom Pedagogy
EDEE 270	(3)	Elementary School Science
EDEE 273	(3)	Elementary School Science 2
EDEE 280	(3)	Geography, History and Citizenship Education
EDEE 283	(3)	Social Studies Pedagogy
EDEE 325	(3)	Children's Literature
EDEE 332	(3)	Teaching Elementary Mathematics 2
EDEE 353	(3)	Third Year Professional Seminar (Kindergarten/Elementary)
EDEE 355	(3)	Classroom-based Evaluation

Stream B: Physical Education

21 credits from the following list:

EDEC 243	(3)	Teaching: Multigrade Classrooms
EDEC 262	(3)	Media, Technology and Education
EDEE 223	(3)	Language Arts
EDEE 245	(3)	Orientation to Education
EDEE 353	(3)	Third Year Professional Seminar (Kindergarten/Elementary)
EDKP 204	(3)	Health Education
EDKP 241	(3)	Indigenous Physical Activities
EDKP 292	(3)	Nutrition and Wellness
EDKP 307	(3)	Evaluation in Physical Education
EDKP 342	(3)	Physical Education Methods

EDKP 494   (3)   Physical Education Curriculum Development

and 6 credits from the following Physical Education courses:

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EDK223s:1(3))Tj1 0 0 1 70.5(3)7.3.98 Tm(EDK229))T/F0F1 3.1 Tf1 0 0 1 67.5574.30798 TmStream Ces:anLanguaPh

EDEC 344   (3)   Advanced Indigenous Language

Complementary Courses (18 credits)

18 credits selected as described below.

Language Courses

6 credits from the following language courses (or other courses as appro

program focuses on the particular psychological, emotional, and social needs of Aboriginal adolescents and the teacher's role in facilitating the transition between elementary and high school.

This certificate may be tak

Complementary Courses (12 credits)

12 credits from the list below or any other course approved by the Director of Programs in First Nations and Inuit Education.

EDEC 230	(3)		Conflict Resolution
EDEC 233	(3)		Indigenous Education
EDEC 244	(3)		Issues in Aboriginal Education
EDEC 262	(3)		Media, Technology and Education
EDEE 245	(3)		Orientation to Education
EDEE 340	(3)		Special Topics: Cultural Issues
EDES 365	(3)		Experiences in Communications

4.2.2.7.5 Bachelor of Education for Certified Teachers - Elementary Education: Indigenous Education (90 credits)

This 90-credit program is designed for teachers who are already certified to teach in elementary schools and who wish to earn a Bachelor of Education degree. Normally, a minimum of 60 credits must be taken in the program, and no more than 30 credits may be transferred from other institutions. Credits may be transferred from programs leading to the certificates in Educational Technology, Second Language Teaching, Inclusive Education, or Indigenous Language and Literacy Education taken concurrently. Credit may also be transferred from the Certificate in Education for First Nations and Inuit, which is normally completed before the B.Ed. Students completing the Bachelor of Education for Certified Teachers following the Certificate in Education for First Nations and Inuit will have accumulated a total of 120 credits, 60 for the certificate and a further 60 for the B.Ed.

The Certificate in Indigenous Language and Literacy Education, the Certificate in Middle School Education in Indigenous Communities, or the Certificate in First Nations and Inuit Educational Leadership may be taken concurrently and completed within the Bachelor of Education for Certified Teachers if the required B.Ed. profile is fulfilled.

This program does not lead to further certification.

Complementary Courses

Candidates enrolled in the program complete 90 credits within the following general pattern.

Academic Concentration (30 credits)

30 credits in five (5) subject areas relevant to elementary education in a 12-9-3-3-3 pattern (i.e., 12 credits in one subject, 9 credits in a second subject, and 3 credits in each of three (3) other subject areas), or 30 academic credits in three subject areas in a 15-9-6 pattern.

Note: Subject areas relevant to elementary education, in broad terms, are the Arts (Art, Music and Drama), English, French, Science, Mathematics, Physical Education, Moral and Religious Education, Social Studies, Educational Technology, or an Indigenous language.

Cultural Development (15 credits)

15 credits of courses that will enhance the candidate's cultural development. These are to be chosen in consultation with the Director of Programs in First Nations and Inuit Education.

Education Concentration (30 credits)

30 credits. Normally the Education concentration is completed within the Certificate in Education for First Nations and Inuit.

Electives (15 credits)

15 credits selected by the candidate after consultation with the Director of Programs in First Nations and Inuit Education.

4.2.2.7.6 Certificate (Cert.) First Nations and Inuit Student Personnel Services (30 credits)

This program is offered by the Department of Educational and Counselling Psychology through Office First Nations and Inuit Education.

This 30-credit program is designed to provide Indigenous school personnel advisers with a training program that will enable them to learn about the principles and practice of personnel services as generally applied in educational settings, to help Indigenous student personnel advisers develop their personal skills, and to modify or adapt their services and the content to best suit the cultural and educational needs of Indigenous students; to encourage Indigenous student personnel advisers to take leadership in developing educational programs that address the social needs of their communities, to upgrade their academic qualifications and professional development; and to develop and make available, in English and in the languages of instruction, collections of professional and scholarly knowledge about students' needs, and services in Indigenous communities.

Bearers of this certificate will be qualified to work as educational and school personnel advisers within the employ of an Indigenous educational authority.

Required Courses (21 credits)

EDPC 201	(3)		Introduction to Student Advising

EDPC 202	(3)	Helping Skills Practicum 1
EDPC 203	(3)	Helping Skills Practicum 2
EDPC 205	(3)	Career/Occupational Development
EDPC 208	(3)	Native Families' Dynamics
EDPC 209	(3)	Basic Crisis Intervention Skills
EDPC 210	(3)	Field Experience

Complementary Courses (9 credits)

9 credits selected from the list below or any other suitable course approved by the Program Adviser.

Registration in EDEM 502, EDKP 204, or any other courses offered by departments other than Educational and Counselling Psychology, or in other programs of this Department is dependent on availability (e.g., through a concurrently offered program) or through an arrangement made with that department or program. The Program Adviser will attempt to make these contacts whenever required.

EDEM 502	(3)	Indigenous Family Dynamics and Supporting Institutions
EDKP 204	(3)	Health Education
EDPI 211	(3)	Social and Emotional Development

4.2.2.8 Academic Regulations

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

Academic Standing

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

Time Limits

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

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

Student Teaching Practicums

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

Advanced Standing and Transfer Credits

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

Advising

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

4.3 Faculty Partnerships and Summer Studies

4.3.1 About Faculty Partnerships and Summer Studies

4.3.1.1 Faculty Partnerships and Summer Studies

McGill Faculties and Schools do a phenomenal job in their respective domains, regularly winning prestigious awards and attaining the highest rankings on Canadian and international lists. The Faculty Partnerships and Summer Studies Office (FPSS) creates synergies between the School of Continuing Studies and McGill's academic units in order to deliver McGill's renowned expertise to new audiences.

4.3.4   Course Offerings: Credit Courses

Credit Courses		
CHEM 181	(3)	World of Chemistry: Food
CHEM 183	(3)	World of Chemistry: Drugs

4.4   Languages

4.4.1   Languages at the School of Continuing Studies

4.4.1.1   About languages at the School of Continuing Studies

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

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

Whatever your language needs, we have the proven track record to deliver exceptional results.

4.4.1.2   Location

Language and Intercultural Communication
680 Sherbrooke Street West, Suite 1181
Montreal QC H3A 2M7
Telephone: 514-398-1212
Fax: 514-398-1769
Email: *language.conted@mcgill.ca*
Website: *mcgill.ca/continuingstudies/language-and-intercultural-communication-0*

4.4.1.3   Administrative Officers

Administrative Officers, Language and Intercultural Communication	
Sarah Leu	**Director**
Kevin Stanley	**Faculty Lecturer and Program Coordinator, English Language and Culture (ELC)**
Margaret Levey	**Associate Director and Program Coordinator, English Credit Program**
Manon Gadbois	**Faculty Lecturer and Program Coordinator, French Credit Program and Special Projects**
Isabelle Aubouy	**Acting Faculty Lecturer and Program Coordinator, French Credit Program and Special Projects, Faculty Lecturer and Program Coordinator, Online French Certificate of Proficiency - Written French for Workplace Communication and Acting Program Coordinator - French Credit Program**
Suzanne Bonn, Ph.D.	**Faculty Lecturer and Academic Coordinator – Customised Language Programs**
Louise Kyrtatas	**Faculty Lecturer and Academic Lecturer, Certificate of Proficiency - English for Professional Communication**
Farida Mobarek-Hadid	**Faculty Lecturer and Coordinator of French Language Proficiency Exams and Special Projects**
Giovanna Julia Mercuri, Albisi	**Faculty Lecturer and Academic Coordinator--English for Health Care**
Yuan Jin Hong	**Academic Associate**

Administrative Officers, Language and Intercultural Communication	
Bryan Chan Yen Johnson	**Faculty Lecturer - Certificate of Proficiency - Written English for Workplace Communication**
Verena Waterstradt	**Program Manager**
Gabrielle Deschamps	**Program Administrator**
Florence Jauffret Goletti	**Program Administrator / Web & Social Media Master - (*On Leave*)**
France Bruneau	**Administrative and Student Affairs Coordinator**
TBA	**Administrative Coordinator**
Diana Carolina Ruiz Garzon	**Administrative Coordinator**
TBA	**Administrative Coordinator**
Paola Samano; B.A.(HEC)	**Administrative Coordinator**
Ronald Wong	**Administrative Coordinator**

For the latest updates on programs and course offerings, please visit our website: *mcgill.ca/continuingstudies/area-of-study/languages*.

4.4.2   English Language Programs

CEEN 332	(3)	English Communication Practice 3
CEEN 411	(3)	English Grammar and Writing Techniques
CEEN 412	(3)	English Oral Communication Techniques
CEEN 421	(3)	English Written Communication Contexts
CEEN 422	(3)	English Oral Communication Contexts

Complementary Courses **

Vocab

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

Residency Requirements and Advanced Standing

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

Time Limits

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

Academic Standing Requirement

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

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

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

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

Special Students

Students not wishing to be admitted to the program may register as a "Special Student" in a course, provided they have taken the Entrance Placement Test (EPT), or have completed the necessary prerequisites. Please consult *School of Continuing Studies > Getting Started > Admission Requirements > section 3.8: Special Student Status* for further information pertaining to Special Students.

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

4.4.2.1.3 Certificate of Proficiency – English for Professional Communication: Entrance Placement Test (EPT)

All new students are required to take an Entrance Placement Test (EPT) to assess their level of proficiency. The EPT is valid for a period of one (1) year from the test date. Students who do not register for a course within this time will be required to retake the EPT.

For information on the Entrance Placement Test dates, please refer to *mcgill.ca/continuingstudies/course/ycten-ept*.

4.4.2.1.4 The Language and Intercultural Communication Unit: Customized English Language Training

The Language and Intercultural Communication unit offers customized English language training for specific professional and academic purposes.

Our programs are tailor-made to meet specific linguistic and communicative needs of local and international groups. We welcome groups of:

- employees from corporations, government agencies, organizations, and institutions;
- elementary, high school, and college teachers, as well as university professors, who are required to teach in English;
- other professionals who are required to work, or who are currently working in an English-speaking environment;
- high school graduates and/or university students.

For more information, please refer to our website: *mcgill.ca/continuingstudies/language-and-intercultural-communication-0*.

4.4.2.2   Intensive English Program: Certificate of Proficiency in English – Language and Culture Overview

The *Certificate of Proficiency in English – Language and Culture* is designed to offer thorough and integrated instruction in English as a Second/Foreign language over eight levels (elementary to advanced).

4.4.2.2.1 English Language and Culture: Academic Regulations

4.4.2.2.1.1 Admission requirements

- Students must be at least 18 years old.
- Students must write an Entrance Placement Test to assess their lev

4.4.3.1 Certificate of Proficiency – French for Professional Communication Overview

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

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

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

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

1) The Preparatory Module comprises four prerequisite courses (one at the basic level and three at the elementary level) of 39 hours each.

2) The Intermediate and Advanced Credit Module consists of ten 3-credit courses of 39 hours each. It includes courses at the 200, 300, and 400 levels.

The program is offered three times a year: in Fall and Winter for a period of 13 weeks (Preparatory and Intermediate and Advanced Credit Modules). In Spring, both Modules last nine weeks. Courses are offered during the evening and on Saturday mornings.

Every student registered in a credit or non-credit course has exclusive access to online pedagogical material and other resources through the myCourses platform. This allows students to participate in virtual projects and/or reinforce their language training on an individual basis and at their own pace. The communication tools integrated in myCourses further consolidate the individual pedagogical support offered by the lecturer.

The program leads, under certain conditions, to the Certificate of Proficiency - French for Professional Communication (see "Academic Regulations"). The level of this certificate corresponds to the Advanced Level recognized by the American Council on the Teaching of Foreign Languages (ACTFL). For

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

4.4.3.2   Intensive French Program: Certificate of Proficiency in French – Language and Culture Overview

The certificate is designed to offer thorough and integrated instruction of French as a second/foreign language over six levels (beginner to advanced).

4.4.3.2.1 French Language and Culture: Academic Regulations

4.4.3.2.1.1 Admission requirements

Note: This program is no longer taking new admissions. Although admission and obtaining a certificate of competence is no longer possible, registration for individual courses is still possible as some courses are still offered until the end of summer 2022.

- Students must be at least 18 years old.
- Students must write a Placement Test to assess their level of proficiency. This test is valid for a maximum of one (1) year. After this period, students must retake the test.

4.4.3.2.1.2 Admission procedures

Students wishing to register in the *Certificate of Proficiency – French Language and Culture* must complete an application for admission (online), including:

- payment of the application fee (CAD$95.20 – non-refundable and may be subject to change without notice) and tuition fees in Canadian funds by Visa/MasterCard, certified cheque, or money order payable to McGill University;
- proof of age (copy of passport or birth certificate). Applicants must be at least 18 years of age;
- payment of mandatory Blue Cross insurance for international students.

Admission to the program is on a first-come, first-served basis. **This is a limited enrolment program.** *Students must attend class before the third day or forfeit their re*

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

Complementary Courses (6 credits)

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

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

4.4.5 TEF Canada (Test d'évaluation de français)/TEFaQ (Test d'évaluation du français adapté au Québec)

The TEF Canada and TEFaQ are French language proficiency tests recognized by the *Ministère de l'Immigration, de la Francisation et de l'Intégration* as a measure of proficiency for its *Certificat de Sélection du Québec* (CSQ) immigration selection process, as well as Citizenship and Immigration Canada (CIC) for its citizenship selection process.

The tests contain four sections:

- Oral Comprehension (40 minutes)
- Oral Expression (15 minutes)
- Written Comprehension (60 minutes)
- Written Expression (60 minutes)

McGill University offers the TEF and the TEFAQ on behalf of the *Chambre de commerce et d'industrie de Paris* (CCIP). For more information about the TEFaQ, visit our website and/or see the *Centre de langue française* and the *TEFAQ candidate manual*. For more information about the TEF Canada, see *Centre de langue française* and the *TEF candidate manual*. The University also offers a preparatory course. Please visit our website fo find more information about this course.

Email: *tefaq.scs@mcgill.ca*
Website: *mcgill.ca/continuingstudies/program/tef-canada-tefaq-test-devaluation-de-francais*

4.5 McGill Community for Lifelong Learning

4.5.1 About the McGill Community for Lifelong Learning (MCLL)

4.5.1.1 The McGill Community for Lifelong Learning (MCLL)

MCLL is primarily for people of retirement age who want to continue learning for the joy of it, and share their knowledge, ideas and experience with others. Whatever your interests or educational background, if you are intellectually curious, you will enjoy expanding your 222.703 Tm(y e)Tj1mCLL2.122 Tm(xpandin ideast

Telephone: 514-398-8234
Administrative Coordinator: 514-398-7515
Email: *mcll.scs@mcgill.ca*
Website: *mcgill.ca/mcll*

Study groups are held in MCLL's own premises during the daytime, on the second floor at 680 Sherbrooke (corner of University), a location with easy access to the McGill metro station or the 24 bus.

4.5.1.3   Administrative Officers

MCLL Administrative Officers	
Ana Milic	**Program Administrator**
Sally Cooper	**Administrative Coordinator**

Special events that have been organised in the past include lectures by McGill faculty, outings to the Macdonald campus and Botanical Gardens, and luncheons to celebrate the holiday season.

4.5.5   Registration

A detailed calendar of study groups is available on the web prior to the beginning of each term. Online registration is available and recommended.

Go to our website: *mcgill.ca/mcll* to view the calendar. To receive the calendar by mail, please contact us:

Telephone: 514-398-8234
Email: *mcll.scs@mcgill.ca*

4.5.5.1   Membership Fees

Because MCLL is grounded in a strong sense of community and because there are many activities of

Course Number	Title	Credits	MWC Placement Test *

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

Faculty Lecturers

Mehdi Babaei; Ross Sundberg.

Academic Associate

Yvonne Hung

4.7   Translation Studies

4.7.1   About Translation Studies

4.7.3.2 Translation Programs

We offer a unique translation program:

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

   Ordre des traducteur