



**University Regulations and Resources (School  
of Continuing Studies)**  
**Programs, Courses and University Regulations**  
**2023-2024**



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

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## **1 General Policies and Information**

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

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### **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.

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### **1.2 Student Rights and Responsibilities**

*Student Rights and Responsibilities*

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

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

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



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

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## 1.5 University Student Assessment Policy

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

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

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

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## 1.6 Policy Concerning Access to Records

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

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

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

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

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

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

- student associations recognized by McGill University for the categories of student to which you belong (limited to your contact and program information);
- schools or colleges that you have attended;
- a professional body or corporation, where relevant;
- the *Ministère de l'Immigration, de la Francisation et de l'Intégration* and/or the *Régie de l'assurance maladie du Québec*; Immigration, Refugees, and Citizenship Canada; and/or the *Ministère de l'Éducation et de l'Enseignement supérieur*;
- Universities Canada, the Association of Registrars of the Universities and Colleges of Canada, and the BCI (*Bureau de coopération interuniversitaire*, previously known as CREPUQ), or the member institutions of these organizations, for the purpose of admissions operations and the production of statistics;
- libraries of other Quebec universities with which McGill has established reciprocal borrowing agreements;
- the appropriate authorities involved with external or internal funding of your fees (financial records may also be disclosed to such authorities);
- students and alumni of the University who have volunteered to speak with students for the purpose of facilitating their integration into the University;
- other universities and colleges, at the discretion of the University, if any information connected to your application is determined to be false and misleading, concealed or withheld, or contains evidence of academic dishonesty or inappropriate conduct;
- regulatory authorities, law enforcement or other persons, as authorized or required by law; and
- McGill Network and Communications Services for the purpose of listing your McGill email address in an online email directory.

In addition to the above, **if you are a candidate for admission to Graduate and Postdoctoral Studies, you will be asked to authorize the University** to request letters of reference on your behalf from referees you have identified, with the understanding that each referee would be provided with information indicating that you have applied to be admitted to McGill University, including your name, the McGill program you have applied to, the academic term when you wish to begin your studies at McGill, and your statement describing how the referee knows you.

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

In addition to the above, **if you are a candidate for admission to the Faculty of Medicine and Health Sciences or to the Faculty of Dental Medicine and Oral Health Sciences in under**

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

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## 1.9.2 Health Insurance – Canadian Citizens and Permanent Residents

### Canadians residing in Canada

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

Studentcare/*Alliance pour la santé étudiante au Québec* (ASEQ)

Telephone: 514-789-8775 or 1-866-795-4435 (Monday to Friday, 9 a.m. to 5 p.m.)

Website: [www.studentcare.ca](http://www.studentcare.ca)

If you are a Canadian student from **outside Quebec**, you should check with your provincial medicare office to ensure that you have valid provincial health coverage while studying at McGill.

### Canadians who have been residing outside of Canada

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

*Régie de l'assurance maladie du Québec* (RAMQ)

425 Boulevard de Maisonneuve O., Suite 301

Montreal QC H3A 3G5

Telephone: 514-864-3411

Website: [www.ramq.gouv.qc.ca/en/pages/home.aspx](http://www.ramq.gouv.qc.ca/en/pages/home.aspx)

**Important:** If you are not eligible, in order to ensure adequate health insurance coverage you may enrol in the *group plan* offered through International Student Services for international students. **Please note that this option is av**





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

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## 1.11 Policy Concerning Cannabis

McGill University has adopted a *Policy Concerning Alcohol, Cannabis and Other Drugs*. This policy applies to all McGill students, faculty, staff and visitors on the Downtown and Macdonald campuses, the Gault Nature Reserv

: *Graduate Certificate (Gr. Cert.) International Leadership in Educational and Administrative Development (15 credits)* \*

: *Certificat d'études supérieur*

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

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

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

## International Students

- Permanent Code Data Form (Notes 1 and 5)



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



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



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



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



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

### 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** – Full-time international students are charged fees at the Quebec tuition rate by default for certain eligible French courses (note exclusions as listed at [mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions](http://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](http://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](http://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*)

Note that this information may be subject to change.

### 2.3.3 Has McGill Received Your Documents?

#### 2.3.3.1 Quebec/Canadian/International Fees and Immigration Status

Once McGill has received 06 Tm (Note th24m(Ona0 0b1019t.313.139.6152 670.4 F)Tj1 0her) 52.80.12 Tmtak69 241.58 Tm(1.813313.139.6152 6s 5- Tmbement with the

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

- New students must be registered for at least one course to obtain an ID card.
- You must allow for at least 24 hours after you have registered for your first course before requesting an ID card.
- If you do not register for consecutive terms, you should retain your ID card to avoid having to replace it when you re-register.
- If your card has expired, there is no charge for a replacement if you hand in the ID card.
- If you change programs or faculties, there is no charge to issue a new card if you hand in the ID card.
- If your card has been lost, stolen, or damaged, there is a replacement fee; please see the [Student Records](#)

2. Provide us with a copy of the appropriate legal document with the updated legal name (if we don't already have a copy); the list of acceptable documents is listed above
3. Submit the completed form and copy of the legal document by email attachment (PDF or

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## 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 > Key Dates, 2023–2024](#) and at [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** found at [mcgill.ca/continuingstudies/scs-current-students/scs-schedules/scs-important-dates](#) 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.

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### 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 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.

#### 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 [section 3.2: Other Ways to Register](#)).

#### 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, Summer Studies short courses, workshops, and seminars, these courses will appear on your official transcript but will not count toward the completion of your degree requirements.







You can change sections, add, and drop courses only during the add/drop period. You will be charged a \$20 administrative fee for each course dropped. Refer to the [Important Dates Supplement](#) for specific add/drop dates. Courses dropped before and during the Late Registration and add/drop period will not show on your record.

### 3.3.2.1.2 How to Withdraw From a Course – Grade of “W”

You can withdraw from a course in one of two ways:

- Online using [Minerva](#) (*Registration Menu*)
- In person by completing a “Request for Course Withdrawal Form” available at [mcgill.ca/continuingstudies/current-students/registration/course-withdrawal](http://mcgill.ca/continuingstudies/current-students/registration/course-withdrawal) and bringing it to the Client Services Office

There are two withdrawal periods for the Fall and Winter terms; one with a refund and one without a refund.

It is very important that you take note of the deadlines for obtaining a refund.

If you miss the fee refund deadline, you are responsible for all course fees. During both withdrawal periods, you may withdraw from course(s) using Minerva. You will be given a grade of “W,” which does not affect your CGPA. Failure to officially withdraw will result in a grade of “J” (incomplete/failure), which counts as “0” in GPA calculations.

Official registration and withdrawal dates are published before the start of each term. Refer to the [Important Dates Supplement](#) for specific dates.

### 3.3.2.2 Minerva Registration Schedule 2023–2024

Registration		
	Fall	Winter
Returning students	June 7–August 30	October 5–January 4
Newly admitted students	June 14–August 30	October 12–January 4
Returning (Independent) Special Students	June 14–August 30	October 12–January 4
Late Registration and Add/Drop Period		
	Fall	Winter
All students except for those in non-credit <i>Professional Development</i> and <i>Faculty Partnerships</i> and <i>Summer Studies</i> courses	August 31–September 12	January 5–16

### 3.3.2.3 Effective Date for Refunds

It is solely your responsibility to initiate a course change (i.e., add/drop/withdrawal) by submitting a form to your student affairs office. Neither notification of the course instructor nor discontinuing class attendance is sufficient.

The effective date for refunds will be the date on which the official Course Change Form was completed or the date the change was made on Minerva.

Refunds are not automatically issued as a result of course changes. You must specifically request a refund in writing; otherwise, any amount owing to you as a result of a course withdrawal or overpayment will be credited to your fee account.



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

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

#### Refund Request

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

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

### 3.3.3 Auditing of Courses

McGill does not permit auditing of courses.



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

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### 3.4 Class Schedule

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

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

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

- The Quebec universities concerned may, at their discretion, refuse the registration of a student for any of their courses.
- You must complete your faculty and program requirements.
- Y

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## 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](https://mcgill.ca/student-accounts/tuition-fees). The University will publish this schedule as soon as the fees for the 2023–2024 academic year are announced. The School of Continuing Studies is not responsible for any fees payable to an external association or institute.

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### 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.

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### 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 UnivIn

### 4.3.2 International Students

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

For more information concerning fee exemptions, visit [mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions](http://mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions) or contact [Service Point](#).

### 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 3.3: Course Information and Regulations](#) or on the Continuing Studies website at [mcgill.ca/continuingstudies/fees-and-tuition](http://mcgill.ca/continuingstudies/fees-and-tuition). The MACES fee is included where applicable (see [section 13.8: Student Governance: McGill Association of Continuing Education Students \(MACES\)](#)).

### 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 the School, 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.

### 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](http://mcgill.ca/hr/benefits/tuition). Should you not successfully complete the courses as detailed in the policy, the fee exemption will be cancelled and you will be required to pay these fees according to regular payment deadlines.

### 4.3.6 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](http://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](http://mcgill.ca/hr/employee-relations/policies-procedures).

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## 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 (*SSMU*, *PGSS*, or *MCSS*), except in certain cases where the student is in more than one program. For further information about MACES, see [section 13.8: Student Governance: McGill Association of Continuing Education Students \(MACES\)](#).

- **MACES Health and Dental Plan:** Please see [mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/insurance#macesperplan](http://mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/insurance#macesperplan) for details.
- **MACES Keep.meSAFE Fee:** Please see [mcgill.ca/student-accounts/tuition-fees/fee-descriptions#mo](http://mcgill.ca/student-accounts/tuition-fees/fee-descriptions#mo) for details.
- **MACES Dialogue Fee:** Please see [mcgill.ca/student-accounts/tuition-fees/fee-descriptions#mo](http://mcgill.ca/student-accounts/tuition-fees/fee-descriptions#mo) for details.
- **MACES Legal Protection Fee:** Please see [mcgill.ca/student-accounts/tuition-fees/fee-descriptions#mo](http://mcgill.ca/student-accounts/tuition-fees/fee-descriptions#mo) for details.
- **SCS Career Development Success Package (SCSD):** This fee is compulsory and is charged to all School of Continuing Studies (SCS) students who are members of MACES, registered in credit and non-credit courses in the Fall, Winter, and Summer terms. Students enrolled in credit courses are charged \$6.60 per credit and students in non-credit courses are charged the corresponding amount (\$6.60 per billing hour, typically three per course).

Students will have access to a consolidated suite of services offered by the McGill Writing Centre (MWC) Tutorial Service, while they remain fee-paying students, in addition to career services provided by the Career Advising and Transition Services (CATS) unit while fee-paying students and up to 18

months post-graduation. The fee is valid for five years, effective Fall 2019, up to and including Winter 2024 at which time MACES will bring the student fee back to the student body in a referendum.

#### 4.4.1 Administrative Charges

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

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

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

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

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

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

For further information about administrative charges, see [mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/society-services-and-administrative-fees](https://mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/society-services-and-administrative-fees).

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#### 4.5 Other Fees for Continuing Studies Students

##### Other Fees (rates as of 2023–2024)

International Student Health and Accident Plan (compulsory; please see [mcgill.ca/student-accounts/tuition-fees/non-tuition-char](https://mcgill.ca/student-accounts/tuition-fees/non-tuition-char)



**Other Fees (rates as of 2023–2024)**

Balances between \$300.01 and \$1,000	\$50
Balances greater than \$1,000	\$75

Interest on outstanding balances (rate determined in February, to be applicable on June 1, is 1.24% monthly or 14.88% annually)

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.

#### **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](mailto:student.aid@mcgill.ca)  
Website: [mcgill.ca/studentaid](http://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.

#### **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 Univ

You need to notify the University at least one month before the beginning of the term in which the contract takes effect. For more information and the required forms, see [mcgill.ca/student-accounts/parents-and-sponsors/third-party-sponsorship](http://mcgill.ca/student-accounts/parents-and-sponsors/third-party-sponsorship).

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

#### 4.6.5 Fees for Students in Two Programs

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

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

#### 4.6.6 Other Policies Related to Fees: Quebec Inter-University Transfer Agreements

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

IUT students taking courses at McGill are required to pay additional course charges that are compulsory upon registration, such as special activity charges, course material costs, or campus printing charges. Therefore, IUT students should familiarize themselves with e-billing in [section 4.2: Billings and Due Dates for Continuing Studies Students](#) to ensure that they do not miss critical payment deadlines.

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

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### 4.7 Loans and Bursaries for Continuing Studies Students

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

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### 4.8 Corporate Tax Benefits for Continuing Studies Students

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

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### 4.9 Tax Slips for Continuing Studies Students

T4A (RL-1), T2202, and Relevé 8 slips are issued on *Minerva* under the *Student Accounts Menu* by the end of February each year. Note that a Quebec permanent code, a social insurance number and a valid mailing address are required to be transmitted to Revenu Québec by the University as part of its tax reporting for both the T4A and the Relevé 8 slips; therefore, it is highly recommended that if you expect to be completing a Quebec income tax return, you provide this information to the University upon registration. More information on these slips is available on [mcgill.ca/student-accounts/your-account/tax-information](http://mcgill.ca/student-accounts/your-account/tax-information).

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## 5 Student Records

Students must inform themselves of University rules and regulations and keep abreast of any changes that may occur. The *Student Records* section of this publication contains important details pertaining to academic standing, grading and grade point averages (GPA), and transcripts, as well as oat may 22.picand lo0 Tw1 0

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## **5.1 Academic Standing**

When you first start your program, and in your first term, you are deemed to be in Satisfactory Standing.

- you must carry a reduced load (maximum 14 credits per term);
- you must raise your CGPA to return to Satisfactory Standing;
- you should see your departmental advisor about your course selection;
- you should see your Faculty advisor to discuss degree planning.

You will be placed in Probationary Standing:

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

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

If you are in Unsatisfactory Readmitted Standing:

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

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

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

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

If you are in Unsatisfactory Standing:

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

You will be placed in Unsatisfactory Standing:

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

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

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

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

If your Standing changes to Unsatisfactory:

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

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

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

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

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



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

#### 5.1.4 Academic Standing: Faculty of Education

Education students, see [Faculty of Education](#) > [Undergraduate](#) > [Faculty Regulations for Undergraduate Programs](#) > : [Academic Standing](#).

#### 5.1.5 Academic Standing: Faculty of Engineering

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

**Note:** The Faculty determines ulati

### 5.1.5.3 Unsatisfactory Standing: Faculty of Engineering

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

a CGPA that is less than 1.20

**or**

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

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

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

#### **Students in Interim Unsatisfactory Standing after the Fall term:**

You may continue with your studies under the following conditions:

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





**Graduate Grading**

B+75-79%

3.3

75-79%

**Other Grades**

- |                         |   |
|-------------------------|---|
| <b>W</b>                | – withdrew; a course dropped, with permission, after the Course Change deadline; not calculated in TGPA or CGPA.  |
| <b>WF</b>               | – 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.) |
| <b>WL</b>               | – faculty permission to withdraw from a deferred examination; not calculated in TGPA or CGPA.   |
| <b>NA or &amp;&amp;</b> | – grade not yet available.<br>no grade; student withdre   |

#### 5.4.4 Official Transcripts

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

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## 5.7 Non-Evaluated Work for Continuing Studies Students

If you are attending a course that has an evaluation process (such as an examination or other criteria), you may choose not to be evaluated. To do this, you must complete the required form at: [www.mcgill.ca/continuingstudies/current-students/student-records/grades/non-evaluated-work-ne-grades](http://www.mcgill.ca/continuingstudies/current-students/student-records/grades/non-evaluated-work-ne-grades), prior to the start of the third lecture. Submitting this request will result in a grade of NE on your academic record. Under no circumstances will a course with a grade of NE (No Evaluation) count toward a certificate, diploma, or degree program. Note that only courses administered by Continuing Studies can have a grade of NE.

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](http://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.

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## 5.8 Changes to Student Records after Normal Deadlines

### 5.8.1 Student Record Changes

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

### 5.8.2 Registrar Deadlines

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

### 5.8.3 Before Registrar Deadlines

For record changes after the normal deadlines published in this publication, but before the

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

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

### 5.9 Letters of Attestation for Continuing Studies Students

You may obtain Letters of Attestation on [Minerva](#) under the Student Records Menu. You can also make a request at the Client Services Office. This letter will confirm that you are registered for the current term with the School of Continuing Studies, and will also include the following information:

- Registration load (full/part-time)
- Courses (course numbers and titles)
- Credit or CE units for each course
- Beginning and end dates for each course
- Certificate or diploma program in which the student is registered

If you require information from previous terms, you may order a transcript ([www.mcgill.ca/student-records/transcripts](http://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](http://www.mcgill.ca/student-records/proof-reg).

## 6 Examinations: General Information



**Note:** The University Exam Regulations governed by the University Student Assessment Policy are available at [mcgill.ca/exams/regulations](http://mcgill.ca/exams/regulations).

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

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

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

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

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

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

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

You can find information about issues related to academic integrity at [mcgill.ca/students/srr/honest](http://mcgill.ca/students/srr/honest).



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



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



**Note for Medicine:** Refer to [mcgill.ca/ugme/policies-procedures/examinations](http://mcgill.ca/ugme/policies-procedures/examinations).



**Note for Continuing Studies Students:** You should consult the academic sections of this publication for particular regulations.

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

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

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## 6.2 Credit by Examination

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

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## 6.3 Final Examinations

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



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



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

### 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 F

**10.** These regulations, and any variations to them, shall be made kno

### 6.3.3 Examination Conflicts for Continuing Studies Students

If you have an examination conflict, you must complete an “**Examination Conflict Form**” and return it to the *Client Services Office* for approval at least 20 days before the start of the examination schedule. The form must be accompanied by supporting documentation, and there is a \$45.16 fee (non-refundable) for rescheduling an examination. Only under exceptional circumstances are examinations rescheduled. You can find the form at [www.mcgill.ca/continuingstudies/current-students/exams/exam-conflicts-and-deferrals](http://www.mcgill.ca/continuingstudies/current-students/exams/exam-conflicts-and-deferrals).

### 6.3.4 Supplemental Examinations

If you are in [section 5.1: satisfactory or probationary standing](#) and received a grade of D, F, J, or U, you may be eligible to write a supplemental exam, which will count for a substantial percentage of your final grade. Your initial grade will still appear on your transcript, and both will be calculated into your CGPA.

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

The following rules and conditions apply:

- You must be in Satisfactory or Probationary Standing;
- You must have received a final grade of D, F, J, or U in the course;
- A non-refundable fee for each supplemental exam application is assessed at the time of application and charged directly to your McGill account; consult the Student Accounts website for the fee at [mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/other](http://mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/other);
- Only one supplemental examination is allowed in a course;
- Supplemental examinations are available for most courses given in the Faculties of Arts, Science, Education, Religious Studies, and the School of Social Work;
- Supplemental examinations are not available for courses administered by Agricultural and Environmental Sciences, Engineering, Management or Music;
- Special permission is required if you want to write supplemental exams totalling 9 Tmnthe stan 8 cif its/F1 10 Tf1 0 0 1 67.52 465.338 Tm(•)Tj-0.451 035.F1 8.1 T





### 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.

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.*

### 6.3.5.4 Mark Verification

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

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

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

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## 6.4 Examinations: External Exam Proctors

Upon request, McGill will act as proctor for paper-based and online exams from universities or professional accreditation associations and organizations.

For complete information on scheduling, fees, payment and all other details please consult the *Exams website*.

### 6.4.1 Contact Information

Email: [proctor.es@mcgill.ca](mailto:proctor.es@mcgill.ca)

Website: [mcgill.ca/exams/dates/proctor](http://mcgill.ca/exams/dates/proctor)

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## 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.** **ym requirements** **6•tre: or**

## Minimum Residency Requirement

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

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

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



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

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

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## 7.1 Apply to Graduate

**Most undergraduate students and non-thesis graduate students (master's, certificates, diplomas) must use [Minerva](#) to apply to graduate** (go to [Student Records > Apply for Graduation for Your Primary Curriculum](#)). It is your responsibility to inform the University of your intention to graduate. You need a minimum residency requirement of 60 credits at McGill to qualify for a McGill undergraduate degree. For more information, see [section 7: Graduation](#). The minimum CGPA required to graduate is 2.00, and you must be in Satisfactory Standing.

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

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

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

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

### 7.1.1 Deadlines

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

If you miss one of these deadlines, contact your faculty 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 advisor [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](http://mcgill.ca/students/advising).



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

**Note for Graduate and Postdoctoral Studies:** If you miss one of these deadlines, you must follow the procedures at [mcgill.ca/gps/students/registration/graduating](http://mcgill.ca/gps/students/registration/graduating)



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

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## 7.2 Graduation Approval Query

As a graduating student, you can view the status of your graduation record on *Minerva* during the Faculty review and approval process (go to *Student Records > Graduation Approval Query*). The Graduation Approval Query form becomes available to graduating students in early January for Fall term graduation, in early April for Winter term graduation and in early September for Summer term graduation.

If you meet all requirements for graduation, your graduation record will indicate **Faculty Approved** on the Graduation Approval Query, and your transcript on Minerva will display the **Degree Granted** notation after the approval of degrees by University Senate and according to this schedule:

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

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



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

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## 7.3 Graduation Honours

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

### 7.3.1 Graduation Honours: Dean's Honour List for Continuing Studies Students

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

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



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

**Note for Continuing Studies Students:** If you are graduating from a certificate or a diploma program, you may be awarded the designation of Dean's Honour List if you have completed a minimum of 21 McGill credits toward your certificate (residence)

## 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 Translation

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

Value: two prizes of \$300.

### Resolute Forest Products Prizes

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

Value: \$350 each.

### Tata Communications Prize in French as a Second Language

Established in 1989, this prize is awarded annually to the student obtaining the highest standing in the Certificate of Proficiency in French.

Value: \$300.

Students are eligible for awards only in the year they have completed their program.

## 7.5 Replacing a Diploma

### 7.5.1 Required Documents

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

#### Replacing a lost diploma

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

#### Requesting a diploma following your Convocation ceremony

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

#### Modifying the name on your diploma

If you have had a name change after graduation, and need to obtain a replacement diploma with your new name, you must first follow the steps to [request a name change](#) by completing and signing a [Personal Data Change Form](#) and submitting the [section 2.5: requisite supporting documentation](#). Once you

have received confirmation that the name on your McGill record has been updated, you can then submit a request for a replacement diploma and pay for its replacement and delivery via courier using the [ES Services eStore](#).

### **7.5.2 Submitting Your Request**

You can submit a request and pay for a replacement diploma and delivery via the [ES Services eStore](#).

### **7.5.3 Certified Copies**

Enrolment Services will certify copies of your diploma in the original language or issue certified translations in English (from the original Latin) or French (from the original English or Latin).

#### **Submitting your request for a certified copy**

You can submit your request and pay the requisite fee via the [ES Services eStore](#).

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## **Language Requirements for Pr**

## 7.7 Aegrotat Standing and Degree at McGill University

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

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

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

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## 8 Advising and the University Mission

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

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### 8.1 The Role of the Student in Advising

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

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### 8.2 Contact Information for Continuing Studies Advising

#### Client Services Office

Telephone: 514-398-6200

Email: [info.conted@mcgill.ca](mailto:info.conted@mcgill.ca)

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

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## 9 Service Point

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

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

- certified or translated copies of diplomas
- degree verification
- help with admissions
- help with Minerva
- international health insurance cards and exemptions
- McGill ID cards
- official transcript pick-up
- replacement diplomas
- student exchanges/study abroad

- submitting legal documents
- tuition and fees information
- pick-up of alternative U.S. Loans

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

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

For a complete list of student services and resources at McGill, see [mcgill.ca/student-services/](http://mcgill.ca/student-services/).

For more information about Service Point, see [mcgill.ca/servicepoint](http://mcgill.ca/servicepoint).

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## 9.1 Location

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

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## 10 Student Services

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

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### 10.1 Office of the Executive Director, Services for Students

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

For information, contact:

Telephone: 514-398-8238  
Website: [mcgill.ca/student-services](http://mcgill.ca/student-services)

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.

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### 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](mailto:deanofstudents@mcgill.ca)  
Website: [mcgill.ca/deanofstudents](http://mcgill.ca/deanofstudents)



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### 10.3 Student Accessibility and Achievement

Student Accessibility and Achievement 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: [access.achieve@mcgill.ca](mailto:access.achieve@mcgill.ca)

#### Exam Centre

Redpath Library Building  
3459 McTavish, Suite RS-56  
Telephone: 514-398-2480  
Email: [access.exams@mcgill.ca](mailto:access.exams@mcgill.ca)

Website: [www.mcgill.ca/access-achieve/contact-us](http://www.mcgill.ca/access-achieve/contact-us)

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### 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 Street  
Main Floor, Suite 14  
Email: [ombudsperson@mcgill.ca](mailto:ombudsperson@mcgill.ca)  
Website: [mcgill.ca/ombudsperson](http://mcgill.ca/ombudsperson)

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### 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.

#### 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](http://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 McTavish Street, Room 4100  
Telephone: 514-398-8238

If you are admitted to a credit or non-credit Certificate, Diploma, or Special Intensive Language program, you can register for CaPS at [www.mcgill.ca/caps](http://www.mcgill.ca/caps).

You may contact CaPS at:

Career Planning Service (CaPS)  
William and Mary Brown Student Services Building  
3600 McTavish Street, Suite 2200  
Telephone: 514-398-3304  
Email: [careers.caps@mcgill.ca](mailto:careers.caps@mcgill.ca)  
Website: [www.mcgill.ca/caps](http://www.mcgill.ca/caps)

### **10.5.3 McGill Athletics Package for Continuing Studies Students**

McGill athletics facilities include:

- fitness centre, aerobics room, two gymnasia;
- [www.mcgill.ca/caps](http://www.mcgill.ca/caps)

## 10.6 Bookstore

### 10.6.1 Downtown Campus

The *Le James* – McGill Bookstore sells a full range of books for the academic and professional community, stationery supplies, McGill clothing, and gift items. Visit the *Le James* website to sign up for the newsletter so you are the first to know about services, promotions, store hours, and so much more. The *Le James* [online store](#) is open year-round, and you can shop 24/7 from the comfort of your home.

**Main Store:**

680 Sherbrooke Street West

Website: [lejames.ca](http://lejames.ca)

### 10.6.2 Macdonald Campus

Located on the main floor of the Centennial Centre, the Mac Campus Bookstore carries textbooks and course materials for Macdonald Campus classes. McGill and Macdonald clothing and insignia items are also available. Shop online 24/7 at [lejames.ca](http://lejames.ca).

**Mac Campus Bookstore**

Macdonald Campus Centennial Centre

21111 Lakeshore Road, Sainte-Anne-de-Bellevue

Website: [lejames.ca](http://lejames.ca)

### 10.6.3 Institutional Sales Department

The Institutional Sales Department (formerly the McGill Computer Store; MCS) is dedicated to the support and success of the McGill community. We are committed to the mission of Ancillary Services to provide efficient and quality assistance to McGill staff and departments, as well as the affiliated teaching hospitals of the MUHC.

Contact the Sales Team at [is.bookstore@mcgill.ca](mailto:is.bookstore@mcgill.ca) with your enquiry or list of products.

**Institutional Sales**

Website: [lejames.ca/institutional](http://lejames.ca/institutional)

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## 10.7 Library Workshops

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

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## 10.8 Minerva Workstations for Continuing Studies Students

Minerva workstations, located on the 11th and 13th floors at 688 Sherbrooke Street West, are available to Continuing Studies students to view course offerings, add and drop courses, view their transcripts, and access all other services.

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## 11 Information Technology (IT) Services

- [section 11.1: IT Support](#)
- [section 11.2: Communication and Collaboration](#)
- [section 11.3: Online Course Materials and Lecture Recordings](#)
- [section 11.4: Minerva](#)
- [section 11.5: Secure Your Journey](#)

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



- Order official transcripts
- Retrieval

For further information, please visit the MWC website at [mcgill.ca/mwc](http://mcgill.ca/mwc).

### 12.2.1 McGill Writing Centre Course Information

Undergraduate course offerings can be found at [mcgill.ca/mwc/courses/undergraduate](http://mcgill.ca/mwc/courses/undergraduate).

Graphos graduate course offerings can be found at [mcgill.ca/graphos/courses](http://mcgill.ca/graphos/courses).

Continuing Education (non-credit) course offerings can be found at [mcgill.ca/mwc/special-interest-courses](http://mcgill.ca/mwc/special-interest-courses).

#### Course Coordinator Information:

If you have inquiries about courses, please contact the specific course coordinator listed at [mcgill.ca/mwc/contact-us](http://mcgill.ca/mwc/contact-us).

### 12.2.2 McGill Writing Centre Tutorial Service

The *McGill Writing Centre Tutorial Service* provides writing instruction and support for all McGill students. Out tutors work with students at every stage of the writing process, from outlining to final revision. For more information, visit [mcgill.ca/mwc/tutorial-service](http://mcgill.ca/mwc/tutorial-service).

### 12.2.3 McGill Writing Centre Contact Information

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

Graphos  
Website: [mcgill.ca/graphos](http://mcgill.ca/graphos)  
Inquiries: [graphos@mcgill.ca](mailto:graphos@mcgill.ca)

MWC Tutorial Service  
Website: [mcgill.ca/mwc/tutorial-service](http://mcgill.ca/mwc/tutorial-service)  
Inquiries: [mailto:mwctutorial@mcgill.ca](mailto:mailto:mwctutorial@mcgill.ca)

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## 12.3 University Archives

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

- textual records
- photographs
- audio tapes
- film
- video
- plans
- University publications
- artifacts

The MUA acquires private records to complement its collection of the University's documentary heritage and to support University research goals. The MUA manages the University's corporate memory and information assets through its records management program. This program manages the lifecycle of administrative records and protects vital evidence of University functions and activities according to federal and Quebec archives and records legislation, in addition to professional standards.

The MUA Reading Room is open Monday to Friday, from 10:00 a.m. to 6:00 p.m.; however, appointments are recommended. The MUA website features virtual exhibitions, tools to search the MUA holdings, and a large bank of digitized images.

McGill University Archives

McLennan Library Building, 4th Floor  
3459 rue McTavish  
Montreal QC H3A 0C9  
Telephone: 514-398-4711  
Email: [r](#)

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](http://mcgill.ca/historicalcollections).

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## 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.



## 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.

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## 13.3 University Government

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

The Governors of the University constitute the Royal Institution for the Advancement of Learning, a corporation existing unde3 398.eng unde3 398.3Tm(.)Tj-0/F1 8.1

## 13.5 Governance: Board of Governors

### 13.5.1 The Visitor

#### The Visitor

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

### 13.5.2 Board of Governors

#### Board of Governors

Maryse Bertrand, Ad.E., M.Sc.(RM)	<b>Chair</b>
Deep Saini	<b>Principal and Vice-Chancellor</b>
John McCall MacBain; B.A.(McG.), B.A.(Wadham), M.A.(Oxford), M.B.A.(Harvard)	<b>Chancellor</b>

#### 13.5.2.1 Members

##### Members

Bob Babinski; B.A.(McG.)

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

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

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

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

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

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

Celia Greenwood; Ph.D.(McG.)

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

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

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

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

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

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

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

Adrienne Piggott

Diletta Prando

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

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

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

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

#### 13.5.2.2 Student Representatives

##### Student Representatives

1 representative of the Students' Society of McGill

## **Student Representatives**

1 representative of the Post-Graduate Students' Society of McGill

Observers ("voice but no vote"):

1 representative of the McGill

## Administration

Angela Campbell	Associate Provost (Equity & Academic Policies)
Anja Geitmann	Associate Vice-Principal (Macdonald Campus) and Dean (Faculty of Agricultural & Environmental Sciences)
Marc Denoncourt	Chief Information Officer
Edyta Rogowska	Secretary-General
Diana Dutton	Vice-Principal (Administration & Finance) ( <i>Interim</i> )
Diana Dutton	Associate Vice-Principal (Human Resources)
Cristiane Tinmouth	Associate Vice-Principal (Financial Services)
Denis Mondou	Associate Vice-Principal (Facilities Management and Ancillary Services)
Louis Arsenault	Vice-Principal (Communications & External Relations)
Lesley Fellows	Vice-Principal (Health Affairs) and Dean (Faculty of Medicine and Health Sciences)
Jean-Pierre Farmer	Associate Vice-Principal and Vice-Dean (Health Affairs, Faculty of Medicine and Health Sciences)
Martha Crago	Vice-Principal (Research & Innovation)
Philippe Gros	Deputy Vice-Principal (Research & Innovation)
Benoit Boulet	Associate Vice-Principal (Research & Innovation) (Innovation & Partnerships)
Debra Titone	Associate Vice-Principal (Research)
Marc Weinstein	Vice-Principal (University Advancement)
Line Thibault	General Counsel and Director of Legal Services
Giovanna Santullo	Executive Director, Internal Audit

### 13.7.1 Deans, Directors of Schools and Libraries

#### 13.7.1.1 Deans

##### Deans

Anja Geitmann	Agricultural and Environmental Sciences
Mary Hunter ( <i>interim</i> )	Arts
Carola Weil	Continuing Studies
Elham Emami	Dental Medicine and Oral Health Sciences
Dilson Rassier	Education
James Nicell	Engineering
Josephine Nalbantoglu	Graduate and Postdoctoral Studies
Robert Leckey	Law
Guylaine Beaudry	Libraries
Yolande E. Chan	Management
Lesley Fellows	Medicine and Health Sciences
Brenda Ravenscroft	Music
R. Bruce Lennox	Science
Robin Beech	Dean of Students

### 13.7.1.2 Directors of Schools

#### Directors of Schools

Martin Bressani

Alvin Shrier (*interim*)

Susan Rvachew

Bettina Kemme

**Architecture**

**Biomedical Sciences**

**Communication Sciences and Disorders**

**Computer Science**

**Human Nutrition**

