School of Continuing Studies

Programs, Courses and University Regulations

2012-2013

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You can consult the policy at *University Student Assessment Policy*.

1.1.6 Policy Concerning Access to Records

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

In accordance with Quebec's *Act Respecting Access to Documents held by Public Bodies and the Protection of Personal Information* (the *"Access Act"*), personal information, including transcripts of academic records, may be released only with the student's authorization. When you apply to McGill, you authorize the University to release certain personal information (name, address, telephone number, email address, date of birth, program, and student status) to specific persons and bodies.

The following persons and bodies are included in your information release authorization:

1. Libraries of other Quebec universities with which McGill has reciprocal borrowing agreements (ID number and bar code may also be disclosed to those libraries)
2. *Ministère de l'Immigration et des Communautés culturelles* and/or the *Régie de l'assurance-maladie du Québec* and the *Ministère de l'Éducation, du Loisir et du Sport* (MELS)
3. The appropriate authorities involved with the external or internal funding of your student fees (financial records may also be disclosed to those authorities)
4. The Association of Universities and Colleges of Canada
5. The Association of Registrars of Universities and Colleges of Canada and the *Conférence des recteurs et des principaux des universités du Québec*, or the member institutions of these organizations, for the purpose of admissions operations and the production of statistics
6. The school(s) or college(s) that you attended
7. Students and alumni who have volunteered to speak with admitted students
8. Student Associations recognized by McGill University for the student category(ies) to which you belong
9. The McGill Alumni Association
10. Professional bodies or corporations (e.g., engineers, dentists)
11. McGill Network and Communications Services for the purposes of listing your McGill email address in an online email directory

If you do not want to authorize the University to disclose personal information to the organizations mentioned above in 8, 9, 10, and 11, you must complete and submit an *Opposition Form*, available at Service Point (*www.mcgill.ca/students/servicepoint*).

1.1.7 Email Communication

All students are assigned a McGill Email Address (usually in the form of firstname.lastname@mcgill.ca) and are given a McGill email mailbox. You can view your McGill Email Address and set your McGill Password on Minerva (*www.mcgill.ca/minerva*), under the *Personal Menu*.

Email sent to your McGill Email Address is an official means of communication between McGill University and its students. As with all official University communications, it is your responsibility to ensure you read and act upon University emails in a timely fashion. If you choose to forward University email to another email mailbox, it is your responsibility to ensure that the alternate email mailbox is valid.

You should read and familiarize yourself with the *Code of Conduct for Users of McGill Computing Facilities* and *Email Communications with Students* policies found under *Information Technology* on the University Secretariat website at *www.mcgill.ca/secretariat/policies/informationtechnology*. For more information on email for students, refer to *www.mcgill.ca/it* and see *section 1.14: For your Information Technology (IT) needs*.

Note for Continuing Studies: The above services are not available if you are registered in short courses or seminars not recorded on the official McGill transcript.

1.1.8 Responsible Use of McGill Information Technology Resources

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

1.1.9 Non-smoking Policy

Quebec law prohibits smoking in public buildings. For more information, see *www.mcgill.ca/adminhandbook/administrative-policies-and-procedures/smoking*.

1.1.10 Health Insurance – International Students

By Senate regulation, all international students (full-time, part-time, half-time, additional session, Special, Exchange, and Visiting) and their accompanying dependants must participate in the Univ

Students who meet certain criteria may be eligible for an *exemption*. If you believe you are eligible, you must submit an online exemption request on Minerva and present valid documentation proving eligibility to Service Point before the *deadline*.

Service Point
3415 McTavish Street
Montreal, Quebec H3A 0C8

For enrolment procedures and details on the health insurance plan and information concerning rates, consult the website: *www.mcgill.ca/internationalstudents/health*.

All inquiries related to this University policy must be directed to International Student Services:

International Health Insurance
Telephone: 514-398-6012
Email: *international.health@mcgill.ca*
Website: *www.mcgill.ca/internationalstudents/health*

Note for Continuing Studies: If you are registered in the Intensive English and/or the Intensive French programs, you should contact the Client Services Office, School of Continuing Studies, at 514-398-6200 for information on health insurance.

1.1.11 Health Insurance – Canadian Residents

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

If you are a Canadian student who has been living abroad, you may not be eligible for provincial health insurance coverage. To ensure adequate health insurance coverage, you may enrol in the group plan offered through International Student Services (*www.mcgill.ca/internationalstudents/health/canadian-non-resident*). Please note that this option is available only during the first month of each new semester at McGill.

All undergraduate students who pay tuition fees at either the Canadian or Quebec rates and who are members of the Students' Society of McGill University (SSMU) or the Macdonald Campus Students' Society (MCSS) are automatically covered by their applicable Students' Society's Health and Dental Plans. For details on fees, change of coverage dates, and on what is covered by the plans, refer to *www.ihaveaplan.ca*. If you're not sure of your eligibility, contact the

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

Legal Documents:

Note 3: Your valid Canadian Permanent Resident status can be proved by a copy of your Canadian Confirmation of Permanent Residence (IMM 5292) document or with your Canadian Permanent Resident card (copy of both sides required). 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 4: If you are a refugee, your Convention Refugee status document is required instead of a Study Permit.

Note 5: Usually McGill needs your birth certificate to pro

Follow these steps to submit your legal documents electronically.

1. **Save the attached file in an accepted format.**

   Standard PDF (.pdf) – encrypted PDFs will not be accepted.
   Tagged image format (.tif, .tiff for scanned images).

   Ensure that you save your documents properly in one of the above formats—do not just rename the file extension. Due to the possibility of computer viruses, McGill does **not** accept Microsoft Word documents (.doc), hypertext files (.htm, .html), JPG, GIF, or any other format.

2. **Ensure that the resolution used is at least 300 dpi (dots per inch)** for an electronic replica (scan) of documentation (e.g., a scan of your birth certificate). The preferred file size is 100KB per image.
3. **Address your email to *legaldocumentation@mcgill.ca* and attach your relevant scanned document(s).** Attach the file(s) to your email; do not include the documents in the body of your email.
4. **Put your First Name, Last Name, and McGill ID number in the subject line of your email.**

   Note: Individual email size (including your attachments) should not exceed 5 MB (5120 KB).

By Mail or Courier:
Enrolment Services
Documentation Centre
688 Sherbrooke Street West, Suite 760
Montreal, QC H3A 3R1 CANADA

In Person:
Service Point
3415 McTavish Street
Montreal, Quebec H3A 0C8

If there is a problem with your documents, contact:
Telephone: 514-398-7878
Email: *http://webforms.mcgill.ca/servicepoint/request.asp*

1.2.6.1 For the School of Continuing Studies

By Mail or in Person:

McGill University
The School of Continuing Studies, Client Services Office
688 Sherbrooke Street West
11th Floor
Montreal, QC H3A 3R1

By Fax:

514-398-2650

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

Telephone: 514-398-6200

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

1.2.7 Identification (ID) Cards

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

- write examinations;
- use libraries and student services, including certain laboratories;
- access residence buildings.

To receive your ID card you must be a registered student, while also providing your Permanent Code information and proof of legal status in Canada (for a list of acceptable documents, see *section 1.2.3: Legal Documents: What Documents Does McGill Need from You?*).

ID cards will not be issued if any of your legal documents are missing.

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

1.2.10 Name: Verification of Name

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

Note that you cannot change the name on your record via Minerva. Requests for such changes must be made by presenting official documents (see *section 1.2.8: Name: Legal Name* and *section 1.2.9: Name: Preferred First Name*) in person at Service Point, 3415 McTavish Street, Montreal, Quebec, H3A 0C8.

Note for Continuing Studies: Requests for such changes must be made by presenting official documents (see *section 1.2.8: Name: Legal Name*) in person at the Client Services Office, School of Continuing Studies.

1.3 Registration for Continuing Studies Students

Most students in Continuing Studies must register using *Minerva*, during the registration periods published in *Programs, Courses and University Regulations* > *Faculties & Schools* >*School of Continuing Studies* > *Getting Started* > *section 2.2: Key Dates, 2012–2013* and at *www.mcgill.ca/importantdates*.

Note:

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

You must register for at least one course prior to the end of the regular registration period to avoid paying a late registration fee of $25. 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 for ensuring that you have completed your program and degree requirements according to the regulations and deadlines indicated in this publication. Advisers and staff at the School of Continuing Studies are available to give you advice and guidance.

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

1.3.1 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:

-

1.3.3 Other Ways to Register

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

2. A Study Permit and Certificate of Acceptance of Quebec (CAQ), or other proof of immigration status (see *section 1.2.2: Legal Documents: Why Does McGill Collect Legal Documents from You?*)
3. Valid passport
4. Your Health Insurance Number (If not purchased, you must do so at the Brown Student Services Building, 3600 McTavish, before registration.)

1.3.3.2 Registration for Short Courses, Seminars, and Workshops

For registration in the following areas, please see the appropriate academic area in the *Programs, Courses and University Regulations* publication:

section 1.1: General Policies and Information

section 4.1.4: Professional Development Courses (CE Units and Other)

section 4.6.1: The McGill Community for Lifelong Learning (MCLL)

1.3.3.3 Registration by Proxy

If you are unable to register during the scheduled registration periods, you can register by proxy. A proxy form is available at the School of Continuing Studies or at *www.mcgill.ca/conted/studentres/forms*. This form must be completed and signed by both you and the proxy holder. The School will not accept proxy forms sent by fax. The proxy holder must bring the signed form along with all supporting documents, and be prepared to pay the fees in full (see *section 1.3.3.1: In-Person Registration*).

1.3.3.4 Registering by Mail, Fax, or by Web

If you are registering for courses, workshops, or seminars offered by *Career and Professional Development* or by *Faculty Partnerships and Summer Studies*, refer to the specific course on the website at *www.mcgill.ca/conted/prodep*. In some cases, you may be able to register by mail, fax, or via web.

1.3.4 Course Withdrawals and Refunds

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

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

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

1.3.4.1.1 How to Add/Drop a Course

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

- Online using Minerva (*Registration Menu*)
- In person by completing a "Course Change Form" available at *www.mcgill.ca/conted/studentres/forms* and bringing it to the Client Services Office

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

1.3.4.1.2 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 *www.mcgill.ca/conted/studentres/forms* 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.

1.3.4.2 Minerva Registration Schedule 2012–2013

Registration		
	Fall	**Winter**
Returning students	June 12 to September 4	October 11 to January 7
Newly admitted students	June 19 to September 4	October 18 to January 7
Returning Special Students	June 19 to September 4	October 18 to January 7
Late Registration and Add/Drop Period		
	Fall	**Winter**
All students except for those in *Professional Development* and non-credit *Faculty Partnerships and Summer Studies* courses	September 5 to September 18	January 8 to January 22

1.3.5 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 *www.mcgill.ca/importantdates* for deadlines that apply to your faculty.

Refund Request

To make a request for a refund, log into Minerva and follow the *Student Accounts* menu.

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

1.3.6 Classes with Limited Enrolment

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

1.3.7 Registration in Courses Administered by Other Faculties

You may, under exceptional circumstances, receive permission to register in a course administered by another faculty for credit toward your program. The number of courses you can take is limited and is subject to approval by the faculty.

You will not be able to register for these courses on Minerva. In order to receive permission to register for a course administered by another faculty, you must be formally admitted to a Continuing Studies program and supply proof that you have satisfied all prerequisites.

You must obtain written approval from the Director or Program Adviser. The School registration regulations apply to these courses, including withdrawals, refunds, and requests for transfers.

Registration regulations of the faculty where the course is taken do not apply. However, you must follow the rules and regulations of the faculty where the course is taken with regards to examination conflicts or requests for deferrals.

Note: Some faculties do not offer supplemental examinations. Any failed course must be repeated.

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

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

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

Note: English and French language courses offered by the School of Continuing Studies are not available to full-time McGill degree students.

1.3.9 Late Registration

You can register late provided there are spaces available in the course after the regular registration period. The late registration period is indicated in the **Important Dates Supplement** at *www.mcgill.ca/conted* or in *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > section 2.2: Ke*

time to complete and submit your electronic application, because you are responsible for adhering to all the host university's registration deadlines. If you decide later to drop or withdraw from the approved course(s), you will need to drop or withdraw from the course using the host university's registration method AND submit this change on the online Quebec Inter-University Transfer (IUT) application.

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

1.3.13 Quebec Inter-University Transfer Agreement: Visiting IUT Students

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

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

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

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

Note f

Revision, April 2012. End of revision.

1.4.4 Other Fees for Continuing Studies Students

Other Fees	
International Student Health and Accident Plan (compulsory) (based on 2011–12 rates)	
Single	$651
Dependant	$1,869
Family (one student with two or more dependants)	$3,549
Application for Admission (credit programs)	$65
Late Registration (non-refundable)	$25
Language Placement Test $25	$25
Course Transfer	$20
Course dropped prior to refund deadline	$20
Re-reading an Examination Paper (refundable if the letter grade is increased)	$35
Supplemental Examinations	$35
Duplicate ID card	$25
Late Payment Fee (charged at the end of October for the Fall term, or at the end of February for the Winter term):	
Balances between $100.01 and $300	$25
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)	
Returned cheque or Pre-Authorized Debit payment	$35
Cheque Refund charge:	
on balances less than $100	$5
on balances $100 and over	$10
Reinstatement Penalty (see	$150

Ccon bllApplicopped Course dropped prior to 12Tr Fees.f

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

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

Late Payment Fees

If you ha

IUT students taking courses at McGill are required to pay additional course charges that are compulsory upon registration, such as special activity charges, course material costs, or campus printing charges. Therefore, IUT students should familiarize themselves with e-billing in *section 1.4.5: Billings and Due Dates for Continuing Studies Students* to ensure that they do not miss critical payment deadlines.

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

1.4.10 Deferred Fee Payment for Continuing Studies Students

Students with Sponsors

If your fees will be paid by an outside agency such as the Department of Veterans Aff

Decisions about Academic Standing in the Fall term are based only on grades that are available in January, i.e., if you have deferred examinations or Fall/Winter spanned courses, grades for those courses don't affect your Fall Academic Standing—they will only affect your Fall TGPA. Therefore, Academic Standings for the Fall term are designated as *Interim*. Note that Interim Standings do not appear on your official transcript. Consult the appropriate section of this publication for the regulations on Interim Standing decisions.

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

If you are in Interim Satisfactory or Satisfactory Standing:

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

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

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

- you may continue in your program;
- you should evaluate your course load and reduce it as appropriate;
- you are strongly advised to consult a departmental adviser, before withdrawal deadlines about your course selection for the Winter term;
- you should see your Faculty adviser to discuss degree planning.

If you are in Probationary Standing:

- you may continue in your program;
- 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 adviser about your course selection;
- you should see your Faculty adviser 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.

1.5.1.1.3 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 should see your departmental adviser to discuss your course selection;
- you should see your Faculty adviser to discuss degree planning.

1.5.1.1.4 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 should evaluate your course load and reduce it as appropriate;
- you are strongly advised to consult an academic adviser, before withdrawal deadlines, about your course selection;
- you should see your Faculty adviser 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 should be received no later than July 15 for readmission to the Fall term, November 15 for the Winter term, and June 10 for the Summer term. Readmission will be considered only when proof of extenuating circumstances that affected academic performance can be provided (e.g., medical or other documentation). If you are in Unsatisfactory Standing for the second time, you must withdraw permanently.

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

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

- Arts: Associate Dean (Student Affairs)
- Science and B.A. & Sc.: Director of Advising Services

Note for students in the Concurrent B.Sc.-B.Ed. Program: If you receive an F or J in any Education Field Experience course, you are placed in Unsatisfactory Standing. Although you may complete your term, you are required to withdraw from the Concurrent Program. However, you may apply to transfer to a conventional B.Sc. program as outlined in *Programs, Courses and University Regulations > Faculties & Schools > Faculty of Science > Undergraduate > Academic Programs (Faculty of Science) > : Science or Mathematics for Teachers*.

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

- Standing awaits deferred exam.
- Must clear K's, L's, or Supplementals.
- Standing Incomplete.

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

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

If your Standing changes to Unsatisfactory:

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

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

- Arts: Associate Dean (Student Affairs)
- Science and B.A. & Sc.: Director of Advising Services

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 *section 1.5.7: Incomplete Courses for Continuing Studies*.

> **Note:** Requests are made at *Service Point* (3415 McTavish Street). However, it is important that you also see a Faculty adviser in Dawson Hall to talk about your options and the effects that your request may hafects this239.08ions operns 0 1 J138 369.08 f(3C5(fec4 >)T6 31 0 0 1 100.617 312.28 Tm4a1 h

1.5.1.2.2 Probationary Standing: Faculty of Engineering

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

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

You may continue with your studies under the following conditions:

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

1.5.1.2.3 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 1 545.776 479

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

Note for Engineering: One credit normally represents three hours total work per week. This is, in general, a combination of lecture hours and other contact hours such as laboratory periods, tutorials and problem periods as well as personal study hours. As a guide, the average number of hours per week of course activities is indicated in hours in the course listing after the course credit. For example, (3-0-6) indicates a course consisting of three lecture hours per week, no other contact hours, and six hours of personal study per week.

1.5.3 Continuing Education Units (CE units)

Some courses at the School of Continuing Studies carry a Continuing Education Unit (CEU) rating. These courses do not normally count toward the fulfilment of a credit program.

A Continuing Education Unit is a measure of the number of hours of participation—contact and/or study—in an organized Continuing Education activity. One CE unit represents ten hours of participation.

1.5.4 Grading and Grade Point Averages (GPA) for Continuing Studies

Courses can be graded either by letter grades or in percentages, but the official grade in each course is the letter grade.

Graduate Grading		
B	3.0	70–74%
B-	2.7	65–69%
F (Fail)	0	0–64%
P		Pass

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

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

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

The *term grade point average* (TGPA) is the GPA for a given term calculated using all the applicable courses at the same level in that term. The *cumulative grade point average* (CGPA) is the GPA calculated using your entire record of applicable courses at McGill at the same level; if you change le

Other Grades		
WF	–	withdrew failing; a course dropped, with special permission in an exceptional case, after faculty deadline for withdrawal from course, the student's performance in the course at that stage being on the level of an F; not calculated in TGPA or CGPA. (Not used by Music.)
WL	–	faculty permission to withdraw from a deferred examination; not calculated in TGPA or CGPA.
NA or &&	–	grade not yet available.
W– or –	–	no grade; student withdrew from the University, not calculated in TGPA or CGPA.

1.5.6 Unexcused Absences for Continuing Studies Students

If, without a valid excuse, you do not participate in or write a final examination or submit required term work for any courses you were registered in, you will receive a final grade of J (unexcused absence).

1.5.7 Incomplete Courses for Continuing Studies

If the instructor decides there is sufficient reason to permit a delay in the submission of required term work, an extension of the deadline after the end of the course may be granted to the student. In this case, the instructor will submit a grade of K (incomplete).

Note: If the instructor submits a grade of K, he or she will also indicate the date by which the student must complete the work. Consult the faculty sections for maximum extensions.

Note: If the instructor submits a new grade within the deadline, both the new grade and the grade of K will appear on your verification forms and unofficial and advising transcript. However, the new grade will replace the K on your official transcript.

Note: If you do not complete the required work before the deadline, a grade of KF will be updated on your record. A KF denotes a failed course and is calculated in the TGPA and CGPA as an F.

Note: In exceptional circumstances, and with the approval of the Associate Dean or Director, the deadline may be extended further, in which case the grade of KE (further extension granted) appears. If you do not meet the extended deadline, a grade of KF will replace the KE.

Note for Continuing Studies: All students who miss a final exam are given a grade of J. For more information regarding the J grade, see *section 1.5.6: Unexcused Absences for Continuing Studies Students*.

1.5.8 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/conted/studentres/forms*, 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/conted/studentres/forms* Note that this option does not apply to short courses, workshops, and seminars not included on the McGill transcript.

1.5.9 Verification of Student Records: Unofficial Transcripts

Subject to *section 1.5.10: Changes to Student Records after Normal Deadlines*, you are responsible for verifying your academic record on Minerva (*www.mcgill.ca/minerva*) using the unofficial transcript to ensure that you are registered in the proper courses, and that the correct program information and expected term of graduation appear on your record.

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

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

1.5.10 Changes to Student Records after Normal Deadlines

1.5.10.1 Student Record Changes

Student record changes include the following: course add or course drop, course withdrawal, university withdrawal, program change (including changing majors, minors, or concentrations).

1.5.10.2 Registrar Deadlines

Fall term – January 31

Winter term – June 1

Summer term – October 1

1.5.10.3 Before Registrar Deadlines

For record changes after the normal deadlines published in this publication, but before the Registrar deadlines listed in *section 1.5.10.2: Registrar Deadlines*, you must make a request in writing to your Associate Dean or Director, clearly explaining why you could not request the change before these dates. The Associate Dean or Director will review your request and make a decision. If your request is approved, the change is processed according to existing faculty and Enrolment Services student record procedures.

Note for the Faculties of Arts and Science (including B.A. & Sc.): Requests are made at Service Point (3415 McTavish). However, it is important that you also see a faculty adviser in Dawson Hall to talk about your options and the effects that your request may have on your studies. For more information, see *www.mcgill.ca/students/advising*.

1.5.10.4 After Registrar Deadlines

The University does not normally consider a change requested after the Registrar deadlines listed in *section 1.5.10.2: Registrar Deadlines* have passed. In situations where there are "extraordinary personal" or "extraordinary academic" circumstances that could not hav

Note: Proxy requests will be accepted only with written authorization.

1.5.13 Transcript of Academic Record: General Information

The University issues official transcripts free of charge and will mail them by regular mail to the address(es) indicated on the request made in *Minerva*. Alternatively, they may be picked up in person at *Service Point* in sealed envelopes.

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

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

Requests are processed in about 3 to 5 working days (5 to 7 during peak periods). Requests for archived transcripts (pre-1972), however, will take longer.

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

Official transcripts are printed on secure paper that cannot be copied.

For more information on requesting official transcripts refer to: *section 1.5.12: Transcript of Academic Record: Official Transcripts*.

1.5.14 Transcript of Academic Record: Course Numbering on the Transcript

Prior to September 2002, course numbers had seven-character designations beginning with a three-number code indicating the teaching unit/department. The next three digits specified the course, with the first of these indicating its level. The final character was a letter indicating the term, or terms, during which the course was offered. F

In addition to the *University Student Assessment Policy* and the general examination regulations listed at *www.mcgill.ca/students/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 Change period.

Every student has a right to write term papers, examinations and theses in English or in French, except in courses where knowledge of a language is one of the objectiv

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

2. Written examinations (including take-home examinations) shall not be held during the last two weeks of scheduled classes during the Fall and Winter terms, except where a pattern of continuous evaluation has been established, in which case the total value of examinations given in this period shall comprise no more than 10% of the final mark.
3. If the written examinations in a course constitute 50% or more of the final mark, one of these shall be given as a final written examination; and it shall take place during the examination period after the last day of scheduled lectures in December or April.
4. A final examination given during the examination period shall be worth at least 25% of the final mark.
5. Students shall be informed of all course requirements by the end of the Course Change period. All term work shall be assigned early enough in the term for students to complete the assignment(s) by the last day of class.
6. The due date for term work in courses to which these regulations apply shall be no later than the last day of classes.
7. In courses that span the Fall and Winter terms (course pairs with numbers ending D1 and D2), instructors who wish to give a mid-year examination in December must schedule it in the formal examination period.
8. The principles enunciated in these regulations shall be applied, appropriately modified, to courses given during the summer, to other courses of less than a 13-week duration, and to courses in the Faculties of Law, Medicine, Dentistry, and Education that do not follow the normal University Timetable.
9. Individual faculties may propose variations in these regulations to the Academic Policy and Planning Committee in order to meet their special needs.

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

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

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

Instructors are not permitted to grant any special treatment regarding examinations to any student. Students who believe there are circumstances that might justify making special examination arrangements for them or that might legitimately be tak

rescheduling an examination. Only under exceptional circumstances are examinations rescheduled. You can find the form at *www.mcgill.ca/conted/studentres/forms*.

1.6.4.4 Supplemental Examinations

To write a supplemental examination for a course, you must submit a request on Minerva (*www.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 $35 non-refundable fee for each supplemental exam application is assessed at the time of application and charged directly to your McGill account;
- 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 Social Work;
- Supplemental examinations are not available for courses administered by Agricultural and Environmental Sciences, Management, Music, or Engineering;
- Special permission is required if you want to write supplemental exams totalling more than 8 credits;
- The format of the supplemental examination (e.g., multiple-choice or essay questions) will not necessarily be the same as the final amination (e1 82dh30 the ssf6dits

You are eligible to receive a refund if, as a result of a reread, the grade is upgraded to the next letter grade or if the mark is upgraded from a fail to a pass. Grades may be lowered or raised, or they may remain the same.

The grade obtained on the reread takes precedence over the original grade.

You may also request a verification of your final grade. This involves a detailed review of the final examination to ensure that all questions have been graded, that grades have been added correctly and that any term work has been included in the final grade as per the course outline. Please see forms at *www.mcgill.ca/conted/studentres/forms*.

1.6.5 Examinations: Invigilation (Exams from Other Universities)

Upon request, McGill will act as proctor for exams from other universities or professional accreditation associations. Exams are scheduled on weekdays at 9:30 a.m., and cannot be scheduled on evenings, weekends, statutory holidays, or McGill holidays. This service is limited to written and paper-based exams.

1.6.5.1 The Cost

The cost for invigilation and administration is $80 per student, per exam to be returned in Canada; and $100 for each international exam. Unless otherwise specified by the home institution, you are expected to pay by debit card (bank card) on the day of the exam.

Any student/institution wishing to have the exam returned by courier/express post must provide a prepaid envelope.

1.6.5.2 Setting Up

Information for students: please confirm the exam date at least two weeks in advance of the scheduled exam and provide a telephone number and email address. The meeting point with the invigilator is at Enrolment Services—see address below. If your plans change and you decide not to write the exam, you must contact Enrolment Services as soon as possible.

1.6.5.3 Mailing address for exams

Exams and examination booklets, along with full instructions, should be sent to:

McGill University
Enrolment Services, Room MS - 72
3415 McTavish Street

Graduate students should refer to *Programs, Courses and University Regulations* > *Faculties & Schools* > *Graduate* > *Program Requirements* for information on minimum residency requirements for graduate programs.

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

- You must successfully complete a minimum of 21 McGill credits (excluding pre-requisites and co-requisites) 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) in order to obtain their certificate. You should check with your adviser for any conditions applicable to the McGill credits required toward your certificate.

1.7.1 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 (residency requirement) and are in the top 10% of your graduating class (calculation based on the CGPA).

1.7.2 Graduation Honours: Distinction for Continuing Studies Students

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

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

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

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

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

1.7.3 Apply to Graduate

Most undergraduate students and non-thesis graduate students (master's, certificates, diplomas) must use Minerva (*www.mcgill.ca/minerva*) to apply to graduate (go to *Student Records* > *Apply for Graduation for Your Primary Curriculum*). It is your responsibility to inform McGill of your intention to graduate. You need a minimum residency requirement of 60 credits at McGill to qualify for a McGill undergraduate de

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

Note for the Faculties of Arts and Science (including B.A. & Sc.): Requests are made at Service Point (3415 McTavish Street). However, it is important that you also see a Faculty adviser in Dawson Hall to talk about your options and the effects that your request may have on your studies. For more information, see *www.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.

1.7.4 Graduation Approval Query

As a graduating student, you can view the status of your graduation record on Minerva (*www.mcgill.ca/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 approximately three to four weeks before the *Degree Granted* notation is updated on their records.

If you have met all requirements for graduation, your student record on Minerva will display the *Degree Granted* notation at the appropriate time:

- Late February, for Fall term graduation (Convocation in Spring)
- Late May, for Winter term graduation (Convocation in Spring)
- Late October, for Summer term graduation (Convocation in Fall)

See *www.mcgill.ca/students/graduation/convocation* for information regarding convocation ceremonies.

1.7.5 Replacing a Diploma

1.7.5.1 Required Documents

Replacing a lost diploma

You must provide a sworn affidavit from a notary, lawyer, or commissioner of oaths certifying that your original diploma was lost. The affidavit should include your full name, address, phone number, and date of birth, as well as your degree and the year it was granted. You must clearly state your reason for requesting a replacement.

Replacing a damaged diploma or modifying your name

You must provide your original diploma. For name changes, enclose a photocopy of your of birth certificate, change of name certificate, marriage certificate, proof of divorce, or other legal documents that support your name change, corrections, additions, or deletions. Also include a letter listing your full name, student number, address, phone number, and date of birth. You must state your reason for requesting a replacement diploma, and clearly indicate any changes you want made.

1.7.5.2 Making Your Request

There are two ways to submit a request:

1. Mail a written request to *Service Point*, along with the required supporting documents, and a certified cheque or money order in the amount of CAD$60 payable to McGill University.
2. Come to *Service Point* in person with the required documents. You can pay the replacement fee of CAD$60 via debit card. If you choose this option, please allow for appropriate delays in diploma printing and mailing time.

Note: Requests made on behalf of a student must be accompanied by a signed letter of authorization from the student.

1.7.5.3 Certified Copies and Translations

Enrolment Services will certify and translate copies of your diploma at no charge. To make a request, assemble the documents below and either apply in person at *Service Point* or submit your request by mail or email (*servicepoint@mcgill.ca*). For mail/email requests, please allow at least 5–7 working days of processing time plus appropriate mailing time.

Note: McGill provides only one original diploma per student.

Requesting certified copies of your diploma

McGill can provide you with certified copies of your diploma as required; simply provide us with, or attach to your email:

- a photocopy of your original diploma on 8.5" x 11" paper in landscape mode, making certain to reduce it so that all seals and signatures are visible;
- for mail/email requests: a cover letter* bearing your signature, full name, student number (if available), address, phone number, and number of copies required.

* If originating from a McGill email account, a cover letter is not required.

Requesting a translation of your diploma

McGill can provide you with certified English or French translations of your diploma, as required.

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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 93 698.6ntrib6.922 S of E.C.

1.9.1 The Role of the Student in Advising for Continuing Studies Students

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 wi1 1 2ram.

- tuition & fees info
- pick-up of alternative U.S. Loans

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

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

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

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

Service Point Location

3415 McTavish Street (corner Sherbrooke)
Montreal, QC H3A 0C8

Opening hours: please refer to *www.mcgill.ca/students/servicepoint*
Telephone: 514-398-7878
Email for current students: *http://webforms.mcgill.ca/servicepoint/request.asp?bhcp=1*.
Email for applicants/prospective students: *http://webforms.mcgill.ca/servicepoint/contact.asp?bhcp=1*.

1.12 Student Services

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

1.12.1 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: 514-398-3825
Website: *www.mcgill.ca/studentservices*

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

1.12.2 Office for Students with Disabilities

This office coordinates services to meet the needs of students with disabilities.

Brown Student Services Building, Suite 3100
Telephone: 514-398-6009
TDD: 514-398-8198
Email: *disabilities.students@mcgill.ca*
Website: *www.mcgill.ca/osd*

1.12.3 Ombudsperson for Students

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

The mandate of the Ombudsperson at McGill University is to intervene at the beginning of the complaint process, and to attempt to resolve issues informally before they proceed to more formal processes. To learn more about the role and scope of the Ombudsperson for Students, visit the University Secretariat website at: *www.mcgill.ca/secretariat/policies/students* to consult the mandate of the Office of the Ombudsperson for Students.

Office of the Ombudsperson
3610 McTavish (above Dr. Penfield)
Main Floor, Suite 14
Telephone: 514-398-7059 (for an appointment)

Website: *www.mcgill.ca/ombudsperson*

1.12.4 Bookstore

The McGill University Bookstore stocks new and used textbooks, a full range of books for the academic and professional community, stationery supplies, and McGill insignia clothing and gift items. Visit the Bookstore website or in person to sign up for email reminders so you are the first to know about services such as used textbook buy-back and other events.

3420 McTavish Street
Telephone: 514-398-7444
Website: *www.mcgill.ca/bookstore*

Macdonald Bookstore
Centennial Centre
Telephone: 514-398-8300
Website: *http://mcss.mcgill.ca/index.php?pg=bookstore*

1.12.5 Computer Store

The McGill Computer Store, located on the second floor of the University Bookstore, sells a full range of computer hardware, software, peripherals, and consumer electronics at educational prices.

3420 McTavish Street
Telephone: 514-398-5025
Email: *sales.mcs@mcgill.ca*
Website: *www.mcgill.ca/mcs*

1.12.6 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/library-assistance*.

1.12.7 Minerva Workstations for Continuing Studies Students

Minerva workstations, located on the 11th floor 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.

1.12.8 Optional Student Services

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

1.12.8.1 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 Career Planning Service (CaPS), Chaplaincy Service, Counseling Service, Health Services (appointments with physicians, nurses/health educators, urgent care and a lab service), International Student Services, Mental Health Service, Student Aid Office, Tutorial Service, First People's House, Office for Students with Disabilities, and Off-Campus Housing.

Optional Student Services fees for one term (2012/2013): $152.92 (based on 5% GST, 9.5% QST).

A McGill ID card is mandatory for access to services.

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

Office of the Executive Director
Services for Students
William and Mary Brown Student Services Building
3600 McTavish Street, Room 4100
Telephone: 514-398-3825
Website: *www.mcgill.ca/studentservices*

1.13 The McGill Writing Centre

The McGill Writing Centre (MWC) offers credit courses in academic writing for both native and non-native speakers of English. In addition to its credit course offerings, the MWC offers workshops, seminars, and tutorials. For further information, please visit the MWC website: *www*

1.14.2 *my*McGill (the University portal)

*my*McGill is the central access point where you:

- Read your email.
- Check *my*Courses.
- Get direct links to Minerva to vie

1.14.7 Safe Computing

Computing Safety iCare Clinic: Attend this free clinic and learn how to prevent viruses, spyware, adware, and other malicious programs from infecting your computer. Find out how to register for IT Training at *www.mcgill.ca/it*.

Free software: Download free antivirus software and other campus software from McGill's Software Licensing site at *www.mcgill.ca/software*. Find out more about campus software and protecting your computer at *www.mcgill.ca/it*.

Note: Be sure to uninstall any previous antivirus software from your computer before installing new antivirus software.

1.16 Resources for Study and Research: University Archives

The McGill University Archives (MUA) acquires, preserves, and makes available to researchers (including students) more than 5,000 metres of records dating from 1797 to the present. These records document McGill University faculty, research, alumni, and student organizations, and certain Montreal-based organizations. Archived media include textual records, photographs, audio-tapes, film, video, plans, University publications, and artifacts.

The MUA acquires private records to support University research goals and manages the University's corporate memory and information assets through its records management program. This program regulates the flow of administrative records and protects vital evidence of University functions and activities according to Quebec archives and records legislation.

The MUA Reading Room is open Monday to Friday, from 9:00 a.m. to 12:30 p.m. and from 1:45 p.m. to 4:45 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 – 6th Floor, Room 17B
Telephone: 514-398-3772
Fax: 514-398-8456
Email: *refdesk.archives@mcgill.ca*
Website: *www.archives.mcgill.ca*

1.17 Resources for Study and Research: Redpath Museum

The Redpath Museum is an academic unit of McGill University. Its mission is to foster understanding and appreciation of the diversity of our biological, geological, and cultural heritage through scientific research, collections-based study, and education. Its collections have been growing for over a century, and provide resources for research and for graduate and undergraduate education in biology, geology, anthropology, and other fields. Its largest collections include fossils from the ancient sea floor of eastern Quebec, the oldest land plants, a vast range of minerals, molluscs from around the world, Egyptian and classical antiquities, and artifacts from Central Africa. The Museum also houses research laboratories and classrooms.

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

859 Sherbrooke Street West
Telephone: 514-398-4086
Email: *redpath.museum@mcgill.ca*
Website: *www.mcgill.ca/redpath*

1.18 Resources for Study and Research: McCord Museum of Canadian History

The McCord Museum houses one of the finest historical collections in North America. It possesses some of Canada's most significant cultural treasures, including the most comprehensive collection of clothing—comprising over 16,000 garments or accessories—made or worn in Canada; an extensive collection of First Nations artifacts—the most important of its kind in Quebec with a corpus of over 13,000 objects from across Canada; and the renowned Notman Photographic Archives, which contain over one million historical photographs and offers a unique pictorial record of Canada from pre-Confederation to the present. The McCord also houses paintings by renowned artists such as Théophile Hamel, Cornelius Krieghoff, James Pattison Cockburn, and George Heriot. The Museum's Textual Archives include some 185 linear metres of documents relating to Canadian history. Finally, the McCord's website (*www.mccord-museum.qc.ca*) features award-winning virtual exhibitions, innovative learning resources, and a vast, searchable database of information on the Museum's collections.

Exhibitions at the McCord provide innovative interpretations of the social and cultural history of Montreal, Quebec, and Canada. In addition to guided tours, school programs, cultural activities, and lectures, the McCord offers a range of services including the Museum Café and boutique.

Researchers are welcome by appointment.

1.19 Resources for Study and Research: Lyman Entomological Museum and Research Laboratory

1.21.2 Incorporated and Affiliated Colleges

1.21.2.1 Incorporated College

Royal Victoria College

3425 University Street, Montreal, QC H3A 2A8

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

1.21.2.2 Affiliated Theological Colleges

Montreal Diocesan Theological College

3473 University Street, Montreal, QC H3A 2A8
Principal: J. M. Simons; B.A.(Bishop's), S.T.B.(Trin. Coll. (Tor.)), Ph.D.(G'town)

Presbyterian College of Montreal

3495 University Street, Montreal, QC H3A 2A8
Principal: J. Vissers; B.A.(Tor.), M.Div.(Knox, Tor.), Th.M.(Princ.), Th.D.(Knox, Tor.)

United Theological College of Montreal

3521 University Street, Montreal, QC H3A 2A9
Principal: P. Joudrey; B.A., M.Div.(Acad.), D.Min.(Andover Newton)

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

1.21.3 University Government

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

The Governors of the University constitute the Royal Institution for the Advancement of Learning, a corporation existing under the laws of the Province of Quebec. In them is vested the management of finances, the appointment of professors, and other duties. Twelve of the governors are elected by the Board from amongst those nominated by its membership committee; three are elected by the Alumni Association; two are elected by Senate from amongst its members; two elected by the full-time administrative and support staff from amongst its members; two elected by the full-time academic staff; and two elected by students from amongst the student body. The Board elects the Chancellor of the University and also, from amongst its members, a chair to preside at its meetings, who may also be the Chancellor. The Chancellor and the Principal are ex officio members.

The Chancellor is presiding officer of Convocation and of joint sessions of the Board of Governors and the Senate.

The Chair of the Board of Governors is President of the Royal Institution for the Advancement of Learning.

The Principal and Vice-Chancellor is the chief executive officer of the University, appointed by the Board of Governors after consultation with a Statutory Committee to Nominate a Principal. The Principal is, ex officio, Chair of Senate.

The Senate is the highest academic authority of the University and has control over admission, courses of study, discipline, and degrees. The regulations of Senate are executed by the various faculties and schools, which also carry primary responsibility for the educational work of the University.

1.21.4 Recognition of Degrees

The Royal Institution for the Advancement of Learning (McGill University) is a publicly funded institution and holds a Royal Charter dated 1821 (cTm.366 160107.003

the Association of Commonwealth Universities and the International Association of Universities. Its undergraduate, professional, and graduate degrees, including doctorates in a full range of disciplines, have been recognized by educational, government, and private organizations worldwide for decades.

All of McGill's degree programs are approved by the Quebec *Ministère de l'Éducation, du Loisir et du Sport* (MELS) and the *Conférence des recteurs et des principaux des universités du Québec* (CREPUQ).

1.21.5 Governance: Board of Governors

1.21.5.1 The Visitor

The Visitor	
His Excellency The Right Honourable David L. Johnston	The Governor General of Canada

1.21.5.2 Board of Governors

Board of Governors	
Stuart (Kip) Cobbett; B.A., B.C.L.(McG.)	Chair
Heather Munroe-Blum; O.C., O.Q., B.A., B.S.W.(McM.), M.S.W.(W. Laur.), Ph.D.(N. Carolina)	Principal and Vice-Chancellor
H. Arnold Steinberg; C.M., B.Com.(McG.), M.B.A.(Harv.), LL.D.(McG.)	Chancellor

1.21.5.2.1 Members

Members
Michael T. Boychuk; B.Com.(McG.)
Gerald Butts; B.A., M.A.(McG.)
Roshi Chadha
Morna Flood Consedine; B.A.(C'dia), M.Ed., D.Ed.(McG.)
Peter Coughlin; B.Com.(Car.), M.B.A.(W. Ont.)
Ronald Harry Critchley; B.A.(C'dia-Loyola), M.A.(York)
Lili de Grandpré; B.A.(W. Ont.), M.B.A.(McG.)
Kathy Fazel; B.Com.(McG.)
Daniel J. Gagnier; B.A.(Loyola), M.A.(McG.), Ph.D.(ANU)
Claude Généreux; B.Eng.(McG.), M.A.(Oxf.)
David N. Harpp; A.B.(Middlebury), M.A.(Wesl.), Ph.D.(N. Carolina)
Kenneth Hastings; B.A., Ph.D.(McG.)
David Kalant; B.Sc.(McG.), Ph.D.(C'dia)
Samuel Minzberg; LL.B.(McG.)
Gary Pekeles; B.Sc., M.Sc.(McG.), M.D.,C.M.(Baylor)
Cynthia Price; B.Com.(McG.)
Amir Raz; M.Sc., Ph.D.(Hebrew)
Martine Turcotte; B.C.L./LL.B.(McG.), M.B.A.(London Business School)
Thierry Vandal; B.Eng., M.B.A.(Montr.)
Ann Vroom; B.A.(1 0 0 1 321.5 500.981 Tm(Chancello1E.86.088 144.2611ssea 0 0 1 76.061 Tm(.u4 M.Bhil.))Tj1 0 0s2eive 1 134.209 477.164 Tm(s)Tj-).u4 M.Bhil.)

Student Representatives
Observers
McGill Association of Continuing Education Students (1)
Macdonald Campus Students' Society (1)

1.21.6 Governance: Members of Senate

1.21.6.1 Ex-officio

Ex-officio
The Chancellor
The Chair of the Board of Governors
The Principal and Vice-Chancellor
The Provost, Deputy Provost, and the vice-principals
The deans of faculties
The Dean of Continuing Studies
The Dean of Graduate and Postdoctoral Studies
The Dean of Students
The Dean/Director of Libraries

1.21.6.2 Elected Members

Elected Members
63 members elected by the faculties, the University Libraries, the Board of Governors, and administrative and support staff
Medical Residents or Postdoctoral Scholars Group (1)
Student Members (19)

1.21.7 Administration

Administration	
H. Arnold Steinberg; C.M., B.Com.(McG.), M.B.A.(Harv.), LL.D.(McG.)	**Chancellor**
Heather Munroe-Blum; O.C., O.Q., B.A., B.S.W.(McM.), M.S.W.(W. Laur.), Ph.D.(N. Carolina)	**Principal and Vice-Chancellor**
Anthony C. Masi; A.B.(Colgate), Ph.D.(Brown)	**Provost**
Morton J. Mendelson; B.Sc.(McG.), Ph.D.(Harv.)	**Deputy Provost (Student Life & Learning)**
Kathleen Massey; B.A.(York), M.A.(R. Roads)	**University Registrar and Executive Director of Enrolment Services**
Jana Luker; B.A.(Guelph), B.Ed., M.Ed.(Tor.)	**Executive Director of Services for Students**
Nathalie M. Cooke; B.A. (Qu.), B.Ed., M.A.(Tor.), M.A. (C'nell), Ph.D.(Tor.)	**Associate Provost (Academic Staff & Priority Initiatives)**
Jan Jorgensen; B.A., M.A.(N. Carolina), Ph.D.(McG.)	**Associate Provost (Faculty Affairs & Resource Allocation)**
Lydia White; B.A., M.A.(Camb.), Ph.D.(McG.)	**Associate Provost (Policies, Procedures & Equity)**
Martin Kreiswirth; B.A.(Hamilton), M.A.(Chic.), Ph.D.(Tor.)	**Associate Provost (Graduate Education) and Dean (Graduate & Postdoctoral Studies)**
Chandra Madramootoo; B.Sc., M.Sc., Ph.D.(McG.)	**Associate Vice-Principal (Macdonald Campus) and Dean (Faculty of Agricultural & Environmental Sciences)**
Ghilaine Roquet; B.A.(UQAM), M.Sc.A.(Montr.)	**Chief Information Officer**
Stephen Strople; B.A.(Dal.), M.A.(York)	**Secretary-General**

Administration	
Michael Di Grappa; B.A.(C'dia), M.P.P.A.(Col.), M.A.(Harv. Business School)	**Vice-Principal (Administration & Finance)**
Lynne B. Gervais; B.A.(C'dia)	**Associate Vice-Principal (Human Resources)**
Jim Nicell; B.A.Sc., M.A.Sc., Ph.D.(Windsor), P.Eng.	**Associate Vice-Principal (University Services)**
Marc Weinstein; B.A., B.C.L., LL.B.(McG.)	**Vice-Principal (Development & Alumni Relations)**
David Eidelman; M.D.,C.M.(McG.), FRCPC, FACP	**Vice-Principal (Health Affairs) and Dean (Faculty of Medicine)**
Sam Benaroya; B.Sc., M.D.,C.M.(McG.)	**Associate Vice-Principal (Health Affairs) and Associate Dean (Inter-Hospital Affairs)**
Rose Goldstein; B.Sc., M.D.,C.M.(McG.)	**Vice-Principal (Research & International Relations)**
Rima Rozen; B.Sc., Ph.D.(McG.)	**Associate Vice-Principal (Research & International Relations)**
Olivier Marcil; B.A.(Sher.), M.A.(Montr.)	**Vice-Principal (External Relations)**

1.21.7.1 Deans, Directors of Schools and Libraries

1.21.7.1.1 Deans

Deans	
Chandra Madramootoo; B.Sc., M.Sc., Ph.D.(McG.)	**Agricultural & Environmental Sciences**
Christopher Manfredi; B.A., M.A.(Calg.), M.A., Ph.D.(Claremont)	**Arts**
Judith Potter; B.Sc.(Tor.), M.Ad.Ed.(St. FX), Ed.D.(Tor.)	**Continuing Studies**
Paul J. Allison; B.D.S., F.D.S.R.C.S., M.Sc.(Lond.), Ph.D.(McG.)	**Dentistry**
Hélène Perrault; B.Sc.(C'dia), M.Sc., Ph.D.(Montr.)	**Education**
Andrew Kirk; B.Sc.(Brist.), Ph.D.(Lond.) (*Interim*)	**Engineering**
Martin Kreiswirth; B.A.(Hamilton), M.A.(Chic.), Ph.D.(Tor.)	**Graduate & Postdoctoral Studies**
Colleen Cook; B.A., M.L.S., M.A., Ph.D.(Texas)	**Libraries**
Daniel Jutras; LL.B.(Montr.), LL.M.(Harv.)	**Law**
Peter Todd; B.Com.(McG.), Ph.D.(Br. Col.)	**Management**
David Eidelman; M.D.,C.M.(McG.), FRCPC, FACP	**Medicine**
Sean Ferguson; B.Mus.(Alta.), M.Mus., D.Mus.(McG.)	**Music**
Ellen Aitken; A.B.(Harv.), M.Div.(U. of the South), Th.D.(Harv.)	**Religious Studies**
Martin Grant; B.Sc.(PEI), M.Sc., Ph.D.(Tor.)	**Science**
Jane Everett; M.A.(Car.), Ph.D.(McG.)	**Dean of Students**

1.21.7.1.2 Directors of Schools

Directors of Schools	
Annmarie Adams; B.A.(McG.), M.Arch., Ph.D.(Calif., Berk.)	**Architecture**
Marc Pell; B.A.(Ott.), M.Sc., Ph.D.(McG.)	**Communication Sciences & Disorders**
Gregory Dudek; B.Sc.(Qu.), M.Sc., Ph.D.(Tor.)	**Computer Science**
Kristine G. Koski; B.Sc., M.Sc.(Wash.), Ph.D.(Calif.)	**Dietetics & Human Nutrition**
Marilyn Scott; B.Sc.(New Br.), Ph.D.(McG.)	**Environment**
France Bouthillier; B.Ed.(UQAM), M.B.S.l.(Montr.), Ph.D.(Tor.)	**Information Studies**
Hélène Ezer; B.Sc., M.Sc.(McG.), Ph.D.(Montr.)	**Nursing**
Annette Majnemer; B.Sc., M.Sc., Ph.D.(McG.)	**Physical & Occupational Therapy**
Wendy Thomson; B.S.W., M.S.W.(McG.), Ph.D.(Brist.)	**Social Work**

Directors of Schools	
Raphael Fischler; B.Eng.(Technische Univ Eindhoven), M.C.P.(MIT), Ph.D.(Calif.)	**Urban Planning**

1.21.7.2 Student Governance: McGill Association of Continuing Education Students (MACES)

All students registered in courses that appear on the official McGill transcript, and whose records are administered by the Centre (including Faculty of Education Continuing Education), are members of the McGill Association of Continuing Education Students (MACES). Students taking Continuing Education courses, but registered in programs administered by other McGill faculties are members of other McGill student associations. Students registered in more than one program may belong to both MACES and other McGill student associations. (Note: B.Com. students registered through the Centre are members of MACES.)

MACES was founded in 1985, incorporated in 1989, and a certificate of accreditation was issued in 1990. All McGill Continuing Education students who pay the MACES fee become MACES members. The MACES building, located at 3437 O/

REGISTRATION & APPLICATION	Fall Term	Winter Term
Registration using Minerva for returning Continuing Studies Special Students and newly admitted students for courses and programs.	June 19, 2012	October 18, 2012
Deadline for students to register for courses without a late registration fee.	September 4, 2012	January 7, 2013
Late registration period with late registration fee ($25 for Continuing Studies).	September 5–18, 2012	January 8–22, 2013
Course Change (drop/add) deadline	September 18, 2012	January 22, 2013
Deadline to web withdraw (grade of "W") with fee refund from Continuing Studies credit courses (less $20).	September 25, 2012	January 29, 2013
Deadline to withdraw from courses (grade of "W") or University withdrawal (grade "W--") with NO refund.	October 16, 2012	February 19, 2013
Last day for students to request fee exemptions and to submit legal documents for proof of Canadian citizenship and proof of Quebec residency to the School of Continuing Studies. Documents received after this date will be updated for the following term only.	December 1, 2012	April 1, 2013

LECTURES	Fall Term	Winter Term
Lectures begin in all credit courses and non-credit language courses.	September 4, 2012	January 7, 2013
Lectures begin in Special Intensive English and Special Intensive French.	September 10, 2012	January 14, 2013
Lectures begin in non-credit Career and Professional Development courses. (These dates may change depending on the course. Refer to the course listing at *www.mcgill.ca/conted/prodep* for the most up-to-date information.)	September 12, 2012	January 7, 2013
Last day of lectures for courses.	December 4, 2012	April 16, 2013
Online course evaluation period:	November 12–December 5, 2012	March 18–April 16 2013
Evaluations available for completion on Mercury through Minerva.		

IMPORTANT NOTE: The normal Tuesday schedule of course activities is cancelled for December 4, 2012. In its place, all lectures, labs, conferences, and other course-related activities that are normally held on Monday will be held on Tuesday, December 4, 2012. This change in schedule is to make up for activities that were cancelled on Monday, October 8, 2012 due to Thanksgiving Day.

EXAMINATIONS	Fall Term	Winter Term
Examination period	December 6–19, 2012	April 17–30, 2013

STATUTORY HOLIDAYS	
Easter	March 29 and April 1, 2013

2.3 School of Continuing Studies Administration and Governance

2.3.1 School of Continuing Studies

DEANS	
Judith Potter; B.Sc.(Tor.), M.Ad.Ed.(St. FX), Ed.D.(Tor.)	**Dean**
James Archibald; B.A.(McG.), B.Ph.(Montr.), M. ès L., Dr. 3e cy.(Lille), Ph.D.(Montr.)	**Associate Dean (Academic)**

ADMINISTRATIVE SERVICES	
Rosa Greco-Pepe; B.A.(C'dia), Dip. Ed.(McG.)	**Manager, Finance and Operations**
Kathy-Ann Sendecki; B.Com.(C'dia), CHRP	**Human Resources Adviser**
Deborah Mercier; B.A.(McG.)	**Associate Director, Development and Alumni Relations**
Elana Trager; B.Com.(McG.)	**Senior Marketing/Communications Adviser**
Pierre Larouche; B.B.A.(UQAC), M.Sc.(HEC Montreal)	**Business Services Consultant**
Antoinette Greco; Cert. Mgmt.(McG.)	**Assistant to the Associate Dean (Academic)**
Andrée LaHaise	**Administrative Assistant and Building Director**
Kevork Abadjian	**Microcomputer Systems Coordinator**

Lecturers	
CALLAWAY-SMITH, Yvonne	Public Relations
CALLENDER, Shauna	Human Resources
CAMPBELL, Liz	Human Resources
CAMPO, Angela	Translation/Spanish
CARBONNEAU, Monica D.	Public Speaking
CARON, Jason	Law
CARTLIDGE, Roy	Translation/English
CASTONGUAY, Jean-Louis	Human Resources
CECERE, Ralph	Accounting
CHAMBERLAIN, Michael	English
CHAMPENOIS, Christian	Project Management
CHASSE, Andrew	Project Management
CHICOINE, Pierre	Logistics Management
CHOUHA, Paul-Robert	Mathematics
CHURCHILL, Andrew	Communication
CIPRIANO, Mary Ann	Marketing
COHEN, Michèle	Translation
COHEN, Thierry	Accounting
CONROY, Cheryl	English
CONSTANTOPOULOS, Jim	Information Technology
COOPER, Chris	Leadership
COOPER, Richard	Communication
CORLETT, John	Taxation
COSSIOS, Susana	Spanish
COURTOIS, Richard	Human Resources
COUTU, Pierre	Logistics Management
COX, Robert	Law
CRECK, Chantal	French
CROSS, Christopher	Risk Management
CUSSON, Alain	Marketing
DAOU, Khattar	Information Technology
DAOUD-BRIKCI, Houria	Translation
DAVIES, Brian	Accounting
DE ANGELIS, Vincent	Taxation
DECHIEF, Diane	Communication
DE FONTENAY, Hervé	French
DEGRACE, Lynn	Accounting
DE POW, Elaine	Public Relations
DE STEFANO, Corrado	Law
DEL BURGO, Carlos	Translation
DELANEY, Deanne	English
DELORME, Bruno	Marketing

Lecturers	
DEPOW, Elaine	Marketing
DESLAURIERS, Roch	French
DHANVANTARI, Sujaya	English
DIMITRAKOPOULOS, Roussos	Mining
DI GIROLAMO, Giovanni	Marketing
DI RE, Antoinette	Health & Social Services
DIAZ, Karen	Leadership
DIB, Naima	Translation
DRACOPOULOS, Effie	English
DRACOPOULOS, George	Marketing
DUCA, Crina	Accounting
DU COUTURIER-NICHOL, Garrfield	Applied Social and Organizational Psychology
DUMONT, Jean	French
DUPONT, Eric	Translation
DUROCHER, André	Public Relations
EISENSTAT, Ben	Risk Management
ELIZOV, Henriette	French
EMRICK, Andrea	Information Technology
ETEMAD, Hamid	International Business and Management
EVANGELINELIS, Dina	English
EYRE, Diane	Communication
FARÉS, Diana	French
FARHA, Shadi	Project Management
FASOLA, Cecilia	Translation/Spanish
FAZAL, Zeeshanali	Finance
FELSKE, Richard	Taxation
FENOGLIO, Prisca	French
FENSTER, Ariel	Chemistry
FEQUIERE, Dawn	Taxation
FERNANDEZ, Héberto	Translation
FIORIELLO, Alexandra	Public Relations
FORD-ROSENTHAL, Angela	Translation
FORTIER, Louis	Public Relations
FORTIN, Louis	Industrial Relations
FRANKLIN, Rosalind	Public Relations
FRASER, Jim	Applied Social and Organizational Psychology
FRASER, Lynda	Applied Social and Organizational Psychology
FRAULEY, Mary	English
GADBOIS, Manon	French
GAGNON, Eliza	Information Technology
GAGNON, Gilles	Translation
GARNEAU, Charles	Entrepreneurship

Lecturers	
GAUTHIER, Sylvain	Project Management
GAVRILA-ALEXANDRESCU, Dana	French
GAVRIN, Victor	Mathematics
GIACCARI, Domenic	Accounting
GIBBS, Howard	Public Relations
GILPIN, Andrea	Public Relations
GIORDANO, Maria Graciela	Spanish/Translation
GIRERD, Noemie	French
GIROUX, Chantal	French
GLIDDEN, Gregory	English
GNIWISCH, Pinny	Information Technology
GODAWA, Christopher	English
GOLANOWSKI, Sophia	Marketing
GOLDSMAN, Larry	Accounting
GOLOVINA, Galina	Mathematics
GOVENDER, Sumanthra	English
GRADEK, John	Supply Chain Management
GRAHAM, Jim	Mathematics
GREEN, Joy	English
GREENAWAY, Françoise	French
GREENFIELD, Kathleen	Communication
GROULX, Devaki	English
GROULX, Jean-François	French
GUAY, Hélène	Health & Social Services
GUERIN, Richard	Industrial Relations
GUIDEZ, Emmanuelle	French
GUILHAUMON, Huguette	Public Relations
GUZEYEVA, Kateryna	Translation
HAMBLETON, Sonia	English
HAMMAMI, Larbi	Finance
HANNON, Una	English
HARPP, David	Chemistry
HAUTECOEUR, Nathaniel	English
HENDERSON, Kate	Public Relations
HENDREN, Carol	English
HIDALGO, Federico	English
HIRST, Elizabeth	Public Relations
HOJJAT, Katayoun	French
HOLLINGWORTH, Mark	Management Policy
HORNER, Kathy	English
HOROWITZ, David	International Business
HUNG, Loretta	Finance

Lecturers	
HUNTER, James	Leadership
HUTCHISON, Ann	English
IANNOTTI, Nicolino	Accounting
INGLIS, Lorraine	English
JASSIM, Raad	Finance
JETTÉ, Karine	Spanish
JUSKOW, Rick	English
KAHYAOGLU, Yasmin	Logistics Management
KAMEL, Michael	Project Management
KARTCHAVA, Eva	English
KASSABIAN, Hagop	English
KAUFER, Danny	Law
KAUFMAN, Steven	Information Technology
KENNEDY, Joanne	Public Relations
KENNEY, Patrick	Supply Chain (Logistics)
KERKLAAN, Leo	Information Technology
KERY, Marion	English
KHO, David	English
KICZKA, Tomasz	French
KOKORIAN, Christian	Accounting
KONIDARIS, Ephie	English
KUMOR-WYSOCKA, Marguerite	French
KUTTER, Elisabeth	Applied Social and Organizational Psychology
KYRTATAS, Louise	English
LABBÉ, Marie-Claude	French
LABELLE, Robert	English
LAFLEUR, Tchad	Human Resources
LAING, Stephen	Marketing
LALIBERTÉ, Michele	Translation
LANGER, Corinna	English
LANGEVIN, Michael	English
LANGSTON, Catherine	English
LAPERRIERE, Maureen	Translation
LAPOINTE, Daniel	Public Relations
LAPOINTE, Deirdre	Accounting
LA ROCCA, Gerry	Accounting
LAU, Hang	Information Technology
LAVER, Sue	Communication
LEBRUN, Susan	English
LEE, (Yong He) Michelle	English
LEFEBVRE, Michel	Public Relations
LENK, Helle-Mai	English

Lecturers	
LETOVSKY, Steven	Marketing
LIMA, Adriana Monteiro	English
LINCK, Marie-Eve	French
LISSOUBA, Daniele	French
LORIA-MÉLO, Alicia	Translation
LUKCA, John	Management Policy
LUSSIER, Isabelle	Clinical Research
LYNCH, Shaun	Public Relations
MACDONALD, Stephen	English
MACGREGOR, Jane	Public Relations
MACKENZIE, Ken	Mathematics
MAGAGNIN, Ben	English
MAINVILLE, Luc	Finance
MALHAMÉ, Raymond	Translation
MANNO, Anna	English
MANSON, Bruce	English
MARKOWITZ, Larry	Law
MARZO, Angela	Human Resources
MATZIORINIS, Kenneth	Economics
MAYBURY, Wayne	General Management
MCCULLY, Philip	Entrepreneurship
MCGRAW, Janice	Risk Management
MCKNIGHT, Don	Logistics Management
MENDONCA, Manuel	Applied Social and Organizational Psychology
MENON, Nirmala	Communication
MERCURI-ALBISI, Julia	English
MILLAR, James	English
MILLER-SANCHEZ, Sandra	Translation/French
MIRSHAK, Paul	Marketing
MIRZA, Momin	Information Technology
MITCHELL, Jonathan	English
MOGHADDAM, Mahmoud	Communication
MOGHADDAM, Mahmood	English
MONK, Beverley	English
MONTY, Pascale-Isabelle	Accounting
MOSCOVITZ, David	Marketing
MULCAIR, Sean	Insurance
MYLES, Robert	Communication
NACIRI, Ahmed	Finance
NAGY, Jessica	Accounting
NAVARRA, Alessandro	Mathematics
NAYER, David	Accounting

Lecturers	
NEPVEU, Denise	English
NG WAN, Melissa	Risk Management
NIEDERMANN, Timothy	Communication
NIZAMI, Tariq	Information Technology
NOBEL, Ralph	Marketing
NUNES, Maria	Mathematics
OLIVEIRA, Dulce	Project Management
OLIVERIO, Joseph	Accounting
OULLETTE, Pierre	Human Resources
PADILLA, Luis	Human Resources
PANUNTO, Anna-Maria	English
PARENT, Kevin	Accounting
PEDERSEN, Susie	English
PEREZ, Laura	Spanish
PEREZ, Miran	English
PHILIE, Jocelyne	French
	English

Lecturers	
THORPE, Graham	Information Technology
TINSLEY, Maureen	English
TOKAI, Patricia	English
TONEV, Radostin	French
TRIASSI, Jack	Taxation
TROY, Philip	Supply Chain Management
TUMURCUOGLU, Herman	Information Technology
TURLEY, John	Insurance
TURNER, Leanna	English
TURPIE, David	English
VALENTINE, Egan	Translation
VALINO, Morag	French
VAN DER MEER, Carolyne	Public Relations
VYBIHAL, Joseph	Information Technology
WALL, Sharron	Communication
WALSH, Brendan	Public Relations
WARNER, Michelle	English
WEBER, Monica	English
WELSCHEID, Samantha	Accounting
WESTGATE, Chantal	Human Resources
WHITTAKER, Gary	Entrepreneurship
WIELGOPOLSKI, Nadine	French
WILSON, Jim	Accounting
WISE, Sydney	English
WOLFSON, Sarah	English
WONG, Gordon	English
WONG, Stephen	Finance
ZAMORANO, Daniel	Translation
ZBILY, Albert	International Business
ZOWALL, Hanna Sofia	Health & Social Services

2.5 Contact Us

Contact Us	
Web	*www.mcgill.ca/conted*
By mail	688 Sherbrooke Street West, Montreal, QC H3A 3R1, Canada
By telephone	514-398-6200
By fax	514-398-4448
By email	*info.conted@mcgill.ca*
In person	688 Sherbrooke Street West (corner of University Street), 11th floor

Business and Professional Programs

section 4.1.2.1.12: Certificate in Systems Analysis and Design

section 4.1.2.2.1: Certificate in Aboriginal Social Work Practice

section 4.1.2.2.2: Certificate in Northern Social Work Practice

3.2.1.3 Education Programs

For more information, see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > Education > section 4.3.3: About Education Programs*.

Education Programs

section 4.3.3.5: Diploma in Human Relations and Family Life Education

section 4.3.3.7: Certificate in Inclusive Education

section 4.3.3.8.1: Certificate in Education for First Nations and Inuit (60 credits)

section 4.3.3.8.3: Certificate in Aboriginal Literacy Education (30 credits)

section 4.3.3.8.4: Certificate in Middle School Education in Aboriginal Communities (30 credits)

section 4.3.3.8.5: Certificate in First Nations and Inuit Educational Leadership (30 credits)

section 4.3.3.8.6: Bachelor of Education for Certified Teachers — Elementary Education — Native and Northern (90 credits)

section 4.3.3.8.7: Certificate in Aboriginal Education for Certified Teachers (30 credits)

section 4.3.3.8.8: Certificate in First Nations and Inuit Student Personnel Services (30 credits)

3.2.1.4 Language and Intercultural Communication

For more information, see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > Languages > section 4.5.4: The Language and Intercultural Communication Unit – English Language Programs* and *section 4.5.5: Language and Intercultural Communication – French Language Programs*.

Language and Intercultural Communication

section 4.5.4.2: Certificate of Proficiency – English for Professional Communication Overview

section 4.5.5.2: Certificate of Proficiency – French for Professional Communication Overview

section 4.5.4.3: Intensive English Program: Certificate of Proficiency in English – Language and Culture Overview

section 4.5.5.3: Intensive French Program: Certificate of Proficiency in French – Language and Culture Overview

3.2.1.50 1T2.1 6t9936Tcation

Spanish

Spanish non-credit courses (an application for admission is not necessary) *section 4.8.4.3: Spanish Language Programs and Courses*

section 4.8.4.3.3: Certificate of Proficiency in Spanish

3.2.2 Graduate Programs

3.2.2.1 Business and Professional Programs and Courses

For more information, see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > Career*

Diploma Programs

section 4.1.3.1.12: Graduate Diploma in Taxation

3.2.2.2 Education

For more information, see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > Education > section 4.3.3: About Education Programs*.

Education

Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study >

A

3.8.2 Exemption by Examination (for Career and Professional Development Students)

The Exemption by Examination test is intended for students who do not have the requisite academic background or formal training required, but who believe that they have the requisite level of knowledge needed.

Applicants will be permitted to take an Exemption by Examination test for:

- corequisite courses to the program;

  or

- prerequisite courses that are not part of their program.

Students who successfully pass the Exemption by Examination test(s) will not have to take the course(s) for which the test(s) was taken.

Those who fail the Exemption by Examination test(s) will not be permitted to repeat the test(s); instead, they must enrol in the course(s) for which the particular test was taken.

Students may obtain an application form from *Career and Professional Development*

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

If you are certain that you will study for less than six consecutive months, you need only apply for a Temporary Resident Visa from Immigration Canada. Please note that a person arriving on a Temporary Resident Visa cannot study for more than six consecutive months. Temporary Resident Visas cannot be changed to a Study Permit from within Canada.

3.9.2.2 Study Permit

Persons planning to study for more than six consecutive months are required to obtain a *Certificat d'Acceptation du Québec* (CAQ) from Immigration Québec and a Study Permit from Immigration Canada. The first application for these documents must be made before arriving in Canada. For more information, consult the Immigration Canada website at *www.cic.gc.ca*.

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

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

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

3.9.2.3 Immigration Contacts

Citizenship & Immigration Canada
www.cic.gc.ca
Case Processing Centre
Vegreville, Alberta T9C 1X6
CANADA

Telephone: 1-888-242-2100

Ministère de l'Immigration et des Communautés culturelles (Immigration Québec)
www.immigration-quebec.gouv.qc.ca/en/index.html
285 Notre-Cnbec)x.html

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

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

For details on how to register in courses, please consult the website: *www.mcgill.ca/conted/applyregister*.

3.10.1 Documents Required to Register for Undergraduate Courses

For more information, see *Programs, Courses and University Regulations > University Regulations and Resources > Continuing Studies > Registration for Continuing Studies Students > section 1.3.3: Other Ways to Register*.

3.11 Special Student Status: Graduate-Level Courses

This applies to all programs.

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

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

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

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

3.11.1 Documents Required to Register for Graduate-Level Courses

For more information, see *Programs, Courses and University Regulations > University Re*

in damage insurance or a certificate in claims adjustment, you must take the appropriate exams at *l'Autorité des marchés financiers*. Before registering for courses at McGill, it is necessary to first contact *l'Autorité des marchés financiers* to find out the minimum requirements. You must contact them by calling: 1-877-395-0337 or by visiting them on the web at: *www.lautorite.qc.ca*. For more information on the courses offered at McGill, call: 514-398-1030.

Canadian Institute of Management

The Canadian Institute of Management is Canada's senior management association. As a non-profit organization, the Institute was established in 1942 and is dedicated to enhancing managerial skills and professional development. Currently, there are 17 branches coast-to-coast with the National Office in Barrie.

The Canadian Institute of Management, in cooperation with McGill University, offers educational and developmental opportunities relevant to the needs of aspiring managers in meeting today's challenges. In addition, the Institute offers a professional designation for managers who wish to be recognized for their commitment to management excellence.

Further information regarding the Institute's Certified in Management, Professional Manager, and Chartered Manager designations can be obtained from:

Canadian Institute of Management
Mr. Pierre Henri
200-2140 boul. Marie-Victorin
Longueuil, QC J4G 1A9

Telephone: 450-671-6775
Email: *info@cim-icg.ca*
Website (Quebec): *www.cim-icg.ca*
Website (Canada): *www.cim.ca*

Canadian Institute of Traffic and Transport (CITT)

Completing the Certificate in Logistics Management and satisfying the other requirements of the Canadian Institute of Traffic and Transportation will qualify the candidates for membership and to use the CITT designation.

The first two courses, Transportation Systems and Logistics Processes are offered by the CITT directly. No exemptions are allowed for these two courses.

Full information on the cooperative arrangements can be obtained from the School of Continuing Studies. Students interested in membership or further information on the organization should contact:

Canadian Institute of Traffic and Transportation
10 King Street East, Suite 400
Toronto, ON M5C 1C3

Telephone: 416-363-5696
Fax: 416-363-5698
Email: *info@citt.ca*
Website: *www.citt.ca*

Canadian Payroll Association (CPA)

Certified Payroll Manager Program

McGill's School of Continuing Studies offers compulsory courses recognized by the Canadian Payroll Association (CPA) for their Certified Payroll Manager (CPM) certification.

The Canadian Payroll Association's Certified Payroll Manager Program (CPM) is recognized nationally as the standard of excellence for payroll training.

The CPA awards two levels of certifications – the Payroll Compliance Practitioner Certificate (PCP) and the Certified Payroll Manager Certificate (CPM) upon completion of compulsory courses. For further information, contact the Canadian Payroll Association at 416-487-3380 ext. 272, or by email at: *certification@payroll.ca*.

Chartered Secretaries Canada

Chartered Secretaries Canada is a division of the Institute of Chartered Secretaries and Administrators (ICSA) – the international professional body for Chartered Secretaries. Focused on corporate governance and professional administration, Chartered Secretaries Canada is the only body in North America offering an international professional designation – ACIS and FCIS – for corporate governance professionals, administrators, and corporate secretaries.

To become a Chartered Secretary, candidates must complete ICSA's International Qualifying Scheme. The Professional Program is an express route available to qualifi

- Corporate Financial Management

The Institute maintains an international standard exemption policy. Exemptions of four subjects will be granted to graduates with a degree in Commerce, Business Administration, or Law.

For further information contact:

Education Coordinator
Chartered Secretaries Canada
310-2175 Sheppard Avenue East
Toronto, Ontario M2J 1W8

Telephone: 416-944-9727 or 1-800-501-3440
Email: *education@icsacanada.org*
Website: *www.icsacanada.org*

Insurance Institute of Canada

This Institute cooperates with McGill in the offering of its certificate programs and recognizes individual courses and programs as appropriate for their professional designation. Full information on the cooperative arrangements can be obtained from the School. Students interested in membership or further information on the organization should contact:

Institut d'assurance de dommage du Québec
1200 McGill Colle

- a degree in another discipline but at least 30 credits in business administration, commerce or similar discipline;
- good knowledge of French.

Students interested in membership or further information on the organization should contact:

Service de l'admission de l'Ordre
910 Sherbrooke St. West, Suite 100
Montreal, Quebec H3A 1G3

Telephone: 514-499-0880 or 1-800-465-0880
Fax: 514-499-0892

Students who are interested in becoming members or in learning more about the association should contact the *Ordre des conseillers en ressources humaines agrées* at:

Ordre des conseillers en ressources humaines et en relations industrielles agréés du Québec
1200 McGill College Avenue, Suite 1400
Montreal, Quebec H3B 4G7

Telephone: 514-879-1636
Fax: 514-879-1722
Email: *info@portailrh.org*
Website: *www.portailRH.org*

Ordre des Traducteurs, Terminologues et Interprètes Agréés du Québec

The *Ordre des traducteurs, terminologues et interprètes agréés du Québec* is an order with a reserv

Email: *info@caq.qc.ca*

Quebec Risk and Insurance Manageme834o92ca

Term: The academic year is broken into two terms: Fall (September to December) and Winter (January to April), with certain courses available during the Summer term (May to August).

Advanced Standing: If you are applying from a school system outside North America, or from another university, you may be eligible to receive Advanced Standing for university-level work you'v

Administrative Officers	
TBA	**Coordinator, Management, International Business and Entrepreneurship**
Elizabeth J. Hirst; B.A.(McG.), M.A.(Montr.), APR., FCPRS.	**Coordinator, Public Relations and Marketing**
Paul Robert Chouha; B.Sc., M.A.(CCNY), M.Sc.(UQAM), M.Sc.(Montr.)	**Coordinator, Mathematics and Statistics**

4.1.1.3 Professional Development and Job Opportunities

Career and Professional Development programs can enhance your career and provide opportunities for numerous occupations such as:

- Accounting, tax, and financial planners
- Brand and product marketing experts
- Business entrepreneurs
- Customer service and help desk representatives
- Health care and social services managers
- Human resources managers
- Investment and treasury analysts
- IT business and support analysts
- Logistics and supply-chain managers
- Marketing and sales professionals
- Money-market and merger and acquisition analysts
- Physical distribution specialists and online retailers
- Public relations professionals
- QA analysts and test engineers
- Retirement and estate planners
- Risk managers
- Software engineers and developers
- Systems, database, and network administrators
- Web masters, designers, and developers

4.1.2 Career and Professional Development (Undergraduate Certificate Programs, Part-Time B.Com.)

In a world of rapid change, innovation, and globalization, Career and Professional Development (C&PD) has the programs and courses to boost your career. Our instructors are experts and leaders in many disciplines, sharing their hard-won experience in wide-ranging professions and industries such as Accounting, Entrepreneurship, Finance, Health Care, Human Resources, Management, Marketing, Public Relations, Information Technology, and Supply Chain Management. C&PD offers innovative programs and courses that focus on real-life issues, applications, and skills. Whether you take just one course or complete a certificate, studies at C&PD will enrich you both personally and professionally.

Note: The *Career and Professional Development* unit was formerly known as *Career and Management Studies (CMS)*.

4.1.2.1 Certificate Programs

Undergraduate programs, university degree not required:

Certificate Programs
section 4.1.2.1.1: Certificate in Accounting
section 4.1.2.1.2: Certificate in Entrepreneurship
section 4.1.2.1.3: Certificate in Applied Finance
section 4.1.2.1.4: Certificate in Health and Social Services Management
section 4.1.2.1.5: Certificate in Human Resources Management
section 4.1.2.1.6: Certificate in Management
section 4.1.2.1.7: Certificate in Marketing

Certificate Programs

section 4.1.2.1.8: Certificate in Public Relations and Communications Management

section 4.1.2.1.9: Certificate in Risk Management

section 4.1.2.1.10: Certificate in Software Development

section 4.1.2.1.11: Certificate in Supply Chain Management and Logistics

section 4.1.2.1.12: Certificate in Systems Analysis and Design

section 4.1.2.2.1: Certificate in Aboriginal Social Work Practice

section 4.1.2.2.2: Certificate in Northern Social Work Practice

4.1.2.1.1 Certificate in Accounting

This certificate provides the academic training necessary for performing the accounting function.

4.1.2.1.1.1 Certificate in Accounting (30 credits)

The Certificate in Accounting, in conjunction with the Certificate in Management, fulfils most of the educational requirements of the Ordre des comptables généraux licenciés du Québec (CGA) and the Ordre des comptables en management accrédités du Québec (CMA) and with the appropriate options prepares students to write the professional accreditation examinations of the particular Ordres. A detailed list of the specific certificate courses which satisfy the requirements of the particular Ordre can be obtained from Career and Professional Development.

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

Prerequisite

MGCR 211*	(3)	Introduction to Financial Accounting

* or the Exemption by Examination Test

Required Courses (21 credits)

ACCT 351	(3)	Intermediate Financial Accounting 1
ACCT 352	(3)	Intermediate Financial Accounting 2
ACCT 361	(3)	Intermediate Management Accounting 1
ACCT 362	(3)	Intermediate Management Accounting 2
ACCT 385	(3)	Principles of Taxation
ACCT 453	(3)	Advanced Financial Accounting
ACCT 475	(3)	Principles of Auditing

Complementary Courses (9 credits)

The 3 complementary courses may be chosen from any of the courses listed below if you are not pursuing a specific stream.

CGA Requirement

In addition to the required and prerequisite courses listed in the Certificate in Accounting, you must take the following courses if you wish to follow the CGA stream (other courses may be required: contact the CGA office).

ACCT 354	(3)	Financial Statement Analysis
ACCT 455	(3)	Development of Accounting Thought
ACCT 476*	(3)	Internal Auditing
ACCT 477*	(3)	External Auditing
ACCT 486	(3)	Business Taxation 2
INSY 332	(3)	Accounting Information Systems

* Only one of these courses may be taken for credit in the Certificate program.

CMA Requirement

In addition to the required and prerequisite courses listed in the Certificate in Accounting, you must take the following courses if you wish to follow the CMA stream (other courses may be required: contact the CMA office).

ACCT 354	(3)	Financial Statement Analysis
ACCT 455	(3)	Development of Accounting Thought
ACCT 463	(3)	Advanced Management Accounting
ACCT 476*	(3)	Internal Auditing
INSY 332	(3)	Accounting Information Systems

Other Complementary Courses

BUSA 400	(3)	Independent Studies in Management
CCTX 540	(3)	U.S. Taxation

4.1.2.1.1.2 CGA Contact Information

CGA Exams and Exemptions
Telephone: 514-861-1823 ext. 220
Email: *examens@cga-quebec.org*
Website: *www.cga-quebec.org*

or

General Information and Course Equivalencies
Telephone: 514-861-1823 ext. 246
Email: *admission@cga-quebec.org*
Website: *www.cga-quebec.org*
Toll-Free Number: 1-800-463-0163
Fax: 514-861-7661

4.1.2.1.1.3 CMA Contact Information

Ms. Karine Blais
Telephone: 514-849-1155 ext. 227
Email: *k.blais@cma-quebec.org*
Website: *www.cma-quebec.org*

4.1.2.1.2 Certificate in Entrepreneurship

This certificate in Entrepreneurship provides an understanding of what is required to launch and maintain a sustainable venture.

4.1.2.1.2.1 Certificate in Entrepreneurship (30 credits)

Students will develop the tools needed to produce a business plan, communicate with financial advisors, interpret financial statements, prepare a marketing and sales structure and present a product or service to potential investors. Some courses in the Certificate in Entrepreneurship will utilize guest speakers from varied entrepreneurial backgrounds to provide a practical context.

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

Corequistites

CCOM 205*	(3)	Communication in Management 1
CMSC 101*	(3)	College Algebra and Functions

* or the Exemption by Examination Test

Required Courses (27 credits)

BUSA 464	(3)	Management of Small Enterprises
CACC 520	(3)	Accounting for Management
CENT 300	(3)	Fundamentals of Entrepreneurship
CENT 305	(3)	Product Validation and Sales

CENT 434	(3)	Entrepreneurship Issues Management
MGCR 222	(3)	Introduction to Organizational Behaviour
MGCR 293	(3)	Managerial Economics
MGCR 352	(3)	Marketing Management 1
MGCR 382	(3)	International Business

Complementary Course (3 credits)

3 credits from:

BUSA 364	(3)	Business Law 1
CGMG 210	(3)	Fundamentals of Project Management
CPRL 223	(3)	Basics of Public Relations
MGCR 331	(3)	Information Systems
MGPO 450	(3)	Ethics in Management
MRKT 355	(3)	Services Marketing
MRKT 452	(3)	Consumer Behaviour

4.1.2.1.3 Certificate in Applied Finance

This certificate provides students with a solid knowledge base in finance and prepares them for a variety of careers in finance.

4.1.2.1.3.1 Certificate in Applied Finance (30 credits)

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

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

Prerequiste Courses

CMSC 101*	(3)	College Algebra and Functions
MGCR 211*	(3)	Introduction to Financial Accounting

* or by the Exemption by Examination Test

Corequisite Courses

MGCR 273*	(3)	Introductory Management Statistics
MGCR 293*	(3)	Managerial Economics

* or by the Exemption of Examination Test

Required Courses (21 credits)

ACCT 354	(3)	Financial Statement Analysis
CFIN 300	(3)	Fundamentals of Financial Markets and Institutions
CFIN 310	(3)	Short-Term Financial Management
CFIN 410	(3)	Investment and Portfolio Management
FINE 342	(3)	Finance 2
FINE 482	(3)	International Finance 1
MGCR 341	(3)	Finance 1

Complementary Courses (9 credits)

CFIN 200	(3)	Retirement Planning
CFIN 305	(3)	Investor Behaviour
CFIN 401	(3)	Sustainable Finance and the Firm
CFIN 402	(3)	Business Valuation and Project Finance
CFIN 403	(3)	Mergers and Acquisitions
CFIN 421	(3)	Asset Liability Management
CPDV 301	(3)	Risk Management
CPDV 302	(3)	Risk Control
CPDV 303	(3)	Risk Financing

4.1.2.1.4 Certificate in Health and Social Services Management

This certificate is designed to provide an integrated base of management knowledge for those who have an interest in the organization, functioning, and management of departments in hospitals (general, for long-term care, etc.), reception centers for the youth and elderly, local community centres, and other health and social service establishments.

4.1.2.1.4.1 Certificate in Health and Social Services Management (30 credits)

The Certificate in Health and Social Services Management focuses on the development of skills in the day-to-day management of the provision of health services in terms of both efficiency and human criteria.

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

Corequisite

CCOM 205*	(3)	Communication in Management 1

* or the Exemption by Examination Test

Required Courses (27 credits)

CACC 520	(3)	Accounting for Management
CHLC 351	(3)	Social Service System
CHLC 401	(3)	Evaluation of Health and Social Services
CHLC 500	(3)	Health Care Systems
CHLC 552	(3)	Legal Aspects: Health and Social Services
INDR 294	(3)	Introduction to Labour-Management Relations
MGCR 222	(3)	Introduction to Organizational Behaviour
MGCR 331	(3)	Information Systems
ORGB 423	(3)	Human Resources Management

Complementary Course (3 credits)

3 credits from:

CGMG 210	(3)	Fundamentals of Project Management
CORG 450	(3)	Workplace Health and Safety
INSY 332	(3)	Accounting Information Systems
ORGB 420	(3)	Managing Organizational Teams

4.1.2.1.5 Certificate in Human Resources Management

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

4.1.2.1.5.1 Certificate in Human Resources Management (30 credits)

The Certificate in Human Resources Management presents an overview of the human resources management (HRM) functions and some of the current and future issues in organizational effectiveness, staffing, total compensations training and development, employee and labour relations, workplace health and safety, and professional practice in HRM.

Required Courses (18 credits)

CGMG 282	(3)	Introduction to Business
MGCR 222	(3)	Introduction to Organizational Behaviour
ORGB 423	(3)	Human Resources Management
ORGB 424	(3)	Employment
ORGB 426	(3)	Human Resource Training and Development
ORGB 525	(3)	Compensation Management

Complementary Courses (12 credits)

The complementary courses may be chosen from one of the following areas or from among all three areas.

Employee Relations

EDPC 501	(3)	Helping Relationships
INDR 294	(3)	Introduction to Labour-Management Relations
INDR 494	(3)	Labour Law
INDR 496	(3)	Collective Bargaining
ORGB 380	(3)	Cross Cultural Management
ORGB 420	(3)	Managing Organizational Teams

Training and Development

EDPC 501	(3)	Helping Relationships
EDPC 504	(3)	Practicum: Interviewing Skills
MGCR 331	(3)	Information Systems
ORGB 380	(3)	Cross Cultural Management
ORGB 420	(3)	Managing Organizational Teams
ORGB 421	(3)	Managing Organizational Change

Organizational Development

CORG 450	(3)	Workplace Health and Safety
MGCR 423	(3)	Organizational Policy
MGPO 450	(3)	Ethics in Management
ORGB 380	(3)	Cross Cultural Management
ORGB 420	(3)	Managing Organizational Teams
ORGB 421	(3)	Managing Organizational Change

4.1.2.1.6 Certificate in Management

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

4.1.2.1.6.1 Certificate in Management (30 credits)

The Certificate in Management presents a broad survey of underlying disciplines, and an introduction to the functional areas in management. The completion of this certificate with the appropriate electives satisfies most of the requirements for the Canadian Institute of Management (CIM).

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

Corequisites

CCOM 205*	(3)	Communication in Management 1
CMSC 101*	(3)	College Algebra and Functions

* or the exemption by examination test

Required Courses (18 credits)

MGCR 211	(3)	Introduction to Financial Accounting
MGCR 222	(3)	Introduction to Organizational Behaviour
MGCR 273	(3)	Introductory Management Statistics
MGCR 293	(3)	Managerial Economics
MGCR 341	(3)	Finance 1
MGCR 352	(3)	Marketing Management 1

Complementary Courses (12 credits)

3 or 6 credits from the following:

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BUSA 364	(3)	Business Law 1
BUSA 368	(3)	Business Law 2
ECON 295	(3)	Macroeconomic Policy
FINE 342	(3)	Finance 2
FINE 343	(3)	Managerial Finance
(3)	(3)	Introduction to Financial Accounting

4.1.2.1.7.1 Certificate in Marketing (30 credits)

It is intended that the student who completes the Certificate in Marketing will be prepared for a career in a major area in marketing and will be able to understand and use modern marketing literature.

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

Corequisite

CMSC 101*	(3)	College Algebra and Functions

* or the exemption by examination test

Required Courses (21 credits)

MGCR 211	(3)	Introduction to Financial Accounting
MGCR 273	(3)	Introductory Management Statistics
MGCR 352	(3)	Marketing Management 1
MRKT 354	(3)	Marketing Management 2
MRKT 357*	(3)	Marketing Planning 1
MRKT 451	(3)	Marketing Research
MRKT 452	(3)	Consumer Behaviour

* Must be taken as the final course in the certificate.

Complementary Courses (9 credits)

9 credits from:

BUSA 464	(3)	Management of Small Enterprises
MGCR 382	(3)	International Business
MRKT 355	(3)	Services Marketing
MRKT 434	(3)	Topics in Marketing 1
MRKT 453	(3)	Advertising Management
MRKT 455	(3)	Sales Management
MRKT 456	(3)	Business to Business Marketing
MRKT 483	(3)	International Marketing Management

4.1.2.1.8 Certificate in Public Relations and Communications Management

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

4.1.2.1.8.1 Certificate in Public Relations and Communications Management (30 credits)

The field of Public Relations and Communications Management has been changing dramatically in recent years. Digital (including social media) is changing the way publics and organizations communicate. Increased consciousness by companies of their social responsibility, and a need for greater accountability to stakeholders, have led to an awareness in both the corporate and the not-for-profit sector that organizations need to rely on the advice and services of well trained professional communicators. The program content is continually updated with best practices in industry. Students have opportunities to discuss real and evolving public relations cases directly with industry professionals.

Required Courses (24 credits)

CPRL 214	(3)	Applied Public Relations Methods 1
CPRL 223	(3)	Basics of Public Relations
CPRL 224	(3)	Applied Public Relations Methods 2
CPRL 225	(3)	Social and Traditional Media Relations
CPRL 226	(3)	Corporate Communications
CPRL 227	(3)	Internal Communication

Corequisite

College Algebra and Functions

CTPT 208	(3)	Fundamentals of Logistics
CTPT 310	(3)	Production and Inventory Planning and Control 2
CTPT 311	(3)	Supply Chain Risk Management
		International T

4.1.2.2.1.1 Certificate in Aboriginal Social Work Practice (30 credits)

Currently under review. Admissions will not be accepted for the 2012-2013 academic year.

The Certificate in Aboriginal Social Work Practice provides professional training in assessment and counselling skills for a range of social problems such as addictions, family violence, child abuse, and mental and physical health. Courses are planned to reflect the sociocultural characteristics of Aboriginal society as well as the specific social service needs of their communities.

Required Courses (21 credits)

SWRK 374	(3)	Community Development/Social Action
SWRK 438	(3)	Drug Addiction and Society

Complementary Courses (9 credits)

9 credits from:

ANTH 306	(3)	Native Peoples' History in Canada
		Social W

SWRK 377	(3)	Women's Issues in Practice
SWRK 485	(3)	Tutorial: Social Work Practice

Optional course

EDEE 249	(3)	Inuktitut Orthography and Grammar

4.1.2.3 Bachelor of Commerce for Part-Time Students

4.1.2.3.1 Admission Requirements for Bachelor of Commerce (Part-Time Students)

The Bachelor of Commerce (B.Com.) program for part-time students in the Desautels Faculty of Management has been designed to be of assistance to those students who, for various reasons, cannot attend the University during the daytime. The evening courses are offered during the Fall, Winter, Spring, and Summer.

The B.Com. program accepts students with a wide variety of academic backgrounds. Admission is competitive with an above-average Academic Standing expected; decisions are based on the whole academic record. It should be noted that meeting the minimum requirements for admission does not guarantee acceptance into the B.Com. program.

Applications for admission, as well as information on admission requirements and deadlines, can be obtained in person from the Service Point, 3415 McTavish Street, Montreal, Quebec, H3A 0C8; telephone: 514-398-7878, or from the website at *www.mcgill.ca/admissions*.

Students in the following two categories (*section 4.1.2.3.2: CEGEP Diploma (DCS) Applicants* and *section 4.1.2.3.3: Transfer Applicants*) apply through Enrolment Services using the online application found at *www.mcgill.ca/admissions*.

4.1.2.3.2 CEGEP Diploma (DCS) Applicants

CEGEP Diploma (DCS) Applicants must have completed, within the past five years, Calculus 1, Calculus 2, and Linear Algebra (Mathematics – OOUN, OOUP, OOUQ or 201- NYA, 201-NYB, 201-NYC or 201-103, 201-203, 201-105) at CEGEP with a competitive “COTE R.”

Survey of Basic Mathematics 1 (CMSC 203) and 2 (CMSC 204), with a minimum of B+ in each course, may be completed at the School by applicants who have not taken mathematics at college but otherwise meet the admission requirements. These courses are sequential: CMSC 203 is offered in the Fall; CMSC 204 is offered in the Winter.

The courses will not be credited toward the minimum credit requirement. Students accepted to the program on the basis of CEGEP will take a minimum of 90 credits.

4.1.2.3.3 Transfer Applicants

Transfer Applicants (who have studied at another Quebec university) with above-average results must have completed, within the past five years, Calculus 1, Calculus 2, and Linear Algebra at CEGEP with a competitive "COTE R," or with B+ grades if taken at another university. Survey of Basic Mathematics 1 (CMSC 203) and 2 (CMSC 204), with a minimum of B+ in each course, may be completed at the School by applicants who have not taken mathematics at college but otherwise meet the admissions requirements. These courses are sequential: CMSC 203 is offered in the Fall; CMSC 204 is offered in the Winter. These courses will not normally be credited toward the minimum credit requirement.

University courses completed will be considered for transfer credit on an individual basis.

The minimum number of credits required to complete the degree will depend on the student's pre-university education.

Note: While a minimum of 30 credits must be completed after being admitted to the Bachelor of Commerce program, a total of at least 60 credits must be completed at McGill University to fulfil University residency requirements.

Applicants in the following two categories (*section 4.1.2.3.4: Mature Applicants* and *section 4.1.2.3.5: Inter-faculty Transfers*) apply directly to the faculty using the online application form found on Minerva at *www.mcgill.ca/minerva*.

4.1.2.3.4 Mature Applicants

Canadian citizens and permanent residents who lack the academic background normally required for admission may apply directly to the Desautels Faculty of Management for entrance as Mature students if the following conditions are met:

1. they are at least 21, unless otherwise specified, by September 1 (for admission to the Fall semester);
2. they do not have college or university-level studies, completed within the five-year period prior to the application, which would constitute a basis for admission; and
3. they have completed a minimum number of appropriate courses, as specified below, within the three-year period prior to the time of application. Individuals interested in being considered for entrance to management under the Mature Student policy should contact Ron Critchley at 514-398-4068 or by email at *ronald.critchley@mcgill.ca* for further information.

All applicants must have completed the following two courses: CMSC 203 "Survey of Basic Mathematics 1" and CMSC 204 "Survey of Basic Mathematics 2," within five years of the date of admission with a minimum average of B+. (CEGEP Mathematics – OOUN, OOUP, OOUQ or 201- NYA, 201-NYB, 201-NYC or 201-103, 201-203, 201-105, with a competitive “COTE R”, or university equivalents with a minimum B+ average, are acceptable in lieu of CMSC 203 and CMSC 204.)

In addition, all students must complete a minimum of six management courses (18 credits) with an average of B+.

1 Concentration & 1 Minor (18 credits)	90 credits	120 credits
1 Concentration + 1 Minor (18 credits)	33	33
Non-Mgmt Electives	0	12
Electives	21	21
Total	90	120

1 Concentration & 1 Minor (24 credits)	90 credits	120 credits
Freshman Requirements	0	18
Core	36	36
1 Concentration + 1 Minor (24 credits)	39	39
Non-Mgmt Electives	0	12
Electives	15	15
Total	90	120

Concentrations

In order to complete a concentration, the student must achieve a grade of C or better in all the courses that comprise the concentration. The student who has failed to earn 15 satisfactory credits will be required to embark on a new concentration, repeat the course(s) in question or, where possible, replace the course(s) with a satisfactory option from the concentration courses.

Second Concentration

Students who choose to take a second concentration will be required to complete 15 non-overlapping credits at a satisfactory level with a minimum grade of C in each course.

Concentrations (Part-Time Program)
Accounting
Entrepreneurship
Information Systems
Marketing
Organizational Behaviour
Concentrations in Finance, International Business, Labour Management Relations and Human Resources, Operations Management, and Strategic Management are also available with some daytime studies required.

Major Programs

Majors in Management	90 credits	120 credits
Freshman Requirements	0	18
Core	36	36
Major	30	30
Non-Mgmt Electives	6	12
Electives	18	24
Total	90	120

Majors (Part-Time Program)
Accounting
Information Systems
Marketing

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4.1.2.4.1 Core Program

Core Courses – 36 credits required by all B.Com. students, with a minimum grade of C in each course.

Core Courses		
ECON 295	(3)	Macroeconomic Policy
MGCR 211	(3)	Introduction to Financial Accounting
MGCR 222	(3)	Introduction to Organizational Behaviour
MGCR 273	(3)	Introductory Management Statistics
MGCR 293	(3)	Managerial Economics
MGCR 331	(3)	Information Systems
MGCR 341	(3)	Finance 1
MGCR 352	(3)	Marketing Management 1
MGCR 360	(3)	Social Context of Business
MGCR 382	(3)	International Business
MGCR 423	(3)	Organizational Policy
MGCR 472	(3)	Operations Management

Note

Students with an IS concentration are well positioned to participate in IT-driven changes that continue to affect knowledge work, business processes, organizational design, and the operation of markets and industries. Former graduates have secured jobs in consulting, IT management, business analysis, etc. in various industries, e.g., banking, healthcare, finance, education, government, etc.

Required Course (3 credits)

INSY 333	(3)	Systems Analysis and Modeling

Complementary Courses (12 credits)

Selected from the following:

INSY 331	(3)	Managing Information Technology
INSY 332	(3)	Accounting Information Systems
INSY 339	(3)	IT Consulting
INSY 341	(3)	Developing Business Applications
INSY 430	(3)	IT in Financial Markets
INSY 431	(3)	IT Implementation Management
INSY 432	(3)	IT in Business
INSY 434	(3)	Topics in Information Systems 1
INSY 437	(3)	Managing Data & Databases
INSY 440	(3)	E-Business
INSY 444	(3)	Managing Knowledge with Information Technology
INSY 450	(3)	Information Systems Project Management
INSY 454	(3)	Technological Foundation for E-Commerce

4.1.2.5.4 Bachelor of Commerce (B.Com.) — Concentration in Marketing (15 credits)

Mentors: Professors M.S. Jo, A. Mukherjee

The Marketing concentration prepares the student for a wide variety of career opportunities. Marketing graduates historically have found employment in the fields of product management, advertising, sales management, marketing management, pricing, marketing research, distribution, and retailing. The Marketing concentration provides a balance between courses focusing on fundamental, theoretical, and "need to know" material, and courses with a strong practical and applied orientation.

Required Courses (12 credits)

MRKT 354	(3)	Marketing Management 2
MRKT 357	(3)	Marketing Planning 1
MRKT 451	(3)	Marketing Research
		Consumer Beha

MRKT 459	(3)	Retail Management
MRKT 461	(3)	Advertising Practices(3/F0 8F1 8.1 Tf1 103.6572154.583709.8BacgementB.Com.) ((3/F7 8F1 8(((3/F0 8F1 8(ConcanarInte International Markertetail Management

ACCT 354	(3)	Financial Statement Analysis
ACCT 356	(3)	International Accounting
ACCT 434	(3)	Topics in Accounting 1
ACCT 452	(3)	Financial Reporting Valuation
ACCT 453	(3)	Advanced Financial Accounting
ACCT 454	(3)	Financial Reporting
ACCT 463	(3)	Advanced Management Accounting
ACCT 471	(3)	Non-Profit Accounting
ACCT 475	(3)	Principles of Auditing
ACCT 476	(3)	Internal Auditing
ACCT 477	(3)	External Auditing
ACCT 486	(3)	Business Taxation 2

4.1.2.6.2 Bachelor of Commerce (B.Com.) — Major Information Systems (30 credits)

Mentors: Professors E. V

4.1.2.6.3 Bachelor of Commerce (B.Com.) — Major Marketing (30 credits)

Mentors: Professors M.S. Jo, A. Mukherjee

This 30-credit Major is designed to provide students with a strong background in marketing to prepare them for the wide variety of marketing careers available. The Major is most appropriate for those students seeking a career in brand management, small business marketing, selling and sales management, and business-to-business marketing.

Required Courses (15 credits)

MRKT 354	(3)	Marketing Management 2
MRKT 357	(3)	Marketing Planning 1
MRKT 451	(3)	Marketing Research
MRKT 452	(3)	Consumer Behaviour
MRKT 453	(3)	Advertising Management

Complementary Courses (15 credits)

Five courses selected from:

BUSA 464	(3)	Management of Small Enterprises
MRKT 351	(3)	Marketing and Society
MRKT 355	(3)	Services Marketing
MRKT 365	(3)	New Products
MRKT 438	(3)	Brand Management
MRKT 455	(3)	Sales Management
MRKT 456	(3)	Business to Business Marketing
MRKT 459	(3)	Retail Management
MRKT 461	(3)	Advertising Practicum
MRKT 483	(3)	International Marketing Management
MRKT 557	(3)	Marketing Productivity

4.1.2.7 About Admission Regulations for Certificate Programs

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

4.1.2.7.1 Admission Requirements for Certificate Programs

To be admitted to a certificate program:

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

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

4.1.2.7.2 Proof of Proficiency in English

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

4.1.2.7.5 Independent Studies (Special Student Status)

Please consult *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > Admission Requirements >* *section 3.10: Special Student Status: Undergraduate Courses* for information pertaining to Special Students.

Academic Standing Requirements for Special Students

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

4.1.2.7.6 Exemption by Examination

In general, certificates offered by *Career and Professional Development* are comprised of 10 courses. Some programs, however, have corequisite and prerequisite courses that must be completed by the student in order for them to obtain their certificate or diploma.

Students who believe that they have taken the equivalent of one or more of the corequisite(s) to the program, or one or more of the prerequisite courses that are not part of the program to which they have applied, may take an Exemption by Examination test.

The Exemption by Examination test is intended for students who do not have the requisite academic background required, but who believe that they have the requisite level of knowledge needed. Students who successfully pass the Exemption by Examination test(s) with a minimum grade of 55% will not have to take the course(s) for which the test(s) was taken. Those who fail the Exemption by Examination test(s) will not be permitted to repeat the test(s); instead, they must enrol in the course(s) for which the particular test was taken. Students will be notified in writing of their test results.

Students may obtain an application form from Client Services or may download one from the following website: *www.mcgill.ca/conted/studentres/forms*. An applicant may submit an Ex

4.1.2.7.10 Advanced Standing

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

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

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

4.1.2.7.11 Advanced Standing and Residency Requirement

A) Students transferring to McGill:

Adv

4.1.2.7.15 Information Sessions

Information sessions are held throughout the year. This is an opportunity for you to learn more about specific programs and courses and to talk to academic advisers. Members of the *Career and Professional Development* staff will be available to explain and discuss the requirements of the various programs and courses offered. Academic advisers will be available at these sessions to answer your questions and you will be given the opportunity to meet with industry representatives and instructors. Please call *Career and Professional Development* at 514-398-1030 for further information.

4.1.2.7.16 Prerequisites for Courses

Admission to certain courses is restricted to students who have reached a certain level of knowledge by having completed other required work.

The prerequisite course(s) or conditions are specifi

To provide the necessary knowledge and insight required to design, implement, and run an electronic business, on its own or inte

* or the Exemption by Examination Test

Corequisite Courses

CEC2 532*	(3)	Business Economics
CMS2 521*	(3)	Applied Management Statistics

* or the Exemption by Examination Test

Required Courses (21 credits)

CFIN 500	(3)	Financial Markets and Institutions
CFIN 507	(3)	Analysis of Financial Statements
CFIN 512	(3)	Corporate Finance
CFIN 522	(3)	Applied Topics: Corporate Finance
CFIN 525	(3)	Treasury Management
CFIN 530	(3)	Investment Analysis
CFIN 540	(3)	Introduction to International Finance

Complementary Courses (9 credits)

CFIN 501	(3)	Retirement, Estate and Tax Planning
CFIN 515	(3)	Behavioural Finance
CFIN 528	(3)	Strategic Asset and Liability Management
CFIN 552	(3)	Firm Valuation
CFIN 553	(3)	Corporate Mergers and Acquisitions
CFIN 562	(3)	Finance and Sustainable Enterprise
CFIN 590	(3)	Topics in Finance
CFIN 595	(3)	Derivatives and Risk Management Tools
CPD2 505	(3)	Risk Management and Insurance

4.1.3.1.6 Diploma in Human Resources Management

To provide the knowledge and skills required to become successful practitioners in human resources management (HRM).

Admission Requirements – Diploma in Human Resources Management

In addition to the admission requirements stipulated in *section 4.1.3.1: Graduate Programs* > *section 4.1.3.1.1: Admission Requirements – Diploma Programs*, students must have a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies in their undergraduate degree.

4.1.3.1.6.1 Diploma in Human Resources Management (30 credits)

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

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

Required Courses (24 credits)

CORG 551	(3)	Behaviour in Organizations
CORG 552	(3)	Finance and Accounting Principles for HR Management
CORG 553	(3)	Employee and Labour Relations
CORG 554	(3)	Managing Occupational Health and Safety
CORG 555	(3)	Strategic Human Resources Management

CORG 560	(3)	Staffing Organizations
CORG 561	(3)	Developing Human Resources
CORG 562	(3)	Total Compensation and Rewards

Complementary Courses (6 credits)

CGM2 510	(3)	Project Management: Tools & Techniques
CORG 565	(3)	Managing Human Resources Management Information
CORG 570	(3)	International Human Resources Management
CORG 590	(3)	Topics in Human Resources Management
CPL2 510	(3)	Communication and Networking Skills
CPL2 532	(3)	Leading Change
CPL2 533	(3)	Developing Leadership Skills
CPL2 534	(3)	Transcultural Leadership

Or any other 500-level course of

4.1.3.1.8 Diploma in Management

The School of Continuing Studies, in cooperation with the Desautels Faculty of Management, offers courses leading to the Diploma in Management.

Admission Requirements –

4.1.3.1.8.2 Diploma in Management – Health Care Concentration

Admission Requirements – Diploma in Management – Health Care Concentration

Please see *section 4.1.3.1: Graduate Programs* > *section 4.1.3.1.1: Admission Requirements – Diploma Programs*.

4.1.3.1.8.2.1 Diploma in Management — Health Care Concentration (30 credits)

One glance at today's newspapers tells you the need for and applicability of effective management in the health care sector. You can strengthen your skills in the areas of departmental management in health and social services, health care systems and the financial aspects of health care.

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

Corequisites

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

* or the Exemption of Examination Test

Required Courses (27 credits)

CACC 520	(3)	Accounting for Management
CACC 523	(3)	Financial Aspects of Health Care
CFIN 512	(3)	Corporate Finance
CHLC 500	(3)	Health Care Systems
CHLC 552	(3)	Legal Aspects: Health and Social Services
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations
CORG 553	(3)	Employee and Labour Relations

Complementary Course (3 credits)

3 credits from the following:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CHLC 590	(3)	Topics in Health Care
CMIS 541	(3)	Information Systems for Managers
CORG 554	(3)	Managing Occupational Health and Safety
CPL2 510	(3)	Communication and Networking Skills
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management

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

4.1.3.1.8.3 Diploma in Management – Human Resources Concentration

This concentration provides skills to integrate human resources functions with the overall business strategy of an organization.

Admission Requirements – Diploma in Management – Human Resources Concentration

In addition to the admission requirements stipulated in *section 4.1.3.1: Graduate Programs* > *section 4.1.3.1.1: Admission Requirements – Diploma Programs*, students must have an undergraduate degree in an area other than Commerce or equivalent.

4.1.3.1.8.3.1 Diploma in Management — Human Resources Concentration (30 credits)

The Diploma in Management with a Human Resources Concentration covers key areas of management, and specialized Human Resources Management (HRM) courses for managers who want to play a greater role in HRM. HR professionals are also under pressure to know more about other aspects of management, and to manage their own professional development. This program offers both a general knowledge of management, and the possibility of an in-depth study of some of the HR functional areas. Thus, the HR professional learns business fundamentals and strategic linkages impacting HR professional practice.

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

Corequisites

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

* or the Exemption by Examination Test

Required Courses (27 credits)

CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations
CORG 555	(3)	Strategic Human Resources Management
CORG 560	(3)	Staffing Organizations
CORG 561	(3)	Developing Human Resources
CORG 562	(3)	Total Compensation and Rewards

Complementary Course (3 credits)

3 credits from the following:

CGM2 510	(3)	Project Management: Tools & Techniques
CORG 553	(3)	Employee and Labour Relations
CORG 554	(3)	Managing Occupational Health and Safety
CORG 565	(3)	Managing Human Resources Management Information
CORG 570	(3)	International Human Resources Management
CORG 590	(3)	Topics in Human Resources Management
CPL2 532	(3)	Leading Change
CPL2 534	(3)	Transcultural Leadership

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CFIN 540	(3)	Introduction to International Finance
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations
CPL2 524	(3)	Introduction: International Business

Complementary Courses (9 credits)

6 credits from:

CMR2 566	(3)	International Marketing
CPL2 554	(3)	International Business Policy
CPL2 561	(3)	North America and Global Economy

3 credits from:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
CORG 570	(3)	International Human Resources Management
CPL2 510	(3)	Communication and Networking Skills
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management
CPL2 590	(3)	Topics in International Business

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

4.1.3.1.8.5 Diploma in Management – Internet Business Concentration

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

Admission Requirements – Diploma in Management – Internet Business Concentration

Please see *section 4.1.3.1: Graduate Programs* > *section 4.1.3.1.1: Admission Requirements – Diploma Programs*.

4.1.3.1.8.5.1 Diploma in Management — Internet Business Concentration (30 credits)

The Diploma in Management with an Internet Business Concentration will equip students with tools to deal with the revolution in business that is being generated by the Internet and to adapt to a new and rapidly changing market.

Corequisites

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

* or by the Exemption by Examination Test

Required Courses (27 credits)

CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CMIS 530	(3)	Web Analytics for Internet Business
CMIS 542	(3)	Strategic Internet Marketing

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management
CPL2 595	(3)	Topics in Leadership

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

4.1.3.1.8.7 Diploma in Management – Marketing Concentration

Admission Requirements – Diploma in Management – Marketing Concentration

Please see *section 4.1.3.1: Graduate Programs* > *section 4.1.3.1.1: Admission Requirements – Diploma Programs*.

4.1.3.1.8.7.1 Diploma in Management — Marketing Concentration (30 credits)

The tried and true often doesn't work any more. Corporations must respond ef

Corequisites

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

* or the Exemption by Examination Test

Required Courses (27 credits)

CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations
CPRL 510	(3)	Fundamentals of Public Relations
CPRL 520	(3)	Applied Public Relations Communication
CPRL 530	(3)	Internal Stakeholder Communication
CPRL 531	(3)	Media Context and Applications

Complementary Course (3 credits)

3 credits from:

CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 530	(3)	Web Analytics for Internet Business
CMIS 542	(3)	Strategic Internet Marketing
CMIS 544	(3)	Social Media Marketing and Technology
CPRL 515	(3)	Fund-raising and Philanthropy
CPRL 532	(3)	Public Relations Event Management
CPRL 533	(3)	Communications in the Corporate Sector
CPRL 534	(3)	Communications in the Not-For-Profit Sector
CPRL 535	(3)	Public Opinion and Public Policy

Or any other 500-level course offered and appro

* or the Exemption by Examination Test

Required Courses (24 credits)

CACC 520	(3)	Accounting for Management
CCLW 511	(3)	Law 1
CCTX 511	(3)	Taxation 1
CCTX 532	(3)	Taxation 2
CFIN 512	(3)	Corporate Finance
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations

Complementary Courses (6 credits)

6 credits from:

CCFC 516	(3)	Forensic Accounting
CCFC 521	(3)	Corporate Governance
CCFC 522	(3)	Strategic Financial Management
CCLW 643	(3)	U.S. Taxation
CCLW 644	(3)	Corporate Reorganizations
CCTX 640	(3)	Taxation of Real Estate
CCTX 641	(3)	Federal and Provincial Taxes
CCTX 643	(3)	Taxation of International Operations
CGM2 510	(3)	Project Management: Tools & Techniques

4.1.3.1.8.11 Diploma in Management – Treasury – Finance Concentration

Admission Requirements – Diploma in Management – Treasury-Finance Concentration

Please see *section 4.1.3.1: Graduate Programs* > *section 4.1.3.1.1: Admission Requirements – Diploma Programs*.

4.1.3.1.8.11.1 Diploma in Management — Treasury — Finance Concentration (30 credits)

Currently under review. Admissions will not be accepted for the 2012-2013 academic year.

If you are now working in this challenging area or plan to move in this direction, this specialization will provide you with an in-depth understanding of corporate finance and treasury management as well as such areas as investment analysis and international finance.

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

Corequisites

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

* or the Exemption by Examination Test

Required Courses (27 credits)

CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CFIN 522	(3)	Applied Topics: Corporate Finance
CFIN 525	(3)	Treasury Management
CFIN 530	(3)	Investment Analysis
CFIN 540	(3)	Introduction to International Finance

CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations

Complementary Course (3 credits)

3 credits from:

CCLW 511	(3)	Law 1
CFIN 590	(3)	Topics in Finance
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

4.1.3.1.9 Diploma in Management – General

This program provides students with a broad-based fundamental knowledge of business and sets the stage for further management education.

Admission Requirements for the Diploma in Management – General

Please see *section 4.1.3.1: Graduate Programs* > *section 4.1.3.1.1: Admission Requirements – Diploma Programs*.

4.1.3.1.9.1 Diploma in Management — General (30 credits)

The Diploma in Management - General represents a survey of disciplines and an introduction to functional areas in management. It appeals to those starting their own business or to those moving or aspiring to move into general management positions.

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

Corequisites

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

* or the Exemption by Examination Test

Required Courses (21 credits)

CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CMIS 541	(3)	Information Systems for Managers
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations
CPL2 552	(3)	Strategic Management

Complementary Courses (9 credits)

9 credits from:

CGM2 510	(3)	Project Management: Tools & Techniques
CGM2 590	(3)	Topics in Management
CPL2 510	(3)	Communication and Networking Skills

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

Diploma in Pub

CFIN 512	(3)	Corporate Finance

Diploma Program (30 credits)

For CA's and those who have completed the Qualifying Program or the

In addition to the admission requirements stipulated in *section 4.1.3.1.13.1: Admission Requirements for Graduate Certificates*, students must have a Bachelor of Commerce degree with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies.

4.1.3.1.13.3.1 Graduate Certificate in Entrepreneurship (15 credits)

Required Courses (12 credits)

CEN2 500	(3)	Principles of Entrepreneurship
CEN2 505	(3)	Product Commercialization
CEN2 510	(3)	Practical Entrepreneurship Management
CPL2 553	(3)	Small Business Management

Complementary Course (3 credits)

3 credits from:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CMR2 543	(3)	Service Marketing
CMR2 556	(3)	Buyer Behaviour
CMR2 566	(3)	International Marketing
CPL2 510	(3)	Communication and Networking Skills
CPL2 524	(3)	Introduction: International Business
CPL2 533	(3)	Developing Leadership Skills

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

4.1.3.1.13.4 Graduate Certificate in Health Care Management

This program provides an integrated base of management knowledge in the field of health and social service management.

4.1.3.1.13.4.1 Graduate Certificate in Health Care Management (15 credits)

Required Courses (12 credits)

CACC 523	(3)	Financial Aspects of Health Care
CHLC 500	(3)	Health Care Systems
CHLC 552	(3)	Legal Aspects: Health and Social Services
CORG 553	(3)	Employee and Labour Relations

Complementary Course (3 credits)

3 credits from:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CHLC 590	(3)	Topics in Health Care
CMIS 541	(3)	Information Systems for Managers
CORG 554	(3)	Managing Occupational Health and Safety
CPL2 510	(3)	Communication and Networking Skills
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

4.1.3.1.13.5 Graduate Certificate in Human Resources Management

Admission Requirements for the Graduate Certificate in Human Resources Management

from the following:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
CORG 570	(3)	International Human Resources Management
CPL2 510	(3)	Communication and Networking Skills
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management
CPL2 590	(3)	Topics in International Business

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

4.1.3.1.13.7 Graduate Certificate in Internet Business

Admission Requirements for the Graduate Certificate in Internet Business

In addition to the admission requirements stipulated in *section 4.1.3.1.13.1: Admission Requirements for Graduate Certificates*, students must hold a Bachelor of Commerce (or equivalent), a Bachelor of Computer Science, a Bachelor of Software Engineering, or a Bachelor of Computer Engineering with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies.

4.1.3.1.13.7.1 Graduate Certificate in Internet Business (15 credits)

Required Courses (12 credits)

CMIS 530	(3)	Web Analytics for Internet Business
CMIS 542	(3)	Strategic Internet Marketing
CMIS 543	(3)	Internet Business Analysis and Optimization
CMIS 544	(3)	Social Media Marketing and Technology

Complementary Course (3 credits)

3 credits from:

CCS2 505	(3)	Applications Programming
CCS2 508	(3)	Web Application Development
CCS2 510	(3)	Computer Network and Internet Security
CCS2 535	(3)	Internet Business Project
CCS2 550	(3)	Multimedia Communication Design and Marketing
CCS2 590	(3)	Topics in Information Technology
CGM2 510	(3)	Project Management: Tools & Techniques

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

4.1.3.1.13.8 Graduate Certificate in Leadership

Admission Requirements for the Graduate Certificate in Leadership

In addition to the admission requirements stipulated in *section 4.1.3.1.13.1: Admission Requirements for Graduate Certificates*, students must have a bachelor's degree from any discipline as recognized by Graduate and Postdoctoral Studies (GPS) with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies. Students must also meet the language requirements (see *section 4.1.2.7.2: Proof of Proficiency in English*).

4.1.3.1.13.8.1 Graduate Certificate in Leadership (15 credits)

Prerequisite

CORG 551*	(3)	Behaviour in Organizations

* or the Exemption by Examination Test

Required Courses (12 credits)

CPL2 531	(3)	Leadership Theory and Practice
CPL2 532	(3)	Leading Change
CPL2 533	(3)	Developing Leadership Skills
CPL2 534	(3)	Transcultural Leadership

Complementary Course (3 credits)

3 credits from the following:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management
CPL2 595	(3)	Topics in Leadership

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

4.1.3.1.13.9 Graduate Certificate in Marketing

The Graduate Certificate in Marketing has been developed for students who wish to upgrade their existing knowledge and skills in the field.

The program is designed to provide students with the opportunity to develop a solid understanding of the theoretical foundations and practices of marketing at the graduate level.

4.1.3.1.13.9.1 Graduate Certificate in Marketing (15 credits)

The Graduate Certificate in Marketing has been developed for students who wish to upgrade their existing knowledge and skills in the field.

The program is designed to provide students with the opportunity to develop a solid understanding of the theoretical foundations and practices of marketing at the graduate level.

Required Courses (12 credits)

CMR2 548	(3)	Processes of Marketing Research
CMR2 556	(3)	Buyer Behaviour
CMR2 564	(3)	Marketing Communications - Strategic Approach
CMR2 566	(3)	International Marketing

Complementary Course (3 credits)

3 credits from:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
CMR2 543	(3)	Service Marketing
CMR2 590	(3)	Topics in Marketing
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

4.1.3.1.13.10 Graduate Certificate in Operations Management

Currently under review. Admissions will not be accepted for the 2012–2013 academic year.

This Graduate Certificate offers students the opportunity to acquire knowledge of manufacturing systems and operations management.

4.1.3.1.13.10.1 Graduate Certificate in Operations Management (15 credits)

Currently under review. Admissions will not be accepted for the 2012-2013 academic year.

Required Courses (12 credits)

CMS2 514	(3)	Analysis: Manufacturing Systems
CMS2 515	(3)	Operations Management
CMS2 516	(3)	Total Quality Management
CMS2 518	(3)	Current Manufacturing Strategies

Complementary course (3 credits)

3 credits from:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
CMS2 590	(3)	Topics in Operations Management
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

4.1.3.1.13.11 Graduate Certificate in Public Relations Management

Admission Requirements for the Graduate Certificate in Public Relations Management

In addition to the admission requirements stipulated in *section 4.1.3.1.13.1: Admission Requirements for Graduate Certificates*, students must have a Bachelor of Commerce degree (or equivalent) with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies.

4.1.3.1.13.11.1 Graduate Certificate in Public Relations Management (15 credits)

Required Courses (12 credits)

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

Complementary Course (3 credits)

3 credits from:

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

4.1.3.1.13.12 Graduate Certificate in Taxation

Currently under review. Admissions will not be accepted for the 2012-2013 academic year.

Admission Requirements for the Graduate Certificate in Taxation

In addition to the admission requirements stipulated in *section 4.1.3.1.13.1: Admission Requirements for Graduate Certificates*, students must have a Bachelor of Commerce degree with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies.

4.1.3.1.13.12.1 Graduate Certificate in Taxation (15 credits)

Currently under review. Admissions will not be accepted for the 2012-2013 academic year.

This program provides a solid academic background in business, and is designed to provide you with the specialized knowledge of taxation needed for today's changing business world.

Required Courses (9 credits)

CCLW 511	(3)	Law 1
CCTX 511	(3)	Taxation 1
CCTX 532	(3)	Taxation 2

Complementary Courses (6 credits)

6 credits from:

CCFC 516	(3)	Forensic Accounting
CCFC 521	(3)	Corporate Governance
CCFC 522	(3)	Strategic Financial Management
CCLW 643	(3)	U.S. Taxation
CCLW 644	(3)	Corporate Reorganizations
CCTX 640	(3)	Taxation of Real Estate
CCTX 641	(3)	Federal and Provincial Taxes
CCTX 643	(3)	Taxation of International Operations
CGM2 510	(3)	Project Management: Tools & Techniques

4.1.3.1.13.13 Graduate Certificate in Treasury – Finance

Currently under review. Admissions will not be accepted for the 2012–2013 academic year.

4.1.3.1.13.13.1 Graduate Certificate in Treasury — Finance (15 credits)

Currently under review. Admissions will not be accepted for the 2012-2013 academic year.

Required Courses (12 credits)

CFIN 522	(3)	Applied Topics: Corporate Finance
CFIN 525	(3)	Treasury Management
CFIN 530	(3)	Investment Analysis
CFIN 540	(3)	Introduction to International Finance

Complementary course (3 credits)

3 credits from:

CCLW 511	(3)	Law 1
CFIN 590	(3)	Topics in Finance
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

4.1.3.2 Academic Regulations

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

Students who believe that they have taken the equivalent of one or more of the corequisite(s) to the program, or one or more of the prerequisite courses that are not part of the program to which they have applied, may take an Exemption by Examination test.

The Exemption by Examination test is intended for students who do not have the requisite academic background required, but who believe that they have the requisite level of knowledge needed.

Students who successfully pass the Exemption by Examination test(s) with a minimum grade of 65% will not have to take the course(s) for which the test(s) was taken. Those who fail the Exemption by Examination test(s) will not be permitted to repeat the test(s); instead, they must enrol in the course(s) for which the particular test was taken. Students will be notified in writing of their test results. Students may obtain an application form from Client Services, or may download one from the website: *www.mcgill.ca/conted/studentres/forms*.

An applicant may submit an Exemption by Examination application form to Client Services by mail or in person (no emails or faxes accepted). A $50 CDN (non-refundable) application fee (payable by credit card, debit card, certified cheque, or money order) must accompany the request. Students interested in a list of courses for which the Exemption by Examination test applies should refer to the application form. For further details on the Exemption by Examination test, students should contact *Career and Professional Development*.

Exemption by Examination tests will be held on the following dates:

Exemption by Examination	
Wednesday	August 15, 2012
Thursday	August 16, 2012
Wednesday	November 28, 2012
Thursday	November 29, 2012
Wednesday	April 3, 2013
Thursday	April 4, 2013

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

4.1.3.2.1 Admission Procedures for all Programs

For more information, see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > section 3.1: Admission Requirements*.

4.1.3.2.2 Proof of Proficiency in English

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

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

- Ha

courses must have been completed within the last five years. Students are required to complete the remaining courses at McGill University in order to be eligible for the program.

Graduate Certificates

Students who have completed equivalent post-graduate level courses, including corequisite and prerequisite courses, with a minimum grade of B- at a recognized university may be granted a maximum of 3 credits (one course). Students must complete 12 credits (four courses) in the Graduate Certificate at McGill University. Students completing two graduate certificates may only double count 3 credits.

4.1.3.2.5.1 Supplementals for all Programs

Please note: Supplemental examinations are not available in courses offered by *Career and Professional Development* (i.e., if a student fails a course he/she must repeat it).

4.1.3.2.6 Academic Standing Regulations

4.1.3.2.6.1 Diploma Programs

1. Students must complete all courses with a minimum passing grade of B-. This includes all required courses, elective courses, corequisite courses, prerequisite courses, and courses outside the program to which the student has been admitted. Students will be allowed to fail no more than two courses. On the third failure, students will be asked to withdraw from the program immediately. In this context, an unsatisfactory grade is deemed to be any grade below that of a B-. Please note that even if an unsatisfactory grade is improved by means of repetition of the course(s), the original grade remains on the student's record and counts toward the total number of unsatisfactory grades.
2. Students have a maximum of four years to complete the Diploma in Management.

4.1.3.2.6.2 Graduate Certificates

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

4.1.3.2.6.3 Special Students

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

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

McGill University's School of Continuing Studies affirms the right of students to dispute substantive or procedural academic matters, including decisions about the student's continuation in a program; or concerning any other decision with respect to the application of academic regulations and requirements to a student. A formal academic appeal must be made in writing directly to the *Career and Professional Development* Appeal Committee. This request must be accompanied by supporting documents which substantiate reinstatement.

4.1.3.2.6.4 Time Limits

For a single diploma requiring 30 credits, the program must be completed within four years of initial registration. For a single graduate certificate program requiring 15 credits, the program must be completed within two years of initial registration. Time limits will be adjusted accordingly for those students who are granted Advanced Standing, or who transfer from one program to another. Students exceeding the time limits may request an extension, in writing, to the graduate adviser. A recommended revision of the program of study must be approved by the Director.

Students who do not register for any course in their program for one year will be required to reapply and meet any new program requirements.

Corequisite

This refers to academic requirements that may be completed before or concurrently.

Corequisites for Programs

Certain programs require specific corequisites. These may be completed after admission to the program.

Prerequisites for Courses

Admission to certain courses is restricted to students who have reached a certain level of knowledge by having completed other required work. The prerequisite course(s) or conditions are specified in the course descriptions. Students must observe these prerequisites. If you fail to meet the prerequisite requirement, you will be denied permission to register in the course. Students unsure of their status with regard to a prerequisite must inquire at the School of Continuing Studies.

Course Load

All our programs are structured to be taken on a part-time basis.

- If a student then has one failure, the course load will be reduced to three courses in the subsequent term.
- If a student has two failures, the course load would be reduced to two in the subsequent term.
- If a student has accumulated three failures, he/she will be asked to withdraw.

A failure is defined as being a grade less than B- (65%).

Information Sessions

Information sessions will be held prior to each registration period. Please refer to the School of Continuing Studies website for the precise dates. These sessions will give you an opportunity to learn more about specific programs and courses. Academic advisers will be available at these sessions to provide you with details on program requirements, admission procedures, etc. We urge you to attend these sessions if you are planning to take courses in the upcoming term.

4.1.3.2.6.5 Registration in Graduate-Level Courses

For more information, see *section 3.1: Admission Requirements*.

4.1.3.3 Engineering – Graduate Level

Career and Professional Development, in cooperation with the Faculty of Engineering, offers graduate-level courses that may be credited in programs for the Masters in Engineering degree.

Students may not count such courses toward the fulfilment of a program unless:

1. they have been formally admitted to the program; and
2. the specific course has been approved for inclusion in their program by the Graduate Program Director of the department in which they are enrolled.

Students wishing information on admission requirements should contact Graduate and Postdoctoral Studies. Information on the programs can be obtained by contacting the relevant departments.

Ordre des Ingénieurs du Québec

Students wishing to take courses to prepare for the professional examinations of the *Ordre des Ingénieurs du Québec* are asked to contact the *Ordre* at the following address:

L'Ordre des Ingénieurs du Québec
Windsor Station
1100 de la Gauchetière West, Room 350
Montréal, Québec
H3B 2S2

Telephone: 514-845-6141

4.1.3.4 Language Requirements for Professions

For more information, see *Pr*

4.2.2 Location

Diplôme d'études en langue française
Diplôme approfondi de langue française
Telephone: 514-398-1484
Fax: 514-398-1769

Website: *www.mcgill.ca/conted/langprg/delfdalf*
Email: *translation.conted@mcgill.ca*

Note: Enter "DELF-DALF" in the subject line of your email.

4.2.3 Administrator

Administrator	
James Archibald; B.A.(McG.), B.Ph.(Montr.), M. ès L., Dr. 3e cy.(Lille), Ph.D.(Montr.)	**Director, Translation and Written Communication**

4.2.4 Introduction

McGill University is the National Examination Centre in Québec for the DELF and the DALF. The *Diplôme d'études en langue française* (DELF), which has two lev

Conditions

The DELF is composed of cumulative units. You may obtain them separately in the country or countries of your choice. Each unit represents approximately 100 hours of study and is certified by a diploma. All marks are final and not subject to appeal. Successful completion of the first two units allows candidates to receive the first diploma: DELF *1er degré* (DELF, level 1). Completion of units B1 and B2 qualifies you to receive the next diploma: DELF *2e degré* (DELF, level 2).

You can undertake the different units at your own pace; you will retain credit for all units that you have passed. If you wish, you can spread your study of the units over several years, or you can attempt the examinations for several units in the same session (for example, the two units of the DELF, level 1). No previous diploma is required for a candidate to register for the DELF/DALF exams, and neither is proof of specific preparation or level.

Registration forms are available at: *www.mcgill.ca/conted/langprg/delfdalf*.

Telephone: 514-398-1484
Fax: 514-398-1769
Email: *translation.conted@mcgill.ca*

Detailed information, including dates, fees, and registration forms can be found on the following website:

McGill: *www.mcgill.ca/conted/langprg/delfdalf*

More information about the exams can be found at:

France: *Centre international d'études pédagogiques*: DELF DALF
www.ciep.fr/en/delfdalf/index.php

DELF/DALF Equivalencies

DELF/DALF	Council of Europe	ALTE*
DALF	C2	5
DALF	C1	4
DELF 2nd Degree Units A5 and A6	B2	3
DELF 1st Degree Units A3 and A4	B1	2
DELF 1: Unit A2	A2	1
DELF 1: Unit A1	A1	

* Association of Language Testers in Europe

4.3 Education

4.3.1 Education (School of Continuing Studies) at McGill

Are you teaching full-time? Would you like to upgrade your skills, learn new teaching strate

Email: *sao.education@mcgill.ca*

4.3.3 About Education Programs

As classroom and cultural realities change, in-service teachers and other educators can learn new strategies and expand their career options by studying with education experts at McGill. The Faculty of Education offers numerous professional development opportunities administered through the School of Continuing Studies to enhance existing knowledge and to develop new expertise in areas such as Counselling Applied to Teaching; First Nations' and Inuit education, language, and cultural issues; Inclusive Education; and Human Relations and Family Life Education. These enriching programs and courses are ideal for individuals who wish to upgrade their skills while studying on a part-time basis.

4.3.3.1 Programs for Professional Development in Education

The Faculty of Education offers the following programs:

Programs for Professional Development in Education

section 4.3.3.5.2: Diploma in Human Relations and Family Life Education (30 credits)

section 4.3.3.6.1: Graduate Certificate in Counselling Applied to Teaching ,selling

4.3.3.5 Diploma in Human Relations and Family Life Education

This program is intended to train people who wish to conduct Family Life Education programs in schools, hospitals, religious institutions, and social service centres.

4.3.3.5.1 Admission Requirements

1. An undergraduate degree with a CGPA of at least 2.7 out of 4.0
2. Two letters of recommendation
3. An autobiographical sketch that should include a statement of interest in the program
4. TOEFL minimum score of 550 for non-Canadian students from countries where English is not the first language and who have not completed a recognized university degree taught in English. The Department reserves the right to request an interview of any applicant.

A total of 30 credits is required to complete the program. Students should consult with advisers concerning appropriate course profiles.

Further information may be obtained from the Program Coordinator, Department of Educational and Counselling Psychology at 514-398-4248.

4.3.3.5.2 Diploma in Human Relations and Family Life Education (30 credits)

The Diploma in Human Relations and Family Life Education is designed for people who, though qualified to work in their respective professional domains, may wish to acquire auxiliary skills in basic human communication, group animation, and effective interviewing.

Required Courses (21 credits)

EDPC 501	(3)	Helping Relationships
EDPC 502	(3)	Group Processes and Individuals
EDPC 503	(3)	Human Sexuality: Professionals
EDPC 504	(3)	Practicum: Interviewing Skills
EDPC 507	(3)	Practicum: Group Leadership Skills
EDPC 540	(3)	Foundation of Family Life Education
EDPE 560	(3)	Human Development

Complementary Courses (9 credits)

9 credits from the following courses:

EDPC 505	(3)	Crisis Intervention Processes
EDPC 508	(3)	Seminar in Special Topics
EDPC 509	(3)	Individual Reading Course
EDPC 510	(3)	Family Life Education and Marriage
EDPC 511	(3)	Demystifying Death & Dying
EDPE 564	(3)	Family Communication
EDPE 595	(3)	Seminar in Special Topics
EDPE 596	(3)	Seminar in Special Topics

In addition to the above, other complementary courses may be approved by the Program Director.

4.3.3.6 Graduate Certificate in Counselling Applied to Teaching

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

Admission Requirements

1. An undergraduate degree with a CGPA of at least 3.0 out of 4.0 (some courses will be taken concurrently with the diploma and graduate studies; therefore, students must have demonstrated equivalent levels of accomplishment in their undergraduate studies).
2. Certification as a teacher, a current teaching or student services position in a school or community organization serving children and adolescents, or other justification for admission to the program (in all cases, the program reserves final discretion about the appropriateness of alternative qualifications to a teaching certificate).
3. A three- to five-page statement of experience working with children and adolescents, career aspirations, and reasons for seeking admission to this program.

4. At least two letters of recommendation addressing academic ability, qualifications for working with children and adolescents in a helping role, and general character.
5. T

For further information on other supporting documents required, please see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > Admission Requirements > section 3.7: Program Transfers*.

4.3.3.7.1 Certificate in Inclusive Education (30 credits)

The Certificate in Inclusive Education is intended for regular class teachers, special educators, adult educators, and other educational personnel. The program provides a sequence of courses that will ensure a sound foundation for adapting curriculum and instruction for students with varying abilities, learning styles, and special needs. It strives to meet the needs of educators who must adapt to their changing roles in contemporary schools: (a) for general educators, to educate students with diverse needs in their heterogeneous classrooms, and (b) for special educators, to collaborate with other professionals working with exceptional students.

Required Courses (24 credits)

EDPI 309	(3)	Exceptional Students
EDPI 341	(3)	Instruction in Inclusive Schools
EDPI 344	(3)	Assessment for Instruction
EDPI 440	(3)	Managing the Inclusive Classroom
EDPI 441	(3)	Students with Behavior Difficulties
EDPI 442	(3)	Students with Learning Difficulties
EDPI 526	(3)	Talented and Gifted Students
EDPI 543	(3)	Family, School and Community

Complementary Courses (6 credits)

6 credits chosen from the following:

EDPE 496	(3)	Individual Reading Course
EDPI 446	(3)	Special Topics
EDPI 447	(3)	Special Topics
EDPI 448	(3)	Special Topics
EDPI 450	(3)	Computers and Special Needs
EDPI 527	(3)	Creativity and its Cultivation
EDPI 536	(3)	Practicum Gifted Education 1
EDPI 537	(3)	Practicum Gifted Education 2
EDPI 539	(3)	Field Work 1: Exceptional Students
EDPI 540	(3)	Field Work 2: Exceptional Students

Other courses may be approved by the Program Director. Further information may be obtained from the Program Coordinator, Dean Thomson, 514-398-4248. Courses listed above are not necessarily offered on a regular basis. Check Minerva for course availability.

4.3.3.8 Programs for First Nations and Inuit

First Nations and Inuit Education (FNIE)

The Faculty of Education collaborates with various Indigenous communities and institutions offering programs whose courses are given either at McGill or off campus. In collaboration with the Kati

On completion of the Certificate requirements, trainees may apply for admission to the Bachelor of Education for Certified Teachers program with up to 30 credits advanced standing. Certain non-credit academic upgrading courses may be required of B.Ed. applicants.

Time Limit

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

The following program requirements are for all students except those specializing in teaching physical education.

Required Courses (30 credits)

EDEC 203	(3)	Communication in Education
EDEC 260	(3)	Philosophical Foundations
EDEE 325	(3)	Children's Literature
EDEM 202	(3)	Native Family Dynamics & Supporting Institutions
EDPE 300	(3)	Educational Psychology
EDPI 341	(3)	Instruction in Inclusive Schools

12 credits of practicum courses:

EDEC 201	(1)	First Year Professional Seminar
EDEC 253	(1)	Second Professional Seminar (Kindergarten/Elementary)
EDFE 200	(2)	First Field Experience (K/Elem & Secondary)

EDEC 239	(3)	Mi'kmaq Language 1
EDEC 240	(3)	Mi'kmaq Language 2

Mohawk

EDEC 236	(3)	Mohawk Second Language 2
EDEE 296	(3)	Mohawk Second Language 1
EDEE 297	(3)	Mohawk Language 1
EDEE 298	(3)	Mohawk Language 2

Naskapi

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

Cultural Skills and Language Arts

6 credits:

EDEA 242	(3)	Cultural Skills 1
EDEE 223	(3)	Language Arts

18 credits from course List A and course List B with at least 12 credits in different subject areas. Priority should be given to selecting courses from List A.

List A

EDEC 262	(3)	Media, Technology and Education
EDEE 230	(3)	Elementary School Mathematics
EDEE 241	(3)	Teaching Language Arts
EDEE 250	(2)	The Kindergarten Classroom
EDEE 270	(3)	Elementary School Science
EDEE 275	(2)	Science Teaching
EDEE 280	(3)	Geography, History and Citizenship Education
EDEE 282	(2)	Teaching Social Sciences
EDEE 291	(3)	Cultural Values and Socialization
EDEE 332	(3)	Teaching Mathematics 1
EDEE 355	(3)	Classroom-based Evaluation

List B

EDEA 241	(3)	Basic Art Media for Classroom
EDEC 200	(3)	Introduction to Inuit Studies
EDEC 220	(3)	Curriculum Development
EDEC 243	(3)	Teaching: Multigrade Classrooms
EDEC 244	(3)	Issues in Aboriginal Education
EDEC 403	(3)	The Dialects of Inuktitut
EDEE 240	(3)	Use and Adaptation of Curricula
EDEE 243	(3)	Reading Methods in Inuktitut/Cree

EDEE 247	(6)	Individualized Instruction
EDEE 248	(3)	Reading and Writing Inuktitut/Cree
EDEE 261	(3)	Reading Clinic - Early Childhood
EDEE 292	(3)	Using Instructional Resources
EDEE 340	(3)	Special Topics: Cultural Issues
EDEE 342	(3)	Intermediate Inuktitut/Amerindian Language
EDEE 344	(3)	Advanced Inuktitut/Amerindian Language
EDEE 345	(3)	Literature and Creative Writing 1
		Literature and Creative Writing 2

30 credits selected as described below:

6 credits from the following language courses according to language group and fluency:

Algonquin

EDEC 234	(3)	Algonquin Second Language 2
	(3)	Algonquin Second Language 1

EDKP 217	(2)	Track & Field / Cross Country
		Volleyball 1

EDKP 494	(3)	Physical Education Curriculum Development
EDPE 377	(3)	Adolescence and Education
EDSL 247	(3)	Second Language Education in Aboriginal Communities

4.3.3.8.3 Certificate in Aboriginal Literacy Education (30 credits)

This 30-credit program is designed for Algonquin, Cree, Inuit, Mi'kmaq, and Kanienkehaka (Mohawk) students who wish to gain a deeper understanding of their Indigenous language, especially in its written form. It is aimed mainly at those who will be teaching their Indigenous language.

This certificate may be taken concurrently and completed within the Bachelor of Education for Certified Teachers program if the requirements for B.Ed. are fulfilled.

Required Courses (6 credits)

EDEE 342	(3)	Intermediate Inuktitut/Amerindian Language
EDEE 344	(3)	Advanced Inuktitut/Amerindian Language

Complementary Courses (18 credits)

18 credits selected as described below.

Language Courses

6 credits from the following language courses (or other courses as approved by the Director of Programs in First Nations and Inuit Education) including a beginning course (3 credits) in the Indigenous language as a first language (e.g., EDEC 241 Cree Language 1) and a second-level course (3 credits) in the same language (e.g., EDEC 242 Cree Language 2).

EDEC 227	(3)	Naskapi Language 1
EDEC 228	(3)	Naskapi Language 2
EDEC 239	(3)	Mi'kmaq Language 1
EDEC 240	(3)	Mi'kmaq Language 2
EDEC 241	(3)	Cree Language 1
EDEC 242	(3)	Cree Language 2
EDEE 249	(3)	Inuktitut Orthography and Grammar
		94C53 NaskDEC 242

educational leader in enhancing that dev

Electives (15 credits)

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

4.3.3.8.7 Certificate in Aboriginal Education for Certified Teachers (30 credits)

This 30-credit program provides training to assist mainstream teachers in becoming more effective teachers in First Nations and Inuit communities. It is designed to address subjects of particular interest and need in First Nations and Inuit schools, such as cultural socialization, cooperative learning, second-language teaching, and curriculum development.

Required Courses (18 credits)

EDEC 220	(3)	Curriculum Development
EDEC 233	(3)	First Nations and Inuit Education
EDEE 240	(3)	Use and Adaptation of Curricula
EDEE 291	(3)	Cultural Values and Socialization
EDEE 444	(3)	First Nations and Inuit Curriculum
EDSL 247	(3)	Second Language Education in Aboriginal Communities

Complementary Courses (12 credits)

12 credits selected as described below.

Language

3 credits of an introductory language course in the language of the community.

Education

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

EDEA 242	(3)	Cultural Skills 1
EDEC 200	(3)	Introduction to Inuit Studies
EDEE 247	(6)	Individualized Instruction
EDEE 290	(3)	Cooperative Learning
EDEM 202	(3)	Native Family Dynamics & Supporting Institutions

4.3.3.8.8 Certificate in First Nations and Inuit Student Personnel Services (30 credits)

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

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

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

Required Courses (21 credits)

EDPC 201	(3)	Introduction to Student Advising
EDPC 202	(3)	Helping Skills Practicum 1
EDPC 203	(3)	Helping Skills Practicum 2
EDPC 205	(3)	Career/Occupational Development
		Nativ

Complementary Courses (9 credits)

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

Registration in EDEM 202, EDKP 204, or any other courses offered by departments other than Educational and Counselling Psychology, or in other programs of this Department is dependent on availability (e.g., through a concurrently offered program) or through an arrangement made with that department or program. The Program Coordinator will attempt to make these contacts whenever required.

EDEM 202	(3)	Native Family Dynamics & Supporting Institutions
EDKP 204	(3)	Health Education
EDPC 206	(3)	Group Leadership Skills
EDPC 207	(3)	Aboriginal Adolescent Development
EDPC 211	(3)	Special Topics in Student Personnel Services
EDPI 211	(3)	Social and Emotional Development

4.3.3.9 Academic Regulations

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

Academic Standing

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

Time Limits

Thirty-credit programs taken on a part-time basis must normally be completed within fiv

This unit also organizes the development, coordination, and administration of Summer Studies courses, offered from May to August. Based on sound educational and business planning, these courses deliver high-quality learning opportunities for local, out-of-province, and international students and professionals.

4.4.3 Location

Faculty Partnerships & Summer Studies
Telephone: 514-398-5212
Fax: 514-398-5224
Website: *www.mcgill.ca/conted/acad/facultypartnerships*; *www.mcgill.ca/summer*
Email: *summer.studies@mcgill.ca*; *facultypartnerships.conted@mcgill.ca*

4.4.4 Administrative Officers

Administrative Officers	
Leah Moss; B.A.(W. Ont.), M.A.(C'dia), Ph.D.(McG.)	Director, Faculty Partnerships and Summer Studies
Jasna Hancevic; B.Com.(McG.), M.Sc.(UQAM)	Program Administrator, Faculty Partnerships and Summer Studies
Benjamin Isaac; B.F.A.(C'dia), M.F.A.(MIUAD)	Administrative Coordinator, Faculty Partnerships and Summer Studies

4.4.5 Professional Development Opportunities

Professional Development Opportunities offer enriching programs, courses, workshops, seminars, and lectures of interest to:

- Business analysts and professionals
- Community organizers
- Contract and project managers
- Distribution, construction, and manufacturing professionals
- Engineers and geologists
- Entertainment, Internet/software, and publishing professionals
- Lawyers, and legal, and public-sector professionals
- Marketing and brand practitioners
- Mining industry professionals
- Non-clinical research professionals
- Patent and trademark agents
- Pharmaceutical and biotech employees
- Process analysts
- Public speakers and speech writers
- Quality assurance professionals
- Retail and service industry professionals

4.4.6 General Information

4.4.6.1 Registration

New, non-McGill students wishing to register for credit courses during the Summer term should consult the Summer Studies website at *www.mcgill.ca/summer* for further instructions.

Returning McGill students who wish to register for credit courses during the Summer term should do so online using Minerva.

For more information regarding Special Courses and Programs, please consult the list of available special courses/programs at *www.mcgill.ca/conted/acad/facultypartnerships*and *www.mcgill.ca/summer/special*. As registration requirements and criteria for Special Courses and Programs are specific, students are asked to call the Faculty Partnerships and Summer Studies Office at 514-398-5212 for further information.

4.4.6.2 Fees

Full payment for non-credit courses, seminars, and workshops is due at the time of registration and can be made by cheque, Visa, or MasterCard. For information on fees for Special Courses and Programs, please contact the Faculty Partnerships and Summer Studies Office at 514-398-5212. For further information on fees for Summer term credit courses, please refer to the Summer Studies Tuition and Fees website at *www.mcgill.ca/student-accounts/tuition-fees/summer-studies-tuition-and-fees*.

4.4.6.3 Course Cancellations and Withdrawals

Faculty Partnerships and Summer Studies reserves the right to cancel courses prior to the first lecture due to low enrolment. For the cancellation policy for credit courses, please refer to *Programs, Courses and University Regulations > University Regulations and Resources > Continuing Studies >* *section 1.3.4: Course Withdrawals and Refunds*.

Students registered in any Special Courses and Programs who wish to cancel their registration must notify *Faculty Partnerships and Summer Studies*, in writing, at least seven days prior to the start of the course. After this deadline, you will be charged a $100 administration fee to cancel your registration. If no notice is given prior to the start of the program and you fail to attend, you will be liable for the full course fee. Failure to attend classes does not constitute a cancellation or withdrawal from the course.

4.4.7 Credit Offerings: Credit Courses

Credit Courses		
CHEM 181	(3)	World of Chemistry: Food
CHEM 183	(3)	World of Chemistry: Drugs
RELG 254	(3)	Introduction to Sikhism
SOIL 342	(3)	Organic Soil Fertilization

4.4.8 Course Offerings: Non-Credit Courses

Non-Credit Courses	
CENG 222	Risk Assessment: Ore Reserves/Mine Planning

4.5 Languages

4.5.1 Languages at the School of Continuing Studies

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

The program is the equivalent of one year of full-time university studies, requires the completion of ten 3-credit courses, and starts at the low-intermediate level (courses CEEN 211o

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

4.5.4.2.2 Certificate of Proficiency – English for Professional Communication: Academic Regulations

Admission Requirements

To be admitted to the *Certificate of Proficiency –r as "Speciabe*

The fee for the test is $25 (non-refundable and may be subject to change), payable at the time of registration for the test. Entrance Placement Test results will be available on the third business day following the test date as well as at the time of course registration. In order to register for a course, new students must schedule an appointment.

F

CEFN 421	(3)	French Written Communication Contexts
CEFN 422	(3)	French Oral Communication Contexts

Complementary courses

CEFN 401	(3)	French Vocabulary in Context

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

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

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

Special Students

Students not wishing to be admitted to the program may register as a "Special Student" in a course, provided they have taken the Entrance Placement Test (EPT), or have completed the necessary prerequisites. Please consult *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > section 3.10: Special Student Status: Undergraduate Courses* for further information pertaining to Special Students.

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

Certificate of Proficiency – French for Pr

not guarantee a place in a course. Students who have not taken courses in the *Language and Intercultural Communication unit* within one year are required to retake a placement test.

4.5.5.3.4 International Students

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

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

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

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

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

Those who study for more than one semester must purchase medical insurance for one academic year. These fees must be included with the tuition payment in one cheque to McGill University. Access to McGill Health Services is available upon payment of an additional Student Services fee.

4.5.5.3.5 Housing

The Language and Intercultural Communication unit can refer students to an organization that can place them in the home of a French-speaking family. This arrangement provides an ideal opportunity to speak French in the home setting and sample our Québecois hospitality. As well, Off-Campus Housing offers information on lodgings close to campus. University residences are available to students during the Summer session only. For more information, visit our website at *www.mcgill.ca/conted/applyregister/siesif/freint/#FAQ* or contact *the Language and Intercultural Communication* unit.

Spanish Language Programs and Courses (Offered by Translation and

4.6.3 Administrative Officer

Administrative Officer	
Alex Megelas; B.A.(Bishop's)	**Program Coordinator**

4.6.4 McGill Community for Lifelong Learning

Retired? Planning to retire? The *McGill Community for Lifelong Learning* (MCLL) can provide you with the intellectual stimulation and dynamic social activities important for personal growth. Volunteer-run, MCLL is fueled by peer learning where moderators lead small groups that explore fascinating topics in Arts and Music, Science and Society, Books and Authors, History and Religion, World Events, and more. Come join our active learning environment, whose passionate members include businesspeople, homemakers, doctors, teachers, artists, and engineers, aged 50–95. Access to McGill libraries and other resources, plus entertaining social events and field trips, round out the enriching MCLL experience.

4.6.4.1 Study Group Subjects

Each semester 25–60 study groups are offered, which cover a wide range of subjects, such as:

Study Group Subjects	
Creative Writing	Literature
Art and Architecture	Science and Society
History	Cultural Studies
Current Events	Area Studies
Music	Film Studies
Psychology	Computer Skills
Philosophy	and other topics

Many topics are interdisciplinary. The Curriculum Committee welcomes proposals for new study groups and is also ready to help moderators prepare proposals.

4.6.4.2 MCLL Schedule

The study groups meet for a term of ten weeks (two hours per week, per subject) in Fall, Winter, and Spring.

Classes for 2012–2013 are tentatively scheduled as follows:

September 17 to November 23
January 14 to March 22
April 8 to June 14

4.6.4.3 Self-Administration

MCLL is self-administered by a Council elected by its members. The Council works in collaboration with the School of Continuing Studies. There are various committees, managed by the Council, to which many members contribute their talents. The committees are: Curriculum, Development, Planning, Special Events, Newsletter, Information Technology, and Communications. In addition, many members contribute to the day-to-day administration of the Institute.

MCLL is governed according to its bylaws, approved by the University Senate and Board of Governors. Full details are described in the *McGill Community for Lifelong Learning Member Handbook*.

4.6.4.4 Social Events

In each study group, you will meet other adult learners who have similar interests and a keen sense of curiosity. In addition, there are various social and educational special events that are organized by and for the membership during the Fall, Winter, and Spring terms. These additional events introduce you to many more members who, like you, have a sense of curiosity and determination to exercise it.

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

4.6.4.5 Membership Fees

Because of the sense of community at MCLL and the activities outside of the study groups, members pay a membership fee rather than a fee for each individual study group. This fee entitles you to participate in study groups for the duration of the semester. The membership also includes McGill library privileges and entitles you to attend other social activities.

The 2011–2012 membership fee was $100 per semester. An Associate membership is available for $20. Associates receive the calendar and newsletter and may attend lectures and social events.

Please note: Fees are subject to annual review. The 2012–2013 fees were not set at the time of publication of *Programs, Courses and University Regulations*.

4.6.4.6 Registration

A detailed Calendar of study groups is available prior to the beginning of each term on the web. Registration is online, by mail, or in person.

Go to our website: *www.mcgill.ca/conted/milr* to view the Calendar. To receive the Calendar and registration instructions by mail, please telephone: 514-398-8234, fax: 514-398-2757, or email: *milr.conted@mcgill.ca*.

4.7 Personal and Cultural Enrichment

4.7.1 Personal and Cultural Enrichment (PACE)

Are you seeking to expand a skill set for your current or developing career, or wish to know more about a topic for personal enrichment? You can find it at the School of Continuing Studies' PACE series. Drawing from an extensive pool of renowned academic, artistic, and professional talent, the PACE series is designed with you in mind.

PACE provides adult learners with a forum to explore a topic of interest for personal enrichment, to assist in a life transition, or to gain practical skills. In engaging formats such as short courses, lectures, and workshops, PACE puts the spotlight on art, culture, literature, professional development, science, social issues, communities, life transitions, and more.

Open to the entire university community and the general public, PACE events take place at different venues on and off the McGill campus. Join us to find your PACE for personal growth, cultural engagement, and lifelong learning.

www.mcgill.ca/conted/pace

4.7.2 CREOR Lecture Series

In partnership with the Faculty of Religious Studies and the Centre for Research 8.1mcgill.ca

CCTR 523	(3)	Text Revision in Spanish/Révision de textes en Espagnol
CCTR 524	(3)	Differential History of Spanish
CSPN 540	(3)	Organizational Culture in the Hispanic World

Graduate Certificate in Professional Comm

4.8.4.3.5.2 Admission Procedures

Please see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > Admission Requirements > section 3.5: Admission Procedures: Continuing Studies Undergraduate Certificate and Graduate Certificate and Diploma Programs*.

CCTR 326	(3)	English Translation 2

English to French Option (9 credits)

CCTR 233	(3)	Techniques: Rédaction pour traducteurs
CCTR 433	(3)	French Translation 3
CCTR 435	(3)	French Translation 4

Complementary Course (3 credits)

CCTR 230*	(3)	Précis-Writing / Contraction: texte
CCTR 330*	(3)	Text Revision/Révision: Texte 01
CCTR 331*	(3)	Translation Theory/Practice
CCTR 333	(3)	Spanish Translation (into French)
CCTR 334	(3)	Spanish Translation (into English)
CCTR 337	(3)	Translation: German Into French
CCTR 338	(3)	Translation: German Into English
CCTR 360	(3)	Spanish Translation 2
CCTR 401**	(3)	Independent Studies: Translation
CCTR 441	(3)	Traduction Littéraire-Français
CCTR 442	(3)	Traduction Littéraire-Anglais
CCTR 500**	(3)	Translation Practicum
EDEC 202	(3)	Effective Communication

* Bilingual course

** Undergraduate degree and/or departmental approval required.

4.8.4.4.1.2 Certificate in Translation — French to English Option (30 credits)

This program is designed to provide students with the fundamentals of written translation. The Certificate in Translation (French to English Option) requires the completion of 30 credits (ten courses). Non-credit preparatory courses must be completed by students who do not succeed in the Entrance Examination.

In the first stages of the program, equal time is devoted to translation in the languages of choice. The Comparative Stylistics course is designed to alert students to the uses of language and to the problems of translation; the translation courses provide practical experience in the actual translation of texts in a variety of fields. In the final stage, students are divided according to the language of specialization they have chosen.

Entrance Examination

Preparatory Course(s)

CCTR 222	(10)	English Usage for Translators
CCTR 223	(10)	Le bon usage pour traducteurs

Required Courses (18 credits)

CCTR 225	(3)	French Translation 1
CCTR 226	(3)	English Translation 1
CCTR 232*	(3)	Documentation and Terminology/Documentation et terminologie
CCTR 310*	(3)	Comparative Stylistics 2
CCTR 325	(3)	French Translation 2
CCTR 326	(3)	English Translation 2

French to English Option (9 credits)

CCTR 234	(3)	Writing Techniques for Translators
CCTR 434	(3)	English Translation 3
CCTR 436	(3)	English Translation 4

Complementary Course (3 credits)

CCTR 230*	(3)	Précis-Writing / Contraction: texte
CCTR 330*	(3)	Text Revision/Révision: Texte 01
CCTR 331*	(3)	Translation Theory/Practice
CCTR 333	(3)	Spanish Translation (into French)
CCTR 334	(3)	Spanish Translation (into English)
CCTR 337	(3)	Translation: German Into French
CCTR 338	(3)	Translation: German Into English
CCTR 360	(3)	Spanish Translation 2
CCTR 401**	(3)	Independent Studies: Translation
CCTR 441	(3)	Traduction Littéraire-Français
CCTR 442	(3)	Traduction Littéraire-Anglais
CCTR 500**	(3)	Translation Practicum
EDEC 202	(3)	Effective Communication

* Bilingual course

** Undergraduate degree and/or departmental approval required.

4.8.4.4.1.3 Certificate in Translation — Spanish to French Option (30 credits)

The Certificate in Translation (Spanish to French Option) requires the completion of 30 credits (ten courses). Non-credit preparatory courses must be completed by students who do not succeed in the Entrance Examination.

In the first stages of the program, equal time is devoted to translation in the languages of choice. In the final stage, students are divided according to the language of specialization they have chosen. The Comparative Stylistics course is designed to alert students to the uses of language and to the problems of translation; the translation courses provide practical experience in the actual translation of texts in a variety of fields.

Entrance Examination

Required Courses (21 credits)

CCTR 227	(3)	Spanish Translation 1
CCTR 232	(3)	Documentation and Terminology/Documentation et terminologie
CCTR 317	(3)	Comparative Stylistics: Spanish/English/French
CCTR 331	(3)	Translation Theory/Practice
CCTR 340	(3)	Introduction to Spanish Text Revision
CCTR 360	(3)	Spanish Translation 2
CCTR 437	(3)	Spanish Translation 3

Complementary Courses (9 credits)

6 credits:

CCTR 233	(3)	Techniques: Rédaction pour traducteurs
CCTR 333	(3)	Spanish Translation (into French)

3 credits from the following:

CCTR 230	(3)	Précis-Writing / Contraction: texte
CCTR 337	(3)	Translation: German Into French
CCTR 338	(3)	Translation: German Into English
CCTR 401**	(3)	Independent Studies: Translation
CCTR 441	(3)	Traduction Littéraire-Français
CCTR 442	(3)	Traduction Littéraire-Anglais
CCTR 500**	(3)	Translation Practicum
EDEC 202	(3)	Effective Communication

** Undergraduate degree and/or departmental approval required.

4.8.4.4.1.4 Certificate in Translation — Spanish to English Option (30 credits)

The Certificate in Translation (Spanish to English Option) requires the completion of 30 credits (ten courses). Non-credit preparatory courses must be completed by students who do not succeed in the Entrance Examination.

In the first stages of the program equal time is devoted to translation in the languages of choice. In the final stage, students are divided according to the language of specialization they have chosen. The Comparative Stylistics course is designed to alert students to the uses of language and to the problems of translation; the translation courses provide practical experience in the actual translation of texts in a variety of fields.

Entrance Examination

Required Cour

3 credits from the following courses:

CCTR 500	(3)	Translation Practicum
CCTR 519	(3)	Guided Cultural Reading / Lectures culturelles dirigées
CCTR 528	(3)	Current Cultural Topics
CCTR 601	(3)	Independent Studies

or 3 credits from Third Language courses:

CCTR 333	(3)	Spanish Translation (into French)
CCTR 337	(3)	Translation: German Into French

Required Comprehensive Evaluation:

The final component of the program is the presentation of the student's portfolio of accomplishments.

CCTR 551	(0)	Comprehensive Evaluation/Évaluation globale

4.8.4.4.2.2 Graduate Diploma in Translation — French to English Option (30 credits)

The Graduate Diploma in T

or 3 credits from

CCTR 551	(0)	Comprehensive Evaluation/Évaluation globale

4.8.4.4.2.4 Graduate Diploma in Translation — Spanish to English Option (30 credits)

The Graduate Diploma in Translation, when combined with the Certificate in Translation or equivalent, will give access to the professional designation delivered by the Ordre des traducteurs, terminologues, et interprètes agréés du Québec.

Entrance Examination

Required Courses (18 credits)

CCTR 502	(3)	Translation Studies
CCTR 510	(3)	Computer Assisted Translation / Informatique en traduction
CCTR 520	(3)	Applied Research: Lexicography/Recherche en lexicographie
CCTR 523	(3)	Text Revision in Spanish/Révision de textes en Espagnol
CCTR 526	(3)	Linguistics for Translation / La linguistique et la traduction
CCTR 527	(3)	History of Translation/Histoire de la traduction

Complementary Courses (12 credits)

12 credits selected as follows:

9 credits from the following courses:

CCTR 521	(3)	Advanced Comparative Stylistics
CCTR 522	(3)	Advanced Précis - Writing (Spanish)
CCTR 524	(3)	Differential History of Spanish
CCTR 525	(3)	Spanish Canon in Translation

3 credits from the following courses:

CCTR 500	(3)	Translation Practicum
CCTR 512	(3)	Specialized Translation 1
CCTR 514	(3)	Specialized Translation 2
CCTR 516	(3)	The French Canon in Translation
CCTR 518	(3)	Differential History of English
CCTR 519	(3)	Guided Cultural Reading / Lectures culturelles dirigées
CCTR 528	(3)	Current Cultural Topics
CCTR 601	(3)	Independent Studies

Required Comprehensive Evaluation:

The final component of the program is the presentation of the student’s portfolio of accomplishments.

CCTR 551	(0)	Comprehensive Evaluation/Évaluation globale

4.8.4.4.2.5 Graduate Diploma in Translation: General Academic Requirements

General Academic Requirements

The Diploma Program is divided into three (3) major constituent parts. The first part consists of the required courses; the second of the complementary courses; and the third of the comprehensive evaluation through the presentation of a student portfolio.

Students must successfully complete six (6) required courses. In addition to the required courses, Diploma candidates must choose four (4) complementary courses in the option of their specialization. Students in the Spanish option must take CCTR 523 *Text Revision in Spanish* from the required courses as well as a minimum of three (3) complementary courses from the Spanish language section. Students with proficient kno

2. Students may repeat the same course only once.
3. Students who have more than one unsatisfactory grade in the program will be required to withdraw from the program.
4. Students must attend 2/3 of all lectures.
5. After successful completion of all courses, students must complete a Comprehensive Evaluation.

4.8.4.4.2.5.6 Special Students

Members of the *Ordre des traducteurs, terminologues et interprètes agréés du Québec* or suitably qualified students wishing to take only certain courses and not wishing to be admitted to the Graduate Diploma in Translation may register as a Special Student with *Translation and Written Communication*'s approval. Please consult *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies*

**For CEAP 250, students write a brief composition IN CLASS on the first day of classes.*

Courses for Continuing Studies Students

Course Number	Title
CCOM 205	Communication in Management
CCOM 207	Communication in Public Relations

4.9.1.1 Location

The McGill Writing Centre
McLennan-Redpath Library
Redpath Main, Room #2
3459 McTavish Street
Montreal, Quebec, Canada H3A 0C9

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

4.9.1.2 Academic Staff

Director
Sue Laver; B.A.(S. Fraser), M.A.(East Anglia), Ph.D.(McG.)

Faculty Lecturers
Robert Myles; B.A., M.A.(Car.), Ph.D.(McG.),
Carolyn Samuel; B.A., Dip.Ed.(McG.), M.Ed.(OISE, Tor.)