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

1 . McGill University reserves the right to mak

Publication Information

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

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1 General Policies and Information

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

1.1 Authorization, Acknowledgement, and Consent

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

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

1.2 Student Rights and Responsibilities

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

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

1.3 Language Policy

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

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

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

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

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

Note for M.D.,C.M. and D.M.D. Programs:

The official language of instruction of McGill's undergraduate medical education and dental programs is English. The student is expected to have a working knowledge of the English language (comprehension, spoken, and written) from the outset of the M.D.,C.M. and D.M.D. programs. Due to early clinical exposure in bilingual settings, the student is also expected to have a working knowledge of the French language (comprehension, spoken, and basic written) from the outset of the M.D.,C.M. and D.M.D. programs.

Students are in contact with francophone patients in the teaching hospitals and may be assigned to francophone training sites for their clinical rotations. Additional language courses and workshop information is available: *www.mcgill.ca/ugme/mdcm-curriculum-joint-programs/starting-our-program-what-you-need-know/language-requirements*.

1.4 Academic Integrity

Before submitting work in your courses, you must understand the meaning and consequences of plagiarism and cheating, which are serious academic offences. Inform yourself about what might be considered plagiarism in an essay or term paper by consulting the course instructor to obtain appropriate referencing

guidelines. You should also consult *Fair Play*, the student guide to academic integrity available at *www.mcgill.ca/students/srr/honest*. There you will also find links to instructional tutorials and strategies to prevent cheating. The *Code of Student Conduct and Disciplinary Procedures* includes sections on plagiarism and cheating. The possession or use of unauthorized materials in any test or examination constitutes cheating. You can find the *Code* in the *Handbook on Student Rights and Responsibilities* or at *www.mcgill.ca/students/srr/publications*.

Responses on multiple-choice exams are normally check

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

In addition to the above, **if you are a candidate for admission to the Faculty of Law, you would be asked to consent to** the release of Personal Information to the Committee for Law Admissions Statistics Services and Innovations (CLASSI); the Programme of Legal Studies for Native People, Native Law Centre, University of Saskatchewan.

In addition to the above, **if you are a candidate for admission to the Faculty of Medicine or to the Faculty of Dentistry in undergraduate, graduate, or postgraduate studies, you would be asked to consent to** the release of Personal Information to other schools of medicine; to the Employment Centre of Human Resources Development of Canada and Québec; to a McGill professor, researcher or graduate student, strictly for research or teaching purposes; and to a University teaching/affiliated hospital or health center to which you apply/or join for residency or rotations.

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

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

- collect and maintain your Personal Information for the purpose of administering your University admissions and student record files;
- obtain copies of your transcripts from the *Ministère de l'Éducation et de l'Enseignement supérieur*; the *Ministère de l'Éducation, du Loisir et du Sport*; the Ontario University Application Centre and/or the British Columbia Ministry of Education;
- make inquiries to and obtain Personal Information from the *Ministère de l'Immigration, de la Diversité et de l'Inclusion*, Citizenship and Immigration Canada and/or the *Régie de l'assurance-maladie du Québec* to verify the validity of your immigration or health insurance status;
- v

- Terms and conditions vary among loan and bursary providers; student consultation with an adviser in Scholarships and Student Aid is recommended.
- Professional programs may impose constraints to application of the undergraduate leave of absence policy due to accreditation requirements or placement limitations.
- International students are advised to contact *International Student Services* (ISS) regarding individual circumstances.

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

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

If you need to take a leave of absence because of pregnancy or because you need to care for a dependant, please consult *section 1.9.5: Academic Accommodation of Pregnant Students and Students Caring for Dependants*.

Information Tec

- View your McGill login information to access the Internet and email
- View your Permanent Code, citizenship, and Quebec residency status and fee information
- Update personal information such as address, telephone number, and emergency contacts
- Update your preferred first name
- Submit an online course evaluation
- Submit an application to participate in an exchange program (not all faculties)
- Apply to graduate
- View graduation status and convocation details
- Order official transcripts
- Retrieve tax receipts
- Order a reduced-f

Service Point
3415 McTavish
Montreal QC H3A 0C8
Website: *www.mcgill.ca/servicepoint*

- **Macdonald campus**

  Student Services
  Centennial Centre, Suite CC1-124
  21,111 Lakeshore Road
  Ste. Anne de Bellevue QC H9X 3V9
  Website: *www.mcgill.ca/macdonald-studentservices*

For details on the health insurance plan and information concerning rates, consult the *ISS website*.

Students who meet certain criteria may be eligible for an *exemption*. **Exemption requests must be made on Minerva under the International Student Health Insurance Coverage Form.** Supporting documents for your exemption request should be scanned and emailed to *ISS*, indicating in the body of the email your name, McGill ID number, and exemption request.

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

All inquiries related to McGill's International Health Insurance plan must be directed to International Student Services:

International Health Insurance
Telephone: 514-398-4349
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.

1.9.3 Health Insurance ± Canadian Citiz ens and P ermanent Residents

Canadians residing in Canada

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

Studentcare/*Alliance pour la santé étudiante au Québec* (ASEQ)
Telephone: 514-789-8775 or 1-866-795-4435 (Monday to Friday, 9 a.m. to 5 p.m.)
Website: *www.studentcare.ca*

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

Canadians who have been residing outside of Canada

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

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

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

Note for Continuing Studies: As a Continuing Studies student, you are not a member of SSMU or MCSS. Therefore, the coverage of the Students' Society's Health and Dental Plans is not applicable.

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

2.2 Submitting Legal Documents

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

2.2.1 Why Does McGill Collect Legal Documents fr om You?

Your tuition status at McGill will vary depending on your legal status in Canada. In order for us to determine your appropriate rate of tuition (Quebec, Canadian out-of-province, or international), we require documentation confirming your current status. We also require these documents to confirm your valid citizenship/immigration status. To find out which documents you must provide—and when they are required—refer to: *section 2.2.2: What Documents Does McGill Need from You?*

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

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

Note for Medicine: Students admitted to the F

International Students

You will be studying at McGill for less than six months (i.e., for only one academic semester) as a non-degree student (e.g., Exchange, Special, Visiting)	• You may need a Visitor's Permit or *eTA* issued by Citizenship and Immigration Canada at your port of entry into Canada. To determine if you are required to have a visa, please refer to the *Citizenship and Immigration Canada* website. • Photo page of your passport • Permanent Code Data Form (Notes 1 and 5)
You will be in Canada for more than six months (i.e., you are enrolled in a degree, certificate, or diploma program, usually for two or more consecutive academic semesters)	• Certificate of Acceptance of Quebec (CAQ) • Study Permit issued by Immigration Canada (Note 3) • Permanent Code Data Form (Notes 1 and 5)

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

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

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

Note 4: Usually McGill needs your birth certificate to prove your place of birth in Quebec. If you already have a v

2.2.3 Has McGill Received Your Documents?

2.2.3.1 Quebec/Canadian/International Fees and Immigration Status

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

- Check your tuition status on the Minerva (*www.mcgill.ca/minerva*) Student Accounts menu: *Student Menu > Student Accounts Menu > View Tuition Fee and Legal Status*.

Note:

Note for Continuing Studies: You must allow at least one day after you have registered before applying for your ID card. You will not be issued an ID card if you have fees owing. You may obtain your ID card at the *Client Services Office* of the School of Continuing Studies. If you withdraw from all of your courses, you must attach your ID card to the withdrawal form or return it to the Client Services Office of the School of Continuing Studies.

2.4 Legal Name

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

All students are registered under their legal name as it appears in one of the following documents:

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

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

2.4.1 Preferred Fir st Name

Your preferred first name is a name by which you are normally addressed, and is different from your legal first name. The Preferred First Name Procedure enables students to use an alternate preferred first name for certain purposes while studying at McGill.

Students who wish to use a preferred first name should enter this information into Minerva as soon as possible in order to ensure that their preferred first name is used as widely as possible.

The preferred first name may be used on all unofficial university documents and tools, such as:

- McGill ID cards
- Class lists
- Student advising transcripts

The student's legal name must appear on official university documents, such as:

- Official university transcripts
- Reports to government
- Letters of attestation
- Diplomas and 6.

To successfully complete registration, you must have an acceptable Academic Standing from the previous session and have paid any outstanding fees and/or fines.

Note for the Faculty of Law: In order to facilitate access to small enrolment courses and ensure equity among students, registration priorities are programmed in Minerva. These priorities, established after consultation between the Faculty and the Law Students Association, are made on a rolling basis by class year (i.e., fourth-year students register first). Priority registration dates are established by the Student Affairs Office and posted at *www.mcgill.ca/law-studies/courses-registration-exams*.

Note for Health Sciences: The information contained in this section applies to the University in general; students are advised to consult the appropriate faculty or school section for academic policies and regulations specific to their programs.

Note for Medicine: U3 medical students need to ha

New and Readmitted Students (Fall): You may register late via Minerva from Wednesday, August 15 until Tuesday, September 18, 2018.

New and Readmitted Students (Winter): You may register late via Minerva from Tuesday, January 8 until Tuesday, January 22, 2019.

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

3.2 Course Information and Regulations

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

At the time this publication was finalized, new courses and modifications to some existing courses were under consideration. Students preparing to register

different sections of a multi-term course. In the case of Fall/Winter D1/D2 courses, attempting to change section in Winter may result in an inadvertent withdrawal (W) from the D1 course, and reinstatement in the D1/D2 course will result in administrative fees being charged to the student.

In exceptional cases, when circumstances are beyond the student's control, the Faculty Student Affairs Office may grant permission to change sections midway through a multi-term course. You must make your request in writing citing your reason for the request. The request must also have the written support of the instructors of the sections involved and of the coordinator of the course (if applicable). Your request must be submitted to:

- Arts students – Associate Dean, Student Affairs
- Science and B.A. & Sc. students – Director of Advising Services, Science

Important Conditions for Multi-term Courses

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

3.2.3 Course Terminology

Prerequisite: Course A is prerequisite to course B if a satisfactory pass in course A is required for admission to course B.

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

Credits: The credit weight of each course is indicated in parentheses beside the course title. For D1 and D2 courses, the credit weight is indicated after the course number. For further information, refer to *University Regulations & Resources* > *Undergraduate* > *Student Records* > *section 5.2: Credit System*.

3.2.3.1 Course Nomenclature in Program Descriptions

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

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

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

3.2.4 Course Load

It is your responsibility to follow the faculty regulations listed below. When registering on *Minerva*, you must not exceed the maximum credits permitted by your faculty. For information on course load requirements for entrance scholarships' renewal and in-course awards, see *section 8.1: Entrance Awards for McGill Students*.

3.2.4.1 Normal Course Load

The normal course load in most undergraduate faculties is 15 credits per term. If you carry fewer than 12 credits per term, you are considered to be a part-time student in that term.

Note for the Faculty of Agricultural and Environmental Sciences and the Schulich School of Music:

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

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

- Newly admitted students may take up to 17 credits per term.
- Continuing students in **Satisfactory Standing** may take up to 17 credits per term.
- Continuing students whose CGPA is above 3.50 may take more than 17 credits per term. Requests to exceed 17 credits per term are made to Enrolment Services via Minerva, *www.mcgill.ca/servicepoint/exceedcredits*; 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/advisordirectory*.

Note for the Faculties of Education, Management, and Religious Studies:

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

Note for the Faculty of Engineering:

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

Note for the Faculty of Law

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

Note: The S/U option is not av0 0 1 191.531 l3

3.2.7 Auditing of Courses

McGill does not permit auditing of courses.

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

3.3 Course Change Period

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

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

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

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

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

Note for the Faculties of Arts and Science (including B.A. & Sc.): Requests made after the Course Change deadline must be made at the *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 Health Sciences: For information on readmission procedures, you should refer to your Faculty's section in the calendar.

3.3.1 Course Withdrawal

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

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

3.3.1.1 Courses that Begin in the Fall Term

Deadline for withdrawal (grade of W) with refund:

- Tuesday, September 25, 2018

Deadlines for withdrawal (grade of W) without refund:

- Single-term courses: Tuesday, October 30, 2018
- Multi-term courses that begin in Fall term: Tuesday, January 22, 2019

3.3.1.2 Courses that Begin in the Winter Term

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

After the withdrawal (without refund) deadline but before the end of term, and only under e

Note for School of Physical and Occupational Therapy: The Physical Therapy and Occupational Therapy programs are highly structured and students must receive the approval of the Program Director to determine what course changes, if any, are allowed. Students can consult the *Student Affairs Office* for information on policies and procedures.

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

3.4 Class Schedule

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

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

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

Once you have selected some courses from the Class Schedule, try *Visual Schedule Builder* (VSB) to view your possible class schedules in an easy-to-read weekly schedule format. Please note that you cannot use Visual Schedule Builder to register but you can copy your choice of course reference numbers (CRNs) from VSB to have handy for registration in Minerva.

Please note that the last day of classes in a term varies according to a course's schedule pattern (e.g., Mon-Wed-Fri, Tues-Thurs, Monday only, etc.). You may verify these details at *www.mcgill.ca/importantdates/key-dates*.

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

Note for Medicine: This section is not applicable to M.D.,C.M. students; see *www.mcgill.ca/ugme*.

3.5 Changing Programs within Selected Faculties

If you are registered in a program in one of the following faculties, you may add or change programs within your faculty using Minerva (*www.mcgill.ca/minerva*) under the *Student Records* Menu:

- Arts
- Science (see Note 2 below)
- Bachelor of Arts and Science degree
- Management (certain programs only)
- Education (certain programs only)
- Engineering (certain programs only; see below)

Certain restrictions apply. In all cases, you should consult the appropriate adviser for approval before making any changes and for faculty-specific regulations concerning program changes.

You are not permitted to use Minerva to change your degree (with the exception of Engineering, as below) or to select a program in another faculty or school.

Note for Arts, Science, or B.A. & Sc. freshman programs (97 or more credits): You cannot change your freshman program on Minerva, but may change options within your freshman program where options are available. Once you have been promoted from the freshman year you will be able to change departmental programs using Minerva as outlined in the note below.

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

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

Note for Desautels Faculty of Management

Note for F

3.7 Quebec Inter-University Transfer Agreement

3.7.1 Quebec Inter-University Transfer Agreement: McGill Students

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

If you are a regular McGill undergraduate or graduate de

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/iut*. You should also refer to your home university website for regulations on the number of credits allowed, as well as the policies for transferring the credits.

Note: Once the Quebec Inter-University Transfer (IUT) application is approved by both the home and host universities, you remain responsible for registering in the approved course. At McGill, you have to register on Minerva (*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.

Note for Engineering: Courses administered by the Faculty of Engineering that are offered in the Summer term are open to McGill students only.

Note for Continuing Studies: If you are a Visiting IUT Student and your application has been approved, you must register in-person, by appointment only (see *University Regulations & Resources > Continuing Studies > Registration for Continuing Studies Students > Other Ways to Register > : In-Person Registration*.

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

3.8 Univer sity Withdra wal

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

3.8.1 Student©s Responsibility

It is solely your responsibility to initiate University withdra

3.8.2.2 Winter Term

From January 1 to January 22, 2019 a drop of all courses constitutes a University withdrawal with refund (minus $200 for returning students and the registration deposit for new students). After January 23 and until the deadlines indicated below, you may withdraw from all courses to effect a University withdrawal.

- Deadline for University withdrawal with refund (minus $200 for returning students and the registration deposit for new students): **Tuesday, January 29, 2019**
- Deadline for University withdrawal without refund: **Tuesday, March 12, 2019**

If you are blocked from dropping or withdrawing from your last course on Minerva, you are required to contact your Student Affairs Office, which will supply any forms necessary to complete the University withdrawal as long as you have not missed **the deadline for University withdrawal**.

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

Note for the Faculties of Arts and Science (including B.A. & Sc.): If you want to withdraw after the deadlines indicated above, under exceptional circumstances you may be granted permission for University withdrawal. Requests are made 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 the Faculties of Education, Management, and Music: If you want to withdraw after the deadlines indicated above, under exceptional circumstances you may be granted permission for University withdrawal. You should contact your Student Affairs Office (*www.mcgill.ca/students/advising/advisordirectory*) for further information.

Note for the Faculty of Law

Please note that several conditions apply for deferral. These conditions and deadlines will be communicated to you once the University receives your official request.

If you have accepted your offer of admission and registered for courses and now want to defer your admission, you must drop all courses via *Minerva* **by the above deadlines** and before submitting a deferral request. If the University grants your request for deferral, your registration deposit will be transferred to the deferred term.

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

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

Note for Law: The Faculty of Law does not normally accept requests for deferred entry. You will be expected to start your course on the date and term you applied for and as indicated on your admission offer letter. If you still wish to seek an admission deferral, you must first accept the offer of admission and pay the $400 deposit. Once the offer of admission has been accepted, you must submit, in writing, a request for the deferral. The request should be addressed to the Assistant Dean (Admissions and Recruitment) and should set out the reason(s) for the request. You are encouraged to submit your request as early as possible in consideration of other candidates.

3.10 Readmission

To return to McGill after an absence from a Fall and/or Winter term of an academic year, you must submit an application for readmission using *Minerva*'s *Faculty Transfer/Readmission Menu*. In your application, state the reasons for your absence from the University and give a summary of your activities during that period.

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

You must be aware of McGill's time limits for the completion of degrees.

To return to a different faculty after an absence, apply for a faculty transfer using Minerva's *Faculty Transfer/Readmission Menu*. For more details on the faculty transfer or readmission process, see *www.mcgill.ca/students/transfer-readmission*.

Note for International students: International students in Computer Science, Engineering, Law, Management, or Science who apply for readmission after an absence of four consecutive terms or more will be charged the tuition rate in effect for newly admitted students in their term of readmission.

Faculty/School	Fall Term Application Deadline	Winter Term Application Deadline	Summer Term Application Deadline
Agricultural and Environmental Sciences, Human Nutrition	August 15	November 15	N/A
Arts	July 15 (Religious Studies: June 1)	November 15 (Religious Studies: November 1)	June 10 (Religious Studies: N/A)
Education	July 1	November 15	N/A
Engineering	May 1	November 1	N/A
Management	August 15	November 15	N/A
Music (students who must re-audition)	January 15	November 15	N/A
Music (no audition required)	June 1	November 15	N/A
			N/A

3.11 Faculty/School Specific Information

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

3.11.1 Agricultural and Environmental Sciences

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

3.11.2 Arts

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

www.mcgill.ca/oasis

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

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

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

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

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

3.11.3 Education

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

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

3.11.4 Engineering

Most courses offered by the Faculty of Engineering, including the School of Architecture, are restricted to Engineering students. Non-Engineering students should obtain permission from a Faculty adviser in the Student Affairs Office, Engineering Student Centre (Frank Dawson Adams Building, Room 22), to register for Engineering courses.

A limited number of School of Architecture (ARCH) courses are open to students not registered in the School. Please refer to individual course descriptions.

The average number of hours per week of course activities is indicated in the course listing in a note underneath the course description. For example, (3-1-5) indicates a course consisting of three lecture hours per week, one hour of tutorial or labs, and five hours of personal study per week.

3.11.4.1 Extra Courses

Courses that you choose to take outside your program may be classified as *extra*, provided that you choose this option at the time of registration. The course will be designated as *extra* ("RX" at the time of registration, and "E" once the course is graded) on your transcript, and the grade earned in that course will not be included in your grade point average (GPA) calculation. This option will not be added to your record after the Course Change (add/drop) deadline. Courses that are taken to satisfy your engineering program requirements or minor requirements cannot be designated as *extra*.

3.11.4.2 Prerequisites and Corequisites

You must ensure that you have completed any course prerequisite(s) and/or corequisite(s) before course registration. If you have registered for a course and did not satisfy the prerequisite(s) and/or corequisite(s), the course may be dropped from your record automatically by Minerva.

If you received advanced credit(s)/exemption(s) or passed a placement exam for a course and are blocked from registration because of a prerequisite or corequisite error, you must go to your department/school in order to receive the appropriate permit override.

3.11.5 Management

Management students should give particular notice to the following sections under *Desautels Faculty of Management* > *Undergraduate*:

- *: Grading and Credit*
- *Overview of Programs Offered by the Desautels Faculty of Management* > *: BCom Program Credit Structure: General Management Program (Concentrations)*

- *Overview of Programs Offered by the Desautels Faculty of Management > : BCom Program Credit Structure: Major or Honours Programs*
- *Overview of Programs Offered by the Desautels Faculty of Management > : Management Core*

3.11.6 Science

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

www.mcgill.ca/science/student

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

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

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

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

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

3.12 Summer Term/Summer Studies

McGill Summer Studies offers over 300 credit courses in various disciplines. Courses begin in either May, June, or July, and are usually one-month intensive. These courses may be accepted for transfer credit by other universities. For more details, see *Summer Studies* or contact the Summer Studies Office at 514-398-5212.

If you take a McGill summer course to complete your graduation requirements, you will receive your degree at the Fall Convocation (normally held in November).

It is your responsibility to follow the University and faculty regulations. When registering, you must not exceed the maximum credits permitted by your faculty.

You cannot register for more than 12 credits (Music students, 18 credits) during the summer, at McGill or at other universities, except by special permission of your Associate Dean or Director.

The maximum number of credits you may take in the Summer term (May, June and July combined) as a McGill, Visiting, or Special Student is 12 credits.

You may take a maximum of two courses in Arts, Education, Engineering, Management, or Science, in any one Summer session (May, June, or July session).

Please note that the schedule of lectures in Summer courses is very intensive and that two courses in one session is considered a very heavy workload. To

register for more than two courses in Arts, Education, Engineering, Management, and Science—or more than one course in other faculties:

• McGill students must obtain written permission from their faculty;

• Visiting students must obtain written permission from both their home university and the faculty in which they are registered;

• Special students must obtain written permission from the faculty in which they are registered.

Quebec Inter-University Transfer (IUT) students may take, in one summer term, a maximum of one course regardless of credit weight. Permission to register for more than one course per term must be obtained from the McGill faculty in which the student is registering by using the BCI's (*Bureau de coopération interuniversitaire,* previously known as CREPUQ) IUT website at *http://www.bci-qc.ca/* (1 347.652 263.721 Tm(gistered.)Tj-0.285 Tw1 1 0 033 1 Engineeringrt85 Tw

3.12ude 371. 6723issOmat08d 67.5176(l14 876(No)Till.ca/scieqps/fufm/F0 9. Tf 1 0)v)t85 Tw 81 0 0 1 43.59 578.49 4276(No)T Do O O 0 67.51 -72 393

4.1 Access to Fee Inf ormation

You can view your *Account Summary by Term* on *Minerva*. The Fall 2018 term fees will be accessible in mid-July.

4.2 Billing and Due Dates

The following sections contain information regarding billing and due dates.

4.2.1 Confirmation of Acceptance Deposit

When you are admitted to the University, you are required to confirm your acceptance of the offer of admission on Minerva under the *Applicant Menu*

4.3 Tuition Fees

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

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

4.3.1 Quebec Students and Non-Quebec (Canadian or P ermanent Resident) Students

In accordance with provincial government requirements, students must provide proof that they qualify for assessment of fees at the Quebec or non-Quebec Canadian rates; see *www.mcgill.ca/legaldocuments* for details. In certain cases, non-Quebec Canadian students pay the same rate of tuition as Quebec students—for further information about these exceptions, see the Student Accounts website at *www.mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions*.

4.3.2 International Students

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

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

4.3.3 Tuition Assistance f or McGill Staff

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

Staff Dependent

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

If you stop attending classes without dropping your courses, you are liable for all applicable tuition and other fees. See *section 3.8: University Withdrawal*.

If you are considering withdrawal from the University, please review the information found on the following Student

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

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

The University has no obligation to issue any transcript of record, award any diploma, or re-register a student if you do not pay your tuition fees, library fees, residence fees, or loans by their due date.

4.8.1.1 Information for Registered Students

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

Brown Student Services Building
3600 rue McTavish, Room 3200
Montreal QC H3A 0G3

Telephone: 514-398-6013
Email: *student.aid@mcgill.ca*
Website: *www.mcgill.ca/studentaid*

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

4.8.1.2 Information for Students Who Are No Longer Registered

When students fail to settle their debt or reach a suitable payment arrangement, or fail to provide the Student Accounts Office with up-to-date contact information, the Uni

website at *www.mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/exchange-senior-citizens-part-time-and-double-program* for further details.

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

4.8.5 Quebec Inter-University Transfer Agreements

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

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

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

4.8.6 Senior Citizens

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

4.9 Sponsorships/Awards/Fee Deferrals

4.9.1 Students with Sponsors

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

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

4.9.2 Students Receiving McGill Awards

Student awards may be paid directly to your student fee account or direct deposited to your bank. Please verify the payment schedule and the method of payment on Minerva's *Financial Aid/Awards* menu if you are expecting a scholarship or award. Students who are expecting awards to be paid in early January prior to the fee deadline may reduce their payment amount by the total amount of their awards. This will avoid unnecessary credit balances to be refunded.

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

4.9.3 External Scholarships

You may also receive external scholarships from other organizations, outside agencies, parents' employers, or community groups. These awards are typically sent directly to the University. You should provide the Student Accounts Office with a letter from the external body indicating the details and requirements of how the scholarship funds should be distributed, including any conditions for the award. If such information is not specified, the amount of the scholarship will be split into two terms and will be credited to your account as soon as you have registered, with the second instalment credited the first working day in January, which will be prior to the fee payment deadline. As such, you may reduce your payment amount by the total amount of your awards. This will avoid unnecessary credit balances to be refunded. If you do not meet the requirements of the scholarship, the funds will be returned to the external body.

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

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

4.9.4 Tuition & Fees ± Payment Deferral

Students with no prior outstanding tuition/fees may request that payment(s) of tuition and fees be deferred based on self-reported demonstrated sources of funding from the Uni

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

The Minerva application for deferral of tuition fees form is available in mid-July for the Fall term (mid-December for the Winter, and early April for the Summer). Students who apply up to the fee deadline can be assured that the deferral will be in effect prior to interest being charged on their account. Note that students who apply late may not request cancellation of interest.

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

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

4.10 Tax Slips/Receipts

T4A, Relevé 1, T2202A, and Relevé 8 slips are issued on Minerva (*www.mcgill.ca/minerva*) under the *Student Accounts Menu* by the end of February each year. Note that a Quebec permanent code, a social insurance number, and a valid mailing address are required to be transmitted to *Revenu Québec* by the University as part of its tax reporting for both the Relevé 1 and the Relevé 8 slips; therefore, it is highly recommended that if you expect to be completing a Quebec income tax return, you provide this information to the University upon registration. More information on these slips is available at *www.mcgill.ca/student-accounts/your-account/tax-information*.

4.11 Yearly Fees and Charges by Faculty

Tuition fees at the undergraduate level are based on the number of credits you take.

Please consult the Student Accounts website at *www.mcgill.ca/student-accounts* for tables of fees by residency status and faculty.

5 Student Records

Students must inform themselves of University rules and regulations and keep abreast of any changes that may occur. The *Student Records* section of this publication contains important details pertaining to academic standing, grading and grade point averages (GPA), and transcripts, as well as other topics, and should be periodically consulted.

5.1 Academic Standing

You enter the University in Satisfactory Standing, and your Academic Standing is determined at the end of each term based on your faculty's regulations. Standing codes are generated in January for the Fall term, in May for the Winter term, and in September for the Summer term, and are displayed on your McGill official and unofficial transcripts. If you receive Unsatisfactory Standing, you must apply to your faculty for readmission. Consult the appropriate section of this publication for the regulations on Academic Standing for your faculty.

- *section 5.1.1: Academic Standing: Desautels Faculty of Management*
- *section 5.1.2: Academic Standing: Faculty of Agricultural and Environmental Sciences*
- *section 5.1.3: Academic Standing: Faculties of Arts and Science (including B.A. & Sc.)*
- *section 5.1.4: Academic Standing: Faculty of Education*
- *section 5.1.5: Academic Standing: Faculty of Engineering*
- *section 5.1.6: Academic Standing: Faculty of Law*
- *section 5.1.7: Academic Standing: School of Continuing Studies*
- *section 5.1.8: Academic Standing: Schulich School of Music*

5.1.1 Academic Standing: Desautels Faculty of Management

BCom students, see *Desautels Faculty of Mana*

5.1.3.4 Unsatisfactor y/Interim Unsatisfactor y Standing: Faculties of Ar ts and Science (inc luding B.A. & Sc.)

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

- you may continue in your program;
- you must carry a reduced load (maximum 14 credits per term);
- you are strongly advised to consult an academic 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 must be received in their respective Faculties no later than the deadlines stated on their readmission websites. For **Arts**, see *www.mcgill.ca/oasis/students/seeking-readmission*. For **Science** (including B.A. & Sc.) see *www.mcgill.ca/science/student/general/readmission*. Readmission will be considered only when proof of extenuating circumstances that affected academic performance can be provided (e.g., medical or other documentation). If you are in Unsatisfactory Standing for the second time, you must withdraw permanently.

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

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

- Arts: Associate Dean (Student Affairs)
- Science and B.A. & Sc.: 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 *Faculty of Science > Undergraduate > Browsing Academic Units & Programs > : Science or Mathematics for Teachers*.

5.1.3.5 Incomplete Standings: Faculties of Ar ts and Science (inc luding B.A. & Sc.)

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

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

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

If your Standing changes to Unsatisfactory:

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

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

- Arts: Associate Dean (Student Affairs)
- Science and B.A. & Sc.: 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 *University Regulations and Resources* > *Undergraduate* > *Student Records* > *section 5.5: Incomplete Courses*.

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 have on your studies. For more information, see *www.mcgill.ca/students/advising*.

5.1.4 Academic Standing: Faculty of Education

Education students, see *Faculty of Education* > *Undergraduate* > *Faculty Regulations for Undergraduate Programs* > *: Academic Standing*.

5.1.5 Academic Standing: Faculty of Engineering

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

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

5.1.5.1 Satisfactor y Standing: Faculty of Engineering

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

You may continue with your studies under the following conditions:

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

5.1.5.2 Probationar y 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.

5.1.5.3 Unsatisfactor y Standing: Faculty of Engineering

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

a CGPA that is less than 1.20
OR
a TGPA that is less than 2.50 and a CGPA that is less than 2.00.

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

- If you have a TGPA of 2.50 or greater, but your CGPA is less than 2.00, you may continue with your studies but will remain in Probationary Standing until you obtain a CGPA of 2.00 or greater.
- If you do not obtain either the TGPA or CGPA noted above, you will be placed in Unsatisfactory Standing.
- You must consult a faculty or departmental adviser before withdrawal deadlines concerning your course selection.

Grades A through C represent satisfactory passes, D a conditional (non-continuation) pass, and F a failure. Certain courses have been approved for Pass/Fail (P/F) grading. Students may also designate elective courses to be graded under the S/U option. See *Courses Taken under the Satisfactory/Unsatisfactory (S/U) Option*.

You must obtain a grade of C or better in courses that you take to fulfil program requirements. You may not register in a course unless you have passed all the prerequisite courses with a grade of C or better, except by written permission of the appropriate department chair.

Grades	Grade Points	Numerical Scale of Grades
A	4.0	85 – 100%
A-	3.7	80 – 84%
B+	3.3	75 – 79%
B	3.0	70 – 74%
B-	2.7	65 – 69%
C+	2.3	60 – 64%
C	2.0	55 – 59%
D	1.0	50 – 54%
F (Fail)	0	0 – 49%

Note for Engineering: The Faculty of Engineering does not use this numeric scale. See *Note for Engineering* below.

Note for Law: Faculty of Law does not use this numeric scale.

The University assigns grade points to letter grades according to the table above. Your Academic Standing is determined by a grade point average (GPA),

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

Note for Medicine: Refer to *www.mcgill.ca/ugme/academic-policies/recording-numeric-grades* and *www.mcgill.ca/ugme/academic-policies/medical-student-performance-record*.

5.3.2 Unexcused Absences

All students who miss a final exam are given a J grade. You then have the following options:

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

   The grade earned is calculated by adding the grades obtained on the individual pieces of work and a grade of 0 for the portion of the final grade allocated to the final exam. This option is not available if the professor stipulated in the course outline that the final exam is a required part of the evaluation.
2. Request a deferred exam, if you have the appropriate reasons and documentation.
3. Apply for a supplemental exam if permitted by your faculty.

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

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

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

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

You must request option 2) by the faculty deadlines as indicated in *University Regulations & Resources* > *Undergraduate* > *Examinations: General Information* > *Final Examinations* > *section 6.4.2: Final Examinations: Deferred Examinations*.

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

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

Note for the Faculties of Arts and Science (including B.A. & Sc.): Requests are made at *Service Point* (3415 McTavish Street). However, it is important that you also 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 Graduate and Postdoctoral Studies: Only options 2 and 3 above are applicable to graduate students. Students wishing to appeal a J grade should write to the Associate Registrar, Management of Academic Records.

5.4 Transcript of Academic Recor d

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

5.4.1 Transcript of Academic Recor d: General Inf ormation

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

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

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

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

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

5.5 Incomplete Cour ses

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

Students graduating in June	
Fall, Winter, and multi-term courses	April 30
Non-graduating students	
Fall courses	April 30
Winter and multi-term courses	July 30
Summer courses	November 30

Students’ deadlines for submitting their work must be scheduled appropriately before these dates to ensure that the work can be assessed and the grade submitted on time.

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

Students with a grade of K who have serious extenuating circumstances may request an extension of the K deadline (KE) from the Associate Dean (Student Affairs). More information about grading and credit is found under *University Regulations and Resources > Undergraduate > Student Records > section 5.3: Grading and Grade Point Averages (GPA)*.

Note 1 for Law students: In the Faculty of Law, permission to delay submission of required term work must be obtained from the Director (Student Life & Learning). It cannot be granted by the instructor. If, in the opinion of the Director (Student Life & Learning), 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). If an extension of the deadline is granted, the Director (Student Life & Learning) will indicate the date by which the student must complete the work. If the instructor submits a new grade within the new deadline, both the new grade and the grade of K will appear on the student's faculty reports and verification forms. However, on the student's official transcript the new grade will replace the K. If the required work is not completed before the deadline, a grade of KF will be updated on the student's record. A KF denotes a failed course and is calculated in the TGPA and CGPA the same as an F. In exceptional circumstances, and with the approval of the Director (Student Life & Learning), the deadline may be extended further, in which case the grade of KE (further extension granted) will appear. If the extended deadline is not met, a grade of KF will replace the KE.

Note 2 for Law 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).

Note for Music students: A Music student who has a mark of K not cleared in mid-May is ineligible for scholarships.

5.6 Transf er Credits

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

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

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

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

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

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

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

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

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

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

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*.

5.8.4 After Registrar Deadlines

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

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

5.8.5 Fee Assessment Consequences

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

If you want to contest the fee assessment, you must make a written request to Enrolment Services. Enrolment Services reviews the extraordinary circumstances described in the supporting documentation provided by your faculty, and consults with the Student Accounts Office if necessary, to decide whether or not to consider the request. Enrolment Services then sends you a letter explaining the decision.

5.8.6 Student©s Citizenship and/or Immigration or Fee Ex emption Status

Note that your faculty/school or Graduate and Postdoctoral Studies does not handle changes related to your citizenship and/or immigration or fee exemption status; see *section 2.2.1: Why Does McGill Collect Legal Documents from You?* You may be assessed a fee for a change requested after the submission deadline.

6 Examinations: General Inf ormation

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

In addition to the University Student Assessment Policy (available on the *Secretariat website*) 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 objectives of the course.

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

You must have your valid McGill student ID card with you to write an examination. Forgetfulness is not an acceptable excuse.

You are reminded that cheating in any examination is considered a serious offence that could lead to expulsion from the University. Students are not permitted to have in their possession, or to use, any unauthorized materials during an examination. This includes electronic devices such as cell phones, iPods, MP3 players, PDAs, smart watches, and other web-access devices. Unauthorized items found on the student or desk area during an exam will be confiscated and turned over to the Disciplinary Officer.

Responses on multiple-choice examinations are normally checked by the Exam Security Computer Monitoring Program. The program detects pairs of students with unusually similar answer patterns on multiple-choice examinations. Data generated by the program can be used as admissible evidence either to initiate or corroborate an investigation or a charge of cheating under Section 16 of the *Code of Student Conduct and Disciplinary Procedures*.

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

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

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

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

Note for Medicine: Refer to *www.mcgill.ca/ugme/academic-policies/examinations*.

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

6.1 Class Tests

Members of the teaching staff may give interim class tests from time to time.

6.2 Examination Facilities for Students with Disabilities

If you have a permanent or temporary disability, consult the Coordinator, Office for Students with Disabilities, about the possibility of arranging special examination facilities. For more information, see: *www.mcgill.ca/osd*.

6.3 Credit by Examination

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

6.4 Final Examinations

Formal final examinations are held during an examination period at the end of the course term. The dates of the examination periods are listed at *www.mcgill.ca/importantdates*

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

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

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*.

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

Note for Medicine: Refer to *www.mcgill.ca/ugme/academic-policies/examinations*.

Note for Dentistry: Refer to *www.mcgill.ca/dentistry/academicaffairs/examschedule*.

6.4.2 Final Examinations: Deferred Examinations

If, for serious reasons such as illness or family affliction, you have not written one or more examinations, you may receive the permission of your Faculty Student Affairs Office or Service Point (for students in the Faculties of Arts or Science) upon providing supporting documentation to defer the examination to the next deferred/supplemental examination period, except for courses administered by the Faculty of Engineering (where students write the examination the next time the course is given; see *section 6.4.2.1: Deferred Examinations: Faculty of Engineering*). You should provide supporting documents such as an appropriate medical report as soon as possible after missing the exam. You should be aw

7.4 Mobility Award

The purpose of the Mobility Award is to encourage students to study abroad as part of their McGill degree program by defraying part of the cost of this experience. Complete information on this award is available on McGill's *International Education* website.

7.5 Study Abroad Opportunities

For information on Study Abroad, refer to *Study Abroad & Field Studies* > *Undergraduate* > *: Opportunities for Field Study and Study Abroad*, or see *www.mcgill.ca/mcgillabroad*.

Scholar

- Most undergraduate scholarships and awards are granted on the basis of the combined GPA for the Fall and Winter terms (i.e., your sessional GPA), or a ranking in the top 1 to 5% of the faculty, subject to the faculty's budget. Applications are not required unless specifically indicated in the terms of an award.
- To be considered for in-course awards and/or the renewal of entrance scholarships, you must complete at least 27 graded credits in the regular academic year. Courses completed under the Satisfactory/Unsatisfactory (S/U) option, and Summer courses, are not considered. Program content and number of credits may also be considered.
- Up to a maximum of 6 credits from courses taken at other Quebec universities through the Inter-University Transfer (IUT) agreement can be counted toward the requirements for scholarship renewal or for consideration for other academic awards. Eligibility is based on all courses taken during the regular academic year, on both the McGill GPA and the global GPA, which includes the IUT credits. Please consult *www.mcgill.ca/students/iut/home-page*.
- You should review all regulations regarding in-course awards by consulting *www.mcgill.ca/studentaid/scholarships-aid/regulations-responsibilities/regulations*.
- A maximum of the top 10% of students in each faculty are named to the Dean's Honour List. This designation is based on the combined GPA for the Fall and Winter terms (i.e., your sessional GPA) and the minimum required combined GPA is determined by each faculty. It is an official University recognition of the student's achievements and appears on the transcript. There is no monetary reward.
- All awards, with the exception of convocation prizes, are credited to the tuition fee accounts of students for the following academic year. Students must be registered on a full-time basis to receive the funds.
- If you hold a renewable scholarship from the Committee on Enrolment and Student Affairs, it will *only* be renewed if you meet the McGill standards for renewal. See *www.mcgill.ca/studentaid/scholarships-aid/regulations-responsibilities/regulations*.

8.2.1 In-Cour se Financial Aid

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

Note for Graduate and Postdoctoral Studies: If you miss one of these deadlines, you must follow the procedures at *www.mcgill.ca/gps/students/registration/graduating*. The Application for Graduation is available on Minerva for students in non-thesis programs who have registered for their final year. To ensure that you have met the requirements for graduation, you should refer to *Program Requirements* > *Master's Degrees*, found under each faculty's *Graduate* section in the McGill *eCalendar*.

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

9.2 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/graduation/convocation* for information regarding convocation ceremonies.

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

9.3 Graduation Honours

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

9.3.3 Faculty of Science Dean©s Multidisciplinar y Under graduate Resear ch List

The Faculty of Science Dean's Multidisciplinary Undergraduate Research List recognizes Bachelor of Science (B.Sc.) and Bachelor of Arts and Science (B.A. & Sc.) students who have participated in substantial and broad undergraduate science research. To be placed on the Faculty of Science Dean's Multidisciplinary Undergraduate Research List at graduation time:

- you must have completed at least 9 credits of research-based courses, taken for a letter grade;
- where qualifying courses are either specified in the list of approved science research courses (see

Langua g

11.1 Your Academic Career at McGill

11.1.1 Univer sity-Wide Regulations

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

11.1.2 Faculty-Specific Regulations

McGill has 11 faculties, and every student belongs to one of them. When you are admitted to McGill, your offer letter indicates the faculty, degree, and program to which you have been accepted, and the number of credits you need to complete for your degree.

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

11.1.3 Your Academic Pr ogram

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

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

- Quebec CEGEP students typically receive 30 credits of Advanced Standing, so they will usually only have a further 90–110 credits (three years of full-time study) to complete. This varies by faculty, so consult your faculty section. In your first year, you will be placed in **U1** (undergraduate year 1).
- Most other students typically have 120–140 credits to complete. This varies by faculty, so consult your faculty section. In your first year, you will be placed in **U0** (undergraduate year 0), which is often referred to in this publication and elsewhere as your **freshman** year.
- Many students at McGill come with other forms of Advanced Standing (International Baccalaureate, French Baccalaureate, advanced placement exams, or students admitted from other universities as transfer students). If this is your case, you will receive information during the admissions process.

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

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

11.1.4 Impor tant things to kno w about y our academic pr ogram:

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

For more assistance in understanding program requirements, and for a list of advisers on both Downtown and Macdonald campuses, see *section 11: Undergraduate Advising*.

11.1.5 Advising and the Univer sity Mission

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

11.1.6 The Role of Student Ad vising

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 academic advisers, professors, and related administrative units 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 collaboration, your academic advisers can assist you throughout your undergraduate studies.

11.2 Types of Advising and Advisers

While at McGill, you have access to academic advisers who have different skills, expertise, and levels of authority. Your academic advisors can help you succeed academically by providing timely, accurate, and coherent information about University regulations and program requirements and by working, as appropriate, with other University services and resources to help support you throughout your degree. All conversations with your academic advisers are confidential. The main types of advisers are described below. You should refer to your faculty's section of this publication for additional advising information specific to your degree program and to the *Advising website* for more general information. Note that some academic matters require approval of more than one adviser, e.g., the faculty adviser and the department/school academic adviser.

Faculty Advisers are normally located in the Student Affairs Office of each faculty and are available throughout the calendar year (*section 11.3: Contact Information for Student Affairs Offices*).

Faculty advisers:

- are experts in the rules, regulations, and requirements pertaining to specific degree programs;
- provide ongoing advice and guidance on program selection, course registration, credit load, deadlines, and majors and minors;
- communicate with other advisers within the University and, with your permission, serve as a direct link to other University resources;
- may assist you in planning for, and applying to, university exchange programs and may also provide, or direct you to, information about scholarships, awards, research fellowships, and opportunities within a given field;
- are a valuable source of information about the various resources available at McGill;
- offer support, guidance, and appropriate referrals to help you manage academic situations during periods of personal, financial, or medical difficulties, and work with you to identify various possibilities and strategies for making informed decisions.

Department/School Academic Advisers are normally located close to the offices of professors in your program and may only be available during specific times of the year (e.g., prior to registration for the next session or during the add/drop period) or during regularly scheduled office hours. If you are completing a major or minor in more than one unit, you will likely have an adviser in each unit. The departmental academic adviser may be either a professor or a member of the administrative staff. You should contact your department's administrative office to determine the identity and availability of your academic adviser. You should check your progress with your departmental academic adviser from time to time—and certainly before your final year.

Departmental academic advisers:

- guide you through course selection to meet the subject matter requirements of the major or minor;
- consider requests for course equivalencies, recommend prior approval for inter-university transfer credits, or explain the rationale for the design of a department/school program;
- may assist you in planning for, and applying to, university exchange programs, and may also provide, or direct you to, information about scholarships, awards, research fellowships, and opportunities within a given field;
- are a valuable source of information about the various resources available at McGill;
- can provide support, guidance, and appropriate referrals if you experience academic or personal difficulties while studying at McGill;
- are often responsible for confirming that you have met major or minor program requirements for graduation.

Professors/Lecturers may act in a voluntary capacity to mentor you as you progress through your program. The faculty adviser or department/school academic adviser may be able to help you identify a good resource person in your program.

Professors/lecturers:

- may provide advice on the latest trends in a specific field of study and make recommendations on related advanced readings;
- may discuss opportunities for a student research experience and help you connect with a professor or lecturer who best suits your interests or learning style;
- refer you back to the faculty adviser or departmental academic adviser for signatures and permission related to program requirements.

Peer Advisers are students who have been trained by faculty advisers or department/school academic advisers. They normally offer drop-in hours for advice on University life and will help you find the information you need in this publication or through other University resources. Peer advisers are only available in some faculties or departments.

11.2.1 Related Resources

For a full list of services available to undergraduate students, please refer to *section 13.3: Student Services – Downtown Campus* and *section 13.4: Student Services – Macdonald Campus*.

Ask an Advisor (*www.mcgill.ca/students/advising*) is an advising and referral resource for undergraduate students in all faculties. If you don't know who to contact with your advising questions or what your next step should be, Ask an Advisor can help by sending you to the right person or place the first time.

Campus Life & Engagement (CL&E) (Brown Student Services Building; *www.mcgill.ca/firstyear*) can help new students navigate their way through this publication and the information provided to new students; see *www.mcgill.ca/acceptedion and the information pro*

Counselling and Mental Health Service (Brown Student Services Building; *www.mcgill.ca/counselling*) has professional counsellors and psychologists who are available to discuss personal, academic, and career goals or problems. They provide individual counselling, therapy, psychoeducational workshops, and crisis intervention. A walk-in service is available.

Career Planning Service (CaPS) (Brown Student Services Building; *www.mcgill.ca/caps*) provides career education, guidance, and individual advising to help you in your search for permanent, part-time, or summer jobs and internships.

Service Point (3415 McTavish Street, Montreal QC H3A 0C8; 514-398-7878; *www.mcgill.ca/servicepoint*) is the student-facing customer-service arm of Enrolment Services, which provides administrative services and assistance related to official documents, student records, tuition and fees, and student exchanges.

On the Macdonald campus, information is provided by the Student Affairs Office, Laird Hall, Room 106; *www.mcgill.ca/macdonald*.

Note for Medicine: The Faculty of Medicine's *WELL Office* also provides services to M.D.,C.M. students, including career planning advising offered by the Faculty's *Undergraduate Career Planning Office*.

11.3 Contact Information for Student Affairs Offices

Faculty of Agricultural and Environmental Sciences

Telephone: 514-398-7925
Email: *studentinfo.macdonald@mcgill.ca*
Website: *www.mcgill.ca/macdonald/studentinfo/advising*

Faculty of Arts

Office of Advising and Student Information Services (OASIS)
In person: Dawson Hall, Room 110 (Monday–Friday, 10:00 a.m.–4:00 p.m.)
Telephone: 514-398-1029 (Monday–Friday, 10:00 a.m.–4:00 p.m.)
Email: *adviser.arts@mcgill.ca*
Website and live chat: *www.mcgill.ca/oasis*

Students in U1 or above should also see the contact information for departmental academic advisers in *section 11.4.2: Faculty of Arts: Contact Information*.

Faculty of Dentistry

2001 McGill College Avenue
Telephone: 514-398-7203
Email: *undergrad.dentistry@mcgill.ca*
Website: *www.mcgill.ca/dentistry*

Faculty of Education

Internships & Student Affairs Office (ISA)
Telephone: 514-398-7042 (for student affairs)
Telephone: 514-398-7046 (for internships)
Email: *isa.education@mcgill.ca*
Website: *www.mcgill.ca/isa*

Faculty of Engineering

McGill Engineering Student Centre (Student Affairs Office, Career Centre, and Peer Tutoring Service):

Telephone: 514-398-7257
Email: *advisor.engineering@mcgill.ca*
Website: *www.mcgill.ca/engineering*

Faculty of Engineering

Note: You are required to meet with an academic adviser before the start of classes. If you are admitted to Year 0 and you are seeking transfer credits, you are initially advised by the Student Affairs Office, Engineering Student Centre, followed by advising in your department. If you are admitted to Year 0 and you are not seeking transfer credits, or if you are admitted to Year 1, you should contact the department/school directly.

School of Environment

Telephone: 514-398-4306
Email: *kathryn.roulet@mcgill.ca*
Website: *www.mcgill.ca/mse/contact*

Faculty of Law

Telephone: 514-398-6608
Email: *sao.law@mcgill.ca*
Website: *www.mcgill.ca/law-studies*

Desautels Faculty of Management

Telephone: 514-398-4068
Email: *bcom.mgmt@mcgill.ca*
Website: *www.mcgill.ca/desautels/programs/bcom*

Faculty of Medicine

Telephone: 514-398-5557
Email: *undergrad.med@mcgill.ca*
Website: *www.mcgill.ca/ugme/contact-us*

Ingram School of Nursing

Undergraduate Nursing Student Affairs Office (UG-NSAO)
Telephone: 514-398-4159 or 514-398-3784
Email:

Faculty of Science

Email: *adviser.science@mcgill.ca*
Website: *www.mcgill.ca/science/student*

Students in U1 or above should also see the contact information for departmental academic advisers in *section 11.4.6: Faculty of Science: Contact Information*.

11.4 Contact Information for Departments, Schools, and Programs

Refer to the following contact information to get in touch with a faculty's specific department, school, or program representative.

11.4.1 Faculty of Agricultural and Environmental Sciences: Contact Information

All students in the Faculty of Agricultural and Environmental Sciences are required to meet with an academic adviser prior to the start of classes.

Additional contact information is located in the relevant sections of this publication.

Bachelor of Science in Agricultural and Environmental Sciences – B.Sc.(Ag.Env.Sc.)

Freshman U0
Dr. Alice Cherestes
Telephone: 514-398-7980
Email: *freshmanadvisor.macdonald@mcgill.ca*

General Advising
Dr. Julie Major
Telephone: 514-398-8380
Email: *julie.major@mcgill.ca*

Major Environment (MSE)
Kathryn Roulet
Telephone: 514-398-4306
Email: *kathryn.roulet@mcgill.ca*

Bachelor of Engineering in Bioresource Engineering – B.Eng.(Bioresource)

Freshman U0
Dr. David Titley-Péloquin
Telephone: 514-398-7976
Email: *freshmanadvisor.macdonald@mcgill.ca*

Bioresource U1, U2, and U3
Dr. Shiv Prasher
Telephone: 514-398-7774
Email: *shiv.prasher@mcgill.ca*

Bachelor of Science in Food Science – B.Sc.(F.Sc.)

Freshman U0
Dr. Alice Cherestes
Telephone: 514-398-7980
Email: *freshmanadvisor.macdonald@mcgill.ca*

Bachelor of Science in Food Science – B.Sc.(F.Sc.)

Food Science U1
Dr. Varoujan Yaylayan
Telephone: 514-398-7918
Email: *varoujan.yaylayan@mcgill.ca*

Food Science U2
Dr. Jennifer Ronholm
Telephone: 514-398-7923
Email: *jennifer.ronholm@mcgill.ca*

Food Science U3
Dr. Saji George
Telephone: 514-398-7920
Email: *saji.george@mcgill.ca*

Bachelor of Science in Nutritional Sciences – B.Sc.(Nutr.Sc.)

Freshman U0
Dr. Alice Cherestes
Telephone: 514-398-7980
Email: *freshmanadvisor.macdonald@mcgill.ca*

Dietetics U1 – new incoming students
Sandy Phillips
Telephone: 514-398-7982
Email: *sandy.phillips@mcgill.ca*

Dietetics
Paul-Guy Duhamel
Email: *paul-guy.duhamel@mcgill.ca*

Mary Hendrickson
Telephone: 514-398-7749
Email: *mary.hendrickson-nelson@mcgill.ca*

Dr. Hugues Plourde
Telephone: 514-398-7604
Email: *hugues.plourde@mcgill.ca*

Dr. Maureen Rose
Telephone: 514-398-7748
Email: *maureen.rose@mcgill.ca*

Joane Routhi.sluYhd5a

Diploma, Collegiate Level

Telephone: 514-398-7756
Email: *david.wees@mcgill.ca*

Minors

Agribusiness Entrepreneurship
Dr. Chandra Madramootoo
Telephone: 514-398-7759
Email: *chandra.madramootoo@mcgill.ca*

Agricultural Economics
Dr. Julie Major
Telephone: 514-398-8380
Email: *julie.major@mcgill.ca*

Agricultural Production
Dr. Valérie Gravel
Telephone: 514-398-8132
Email: *valerie.gravel@mcgill.ca*

Animal Biology
Dr. Roger I. Cue
Telephone: 514-398-7805
Email: *roger.cue@mcgill.ca*

Animal Health and Disease
Dr. Sarah Kimmins
Telephone: 514-398-7658
Email: *sarah.kimmins@mcgill.ca*

Applied Ecology
Dr. Julie Major
Telephone: 514-398-8380
Email: *julie.major@mcgill.ca*

Ecological Agriculture
Dr. Caroline Begg
Telephone: 514-398-8749
Email: *caroline.begg@mcgill.ca*

Environment (MSE)
Kathryn Roulet
Telephone: 514-398-4306
Email: *kathryn.roulet@mcgill.ca*

Environmental Engineering
Dr. Shiv Prasher
Telephone: 514-398-7774
Email: *shiv.prasher@mcgill.ca*

Minors

Human Nutrition
Dr. Kristine Koski

Information Studies (School of)

Telephone: 514-398-4204
Email: *sis@mcgill.ca*
Website: *www.mcgill.ca/sis*

International Development Studies (program)

Telephone: 514-398-4804
Email: *ids@mcgill.ca*
Website: *www.mcgill.ca/isid/teaching-pr*

Mathematics & Statistics (Department of)

Telephone: 514-398-3800
Email: *ugrad.mathstat@mcgill.ca* or *angela.white@mcgill.ca*
Website: *www.mcgill.ca/mathstat*

Medieval Studies (program)

Telephone: 514-398-4400, ext. 09557
Email: *suan.ong@mcgill.ca*
Website: *www.mcgill.ca/medieval*

Music (program)

Telephone: 514-398-4535, ext. 6337
Email: *dino.dutz@mcgill.ca*
Website: *www.mcgill.ca/music/student-resources/undergraduates*

North American Studies (program)

Telephone: 514-398-4400, ext. 09557
Email: *suan.ong@mcgill.ca*
Website: *www.mcgill.ca/nast*

Philosophy (Department of)

Telephone: 514-398-6060
Email: *info.philosophy@mcgill.ca*
Website: *www.mcgill.ca/philosophy*

Philosophy and Western Religions (program)

Telephone: 514-398-4400, ext. 09557
Email: *suan.ong@mcgill.ca*
Website: *www.mcgill.ca/phwr*

Political Science (Department of)

Telephone: 514-398-4800
Email: *undergraduate.polisci@mcgill.ca*
Website: *www.mcgill.ca/politicalscience*

Psychology (Department of)

Telephone: 514-398-6100
Email: *info@psych.mcgill.ca*
Website: *www.mcgill.ca/psychology*

Québec, Études sur le (program)

Telephone: 514-398-4400, ext. 09557
Email: *suan.ong@mcgill.ca*
Website: *www.mcgill.ca/qcst*

World Islamic and Middle East Studies (program)

Telephone: 514-398-6077
Email: *info.islamics@mcgill.ca*
Website: *www.mcgill.ca/islamicstudies*

11.4.3 Faculty of Education: Contact Information

All students in the Faculty of Education are required to meet with an academic adviser prior to the start of classes.

Additional contact information is located in the relevant sections of this publication.

Kindergarten & Elementary Program

Telephone: 514-398-4527
Email: *advisedise.education@mcgill.ca*

Secondary English, Mathematics, Social Studies or Science & Technology

Telephone: 514-398-4527
Email: *advisedise.education@mcgill.ca*

Teaching English as a Second Language

Telephone: 514-398-4527
Email: *advisedise.education@mcgill.ca*

Music

Telephone: 514-398-4527
Email: *advisedise.education@mcgill.ca*

Kinesiology

Email: *ugrad.kpe@mcgill.ca*

11.4.4 Faculty of Engineering: Contact Information

All students in the Faculty of Engineering are required to meet with an academic adviser prior to the start of classes.

U0 students (seeking transfer credits): You are initially advised by the Faculty of Engineering Student Affairs Office, followed by advising in your department/school.

U0 students (not seeking transfer credits) and U1 students: Contact your department/school directly.

Additional contact information can be found in the relevant sections of this publication.

Architecture (School of)

Telephone: 514-398-6702 or 398-6700
Email: *mary.lanni@mcgill.ca*
Website: *www.mcgill.ca/architecture*

Bioengineering (Department of)

Telephone: 514-398-7254
Email: *info.bioeng@mcgill.ca*
Website: *www.mcgill.ca/bioengineering/*

Chemical Engineering (Department of)

Telephone: 514-398-5122 or 514-398-7257
Email: *ugrad.chemeng@mcgill.ca*
Website: *www.mcgill.ca/chemeng*

Civil Engineering and Applied Mechanics (Department of)

Telephone: 514-398-6860
Email: *ugradinfo.civil@mcgill.ca*
Website: *www.mcgill.ca/civil*

Electrical and Computer Engineering (Department of)

Telephone: 514-398-3943
Email:

School of Communication Sciences and Disorders

Telephone: 514-398-4137
Email: *scsd@mcgill.ca*
Website: *www.mcgill.ca/scsd*

Dermatology

Website: *www.medicine.mcgill.ca/dermatology*

Diagnostic Radiology

Telephone: 514-934-8084
Email: *radiology.residency@muhc.mcgill.ca*
Website: *www.medicine.mcgill.ca/radiology*

Emergency Medicine

Telephone: 514-934-1934, ext. 36974
Email: *elisa.monaco@mcgill.ca*
Website: *www.mcgill.ca/emergency*

Epidemiology, Biostatistics, and Occupational Health

Telephone: 514-398-6258
Website: *www.mcgill.ca/epi-biostat-occh/*

Family Medicine

Telephone: 514-399-9120 or 514-398-7375
Email: *undergrad.fammed@mcgill.ca*
Website: *www.mcgill.ca/familymed*

Geriatric Medicine

Telephone: 514-934-1934, ext. 45831
Website: *www.mcgill.ca/geriatrics*

Human Genetics

Telephone: 514-398-6890
Email: *grad.hg@mcgill.ca*
Website: *www.mcgill.ca/humangenetics*

Medical Physics

Telephone: 514-934-1934, ext. 44158
Email: *margery.knewstubb@mcgill.ca*
Website: *www.mcgill.ca/medphys*

Medicine

Telephone: 514-843-1578
Email: *diane.lewis@mcgill.ca*
Website: *www.mcgill.ca/deptmedicine*

Environment (School of)

Telephone: 514-398-4306
Email: *kathy*

Neuroscience (program)

Telephone: 514-398-7330
Email: *ryan.bouma@mcgill.ca*
Website: *www.mcgill.ca/neuroscience*

Pathology (Department of)

Telephone: 514-934-1934, ext. 32929
Email: *pathologyteaching.med@mcgill.ca*
Website: *www.mcgill.ca/pathology*

Pharmacology (program)

Telephone: 514-398-3622
Email: *undergradstudies.pharmacology@mcgill.ca*
Website: *www.mcgill.ca/pharma*

Physics (Department of)

Telephone: 514-398-7226
Email: *ugradcoordinator.physics@mcgill.ca*
Website: *www.physics.mcgill.ca*

Physiology (Department of)

Telephone: 514-398-4316
Email: *sonia.viselli@mcgill.ca*
Website: *www.mcgill.ca/physiology*

Psychology (Department of)

Telephone: 514-398-6100
Email: *info@psych.mcgill.ca*
Website: *www.mcgill.ca/psychology*

Redpath Museum

Telephone: 514-398-4086, ext. 3188
Email: *redpath.museum@mcgill.ca*
Website: *www.mcgill.ca/redpath*

Science for Teachers

Telephone: 514-398-7106
Email: *pete.barry@mcgill.ca*
Website: *www.mcgill.ca/scienceforteachers*

11.5 Prospective Students

For information about opportunities for undergraduates at McGill, please visit the *Undergraduate Admissions* website.

13.1 Office of the Senior Director , Services f or Students

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

For information, contact:

Telephone: 514-398-8238
Website: *www.mcgill.ca/studentservices*

The Senior Director, Services for Students (SDSS), coordinates all student services at McGill to help promote student success and well-being. The SDSS 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.

13.2 Suppor t for Students: Office of the Dean of Students

The Dean and the

13.3.1 Campus Lif e & Enga gement (CL&E)

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

Brown Student Services Building, Suite 3100
Telephone: 514-398-6913
Email: *cle@mcgill.ca*
Website: *www.mcgill.ca/cle*

First-year students:
Email: *firstyear@mcgill.ca*
Website: *www.mcgill.ca/firstyear*

13.3.2 Career Planning Ser vice (CaPS)

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

Brown Student Services Building, Suite 2200
Telephone: 514-398-3304
Email: *careers.caps@mcgill.ca*
Website: *www.mcgill.ca/caps*
myFutureagBghts0 g/ureagBghts0 gTs jobs and inyf/ures60 1 111.866 450savh/caps

Brown Student Services Building, Suite 5100
Telephone: 514-398-4349
Email: *international.students@mcgill.ca*
Website: *www.mcgill.ca/internationalstudents*

Office of Religious and Spiritual Lif e (MORSL)Life (MORSL)Lif

Brown Student Services Building, Suite 5500
Telephone: 514-398-6019
Website: *www.mcgill.ca/psychiatric-services*

13.3.12 Scholar ships and Student (Financial) Aid Office

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

Brown Student Services Building, Suite 3200
General Information: 514-398-6013
Telephone: 514-398-4807 (Scholarships)
Email: *student.aid@mcgill.ca*
Website: *www.mcgill.ca/studentaid*

13.3.13 Tutorial Ser vice

Sponsors an extensive peer matching tutoring program for students.

Brown Student Services Building, Suite 4100
Telephone: 514-398-8238
Email: *tutoring.service@mcgill.ca*
Website: *www.mcgill.ca/tutoring*

13.4 Student Ser vices ± Macdonald Campus

Students who study on the Macdonald campus may make full use of all Student Services on both campuses. All **Student Services** at Macdonald Campus are located in the Centennial Centre:

Centennial Centre, Room 124
21,111 Lakeshore Road
Sainte-Anne-de-Bellevue QC H9X 3V9
Telephone: 514-398-7992
Email: *stuserv.macdonald@mcgill.ca*
Website: *www.mcgill.ca/macdonald-studentservices*

A list of services available is given below. For detailed information, please visit *our website* and the main *Student Services website*.

- *section 13.4.1: Career Planning Service (CaPS)*
- *section 13.4.2: Counselling Services*
- *section 13.4.3: International Student Services (ISS)*
- *section 13.4.4: Office for Students with Disabilities (OSD)*
-

The *Le James* – McGill Bookstore operates in multiple locations. Please visit the *Le James* website for details and directions.

Course Materials and General Books
3544 Parc Avenue
Telephone: 514-398-8354

Clothing, Technology, and Continuing Studies Course Materials
680 Sherbrooke Street West
Telephone: 514-398-5025

Mobile Store (Seasonal)
McGill Lower Campus

Webstore: *lejames.ca*

13.7.2 Macdonald Campus

Located on the main floor of the Centennial Centre, the Robber's Roost Bookstore carries textbooks and course materials for Macdonald Campus classes. McGill and Macdonald clothing and insignia items are also available.

Robber's Roost Bookstore
Macdonald Campus Centennial Centre
Telephone: 514-398-8300
Website: *mcss.mcgill.ca/bookstore*

13.8 Computer Store

All technology products (hardware, software, and accessories) can now be found at *Le James* – McGill Bookstore located at 680 Sherbrooke. For any special orders, please contact us at *sales.mcs@mcgill.ca*.

13.9 Day Care

The McGill Childcare Centre (CPE McGill) is an independently run centre that can accommodate 110 children, ranging in age from four months to five years. Early application is required as placement is limited.

The Centre is located at:

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

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

The Centre is located at:

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

14 Residential F acilities

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

Mission statement

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

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

14.1 Univer sity Residences ± Do wnto wn

McGill Residences house approximately 3,000 undergraduate students in dormitories, apartments, and shared-facilities houses. McGill's dormitories are primarily for first-year students and feature full meal service. McGill's apartment-style residences and shared-facilities houses are mainly for first-year students who desire a more independent residence experience.

Trained upper-year student leaders (Floor Fellows) live in the McGill Residences, providing support, and trained professional live-in staff (Residence Life Managers) provide 24-hour oversight of the residences. An elected Residence Council serves as the voice of students.

All McGill Residences are connected to the McGill Wireless Network.

McGill Student Housing and Dining Service Centre
3473 University Street
Montreal QC H3A 2A8
Phone: 514-398-6368
Email: *housing.residences@mcgill.ca* or *Talk2Us*
Website: *www.mcgill.ca/shhs*

14.1.1 Traditional and Hotel-style Residences

McGill has nine dormitory residences:

- The four co-ed traditional-style **Bishop Mountain Residences** (Gardner, McConnell, Molson, and Douglas Halls) are located on the slope of Mount Royal and overlook the campus.
- **Royal Victoria College** (RVC), which has one all-female and one co-ed wing, is a traditional-style residence located one block from the McGill gates.
- The co-ed hotel-style **New Residence Hall** is located five short blocks from the campus.
- **University Hall** is a co-ed traditional-style dorm located directly across from the Milton Gates to campus.
- **Carrefour Sherbrooke** is a co-ed hotel-style residence located two blocks from campus.
- **La Citadelle** is the newest fully renovated hotel-style residence building, located two blocks east of McGill campus.

vafete59.idents of traditionalone1 Tm (yal omhared one block from the McGill sÐm (w.1 Tf 1 0 0 1 285.085 376.,v)Tj 1 0 0 1 1153 /F855alone1 Tm (yapn

Although these residences do not require full meal plans, residents may purchase one from Food and Dining Services for use at the residence cafeterias or elsewhere on campus. For more information, see *www.mcgill.ca/foodservices/mealplans*.

14.1.3 Shared-facilities Houses

McGill Residences maintains a number of beautifully renovated older buildings, each housing between 15 and 30 first-year students. These shared-facilities houses are located a few blocks from the campus and have both single- and double-occupancy bedrooms with large shared kitchens, bathrooms, and common areas. Each bedroom has a desk, chair, bed (some are loft beds), dresser, closet, and blinds. Common areas are also fully furnished.

Although these residences do not require meal plans, residents are free to purchase one from Food and Dining Services for use at the residence cafeterias or elsewhere on campus. For more information, see *www.mcgill.ca/foodservices/mealplans*.

14.1.4 Residence Fees

Residence fees for the 2018–2019 academic year had not been set at the time this publication was finalized. These are the rates for 2017–2018:

Rates for **Gardner, McConnell, and Molson** are $9,256 for a regular single room and $8,504 for a regular double room. Rates for **Royal Victoria College** are $10,640 for a regular single room and $9,784 for a regular double room.

The rates for **University Hall** are $9,168 for a regular single room and $8,424 for a double room.

At **New Residence Hall and Carrefour Sherbrooke**, room rates are $11,488 for a regular single room and $10,464 for a regular double room. At **La Citadelle**

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

Student P

- playing fields
- outdoor TrekFit gym
- outdoor volleyball court
- large expanses of green space
- Mac Paddle Shack

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

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

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

Friendly staff in each branch library can help you locate the information you need. Students have *liaison librarian*s for their departments. Liaison librarians

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

Course in Professional Writing (CE Units):

Course Number	Course Title	Notes
CCOM 208	Professional Writing in Business	

17.2.1 McGill Writing Centre Contact Information

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

Inquiries concerning CEAP 150, CEAP 250, CESL 500, CCOM 205 and CCOM 208 should be directed to:

Prof. Sue Laver
Email: *sue.laver@mcgill.ca*
McLennan-Redpath Library
Main Floor, Room #02
Telephone: 514-398-2351

Inquiries concerning CESL 299, CESL 300, and CESL 400 should be directed to:

Prof. Sarah Leu
Email: *sarah.leu@mcgill.ca*
McLennan-Redpath Library
Main Floor, Room #02
Telephone: 514-398-8447

Inquiries concerning CCOM 206, CCOM 314, and CCOM 315 should be directed to:

Prof. Diane Dechief
Email: *diane.dechief@mcgill.ca*
McLennan-Redpath Library
Main Floor, Room #02
Telephone: 514-398-3320

Inquiries concerning graduate-level courses and other aspects of the Graphos program should be directed to:

Dr. Yvonne Hung
Email: *yvonne.hung@mcgill.ca*
McLennan-Redpath Library
Main Floor, Room #02
Telephone: 514-398-8430

Administrative inquiries should be directed to:

mwc@mcgill.ca for undergraduate courses
graphos@mcgill.ca for graduate courses

17.3 University Archives

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

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

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

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

McGill University Archives
McLennan Library Building, 4th Floor
3459 rue McTavish
Montreal QC H3A 0C9
Telephone: 514-398-4711
Email: *refdesk.archives@mcgill.ca*
Website: *www.mcgill.ca/library/branches/mua*

17.4 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 a world cultures 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*

17.5 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 18,845 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 15,800 objects from across Canada; and the renowned Notman Photographic Archives, which contain over 1,300,000 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 Louis Dulongpré, James Duncan, Cornelius Krieghoff, and Robert Harris. The Museum's Textual Archives include some 262 linear metres of documents relating to Canadian history. Finally, the McCord's *website* 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.

690 Sherbrook

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.

18.4 Recognition of Degrees

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

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

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

18.5 Governance: Board of Governors

18.5.1 The Visitor

The Visitor	
Her Excellency The Right Honourable Julie Payette	**The Governor General of Canada**

18.5.2 Board of Governors

Board of Governors	
Ram Panda; M.Eng., M.B.A.(McG.)	**Chair**
Suzanne Fortier; B.Sc., Ph.D.(McG.)	**Principal and Vice-Chancellor**
Michael A. Meighen; B.A.(McG.), LL.L.(Laval)	**Chancellor**

18.5.2.1 Members

Members
Bob Babinsky; B.A.(McG.)
Darin Barney; B.A., M.A.(S. Fraser), Ph.D.(Tor.)
Maryse Bertrand; B.C.L.(McG.), M.Sc.(NYU), Ad. E.
Michael T. Boychuk; B.Com.(McG.)
Peter Coughlin; B.Com.(Car.), M.B.A.(W. Ont.)
Ronald Harry Critchley; B.A.(C'dia-Loyola), M.A.(York)
Alan Desnoyers; B.Com.(McG.)
Claude Généreux; B.Eng.(McG.), M.A.(Oxf.)
Stephen Halperin; B.C.L., LL.B.(McG.)
David N. Harpp; A.B.(Middlebury), M.A.(Wesl.), Ph.D.(N. Carolina)
Tina Hobday; B.C.L., LL.B.(McG.)
Ehab Lotayef; B.Eng.(Ain Shams)
Pierre Matuszweski; B.A.(Laval), M.B.A.(McG.)
Samuel Minzberg; LL.B.(McG.)
Derek Nystrom; B.A.(H.)(Wisc.), M.A., Ph.D.(Virg.)
Maarika Paul; B.Com., Gr. Dip.(McG.), F.C.P.A., F.C.A., C.B.V.

Members
Samira Sakhia; B.Com., M.B.A.(McG.)
Cynthia Price Verreault; B.Com.(McG.)
Martine Turcotte; B.C.L./LL.B.(McG.), M.B.A.(London Business School)
Edith A. Zorychta; B.Sc.(St. FX), M.Sc., Ph.D.(McG.)

18.5.2.2 Student Representatives

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

18.6 Governance: Members of Senate

18.6.1 Ex-officio

Ex-officio
The Chancellor
The Chair of the Board of Governors
The 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
The University Registrar and Executive Director of Enrolment Services
The Director of Teaching and Learning Services

18.6.2 Elected Members

Elected Members
65 members elected by the faculties, the University Libraries, the Board of Governors, and administra.1 Tf1 0 0 1 8.126 191.22f0639(v)Tj1 0 0 1 328.126 1914022 ory

Administration	
Christopher Manfredi; B.A., M.A.(Calg.), M.A., Ph.D.(Claremont)	**Provost and Vice-Principal (Academic)**
Ollivier Dyens; B.F.A.(C'dia), M.A., Ph.D.(Montr.)	**Deputy Provost (Student Life & Learning)**
TBA	**University Registrar and Executive Director of Enrolment Services**
Martine Gauthier; M.A.(Flor. St.)	**Executive Director of Services for Students**
Ghyslaine McClure; B.Eng.(Montr.), S.M.(MIT), Ph.D.(Montr.)	**Associate Provost (Academic Priorities & Resource Allocation)**
Angela Campbell; B.A. B.C.L.(McG.), LL.M.(Harv.)	**Associate Provost (Equity & Academic Policies)**
Anja Geitmann; Diplom(Konstanz), Ph.D.(Siena)	**Associate Vice-Principal (Macdonald Campus) and Dean (Faculty of Agricultural & Environmental Sciences)**
Ghilaine Roquet; B.A.(UQAM), M.Sc.A.(Montr.)	**Chief Information Officer**
Edyta Rogowska; B.A.(Tor.), M.A.(McG.)	**Secretary-General**
Yves Beauchamp; B.Eng., M.Eng.(UQTR), Ph.D.(WVU)	**Vice-Principal (Administration & Finance)**
Diana Dutton; B.F.A.(C'dia), Gr. Dip., M.B.A.(McG.)	**Associate Vice-Principal (Human Resources)**
Robert Couvrette; B.Sc.(École Poly., Montr. & HEC), M.P.M.(UQAM)	**Associate Vice-Principal (Facilities Management and Ancillary Services)**
Louis Arsenault; B.A.(UQAM), M.A.(Paris VII)	**Vice-Principal (Communications & External 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 Vice-Dean (Health Affairs)**
Martha Crago; B.A.(McG.)	**Vice-Principal (Research & Innovation)**
TBA	**Associate Vice-Principal (Research & Innovation) (Innovation & Partnerships)**
Anne McKinney; B.Sc., Ph.D.(Ulster)	**Associate Vice-Principal (Research & Innovation) (Health Sciences)**
Nancy Ross; Ph.D.(McM.)	**Associate Vice-Principal (Research & Innovation) (Social Sciences)**
Marc Weinstein; B.A., B.C.L., LL.B.(McG.)	**Vice-Principal (University Advancement)**

18.7.1 Deans, Director s of Sc hools and Libraries

18.7.1.1 Deans

Deans	
Anja Geitmann; Diplom(Konstanz), Ph.D.(Siena)	**Agricultural & Environmental Sciences**
Antonia Maioni; B.A.(Laval), M.A.(Car.), Ph.D.(N'western)	**Arts**
Carola Weil; B.A.(Bryn Mawr), M.A., M.P.M., Ph.D.(Md.)	**Continuing Studies**
Elham Emami; D.D.S.(Tehran), M.Sc., Ph.D.(Montr.)	**Dentistry**
Dilson Rassier; B.Sc.(Fed. de Pelotas), M.Sc.(UFRGS), Ph.D.(Calg.)	**Education**
James Nicell; B.A.Sc., M.A.Sc., Ph.D.(Windsor), P.Eng.	**Engineering**
Josephine Nalbantoglu; B.Sc., Ph.D.(McG.)	**Graduate & Postdoctoral Studies**
Robert Leckey; B.A.(Hons.)(Qu.), B.C.L./LL.B.(McG.), S.J.D.(Tor.)	**Law**
Colleen Cook; B.A., M.L.S., M.A., Ph.D.(Texas)	**Libraries**
Isabelle Bajeux-Besnainou; Degree(ENS Paris), M.Sc.(Paris VI & Paris IX), Doctorate(Paris IX)	**Management**
David Eidelman; M.D.,C.M.(McG.), FRCPC, FACP	**Medicine**
Brenda Ravenscroft; B.Mus.(Cape Town), M.Mus.(King's, Lond.), Ph.D.(Br. Col.)	**Music**
R. Bruce Lennox; B.Sc., M.Sc., Ph.D.(Tor.)	**Science**
Chris Buddle; B.Sc.(Guelph), Ph.D.(Alta.)	**Dean of Students**

18.7.1.2 Director s of Sc hools

Directors of Schools	
Martin Bressani; B.Arch.(McG.), M.Sc.(MIT), Ph.D.(Paris 1)	**Architecture**
Marc Pell; B.A.(Ott.), M.Sc., Ph.D.(McG.)	**Communication Sciences & Disorders**
Bettina Kemme; M.C.S.(Friedrich-Alexander Univ.), Ph.D.(ETH Zürich)	**Computer Science**
Linda Wykes; B.Sc., M.Sc., Ph.D.(Tor.)	**Human Nutrition**
Sylvie de Blois; B.Sc.(McG.), M.Sc., Ph.D.(Montr.)	**Environment**
Kimiz Dalkir; B.Sc., M.B.A.(McG.), Ph.D.(C'dia)	**Information Studies**
Anita Gagnon; B.Sc.(Cath. Univ. of Amer.), M.P.H.(Johns Hop.), Ph.D.(McG.)	**Nursing**
Annette Majnemer; B.Sc., M.Sc., Ph.D.(McG.)	**Physical & Occupational Therapy**
Daniel Cere; B.A, M.A.(McG.), Ph.D.(C'dia) (*Interim*)	**Religious Studies**
Nico Trocme; B.A., M.A., Ph.D.(Tor.)	**Social Work**
Richard Shearmur; B.A.(Camb.), M.U.P.(McG.), Ph.D.(Montr.) (*Interim*)	**Urban Planning**
Christopher Ragan; B.A.(Vic., BC), M.A.(Qu.), Ph.D.(MIT)	**Public Policy**

18.8 Student Go vernance

All students registered in an undergraduate program on the Downtown (McGill) campus are registered members of the accredited Students' Society of McGill University, more commonly known as SSMU. The SSMU is your representative on key issues inside and outside of the campus and will advocate for student priorities to both the McGill administration and government bodies. There are six elected executives of SSMU who represent all 22,000-plus undergrads on the Downtown campus. There is a *Legislative Council* that meets with representatives from faculty associations and other student groups around campus on a bi-weekly basis. This council of thirty-seven members meets to discuss student issues and how services are being provided to students.

SSMU operates over 250 clubs and runs 19 student services; for more information, see *https://ssmu.ca/student-life/clubs-services-isg/*. SSMU provides a great deal of extra-curricular opportunities for students to balance a life of study with a life of involvement, and an opportunity to meet other students. The organization also provides ev