



**School of Continuing Studies**  
**Programs, Courses and University Regulations**  
**2020-2021**



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

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# 1 University Regulations and Resources (School of Continuing Studies)

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## 1.1 General Policies and Information

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

### 1.1.1 Authorization, Acknowledgement, and Consent

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

You should verify all information or statements provided with your application. Incorrect or false information may jeopardize your admission. The University reserves

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



In addition to the above, **if you are a candidate for admission to the Faculty of Medicine or to the Faculty of Dentistry in under**

to be considered a member eligible for the insurance plans. For information about the student societies' supplemental health and dental coverage, click [here](#). For information about international health insurance, click [here](#).

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

 **Note for M.D.,C.M. students:** Refer to the [Absences & Leaves Policy of the M.D.,C.M. Program](#).


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

## 1.1.8 Information Technology (IT) Resources

McGill University students, faculty, staff, and other members of the McGill community benefit from a variety of Information Technology resources. Please see [section 1.11: Information Technology \(IT\) Services](#) and visit [IT Services > Get Started> Students](#) for further details.

### 1.1.8.1 Responsible Use of McGill Information Technology Resources

When using all McGill IT services, whether hosted on premises, by an external supplier, or in the cloud, you must comply with the *Policy on the Responsible Use of McGill Information Technology Resources*. You can find this policy in the listing of *University Policies, Procedures and Guidelines* under *Information Technology*, at [www.mcgill.ca/secretariat/policies-and-regulations](http://www.mcgill.ca/secretariat/policies-and-regulations).

 **Note for M.D.,C.M. and D.M.D. Programs:** For guidelines regarding the use of social media by M.D.,C.M. and D.M.D. students, see [www.mcgill.ca/ugme/policies-procedures/guidelines-social-media](http://www.mcgill.ca/ugme/policies-procedures/guidelines-social-media) and [www.mcgill.ca/thewelloffice](http://www.mcgill.ca/thewelloffice).

### 1.1.8.2 Use of Cloud Services


Your usage of cloud services, whether provided by McGill or self-acquired as a consumer service, must respect the *Cloud Data Directive*. The *Cloud Data Directive* is also available at [www.mcgill.ca/secretariat/policies-and-regulations](http://www.mcgill.ca/secretariat/policies-and-regulations).

### 1.1.8.3 Email Communication

All students are assigned a McGill email address (usually in the form of *firstname.lastname@mail.mcgill.ca*) and are given a McGill email mailbox. You can view your McGill email address and set your McGill password on *Minerva*, under the *Personal Menu*.

Email sent to your McGill email address is an official means of communication between McGill University and its students. As with all official University communications, it is your responsibility to ensure you read and act upon University emails in a timely fashion. If you have another email account using an external service provider (such as Gmail, Hotmail, Yahoo, etc.), please see the [Options for dealing with multiple email services](#) Knowledge Base article and choose the most appropriate method for accessing your McGill email conveniently.

You should read and familiarize yourself with the policies on *Responsible Use of McGill Information Technology Resources* and *Email Communications with Students*, found under *Information Technology* on the University Secretariat website at [www.mcgill.ca/secretariat/policies-and-regulations](http://www.mcgill.ca/secretariat/policies-and-regulations). For more information on email for students, refer to [mcgill.ca/it/get-started-it/students](http://mcgill.ca/it/get-started-it/students).

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

### 1.1.8.4 Minerva

Minerva is McGill's web-based information system serving applicants, students, staff, and faculty. To access Minerva, go to [www.mcgill.ca/minerva](http://www.mcgill.ca/minerva) and log in. Once logged in, you can:

- Apply to McGill and view your application status
- View class schedules, including course descriptions and spaces available in course sections
- Register and make course changes
- Change your major or minor program (not all faculties)
- View your unofficial transcript and degree evaluation reports
- View your McGill Username, used to access computers on campus, WiFi, Email, Office 365, campus printing, and more
- 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-fare STM Opus card

For information on logging in to the Minerva website, visit our IT Services website at [www.mcgill.ca/it](http://www.mcgill.ca/it) and select **Services & software**; and then **Minerva for Students and Guests**.

#### 1.1.8.5 myMcGill

myMcGill is a portal which gives students and staff a personalized interface to the University's information systems. It provides a central point of access to systems listed below, and displays timely news and important announcements.

Systems accessible through the portal include:

- Athletics
- Email
- FAMIS
- [McGill home page](#)
- InfoEd
- Library
- Minerva
- myCourses
- myFuture
- myLab
- Visual Schedule Builder

To access myMcGill, click *Quic*

You may be eligible for an *exemption* by meeting certain criteria. **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](mailto: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](mailto:international.health@mcgill.ca)

Website: [www.mcgill.ca/internationalstudents/health](http://www.mcgill.ca/internationalstudents/health)



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

### 1.1.9.2 Health Insurance – Canadian Citizens and Permanent Residents

#### Canadians residing in Canada

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

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

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

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

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

#### Canadians who have been residing outside of Canada

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

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

425 Boulevard de Maisonneuve O., Suite 301

Montreal QC H3A 3G5

Telephone: 514-864-3411

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

**Important:** If you are not eligible, in order to ensure adequate health insurance cov

#### 1.1.9.4 Academic Accommodation of Pregnant Students and Students Caring for Dependents

McGill acknowledges the particular challenges facing you as a pregnant student and/or as a student caring for a dependant.

McGill supports you in your desire to further your education while meeting your family obligations.

Wishing to provide an environment in which you may be able to continue in your program of study and fulfil your university commitments, [these guidelines](#) aim to set out how, and in what exceptional circumstances, you may request academic accommodation.

#### 1.1.10 Non-Smoking Policy

[Quebec law](#) prohibits smoking in public buildings. Smoking on University Property is permitted only within outdoor Designated Smoking Areas. Smoking is prohibited outside any Designated Smoking Area on University Property. For more information, see [www.mcgill.ca/ehs/policies-and-safety-committees/policies/mcgill-smoking-policy](http://www.mcgill.ca/ehs/policies-and-safety-committees/policies/mcgill-smoking-policy) and [mcgill.ca/secretariat/files/secretariat/smoking\\_policy](http://mcgill.ca/secretariat/files/secretariat/smoking_policy).



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

#### 1.1.11 Policy Concerning Cannabis

McGill University has adopted a *Policy Concerning Alcohol, Cannabis and Other Drugs*. This policy applies to all McGill students, faculty, staff and visitors on the Downtown and Macdonald campuses, the Gault Nature Reserve, and spaces leased by the University. The policy only permits the consumption of cannabis for medical reasons, accompanied by a valid medical certificate, under certain conditions. However, all consumption of cannabis for recreational use is prohibited on University property.

For further details on this policy please refer to the [Policy Concerning Alcohol, Cannabis and Other Drugs](#).

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## 1.2 Personal Information

You must inform yourself of University rules and regulations and keep abreast of any changes that may occur. The *Personal Information* section of this publication contains important details pertaining to nominativ

valid citizenship/immigration status. To find out which documents you must provide—and when they are required—refer to: [section 1.2.2.2: 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*. Select *Student Menu > Student Accounts Menu > View your Tuition and Legal Status*.



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

### 1.2.2.2 What Documents Does McGill Need from You?

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

#### Quebec and Canadian Out-of-Province Students

You have applied to McGill directly from CEGEP or you already have a student record at McGill

- **Usually** no documents are required to pro

## International Students

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 F

- Check the phrase: *Fees currently calculated according to rules for...* This will tell you if your tuition status is currently being billed at the international rate, the Canadian rate, or at the Quebec rate. For information on fees, see [www.mcgill.ca/student-accounts](http://www.mcgill.ca/student-accounts).

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

#### 1.2.2.3.2 Permanent Code

The Government of Quebec usually takes one to four weeks to verify or issue your Permanent Code.

- Check your Permanent Code on Minerva: *Personal Menu > Name Change* or alternately via *Student Menu > Student Accounts Menu > View Tuition Fee and Legal Status*. If your 12-character Permanent Code appears there, your documents are in order. If not, you have not yet provided McGill with your documents listed in [section 1.2.2.2: What Documents Does McGill Need from You?](#) or the Government of Quebec has not yet confirmed that your documents are sufficient to create a Permanent Code.

#### 1.2.2.4 What Are the Consequences of Not Providing Your Documents?

The deadline to submit documents in support of a change to your tuition status effective for that semester is the last day of classes for that semester (e.g., December 1 for changes to be made to your tuition status for the Fall term, or April 1 for changes to be made for the Winter term).

If documents are still missing from your file subsequent to the start of the semester, a hold will be added to your record preventing you from registering or dropping any courses, and from obtaining your official transcript.

**International students who have not provided their valid immigration documents to McGill may be de-registered from their courses.**

#### 1.2.2.5 Where and How Do I Send My Documents?

You must send in all your documents after you have accepted your offer of admission but before the start of classes. **Do not send originals.** Email clear and legible copies of your documents. Write your McGill student ID on each document so that McGill can match them to your record. The sooner you submit your documents, the sooner the University can update your status and ensure that your record is in order. Refer to [www.mcgill.ca/legaldocuments/how](http://www.mcgill.ca/legaldocuments/how) for further details.

##### **By Email:**

Follow these steps to submit your legal documents electronically.

1. **Save the attached file in the accepted format : Standard PDF (.pdf).** Standard PDF (.pdf) is the only accepted format. Encrypted PDFs will not be accepted. Ensure that you save your documents properly in standard PDF—do not just rename the file extension. Due to the possibility of computer viruses, McGill does **not** accept Microsoft Word documents (.doc), hypertext files (.htm, .html), JPG, GIF, or any other format.
2. **..doc 1 404.19 4574 414 Tm3961427.703 379.4 ep16 0 1173.531 389.1.4 cdpi4 Tdo your thnchr PDF (.pdf)**



### 1.2.3 Identification (ID) Cards

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

- write examinations;
- use libraries and student services, including certain laboratories;
- access residence buildings;
- access meal plans;
- access the inter-campus shuttle bus.

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

- New students must be registered for at least one course to obtain an ID card.
- You must allow for at least 24 hours after you have registered for your first course before requesting an ID card.
- If you do not re

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* or applicable force in any Canadian Province.

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.

Should McGill require a copy of one of the documents listed about, both or all sides of the document must be copied and presented.

#### **1.2.4.1 Preferred First 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 certificates
- T

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

### 1.3.1 How to Register Using Minerva

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

#### **Before Going to Minerva:**

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

#### **Problems Using [Minerva](#)?**

If you have any program or course-related questions regarding registration, contact the Student Affairs Office at 514-398-6200. If you ha

1. McGill ID card or proof of Student Number (i.e., unofficial transcript)
2. Proof of satisfactory completion of prerequisite courses

#### Newly Admitted Students

1. Your letter of admission
2. Proof of satisfactory completion of prerequisite courses
3. Your student ID card (if you were a Special Student in a previous term)
4. Legal documents to prove that you are a Quebec student, a Canadian out-of-province student, or an international student (if you have not done so). For more information, see [section 1.2.2.1: Why Does McGill Collect Legal Documents from You?](#)

#### New Independent (Special) Students

(See [School of Continuing Studies > Getting Started > Admission Requirements > Special Student Status > section 3.8.1: Undergraduate Courses](#) and [section 3.8.2: Graduate Courses](#).)

1. Legal documents to prove that you are a Quebec student, a Canadian out-of-province student, or an international student.  
For more information, see [section 1.2.2.1: Why Does McGill Collect Legal Documents from You?](#)
2. Your Permanent Code from the Government of Quebec (see [section 1.2.2.1: Why Does McGill Collect Legal Documents from You?](#))
3. Proof of satisfactory completion of prerequisite courses
4. Proof of proficiency in English, if applicable (see [School of Continuing Studies > Areas of Study > Career and Professional Development > Undergraduate Certificate Programs, Part-Time BCom > Admission Regulations for Certificate Programs > section 4.1.3.2.2: Proof of Proficiency in English](#))

#### Independent (Special) Students Registering in Graduate-Level Courses


1. An unofficial transcript in English or French confirming degree completion and, if applicable, an "avis d'études" from the *Gouvernement du Québec, Ministère de l'Immigration, de la Francisation et de l'Intégration*
2. A letter from your university of origin confirming the expected date of completion of your degree (if your degree has not yet been granted). You must request to have an official transcript sent to us before the end of term once your degree is completed.
3. Proof of proficiency in English, if applicable (see [School of Continuing Studies > Areas of Study > Career and Professional Development > Graduate Programs, Diplomas, and Graduate Certificates > Academic Regulations > section 4.1.3.2.2: Proof of Proficiency in English](#))

Failure to provide the documents listed above will result in your not being permitted to register in courses.

For *Translation Studies*, see [School of Continuing Studies > Areas of Study > Translation Studies > Translation Studies Programs and Courses > Translation Programs > section 4.7.3.3.1.1: Translation Programs: General Academic Requirements](#).

#### International Students

In addition to the above, international students should bring:

1. A completed Study Plan  
 **Note:** Once accepted into a program, School of Continuing Studies students will be provided with a Study Plan, outlining the appropriate sequence of courses which will enable them to complete their program within the time frame specified by the immigration authorities. For more information, please contact Client Services at 514-398-6200 or send an email to [info.conted@mcgill.ca](mailto:info.conted@mcgill.ca).
2. A Study Permit and Certificate of Acceptance of Quebec (CAQ), or other proof of immigration status (see [section 1.2.2.1: Why Does McGill Collect Legal Documents from You?](#))
3. Valid passport
4. Your Health Insurance Number (If not purchased, you must do so at the Brown Student Services Building, 3600 McTavish, before registration.)

#### 1.3.2.2 Registration for Short Courses, Seminars, and Workshops

For registration in the following areas, please see the appropriate academic area:

##### Registration for Short Courses, Seminars, and Workshops

[section 1.1: General Policies and Information](#)

[section 4.1.4: Professional Development and Non-Credit Offerings \(CE Units and Other\)](#)

[section 4.5.1: About the McGill Community for Lifelong Learning \(MCLL\)](#)

#### 1.3.2.3 Registration by Proxy

If you are unable to register during the scheduled registration periods, you can register by proxy. A proxy form is available at the School of Continuing Studies or at [www.mcgill.ca/continuingstudies/registration](http://www.mcgill.ca/continuingstudies/registration). This form must be completed and signed by both you and the proxy holder. The School will not accept proxy forms sent by fax. The proxy holder must bring the signed form along with all supporting documents, and be prepared to pay the fees in full (see [section 1.3.2.1: In-Person Registration](#)).

#### **1.3.2.4 Registering by Mail, Fax, or by Web**

If you are registering for courses, workshops, or seminars offered by *Career and Professional Development* or by *Faculty Partnerships and Summer Studies*, refer to the specific course on the website at [www.mcgill.ca/continuingstudies/contact-us](http://www.mcgill.ca/continuingstudies/contact-us). In some cases, you may be able to register by mail, fax, or via web

## Registration

Returning students	May 26 to September 2	October 1 to January 6
Newly admitted students	June 2 to September 2	October 8 to January 6
Returning (Independent) Special Students	June 2 to September 2	October 8 to January 6

## Late Registration and Add/Drop Period

	Fall	Winter
All students except for those in non-credit <i>Professional Development</i> and <i>Faculty Partnerships</i> and <i>Summer Studies</i> courses	September 3–15	January 5–19

### 1.3.3.2.3 Effective Date for Refunds

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

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

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



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

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

### Refund Request

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

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

### 1.3.3.3 Auditing of Courses


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### 1.3.5 Late Registration


You can register late provided there are spaces available in the course after the regular registration period. The late registration period is indicated in the **Important Dates Supplement** at [www.mcgill.ca/continuingstudies/registration](http://www.mcgill.ca/continuingstudies/registration) or in *School of Continuing Studies > Getting Started > section 2.2: Key Dates, 2020–2021*. You will be charged a late registration fee whether you registered on Minerva or in person; exact fee amounts are available on the *Student Accounts website*.

### 1.3.6 Registration in Courses Administered by Other Faculties

You may, under exceptional circumstances, receive permission to register in a course administered by another faculty for credit toward

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

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

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

#### 1.3.7.2 Quebec Inter-University Transfer Agreement: Visiting IUT Students

**Note for Health Sciences:** This section applies only to students who are currently enrolled in a health sciences program at McGill University.



## Late Payment Fees

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

### 1.4.2.1 Payment Procedures

Please see the Student Accounts website at [www.mcgill.ca/student-accounts/your-account/payment](http://www.mcgill.ca/student-accounts/your-account/payment) for the various methods of payment available to students and their guests.

## 1.4.3 Tuition Fees

**Tuition rates are subject to change each academic year.** Please access *Tuition and fees* at [www.mcgill.ca/student-accounts/tuition-fees](http://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, you should ensure your request is submitted before the first fee payment for the term is due.

### 1.4.3.1 Quebec Students and Non-Quebec (Canadian or Permanent Resident) Students

In accordance with provincial government requirements, students must provide proof that they qualify for assessment of fees at the Quebec or non-Quebec Canadian rates; see [www.mcgill.ca/legaldocuments](http://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](http://www.mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions).

### 1.4.3.2 International Students

Exemption from international tuition fees may be claimed by students in certain cate

#### **1.4.4 Compulsory Fees for Continuing Studies Students**

**McGill**

**Other Fees (rates as of 2019-2020)**

Course Transfer	\$20
Course dropped prior to refund deadline	\$20

## 1.4.6 Other Policies Related to Fees

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

### 1.4.6.1 Overdue Accounts

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

Students' accounts are considered **delinquent** if they are not paid in full within 60 days after the bill is issued. McGill places a financial hold on these accounts, preventing students from obtaining official academic transcripts and from accessing Minerva for any registration functions.

**Interest:** Interest is charged on overdue balances at the monthly rate of 1.24%, multiplied by the balance outstanding at the end of the month (14.88% annually). The rate is evaluated each Spring, and then is set for the following academic year. See [www.mcgill.ca/student-accounts/your-account/deadlines-and-penalties/overdue](http://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.

#### 1.4.6.1.1 Information for Registered Students

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

Brown Student Services Building  
3600 rue McTavish, Room 3200  
Montreal QC H3A 0G3  
Telephone: 514-398-6013  
Email: [student.aid@mcgill.ca](mailto:student.aid@mcgill.ca)  
Website: [www.mcgill.ca/studentaid](http://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.

#### 1.4.6.1.2 Information for Students who are no Longer Registered

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

#### 1.4.6.1.3 Cancelling Registration for Non-Payment of Previous Terms

In accordance with the fee policy stated in [section 1.4.6.1: Overdue Accounts](#), if you are delinquent, the University will make all reasonable efforts to notify you if your account is delinquent, or if you owe more than \$100 from the previous term. The cancellation is effective the last day of the add/drop period unless you settle the account or make payment arrangements with the University by then. If you pay or make payment arrangements with the Student Accounts Office after the add/drop deadline and you want the University to reinstate your registration for the current or subsequent term(s), you must complete the [Request for Reinstatement](#) form (available at [th-75 G0 g15272t arrac0 1 155.576 302oR0dm0 0 1](#)).

#### **1.4.6.4 Deferred Fee Payment for Continuing Studies Students**

##### **Students with Sponsors**

If your fees will be paid by an outside agency such as the Department of Veterans Affairs, CIDA, a foreign government, or your University department (i.e., teaching assistants or demonstrators), you must have written proof of this sponsorship. Your sponsor must confirm the conditions of their sponsorship in writing on company letterhead to the University. This allows the Univ

- [section 1.5.1.1: Academic Standing: Desautels Faculty of Management](#)
- [section 1.5.1.2: Academic Standing: Faculty of Agricultural and Environmental Sciences](#)
- [section 1.5.1.3: Academic Standing: Faculties of Arts and Science \(including B.A. & Sc.\)](#)
- [section 1.5.1.4: Academic Standing: Faculty of Education](#)
- [section 1.5.1.5: Academic Standing: Faculty of Engineering](#)
- [section 1.5.1.6: Academic Standing: Faculty of Law](#)
- [section 1.5.1.7: Academic Standing: School of Continuing Studies](#)
- [section 1.5.1.8: Academic Standing: Schulich School of Music](#)

#### **1.5.1.1 Academic Standing: Desautels Faculty of Management**

BCom students, see [Desautels Faculty of Management](#) > [Undergraduate](#) > [BCom Degree Requirements](#) > : [Academic Standing](#).

#### **1.5.1.2 Academic Standing: Faculty of Agricultural and Environmental Sciences**

Agricultural and Environmental Sciences students, see [Faculty of Agricultural and Environmental Sciences](#) > [Undergraduate](#) > [About the Faculty of Agricultural and Environmental Sciences, including School of Human Nutrition \(Undergraduate\)](#) > [Faculty Information and Regulations](#) > : [Academic Standing](#).

Farm Management and Technology students, see [Faculty of Agricultural and Environmental Sciences](#) > [Undergraduate](#) > [Farm Management and Technology Program](#) > : [Academic Rules and Information – FMT](#).

#### **1.5.1.3 Academic Standing: Faculties of Arts and Science (including B.A. & Sc.)**

Your Academic Standing is based primarily on your cumulative grade point average (CGPA), but may also be affected by your term grade point average (TGPA). The Standing in each term determines if you are allowed to continue your studies in the next term, and if any conditions will be attached to your registration.

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

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

If you are in Interim Satisfactory or Satisfactory Standing:

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

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

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

- you may continue in your program;
- you must carry a reduced load (maximum 14 credits per term);
-

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

If you are in Unsatisfactory Readmitted Standing:

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

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

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

- you may continue in your program;
- you must carry a reduced load (maximum 14 credits per term);
- you are strongly advised to consult an academic 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 7.52 653.2973

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* >



- 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.

**Students in Unsatisfactory Standing after the Winter term:**

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

For more information about Academic Standing, see [www.mcgill.ca/engineering/students/undergraduate/advising-programs/academic-standing](http://www.mcgill.ca/engineering/students/undergraduate/advising-programs/academic-standing).

**1.5.1.6 Academic Standing: Faculty of Law**

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

**1.5.1.7 Academic Standing: School of Continuing Studies**

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

**1.5.1.8 Academic Standing: Schulich School of Music**

Music students, see [Schulich School of Music > Undergraduate > Academic Information > : Academic Policies](#).

**1.5.2 Credit System**

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

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

**Note:** Credit for multi-term courses (courses with the suffixes: D1, D2; N1, N2; J1, J2, J3) is granted only after successful completion of all components in the specified time frame. For example, a student would hav

You cannot re



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

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

### 1.5.3.1 Other Grades for Continuing Studies

Other Grades	
<b>J</b>	– unexcused absence (failed); the student is registered for a course but does not write the final examination or do other required work; calculated as a failure in the TGPA and CGPA.
<b>K</b>	– incomplete; deadline extended for submission of work in a course (see “Incomplete Courses”).
<b>KE or K*</b>	– further extension granted (see “Incomplete Courses”).
<b>KF</b>	– failed to meet the extended deadline for submission of work in a course; calculated as a failure in TGPA and CGPA.
<b>KK</b>	– completion requirement waived. Not calculated in TGPA or CGPA.
<b>L</b>	– deferred examination.
<b>LE or L*</b>	– permitted to defer examination for more than the normal period.
<b>NE</b>	– no evaluation; indicates work for which no evaluation has been carried out and which may not count as credit toward any program.
<b>NR</b>	– no grade reported by the instructor (recorded by the Registrar).
<b>P</b>	– pass; not calculated in TGPA or CGPA.
<b>Q</b>	– course continued in next term (applicable only to courses taken pre-Fall 2002).
<b>W</b>	– withdrew; a course dropped, with permission, after the Course Change deadline; not calculated in TGPA or CGPA.  withdrew failing; a course dropped, with special permission in an exceptional case, after faculty deadline for withdrawal from course, the student's per (se1 0 mfi9.90d Tm(NR)e85.w

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

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

#### 1.5.4.2 Unofficial Transcripts

If you require a copy of your student record, access Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)) to view and print an unofficial transcript. This applies to records from 1976 to the present. For pre-1976 records, you must order an official transcript. See [section 1.5.4.4: Official Transcripts](#).

#### 1.5.4.3 Verification of Student Records: Unofficial Transcripts

Subject to [section 1.5.8: Changes to Student Records after Normal Deadlines](#), you are responsible for verifying your academic record on [Minerva](#) using the unofficial transcript to ensure that you are registered in the proper courses, and that the correct program information and expected term of graduation appear on your record.

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



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

## 1.5.6 Incomplete Courses for Continuing Studies

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



### Notes:

- If the instructor submits a grade of K, he or she will also indicate the date by which the student must complete the work.
- 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.
- 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.
- In exceptional circumstances, and with the approval of the Director of the unit, 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.
- All students who miss a final exam are given a grade of J. For more information regarding the J grade, see [section 1.5.5: Unexcused Absences for Continuing Studies Students](#).

## 1.5.7 Non-Evaluated Work for Continuing Studies Students

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

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

## 1.5.8 Changes to Student Records after Normal Deadlines

### 1.5.8.1 Student Record Changes

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

### 1.5.8.2 Registrar Deadlines

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

### 1.5.8.3 Before Registrar Deadlines

For record changes after the normal deadlines published in this publication, but before the [section 1.5.8.2: Registrar Deadlines](#), you must make a request in writing to your Associate Dean or Director, clearly explaining why you could not request the change before these dates. The Associate Dean or Director will review your request and make a decision. If your request is approved, the change is processed according to existing faculty and Enrolment Services student record procedures.

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



**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](http://www.mcgill.ca/students/advising).

#### 1.5.8.5 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.

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

Note that your faculty/school or Graduate and Postdoctoral Studies does not handle changes related to your citizenship and/or immigration or fee exemption status; see [section 1.2.2.1: Why Does McGill Collect Legal Documents from You?](#) You may be assessed a fee for a change requested after the submission deadline.

### 1.5.9 Letters of Attestation for Continuing Studies Students

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

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

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

Please allow 48 hours for these letters to be prepared.

For more information on obtaining a letter on Minerva, see [www.mcgill.ca/student-records/proof-reg](http://www.mcgill.ca/student-records/proof-reg).

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## 1.6 Examinations: General Information



**Note:** The University Exam Regulations governed by the University Student Assessment Policy are available at [www.mcgill.ca/exams/regulations](http://www.mcgill.ca/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/exams/regulations](http://www.mcgill.ca/exams/regulations), you should also consult the faculty sections of this publication for particular regulations. You will be informed of the evaluation method used in each course by the end of the Course 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. Dataral InfanM 0 m Tmv



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



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



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

### **1.6.1 Class Tests**

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

### **1.6.2 Examination Facilities for Students with Disabilities**

If you have a permanent or temporary disability, consult the Coordinator

9. Individual faculties may propose variations in these regulations to the Academic Policy and Planning Committee in order to meet their special needs.  
**Note for Continuing Studies:** Regulation 9 is not applicable to Continuing Studies students.



#### **1.6.4.3 Examination Conflicts for Continuing Studies Students**

If you have an examination conflict, you must complete an “**Examination Conflict Form**” and return it to the *Client Services Office* for approval at least 20 days before the start of the examination schedule.



**Note for the Faculty of Law:** Regular supplemental examinations are available to a student who has failed a course, but who is not required to withdraw from the Faculty. Regular supplemental examinations may be written in up to two courses that do not exceed a total of seven credits together, or in any one course even if it exceeds seven credits. Supplemental examinations are written at the Law Faculty in the month of August. For more information, see *Supplemental Examinations* at [www.mcgill.ca/law-studies/courses/exams](http://www.mcgill.ca/law-studies/courses/exams).

#### **1.6.4.5 Reassessment and Reread Policy for Continuing Studies Students**

In accordance with the *Charter of Students' Rights* (available at [www.mcgill.ca/students/srr/policies-student-rights-and-responsibilities](http://www.mcgill.ca/students/srr/policies-student-rights-and-responsibilities)), and subject to the conditions stated therein, students have the right to consult any written submission for which they have received a mark and the right to receive an explanation from the instructor or, as the case may be, the examiner.

Students also have a right to an impartial and competent reread of any written assignment completed during the course of the semester, as well as final exams. However, it is strongly recommended that students meet with the course instructor before requesting a third-party reread.

Reassessments in courses not offered by the School of Continuing Studies (SCS) are subject to the deadlines, rules, and regulations of the relevant Faculty.

Students are required to keep any material, in its wholeness and original form, as it was returned to them. A reassessment request will be refused if the relevant material is not provided in support of the request.

Grades received for course components other than written work or examinations, such as presentations and/or participation marks, are not subject to the procedures noted below. Students should meet with the instructor to address any concerns regarding these forms of assessment.

SCS recognizes four types of reassessment:

- [section 1.6.4.5.1: Reassessment of an](#)

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

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

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

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

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

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

#### **1.6.4.5.4 Mark Verification**

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

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

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

### **1.6.5 Examinations: Invigilation (Exams from Other Universities)**

Upon request, McGill will act as proctor for exams from other universities or professional accreditation associations. Exams are scheduled on weekdays at 10:00 a.m., and cannot be scheduled on evenings, weekends, statutory holidays, or McGill holidays.

Please consult the [Exams website](#) for complete information on fees, payment, and how to arrange for a proctor exam at McGill.

#### **1.6.5.1 Contact Information**

Telephone: 514-398-2207

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

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

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## **1.7 Graduation**

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

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

You should contact your adviser (graduate students should contact their department) early in the graduating year to make sure you will meet your program requirements by graduation time. For contact information on advisers, see [www](#)

## 1.7.1 Apply to Graduate

**Most undergraduate students and non-thesis graduate students (master's, certificates, diplomas) must use *Minerva* to apply to graduate** (go to *Student Records > Apply for Graduation for Your Primary Curriculum*). It is your responsibility to inform McGill of your intention to graduate. You need a minimum residency requirement of 60 credits at McGill to qualify for a McGill undergraduate degree. For more information, see [section 1.7: Graduation](#). The minimum CGPA required to graduate is 2.00, and you must be in Satisfactory Standing.

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

Once you apply to graduate, you are authorizing the University to include your name in the convocation program and send your name and email to the academic regalia supplier. If you want your name to be omitted from this publication or withheld from the regalia supplier, you must complete an [Opposition Form](#) by March 15 for Spring convocation, and September 15 for Fall convocation.

### 1.7.1.1 Deadlines

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

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



**Note for the Faculties of Arts and Science (including B.A. & Sc.):** Requests are made at [Service Point](#) (3415 McTavish Street). However, it is important that you also see a Faculty adviser 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](http://www.mcgill.ca/students/advising).



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



**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](http://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 Ia0 1 114.232352.8915.104you4n3r1r101Tm(or Ia0 235cc you should refer to )Tj/j/F2 8.1a1Y**

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



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



**Note for Continuing Studies Students:** If you are graduating from a certificate or a diploma program, you may be awarded the designation of Dean's Honour List if you have completed a minimum of 21 McGill credits toward your certificate (residency requirement) and are in the top 10% of your graduating class (calculation based on the CGPA).

### 1.7.3.2 Graduation Honours: Distinction for Continuing Studies Students

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

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



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



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



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

## 1.7.4 Awards for Continuing Studies Students

### **The American Express Prizes in Management – Treasury/Finance**

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

Value: \$350 each.

### **Bernard J. Finestone Prizes in General Insurance**

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

Value: two prizes of \$300.

#### **Resolute Forest Products Prizes**

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

Value: \$350 each.

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

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

Value: \$300.

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

### **1.7.5 Replacing a Diploma**

#### **1.7.5.1 Required Documents**

##### **Replacing a lost diploma**

You must provide a request including your full name, address, phone number, and date of birth, as well as your degree and the year it was granted.

##### **Requesting a diploma or modifying your name**

You must provide a written request including your full name, address, phone number, and date of birth, as well as your degree and the year it was granted. For name changes, upload a photocopy of your birth certificate, change of name certificate, marriage certificate, proof of divorce, or other legal documents that support your name change, corrections, additions, or deletions. Make sure to indicate any changes you want made in your written request.

#### **1.7.5.2 Submitting your request**

There are two ways to submit a request:

1. Via [Service Point Checkout eStore](#) – Follow the instructions found at [www.mcgill.ca/graduation/diplomas](http://www.mcgill.ca/graduation/diplomas) first, then to submit the order go to [spcheckout.mcgill.ca](http://spcheckout.mcgill.ca).
2. Come to [Service Point](#) in person with the required documents. You must pay the replacement fee of CAD\$120 per diploma copy (includes trackable mail delivery). Payment is accepted by **debit card only**. If you choose this option, please allow for appropriate delays in diploma printing and mailing time.



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

#### **1.7.5.3 Certified Copies**

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

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

There are two ways to submit a request:

1. Via [Service Point Checkout eStore](#) – Follow the instructions found at [www.mcgill.ca/graduation/diplomas](http://www.mcgill.ca/graduation/diplomas) first, then to submit the order go to [spcheckout.mcgill.ca](http://spcheckout.mcgill.ca).
2. In person:
  - Come to [Service Point](#) with a photocopy of your original diploma on 8.5" x 11" paper in landscape mode, making certain to reduce it so that all seals and signatures are visible, and indicate how many copies you need;
  - Indicate if you require certified translations, and if yes, in what language (i.e., English or French);
  - Pay the CAD\$15 per copy fee payable via **debit card only**.



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

### **1.7.6 Language Requirements for Professions**

Quebec law requires that candidates seeking admission to provincially recognized professional corporations\* must be able to communicate verbally and in writing in French. To demonstrate a working knowledge of French, the professional corporation requires one of the following:

- Evidence that you have completed three years of full-time instruction in a French post-primary school


- A certificate that shows you completed your secondary education in Quebec in 1986 or later
- Successful completion of a written examination set by Quebec's *Office québécois de la langue française* (OQLF). See below for more information.

If you are a registered student and are within two years of graduating with a degree that will give you access to a professional corporation, you can write the OQLF examination. You should contact Enrolment Services for an application form. Examinations take place every three months and may be attempted an unlimited number of times. Priority is given to students closest to graduation.

More information may be obtained from the *Office québécois de la langue française*, 125 Sherbrooke Street West, Montreal, Quebec, H2X 1X4. Telephone: 514-873-6565. Website: [www.oqlf.gouv.qc.ca](http://www.oqlf.gouv.qc.ca).

If you need to acquire a functional level of proficiency in French, you can take courses from either the French Language Centre (Faculty of Arts [www.mcgill.ca/flc](http://www.mcgill.ca/flc)) or the School of Continuing Studies, 688 Sherbrooke Street West, telephone: 514-398-6200 ([www.mcgill.ca/continuingstudies/area-of-study/languages](http://www.mcgill.ca/continuingstudies/area-of-study/languages)).

If you are already strong in French and want to maintain or improve your proficiency, you may consider taking courses in the Department of French Language and Literature, Faculty of Arts or the School of Continuing Studies.

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

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

#### Professional Groups

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

### 1.7.7 Aegrotat Standing and Degree at McGill University

Aegrotat Standing is awarded in rare cases where a student, based on serious medical or similar evidence, is unable to complete course requirements within a reasonable time, or at all.

At McGill, this designation is currently applied toward the end of a student's degree program resulting in the awarding of an aegrotat degree. An aegrotat indicator of 'Y' at graduation signifies that a student was awarded such a degree. An aegrotat degree is awarded only to students in Good Standing who have been unable to complete their degree due to special circumstances. Information on this degree designation is included only in the convocation program, and not on the transcript.

Aegrotat Standing is rarely granted at McGill University. A formal request must be submitted to the Dean of the faculty in which the student is registered during the graduating year. The approval of the Dean and the Deputy Provost, Student Life and Learning, is necessary to grant this status.

## 1.8 Advising and the University Mission

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

### 1.8.1 The Role of the Student in Advising

Your active participation in the advising process is essential for accessing the full range of academic opportunities during your studies. You must be proactive in seeking meetings with various advisers, professors, and counsellors to ensure that you receive the advice you need to formulate a personal plan of study and to meet your academic goals. While advisers are there to provide you with guidance, you are ultimately responsible for meeting your degree or diploma

requirements. It is your responsibility to learn the rules and regulations of the University, your faculty, and your program. With your cooperation, advisers and counsellors will assist you throughout your undergraduate studies.

## 1.8.2 Contact Information for Continuing Studies Advising

### Client Services Office

Telephone: 514-398-6200

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

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

### Career and Professional Development

Please contact Client Services to make an appointment with an adviser for both undergraduate- and graduate-level programs.

Telephone: 514-398-6200

### Language and Intercultural Communication

France Bruneau

Telephone: 514-398-7514

### Translation Studies

Client Services Office

Telephone: 514-398-6200

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## 1.9 Service Point

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

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

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

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

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

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

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

### 1.9.1 Location

3415 McTavish Street (corner Sherbrooke)

Montreal QC H3A 0C8

Telephone: 514-398-7878

Opening hours: please refer to [www.mcgill.ca/servicepoint](http://www.mcgill.ca/servicepoint)

Email: please refer to [www.mcgill.ca/servicepoint/contact-us](http://www.mcgill.ca/servicepoint/contact-us)





Main Floor, Suite 14  
Telephone: 514-398-7059 (for an appointment)  
Website: [www.mcgill.ca/ombudsperson](http://www.mcgill.ca/ombudsperson)

### 1.10.5 Optional Student Services

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

#### 1.10.5.1 Optional Student Services Package for Continuing Studies Students

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

For more information about the optional Student Services fees, see the *Continuing Studies Fees* section of [www.mcgill.ca/student-accounts/tuition-fees/tuition-and-fees](http://www.mcgill.ca/student-accounts/tuition-fees/tuition-and-fees).

A McGill ID card is mandatory for access to services.

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

Office of the Senior Director, Services for Students  
William and Mary Brown Student Services Building  
3600 McTavish Street, Room 4100  
Telephone: 514-398-8238  
Website: [www.mcgill.ca/student-services](http://www.mcgill.ca/student-services)

#### 1.10.5.2 Career Planning Service (CaPS) Package for Continuing Studies Students

CaPS provides career information and individual job search and career advising for students, as well as career fairs, a career resource library, a mentor program, CV drop-in-clinic, and career development workshops. Students have access to job and internship opportunities each year through the myFuture career management platform. The fee for CaPS per term is \$80.50, not including GST and QST (September, January, or May).

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

You may contact CaPS at:

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

#### 1.10.5.3 McGill Athletics Package for Continuing Studies Students

McGill athletics facilities include:

- Fitness Centre, aerobics room, two gymnasias;
- basketball, volleyball, indoor and outdoor tennis, squash, and racquetball courts;
- indoor and outdoor track;
- outdoor fields, stadium, pool, and diving boards;
- dance, fitness, and fencing studios;
- Sports Medicine clinic;
- locker rooms and lounges;
- Pro Shop and snack bar.

For membership rates, see the [McGill Athletics website](http://www.mcgillathletics.ca). You may obtain further information or sign up for a membership at:

Sir Arthur Currie Memorial Gymnasium  
475 Pine Ave. W.  
Telephone: 514-398-7000  
Website: [www.mcgillathletics.ca](http://www.mcgillathletics.ca)

#### **1.10.5.4 Parking for Continuing Studies Students**

Parking facilities are limited. For information on parking rates, please visit [www.mcgill.ca/transport/parking](http://www.mcgill.ca/transport/parking), or call 514-398-4559.

#### **1.10.5.5 University Centre for Continuing Studies Students**

Food and beverage services are available to Continuing Studies students in the evenings at the University Centre. The Centre is located at 3480 McTavish Street.

#### **1.10.5.6 Tutorial Service for Continuing Studies Students**

McGill's Tutorial Service offers peer tutoring for Continuing Studies students.

Brown Student Services Building, McTavish Entrance AskMcGill Information Desk  
Telephone: 514-398-8238  
Email: [tutoring.service@mcgill.ca](mailto:tutoring.service@mcgill.ca)  
Website: [www.mcgill.ca/tutoring](http://www.mcgill.ca/tutoring)

#### **McGill Writing Centre Tutorial Service**

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

### **1.10.6 Bookstore**

#### **1.10.6.1 Downtown Campus**

The *Le James* – McGill Bookstore sells new and used textbooks, a full range of books for the academic and professional community, stationery supplies, technology, and McGill clothing and gift items. Visit the *Le James* website to sign up for email reminders so you are the first to know about services such as used textbook buyback and other events.

The *Le James* – McGill Bookstore is open year round. Please visit the [Le James](http://LeJames) website for details and directions.

##### **Main Store:**

680 Sherbrooke Street West  
Telephone: 514-398-5025  
Online Order Pickup available at this location

##### **Mobile Store (Seasonal)**

McGill Lower Campus  
Webstore: [lejames.ca](http://lejames.ca)

#### **1.10.6.2 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](http://mcss.mcgill.ca/bookstore)

### **1.10.7 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

### 1.10.9 Minerva Workstations for Continuing Studies Students

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

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## 1.11 Information Technology (IT) Services

McGill's [IT Services website](#) is your one-stop shop for all central IT services at McGill. Visit [www.mcgill.ca/it](http://www.mcgill.ca/it) to:

- find details on all IT services, including network connectivity, email, Minerva, myCourses, Microsoft Office 365, and more;
- search the McGill IT [Knowledge Base](#) for FAQs and How-To articles on all IT services. Search by keywords such as “myMcGill” or by specific article number;
- view [IT security alerts](#), such as phishing emails that target McGill;
- check the status of key services;
- send us your [feedback](#) or get help on an IT issue;
- read featured [articles](#) on computer security, new software, and other timely tips;
- view announcements about new services and scheduled downtimes.

### 1.11.1 Get Started with IT for Students

Under the [Get Started](#) tab you'll find a section on IT services specifically for students, including the myMcGill portal and myCourses (for online course content). You'll also find information on accessing your McGill email, connecting to the McGill wireless network, and downloading McGill-provided software.

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## 1.12 Resources for Study and Research

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

### 1.12.1 Libraries

The McGill Library system provides access to [over 6 million items](#), both in print and electronic formats, and consists of multiple branches, the McGill University Archives, and the McGill University Visual Arts Collection. Visit [www.mcgill.ca/library/branches](http://www.mcgill.ca/library/branches) for a map of all our locations, and bring your McGill ID card if you wish to borrow physical items from Library collections. Access to our electronic resources (e-books, e-journals, databases, etc.) is possible anytime and anywhere. You will be prompted to enter your McGill username and password when accessing our e-resources from off campus.

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

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

Most libraries are open up to 90 hours per week, and several branch libraries extend [opening hours](#) during exam periods. The Library offers a variety of comfortable and attractive spaces, such as individual quiet study areas and group study rooms that can be [booked](#) for use. Wireless access is available throughout the library, as are hundreds of computers, and all libraries have printing, scanning, and copying machines. Facilities are available for vision and hearing impaired users.

Special library services like the Course Reserve collection located in each branch library allow you to borrow high-demand items on course reading lists. You can also borrow materials from any library and return them anywhere across the system. If you need material not owned by the McGill University Library, our [Interlibrary Loan and Document Delivery Service](#) will obtain it for you at no cost for McGill students, faculty, and staff. Interlibrary loans can be picked up at any branch.

### 1.12.2 McGill Writing Centre

The McGill Writing Centre (MWC) offers credit courses in academic and professional writing that may be taken as electives or to fulfil language requirements in some degree programs. In some Faculties, you need to obtain approval from your Student Affairs Office as well as from your academic adviser before you take courses outside of your Faculty, especially if the courses do not form part of your program requirements. In addition to its credit course offerings, the MWC offers non-credit courses, workshops, and individualized tutoring. For further information, please visit the MWC website: [www.mcgill.ca/mwc](http://www.mcgill.ca/mwc).

**Undergraduate Courses:**



Fax: 514-398-7416  
Website: [www.mcgill.ca/mwc](http://www.mcgill.ca/mwc)  
General Inquiries: [mwc@mcgill.ca](mailto:mwc@mcgill.ca)

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

Prof. Sue Laver  
Email: [sue.laver@mcgill.ca](mailto: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](mailto:sarah.leu@mcgill.ca)  
McLennan-Redpath Library  
Main Floor, Room #02  
Telephone: 514-398-8447

Inquiries concerning CCOM 206, CCOM 314, CCOM 315, and CCOM 614 should be directed to:

Prof. Diane Dechief  
Email: [diane.dechief@mcgill.ca](mailto: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, as well as YCCM 600, should be directed to:

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

Administrative inquiries should be directed to:

[mwc@mcgill.ca](mailto:mwc@mcgill.ca) for undergraduate courses  
[graphos@mcgill.ca](mailto:graphos@mcgill.ca) for graduate courses

### 1.12.3 University Archives

The McGill University Archives (MUA) acquires, preserves, and makes available to students, faculty, staff and researchers (including the general public) more than 30,000 metres of records dating from 1797 to the present. These records document McGill University faculty, research, alumni, and student organizations, 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 Univma1 .tTj1 v54 l rds;MU

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

#### **1.12.4 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 Africa.

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## 1.13 The University

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

### 1.13.1 History

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

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

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

Since then, the University has continued to grow vigorously. In 1884, the first women students were admitted and in 1899 the Royal Victoria College was opened, a gift of Lord Strathcona, to provide separate teaching and residential facilities for women students. Gradually, however, classdi, classdi, claogiden0 0 1 557.248 4



## United Theological College of Montreal

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

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

### 1.13.3 University Government

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

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

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

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

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

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

### 1.13.4 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 Universities Canada and remains an active member university to this day. 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.

#### **Governance: Board of Governor**

## Members

Michael T. Boychuk; B.Com.(McG.)  
Peter Coughlin; B.Com.(Car.), M.B.A.(W. Ont.)  
Ronald Harry Critchley; B.A.(C'elia-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 Matuszowski; 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.  
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.)

### 1.13.5.2.2 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)

## 1.13.6 Governance: Members of Senate

### 1.13.6.1 Ex-officio

#### *Ex-officio*

The Chancellor  
The Chair of the Board of Go

### 1.13.6.2 Elected Members

#### Elected Members

65 members elected by the faculties, the University Libraries, the Board of Governors, and administrative and support staff

Student Members (21)

### 1.13.7 Administration

#### Administration

Michael A. Meighen; B.A.(McG.), LL.L.(Laval)

Suzanne Fortier; B.Sc., Ph.D.(McG.)

Christopher Manfredi; B.A., M.A.(Calg.), M.A., Ph.D.(Claremont)

Fabrice Labeau; M.S., Ph. D. (Louvain)

Gillian Nycum; B.A.(Dal.), B.C./LL.B. (McG.)

Martine Gauthier; M.A.(Flor. St.)

Ghyslaine McClure; B.Eng.(Montr.), S.M.(MIT), Ph.D.(Montr.)

Angela Campbell; B.A. B.C.L.(McG.), LL.M.(Harv)

#### Chancellor

#### Principal and Vice-Chancellor

#### Provost and Vice-Principal (Academic)

#### Deputy Provost (Student Life & Learning)

#### University Registrar and Executive Director of Enrolment Services

#### Executive Director of Services for Students

#### Associate Provost (Academic Priorities & Resource Allocation)

#### Associate Provost (Equity & Academic Policies)

**Deans**

Robert Leckey; B.A.(Qu.), B.C.L./LL.B.(McG.), S.J.D.(Tor.)	<b>Law</b>
Colleen Cook; B.A., M.L.S., M.A., Ph.D.(Texas)	<b>Libraries</b>
Isabelle Bajoux-Besnainou; Degree(ENS Paris), M.Sc.(Paris VI & Paris IX), Doctorate(Paris IX)	<b>Management</b>
David Eidelman; M.D.,C.M.(McG.), FRCPC, FACP	<b>Medicine</b>
Brenda Ravenscroft; B.Mus.(Cape Town), M.Mus.(King's, Lond.), Ph.D.(Br. Col.)	<b>Music</b>
R. Bruce Lennox; B.Sc., M.Sc., Ph.D.(Tor.)	<b>Science</b>
Chris Buddle; B.Sc.(Guelph), Ph.D.(Alta.)	<b>Dean of Students</b>

**1.13.7.1.2 Directors of Schools****Directors of Schools**

Martin Bressani; B.Arch.(McG.), M.Sc.(MIT), Ph.D.(Paris 1)	<b>Architecture</b>
Susan Rvachew; B.Sc.(UAlberta), M.Sc., Ph.D.(Calg.)	<b>Communication Sciences &amp; Disorders</b>
Bettina Kemme; M.C.S.(Friedrich-Alexander Univ.), Ph.D.(ETH Zürich)	<b>Computer Science</b>
Linda Wykes; B.Sc., M.Sc., Ph.D.(Tor.)	<b>Human Nutrition</b>
Sylvie de Blois; B.Sc.(McG.), M.Sc., Ph.D.(Montr.)	<b>Environment</b>
Kimiz Dalkir; B.Sc., M.B.A.(McG.), Ph.D.(C'dia)	<b>Information Studies</b>
Anita Gagnon; B.Sc.(CUA), M.P.H.(Johns Hop.), Ph.D.(McG.)	<b>Nursing</b>
Laurie Snider; B.Sc.(O.T.)(McG.), M.A.(Br. Col.), Ph.D.(Tor.)	<b>Physical &amp; Occupational Therapy</b>
Timothy Evans, Ph.D.(Oxf.), M.D.(McM.)	<b>Population &amp; Global Health</b>
Garth W. Green; M.A.(Boston), M.A.(KU Leuven), Ph.D.(Boston)	<b>Religious Studies</b>
Nico Trocmé; B.A., M.A., Ph.D.(Tor.)	<b>Social Work</b>
Richard Shearmur; B.A.(Camb.), M.U.P.(McG.), Ph.D.(Montr.) ( <i>Interim</i> )	<b>Urban Planning</b>
Christopher Ragan; B.A.(Vic., BC), M.A.(Qu.), Ph.D.(MIT)	<b>Public Policy</b>

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

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

MACES was founded in 1985, incorporated in 1989, and a certificate of accreditation was issued in 1990. MACES's mission is to advocate for its students' academic and social needs as well as to offer them a network where they can meet other diverse groups of students and professionals.

Additionally, the Association offers a variety of services for its members including a fully equipped computer lab, which is free for all members, Microsoft courses, as well as study, meeting, and social spaces in its building located at 3437 Peel Street, only minutes away from the McGill downtown campus. MACES also organizes and sponsors various events that provide an opportunity for students to build their social and professional network.

MACES has an ideal warm, relaxed ambiance for socializing, studying, or having a group meeting after a working day, before classes, and on weekends, a place where students are always welcome.

MACES is governed by its bylaws through the elected MACES Board of Directors. These executives are there to run the Association as well as to address students' needs with an open-door policy.

Full details of MACES services, bylaws, officers, and committees are available from the Association (telephone 514-398-4974 or visit [www.maces.ca](http://www.maces.ca)).







## CAREER AND PROFESSIONAL DEVELOPMENT

Maha Daoud; B.A.(HEC, Tunisia), M.E.(ESC, Tunisia), M.Sc.(HEC Montr.), CHRP	<b>Area Coordinator, Human Resources Management and Leadership</b>
Kamal Salmasi; B.Sc., M.B.A.(Tehran), D.P.A.(Car.), Ph.D.(McG.)	<b>Area Coordinator, Management, International Business and Entrepreneurship</b>
Nicolette Papastefanou; B.A., M.A., Ph.D.(Tshwane)	<b>Area Coordinator, Public Relations and Marketing</b>
Paul-Robert Chouha; B.Sc., M.A.(CCNY), M.Sc.(UQAM), M.Sc.(Montr.)	<b>Area Coordinator, Aviation Management and Mathematics &amp; Statistics</b>
John Gradek; B.Sc.(Montr.), B.Eng.(Car.), M.B.A.(W. Ont.)	<b>Faculty Lecturer, Co-Project Leader, AANDC and Information Systems Online Programs</b>
Mary Dellar; B.A., Gr. Dip.(C'dia), M.B.A.(Ott.)	<b>Faculty Lecturer, Marketing</b>
Nadège Firsova; M.B.A.(UQAM)	<b>Faculty Lecturer</b>
Kevin Gregory Gardner; B.A.(C'dia), M.B.A.(Qu.)	<b>Faculty Lecturer, Public Relations</b>
Sylvain Gauthier; B.Eng.(Montr.), M.B.A.(HEC Montr.), P.M.P.	<b>Faculty Lecturer</b>

## LANGUAGE AND INTERCULTURAL COMMUNICATION

Sarah Leu; B.A.(Bowdoin), M.A. (Saint Michael's Coll.), Ph.D.(NYU)	<b>Interim Director</b>
Effie Dracopoulos; B.A.(C'dia), M.Ed.(TÉLUQ)	<b>Faculty - Program Coordinator Customized Programs &amp; Professional Development</b>
Kevin Callahan; B.A.(Tor.), M.A.(C'dia), Cert. TESL(McG.)	<b>Senior Program Coordinator, Intensive English &amp; French Language and Culture (IELC) &amp; (IFLC) Programs</b>
Nadine Wielgopolski; B.A., M.A.(Ott.)	<b>Faculty Lecturer and Academic Coordinator, Intensive French Program, Communication and Special Projects</b>
Kevin Stanley; B.A.(Vic., BC), M.A.(C'dia)	<b>Faculty Lecturer and Program Coordinator - Intensive English and Customized Programs</b>
Margaret Levey; B.A.(McG.), M.A.(C'dia)	<b>Faculty Lecturer and Program Coordinator, English Credit Program</b>
Manon Gadbois; B.A.(UQAM), M.A.(Montr.)	<b>Faculty Lecturer and Program Coordinator, French Credit Programs, Special Projects and Professional Development</b>
Farida Mobarek-Hadid; B.A.(UMMTO), M.A.(UCP)	<b>Faculty Lecturer and Coordinator, French Testing and Special Projects</b>
TBA	<b>Program Coordinator, Language Programs</b>
Verena	<b>Program Manager</b>



### 2.3.1 Student Governance

Please refer to [University Regulations & Resources > Continuing Studies > The University > section 1.13.8: Student Governance: McGill Association of Continuing Education Students \(MACES\)](#).

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## 2.4 Teaching Staff

### SCS Faculty Lecturers

ARCHIBALD, James	Translation
CALLAHAN, Kevin	English
CHOUHA, Paul-Robert	Mathematics
DAOUD, Maha	Human Resources
DECHIEF, Diane	Written Communication
DELLAR, Mary	Marketing
DRACOPOULOS, Effie	English
DUPONT, Éric	Translation

**Part-time Instructional Staff**

AL-MUSALI, Alaa	English
ANDREWS, Richard	Public Relations
ARMANIOUS, Joseph	Accounting
ASHCROFT, Louise	English
ASSOULINE, Sylvain	Translation/French
ATALLAH, Bassel	Written Communication
ATALLAH, Cherif	Human Resources
AUBOUY, Isabele	French
BABAEI, Mehdi	Written Communication
BALTI, Anis	English
BARTLETT, Lloyd	Project Management
BASHILOVA, Darina	Written Communication
BASKIND, Alana	Written Communication
BÉRARD, Stéphanie	French
BERTRAND, Margie	English
BIDER, Noreen Jane	Written Communication
BIERBRIER, Edward	Accounting
BISCOTTI, Gina	Accounting
BLANCHET, Marie	French
BLYTHE, Deborah	Translation
BOGDAN, Miruna	French
BOGHOSKHAN, Arlette	Human Resources
BORSELLINO, Carmen	English
BOURY, Sonia	English
BRAMOND, Julie	French
BREUER, Robert	Translation
BROOKS, Nina	Aviation
BROWN, Grant	Mathematics
BRYSON, Georges	Business Analysis
BUFFERNE, Magali	French
BURKHOLDER, Casey	Written Communication
CALLAWAY, Yvonne	Public Relations
CALLENDER, Shauna	Human Resources
CAMPBELL, Elizabeth	Human Resources
CAMPO, Angela	Translation
CARBONNEAU, Monica D.	Public Speaking
CARON, Yves	Finance
CARTLIDGE, Roy	Translation
CAUSLEY, Broderick	Mathematics
CAUTE, Adeline	Translation
CECERE, Ralph	Accounting
CHAMBERLAIN, Michael	English

**Part-time Instructional Staff**

CHAMPENOIS, Christian	Project Management
CHASSE, Andrew	Project Management
CHURCHILL, Andrew	Written Communication
CIOBANU, Ovidiu	Information Technology
CIPRIANO, Mary Ann	Marketing
COHEN, Michèle	Translation
COHEN, Thierry	Accounting
CONROY, Cheryl	English
COOPER, Richard	Written Communication
CORKERY, T. Christopher	Written Communication
COSSIOS, Susana	Spanish
COURTOIS, Richard	Human Resources
COUTURE, Brian	Supply Chain Management
COX, Robert	Law
CRECK, Chantal	French
CREIGHTON, J. Amy	Public Relations
CROSS, R. Christopher	Risk Management
CROSS, Scott	Marketing
DAOU, Khattar	Information Technology
DAOUD-BRIKCI, Houria	Translation
DAVIDSON, (Rebecca) Elizabeth	English
DEEGAN, Marc	Finance
DEGRACE, Lynn	Accounting
DEL BURGO, Carlos	Translation
DELIS, Michael	Agile Project Management
DELORME, Bruno	Marketing
DESLAURIERS, Roch	French
DESORMEAUX, Aline	Condominium Finance
DESROSIERS, Lee	Marketing
DIAZ, Karen	Leadership
DI LUZIO, Linda	Marketing
DI MAULO, Sonia	Human Resources
DI PIETRO, Vadim	Finance
DISCEPOLA, Diana R.	Accounting
DONNELLY, Patricia	English
DORE, Nathalie	Human Resources
DRACOPOULOS, George	Marketing
DU COUTURIER-NICHOL, Garrfield	Applied Social and Organizational Psychology
DUCUSIN, Marc	Written Communication
DUMONT, Jean	French
DURANTE, Domenic	Management
DUROCHER, André	Public Relations

**Part-time Instructional Staff**

EL TAGI, Marwan	Human Resources
EPSTEIN, Shannon	Accounting
ESTEVEZ, Sonia	French
EVANGELINELIS, Dina	English
FARÉS, Diana	French
FARHA, Shadi	Project Management
FAUCHER, Serge	Supply Chain Management
FEDER, Michelle	Human Resources
	Chemistry

	Human Resources
GAGNON, Ghies	Translation
GARLICK, Dean	English
GAUTHIER, Sylvain	Project Management
GAUVIN-OLIGNY, Alexandra	Accounting
GAVRILA-ALEXANDRESCU, Dana	French
GENDRON, Bob	Accounting
GHAZI, Kamren	English
GIACCARI, Domenic	Accounting
GIBBS, Howard	Public Relations
GILL, Andrea	Management
GILPIN, Andrea	Public Relations
	Management



**Part-time Instructional Staff**

KICZKA, Tomasz

French

KIMMETT, Colleen

Written Communication

KOKKOLARAS, Michael

Mechanical Engineering

KOKORIAN, Christian

Accounting

KONID

English

**Part-time Instructional Staff**

MALLAMO, Melanie

French

MALO, Katherine

Applied Social and Organizational Psychology

MANNO, Anna

English





**Part-time Instructional Staff**

SHAMJI, Ashifa	English
SHARMA, Maya	Human Resources
SIAD, Achour	French
SIMPSON, Gerald	Aviation Management
SINGAL, Dina	English
SLATER, Julie	Finance
SOTIRAKIS, Anne	French
ST-LAURENT, Pierre	Translation (Law)
STUY, Melanie	English
SULLIVAN, Michelle	Marketing
SUNDBERG, Ross	Written Communication
SUSEL, Roman	Accounting
TAILLEFER, Joel	Accounting
TALLA, Malleswara	Information Technology
TAYLOR, Kym	Written Communication
TENENBAUM, Lawrence	Accounting
THOMPSON, Jennifer	Written Communication
THORPE, Graham	Information Technology
TINSLEY, Maureen	English
TOKAI, Patricia	English
TOMBERG, Artour	Mathematics
TONDINO, Melina	Human Resources
TOUCHETTE, Simon	Finance
TOUFIGHI, Bijan	Accounting
TOWERS, Mary	Written Communication
TREMBLAY, Jacques	Aviation
TRIASSI, Jack	Taxation
TRIHEY, Kelly	Finance
TROY, Philip	Supply Chain Management
TRUONG, David	Finance
TURCOTTE, Michel	Finance
TURNER, Leanna	English
TURPIE, David	English
VALENTINE, Egan	Translation
VALINO, Morag	French
VAN DER MEER, Carolyne	Public Relations
VAN SCHAİK, Kasia	Written Communication
VERGUES, Marion	French
VIENS, Danielle	English
VYBIHAL, Joseph	Information Technology
WALKTY, Melanie	English
WALSH, Brendan	Public Relations

**Part-time Instructional Staff**

WARNER, Michelle	English
WESTGATE, Chantal	Human Resources
WHITEMAN, Jackson	Marketing
WHITTAKER, Gary	Entrepreneurship
WILSON, Jim	Accounting
WITVOET, Gerrit Jan	Human Resources
WOLFSON, Sarah	English/Written Communication
WONG, Gordon	English
YUE, Stephen	Materials Engineering
ZAJDMAN-BORDEN, Karen	Accounting
ZAMORANO, Daniel	Translation
ZANE, Charles	Accounting
ZBILY, Albert	International Business
ZERBINO, Riccardo	Accounting
ZOWALL, Hanna Sofia	Health & Social Services

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**2.5 Contact Us****Contact Us**

<b>Web</b>	<a href="http://www.mcgill.ca/continuingstudies/contact-us">www.mcgill.ca/continuingstudies/contact-us</a>
<b>By mail</b>	688 Sherbrooke Street West, Montreal QC H3A 3R1, Canada
<b>By telephone</b>	514-398-6200
<b>By fax</b>	514-398-2650
<b>By email</b>	<a href="mailto:info.conted@mcgill.ca">info.conted@mcgill.ca</a>
<b>In person</b>	688 Sherbrooke Street West (corner of University Street), 11th floor

**2.5.1 Academic Areas****Contact Information****Career and Professional Development (Credit)**

Telephone: 514-398-6200

Fax: 514-398-3108

Email: [cms.conted@mcgill.ca](mailto:cms.conted@mcgill.ca)Website: [www.mcgill.ca/continuingstudies/career-professional-development](http://www.mcgill.ca/continuingstudies/career-professional-development)**Career and Professional Development (Non-credit)**

Telephone: 514-398-5454

Fax: 514-398-5224

Email: [pd.conted@mcgill.ca](mailto:pd.conted@mcgill.ca)Website: [www.mcgill.ca/continuingstudies/career-professional-development](http://www.mcgill.ca/continuingstudies/career-professional-development)**Language and Intercultural Communication**

Telephone: 514-398-1212

Fax: 514-398-1769

Email: [language.conted@mcgill.ca](mailto:language.conted@mcgill.ca)Website: [www.mcgill.ca/continuingstudies/languages-and-intercultural-communication](http://www.mcgill.ca/continuingstudies/languages-and-intercultural-communication)**Faculty Partnerships and Summer Studies**

Telephone: 514-398-5212

Fax: 514-398-5224

Email: [summer.studies@mcgill.ca](mailto:summer.studies@mcgill.ca)

Websites: [www.mcgill.ca/continuingstudies/faculty-partnerships-and-summer-studies](http://www.mcgill.ca/continuingstudies/faculty-partnerships-and-summer-studies); [www.mcgill.ca/summer](http://www.mcgill.ca/summer)

**Translation Studies**

Telephone: 514-398-1484

Fax: 514-398-1769

Email: [translation.scs@mcgill.ca](mailto:translation.scs@mcgill.ca)

Website: [www.mcgill.ca/continuingstudies/translation-studies](http://www.mcgill.ca/continuingstudies/translation-studies)

**McGill Writing Centre**

Telephone: 514-398-7109

Fax: 514-398-7416

Email: [mwc@mcgill.ca](mailto:mwc@mcgill.ca)

## 3.2 Programs of Study

### 3.2.1 Undergraduate Programs

Programs requiring formal admission include:

#### 3.2.1.1 Career and Professional Development

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

##### **Business and Professional Programs**

*section 4.1.2.1.1: Certificate in Accounting and Finance*

*: Certificate (Cert.) Accounting and Finance (30 credits)*

*section 4.1.2.1.2: Certificate in Applied Finance*

*section 4.1.2.1.3: Certificate in Applied Marketing*

*section 4.1.2.1.4: Certificate in Computers and Information Technology*

*section 4.1.2.1.5: Certificate in Entrepreneurship*

*section 4.1.2.1.6: Certificate in Health and Social Services Management*

*section 4.1.2.1.7: Certificate in Human Resources Management*

*section 4.1.2.1.8: Certificate in Indigenous Business Management*

*section 4.1.2.1.9: Certificate in Management*

*section 4.1.2.1.10: Certificate in Public Administration and Governance*

*section 4.1.2.1.11: Certificate in Public Relations and Communications Management*

*section 4.1.2.1.12: Certificate in Software Development*

*section 4.1.2.1.13: Certificate in Supply Chain Management and Logistics*

#### 3.2.1.2 Education

For more information, please see [School of Continuing Studies > Areas of Study > Education > section 4.2.2: About Education Programs](#).

##### **Education Programs**

*section 4.2.2.3.1: Diploma (Dip.) Human Relationships, Diversity and Sexuality (30 credits)*

*section 4.2.2.6.1: Certificate (Cert.) Inclusive Education (30 credits)*

*section 4.2.2.7.1: Certificate (Cert.) Education for First Nations and Inuit (60 credits)*

*section 4.2.2.7.2: Certificate (Cert.) Indigenous Language and Literacy Education (30 credits)*

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

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

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

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

#### 3.2.1.3 Language and Intercultural Communication

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

##### **Language and Intercultural Communication**

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

*section 4.4.4.2: Certificate of Proficiency – English for Professional Communication Overview (30 credits)*

### Language and Intercultural Communication

[section 4.4.3.2: Certificate of Proficiency – French for Professional Communication Overview \(30 credits\)](#)

[section 4.4.2.3: Intensive English Program: Certificate of Proficiency in English – Language and Culture Overview \(Non-credit\)](#)

[section 4.4.3.3: Intensive French Program: Certificate of Proficiency in French – Language and Culture Overview \(Non-credit\)](#)

#### 3.2.1.4 Translation

For more information, please see [School of Continuing Studies > Areas of Study > Translation Studies > section 4.7.3: Translation Studies Programs and Courses](#).

### Translation

[section 4.7.3.3.1.2: Certificate \(Cert.\) Translation: English to French Option \(30 credits\)](#)

[section 4.7.3.3.1.3: Certificate \(Cert.\) Translation: French to English Option \(30 credits\)](#)

[section 4.7.3.3.1.4: Certificate \(Cert.\) Translation: Spanish to French Option \(30 credits\)](#)

[section 4.7.3.3.1.5: Certificate \(Cert.\) Translation: Spanish to English Option \(30 credits\)](#)

[section 4.7.3.3.1.6: Certificate \(Cert.\) Translation: English to Spanish \(30 credits\)](#)

[section 4.7.3.3.1.7: Certificate \(Cert.\) Translation: French/English into Spanish Option \(30 credits\)](#)

## 3.2.2 Graduate Programs

Programs requiring formal admission include:

#### 3.2.2.1 Career and Professional Development

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

### Diploma Programs

[section 4.1.3.1.1.2: Diploma in Accounting](#)

[section 4.1.3.1.1.3: Diploma in Applied Marketing](#)

[section 4.1.3.1.1.4: Diploma in Digital Analytics & Business Intelligence](#)

[section 4.1.3.1.1.5: Diploma in Entrepreneurship](#)

[section 4.1.3.1.1.6: Diploma in Health and Social Services Management](#)

[section 4.1.3.1.1.7: Diploma in Human Resources Management](#)

[section 4.1.3.1.1.8: Diploma in Integrated Aviation Management](#)

[: Graduate Diploma \(Gr. Dip.\) Leadership \(30 credits\)](#)

[section 4.1.3.1.1.9: Diploma in Management](#)

[section 4.1.3.1.1.10: Diploma in Professional Practice in Finance](#)

[section 4.1.3.1.1.11: Diploma in Public Administration and Governance](#)

[section 4.1.3.1.1.12: Diploma in Public Relations and Communications Management](#)

[section 4.1.3.1.1.13: Diploma in Supply Chain and Operations Management](#)

### Diplomas in Management in 4 Concentrations

[section 4.1.3.1.1.9: Diploma in Management:](#)

- International Business Concentration
- Internet Business Concentration
- General Concentration

### Graduate Certificates

[section 4.1.3.1.2.2: Graduate Certificate in Aviation Leadership](#)

## Graduate Certificates

[section 4.1.3.1.2.3: Graduate Certificate in CPA Professional Education](#)

[section 4.1.3.1.2.4: Graduate Certificate in Digital Marketing](#)

[section 4.1.3.1.2.5: Graduate Certificate in Entrepreneurship](#)

[section 4.1.3.1.2.6: Graduate Certificate in Financial Planning](#)

[section 4.1.3.1.2.7: Graduate Certificate in Health Services Management](#)

[section 4.1.3.1.2.8: Graduate Certificate in Human Resources Management](#)

[section 4.1.3.1.2.9: Graduate Certificate in International Business](#)

[section 4.1.3.1.2.10: Graduate Certificate in Internet Business](#)

[section 4.1.3.1.2.12: Graduate Certificate in Public Relations Management](#)

### 3.2.2.2 Education

For more information, please see [School of Continuing Studies > Areas of Study > Education > section 4.2.2: About Education Programs](#).

#### Education

[School of Continuing Studies > Areas of Study > Education > About Education Programs > section 4.2.2.4: Graduate Certificate in Counselling Applied to Teaching](#)

[School of Continuing Studies > Areas of Study > Education > About Education Programs > section 4.2.2.5: Graduate Certificate in Indigenous Education for Non-Indigenous Educators](#)

### 3.2.2.3 Translation

For more information, please see [School of Continuing Studies > Areas of Study > Translation Studies > section 4.7.3: Translation Studies Program](#)  
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### 3.3.1 Admission Procedures: Continuing Studies Undergraduate and Graduate Certificates and Diplomas

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

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

**Application Deadlines for all programs**

**Canadian/Permanent Residents**

**International Students**

(See [School of Continuing Studies](#) > *Areas of Study* > *Career and Professional Development* > *Graduate Pro*



### 3.6.1 Post-Admission Requests for Advanced Standing

Students applying for Advanced Standing after the time of admission must complete an “Application for Advanced Standing” and submit it to the Client Services Office. Requests will not be considered unless accompanied by all required documentation. Please note that the evaluation process takes at least six weeks to complete. All decisions are final and may not be appealed. Students should take note of the following procedures:

1. Complete all sections of the Application for Advanced Standing.
2. Attach an unofficial copy of your transcript.
3. Attach detailed official course outline(s) (indicating textbook used, chapter/topics covered, etc.).  
Note: Summary course description(s) are **not** acceptable.
4. Make arrangements for official transcripts to be sent directly from the institution where the course(s) were taken to the Client Services Office of the School of Continuing Studies.
5. If required, students are responsible for submitting any additional supporting documentation to the Client Services Office of the School of Continuing Studies.

The Application for Advanced Standing can be found online at: [www.mcgill.ca/continuingstudies/recognition-prior-learning](http://www.mcgill.ca/continuingstudies/recognition-prior-learning). It is also available at the Client Services Office.

### 3.6.2 Exemption by Examination (for Career and Professional Development Students)

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

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

- corequisite courses to the program;
- or
- prerequisite courses that are not part of their program.

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

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

Students may obtain relevant information from: [www.mcgill.ca/continuingstudies/recognition-prior-learning](http://www.mcgill.ca/continuingstudies/recognition-prior-learning). Students interested in the Exemption by Examination test should contact Career and Professional Development for further details.



**Note:** Students who have been granted credits and/or exemptions are not permitted to register for the courses for which they have been granted credits and/or exemptions. Students applying to an undergraduate program will not be granted credits and/or exemptions for equivalent credit course(s), unless the course(s) in question were successfully completed with a minimum grade of C or better within the last five years. Students applying to a graduate program will not be granted credits and/or exemptions for equivalent credit course(s), unless the course(s) in question were successfully completed at the graduate level within the last five years with a minimum grade of B- or better.

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## 3.7 International Students

The immigration authorities do not issue visas to students unless they are studying full-time in a recognized program. Please note that McGill University does not issue any immigration documents. Most of the programs offered by the School of Continuing Studies are designed for part-time students, but some may be taken full-time. To be full-time in a credit program you must be a citizen of a country that is a member of the G7, G8, G20, or the European Union. For more information, contact the Client Services Office.

Initial application for a Study Permit may not be made from within Canada, although subsequent renewals may be made from within the country.

Acceptance into the School's programs does not necessarily entitle a student to a *certificat d'acceptation du Québec* or Study Permit, which is issued at the sole discretion of the respective immigration authorities, nor does it permit a student to work within Canada, for which a separate Work Permit is required.

### **3.7.2 Immigration Procedures**

Unless their studies at McGill will be completed in less than six months, all students, other than Canadian citizens and permanent residents of Canada, must obtain proper authorization from both Quebec and Canadian immigration officials prior to proceeding to Canada and/or commencing studies.

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

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

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

If you are certain that you will study for less than six consecutive months, you need only apply for a Temporary Resident Visa from Immigration Canada. However, some international students may have to apply for an Electronic Travel Authorization (eTA); for further information, refer to [www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/eta](http://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/eta). Please note that a person arriving on a Temporary Resident Visa cannot study for more than six consecuti

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### **3.8 Special Student Status**

This following information applies to all programs within the School of Continuing Studies.

#### **3.8.1 Undergraduate Courses**

The majority of undergraduate courses at the School of Continuing Studies are open to the general public. Anyone over 18 years of age can regtTm(v)

- *section 3.9.14: Ordre des Conseillers en Ressources Humaines Agréés*
- *section 3.9.15: Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ)*
- *section 3.9.16: Project Management Institute (PMI®)*
- *section 3.9.17: Quebec Risk and Insurance Management Association (QRIMA)*
- *section 3.9.18: Supply Chain Management Association (SCMA)*

### **3.9.1 Association of Administrative Professionals – Canadian Certified Administrative Professional Program (CCAP)**

The Association of Administrative Professionals is a Canadian chartered non-profit professional organization whose mission is to assist members in the continuing development of administrative skills, underlying knowledge, and professional growth, thus enhancing employment opportunities and contributions to both the workplace and the community.

The Canadian Certified Administrative Professional Program builds on the skills and knowledge that Administrative Professionals already have in general business education. An applicant wishing to register as a student must be a member of the Association of Administrative Professionals before they can enrol in the CCAP Program.

CCAP designation holders must remain members in good standing of the Association of Administrative Professionals to retain the designation of Canadian Certified Administrative Professional and renew their professional designation every three years through a Certification Renewal process.

- CPDV 301 Risk Management;
- MGCR 352 Marketing Management 1 Elective course.

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

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

### 3.9.4 Canadian Payroll Association (CPA)

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

The Canadian Payroll Association (CPA) offers the only payroll certifications in Canada which are achieved by thousands of payroll professionals every year. For further information, visit the CPA website at [www.payroll.ca](http://www.payroll.ca), or contact the Canadian Payroll Association at 416-487-3380, ext. 272, or by email at [certification@payroll.ca](mailto:certification@payroll.ca).

### 3.9.5 Canadian Public Relations Society

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

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

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

- Accredited in Public Relations (APR<sup>®</sup>) designation;
- Public Relations Knowledge (PRK<sup>®</sup>) examination;
- active, long term membership in the Global Alliance for PR and Communication Management.

The *Accredited in Public Relations (APR<sup>®</sup>)* designation is an internationally respected measure of professional experience in public relations, recognizing the dedication, energy, perseverance and competence of successful public relations professionals. It is currently the only advanced level public relations accreditation program in Canada.

The APR<sup>®</sup> program goals are to:

- assure professional competence;
- establish standards for professional practice;
- increase recognition for the profession;
- influence the future direction of the profession.

For those new to the Public Relations profession, the *Public Relations Knowledge (PRK<sup>®</sup>)* exam offers the opportunity to demonstrate knowledge, critical thinking, and judgment. It also gives employers a benchmark by which to assess candidates and employees.

As a founding member of *Global Alliance for PR and Communication Management*, CPRS actively participates in this confederation of the world's major PR and communication management associations and institutions, representing about 160,000 practitioners and academics around the world. In 2016, CPRS hosted the *World Public Relations Forum* in Toronto and is a key participant in the ongoing work on the Global CapabP5..649 166bjFoalasTj0oF1 818S) is an or

To be eligible for the CRM designation, candidates must successfully complete the three risk management courses (Risk Management Principles and Practices, Risk Assessment and Treatment, and Risk Financing).

To be eligible for the RIMS Fellow designation, candidates must have five years' work experience; complete four university-level courses (Accounting, Finance, and two courses selected from business, economics, MIS, law, insurance, marketing, or management); complete twelve days of the RIMS Fellow workshop; and complete the three risk management courses. For further information, please contact:

The Global Risk Management Institute, Inc.  
1065 Avenue of the Americas, 13th Floor  
New York, NY 10018, USA  
Email: [grmi@rims.org](mailto:grmi@rims.org)  
Website: [www.rims.org/](http://www.rims.org/); [www.rims.org/education/professional-designations](http://www.rims.org/education/professional-designations)

### **3.9.7 Institute of Chartered Secretaries and Administrators in Canada (ICSA)**

Chartered Secretaries Canada is a division of the Institute of Chartered Secretaries and Administrators (ICSA) – the international professional body for Chartered Secretaries. Focused on corporate governance and professional administration, Chartered Secretaries Canada is the only body in North America of

### **3.9.9 International Association of Business Communicators (IABC)**

IABC/Montreal offers professional development, networking events, special resources, and internship opportunities for public relations and communication management students. For more information, please visit [montreal.iabc.com](http://montreal.iabc.com) or contact Karla Flores, Vice President, Association Management at [iabc.montreal@gmail.com](mailto:iabc.montreal@gmail.com).

### **3.9.10 International Institute of Business Analysis (IIBA<sup>®</sup>)**

International Institute of Business Analysis (IIBA<sup>®</sup>) is an independent, non-profit professional association serving the growing field of Business Analysis.

For individuals working in a broad range of roles—business analysis, systems analysis, requirements analysis or management, project management, consulting, process improvement, and more—IIBA<sup>®</sup> can help you do your job better and enhance your professional life. McGill University's School of Continuing Studies has been approved as an Education Provider of business analysis training by the IIBA<sup>®</sup>. As such, certain courses offered by the School may lead to professional development hours (PDs) recognized by the IIBA<sup>®</sup>.

For more information about the IIBA, please visit [www.iiba.org](http://www.iiba.org).

### **3.9.11 Intellectual Property Institute of Canada (IPIC)**

The Intellectual Property Institute of Canada (IPIC) is a national professional association concerned with patents, trademarks, cop

5 Place Ville Marie, bureau 800  
Montreal QC H3B 2G2  
Telephone: 514-288-3256, ext. 2289 or 1-800-363-4688  
Fax: 514-843-8375  
Email: [vsimard@cpaquebec.ca](mailto:vsimard@cpaquebec.ca)  
Website: [cpaquebec.ca](http://cpaquebec.ca)

#### **3.9.14 Ordre des Conseillers en Ressources Humaines Agréés**

With 10,000 members, the *Ordre des conseillers en ressources humaines agréés* is the primary reference org



### 3.9.18 Supply Chain Management Association (SCMA)

The Supply Chain Management Association (SCMA) of Canada and its Quebec Institute, the AGCAQ, provides a well-known and accredited program in purchasing and supply-chain management. A non-profit organization, the SCMA has almost 8,000 members in 10 institutes across Canada and internationally.

Strategic supply management is an integral function of any business, with more power to impact the bottom line than just about any function within an organization. Supply Chain Management continues to earn the respect of CEOs with corporations such as APPLE promoting to the highest level from the SCM roles.

The AGCAQ and the SCMA are the voice of an exciting and progressive business profession in supply chain management. We offer a wide range of services to our members: professional development, training, seminars, workshops, accreditation, networking, and university research. SCMA consists of a national office and ten provincial and territorial institutes.

The association offers both a Supply Management Training Program and the internationally recognized **Supply Chain Management Professional (SCMP) Designation**. The programs are composed of purchasing, logistics, operations and other supply chain specialization courses and modules, as well as soft-skill workshops and general management seminars (such as those offered here at McGill University), coupled with wSuppl

**eCalendar:** This publication ([www.mcgill.ca/study](http://www.mcgill.ca/study)) is the official listing of requirements for degree, certificate, and diploma programs and courses offered by the University. It also describes the University's academic and administrative regulations, policies, and procedures.

**Important Dates:** The Important Dates website ([www.mcgill.ca/importantdates](http://www.mcgill.ca/importantdates)) contains specific details on registration dates and information pertaining to the upcoming term. In case of discrepancy, the information posted on *Important Dates* takes precedence over the information in the *eCalendar*.

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## 4 Areas of Study

**Administrative Officers**

Maha Daoud; B.A.(IHEC), M.E.(ESC), M.Sc.(HEC Montr.), CHRP

Kamal S. Salmasi; B.Sc., M.B.A.(Tehran), D.P.A.(Car.), Ph.D.(McG.)

**Academic Program Coordinator, Human Resources Management**

**Academic Program Coordinator, Management, International Business and Entrepreneurship**

**Academic Program Coordinator, Public Relations and Marketing**

#### 4.1.2.1 Certificate Programs

##### Undergraduate certificate programs, university degree not required

- : [Certificate in Accounting and Finance](#)

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

- [section 4.1.2.1.1: Certificate in Accounting and Finance](#) (Admissions no longer accepted.)
- [section 4.1.2.1.2: Certificate in Applied Finance](#) (Admissions no longer accepted.)
- [section 4.1.2.1.3: Certificate in Applied Marketing](#)
- [section 4.1.2.1.4: Certificate in Computers and Information Technology](#)
- [section 4.1.2.1.5: Certificate in Entrepreneurship](#)
- [section 4.1.2.1.6: Certificate in Health and Social Services Management](#) (Restricted program.)
- [section 4.1.2.1.7: Certificate in Human Resources Management](#)
- [section 4.1.2.1.8: Certificate in Indigenous Business Management](#)
- [section 4.1.2.1.9: Certificate in Management](#)
- [section 4.1.2.1.10: Certificate in Public Administration and Governance](#)
- [section 4.1.2.1.11: Certificate in Public Relations and Communications Management](#)
- [section 4.1.2.1.12: Certificate in Software Development](#) (Admissions no longer accepted.)
- [section 4.1.2.1.13: Certificate in Supply Chain Management and Logistics](#)

##### 4.1.2.1.1 Certificate in Accounting and Finance

Successful completion of this program will prepare students to write the CPA National Final Exam for the ACAF credential.

Ordre des CPA du Québec  
Telephone: 514-288-3256, ext. 2615  
Email: [info@cpaquebec.ca](mailto:info@cpaquebec.ca)  
Website: [cpaquebec.ca/en/students-and-future-cpas](http://cpaquebec.ca/en/students-and-future-cpas)

##### Program Requirements

See : [Certificate \(Cert.\) Accounting and Finance \(30 credits\)](#).

##### 4.1.2.1.2 Certificate in Applied Finance

\*\*Admissions no longer accepted.\*\*

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

##### Program Requirements

See [section 4.1.2.1.15: Certificate \(Cert.\) Applied Finance \(30 credits\)](#).

##### 4.1.2.1.3 Certificate in Applied Marketing

This certificate is designed to equip students with a solid grounding in marketing terminology and current practices so they will be prepared for entry-level jobs in a range of areas within the marketing field. Focus is on hands-on projects, career networking, and the effects of rapidly changing consumer habits and digital communications technology.

##### Program Requirements

See [section 4.1.2.1.16: Certificate \(Cert.\) Applied Marketing \(30 credits\)](#).

##### 4.1.2.1.4 Certificate in Computers and Information Technology

This certificate provides a solid foundation in the concepts and techniques required for effective planning, design and development of software applications and systems, Internet technologies, applied computer knowledge and networking.

##### Program Requirements

See [section 4.1.2.1.17: Certificate \(Cert.\) Computers and Information Technology \(30 credits\)](#).

##### 4.1.2.1.5 Certificate in Entrepreneurship

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

##### Program Requirements

See [section 4.1.2.1.18: Certificate \(Cert.\) Entrepreneurship \(30 credits\)](#).

**4.1.2.1.6 Certificate in Health and Social Services Management**

\*\*This is a restricted program.\*\*

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

**Program Requirements**

See [section 4.1.2.1.19: Certificate \(Cert.\) Health and Social Services Management \(30 credits\)](#).

**4.1.2.1.7 Certificate in Human Resources Management**

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

**Program Requirements**

See [section 4.1.2.1.20: Certificate \(Cert.\) Human Resources Management \(30 credits\)](#).

**4.1.2.1.8 Certificate in Indigenous Business Management**

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

**Program Requirements**

See [section 4.1.2.1.21: Certificate \(Cert.\) Indigenous Business Management \(30 credits\)](#).

**4.1.2.1.9 Certificate in Management**

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

**Program Requirements**

See [section 4.1.2.1.22: Certificate \(Cert.\) Management \(30 credits\)](#).

**4.1.2.1.10 Certificate in Public Administration and Governance**

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

**Program Requirements**

See [section 4.1.2.1.23: Certificate \(Cert.\) Public Administration and Governance \(30 credits\)](#).

**4.1.2.1.11 Certificate in Public Relations and Communications Management**

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

**Program Requirements**

See [section 4.1.2.1.24: Certificate \(Cert.\) Public Relations and Communication Management \(30 credits\)](#).

**4.1.2.1.12 Certificate in Software Development**

\*\*Admissions no longer accepted.\*\*

This certificate provides a solid foundation in software application development.

**Program Requirements**

See [section 4.1.2.1.25: Certificate \(Cert.\) Software Development \(30 credits\)](#).

**4.1.2.1.13 Certificate in Supply Chain Management and Logistics**

This certificate provides a solid foundation in the concepts and techniques required for a career in the manufacturing supply chain industry.

**Program Requirements**

See [section 4.1.2.1.26: Certificate \(Cert.\) Supply Chain Management and Logistics \(30 credits\)](#).

**4.1.2.1.14 Certificate (Cert.) Accounting (30 credits)**

The Certificate in Accounting aims to provide students with the appropriate competencies in the area of accounting using learner-centered instructional methods so as to prepare them for a variety of careers in accounting. The program is designed to provide a solid knowledge base in various accounting related fields, such as financial and managerial accounting, taxation, auditing and corporate finance

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

**Prerequisites**

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

\* or the Exemption by Examination Test

**Corequisites**

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

\* or the Exemption by Examination Test

**Required Courses (24 credits)**

ACCT 351	(3)	Intermediate Financial Accounting 1
ACCT 352	(3)	Intermediate Financial Accounting 2
ACCT 361	(3)	Management Accounting
ACCT 362	(3)	Cost Accounting
ACCT 385	(3)	Principles of Taxation
ACCT 453	(3)	Advanced Financial Accounting
ACCT 475	(3)	Principles of Auditing
MGCR 341	(3)	Introduction to Finance

**Complementary Courses (6 credits)**

ACCT 354	(3)	Financial Statement Analysis
ACCT 455	(3)	Development of Accounting Thought
ACCT 463	(3)	Management Control
ACCT 477	(3)	External Auditing
ACCT 486	(3)	Business Taxation 2
CCLW 205	(3)	Introduction to Business Law
FINE 342	(3)	Corporate Finance
MGCR 331	(3)	Information Systems
MGCR 423	(3)	Strategic Management

**4.1.2.1.15 Certificate (Cert.) Applied Finance (30 credits)**

\*\* Admissions no longer accepted. \*\*

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

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

**Prerequisite Courses**

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

\* or the Exemption by Examination Test

**Corequisite Courses**

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

\* or the Exemption by Examination Test

**Required Courses (21 credits)**

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

**Complementary Courses (9 credits)**

CFIN 200	(3)	Retirement Planning
CFIN 305	(3)	Investor Behaviour
CFIN 401	(3)	Sustainable Finance and the Firm
CFIN 402	(3)	Business Valuation and Project Finance Mergers and Acquisitions

CCCS 300	(3)	Programming Techniques 1
CCCS 310	(3)	Web Development
CCCS 315	(3)	Data Structures and Algorithms
CCCS 321	(3)	Operating Systems Administration
CCCS 325	(3)	Mobile Application Development
CCCS 330	(3)	Database Design and Business Applications Development
CCCS 425	(3)	Web Services
CCCS 431	(3)	Networking Fundamentals
CMIS 422	(3)	Information System Security

#### **4.1.2.1.18 Certificate (Cert.) Entrepreneurship (30 credits)**

This program is designed primarily for non-business students who are interested in starting a business of their own. It provides a thorough understanding of what is required to start and maintain a sustainable venture. Students will acquire the tools necessary to identify opportunity, assess entrepreneurial potential, produce a business plan, organize, promote and finance the business, and prepare a marketing and sales structure. Business and intellectual property law, buying an existing business or considering a franchise will also be taught. This program will utilize guest speakers from varied entrepreneurial backgrounds to provide a practical context.

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

#### **Corequisite**

Mathematical Tools for Management Profess46.o.enUf268.371 466.11m7S0 0 1 272.67Tram.



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

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CACC 220	(3)	Accounting Concepts for Managers
CCLW 300	(3)	Public Administration and Law for Indigenous Peoples
CENT 307	(3)	Creating a Business Plan
CGMG 210	(3)	Fundamentals of Project Management
CGMG 282	(3)	Introduction to Business
CGMG 305	(3)	Managing in Public and Non-Profit Organizations
CGMG 318	(3)	Selling Models and Business Negotiation
CMRK 235	(3)	Digital Media Marketing
CORG 225	(3)	Foundation of Organizational Behaviour and Administration
CPRL 221	(3)	Professional Communication and Networking

#### **4.1.2.1.22 Certificate (Cert.) Management (30 credits)**

This Certificate program provides an introduction and survey of the underlying disciplines of functional areas in the management field. Emphasis is placed on the development of core competencies in accounting, economics, marketing, and finance, as well as the written and oral communication, problem-solving, and teamwork skills required in all sectors of the management job market; from small businesses, private companies, large corporations, and financial institutions, to government agencies and other public institutions.

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

#### **Corequisites**

CMSC 101*	(3)	Mathematical Tools for Management Professionals
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\* or the exemption by examination test

#### **Required Courses (24 credits)**

CACF 210	(3)	Introductory Financial Accounting
CACF 340	(3)	Corporate Finance: Value Creation and Decision-Making
CCOM 205	(3)	Communication in Management 1
CGMG 282	(3)	Introduction to Business
CMRK 200	(3)	Fundamentals of Marketing
CMSC 310	(3)	Managerial Economics and Analysis
CMSC 320	(3)	Business Statistics
CORG 225	(3)	Foundation of Organizational Behaviour and Administration

#### **Complementary Courses (6 credits)**

6 credits from the following:

CCCS 280	(3)	Introduction to Computer Information Systems
CCLW 205	(3)	Introduction to Business Law
CGMG 210	(3)	Fundamentals of Project Management
CGMG 319	(3)	International Business Practices
CGMG 445	(3)	Ethical Issues in Business Practices
CORG 420	(3)	Human Resource Management: Theory and Practice
CPAG 410	(3)	Strategic Planning and Implementation
ECON 295	(3)	Macroeconomic Policy

#### **4.1.2.1.23 Certificate (Cert.) Public Administration and Governance (30 credits)**

The Certificate in Public Administration and Governance focuses on public service management, organization, and prioritization of day-to-day functions for people in management and for other stakeholders who work cooperatively and productively with others, including the needs of clients who use services

in the public sector. A strong emphasis is placed on integrating the important current issues and policies that affect the day-to-day operating, decisions, systems and finances in a public organization.

#### **Required Courses**

CGMG 210	(3)	Fundamentals of Project Management
CGMG 305	(3)	Managing in Public and Non-Profit Organizations
CORG 225	(3)	Foundation of Organizational Behaviour and Administration
CORG 420	(3)	Human Resource Management: Theory and Practice
CPAG 220	(3)	Fundamentals of Public Finance, Budgeting and Reporting
CPAG 225	(3)	Foundations of Public Regulations and Ethics in Public Sector
CPAG 300	(3)	Lean Operational Practices in Public Services
CPAG 305	(3)	Current Issues in Public Sector Administration
CPAG 400	(3)	Diversity and Cross Cultural Management
CPAG 410	(3)	Strategic Planning and Implementation

#### **4.1.2.1.24 Certificate (Cert.) Public Relations and Communication Management (30 credits)**

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

#### **Required Courses (30 credits)**

CPRL 214	(3)	Applied Public Relations Methods 1
CPRL 220	(3)	Fundamentals of Fund-Raising
CPRL 223	(3)	Basics of Public Relations
CPRL 224	(3)	Applied Public Relations Methods 2
CPRL 225	(3)	Social and Traditional Media Relations
CPRL 226	(3)	Corporate Communications
CPRL 227	(3)	Internal Communication
CPRL 228	(3)	Event Management
CPRL 321	(3)	PR Issues Management
CPRL 322	(3)	Cases in Public Relations

#### **4.1.2.1.25 Certificate (Cert.) Software Development (30 credits)**

\*\* Admissions no longer accepted."

The certificate acts as a bridge to higher-level computing qualifications and provides a solid foundation in the concepts and techniques required for effective planning, design, and development of software applications and systems; and applied computer knowledge in networking and il Med92 Tm(CPRL 225)Tj1 0 for ef

CCCS 301	(3)	Programming Techniques 2
CCCS 310	(3)	Web Development
CCCS 315	(3)	Data Structures and Algorithms
CCCS 321	(3)	Operating Systems Administration
CCCS 325	(3)	Mobile Application Development
		Database Design and Business Applications De



#### 4.1.2.2.3 Admission Procedures for Certificate Programs

See [School of Continuing Studies > Getting Started > section 3.1: Admission Requirements](#) for more information.

#### 4.1.2.2.4 Independent Studies (Special Student Status)

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

#### 4.1.2.2.5 Exemption by Examination

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

Students who believe that they have taken the equivalent of one or more of the corequisites to the program, or one or more of the prerequisite courses that are not part of the program to which they have applied, may take an Exemption by Examination test for eligible programs as deemed by the Department. Students who have failed any of the corequisite courses to the program, or any of the prerequisite courses that are not part of the program to which they have applied, are not eligible to take the Exemption by Examination test for the course(s) that they have failed.

The Exemption by Examination test is intended for students who do not have the requisite academic background required, but who believe that they have the requisite level of knowledge needed. Students who successfully pass the Exemption by Examination test(s) with a minimum grade of 55%, with the exception of CMSC 000 which requires a minimum passing grade of 65%, will not have to take the course(s) for which the test(s) was taken. Those who fail the Exemption by Examination test(s) will not be permitted to repeat the test(s); instead, they must enrol in the course(s) for which the particular test was taken. Students will be notified in writing of their test results. Test results are valid for one academic year.

Students may register for the Exemption by Examination test on the following website: [www.mcgill.ca/continuingstudies/recognition-prior-learning](http://www.mcgill.ca/continuingstudies/recognition-prior-learning). There is a CAD\$114.37 (non-refundable) application fee (payable by credit card) due at the time of registration. Students interested in a list of courses for which the Exemption by Examination test applies should refer to [the website](#).

For further details on the Exemption by Examination test, students should contact Career and Professional Development. Exemption by Examination tests will be held on the following dates:

Exemption by Examination	
Thursday	April 16, 2020
Saturday	April 25, 2020
Wednesday	August 19, 2020
Thursday	August 20, 2020
Wednesday	November 25, 2020
Thursday	November 26, 2020
Saturday	December 12, 2020
Wednesday	April 21, 2021
Thursday	April 22, 2021



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

#### 4.1.2.3 Academic Regulations for Certificate Programs

Students must inform themselves of University rules and regulations and keep abreast of any changes that may occur. The Academic Regulations section contains important detailed information required by students during their studies at the School of Continuing Studies and should be periodically consulted for modifications.

##### 4.1.2.3.1 Academic Advisers

Students who would like to take the opportunity to meet with an academic adviser may call 514-398-6200 to schedule an appointment during regular business hours. Please note this service is by appointment only.

##### 4.1.2.3.2 Academic Standing for Certificate Programs

A minimum grade of C is required in all courses in a program, with the exception of CMSC 000 for which a minimum grade of B- is required. The only other exception is that a grade of D will be allowed in one elective course that is not a prerequisite to other courses to be taken in the program.

A maximum of three unsatisfactory grades, excluding supplementals, is permitted on the record. In this context, an unsatisfactory grade is a grade of F, J, or D in compulsory courses, and a grade of F, J, or more than one D in elective courses. Even if an unsatisfactory grade is improved by means of a supplemental examination, where available, the original grade remains on the record and counts toward the total number of unsatisfactory grades.

Students who have more than three unsatisfactory grades on their record will be required to withdraw from the program and will not be permitted to register in other courses or programs in Career and Professional Development.

In order to be eligible for graduation, students must complete all program requirements with a cumulative grade point average (CGPA) of at least 2.0, which will be computed over all courses (including supplementals and unsatisfactory grades but excluding corequisite courses) taken in the program. If a student's CGPA falls below 2.0, the student may be asked to withdraw.

#### **Academic Standing Requirements for Special Students**

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

#### **4.1.2.3.3 Advanced Standing and Residency Requirement**

##### **Advanced Standing**

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

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

**Note:** The evaluation process tak: :

Admission to certain courses is restricted to students who have reached a certain level of knowledge by having completed other required work. In course terminology, this means that Course A is prerequisite to Course B if a satisfactory pass in Course A is required for admission to Course B. Prerequisite courses must be completed prior to course registration - including all courses for which deferrals (L) have been granted. Therefore, students are required to drop all courses in which they have obtained a grade of D, F, L, or J in the prerequisite and re-register for the prerequisite and corequisite as required.

The prerequisite course(s) or conditions are specified in the course description; see [University Regulations & Resources > Continuing Studies > Registration for Continuing Studies Students > section 1.3.3: Course Information and Regulations](#). Students must observe these prerequisites. If you fail to meet the prerequisite requirement, you will be denied permission to register in the course. Students unsure of their status with regard to a prerequisite must inquire at the School of Continuing Studies.

**Note:** Any student in violation of the above regulation may have the course in question immediately removed from their student record. Please note that this will affect course load, which may result in part-time registration status.

#### **Required Courses**

Programs may frequently comprise a number of required courses. In course terminology these represent mandatory courses that must be completed to fulfil the requirements of a program unless the student receives an exemption(s).

#### **Complementary Courses**

Programs may comprise a number of complementary courses. These are courses selected from a restricted list, a particular subject area, or a discipline. In some programs, students must include a number of these complementary courses to meet program requirements.

#### **4.1.2.3.5 Program Corequisites**

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

#### **4.1.2.3.6 Course Load**

All our programs are structured to be taken on a part-time basis. Therefore, students are advised to register for no more than two courses per term. If, however, a student with a special reason wishes to take a full-time load, the following conditions are applicable:

- A student would be permitted, if the schedule allows it, to register for a full load in the first term.
- If a student then has one failure, the course load will be reduced to three courses in the subsequent term.
- If a student has two failures, the course load would be reduced to tw



### 4.1.3 Graduate Programs, Diplomas, and Graduate Certificates

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

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

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

#### 4.1.3.1 Graduate Programs

##### Diploma and Graduate Diploma Programs (university degree required)

- *section 4.1.3.1.1.2: Diploma in Accounting*
- *section 4.1.3.1.1.3: Diploma in Applied Marketing*
- *section 4.1.3.1.1.4: Diploma in Digital Analytics & Business Intelligence*
- *section 4.1.3.1.1.5: Diploma in Entrepreneurship*
- *section 4.1.3.1.1.6: Diploma in Health and Social Services Management (Restricted admission)*
- *section 4.1.3.1.1.7: Diploma in Human Resources Management*
- *section 4.1.3.1.1.8: Diploma in Integrated Aviation Management*
- *: Graduate Diploma (Gr. Dip.) Leadership (30 credits)*
- *section 4.1.3.1.1.9: Diploma in Management*

International Business Concentration

Internet Business Concentration (*Admissions no longer accepted.*)

General Management Concentration

- *section 4.1.3.1.1.10: Diploma in Professional Practice in Finance*
- *section 4.1.3.1.1.11: Diploma in Public Administration and Governance*
- *section 4.1.3.1.1.12: Diploma in Public Relations and Communications Management*
- *section 4.1.3.1.1.13: Diploma in Supply Chain and Operations Management*

##### Graduate Certificates

- *section 4.1.3.1.2.2: Graduate Certificate in Aviation Leadership (Admissions no longer accepted.)*
- *section 4.1.3.1.2.3: Graduate Certificate in CPA Professional Education*
- *section 4.1.3.1.2.4: Graduate Certificate in Digital Marketing*
- *section 4.1.3.1.2.5: Graduate Certificate in Entrepreneurship*
- *section 4.1.3.1.2.6: Graduate Certificate in Financial Planning*

- [section 4.1.3.1.2.7: Graduate Certificate in Health Services Management](#)
- [section 4.1.3.1.2.8: Graduate Certificate in Human Resources Management](#)
- [section 4.1.3.1.2.9: Graduate Certificate in International Business](#)
- [section 4.1.3.1.2.10: Graduate Certificate in Internet Business \(Program under review\)](#)
- [section 4.1.3.1.2.12: Graduate Certificate in Public Relations Management](#)

#### **4.1.3.1.1 Diplomas**

##### **4.1.3.1.1.1 Admission Requirements – Diploma Programs**

To be admitted to a 30-credit diploma program, applicants must have an undergraduate degree from an approved university and meet the language requirements (see [section 4.1.3.2.2: Proof of Proficiency in English](#)). Some programs have additional requirements that are noted within the description of the specific program.

Applicants who have studied outside Canada are advised to request an evaluation of their degree, called an *Évaluation comparative des études effectuées hors du Québec*, from Quebec's *Ministère de l'Immigration, de la Diversité et de l'Inclusion*. Further details can be found on the web at [www.immigration-quebec.gouv.qc.ca/en/working-quebec/comparative-evaluation/index.html](http://www.immigration-quebec.gouv.qc.ca/en/working-quebec/comparative-evaluation/index.html), or by calling 514-864-9191. This equivalency evaluation may be required along with an official transcript when applying for admission. Applicants should be aware that educational credentials obtained at non-Canadian institutions will also be assessed for equivalency with a McGill University degree. Consequently, a grade point conversion system is applied to programs that use different grading systems other than that utilized by McGill University. Therefore, any cumulative undergraduate average or Standing that is not reported on a CGPA scale of 4.0 will have to be converted to a CGPA scale of 4.0.

Please see [section 4.1.3.5: Career and Professional Development Programs with a Minimum CGPA Requirement](#) for further details on applying to a program with a CGPA below the indicated required minimum.

#### **Admission Procedures**

Please see [School of Continuing Studies](#)

#### 4.1.3.1.1.5 Diploma in Entrepreneurship

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

##### **Admission Requirements – Diploma in Entrepreneurship**

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

##### **Program Requirements**

See [section 4.1.3.1.1.17: Diploma \(Dip.\) Entrepreneurship \(30 credits\)](#).

#### 4.1.3.1.1.6 Diploma in Health and Social Services Management

**\*\* Restricted Program \*\***

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

##### **Admission Requirements – Diploma in Health and Social Services Management**

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

##### **Program Requirements**

See [section 4.1.3.1.1.18: Diploma \(Dip.\) Health and Social Services Management \(30 credits\)](#).

#### 4.1.3.1.1.7 Diploma in Human Resources Management

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

##### **Admission Requirements – Diploma in Human Resources Management**

In addition to the admission requirements stipulated in [section 4.1.3.1.1.1: Admission Requirements – Diploma Programs](#), students must have a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies in their undergraduate degree.

##### **Program Requirements**

See [section 4.1.3.1.1.19: Diploma \(Dip.\) Human Resources Management \(30 credits\)](#).

#### 4.1.3.1.1.8 Diploma in Integrated Aviation Management

The Diploma in Integrated Aviation Management is designed to provide graduate-level students with the knowledge and skills required for a career in the aviation industry.

##### **Admission Requirements – Diploma in Integrated Aviation Management**

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

##### **Program Requirements**

See [section 4.1.3.1.1.20: Diploma \(Dip.\) Integrated Aviation Management \(30 credits\)](#).

#### 4.1.3.1.1.9 Diploma in Management

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

##### **Admission Requirements – Diploma in Management**

Please see [section 4.1.3.1.1.1: Admission Requirements – Diploma Programs](#).

##### **Diploma in Management: International Business Concentration**

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

For program requirements, see [section 4.1.3.1.1.22: Diploma \(Dip.\) Management: International Business Concentration \(30 credits\)](#).

##### **Diploma in Management: Internet Business Concentration**

**\*\* Admissions no longer accepted. \*\***

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

For program requirements, see [section 4.1.3.1.1.23: Diploma \(Dip.\) Management: Internet Business Concentration \(30 credits\)](#).

##### **Diploma in Management: General**

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

For program requirements, see [section 4.1.3.1.1.24: Diploma \(Dip.\) Management: General \(30 credits\)](#).

#### **4.1.3.1.10 Diploma in Professional Practice in Finance**

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

#### **Admission Requirements – Diploma in Professional Practice in Finance**

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

#### **Program Requirements**

See [section 4.1.3.1.1.25: Diploma \(Dip.\) Professional Practice in Finance \(30 credits\)](#).

#### **4.1.3.1.11 Diploma in Public Administration and Governance**

The Diploma in Public Administration and Governance enables students to develop the functional and analytical skills critical for success in public service organizations.

#### **Admission Requirements – Diploma in Public Administration and Governance**

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

#### **Program Requirements**

See [section 4.1.3.1.1.26: Diploma \(Dip.\) Public Administration and Governance \(30 credits\)](#).

#### **4.1.3.1.12 Diploma in Public Relations and Communications Management**

The Diploma in Public Relations and Communications Management is intended for those wishing to pursue a career in public relations and communications.

#### **Admission Requirements – Diploma in Public Relations and Communications Management**

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

#### **Program Requirements**

See [section 4.1.3.1.1.27: Diploma \(Dip.\) Public Relations and Communications Manager](#)

\* or the Exemption by Examination Test

### Required Courses (27 credits)

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

### Complementary Course (3 credits)

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

#### 4.1.3.1.15 Diploma (Dip.) Applied Marketing (30 credits)

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

### Required Courses

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

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

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

### Corequisite Course (3 credits)

CMS2 500 (3) Mathematics for Management

**Required Courses (30 credits)**

CCS2 505 (3) Programming for Data Science  
CMIS 530 (3) Digital Analytics and Targeting  
CMIS 543 (3) Digital Customer Experience  
CMIS 544 (3) Digital Marketing Automation, Planning and Technology  
CMIS 545 (3) Cloud Computing Architecture  
CMIS 549 (3) Digital Media and Search Engine Optimization  
CMIS 550 (3) Fundamentals of Big Data  
CMS2 505 (3) Quantitative Analysis Tools in Decision Making  
CMS2 527 (3) Business Intelligence and Analytics  
CMS2 529 (3) Introduction to Data Analytics

**4.1.3.1.17 Diploma (Dip.) Entrepreneurship (30 credits)**

This program is designed for students who are interested in starting a business of their own. It provides a thorough understanding of what is required to start and maintain a sustainable venture. It focuses on the specific needs of contemporary entrepreneurs, including adaptation to various circumstances in a world where business and the global marketplace are rapidly changing. It entails approaches and activities that will enable students acquire the tools and competencies necessary to identify opportunities; assess entrepreneurial potential; produce a business plan; finance, organize, and promote a business; and prepare a marketing and sales structure. With a tailored curriculum, this program is appropriate for anyone who wants to learn the fundamentals of entrepreneurship with resource people who have seen all: from success, to failure, and success again.

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

**Corequisites**

CMS2 500\* (3) Mathematics for Management

\* or the Exemption by Examination Test

**Required Courses (27 credits)**

CACC 520 (3) Accounting for Management  
CCLW 511 (3) Law 1  
CEC2 532 (3) Business Economics  
CEN2 500 (3) New Venture Formation  
CEN2 506 (3) Financing Startups and Ventures  
CEN2 507 (3) Venture Growth Strategies  
CEN2 510 (3) Practical Entrepreneurship Management  
CGM2 520 (0) Sales Management and Negotiation Strategies  
CPL2 510 (3) Communication and Networking Skills

**Complementary Courses (3 credits)**

3 credits from the following:

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

CPL2 524 (3) Introduction: International Business

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

\*\* This is a restricted program \*\*

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

**Corequisite**

CMS2 500 (3) Mathematics for Management

**Required Courses (27 credits)**

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

**Complementary Course (3 credits)**

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

**4.1.3.1.19 Diploma (Dip.) Human Resources Management (30 credits)**

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

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

**Required Courses (27 credits)**

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





CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations
CPL2 553	(3)	Small Business Management

**Complementary Courses (3 credits)**

3 credits from the following:

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

Or any other 500-level course of

CPL2 535	(3)	Business in Emerging and Asian Markets
CPL2 590	(3)	Topics in International Business

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

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

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**Complementary Courses (3 credits)**

CCFA 536	(3)	Behavioural Finance and Wealth Planning
CCFA 545	(3)	Advanced Fixed-Income and Equity Investments
CCFA 547	(3)	Advanced Portfolio Management
CCFA 548	(3)	Alternative Investments
CCFA 595	(3)	Special Topics in Finance

**4.1.3.1.126 Diploma (Dip.) Public Administration and Governance (30 credits)**

The Diploma in Public Administration and Governance focuses on integrating the important current issues and practices that affect day-to-day operations, decisions, systems and finances in a public organization. It is designed to build core competencies to enable students to develop analytical skills and problem-solving strategies that are critical for success in public service organizations, and to formalize functional skills necessary for effective management within the public sector. Students must have a Bachelor's degree in any discipline with a minimum CGPA of 3.0 out of 4.0, or 3.2 out of 4.0 in the last two years of full-time academic studies.

**Required Courses**

CGM2 510	(3)	Project Management: Tools and Techniques
CORG 551	(3)	Behaviour in Organizations
CPAG 500	(3)	Lean Operations in Public Services
CPAG 510	(3)	Current Issues in Public Sector Management
CPAG 515	(3)	Public Regulations and Ethics in the Public Sector
CPAG 520	(3)	Leadership and Governance in Public Organizations
CP	(3)	Public Finance, Budgeting and Reporting

CPRL 515 (3) Fund-raising and Philanthropy

CPRL 532 (3) Public Relations Event Management

4.1.3.1.28 ~~Diploma (Dip.)~~ *Supply Chain and Operations Management (30 credits)*

#### *4.1.3.1.2.3 Graduate Certificate in CPA Professional Education*

The Graduate Certificate in CPA Professional Education at McGill, an accredited Professional Education Program of CPA Canada, prepares students to write the National CPA Common Final Exams (CFE).

#### **Admission Requirements - Graduate Certificate in CPA Professional Education**

In addition to the admission requirements stipulated in [section 4.1.3.1.2.1: Admission Requirements for Graduate Certificates](#), students must hav

See [section 4.1.3.1.2.17: Graduate Certificate \(Gr. Cert.\) Financial Planning \(15 credits\)](#).

#### 4.1.3.1.2.7 Graduate Certificate in Health Services Management

##### **\*\*Restricted Program\*\***

The Graduate Certificate in Health Services Management consists of five courses. This 15-credit graduate-level program is designed to provide specialized business and management knowledge needed by practicing health care professionals.

##### **Admission Requirements – Graduate Certificate in Health Services Management**

In addition to the admission requirements stipulated in [section 4.1.3.1.2.1: Admission Requirements for Graduate Certificates](#), students must hold a bachelor's degree in any discipline with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two yearvide c6 636.2 Tm(o ll-timequcademict holieent knth1 0 36.2 Tm(rec





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

*4.1.3.12.15 Graduate Certificate (Gr. Cert.) Digital Marketing (15 credits)*

The Graduate Certificate in Digital Marketing has been developed for students who wish to upgrade their existing knowledge and skills in marketing to specialize in the dynamic digital environment. The program is designed to provide students with prior marketing knowledge the opportunity to develop a solid understanding of the theoretical foundations, tools, and skills to implement and measure digital strategies, engage with consumers, apply search engine optimization (SEO)8 Tw1 0 0p2ark5tn433 670.66 Tm(196 to)6t to de

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

*4.1.3.12.17 Graduate Certificate (Gr. Cert.) Financial Planning (15 credits)*

The Graduate Certificate in Financial Planning seeks to develop the already acquired finance competencies to analyze, integrate and synthesize information in a variety of fields including professional ethics and integrity, financial planning, insurance, marketing and taxation. Emphasis is placed on utilizing practical techniques which represent the wide range of businesses, public organizations, banks and insurance companies in which professional financial planners pursue their professional careers. Students must have completed a Bachelor of Commerce (Finance) with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last tw

CORG 555	(3)	Strategic Human Resources Management
CORG 560	(3)	Staffing Organizations
		Dev

**Complementary Course (3 credits)**

3 credits from:

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

**4.1.3.1222 Graduate Certificate (Gr. Cert.) Leadership (24 credits)**

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

**Required Courses (24 credits)**

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

**4.1.3.1223 Graduate Certificate (Gr. Cert.) Professional Accounting (24 credits)**

\*\* This program is currently not offered. \*\*

The Graduate Certificate in Professional Accounting is a recognized professional education program (PEP) by l'Ordre des comptables Professionnels Agréés du Québec (OCPAQ). The program prepares students for a career as a professional accountant and to write the national CPA Common Final Exams. It allows students to develop professional skills that will be recognized nationally and internationally. Students are exposed to the latest concepts and practice-related issues and have the choice of studying in the areas of public accounting (assurance), performance measurement, taxation, or financial business analysis. The program is offered on a full-time basis in the Desautels Faculty of Management or on a part-time basis through the School of Continuing Studies.

**Prerequisite Courses for Canadian B.Com. Students (33 credits)**

(minimum B- required)

ACCT 351	(3)	Intermediate Financial Accounting 1
ACCT 352	(3)	Intermediate Financial Accounting 2
ACCT 361	(3)	Management Accounting
ACCT 362	(3)	Cost Accounting
ACCT 385	(3)	Principles of Taxation
ACCT 453	(3)	Advanced Financial Accounting
ACCT 463	(3)	Management Control
ACCT 475	(3)	Principles of Auditing

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

**Prerequisite Courses for Diploma in Accounting Students (42 credits)**

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

**Required Courses (16 credits)**

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

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

**Complementary Courses (8 credits)**

ACCT 683	(4)	Practice of Taxation
ACCT 685	(4)	Accounting and Performance Management
ACCT 687	(4)	Assurance Services
ACCT 689	(4)	Financial Business Analysis

**4.1.3.1224 Graduate Certificate (Gr. Cert.) Public Relations Management (15 credits)****Required Courses (12 credits)**

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

### **Complementary Course (3 credits)**

3 credits from:

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

#### **4.1.3.2 Academic Regulations**

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

Students who believe that they have taken the equivalent of one or more of the corequisites to the program, or one or more of the prerequisite courses that are not part of the program to which they have applied, may take an *Exemption by Examination* test for eligible programs as deemed by the Department. Students who have failed any of the corequisite

- Have you completed both Secondary

Current and prospective students who wish to take the opportunity to meet with an academic adviser to obtain information on course and program selection, are encouraged to call the Client Services Office at 514-398-6200 to schedule an appointment. The Client Services Office welcomes walk-ins during regular business hours to obtain general advising or to meet with an academic adviser.

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

#### **4.1.3.2.5 Advanced Standing for the Diploma Programs**

Students transferring to McGill University from another university may be awarded Advanced Standing of up to 30% of the courses in any one degree program for successfully completed equivalent **graduate-level** courses with a minimum grade of B- done at another recognized university within the last five years.

Students may apply for admission to, and register in, more than one program concurrently. Where program course requirements overlap, credits may be granted up to a maximum of three courses (9 credits). Students may be granted exemption for overlapping courses in excess of 9 credits but must choose substitute courses with the approval of Career and Professional Development.

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

Please consult [School of Continuing Studies > Getting Started > Admission Requirements > Special Student Status > section 3.8.2: Graduate Courses](#) for information pertaining to Special Students.

#### **Diploma in Management**

Students who have completed equivalent post-graduate level courses with a minimum grade of B- at a recognized university may apply for a transfer of credits. A maximum of three courses (9 credits) may be credited for post-graduate courses taken outside the program in which they are registered. These courses must have been completed within the last five years. Students are required to complete the remaining courses at McGill University in order to be eligible for the program.

#### **Graduate Certificates**

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

##### *4.1.3.2.5.1 Supplementals for all Programs*

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

#### **4.1.3.2.6 Academic Standing Regulations**

##### *4.1.3.2.6.1 Diploma Programs*

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

##### *4.1.3.2.6.2 Graduate Certificates*

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

##### *4.1.3.2.6.3 Special Students*

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



#### *4.1.32.6.4 Time Limits*

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

**Ordre des Ingénieurs du Québec**

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

L'Ordre des Ingénieurs du Québec  
Windsor Station

#### **4.1.4.1.3 Course Drop/Withdrawal**

Career and Professional Development (Non-Credit Programs) reserves the right to cancel courses, workshops or seminars due to low enrolment.

Students must notify the department of their intention to withdraw from any course in writing to [pd.conted@mcgill.ca](mailto:pd.conted@mcgill.ca). Course Drop/Withdrawal Policy for non-credit courses forming part of Professional Development Certificate programs:

Any time prior to the 1st class: Course Drop/Withdrawal with Full Refund. After the 2nd class and before the 3rd class: Course Withdrawal with No Refund. For Cancellation Policy for non-credit workshops and seminars, please refer to specific course/workshop webpage. Failure to attend a course or workshop does not constitute a cancellation or withdrawal from the course.

For the cancellation policy for Intellectual Property courses, please see [www.mcgill.ca/continuingstudies/area-of-study/intellectual-property](http://www.mcgill.ca/continuingstudies/area-of-study/intellectual-property).

#### **4.1.4.1.4 Grading and Evaluation**

All courses carrying CEUs have an evaluation process. If you do not wish to be evaluated, you must complete a “Non Evaluation Request Form” prior to the third class. A mark of “NE” (**Not Evaluated**) will be placed on your academic record.

#### **4.1.4.1.5 Professional Associations**

Some courses and workshops are recognized by external professional and industry bodies toward their continuing professional development requirements, designations or programs.

For more information, please refer to specific program pages.

#### **4.1.4.2 Non-Credit Online Courses**

Guaranteed to fit your busy schedule, our online programs and courses let you set your own pace and learn from the comfort of home. Learn more [here](#).

##### **Introduction to Post-Traumatic Stress Disorder**

This online course allows participants to gain fundamental knowledge about post-traumatic stress disorder (PTSD) as described in DSM-IV-TR. Part of their c.494 70 1 67.5

Since 1994, the Intellectual Property Institute of Canada and McGill University have gathered some of the best practitioners in the field to conduct a series of intensive, practical summer courses in intellectual property. IPIC is an association of professionals practising in matters relating to the protection of intellectual property rights (patents, trademarks, copyrights, and industrial designs).

Please visit our website at [www.mcgill.ca/continuingstudies/program/intellectual-property-summer-program](http://www.mcgill.ca/continuingstudies/program/intellectual-property-summer-program) for a detailed course brochure. You can find out more about IPIC online at [www.ipic.ca](http://www.ipic.ca).

#### **Understanding Patents – An Introductory Course – July 13-17, 2020**

An intensive, practical course that offers insights and strategies relating to patent issues. *Understanding Patents* is a must for **engineers involved in patents and patenting, patent agents in training, new patent agents, lawyers (in-house or corporate counsel), licensing executives, and contract managers**—anybody who encounters patents in their work and needs to have a better understanding of the nature and scope of the patent system, how patents are obtained, and how to manage a patent portfolio.

#### **Understanding Trademarks – An Introductory Course – J**

#### 4.2.1.2 Location

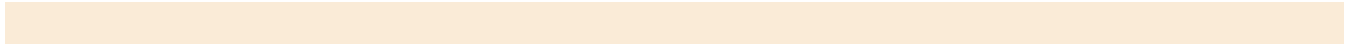
Faculty of Education  
3700 McTavish Street, Room 243  
Montreal QC H3A 1Y2  
Telephone: 514-398-7042  
Fax: 514-398-4679  
Email: [isa.education@mcgill.ca](mailto:isa.education@mcgill.ca)  
Website: [www.mcgill.ca/continuingstudies/area-of-study/education](http://www.mcgill.ca/continuingstudies/area-of-study/education)

#### 4.2.2 About Education Programs

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

##### 4.2.2.1 Programs for Professional Development in Education

The Faculty of Education offers the following programs:



Fall term: May 1

Winter term: September 1

Spring/Summer term: January 1

#### **4.2.2.3 Diploma in Human Relationships, Diversity and Sexuality**

The Diploma in Human Relationships, Diversity and Sexuality focuses on the comple

1. have an undergraduate degree with a CGPA of at least 3.0 out of 4.0 (courses are at the graduate level; therefore, students must have demonstrated equivalent levels of accomplishment in their undergraduate studies)
2. have a certification as a teacher, a current teaching or student services position in a school or community organization serving children and adolescents, or other justification for admission to the program (in all cases, the program reserves final discretion about the appropriateness of alternative qualifications to a teaching certificate)
3. submit a three- to five-page statement of experience working with children and adolescents, career aspirations, and reasons for seeking admission to this program.
4. submit two letters of recommendation addressing academic ability, qualifications for working with children and adolescents in a helping role, and general character
5. have a minimum TOEFL score of 90 overall on the Internet-based test (iBT; with a minimum individual component score of 21 in each of the four components, i.e., reading, writing, listening, and speaking) for non-Canadian students from countries where English is not the first language, and who have not completed a degree from a recognized university whose language of instruction is English

The Department reserves the right to request an interview of any applicant.

Further information may be obtained from the Program Coordinator, Department of Educational and Counselling Psychology, at [ecpcont.education@mcgill.ca](mailto:ecpcont.education@mcgill.ca).

#### **4.2.2.4.1 Graduate Certificate (Gr. Cert.) Counselling Applied to Teaching (15 credits)**

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Website: [www.mcgill.ca/dise/fnie](http://www.mcgill.ca/dise/fnie)

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

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

#### Required Courses (15 credits)

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

#### 4.2.2.6 Certificate in Inclusive Education

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

#### Admission Requirements

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EDFE 200	(2)	First Field Experience (K/Elem & Secondary)
EDFE 256	(3)	Second Field Experience (Kindergarten/Elementary)
EDFE 300	(5)	Indigenous Education Field Experience

**Complementary Courses (36 credits)**

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

**Algonquin**

EDEC 270	(3)	Algonquin Heritage Language 1
EDEC 271	(3)	Algonquin Heritage Language 2
EDEC 272	(3)	Algonquin Language 1
EDEC 273	(3)	Algonquin Language 2

**Cree**

EDEC 241	(3)	Cree Language 1
EDEC 242	(3)	Cree Language 2

**Inuktitut**

EDEC 289	(3)	Inuktitut Orthography and Grammar
EDEC 342	(3)	Intermediate Indigenous Language
EDEC 344	(3)	Advanced Indigenous Language

**Mi'gmaq**

EDEC 237	(3)	Mi'gmaq Heritage Language 1
EDEC 238	(3)	Mi'gmaq Heritage Language 2
EDEC 239	(3)	Mi'gmaq Language 1
EDEC 240	(3)	Mi'gmaq Language 2

**Mohawk**

EDEC 275	(3)	Mohawk Heritage Language 1
EDEC 276	(3)	Mohawk Heritage Language 2
EDEC 277	(3)	Mohawk Language 1
EDEC 278	(3)	Mohawk Language 2

**Naskapi**

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

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

Stream A: Generalist

Stream B: Physical Education

Stream C: Culture and Language

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

**Stream A: Generalist**

30 credits from the following list:

EDEA 242	(3)	Cultural Skills 1
EDEC 243	(3)	Teaching: Multigrade Classrooms
EDEC 260	(3)	Philosophical Foundations
EDEC 262	(3)	Media, Technology and Education
EDEE 223	(3)	Language Arts
EDEE 230	(3)	Elementary School Mathematics 1
EDEE 245	(3)	Orientation to Education
EDEE 248	(3)	Reading and Writing Inuktitut/Cree Kindo

**Stream C: Culture and Language**

30 credits from the following list:

EDEA 242	(3)	Cultural Skills 1
EDEA 243	(3)	Cultural Skills 2
EDEA 244	(3)	Cultural Skills - Fall
EDEA 245	(3)	Cultural Skills - Winter
EDEA 246	(3)	Cultural Skills - Spring
EDEA 247	(3)	Cultural Skills - Summer
EDEC 263	(3)	Information Communication Technology in Indigenous Literacy
EDEC 342	(3)	Intermediate Indigenous Language
EDEC 344	(3)	Advanced Indigenous Language
EDEE 230	(3)	Elementary School Mathematics 1
EDEE 245	(3)	Orientation to Education
EDEE 248	(3)	Reading and Writing Inuktitut/Cree
EDEE 270	(3)	Elementary School Science
EDEE 283	(3)	Social Studies Pedagogy
EDEE 332	(3)	Teaching Elementary Mathematics 2
EDEE 347	(3)	Grammar and Composition 1
EDEE 348	(3)	Grammar and Composition 2
EDEE 353	(3)	Third Year Professional Seminar (Kindergarten/Elementary)
EDEE 355	(3)	Classroom-based Evaluation
EDEE 370	(3)	Traditional Indigenous Life Skills
EDEE 371	(3)	Integrating Indigenous Storytelling and Creative Writing
EDEE 373	(3)	Traditional Healing
EDEE 383	(3)	Oral and Family History
EDKP 241	(3)	Indigenous Physical Activities

**4.2.2.7.2 Certificate (Cert.) Indigenous Language and Literacy Education (30 credits)**

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

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

**Required Courses (6 credits)**

EDEC 342	(3)	Intermediate Indigenous Language
EDEC 344	(3)	Advanced Indigenous Language

**Complementary Courses (18 credits)**

18 credits selected as described below.

**Language Courses**

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

EDEC 227	(3)	Naskapi Language 1
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EDEC 228	(3)	Naskapi Language 2
EDEC 239	(3)	Mi'gmaq Language 1
EDEC 240	(3)	Mi'gmaq Language 2
EDEC 241	(3)	Cree Language 1
EDEC 242	(3)	Cree Language 2
EDEC 272	(3)	Algonquin Language 1
EDEC 273	(3)	Algonquin Language 2
EDEC 277	(3)	Mohawk Language 1
EDEC 278	(3)	Mohawk Language 2
EDEC 289	(3)	Inuktitut Orthography and Grammar

### Education Courses

12 credits from the list below:

EDEA 242	(3)	Cultural Skills 1
EDEC 220	(3)	Curriculum Development
EDEC 403	(3)	The Dialects of Inuktitut
EDEE 223	(3)	Language Arts
EDEE 240	(3)	Use and Adaptation of Curricula
EDEE 243	(3)	Reading Methods in Inuktitut/Cree
EDEE 248	(3)	Reading and Writing Inuktitut/Cree
EDEE 345	(3)	Literature and Creative Writing 1
EDEE 346	(3)	Literature and Creative Writing 2
EDEE 347	(3)	Grammar and Composition 1
EDEE 348	(3)	Grammar and Composition 2
EDEE 373	(3)	Traditional Healing
EDEE 383	(3)	Oral and Family History
EDES 365	(3)	Experiences in Communications
EDPE 304	(3)	Measurement and Evaluation

### Electives (6 credits)

6 credits of suitable courses approved by the Director of Programs in First Nations and Inuit Education.

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

This 30-credit program focuses on developing the particular skills and abilities required of the Indigenous teacher in the middle school of his/her community. It does not lead to provincial certification. Rather, it prepares Indigenous teachers, who are bilingual or have some knowledge of their Indigenous language and who have already established themselves as teachers, to teach students at this level in ways that are developmentally and culturally appropriate. The program focuses on the particular psychological, emotional, and social needs of Aboriginal adolescents and the teacher's role in facilitating the transition between elementary and high school.

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

### Required Courses (15 credits)

EDEC 245	(3)	Middle School Teaching
EDEC 246	(3)	Middle School Curriculum
EDFE 210	(3)	Middle School Practicum
EDPE 377	(3)	Adolescence and Education

3 credits from the list below:

EDEC 302	(3)	Language and Learning - Curriculum
EDSL 305	(3)	L2 Learning: Classroom Settings

### **Major Subject Area (6 credits)**

6 credits in the major subject area of the Bachelor of Education for Certified Teachers selected in consultation with the Director of Programs in First Nations and Inuit Education.

### **Minor Subject Area (6 credits)**

6 credits in the minor subject area of the Bachelor of Education for Certified Teachers selected in consultation with the Director of Programs in First Nations and Inuit Education.

### **Education Courses (3 credits)**

3 credits from the list below or from other courses as approved by the Director of Programs in First Nations and Inuit Education.

EDEA 241	(3)	Basic Art Media for Classroom
EDEC 220	(3)	Curriculum Development
EDEC 243	(3)	Teaching: Multigrade Classrooms
EDEC 591	(3)	Cultural Values and Socialization
<del>EDEC 685</del>	(3)	First Nations and Inuit Curriculum
EDKP 241	(3)	Indigenous Physical Activities
EDPT 200	(3)	Integrating Educational Technology in Classrooms
EDSL 247	(3)	Second Language Education in Indigenous Communities
EDSL 305	(3)	L2 Learning: Classroom Settings

#### **4.2.2.7.4 Certificate (Cert.) First Nations and Inuit Educational Leadership (30 credits)**

The 30 credit Certificate in First Nations and Inuit Educational Leadership will focus on the following 5 objectives: (1) developing the core competencies of educational leaders; (2) fostering a self-reflective leader able to partner with parents to create community outreach; (3) cultivating awareness of the holistic learning and developmental cycles of the child and the role of the educational leader in enhancing that development; (4) maintaining the inter-connectedness and continuity of community and cultural values and aspirations within the structure of the administration of the school and other educational milieu; and (5) understanding and supporting the pedagogical objectives and the administrative framework of the educational context and system.

### **Required Courses (18 credits)**

EDEC 203	(3)	Communication in Education
EDEC 222	(3)	Personnel Management and Group Skills
EDEC 311	(6)	Resource Management
EDEC 312	(3)	Practicum in Educational Leadership
EDEM 502	(3)	Indigenous Family Dynamics and Supporting Institutions

### **Complementary Courses (12 mentar**

EDES 365

(3)

Experiences in Communications

**Bachelor of Education for Certified Teacher**

Registration in EDEM 502, EDKP 204, or any other courses offered by departments other than Educational and Counselling Psychology, or in other programs of this Department is dependent on av



Website: [www.mcgill.ca/continuingstudies/faculty-partnerships-and-summer-studies](http://www.mcgill.ca/continuingstudies/faculty-partnerships-and-summer-studies)

#### 4.3.2 Administrative Officers

##### Administrative Officers, Faculty Partnerships and Summer Studies

Guy Mineau; B.Sc., M.Sc., Ph.D.(Montr.)

**Director**

Daniel Bromberg; B.A.(C'dia)

**Business Partnerships Manager**

Chloe Sun; B.A.(CNU), M.A.(McG.)

**Operations Manager**

Jasna Hancevic; Bcom.(McGill), M.Sc.(UQAM)

**Program Administrator**

Elaina Klukowski; B.A.(Montr.); B.A.(C'dia)

**Student Recruitment Associate**

Simon Desharnais; B.A.(UQAM)

**Student Affairs Coordinator**

#### 4.3.3 General Information

##### 4.3.3.1 Registration

Non-McGill students wishing to register for credit courses during the Summer term should consult the Summer Studies website at [www.mcgill.ca/summer](http://www.mcgill.ca/summer) for further instructions.

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

For more information regarding Faculty Partnerships and Summer Studies *Study Abroad Programs*, please consult the list of available special courses at [www.mcgill.ca/summer/courseselection/special](http://www.mcgill.ca/summer/courseselection/special). For other courses offered under Faculty Partnerships and Summer Studies, see [www.mcgill.ca/continuingstudies/faculty-partnerships-and-summer-studies](http://www.mcgill.ca/continuingstudies/faculty-partnerships-and-summer-studies) and [www.mcgill.ca/continuingstudies/catalog](http://www.mcgill.ca/continuingstudies/catalog).

##### 4.3.3.2 Fees

For further information on fees for Summer term credit courses, please refer to the [Student Accounts website](#) for Summer tuition and fees. Full payment for non-credit courses, seminars, and workshops is due at the time of registration. For information on fees, please contact the [Faculty Partnerships and Summer Studies Office](#) at 514-398-5212.

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## 4.4 Languages

### 4.4.1 Languages at the School of Continuing Studies

#### 4.4.1.1 About languages at the School of Continuing Studies

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

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

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

#### 4.4.1.2 Location

Language and Intercultural Communication

688 Sherbrooke Street West, Suite 1181

Montreal QC H3A 3R1

Telephone: 514-398-1212

Fax: 514-398-1769

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

Website: [www.mcgill.ca/continuingstudies/language-and-intercultural-communication-0](http://www.mcgill.ca/continuingstudies/language-and-intercultural-communication-0)

#### 4.4.1.3 Administrative Officers

##### Administrative Officers, Language and Intercultural Communication

Dr. Sarah Leu

Effie Dracopoulos; B.A.(C'dia), M.Ed.(TÉLUQ)

Nadine Wielgopolski; B.A., M.Ed.(Ott.)

Kevin Stanley; B.A.(V)

**Interim Director**

**Program Coordinator, Health Canada, Medical EFL, Service Learning, Teacher Language Training and Customized Programs**

**Faculty Lecturer, Partnerships Development & Online Programs, Intensive French Language and Culture (IFLC)**

**Program Coordinator, Intensive English Language and Culture (IELC)**

dynamic teaching team helps learners improve their English as quickly and as efficiently as possible, opening doors to new professional, academic, and cultural opportunities in Quebec and beyond.

#### **4.4.2.1 Academic, Cultural, and Professional Development Opportunities**

The School of Continuing Studies Language and Intercultural Communications unit offers enriching second-language instruction for:

- International students
- Business professionals
- Elementary and high school teachers
- College and university professors
- Individuals transferred to Montreal
- Recent immigrants
- Incoming McGill students
- Other School of Continuing Studies learners

For more information:

Margaret Levey, Program Coordinator

Telephone: 514-398-1886

Fax: 514-398-1769

Email: [margaret.levy@mcgill.ca](mailto:margaret.levy@mcgill.ca)

[www.mcgill.ca/continuingstudies/area-of-study/languages](http://www.mcgill.ca/continuingstudies/area-of-study/languages)

#### **4.4.2.2 Certificate of Proficiency – English for Professional Communication Overview**

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

**Cer**

CEEN 222	(3)	English Communication Practice 2
CEEN 331	(3)	Functional English Grammar/Writing 3
CEEN 332	(3)	English Communication Practice 3
CEEN 411	(3)	English Grammar and Writing Techniques
CEEN 412	(3)	English Oral Communication Techniques
CEEN 421	(3)	English Written Communication Contexts
CEEN 422	(3)	English Oral Communication Contexts

### Complementary Courses

CEEN 201	(3)	Vocabulary and Reading Strategies
CEEN 202	(3)	Introduction: English Pronunciation System
CEEN 266	(3)	Introduction to Creative Writing
CEEN 267	(3)	English Study Topics: The Story of Canada
CEEN 301	(3)	English Grammar in Context
CEEN 302	(3)	English Pronunciation: Stress and Intonation
CEEN 401	(3)	English Vocabulary in Context
CEEN 402	(3)	English Communication and Cultural Patterns
CEEN 403	(3)	Strategic Communication in English
CEEN 404	(3)	English Creative Non-fiction Writing

#### Notes:

\* 1 Students who begin their studies with courses CEEN 221/CEEN 222 and who would like to be admitted to the Certificate of Proficiency – English for Professional Communication must take two complementary courses (CEEN 401 or CEEN 402 or CEEN 403 or CEEN 404), or equivalent courses as approved by the Language and Intercultural Communication unit, to satisfy the requirements of the program. These courses may be taken as part of the advanced module of the program. For more information, please contact the Language and Intercultural Communication unit.

\* 2 Students who begin their studies with courses CEEN 331/CEEN 332 and who would like to be admitted to the Certificate of Proficiency – English for Professional Communication must take four complementary courses (CEEN 401 and CEEN 402 and CEEN 403 and CEEN 404), or equivalent courses as approved by the Language and Intercultural Communication unit, to satisfy the requirements of the program. These courses may be taken as part of the advanced module of the program. For more information, please contact the Language and Intercultural Communication unit.

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

### 4.4.2.2 Certificate of Proficiency – English for Professional Communication: Academic Regulations

#### Admission Requirements

To be admitted to the *Certificate of Proficiency – English for Professional Communication*:

- Students must take the Entrance Placement Test (EPT) and place into a level no higher than Intermediate High (CEEN 331/CEEN 332); see [section 4.4.2.2.3: Certificate of Proficiency – English for Professional Communication: Entrance Placement Test \(EPT\)](#) and [www.mcgill.ca/continuingstudies/program/certificate-cert-proficiency-english-professional-communication](http://www.mcgill.ca/continuingstudies/program/certificate-cert-proficiency-english-professional-communication) for details.
- Students must be at least 18 years of age and hold a CEGEP diploma (DEC) or equivalent.
- Students 21 years of age and over who do not have the normal academic background for admission may be admitted as Mature students.
- Students between 18 and 21 years of age who do not have a CEGEP (DEC) diploma or equivalent may be accepted into a qualifying program to be determined by the *Language and Intercultural Communication* unit. Formal admission to the certificate program will normally follow upon satisfactory completion of the qualifying program.
- Students below 18 years of age without a CEGEP diploma (DEC) will not be admitted to a certificate program, nor will they be permitted to take courses.

#### Admission Procedures

For more information, please see [School of Continuing Studies > Getting Started > Admission Requirements > section 3.3.1: Admission Procedures: Continuing Studies Undergraduate and Graduate Certificates and Diplomas](#).

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

**Residency Requirements and Advanced Standing**

- Students are required to complete at least 70% of the program requirements at McGill University.
- Advanced Standing of up to nine (9) credits may be granted for successfully completed equivalent courses taken at the university level within the last five

- proof of age (copy of passport or birth certificate).

- International students
- Business professionals
- Elementary and high school teachers
- College and univ

CEFN 412	(3)	French Oral Communication Techniques
CEFN 421	(3)	French Written Communication Contexts
CEFN 422	(3)	French Oral Communication Contexts

**Complementary courses**

CEFN 401	(3)	French Vocabulary in Context
CEFN 402	(3)	Persuasive French in Communication

**Notes:**

\* 1 Students who begin their studies with courses CEFN 221/CEFN 222 and who would like to be admitted to the Certificate of Proficiency - French for Professional Communication must take two complementary courses (CEFN 401 and CEFN 402), or equivalent courses as approved by the Language and Intercultural Communication unit, to satisfy the requirements of the program. These courses may be taken as part of the advanced module of the program. For more information, please contact the Language and Intercultural Communication unit.

\* 2 Students who begin their studies with courses CEFN 331/CEFN 332 and who would like to be admitted to the Certificate of Proficiency - French for Professional Communication must take up to two Comprehensive Challenge Exams which correspond to the previous level (CEFN 221/CEFN 222), and two complementary courses (CEFN 401 and CEFN 402), or equivalent courses as approved by the Language and Intercultural Communication unit, in order to satisfy the requirements of the program. These courses may be taken as part of the advanced module of the program. For more information, please contact the Language and Intercultural Communication unit.

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

**4.4.3.2.2 Certificate of Proficiency – French for Professional Communication: Academic Regulations****Admission Requirements**

To be admitted to the *Certificate of Proficiency – French for Professional Communication*:

- Students must sit the Entrance Placement Test (EPT) and place into a level no higher than Intermediate high (CEFN 331/CEFN 332); see [section 4.4.3.2.3: Certificate of Proficiency – French for Professional Communication: Entrance Placement Test \(EPT\)](#) and [www.mcgill.ca/continuingstudies/program/certificate-proficiency-french-professional-communication](http://www.mcgill.ca/continuingstudies/program/certificate-proficiency-french-professional-communication) for details.
- Students must be at least 18 years of age and hold a CEGEP diploma (DEC) or equivalent.
- Students 21 years of age and over who do not have the normal academic background for admission may be admitted as mature students.
- Students between 18 and 21 years of age who do not have a CEGEP (DEC) diploma or equivalent may be accepted into a qualifying program to be determined by the *Language and Intercultural Communication unit*. Formal admission to the certificate program will normally follow upon satisfactory completion of the Qualifying Program.
- Students below 18 years of age without a CEGEP diploma (DEC) will not be admitted to a certificate program, nor will they be permitted to take courses.

**Admission Procedures**

For more information, please see [School of Continuing Studies > Getting Started > Admission Requirements > section 3.3.1: Admission Procedures: Continuing Studies Undergraduate and Graduate Certificates and Diplomas](#).

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

**Residency Requirements and Advanced Standing**

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

**Time Limits**

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

**Academic Standing Requirements**

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

An attendance of 2/3 of all lectures is mandatory.



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

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

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

### **Special Students**

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

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

#### **4.4.3.2.3 Certificate of Proficiency – French for Professional Communication: Entrance Placement Test (EPT)**

All new students are required to take an Entrance Placement Test (EPT) to assess their level of proficiency. The EPT is valid for a period of one (1) year from the test date. Students who do not register for a course within this time will be required to retake the EPT. Students who have no knowledge of French can sign a waiver attesting that they are beginners. Students who decide to sign this waiver after having read its contents carefully will be registered in a Basic French course. Ho





Email: [tefaq.scs@mcgill.ca](mailto:tefaq.scs@mcgill.ca)

Website: [www.mcgill.ca/continuingstudies/program/tef-canada-tefaq-test-devaluation-de-francais](http://www.mcgill.ca/continuingstudies/program/tef-canada-tefaq-test-devaluation-de-francais)

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**McGill Community for Lif**

### **4.5.3 Study Group Subjects**

Each semester 25–60 study groups are of


a number of non-credit courses that teach writing skills for different media and professional contexts. These non-credit courses are open to the public as well as to members of the McGill community; see [www.mcgill.ca/mwc/special-interest-courses](http://www.mcgill.ca/mwc/special-interest-courses).

#### 4.6.1.1 Courses for Degree Program Students

##### Undergraduate Courses:

Course Number	Title	Credits	MWC Placement Test *
CCOM 200	Introduction to Creative Writing	3	No
CCOM 206	Communication in Engineering	3	No
CCOM 314	Communicating Science	3	No
CCOM 315	Writing the Internet	3	No
CEAP 150	Critical Analysis and Composition	3	No
CEAP 250	Research Essay and Rhetoric	3	No
CESL 299	ESL: Academic English Seminar	3	No
CESL 300	ESL: Academic English 2	3	Yes
CESL 400	ESL: Essay and Critical Thinking	3	Yes
CESL 500	ESL: Research Essay and Rhetoric	3	Yes

\* Please consult the MWC website at [www.mcgill.ca/mwc](http://www.mcgill.ca/mwc) for details regarding the dates and locations of the placement tests.

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

##### Graduate Courses:

Course Number	Title	Credits	MWC Placement Test *
CEAP 642	Cornerstones of Academic Writing	1	No
CEAP 652	Fundamentals of Academic Presentations	1	No
CEAP 661	Literature Review 1: Summary and Critique	1	No
CEAP 665	Literature Review 2: Establishing Scholarly Niches	1	No
CEAP 671	Selected Topics in Communication 1	1	No
CEAP 672	Selected Topics in Communication 2	1	No
CESL 631	Strategies for Academic Communication in English	1	No
CESL 641	Fundamentals of Academic Writing in English	1	No
CESL 651	Pronunciation for Effective Communication	1	No
CCOM 614	Communicating Science to the Public	1	No

\* Please consult the MWC website at [www.mcgill.ca/mwc](http://www.mcgill.ca/mwc) for details regarding the dates and locations of the placement tests.

##### Course for Continuing Studies Students:

Course Number	Title	Credits	Notes
CCOM 205	Communication in Management 1	3	Restricted to and required for students in Career and Professional Development programs offered by the School of Continuing Studies. MWC departmental approval is required for all other students.

##### Non-credit Transcript Courses (CE units) Units:

Course Number	Title	CEUs
YCCM 208	Professional Writing in Business	4.5
YCCM 600	Scientific Writing and Publishing: Graduate ESL	4

#### 4.6.1.2 Location

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

#### 4.6.1.3 Academic Staff

##### Director

Sue Laver

##### Faculty Lecturers

Diane Dechief; B.A.(Alta.), M.A.(C'dia), Ph.D.(Tor.)  
 Sue Laver; B.A.(S. Fraser), M.A.(East Anglia), Ph.D.(McG.)

##### Academic Associate

Yvonne Hung; B.Sc.(McG.), M.A., Ph.D.(CUNY)

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## 4.7 Translation Studies

### 4.7.1 About Translation Studies

#### 4.7.1.1 Translation Studies at the School of Continuing Studies

Are you fluent in English, French, and/or Spanish? Do you have an affinity for languages and written expression?

The Translation Studies unit offers programs that can provide you with the skills and experience necessary to succeed as a translator. With a focus on translation principles, language analysis, and hands-on translation of texts from a variety of fields, our programs prepare you for the challenges and rewards of a career in translation.

To accommodate the needs of working professionals and individuals looking to enter a new field of a career in translation, we offer a variety of programs. For more information, contact the Translation Studies unit at 514-398-7109.

#### 4.7.2 Administrative Officers

##### Administrative Officers

María Sierra Córdoba Serrano; B.A.(M

**Associate Professor and Associate Director, Translation Studies**





CCTR 331	(3)	Current Trends in Translation Studies
CCTR 453	(1.5)	Technical Translation: Information Technology (English to French)
CCTR 455	(1.5)	Technical Translation: Transportation (English to French)
CCTR 457	(1.5)	Financial Translation: Investments (English to French)
CCTR 459	(1.5)	Transcreation (English to French)
CCTR 507	(3)	Editing and Revising (French)
CCTR 535**	(3)	Computer-Aided Translation and Terminology

\*\* Departmental approval required.

### **Complementary Courses (6 credits)**

CCTR 401**	(3)	Independent Studies: Translation
CCTR 485	(3)	Introduction to Public Service Interpreting
CCTR 500**	(3)	Translation Practicum 1
CCTR 504	(3)	Professional Contexts
CCTR 599**	(3)	Special Topics in Translation Studies
CGMG 210	(3)	Fundamentals of Project Management
CMRK 200	(3)	Fundamentals of Marketing
FREN 324**	(3)	Traduction littéraire 1
FREN 443**	(3)	Traduction littéraire 2

\*\* Departmental approval required.

#### **4.7.3.3.1.3 Certificate (Cert.) Translation: French to English Option (30 credits)**

The Certificate in Translation (French to English) aims to meet the industry needs for professionally trained translators in Canada. A review of the normative uses of language and the problems of translation will be followed by the translation of texts in a variety of fields currently in high demand, as well as an in-depth examination of ethical standards, and best practices in the profession. Computer-aided translation tools are an integral part of the curriculum, as is the opportunity to participate in a translation practicum. The certificate is part-time and can be completed in two years.

### **Co-requisite (3 credits)**

CCTR 217*	(3)	Fundamentals of Comparative Stylistics and Writing (English)
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\* This course can be taken with CCTR 225 and/or CCTR 226.

### **Required Courses (24 credits)**

CCTR 225	(3)	Introduction to Translation (English to French)
CCTR 226	(3)	Introduction to Translation (French to English)
CCTR 326	(3)	Semi-Specialized Translation (French to English)
CCTR 331	(3)	Current Trends in Translation Studies
CCTR 463	(1.5)	Administrative Translation: Corporate Reports (Fr to Eng)
CCTR 465	(1.5)	Technical Translation: Energy and Natural Resources(FrtoEn)
CCTR 467	(1.5)	Administrative Translation: HR & Training (Fr to Eng)
CCTR 469	(1.5)	Transcreation (French to English)
CCTR 508	(3)	Editing and Revising (English)
CCTR 535**	(3)	Computer-Aided Translation and Terminology

\*\* Departmental approval required.

### **Complementary Courses (6 credits)**

CCTR 401**	(3)	Independent Studies: Translation
CCTR 442	(3)	Literary Translation-English



CCTR 449	(1.5)	Transcreation (English to Spanish)
CCTR 506	(3)	Editing and Revising (Spanish)
CCTR 535*	(3)	Computer-Aided Translation and Terminology

\* Departmental approval required.

**Complementary Courses (6 credits)**

(3)	Independent Studies: Translation
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\* Undergraduate degree and/or departmental approval required.

#### **4.7.3.3.2 Graduate Certificate in Legal Translation**

Set yourself apart in the leg

2. Students may repeat the same course once;
3. Students who have more than one unsatisfactory grade in the program will be required to withdraw from the program;
4. Students must attend 2/3 of all lectures.

#### 4.7.3.2.1.6 Special Students

Members of the *Ordre des traducteurs, terminologues et interprètes agréés du Québec* or suitably qualified students wishing to take only certain courses and not wishing to be admitted to the Graduate Certificate in Legal Translation may register as a Special Student with the Translation Studies unit's approval. Please consult [School of Continuing Studies > Getting Started > Admission Requirements > Special Student Status > section 3.8.2: Graduate Courses](#) for further information pertaining to Special Students.

Special Students may register by department approval only and must meet the minimum requirements to register for courses. A Special Student takes regular credit courses, but is not recognized as working toward the Graduate Certificate. Special Student status is limited to two (2) Graduate Certificate courses in a program. Students are encouraged to apply to the program before completing two (2) courses.

#### 4.7.3.2.2 Graduate Certificate (Gr. Cert.) Legal Translation (15 credits)

The Graduate Certificate in Legal Translation is a 15-credit, graduate-level program designed to equip students and working professionals in the legal and business communities with specialized training to enrich their current portfolio or to prepare for work in both the public and private sectors in the areas of legal translation (English to French and French to English) and revision, co-writing of legal texts, and/or consultancy in legal aspects of language in multiple professional settings. Courses focus on principles and practices encountered in jurilinguistics using the most up-to-date techniques and tools. The program may be completed within three academic semesters (Fall/Winter/Summer), or in a maximum of two years. Fall, Winter, Summer entry options are offered.

#### Required Courses (10.5 credits)

CCTR 530	(3)	Principles of Jurilinguistics
CCTR 535	(3)	Computer-Aided Translation and Terminology
CCTR 541	(3)	Legal Translation: General
CCTR 543	(1.5)	Glottopolitics and Public Institutions

#### Complementary Courses (4.5 credits)

1.5 credits to be chosen from the following:

CCTR 542	(1.5)	Legal Translation: Securities Law (French to English)
CCTR 544	(1.5)	(Co)Writing Techniques for Legal Drafters

and

3 credits chosen from the following\*:

CCLW 511	(3)	Law 1
CCTR 500**	(3)	Translation Practicum 1
CCTR 601**	(3)	Independent Studies
CPL2 524	(3)	Introduction: International Business

\* Or any 500- or 600-level course in Translation studies as approved by the Academic Unit/Department.

\*\* Departmental approval required.

#### 4.7.3.3.3 Graduate Diploma in Legal Translation

Set yourself apart in the legal and business communities with specialized skills in legal translation.

The Graduate Diploma in Legal Translation is designed to equip learners and working professionals to draft, write, and translate documents in multilingual environments. With access to digital tools, modern techniques, and experienced instructors, you'll emerge with the knowledge and practical skills to make an immediate contribution to the organization of your choice.

##### 4.7.3.3.3.1 Graduate Diploma in Legal Translation: General Academic Requirements

The Graduate Diploma in Legal Translation is a 30-credit graduate-level program designed to meet the need for professionally trained legal translators and jurilinguists in Canada in both the public and private sectors, not only in translation, but also in revision, co-writing of legal texts, and consultancy in legal aspects of language in multiple professional settings. Principles and practices encountered in jurilinguistics, as well as legal translation in key sectors in high demand. Computer-aided translation tools are an integral part of the curriculum, as is an internship or an applied research project. The program can be completed in two years (six continuous semesters – fall/winter/summer). The maximum time for finishing the program is four years. Fall and winter entry options are offered.

## 4.7.3.3.1.1 Admission Requirements

To be admitted to the Graduate Diploma in Translation:

1. Applicants must pass the *Entrance Examination* for the Graduate Diploma in Legal Translation
2. Applicants must have an undergraduate degree or graduate degree, or its equivalent, in Translation, Law or a related discipline for which faculty approval rests with the School of Continuing Studies. A minimum cumulative grade point average (CGPA) of 3.0 out of 4.0 OR a minimum grade point average (GPA) of 3.2 out of 4.0, in the last two years of full-time academic studies.\*

\* **If your CGPA is lower than the above requirement, please submit the following for consideration with your application and official transcript.**

**a) Letter of Intent:** A letter, one to two pages in length, single-spaced, written in English or French, which addresses the following:

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

**b) Curriculum Vitae**

**c) Two Letters of Reference:** At least one should be from a current or former employer.

Supporting documents should be delivered to:

Client Services Office  
Admissions & Convocation  
School of Continuing Studies  
688 Sherbrooke Street West, Room 1125  
Montreal QC H3A 3R1 Canada

3. If you have studied outside of Canada, you are strongly advised to request an evaluation of your degree called *Évaluation comparative des études effectuées hors du Québec*, from the *Ministère de l'Immigration, de la Diversité et de l'Inclusion*. For further details, you may contact their office at 514-864-9191 or visit them on the web at [www.immigration-quebec.gouv.qc.ca/en/working-quebec/comparative-evaluation/index.html](http://www.immigration-quebec.gouv.qc.ca/en/working-quebec/comparative-evaluation/index.html).

If you have completed an undergraduate degree from a recognized university outside of Canada and are applying to this program for which a minimum CGPA is required, please visit [www.mcgill.ca/gradapplicants/international/apply/equivalency](http://www.mcgill.ca/gradapplicants/international/apply/equivalency) for information about international degree equivalencies.

## 4.7.3.3.1.1.1 Admission Procedures

For more information, see *School of Continuing Studies* > *Getting Started* > *Admission Requirements* > *section 3.3.1: Admission Procedures: Continuing Studies Undergraduate and Graduate Certificates and Diplomas*.

## 4.7.3.3.1.1.1.1 Residency Requirements and Advanced Standing

Students are required to complete at least 21 credits in the program at McGill University. Advanced Standing of up to 9 credits may be awarded for successfully completed equivalent study done at the university level, within the last five years. Students are permitted to be away from the program for no more than one year without reapplying.

## 4.7.3.3.1.1.1.2 Time Limits

The program must normally be completed within four (4) years of admission. Students exceeding the time limit may request an extension, in writing, which may be granted under special circumstances, with the approval of the Translation Studies unit.

## 4.7.3.3.1.1.1.3 Academic Standing Requirements

1. Students are required to obtain a minimum grade of B- in each course in the program. This is in accordance with the grading system common to graduate-level programs in the University. For further details, see *University Regulations and Resources*;
2. Students may repeat the same course once;
3. Students who have more than one unsatisfactory grade in the program will be required to withdraw from the program;
4. Students must attend at least 2/3 of all lectures.

## 4.7.3.3.1.1.1.4 Special Students

Members of the *Ordre des traducteurs, terminologues et interprètes agréés du Québec* or suitably qualified students wishing to take only certain courses and not wishing to be admitted to the Graduate Diploma in Legal Translation may register as a Special Student with the Translation Studies unit's approval. Please consult *School of Continuing Studies* > *Getting Started* > *Admission Requirements* > *Special Student Status* > *section 3.8.2: Graduate Courses* for further information pertaining to Special Students.

Special Students may register by department approval only and must meet the minimum requirements to register for courses. A Special Student takes regular credit courses, but is not recognized as working toward the Graduate Diploma. Special Student status is limited to four (4) Graduate Diploma courses in a program. Students are encouraged to apply to the program before completing four (4) courses.



#### 4.7.3.3.32 Graduate Diploma (Gr. Dip.) Legal Translation (30 credits)

The Graduate Diploma in Legal Translation is a 30-credit graduate-level program designed to meet the need for professionally trained legal translators and jurilinguists in Canada in both the public and private sectors, not only in translation, but also in revision, co-writing of legal texts, and consultancy in legal aspects of language in multiple professional settings. Principles and practices encountered in jurilinguistics, as well as legal translation in key sectors in high demand. Computer-aided translation tools are an integral part of the curriculum, as is an internship or an applied research project.

The program can be completed in two years (six continuous semesters – fall/winter/summer). The maximum time for finishing the program is four years. Fall and winter entry options are offered.

#### Required Courses (16.5 credits)

CCTR 530	(3)	Principles of Jurilinguistics
CCTR 535	(3)	Computer-Aided Translation and Terminology
CCTR 541	(3)	Legal Translation: General
CCTR 543	(1.5)	Glottopolitics and Public Institutions

#### Practicum

CCTR 500*	(3)	Translation Practicum 1
CCTR 600*	(3)	Translation Practicum 2

#### Applied Research

CCTR 605*	(3)	Applied Research Project 1
CCTR 606*	(3)	Applied Research Project 2

\*Choose either CCTR 500 and CCTR 600 or CCTR 605 and CCTR 606.

#### Complementary Courses (13.5 credits)

6 credits from either Stream 1 or Stream 2:

##### French Stream (6 credits)

CCTR 553	(2)	Legal Translation: Judgments (English to French)
CCTR 555	(2)	Legal Translation: Contracts (English to French)
CCTR 557	(2)	Legal Translation: Statutes&Regulations (English to French)

OR

##### English Stream (6 credits)

CCTR 554	(2)	Legal Translation: Judgments (French to English)
CCTR 556	(2)	Legal Translation: Contracts (French to English)
CCTR 558	(2)	Legal Translation: Statutes&Regulations (French to English)

1.5 credits from the following:

CCTR 542	(1.5)	Legal Translation: Securities Law (French to English)
CCTR 544	(1.5)	(Co)Writing Techniques for Legal Drafters
CCTR 545	(1.5)	Legal Translation: Securities Law (English to French)

6 credits from the following:

CCTR 601	(3)	Independent Studies
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CCTR 602	(3)	Special Topics in Legal Translation
CPAG 510	(3)	Current Issues in Public Sector Management
CPAG 515	(3)	Public Regulations and Ethics in the Public Sector
CPAG 520	(3)	Leadership and Governance in Public Organizations

Or other 500- or 600-level courses approved by the program adviser.

#### 4.7.3.3.4 Graduate Diploma in Translation



**Note: This program is currently closed for admission.**

This Graduate Diploma in Translation provides academic training in translation at the professional level.

##### 4.7.3.3.4.1 Graduate Diploma in Translation: General Academic Requirements

**\*\*This program is currently closed for admission.\*\***

##### General Academic Requirements

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

Students must successfully complete six (6) required courses. In addition to the required courses, Diploma candidates must choose four (4) complementary courses in the option of their specialization. Students in the Spanish option must take CCTR 523 *Text Revision in Spanish* from the required courses as well as a minimum of three (3) complementary courses from the Spanish language section. Students with proficient knowledge of a third language may take one (1) course (3 credits) from the list of third language courses in translation offered in the certificate program. However, students in the Spanish option of the diploma program do not qualify to take the Spanish courses in the Certificate in Translation program for credit.

Upon completion of the academic program, students will present a comprehensive portfolio of their accomplishments for evaluation. Under the guidance of an adviser, students will prepare for this purpose a "best work" portfolio of the courses taken throughout their program. Based on the information gathered over the duration of the program, students will explain their progress and place the relevance of each of their courses into perspective. The "best work" portfolio provides students with the opportunity to show work done in their third language.

##### 4.7.3.3.4.1.1 Admission Requirements

To be admitted to the Graduate Diploma in Translation:

1. Applicants must be proficient in the two languages of their concentration: English/French, Spanish/French, or Spanish/English, as applicable. Reading knowledge of the third language is necessary for students in the Spanish option;
2. Applicants must have an undergraduate degree from an approved university with a minimum cumulative grade point average (CGPA) of 3.0 out of 4.0 OR a minimum grade point average (GPA) of 3.2 out of 4.0, in the last two years of full-time academic studies.\* In addition, applicants must have completed a concentration in Translation Studies consisting of no less than 30 credits, or equivalent, at the undergraduate level.

If the degree is in another field, applicants will be required to follow the Qualifying Program in translation, be it in part or in its entirety. The Qualifying Program consists of those courses included in the Certificate in Translation.

**\* If your CGPA is lower than the above requirement, please submit the following for consideration with your application and official transcript.**

**a) Letter of Intent:** A letter, one to two pages in length, single-spaced, written in English or French, which addresses the following:

- basis for interest in the program;
- your knowledge that would be pertinent to the program;
- your interest in the field of study and the reasons for applying to our program;
- plans for integrating the training into your current or future career;
- a description of your professional experience and its relevance, if applicable, to the program;
- awards received or other contr7our interest in the.093 215.25 3

- If you have studied outside of Canada, you are strongly advised to request an evaluation of your degree called *Évaluation comparative des études effectuées hors du Québec*, from the *Ministère de l'Immigration, de la Diversité et de l'Inclusion*. For further details, you may contact their office at 514-864-9191 or visit them on the web at [www.immigration-quebec.gouv.qc.ca/en/working-quebec/comparative-evaluation/index.html](http://www.immigration-quebec.gouv.qc.ca/en/working-quebec/comparative-evaluation/index.html).

If you have completed an undergraduate degree from a recognized university outside of Canada and are applying to this program for which a minimum CGPA is required, please visit [www.mcgill.ca/gradapplicants/international/apply/equivalency](http://www.mcgill.ca/gradapplicants/international/apply/equivalency) for information about international degree equivalencies.

- Applicants must pass the Diploma Entrance Examination (see [www.mcgill.ca/continuingstudies/area-of-study/translation-studies](http://www.mcgill.ca/continuingstudies/area-of-study/translation-studies)).

#### 4.7.3.4.1.2 Admission Procedures

Please see [School of Continuing Studies > Getting Started > Admission Requirements > section 3.3.1: Admission Procedures: Continuing Studies Undergraduate and Graduate Certificates and Diplomas](#).

#### 4.7.3.4.1.3 Residency Requirements and Advanced Standing

Students are required to complete at least 70% of the total program requirements at McGill University. Advanced Standing of up to 9 credits may be awarded for successfully completed equivalent courses done within the last five years.

Students who have been granted Advanced Standing and/or exemptions are not permitted to register for the courses for which they have been granted said Advanced Standing and/or exemptions.

An official description of the courses taken elsewhere and the marks obtained must be submitted along with a written application for Advanced Standing.

#### 4.7.3.4.1.4 Time Limits

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

#### 4.7.3.4.1.5 Academic Standing Requirements

- Students are required to obtain a minimum grade of B- in each course in the program. This is in accordance with the grading system common to graduate-level programs in the University. For further details, see [University Regulations and Resources](#);
- Students may repeat the same course once;
- Students who have more than one unsatisfactory grade in the program will be required to withdraw from the program;
- Students must attend at least 2/3 of all lectures;
- After successful completion of all courses, students must complete a Comprehensive Evaluation.

#### 4.7.3.4.1.6 Special Students

Members of the *Ordre des traducteurs, terminologues et interprètes agréés du Québec* or suitably qualified students wishing to take certain courses and not wishing to be admitted to the Graduate Diploma in Translation may register as a Special Student with the Translation Studies unit's approval. Please consult [School of Continuing Studies > Getting Started > Admission Requirements > Special Student Status > section 3.8.2: Graduate Courses](#) for further information pertaining to Special Students.

##### 4.7.3.4.2 Graduate Diploma (Gr. Dip.) Translation: English to French Option (30 credits)

\*\* This program is currently not offered \*\*

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

### Entrance Examination

#### Required Courses (18 credits)

CCTR 503	(3)	Translation Studies (English/French/Spanish)
CCTR 510	(3)	Computer Assisted Translation / Informatique en traduction
CCTR 520	(3)	Applied Research: Lexicography/Recherche en lexicographie
CCTR 526	(3)	Linguistics for Translation / La linguistique et la traduction
CCTR 527	(3)	History of Translation/Histoire de la traduction
CCTR 529	(3)	Text Revision/Révision: Texte 02

#### Complementary Courses (12 credits)

12 credits selected as follows:

9 credits from the following courses:

CCTR 511	(3)	Traduction Spécialisée 1
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CCTR 515	(3)	Les Classiques Anglais
CCTR 517	(3)	Histoire Différentielle: Français
CCTR 533	(3)	Specialized Translation (English/French)

3 credits from the following courses:

CCTR 500	(3)	Translation Practicum 1
CCTR 519	(3)	Guided Cultural Reading / Lectures culturelles dirigées
CCTR 528	(3)	Current Cultural Topics
CCTR 601	(3)	Independent Studies

**Required Comprehensive Evaluation:**

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

CCTR 551	(0)	Comprehensive Evaluation/Évaluation globale
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**4.7.3.3.4.3 Graduate Diploma (Gr. Dip.) Translation: French to English Option (30 credits)**

\*\* This program is currently not offered. \*\*

The Graduate Diploma in Translation, when combined with the Certificate in Translation or equiv

**Required Comprehensive Evaluation:**

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

CCTR 551 (0) Comprehensive Evaluation/Évaluation globale

**4.7.3.3.4.4 Graduate Diploma (Gr. Dip.) Translation: Spanish to French Option (30 credits)**

\*\* This program is currently not offered. \*\*

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

**Entrance Examination****Required Courses (18 credits)**

CCTR 503 (3) Translation Studies (English/French/Spanish)

CCTR 510 (3) Computer Assisted Translation / Informatique en traduction

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

### **Entrance Examination**

#### **Required Courses (18 credits)**

CCTR 503	(3)	Translation Studies (English/French/Spanish)
CCTR 510	(3)	Computer Assisted Translation / Informatique en traduction
CCTR 520	(3)	Applied Research: Lexicography/Recherche en lexicographie
CCTR 523	(3)	Text Revision in Spanish/Révision de textes en Espagnol
CCTR 526	(3)	Linguistics for Translation / La linguistique et la traduction History of TTTT

CCTR 535	(3)	Computer-Aided Translation and Terminology
CCTR 541	(3)	Legal Translation: General
CCTR 543	(1.5)	Glottopolitics and Public Institutions

## Practicum

CCTR 500*	(3)	Translation Practicum 1
CCTR 600*	(3)	Translation Practicum 2

## Applied Research

CCTR 605*	(3)	Applied Research Project 1
CCTR 606*	(3)	Applied Research Project 2

\*Choose either CCTR 500 and CCTR 600 or CCTR 605 and CCTR 606.

**Complementary Courses (13.5 credits)**

6 credits from either Stream 1 or Stream 2:

## French Stream (6 credits)

CCTR 553	(2)	Legal Translation: Judgments (English to French)
CCTR 555	(2)	Legal Translation: Contracts (English to French)
CCTR 557	(2)	Legal Translation: Statutes&Regulations (English to French)

OR

## English Stream (6 credits)

CCTR 554	(2)	Legal Translation: Judgments (French to English)
CCTR 556	(2)	Legal Translation: Contracts (French to English)
CCTR 558	(2)	Legal Translation: Statutes&Regulations (French to English)

1.5 credits from the following:

CCTR 542	(1.5)	Legal Translation: Securities Law (French to English)
CCTR 544	(1.5)	(Co)Writing Techniques for Legal Drafters
CCTR 545	(1.5)	Legal Translation: Securities Law (English to French)

6 credits from the following:

CCTR 601	(3)	Independent Studies
CCTR 602	(3)	Special Topics in Legal Translation
CPAG 510	(3)	Current Issues in Public Sector Management
CPAG 515	(3)	Public Regulations and Ethics in the Public Sector
CPAG 520	(3)	Leadership and Governance in Public Organizations

Or other 500- or 600-level courses approved by the program adviser.

**4.7.3.3.5 Ordre des traducteurs, terminologues et interprètes agréés du Québec**

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

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

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

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

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