



**University Regulations and Resources (Graduate  
and Postdoctoral Studies)**

**Programs, Courses and University Regulations**

**2018-2019**



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

**1 .** McGill University reserves the right to mak

## *Publication Information*

Published by

### **Enrolment Services**

McGill University  
3415 McTavish Street  
Montreal, Quebec, H3A 0C8  
Canada

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

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## 1 Regulations

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

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### 1.1 Authorization, Acknowledgement, and Consent

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

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

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### 1.2 Categories of Students

Students must inform themselves of Uni

In the doctoral program, students must be registered on a full-time basis for one more year after completion of the residency (i.e., Ph.D. 4 year) before continuing as Additional Session students until completion of the program. It is expected that, at this stage, all the coursework and comprehensive examinations will have been completed and the student will be engaged in thesis preparation.

Graduate students in non-thesis programs, graduate diplomas and certificates who have registered for all required courses but have not completed the work and/or have completed the residency requirements must register as Non-Thesis Extension students and pay fees accordingly. For example, a student who has registered for a last course such as a project but has not completed it, must register as Non-Thesis Extension status until graduation. Students in a Non-Thesis Extension session who are not registered for at least 12 credits per term, are not considered engaged in full-time studies.

### 1.2.5 Thesis Evaluation Students

Students who have completed the residency requirements for their graduate thesis program and who have submitted their initial e-thesis to Graduate and Postdoctoral Studies by the April 15, August 15, or December 15 initial e-thesis submission deadlines must register on *Minerva* in order for their registration status to be updated to "Thesis Evaluation". All students are required to stay registered and pay the associated fees up until the term of graduation. The registration status will be updated to "Thesis Evaluation" for all subsequent terms until the term of the final e-thesis submission. Students in thesis programs whose initial e-thesis and final e-thesis submissions are in the same term will not require a "Thesis Evaluation" status.

"Thesis Evaluation" students are considered to be:

- registered at the University in a full-time status;
- eligible for University services;
- eligible for funding;
- eligible for a T2202 tax slip crediting the months for which they are registered and any ancillary fees charged.

If you are in "Thesis Evaluation" status, you are not permitted to register for courses. Students who still need to take courses to fulfill the program requirements after submitting their initial e-thesis will remain registered in additional session status and pay associated fees.

### 1.2.6 Qualifying Students

Students admitted to a Qualifying program are known as Qualifying Students for a Master's. They must meet the application and admission requirements indicated by the chosen graduate department and the Graduate Admissions Unit of Enrolment Services. The courses taken during a Qualifying year will not be credited toward a degree program. Students are registered in graduate studies but have not yet been admitted to a degree program. These students take a full load (12 credits minimum) per semester of undergraduate courses as specified by the department. Only one Qualifying year is permitted.

### 1.2.7 Special Students

Students who meet the minimum entrance requirements of Graduate and Postdoctoral Studies and wish to take **one, or at most two, graduate-level courses per term** (6 credits) without intention of proceeding to a degree or diploma are termed Special Students. After completion of a maximum of 12 credits, an applicant **may not** continue as a Special Student.

If graduate Special Students subsequently become candidates for higher degrees, they may receive academic credit for relevant graduate courses taken as Special Students. They must apply every year.

**Students who wish to take undergraduate courses only must apply as Special Students in the undergraduate faculty concerned, even if they already hold degrees.**

### 1.2.8 Visiting Students

Visiting Students are those students who are registered in a degree program at another university and who have obtained written permission from both universities to take a course(s) for credit toward that degree program. Students studying in the province of Quebec who are in this category are eligible for a transfer of credit if the required permission is obtained using Quebec Inter-University Transfer forms. These forms are available online at [www.mcgill.ca/students/iut](http://www.mcgill.ca/students/iut). McGill students registering for courses required for their degree program at other Quebec universities are required to pay for the course(s) at the home university. McGill University and *Université de Montréal* participate in an exchange (graduate) with the University of British Columbia and the University of Toronto.

As a rule, graduate students should not register for courses through Inter-University Transfers (IUT) during the last semester before graduation. There are considerable delays in receiving official transcripts when a student's status will be in transition.

Memorandum of Understanding between McGill and the sponsoring institution; the student's thesis supervisor has relocated to McGill, but the student remains registered at the former institution to complete his/her graduate degree. The category of Graduate Research

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





### **1.3.5.1 Graphos Scholarly Communication Courses**

The McGill Writing Centre ([www.mcgill.ca/mwc](http://www.mcgill.ca/mwc)) offers several 1-credit courses in scholarly communication. Most of these courses form part of the Graphos program for graduate students and postdoctoral fellows. Graphos courses cannot be counted toward the requirements of a graduate program (the sole exception being the non-thesis Master's program in Second Language Education, tow

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

After the Course Change deadline, you may add courses exceptionally only with written permission of the instructor and your department, and the approval of Enrolment Services. A fee will be charged for each course you add.

## **Course**



**Note for the Faculty of Law:** Law students are encouraged to meet with a student adviser before withdrawing from a course (no refund).



**Note for Graduate and Postdoctoral Studies:** To add/drop/withdraw a course after the deadline has passed, students must submit a Course Change Request form available at [Student Records Forms](#) to their department. If the department supports the request, the department will forward the request

### 1.4.1 Class Schedule

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

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

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

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

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

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







**Note for the Faculty of Law:** You must reapply for admission via the McGill online application process. For more information, see [www.mcgill.ca/law-admissions/undergraduates/admissions](http://www.mcgill.ca/law-admissions/undergraduates/admissions).

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## 1.6 Summer Studies

Detailed information about summer registration is available as of March at [www.mcgill.ca/gps/students/registration/dates](http://www.mcgill.ca/gps/students/registration/dates).



As a rule, no more than one-third of the formal coursework (excluding thesis, project, stage, or internship) of a McGill master's degree can be credited with courses from another university or degree (for example, courses taken before admission to the McGill degree, or courses taken through the IUT agreement during the McGill degree, if permitted).

Normally, if courses completed elsewhere or at McGill prior to admission to the McGill master's degree were not used to complete a degree, they could be credited toward the McGill degree, keeping in mind the one-third rule as described above. These would be entered as exemptions with credit at the time of admission.

If the courses completed elsewhere or at McGill prior to admission were used to complete a degree, exemptions may be granted without credit, i.e., the exempted course(s) must be replaced by other graduate course(s) at McGill. Double counting is not allowed, unless the department offering the Master's degree permits it and the degree has an overall credit requirement greater than 45 credits. In other words, instances where exemptions with credit may be granted will be limited to the credit amount beyond the minimum of 45 credits for a McGill master's degree. The one-third rule as described above continues to apply.

#### **Research and Thesis – Master's Degrees**

All candidates for a research degree must present a thesis based on their own research. The total number of credits allotted to the thesis in any master's program must not be less than 24. The title of the thesis and names of examiners must be forwarded on a *Nomination of Examiners and Thesis Submission* form, available at

All language requirements must be fulfilled and the grades reported **before**



## Other Grades:

**Q** — **course continued in next term**; (applicable only to courses taken pre-Fall 2002).

**Satisfactory/Unsatisfactory** — *Not used for graduate students.*

**W** — **withdrew with approval**; a course dropped, with permission, after the Course Change deadline; not calculated in TGPA or CGPA.

**WF** — **withdrew failing**; a course dropped, with special permission in an exceptional case, after faculty deadline for withdrawal from course, the student's performance in the course at that stage being on the level of an F; not calculated in TGPA or CGPA. (Not used by Music and graduate students.)

**WL** — **withdrew from deferred examination**; faculty permission to withdraw from a deferred examination (approved by the Assistant Registrar, Records); not calculated in TGPA or CGPA.

**W-- or --** — **no grade**; student withdrew from the University, not calculated in TGPA or CGPA.

### 1.8.1.1 Unexcused Absences

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

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

The grade earned is calculated by adding the grades obtained on the individual pieces of work and a grade of 0 for the portion of the final grade allocated to the final exam. This option is not available if the professor stipulated in the course outline that the final exam is a required part of the evaluation.

2. Request a deferred exam, if you have the appropriate reasons and documentation.
3. Apply for a supplemental exam if permitted by your faculty.



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



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



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

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

You must request option 2) by the faculty deadlines as indicated in [University Regulations & Resources](#) > *Undergraduate* > *Examinations: General Information* > *Final Examinations* > : F



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

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

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

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

For more information on requesting official transcripts, refer to [Official Transcripts](#).

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

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

### 1.8.2.3 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 1.8.2.4: Official Transcripts](#).

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

Subject to [section 1.8.4: Changes to Student Records after Normal Deadlines](#), you are responsible for verifying your academic record on Minerva ([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).



**Note for Graduate and Postdoctoral Studies:** You should direct any questions or problems with your record to your Graduate Program Director.

### 1.8.2.4 Official Transcripts

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

**Currently Registered Students:** Use Minerva ([Minerva](#)) to order an official transcript at *Student Menu > Student Records Menu > Request Printed/Official Transcript*.

**Alumni or former students who were registered or graduated as of 1972 or later:** You **must** submit your request in Minerva ([Minerva](#)) at *Student Menu > Student Records Menu > Request Printed/Official Transcript* and will require login credentials. Please visit the IT Knowledgebase ([www.mcgill.ca/it](http://www.mcgill.ca/it)) to view how to obtain your McGill ID & Minerva PIN.

**Alumni or former students who were registered or graduated prior to 1972 (archived records):** You must submit an online *Request for Archived Official Transcript* located at: [www.mcgill.ca/student-records/transcripts/printed-transcripts](http://www.mcgill.ca/student-records/transcripts/printed-transcripts) and will be required to provide a copy of a government-issued Photo ID.



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

### 1.8.2.5 Course Numbering on the Transcript

For information on our current course numbering, see [University Regulations & Resources](#) > [Undergraduate](#) > [Registration](#) > [Course Information and Regulations](#) > [section 1.4.2: Course Numbering](#).



**Note for Continuing Studies:** Examples of course numbers displaying on transcripts prior to September 2002 are:

280-211X = Intro. to Financial Accounting in Fall term (X);

629-202Y = Micro Economics in Winter term (Y);

660-221Z = Project Management extending for two terms, Fall and Winter (Z).

### 1.8.3 Verification of Student Records: Degree Evaluation

*Degree Evaluation* is a Minerva tool to help students and advisers compare the student's academic record with the requirements of a specific program. If you have access to Degree Evaluation on [Minerva](#) under the *Student Records Menu*, you can review your progress within your current program. Also, if you are considering a program change, you can generate a “what-if” comparison of your academic record with the requirements of another program.

The presentation in the **Degree Evaluation Report** may have a different appearance than the requirements listed in this publication. For example, a long listing of courses may be grouped into one course “attribute” on the Minerva report.

Degree Evaluation also provides a central record of adviser/faculty-approved adjustments to your program of study (e.g., the replacement of one specified course with another or acceptance of a non-McGill course for credit).

Please note that Degree Evaluation is an advising tool only. A Degree Evaluation Report that indicates program requirements have been satisfied does NOT constitute approval to graduate.

For details regarding Degree Evaluation, including *Reading a Degree Evaluation Report*, see [www.mcgill.ca/students/courses/plan/evaluation](http://www.mcgill.ca/students/courses/plan/evaluation).



**Note for Medicine and Dentistry:** The Degree Evaluation tool is not used in the faculties of Medicine and Dentistry.



**Note for Nursing:** You may view Degree Evaluation Reports on Minerva. However, if you have completed courses that differ from the School's defined “Course of Study” for the program you are completing, it is highly recommended that you do so in consultation with your academic adviser. Any questions about a Degree Evaluation Report or requests for adjustments should be discussed with the Nursing Student Affairs Office.

### 1.8.4 Changes to Student Records after Normal Deadlines

#### 1.8.4.1 Student Record Changes

Student record changes include the following: course add or course drop, course withdrawal, univ

**Note for the Faculties of**





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## 1.11 Identification and Personal Information

The following sections include information regarding McGill ID cards, updating your personal information, and more.

### 1.11.1 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 register for consecutive terms, you should retain your ID card to avoid having to replace it when you re-register.
- If your card has expired, there is no charge for a replacement as long as you hand in the ID card.
- If you change programs or faculties, there is no charge as long as you hand in the ID card.
- If your card has been lost, stolen, or damaged, there is a replacement fee; please see the [Student Accounts](#)





## Quebec and Canadian Out-of-Province Students

You are a Quebec resident as defined by one of the other situations outlined by the Government of Quebec

- Permanent Code Data Form (*Notes 1 and 5*)
- Canadian birth certificate; or Canadian citizenship card or certificate (both sides); or Certificate of Indian status card; or Makivik Society card; or valid Canadian Confirmation of Permanent Residence document (*Note 2*); or valid Canadian Permanent Resident card (both sides of the card)
- Permanent Code Data Form (*Notes 1 and 5*)
- Attestation of Residence

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

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

These exemptions lower your fees to the Quebec rate of tuition. More detailed information for the categories listed above are available at [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) as well as at [www.mcgill.ca/legaldocuments/exemption](http://www.mcgill.ca/legaldocuments/exemption).

Note that this information may be subject to change.

### 1.12.3 Has McGill Received Your Documents?

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

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

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



**Note:** Ensure that you select the correct term when viewing your status.

- 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.**

#### 1.12.3.2 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 1.12.2: 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.

### 1.12.4 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 prevents are in orde23 Tm(ourw-n/lter667.5, a hold

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

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

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

**If there is a problem with your documents, contact:**

Telephone: 514-398-7878

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

#### 1.12.5.1 For the School of Continuing Studies

**By Email:**

[legaldocuments.conted@mcgill.ca](mailto:legaldocuments.conted@mcgill.ca)

**In Person (appointment required) or By Mail/Courier:**

McGill University  
School of Continuing Studies  
688 Sherbrooke Street West, Suite 1199  
Montreal QC H3A 3R1

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

**Telephone:** 514-398-6200

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





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.

### 1.13.3.2 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.

### 1.13.3.3 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.

## 1.13.4 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.

## 1.14 Information Technology (IT) Resources

McGill University offers a variety of Information Technology resources open to students, faculty, staff, and other members of the McGill community. Please see [section 9: Information Technology \(IT\) Services](#) and visit [IT Services > Getting Started > Students](#) for further details.

### 1.14.1 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/academic-policies/guidelines-social-media](http://www.mcgill.ca/ugme/academic-policies/guidelines-social-media) and [www.mcgill.ca/thewelloffice](http://www.mcgill.ca/thewelloffice).



- Minerva
- myCourses
- myFuture
- myLab
- Visual Schedule Builder

To access myMcGill, click **Quick Links**, available at the top of any McGill web page, and then click myMcGill, or go to <https://mymcgill.mcgill.ca>. Sign in with your McGill Username and McGill Password.

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## 1.15 Student Health & Insurance

Learn more about health insurance, your requirements as a student, and services offered for special medical needs in the following sections.

### 1.15.1 Health Professions – Immunization Requirement

A compulsory immunization program exists at McGill for students in the health professions (including Dietetics), as well as in the School of Social Work. If you are a new student in those programs, you must complete the immunization program well before classes begin. You can find further information at [www.mcgill.ca/studenthealth/immunize/forms](http://www.mcgill.ca/studenthealth/immunize/forms) or by calling the Student Health Service at 514-398-6017.

### 1.15.2 Health Insurance – International Students

#### **International Students (Non-Canadians or Non-Permanent Residents of Canada)**

By Senate regulation, all international students (full-time, part-time, half-time, Additional Session, Thesis Evaluation, Non-Thesis Extension, Special, Exchange, and Visiting) and their accompanying dependants must participate in the University's compulsory International Student Health Insurance Plan (IHI).

### 1.15.3 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. This supplemental Health Plan is only valid if you have provincial healthcare or have opted-in to the International health insurance plan. For details on fees, change of coverage dates, and what is covered by the plans, refer to [www.studentcare.ca](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

### 1.16.2 Non-Smoking Policy

Quebec law prohibits smoking in public buildings. 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).

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## 2 Guidelines and Policies

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

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### 2.1 Academic Accommodation of Pregnant Students and Students Caring for Dependants

McGill acknowledges the particular challenges facing you as a pregnant student and 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 when faced with exceptional circumstances related to particular family commitments, these guidelines aim to set out how, and in what exceptional circumstances, you may request academic accommodation.

You can consult the guidelines at [www.mcgill.ca/students/srr/policies-student-rights-and-responsibilities](http://www.mcgill.ca/students/srr/policies-student-rights-and-responsibilities).

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### 2.2 Failure Policy

#### Purpose

This policy specifies conditions under which graduate students will be withdrawn from the University due to unsatisfactory standing resulting from failed courses and/or unsatisfactory Graduate Student Research Progress Tracking Reports.

#### Scope

This policy pertains to Courses and Graduate Student Research Progress Tracking Reports. It does not apply to comprehensive examinations, thesis examinations or doctoral oral defences.

For a failed thesis examination or doctoral oral defence, the policy on *Thesis examination failures* applies; for a failed comprehensive examination, the [section 2.9: Ph.D. Comprehensives Policy](#) applies.

#### Definitions

- “**Course**”: a course that counts for credit toward the student’s degree program (whether required, complementary, or elective), excluding comprehensive examinations. This includes courses approved to be taken at other institutions that count for credit toward the student’s degree program.
- “**Graduate Student Research Progress Tracking Report**”: a written record of a meeting attended by the graduate student, his or her supervisor(s) and a member of the supervisory committee or a representative from the academic unit at which objective”

A Student withdrawn according to this Policy cannot apply for readmission to the program from which he or she was withdrawn.

*Senate, October 11, 2000.*

*Revised by GPS Council, February 10, 2003; February 9, 2015.*

### **2.2.1 Procedure to follow in cases of failure**

**In the event of a first failure** (including an unsatisfactory Progress Tracking Report):

- For a **failed course**, the academic unit (department) must:
  - Ensure that the failing grade is recorded on the student's record (if a course);
  - complete the web form [\*Recommendation following a First Failure\*](#) to indicate whether the student will:
    - write a supplemental examination (if academic unit (departmental) policexam's record (if ec

1.2. Students should be informed of the phases through which they must pass towards the achievement of the graduate degree, the approximate amount of time each phase should take, the criteria for successful completion, and any deadlines relating to these phases.

## **2. Procedures**

2.1. At the first annual progress reporting meeting (to be held shortly after doctoral students begin their programs), written objectives/expectations for the year must be recorded in the **objectives** box on page 1 of the form. Those attending the meeting—the student, the supervisor, and, in the case of Ph.D. students whose committees have been formed, a member of the supervisory committee or a representative from the academic unit—must sign the form on page 3.

2.2. Subsequently, the student and supervisor(s), and a member of the supervisory committee or a representative from the academic unit must meet annually to review the progress that has been achieved toward the recorded objectives. Prior to these meetings, the student should record his/her accomplishments and progress for the year by completing the **progress** box on page 1 of the form. This completed form is then evaluated by the committee (i.e., supervisor and the member of the supervisory committee or a representative from the academic unit) on page 2 of the form. All parties sign the form on page 3. At this same meeting, objectives for the following year should be recorded in the **objectives** box on page 1 of the same form.

2.3. This form may also be supplemented with unit-specific details or documents (see page 2 of the form).

2.4. If progress is judged unsatisfactory, a follow-up progress tracking meeting must occur not sooner than 4 months and not later than 6 months after the first report. A deadline for the follow-up meeting must be indicated on page 2 of the form.

2.5. Two unsatisfactory reports (not necessarily successive) constitute unsatisfactory progress towards the degree and, if recommended by the academic unit, the student will be withdrawn from the University.

2.6. A student or faculty member who refuses to sign the form must write a statement detailing his/her reasons for not signing.

2.7. In cases where the student has missed an established progress report deadline and has not responded to the unit within 4 weeks after being contacted by the academic unit, the report may be completed in the student's absence, and progress may be judged unsatisfactory.

2.8. The student, supervisor(s), and academic unit must retain copies of the forms.

2.9. The Graduate Program Director must review and sign all Progress Tracking Reports. If the Graduate Program Director is the supervisor, then the Chair will sign.

*Senate, Sept. 2003; Revised Sept. 2014, Sept. 2015, and March 2016.*

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## **2.4 Graduate Student Supervision**

### **1. Principles**

1.1. Supervision is a recognized aspect of the academic duty of teaching.

1.2. Supervision involves responsibilities on the part of both the supervisor and supervisee.

### **2. Supervisors and Supervisory Committees**

2.1. Although procedures and timeframes for choosing supervisors and supervisory committees may vary across programs, they must be consistent







- employment that precludes progress towards the degree (graduate students only)

A leave must be requested on a term by term basis and may be granted for a period of up to 52 weeks.

Students and postdocs must submit a request, by completing the appropriate [web form](#), to their department along with supporting documentation justifying the leave. The department shall forward the request for approval to Enrolment Services, Management of Academic Records.

A status of “leave of absence” will display on the records of students and postdocs during the specified period of the authorized leave.

It remains the student's responsibility to verify their record; in particular, as it pertains to term and course registration to ensure that the accurate information is reflected.

During a **leave of absence for parental or familial reasons**, a student will **not** be eligible to take courses but he/she may request and expect guidance on thesis and research work. Students and postdocs will have free access to the University's academic facilities. Library services will continue to be available by registering at the [Humanities and Social Sciences Library](#) (McLennan-Redpath).

During a **leave of absence for personal health reasons**, a student will **not** be eligible to request guidance on thesis and research work or to take courses. Students and postdocs will not have access to the University's academic facilities but library services will normally continue to be available by registering at the [Humanities and Social Sciences Library](#) (McLennan-Redpath).



#### NOTES:

- Requests for a leave of absence due to health, familial, or parental reasons must be supported by a medical certificate.
- Requests for a leave of absence due to professional development are for activities that preclude progress toward the degree.
- A request for leave without proper justification and supporting documents will **not** be considered.
- A request for retroactive leave of absence will **not** be considered.
- No tuition fees will be charged for the duration of the authorized leave.
- Research supervisors are not obligated to remunerate students and postdocs on leave.
- In order to be covered by the graduate supplemental health insurance and/or international health insurance during a leave, The [Post Graduate Student Society](#) (PGSS) and/or [International Student Services](#) must be contacted to make arrangements. Additional student society fees must be paid in order to be considered as a member and to be eligible for the insurance plans. For information about the PGSS supplemental health and dental coverage, click [here](#) . For information about international health insurance, click [here](#) .
- A postdoc requesting a personal health or parental leave will extend their five-year eligibility term for registration. If granted, the leave must not exceed an eligibility window of 10 years from the date the Ph.D. degree was awarded.
- If you would like to request confidentiality of your medical condition, you may contact the Associate Dean of Graduate and Postdoctoral Studies for advice before submitting your request for leave.
- For a maternity or parental leave, the eligibility period of a maximum of 52 consecutive weeks is determined based on when the child is born; if the leave is interrupted for one or two terms, the eligibility period cannot be extended.

#### Leave vs. Residency Requirements

A leave in a residency term may be requested; however, upon return and re-registration in the program, it is the student's responsibility to ensure that the missing residency requirements are completed. A leave indicates a break in the program.

For more information on residency requirements refer to the : [Program Requirements](#) page, which appears under each faculty or school's graduate section.

#### Applying to Graduate Following a Leave

If on leave of absence during the Fall term, the student must register for an active term of study in the Winter term (at least) in order to apply for graduation.

If on lea

- a clear statement by the physician justifying the student or postdoc's inability to perform his/her academic duties, with start and end dates; and
  - if the request is submitted during a term for which the leave is requested, a clear explanation as to why the health condition(s) in question did not prevent the normal performance of academic duties at the beginning of the term.
- Requests without supporting documentation will **not** be considered.

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## 2.9 Ph.D. Comprehensives Policy

### Preamble

The majority of doctoral programs at McGill require candidates to pass a comprehensive examination or set of examinations or equivalent, such as qualifying examinations, preliminary examinations, candidacy papers, comprehensive evaluations, thesis proposals, etc. The results of this examination determine whether or not students will be permitted to continue in their programs. The methods adopted for examination and evaluation and the areas to be examined are specified by departmental regulations and approved by Graduate and Postdoctoral Studies. It is the responsibility of students to inform themselves of these details.

### Objectives and Content

The purpose of comprehensive examinations is to determine whether the student demonstrates the necessary research skills and academic achievements to continue in the Ph.D. program. Objectives may include assessing one or more of the following:

- knowledge of the discipline
- understanding of the proposed field of research
- ability to conduct independent and original research
- ability to present and defend material orally
- professional skills

The content of the comprehensive must be consistent with the stated objectives and should be appropriately circumscribed. Students must be given an indication of the range of material that may be covered in the examination and suggestions as to how to cover this material (e.g., via reading lists, courses, etc.).

### Format

Units must provide doctoral students with a written description of the Ph.D. comprehensive process, detailing objectives and content, format, timing, assessment, grading and reporting, failures (and procedures for repeats).

The format of the comprehensive must be consistent for all students within a given program. The following list gives some of the more common formats, which are often combined:

- written examination
- take-home examination
- extended research paper(s)
- 110.141nsi

In the case of oral examinations, the student should also be given feedback on presentation, logical exposition, ability to answer questions, etc. To help ensure that assessments can be put in context, units may choose to make a record of the examination (including audio or video recording) and/or to have a neutral observer, chair, or outside committee member, or to make the oral open to members of the academic unit.

**Failures**

In the event that the student is judged to have failed the comprehensive, units must allow, without prejudice, one repeat of the comprehensive (in whole or in part) within a minimum of four (4) months and a maximum of six (6) months. After the first failure, a grade of HH (which designates “continuing”) will be recorded on the student’s transcript. The student must be informed in writing by the department that he/she has failed the comprehensive and must be informed of conditions relating to a repeat of the examination, including the nature of the re-examination and committee membership, as well as the deadline for retaking the exam. Units hav

### 3 Graduate Studies at a Glance

#### 3.1 Graduate and Postdoctoral Degrees Offered by Faculty

McGill University offers graduate and postdoctoral programs in the following units (organized by their administering home faculty):

<i>Faculty of Agricultural and Environmental Sciences</i>	Degrees Available
<i>: Agricultural Economics</i>	M.Sc.
<i>: Animal Science</i>	M.Sc., M.Sc.A., Ph.D.
<i>: Bioresource Engineering</i>	M.Sc., M.Sc.A., Ph.D.
<i>: Biotechnology</i>	M.Sc.A., Graduate Certificate
<i>: Food Science and Agricultural Chemistry</i>	M.Sc., Ph.D.
<i>: Human Nutrition</i>	M.Sc., M.Sc.A., Ph.D., Graduate Diploma
<i>: Natural Resource Sciences</i>	M.Sc., Ph.D.
<i>: Parasitology</i>	M.Sc., Ph.D.
<i>: Plant Science</i>	M.Sc., M.Sc.A., Ph.D., Graduate Certificate
<i>Faculty of Arts</i>	Degrees Available
<i>: Anthropology</i>	M.A., Ph.D.
<i>: Asian Studies</i>	M.A. ( <i>Ad Hoc</i> ), Ph.D. ( <i>Ad Hoc</i> )
<i>: Economics</i>	M.A., Ph.D.
<i>: English</i>	M.A., Ph.D.
<i>: French Language and Literature</i>	M.A., Ph.D.
<i>: Geography</i>	M.A., Ph.D.
<i>: History and Classical Studies</i>	M.A., Ph.D.
<i>: Information Studies</i>	M.I.St., Ph.D., Graduate Certificate
<i>: International Development</i>	N/A
<i>: Is65mics</i>	M.A., Ph.D.





Degree		Prerequisites
Master of Education	M.Ed.	Bachelor's degree with specialization related to the subject chosen for graduate work, plus a Permanent Quebec Teaching Diploma or its equivalent for some of the above degrees. See appropriate department.
Master of Engineering	M.Eng.	Bachelor of Engineering or equivalent, with specialization appropriate for the subject selected for graduate study. See appropriate department.
Master of Information Studies	M.I.St.	At least a bachelor's degree from a recognized university. See : <a href="#">Information Studies Admission Requirements and Application Procedures</a> .
Master of Laws	LL.M.	An acceptable degree in Law or equivalent qualifications. See : <a href="#">Law Admission Requirements and Application Procedures</a> .
Master of Management	M.M.	See : <a href="#">Master of Management Programs Admission Requirements and Application Procedures</a> .
Master of Music	M.Mus.	Bachelor of Music or Bachelor of Arts with concentration in the area selected for graduate study.  Applicants to the Performance program are required to pass auditions in their speciality.  See : <a href="#">Schulich School of Music</a> .
Master of Sacred Theology	S.T.M.	B.A. with specialization in religious studies or theology. See : <a href="#">Religious Studies Admission Requirements and Application Procedures</a> .
Master of Science	M.Sc.	Bachelor of Science in the subject selected for graduate work. See appropriate unit.
Master of Science, Applied	M.Sc.A.	A bachelor's degree in the subject selected for graduate work. See appropriate unit.
Master of Social Work	M.S.W.	Bachelor's degree in Social Work including courses in statistics and social science research methods. See : <a href="#">Social Work Admission Requirements and Application Procedures</a> .
Master of Social Work with Bachelor of Civil Law and Bachelor of Laws	M.S.W. with B.C.L./LL.B.	See : <a href="#">Social Work Admission Requirements and Application Procedures</a> .  Bachelor's de



**Master of Arts (M.A.)**

Educational Psychology	Thesis	Health Professions Education, Human Development, Learning Sciences, School/Applied Child Psychology
Education and Society	Thesis, Non-Thesis	Gender and Women's Studies, Mathematics and Science Education (Thesis) Course Work, Course Work Math & Science Education, Gender and Women's Studies, Jewish Education, Project Math & Science Education (Non-Thesis)
Educational Leadership	Thesis, Non-Thesis (Coursework), Non-Thesis (Project)	Gender and Women's Studies (Thesis) Gender and Women's Studies (Non-Thesis (Project))
English	Thesis, Non-Thesis	N/A
French Language and Literature	Thesis, Non-Thesis	Gender and Women's Studies (Thesis)
Geography	Thesis	Development Studies, Environment, Gender and Women's Studies, Neotropical Environment
German	Thesis, Non-Thesis	N/A
Hispanic Studies	Thesis, Non-Thesis	N/A
History	Thesis, Non-Thesis	Development Studies, European Studies, Gender and Women's Studies (Thesis) Development Studies, European Studies, Gender and Women's Studies (Non-Thesis)
History of Medicine	Non-Thesis	N/A
Islamic Studies	Thesis	Gender and Women's Studies
Italian	Thesis, Non-Thesis	N/A
Jewish Studies	Thesis, Non-Thesis	N/A
Kinesiology and Physical Education	Thesis, Non-Thesis	N/A
Languages, Literatures and Cultures	Thesis ( <i>Ad Hoc</i> )	Digital Humanities
Linguistics	Non-Thesis	N/A
Mathematics and Statistics	Thesis, Non-Thesis	N/A
Medical Anthropology	Thesis	N/A
Music – Music Education	Thesis, Non-Thesis	N/A
Music – Music Technology	Thesis	N/A
Music – Musicology	Thesis, Non-Thesis	Gender and Women's Studies (Thesis)
Music – Theory	Thesis, Non-Thesis	Gender and Women's Studies (Thesis)
Philosophy	Thesis	Bioethics
Political Science	Thesis, Non-Thesis	Development Studies, European Studies (Thesis) Development Studies, European Studies, Gender and Women's Studies, Social Statistics (Non-Thesis)
Psychology	Thesis	N/A
Religious Studies	Thesis, Non-Thesis	Bioethics, Gender and Women's Studies (Thesis)
Russian	Thesis	N/A
School/Applied Child Psychology	Non-Thesis	N/A
Second Language Education	Thesis, Non-Thesis	Gender and Women's Studies (Thesis)
Sociology	Thesis, Non-Thesis	Development Studies, Gender and Women's Studies, Medical Sociology (Thesis) Development Studies, Gender and Women's Studies, Medical Sociology, Population Dynamics (Non-Thesis)

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**Master of Arts (M.A.)**

English or French Second Language, English Language Arts, Mathematics,  
Science and

**Master of Music (M.Mus.)**

Performance	Thesis	Jazz Performance, Early Music, Orchestral Instruments and Guitar, Collaborative Piano, Piano, Opera and Voice, Organ and Church Music, Conducting
Sound Recording	Non-Thesis	N/A

**Master of Public Policy (M.P.P.)**

Public Policy	Non-Thesis	N/A
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**Master of Sacred Theology (S.T.M.)**

A program leading to the degree of *Sanctae Theologiae Magister* (S.T.M.) is given in the School of Religious Studies. This degree is primarily for those who intend to enter the ministry of the Christian Church or another religious institution, or to proceed to teaching in schools. A Master of Arts program (thesis and non-thesis) is also available.

Religious Studies	Non-Thesis	N/A
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**Master of Science (M.Sc.)**

Agricultural Economics	Thesis	N/A
Animal Science	Thesis	N/A
Atmospheric and Oceanic Science	Thesis	Environment
Biochemistry	Thesis	Bioinformatics, Chemical Biology
Biology	Thesis	Bioinformatics, Environment, Neotropical Environment
Bioresource Engineering	Thesis, Non-Thesis	Environment (Thesis) Integrated Water Resource Management (Non-Thesis)
Biostatistics	Thesis, Non-Thesis	N/A
Cell Biology	Thesis	N/A
Chemistry	Thesis	N/A
Civil Engineering	Thesis	N/A
Communication Sciences and Disorders	Thesis	N/A
Computer Science	Thesis, Non-Thesis	Bioinformatics, Computational Science and Engineering (Thesis)
Dental Sciences	Thesis, Non-Thesis	Oral and Maxillofacial Surgery (Thesis)
Earth and Planetary Sciences	Thesis	Environment
Entomology	Thesis	Environment, Neotropical Environment
Epidemiology	Thesis, Non-Thesis	Pharmacoepidemiology (Non-Thesis), Environmental & Occupational Health (Non-Thesis)
Experimental Medicine	Thesis	Bioethics, Environment
Experimental Surgery	Thesis, Non-Thesis	Global Surgery, Surgical Education, Surgical Innovation (Thesis)
Family Medicine	Thesis	Bioethics, Medical Education
Food Science and Agricultural Chemistry	Thesis, Non-Thesis	Food Safety (Non-Thesis)
Genetic Counselling	Non-Thesis	N/A
Geography	Thesis	Environment, Neotropical Environment
Human Genetics	Thesis	Bioethics, Bioinformatics
Human Nutrition	Thesis	N/A
Kinesiology and Physical Education	Thesis, Non-Thesis	N/A
Materials Engineering	Thesis	N/A
Mathematics and Statistics	Thesis, Non-Thesis	Bioinformatics, Computational Science and Engineering (Thesis)
Mechanical Engineering	Thesis	N/A

**Master of Science (M.Sc.)**

Medical Radiation Physics	Thesis	N/A
Microbiology	Thesis	Environment
Microbiology and Immunology	Thesis	N/A
	Thesis	N/A



**Doctor of Philosophy (Ph.D.)**

Architecture	N/A	Faculty of Engineering
Art History	Gender and Women's Studies	Faculty of Arts
Atmospheric and Oceanic Sciences	N/A	Faculty of Science
Biochemistry	Bioinformatics, Chemical Biology	Faculty of Medicine
Biology	Bioinformatics, Environment, Neotropical Environment	Faculty of Science
Biological and Biomedical Engineering	N/A	Faculty of Engineering, Faculty of Medicine
Bioresource Engineering	Environment	Faculty of Agricultural and Environmental Sciences
Biostatistics	N/A	Faculty of Medicine
Cell Biology	N/A	Faculty of Medicine
Chemical Engineering	N/A	Faculty of Engineering
Chemistry	N/A	Faculty of Science
Civil Engineering	N/A	Faculty of Engineering
Communication Sciences and Disorders	Language Acquisition	Faculty of Medicine
Communication Studies	Gender and Women's Studies	Faculty of Arts
Computer Science	Bioinformatics	Faculty of Science
Counselling Psychology	N/A	Faculty of Education
Earth and Planetary Sciences	Environment	Faculty of Science
Economics	N/A	Faculty of Arts
Educational Psychology	Human Development, Learning Sciences	Faculty of Education
Educational Studies	Gender and Women's Studies, Language Acquisition, Mathematics and Science Education	Faculty of Education
Electrical Engineering	N/A	Faculty of Engineering
English	N/A	Faculty of Arts
Entomology	Environment, Neotropical Environment	Faculty of Agricultural and Environmental Sciences
Epidemiology	Global Health, Pharmacoepidemiology, Population Dynamics	Faculty of Medicine
Experimental Medicine	Environment	Faculty of Medicine
Experimental Surgery	N/A	Faculty of Medicine
Food Science and Agricultural Chemistry	N/A	Faculty of Agricultural and Environmental Sciences
French Language and Literature	Gender and Women's Studies	Faculty of Arts
Geography	Environment, Gender and Women's Studies, Neotropical Environment	Faculty of Arts, Faculty of Science
Gnuhience Education	N/A	Faculty of Arts

**Doctor of Philosophy (Ph.D.)**

Management	Environment	Desautels Faculty of Management
Materials Engineering	N/A	Faculty of Engineering
Mathematics and Statistics	Bioinformatics	Faculty of Arts, Faculty of Science
Mechanical Engineering	N/A	Faculty of Engineering
Microbiology	Bioinformatics, Environment	Faculty of Agricultural and Environmental Sciences
Microbiology and Immunology	N/A	Faculty of Medicine
Mining Engineering	N/A	Faculty of Engineering
Music	Composition, Music Education, Musicology, Music Technology, Sound Recording, Theory, Gender and Women's Studies	Schulich School of Music
Neuroscience	N/A	Faculty of Medicine
Nursing	Psychosocial Oncology	Ingram School of Nursing
Occupational Health	N/A	Faculty of Medicine
Parasitology	Bioinformatics, Environment	Faculty of Agricultural and Environmental Sciences
Pathology	N/A	Faculty of Medicine
Pharmacology	N/A	Faculty of Medicine
Philosophy	Environment, Gender and Women's Studies	Faculty of Arts
Physics	N/A	Faculty of Science
Physiology	Bioinformatics, Chemical Biology	Faculty of Medicine
Plant Science	Bioinformatics, Environment, Neotropical Environment	Faculty of Agricultural and Environmental Sciences
Political Science	Gender and Women's Studies	Faculty of Arts
Psychology	Behavioural Neuroscience, Language Acquisition, Psychosocial Oncology	Faculty of Arts, Faculty of Science
Rehabilitation Science	N/A	School of Physical and Occupational Therapy
Religious Studies	Gender and Women's Studies	Faculty of Religious Studies
Renewable Resources	Environment, Neotropical Environment	Faculty of Agricultural and Environmental Sciences
Russian	N/A	Faculty of Arts
School/Applied Child Psychology	N/A	Faculty of Education
Social Work	N/A	Faculty of Arts
Sociology	Gender and Women's Studies, Population Dynamics	Faculty of Arts

**Joint Doctor of Philosophy (Ph.D.)**

Nursing	N/A	McGill / Université de Montréal
Management	N/A	McGill / Concordia / H.E.C. / UQAM
Social Work	N/A	McGill / Université de Montréal

**Ad Hoc Doctor of Philosophy (Ph.D. (Ad Hoc))**

Dentistry	N/A	Faculty of Dentistry
East Asian Studies	N/A	Faculty of Arts
Family Medicine	N/A	Faculty of Medicine
Italian Studies	N/A	Faculty of Arts
Jewish Studies	N/A	Faculty of Arts
Kinesiology and Physical Education	N/A	Faculty of Education
Psychiatry	N/A	Faculty of Medicine

### **Ad Hoc Doctor of Philosophy (Ph.D. (Ad Hoc))**

Quantitative Life Sciences	N/A	Interfaculty Studies
Urban Planning	N/A	Faculty of Engineering

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## **3.4 Postdoctoral Research**

See : [Postdoctoral Research](#) for information about postdoctoral research at McGill University.

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## **3.5 Graduate Diplomas and Graduate Certificates**

The graduate diplomas and graduate certificates listed below are programs of study under the academic supervision of Graduate and Postdoctoral Studies. The prerequisite for a diploma or certificate is an undergraduate degree in the same discipline.

The graduate diploma programs consist of at least two terms of full-time study or the equivalent.

### **Graduate Diplomas**

Clinical Research	Neonatal Nurse Practitioner
Medical Radiation Physics	Pediatric Nurse Practitioner
Mental Health Nurse Practitioner	Primary Care Nurse Practitioner
Mining Engineering	Registered Dietitian Credentialing (R.D.)
Music Artist	School/Applied Child Psychology (Post-Ph.D.)
Music Performance	Surgical Innovation

### **Graduate Certificates**

Air and Space Law	Library and Information Studies
Bioinformatics	Performance Choral Conducting
Biotechnology	Post-M.B.A.
Chronic Pain Management	Post-M.B.A. Japan
Comparative Law	Professional Accounting
Digital Archives Management	Surgical Innovation
Driving Rehabilitation	Teaching English as a Second Language
Educational Leadership 1	Theory in Mental Health
Educational Leadership 2	Theory in Pediatrics
Enseignement immersif	Theory in Primary Care
Information Architecture and Design	Theory in Neonatology
Information and Knowledge Management	Translational Biomedical Engineering
International Leadership in Educational and Administrative Development	

All graduate regulations apply to graduate diploma and graduate certificate candidates.



**Note:** The School of Continuing Studies also offers graduate diplomas and graduate certificates that are not under the academic supervision of Graduate and Postdoctoral Studies. To see a list of programs offered, refer to [Continuing Studies](#) > [Getting Started](#) > [Admission Requirements](#) > [: Programs of Study](#).

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## **4 Graduate Admissions and Application Procedures**

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

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



**Deadline:** Admission to graduate studies at McGill is competitive; accordingly, late and/or incomplete applications are considered only as time and space permit. Meeting minimum admission standards does not guarantee admission. Admission decisions are not normally subject to appeal or reconsideration and are not subject to change. To be considered for entrance fellowships, where available, applicants must verify deadlines with individual academic units.

## 4.1 Application for Admission

Application information and the online application form are available at [www.mcgill.ca/gradapplicants/apply](http://www.mcgill.ca/gradapplicants/apply). Applicants (with some exceptions) are required to provide the names and email addresses of two instructors familiar with their academic work and who are willing to provide letters of reference in support of the application. McGill will request the reference letters on behalf of the applicant. All applicants must themselves upload an unofficial copy of their complete academic record from each university-level institution attended to date. Admitted applicants will be required to send, or ask the appropriate university authorities to send, an official or certified copy of their complete, final academic record from each university-level institution attended to date. McGill graduates are not required to submit McGill transcripts. See [www.mcgill.ca/gradapplicants/apply/ready/submit](http://www.mcgill.ca/gradapplicants/apply/ready/submit) for instructions on uploading or mailing official documents to McGill. Please note that all documents submitted to McGill University in support of an application to be admitted, including, but not limited to, transcripts, diplomas, letters of reference, and test scores, become the property of McGill University and will not be returned to the applicant or issuing institution under any circumstance.

A **non-refundable** fee paid by credit card in Canadian funds **must** accompany the online application. The fee covers up to two program choices per term. Candidates for Special, Visiting, and Qualifying status must also apply online and pay the application fee. Please note that application fees and other charges are listed on the [Student Accounts website](#).

It is recommended that applicants submit a list of the course titles in the major subject, since transcripts often give code numbers only. **Transcripts written in a language other than English or French must be accompanied by a translation prepared by a licensed translator.** An explanation of the grading system used by the applicant's university is essential. The applicant should also indicate the major subject area in which further study is desired.

Applications and uploaded supporting documents must be submitted according to individual academic unit specifications and deadlines; see [www.mcgill.ca/gradapplicants/programs](http://www.mcgill.ca/gradapplicants/programs). International students are advised to apply well in advance of the application deadlines as immigration procedures may be lengthy. Admission to graduate studies at McGill is highly competitive; accordingly, late and/or incomplete applications are considered only as time and space permit.

The admission decision is based on the recommendation of the graduate academic unit. Depending on the academic level and strength of the application, and any special circumstances, the application may be verified by the Graduate Admissions Unit in Enrolment Services and/or reviewed by the Graduate Admissions Committee. All offers of admission have the approval of Graduate and Postdoctoral Studies, and are sent to applicants electronically by Enrolment Services.

## 4.2 Admission Requirements (Minimum Requirements to be Considered for Admission)



**Note:** The following admission requirements denote the minimum standard for applicants. Some graduate academic units may require additional qualifications or a higher minimum CGPA; applicants are strongly urged to consult the academic unit concerned regarding specific requirements.

Applicants should be graduates of a university of recognized reputation and hold a bachelor's degree of recognized reputation.

The applicant must present evidence of academic achievement: a minimum standing equivalent to a cumulative grade point average (CGPA) of 3.0 out of a possible 4.0 or a CGPA of 3.2 out of 4.0 for the last two full-time academic years. High grades are expected in courses considered by the academic unit to be preparatory to the graduate program. Some academic units impose additional or higher requirements.

See [www.mcgill.ca/gradapplicants/international/apply/equivalency](http://www.mcgill.ca/gradapplicants/international/apply/equivalency) for information on grade equivalencies and degree requirements from countries in Europe and around the world. These equivalencies and requirements are provided for information only and are subject to change without notice.

## 4.3 Application Procedures

### Application Checklist

All supporting application documents and required supplemental materials must be uploaded directly to the McGill admissions processing system. See [www.mcgill.ca/gradapplicants/apply/ready/submit](http://www.mcgill.ca/gradapplicants/apply/ready/submit) for information and instructions.

- 1. Online Application for Admission form:** [www.mcgill.ca/gradapplicants/apply/ready](http://www.mcgill.ca/gradapplicants/apply/ready).
- 2. Application fee:** non-refundable Canadian funds payable by credit card cover up to two program choices per term. Some programs may charge additional fees. If applicable, these will be automatically charged when you submit the application form. Please note that application fees and other charges are listed on the [Student Accounts website](#).
- 3. Transcripts:** your complete record of study from each university-level institution you have attended to date. Uploaded copies are considered unofficial; final, official copies will be required of admitted applicants.



## 4.5 Competency in English

Applicants to graduate studies must demonstrate an adequate level of proficiency in English **prior to admission**, regardless of citizenship status or country of origin.

Normally, applicants meeting any one of the following conditions are **not** required to submit proof of proficiency in English:

1. Mother tongue (language first learned and still used on a daily basis) is English.
2. Has obtained (or is about to obtain) an undergraduate or graduate degree from a recognized foreign institution where English is the language of instruction.
3. Has obtained (or is about to obtain) an undergraduate or graduate degree from a recognized institution in Canada or the United States of America (anglophone or francophone).
4. Has lived and attended university, or been employed, for at least four consecutive years, in a country where English is the acknowledged primary language.

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

1. **TOEFL** (Test of English as a Foreign Language): minimum acceptable scores are:

### Competency in English

#### iBT (Internet-based test)

86 overall (no less than 20 in each of the four component scores)

N.B. an institutional version of the TOEFL is not acceptable.

#### PBT (paper-based test)

567

2. **IELTS** (International English Language Testing System): a band score of 6.5 or greater.
3. **MELAB** (Michigan English Language Assessment Battery): a grade of 85% or higher.
4. University of Cambridge ESOL *Certificate in Advanced English* (CAE): a grade of “B” (Good) or higher.
5. University of Cambridge ESOL *Certificate of Proficiency in English* (CPE): a grade of “C” (Pass) or higher.
6. **Pearson Edexcel** (formerly Edexcel London) Test of English – Level 5 – with an overall grade of at least “Pass.”
7. **McGill** Certificate of Proficiency in English or McGill Certificate of Proficiency – English for Professional Communication: Certificate of Proficiency awarded.

In each case, applicants must ensure that official test results are sent to McGill directly by the testing service. Applications cannot be considered if test results are not available. These scores are general minima; some academic units may set higher requirements.

Revised – July 2008

## 4.6 Admission to a Qualifying Program

Some applicants whose degree and academic standing make them very good candidates for admission to graduate studies, but who are considered inadequately prepared in the subject selected, may be admitted to a Qualifying program for a master’s. The undergraduate-level courses to be taken in a Qualifying program will be prescribed by the academic unit concerned.

Qualifying students are registered in graduate studies, **but not as candidates for a degree**. Only one Qualifying year (i.e., two full-time terms) is permitted.

In all cases, after the completion of a Qualifying year or term, an applicant interested in commencing a degree program must apply for admission by the application deadlines. Successful completion of the work in the Qualifying program (B- in all courses) does not automatically entitle the student to proceed toward a degree. Qualifying year students must apply for admission to the program for which they seek qualification.

In cases where an academic unit recommends a change of registration from Qualifying program (Fall) to Master’s Degree First Year (Winter), **students must apply to the degree program by the academic unit’s Winter application deadline**. A Qualifying year applicant admitted to a Winter term as a first term of studies must apply for admission for a Fall term as his/her second term of studies.

Students who are ineligible for a Qualifying program may apply to the appropriate undergraduate faculty for admission as regular or Special Students, and seek admission to graduate studies at a later date. The normal admission requirements must be met and the usual procedures followed.

## 4.7 Admission to a Second Degree Program

A candidate with a given higher degree may apply for admission to a second degree program at the same level but **in a different subject**. The normal admission requirements must be met and all the usual procedures followed.



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**6.1 Policy on Research Ethics**

Please refer to the Policy on Research Ethics available at [www.mcgill.ca/secretariat/policies-and-regulations](http://www.mcgill.ca/secretariat/policies-and-regulations).

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**6.2 Regulation on the Conduct of Research**

Please refer to the Regulation on the Conduct of Research available at [www.mcgill.ca/secretariat/policies-and-regulations](http://www.mcgill.ca/secretariat/policies-and-regulations).

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**6.3 Policy on Research Integrity**

Please refer to the Policy on Research Integrity available at [www.mcgill.ca/research/about/integrity](http://www.mcgill.ca/research/about/integrity).

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**Guidelines f**



### 7.2.1 Support for Students: Office of the Dean of Students

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

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

For information, contact (Dean/Associate Dean):

Telephone: 514-398-4990  
Email: [deanofstudents@mcgill.ca](mailto:deanofstudents@mcgill.ca)  
Website: [www.mcgill.ca/deanofstudents](http://www.mcgill.ca/deanofstudents)

### 7.2.2 Office of the Senior Director, Services for Students

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

For information, contact:

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

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

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## 7.3 Student Services – Downtown Campus

Unless otherwise indicated, all **Student Services** on the Downtown campus are located in the William and Mary Brown Student Services Building:

Brown Student Services Building, Suite 4100  
3600 McTavish Street  
Montreal QC H3A 0G3  
General Information: 514-398-8238  
Website: [www.mcgill.ca/studentsservices](http://www.mcgill.ca/studentsservices)

A list of services available is given below. For further information, see the [Student Services website](#).

- [section 7.3.1: Campus Life & Engagement \(CL&E\)](#)
- [section 7.3.2: Career Planning Service \(CaPS\)](#)
- [section 7.3.3: Counselling Services](#)
- [section 7.3.4: First Peoples' House](#)
- [section 7.3.5: Health Services](#)
- [section 7.3.6: International Student Services \(ISS\)](#)
- [section 7.3.7: Office of Religious and Spiritual Life \(MORSL\)](#)
- [section 7.3.8: Office for Sexual Violence Response, Support, and Education](#)
- [section 7.3.9: Office for Students with Disabilities \(OSD\)](#)
- [section 7.3.10: Office of Sustainability](#)
- [section 7.3.11: Psychiatric Services](#)
- [section 7.3.12: Scholarships and Student \(Financial\) Aid Office](#)
- [section 7.3.13: T](#)

### 7.3.1 Campus Life & Engagement (CL&E)

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

Brown Student Services Building, Suite 3100  
Telephone: 514-398-6913  
Email: [cle@mcgill.ca](mailto:cle@mcgill.ca)  
Website: [www.mcgill.ca/cle](http://www.mcgill.ca/cle)

**First-year students:**

Email: [firstyear@mcgill.ca](mailto:firstyear@mcgill.ca)  
Website: [www.mcgill.ca/firstyear](http://www.mcgill.ca/firstyear)

### 7.3.2 Career Planning Service (CaPS)

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

Brown Student Services Building, Suite 2200  
Telephone: 514-398-3304  
Email: [careers.caps@mcgill.ca](mailto:careers.caps@mcgill.ca)  
Website: [www.mcgill.ca/caps](http://www.mcgill.ca/caps)  
myFuture: [caps.myfuture.mcgill.ca](http://caps.myfuture.mcgill.ca)

### 7.3.3 Counselling Services

Supports psychological wellness through groups, workshops, online resources, and short-term counselling.

Brown Student Services Building, Suite 4200  
Telephone: 514-398-3601  
Email: [counselling.service@mcgill.ca](mailto:counselling.service@mcgill.ca)  
Website: [www.mcgill.ca/counselling](http://www.mcgill.ca/counselling)

### 7.3.4 First Peoples' House

Promotes and supports Indigenous student success and well-being in a culturally welcoming environment.

3505 Peel Street  
Telephone: 514-398-3217  
Email: [firstpeopleshouse@mcgill.ca](mailto:firstpeopleshouse@mcgill.ca)  
Website: [www.mcgill.ca/fph](http://www.mcgill.ca/fph)

### 7.3.5 Health Services

Provides access to physicians, nurses, and a dietician who offer health services and information in a confidential atmosphere. Also operates a laboratory offering a wide array of testing.

Downtown Campus  
Brown Student Services Building, Suite 3300  
Telephone: 514-398-6017  
Website: [www.mcgill.ca/studenthealth](http://www.mcgill.ca/studenthealth)

Macdonald Campus  
Telephone: 514-398-7992  
Website: [www.mcgill.ca/macdonald-studentservices/feeling-sick](http://www.mcgill.ca/macdonald-studentservices/feeling-sick)

### 7.3.6 International Student Services (ISS)

Offers support to international students; orientation and transition programs; and immigration and health insurance information.



Brown Student Services Building, Suite 5100  
Telephone: 514-398-4349  
Email: [international.students@mcgill.ca](mailto:international.students@mcgill.ca)  
Website: [www.mcgill.ca/internationalstudents](http://www.mcgill.ca/internationalstudents)

### 7.3.7 Office of Religious and Spiritual Life (MORSL)

Connects students from various religious backgrounds with their on-campus communities and faith liaisons. Provides students with space and resources to explore spirituality, and educates students on how to thrive in a pluralistic society.

Presbyterian College, 3495 University Street, 2<sup>nd</sup> floor  
Telephone: 514-845-1331  
Email: [morsl@mcgill.ca](mailto:morsl@mcgill.ca)  
Website: [www.mcgill.ca/morsl](http://www.mcgill.ca/morsl)

### 7.3.8 Office for Sexual Violence Response, Support, and Education

Confidential, non-judgmental, and non-directional support for students, faculty, and staff of all genders impacted by sexual and gender-based violence. Services offered in both French and English.

550 Sherbrooke W., Suite 585 (West Tower)  
Telephone: 514-398-3786; 514-398-4486  
Email: [svoffice@mcgill.ca](mailto:svoffice@mcgill.ca)  
Website: [www.mcgill.ca/osvrse](http://www.mcgill.ca/osvrse)

### 7.3.9 Office for Students with Disabilities (OSD)

The Office for Students with Disabilities (OSD) provides learning assessment, support services, and reasonable accommodations to **undergraduate, graduate, and postdoctoral** students with documented disabilities, mental health issues, chronic illnesses, or other impairments, whether they be temporary, permanent or episodic.

Main Office - Downtown  
1010 Sherbrooke St. W., Suite 410  
Telephone: 514-398-6009  
Email: [disabilities.students@mcgill.ca](mailto:disabilities.students@mcgill.ca)

Exam Centre  
Redpath Library Building, 3459 McTavish St., Suite RS-56  
Telephone: 514-398-2480  
Email: [exams.osd@mcgill.ca](mailto:exams.osd@mcgill.ca)  
Website: [www.mcgill.ca/osd](http://www.mcgill.ca/osd)

Macdonald Campus  
Telephone: 514-398-7992 (Mac)  
Website: [mcgill.ca/osd](http://mcgill.ca/osd)

### 7.3.10 Office of Sustainability

Supports McGill's goal to become an institutional model of sustainability for society. Whether you have a project in mind, or just a lot of questions, there are many ways for you to get involved with sustainability at McGill. Stay up to date via our [Facebook](#) and [Twitter](#).



#### **7.4.2 Counselling Services**

Supports psychological wellness through groups, workshops, online resources, and short-term counselling.

Telephone: 514-398-7992

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

#### **7.4.3 International Student Services (ISS)**

International Student Services Advisors are available (twice a month during the school year) to discuss immigration processes and documentation, and advise on additional ISS programming. Information and distribution of Health Insurance Cards (Blue Cross) also available.



P.O. Box 188  
Macdonald Campus of McGill University  
Sainte-Anne-de-Bellevue QC H9X 3V9  
Telephone: 514-398-7716  
Email: [residences.macdonald@mcgill.ca](mailto:residences.macdonald@mcgill.ca)  
Website: [www.mcgill.ca/students/housing/rez-options/macdonald](http://www.mcgill.ca/students/housing/rez-options/macdonald)

Residence life is an integral part of Macdonald Campus activities.

- **Laird Hall**, with a capacity of 250 students, is a co-ed residence that provides accommodation for undergraduate, graduate, and Farm Management Technology students. Residents enjoy comfortable rooms, modern kitchens, cozy lounge facilities, and other amenities that help make their residence

Daily passes for students are \$6 and can be purchased at the Upper Gravel Lot and the Horticulture parking lot. Half-day passes are \$4 and can only be purchased at the meter (exact change is required). All students obtaining a daily pass must park in the Horticulture lot, east of the Highway 20 overpass. If you are not sure of the location, you can pick up a map from the Campus Security office in Laird Hall. For more information, see [www.mcgill.ca/transport/parking/mac](http://www.mcgill.ca/transport/parking/mac).

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## **7.6 Athletics & Recreation**

### **7.6.1 Downtown Campus Athletics & Recreation**

Offers a wide range of f

Telephone: 514-398-7789

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

Facebook: [www.facebook.com/Mac-Athletics-and-Recreation-559732057427796/?fref=ts](https://www.facebook.com/Mac-Athletics-and-Recreation-559732057427796/?fref=ts)

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## 7.7 Ombudsperson for Students

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

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

Office of the Ombudsperson

3610 McTavish

Main Floor, Suite 14

Telephone: 514-398-7059 (for an appointment)

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

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## 7.8 Extra-Curricular and Co-Curricular Activities

Student associations and University units at McGill host over **300** activities, clubs, and services that students may join. These include:

- international clubs;
- leadership groups;
- peer support programs;
- student government societies;
- religious groups;
- political clubs;
- communications and media groups such as the CKUT radio station, the McGill Tribune, and the McGill Daily;
- science clubs;
- literary, theatrical, and musical societies;
- athletic, recreational, and outdoor activity/sports groups;
- ...and many more.

An overview of extra-curricular activities at McGill is available on Campus Life & Engagement's [Engage McGill](#) site. [myInvolvement](#) is an online tool for McGill students to find current involvement opportunities on campus. Students can then record their involvement in eligible activities, workshops, volunteer opportunities, and leadership positions on their Co-Curricular Record (CCR).

### 7.8.1 University Centre, Thomson House, and Centennial Centre

The [University Centre](#), 3480 McTavish Street, provides club rooms for many extra-curricular activities in a four-storey building with dining options, a ballroom, lounges, and a black box theatre. Activities for graduate students are centred in [Thomson House](#) at 3650 McTavish Street.

On the Macdonald campus, facilities are located in the [Centennial Centre](#); a list of student services and activities on the Macdonald campus is available at [Agricultural & Environmental Sciences > Undergraduate > About Agricultural and Environmental Sciences \(Undergraduate\) > : Student Information](#).

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## 7.9 Bookstore

### 7.9.1 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 operates in multiple locations. Please visit the [Le James](#) website for details and directions.

**Course Materials and General Books**

3544 PT2946 9

Telephone: 514-398-8354

**Clothing, Technology, and Continuing Studies Course Materials**

680 Sherbrooke Street West  
Telephone: 514-398-5025

**Mobile Store (Seasonal)**

McGill Lower Campus

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

## 7.9.2 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)

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## 7.10 Computer Store

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

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## 7.11 Day Care

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

The Centre is located at:

3491 Peel Street  
Montreal QC H3A 1W7  
Telephone: 514-398-6943  
Website: [www.mcgill.ca/daycare](http://www.mcgill.ca/daycare)

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

The Centre is located at:

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

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## 8 Fees

The information in this publication was updated in February 2018. **The University reserves the right to make changes without notice in the published scale of fees.**

**Further information regarding fees can be found on the Student Accounts website:**

[www.mcgill.ca/student-accounts/tuition-fees/tuition-and-fees-tables-and-rates](http://www.mcgill.ca/student-accounts/tuition-fees/tuition-and-fees-tables-and-rates).

For information on financial support, see [University Regulations & Resources](#) > *Undergraduate* > : *Scholarships and Student Aid*.



**Note for Graduate and Postdoctoral Studies:** For information on financial support, see [www.mcgill.ca/gps/funding](http://www.mcgill.ca/gps/funding).



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## 8.1 Access to Fee Information

You can view your





### 8.8.1 Fee Refund Deadlines

The deadline dates for course refunds are independent of the deadline dates given for withdrawal from courses.

**Note for Graduate and Postdoctoral Studies:** See [University Regulations & Resources > Graduate > Regulations > Registration > section 1.3.3: Summer Registration](#) for information about fee refund after withdrawal from a Summer Term of Residence for newly admitted graduate students only. Otherwise, there are generally no refunds for tuition and fees charged for a Summer term course from which you hav

### 8.9.1.1 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.

### 8.9.1.2 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.

#### **Cancelling Registration for Non-Payment of Puse all le**

## 8.9.6 Senior Citizens

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

## 8.9.7 Quebec Inter-University Transfer Agreements

If you are taking courses as part of the Quebec Inter-University Transfer (IUT) agreement, you are required to pay the fees at your home university; see [section 1.2.13: Quebec Inter-University Transfer Agreement](#). The agreement covers only the transfer of academic credits.

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

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

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## 8.10 Sponsorships/Funding/Fee Deferrals

### 8.10.1 Students with Sponsors

If your fees will be paid by an outside agency such as the Department of Veterans Affairs, CIDA, or a foreign government, 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 University to initiate a contract with your sponsor and effect the payment to your fee account. You need to notify the University at least one month before the beginning of the term in which the contract takes effect. For more information and the required forms, see [www.mcgill.ca/student-accounts/parents-and-sponsors/third-party-sponsorship](http://www.mcgill.ca/student-accounts/parents-and-sponsors/third-party-sponsorship).

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

### 8.10.2 Students Receiving McGill Funding

Student funding may be paid directly to your student fee account or direct deposited to your bank. Please verify the payment schedule and the method of payment on [Minerva's](#) Financial Aid/Award menu if you are expecting a fellowship/award.

Students who are expecting awards to be paid in early January prior to the fee deadline may reduce their payment amount by the total amount of their awards. This will avoid unnecessary credit balances to be refunded.

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

### 8.10.3 External Scholarships

Students may also receive external scholarships from other organizations, outside agencies, parents' employers or community groups. These awards are typically sent directly to the University. Such students should provide the Student Accounts Office with a letter from the external body indicating the details and requirements of how the scholarship funds should be distributed, including any conditions for the award. If such information is not specified, the amount of the scholarship will be split into two terms and when schols-84 1f87n9 0 ald ms a



**Note:** Students who apply late may not request cancellation of interest.

A fee deferral generally covers the amount of the Fall (Winter or Summer) term charges, which include tuition, administrativ

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## 9.1 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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# 10 Resources for Study and Research

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

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## 10.1 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 ph



Course Number	Course Title	Credits	Notes
CCOM 315	Writing the Internet	3	



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

#### Graduate Courses:

Course Number	Course Title	Credits
CEAP 642	Cornerstones of Academic Writing	1
CEAP 652	Fundamentals of Academic Presentations	1
CEAP 661	Literature Review 1: Summary and Critique	1
CEAP 665	Literature Review 2: Establishing Scholarly Niches	1
CEAP 671	Selected Topics in Communication 1	1
CEAP 672	Selected Topics in Communication 2	1
CESL 631	Strategies for Academic Communication in English	1
CESL 641	Fundamentals of Academic Writing in English	1
CESL 651	Pronunciation for Effective Communication	1

#### Course for School of Continuing Studies Students:

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

#### Course in Professional Writing (CE Units):

Course Number	Course Title	Notes
CCOM 208	Professional Writing in Business	

### 10.2.1 McGill Writing Centre Contact Information

McGill Writing Centre  
 McLennan-Redpath Library  
 Main Floor, Room #02  
 3459 McTavish Street  
 Montreal QC H3A 0C9  
 Telephone: 514-398-7109  
 Fax: 514-398-7416  
 Website: [www.mcgill.ca/mwc](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 CCOM 208 should be directed to:

Prof. Sue Law4TjAP 150, CEAP 250, CESL751 Tm(w4TjAfill rYIs fophone: ral Inquiries: )Tj0 0 1 rnquil RG/F2 8.1 Tf1 0 0 1 142.428 216.191 Tm(ment321: )Tj

Telephone: 514-398-8447

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

Prof. Diane Dechief  
Email: [diane.dechief@mcgill.ca](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 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

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### 10.3 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.





## 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.

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### 11.3 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; tw

### 11.5.2.1 Members

#### Members

Bob Babinsky; B.A.(McG.)  
Darin Barney; B.A., M.A.(S. Fraser), Ph.D.(Tor.)  
Maryse Bertrand; B.C.L.(McG.), M.Sc.(NYU), Ad. E.  
Michael T. Boychuk; B.Com.(McG.)  
Peter Coughlin; B.Com.(Car.), M.B.A.(W. Ont.)  
Ronald Harry Critchley; B.A.(C'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 Matuszweski; B.A.(Laval), M.B.A.(McG.)  
Samuel Minzberg; LL.B.(McG.)  
Derek Nystrom; B.A.(H.)(Wisc.), M.A., Ph.D.(Virg.)  
Maarika Paul; B.Com., Gr. Dip.(McG.), F.C.P.A., F.C.A., C.B.V.  
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.)

### 11.5.2.2 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)

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## 11.6 Governance: Members of Senate

### 11.6.1 Ex-officio

#### *Ex-officio*

The Chancellor  
The Chair of the Board of Governors  
The Principal and Vice-Chancellor

### *Ex-officio*

The Dean of Graduate and Postdoctoral Studies

The Dean of Students

The Dean/Director of Libraries

The University Registrar and Executive Director of Enrolment Services

The Director of Teaching and Learning Services

## **11.6.2 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)

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## **11.7 Administration**

### **Administration**

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

**Chancellor**

Suzanne FTmnzanne F

**Principal and Vice-Chancellor**

## 11.7.1 Deans, Directors of Schools and Libraries

### 11.7.1.1 Deans

#### Deans

Anja Geitmann; Diplom(Konstanz), Ph.D.(Siena)

**Agricultural & Environmental Sciences**

Antonia Maioni; B.A.(Laval), M.A.(Car.), Ph.D.(N'western)

**Arts**

Carola Weil; B.A.(Bryn Mawr), M.A., M.P.M., Ph.D.(Md.)

**Continuing Studies**

Elham Emami; D.D.S.(Tehran), M.Sc., Ph.D.(Montr.)

**Dentistry**

Dilson Rassier; B.Sc.(Fed. de Pelotas), M.Sc.(UFRGS), Ph.D.(Calg.)

**Education**

James Nicell; B.A.Sc., M.A.Sc., Ph.D.(Windsor), P.Eng.

**Engineering**

Josephine Nalbantoglu; B.Sc., Ph.D.(McG.)

**Graduate & Postdoctoral Studies**

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