



Regulations and Resources (Summer Studies)
Programs, Courses and University Regulations
2025

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

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

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

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



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

1.5 University Student Assessment Policy

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

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

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

1.6 Policy Concerning Access to Records

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

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

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

In addition to the above, **if you are a candidate for admission to the Faculty of Medicine and Health Sciences or to the Faculty of Dental Medicine and Oral Health Sciences in undergraduate, graduate, or postgraduate studies, you will be asked to consent** to the release of personal information to other schools of medicine; to Employment and Social Development Canada; to the Ministère du Travail, de l'Emploi et de la Solidarité sociale of Quebec; to a McGill professor, researcher or graduate student, strictly for research or teaching purposes; and to a University teaching/affiliated hospital or health centre to which you apply/or join for residency or rotations.

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

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

- collect and maintain your personal information for the purpose of administering your University admissions and student record files;
- obtain copies of your transcripts from the *Ministère de l'Éducation et de l'Enseignement supérieur*; the Ontario Universities' Application Centre; and/or the British Columbia Ministry of Education;
- make inquiries to and obtain personal information from the *Ministère de l'Immigration, de la Francisation et de l'Intégration*; Immigration, Refugees and Citizenship Canada; and/or the *Régie de l'assurance maladie du Québec* to verify the validity of your immigration or health insurance status;
- validate with the *Ministère de l'Éducation et de l'Enseignement supérieur* information regarding your citizenship and previous institution attended, if necessary and as required in order to manage the admissions process and to determine your tuition fees;
- verify any information or statement provided as part of your application; and
- contact you through the McGill Alumni Association and University offices that maintain contact with McGill students, alumni, and friends for the purpose of providing University updates and opportunities for direct support to the University, including fundraising and making available special offers such groups may benefit from.

At the time of application, you will be asked to **acknowledge** that:

- an admission granted based on incomplete, incorrect, or false information contained in your application or supporting documents may be revoked at the sole discretion of the University. The University reserves the right to revoke admission at any time; and
- if admitted to McGill University, you will be bound by the statutes, rules, regulations, and policies in place from time to time at McGill University and at the faculty or faculties in which you will be registered, including those policies contained in the University calendars and related fee documents. **You will undertake to observe all such statutes, rules, regulations, and policies.** Your obligations would commence with your registration and terminate in accordance with the University's statutes, regulations, and policies.

1.7 Information Technology (IT) Policies and Regulations

McGill University students, faculty, staff, and other members of the McGill community benefit from a variety of Information Technology resources, which are used in accordance with University policies and directives. Visit the [IT policies](#) site for further details.

Here are some key references for students :

- [section 1.7.1: Responsible Use of McGill Information Technology Resources](#)
- [section 1.7.2: Report Security Incidents](#)
- [section 1.7.3: Use of Cloud Services](#)
- [section 1.7.4: Two-Factor Authentication \(2FA\)](#)
- [section 1.7.5: Email Communication](#)
- [section 1.7.6: Secure your Journey](#)

1.7.1 Responsible Use of McGill Information Technology Resources

Each of us has responsibilities when using McGill's IT resources. The *Policy on the Responsible Use of McGill Information Technology Resources* is a code of conduct that identifies what is acceptable when working with McGill technology resources.

For more information, view the [Policy on the Responsible Use of McGill Information Technology Resources](#) , available on the [Secretariat website](#).



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 [mcgill.ca/ugme/policies-procedures/guidelines-social-media](#) and [mcgill.ca/thewelloffice](#).


1.7.2 Report Security Incidents


Please inform IT Services immediately if you experience or are aware of an IT security incident!


1.10.3 Special Medical Needs


If you have special medical needs, please book an appointment with the [Student Wellness Hub](#) to discuss how to manage your health while at McGill.

Note for Medicine and Health Sciences: Once admitted to the Faculty, you will be required to provide additional documentation for the purposes of admission and registration. Details are provided in the application instructions. For more information, see

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

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

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

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

2.2.2.1 Fee Exemptions

Exemption from the out-of-province or international supplement tuition fees is possible for students in any of the following three categories, as authorized by the Government of Quebec:

1. **French Course Fee Exemptions** – Full-time international students are charged fees at the Quebec tuition rate by default for certain eligible French courses (note exclusions as listed at mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions).
2. **Out-of-Province Tuition Supplement Exemptions** – Non-Quebec Canadian students in the following categories are exempted from out-of-province tuition supplements (details at mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions):
 - Students in a Ph.D. program
 - Students in a Postgraduate Medical Education program: Medical Residents, Clinical Fellows, Clinical Research Fellows, Research Fellows
 - Students registered full-time in the Master's in French (*Maîtrise en français*). The exemption begins at the moment of registration.

you withdraw from all of your courses, you must attach your ID card to the withdrawal form or return it to the Client Services Office of the School of Continuing Studies.

2.3.1 ID Card Schedule for the Downtown Campus

The locations and opening hours of ID card centres can be found on the Student Information website at mcgill.ca/student-records/personal-information/id.

- New students can obtain their ID card 24 hours after registering for their first course. Registration dates for new students can be found [here](#).
- Returning students must be registered for at least one course and may present themselves at an ID card centre during their operational hours at any time in order to obtain a replacement card. Please refer to the following site for information on the Downtown Campus ID Centre: mcgill.ca/student-records/personal-information/id.

2.3.2 ID Card Schedule for the Macdonald Campus




New students can obtain their ID card 24 hours after registering for their first course. Registration dates for new students can be found [here](#).

The Macdonald Campus ID Centre is in the Student Affairs Office, Laird Hall, Room 106.

Information on when the ID Centre is open can be found

3 Student Types and Registration Procedures

All students, including McGill students, Quebec Inter-University Transfer students, and Special and Visiting Students from universities outside Quebec must register using Minerva, McGill's web-based registration system, at mcgill.ca/minerva. Once you have determined your student type below, take note of the registration procedures in the corresponding column. Please note that students owing fees from previous terms will be denied access to register on Minerva.

STUDENT TYPE	REGISTRATION PROCEDURE
<p>A) A McGill student is:</p> <ul style="list-style-type: none"> One who is registered in the Winter term immediately preceding the Summer 2024 term in a McGill degree or diploma program; students who are graduating in June 2024, see instructions for <i>D) Special Students</i>. One who has not registered or who withdrew in the Winter term and has received a letter of readmission from the Faculty office. <p>Graduate student</p> <p>School of Continuing Studies student</p> <p>Macdonald Campus Summer Session student</p>	<p>Please remember to:</p> <ul style="list-style-type: none"> Pay any outstanding fees on your student account; Verify course and program requirements in the Undergraduate eCalendar at mcgill.ca/study/courses/search (course requirements) and mcgill.ca/study/programs/search (program requirements); Consult your faculty student affairs office for a list of Summer courses that are acceptable for credit toward your degree. Other courses may be taken, but may not count toward your degree; Obtain authorization from the appropriate department, if required; Go to mcgill.ca/students/courses/add/register and follow instructions on how to register. View your class schedule on <i>Minerva</i> to ensure you are correctly registered. <p>Before registering via Minerva, you should consult with your graduate department/unit (see mcgill.ca/gps/students/registration). For further information, please see mcgill.ca/gradapplicants/how-apply.</p> <p>You must register with the School of Continuing Studies (see mcgill.ca/continuingstudies).</p> <p>You must follow the steps for the appropriate student type (McGill, IUT, visiting, or special) as well as obtain permission from the Faculty of Agricultural and Environmental Sciences in order to register for their courses (see mcgill.ca/macdonald).</p>
<p>B) A Quebec Inter-University Transfer student is:</p> <ul style="list-style-type: none"> One who is currently registered at a Quebec university and wishes to transfer credits granted by McGill during the Summer to that university. 	<p>Currently registered students at other Quebec universities should follow the steps below:</p> <ul style="list-style-type: none"> Initiate an online Inter-University Transfer (IUT) form to request the required authorizations. Complete the online AEHE-IUT form available through mcgill.ca/transferecredit/iut by clicking on the <i>Non-McGill Students</i> tab on the vertical menu and then <i>Step 1: Applying</i>. After the online Inter-University Transfer form is approved by your home university and McGill, you must register in the approved course(s) on Minerva. Go to mcgill.ca/students/courses/add/register and follow instructions on how to register. View your class schedule on <i>Minerva</i> to ensure you are correctly registered. <p> Note: The online IUT form is only an approval process and does not signify that you will be registered in the course.</p>
<p>C) A Visiting Student from a university outside Quebec is:</p> <ul style="list-style-type: none"> One who is currently registered in a degree or diploma program at another university. You may take Summer courses at McGill for credit at your home university. After you have selected the courses that you would like to take for university credit, obtain written permission from the Registrar or other responsible authority at your home university. This letter of permission should state the course(s) and number of credits that may be taken and must accompany the documentation sent to McGill. 	<p>Registration for Visiting Students from universities outside Quebec and for all Special Students:</p> <ul style="list-style-type: none"> Before registering for courses on Minerva, you must have a McGill record. You must first fill out and submit a Registration Package for Summer 2024, available for download at mcgill.ca/summer/future-students/registering. <p> Note: There is a \$50 processing fee, payable online when you upload your Registration Package or in person at Service Point on campus.</p>
<p>D) A Special Student is:</p> <ul style="list-style-type: none"> One who has received either a conditional or final letter of acceptance to a McGill undergraduate degree or diploma program. 	<p> Note: McGill students who have a Winter 2024 graduation term on their record will only need to complete the online form entitled</p>

STUDENT TYPE

- Anyone who is not currently registered in a degree or diploma program either at McGill or elsewhere.
- One who is graduating from McGill University in the month of June 2024.



Note: If you have received a final acceptance to a McGill undergraduate degree or diploma program for Fall 2024 and have confirmed your acceptance, please see the registration procedures for student-type A) McGill students above.

REGISTRATION PROCEDURE

Authorization for Change of Program - Graduating Students available at mcgill.ca/students/records/forms.

- Once your registration package has been processed, you will receive an email with your McGill ID number and instructions on how to register using *Minerva*. These instructions are also available at: mcgill.ca/students/courses/add/register.
- Note that you must provide your Permanent Code form and supporting documents according to the regulations explained in [section 2.2.2: What Documents Does McGill Need from You?](#) Please read this section carefully before submitting your registration package.
- Processing of registration packages will begin in February and registration will begin in March (see : [Key Dates, Summer 2025](#)). Some courses fill up rapidly so you are advised to send your [Registration Package for Summer Studies](#) early.



Note: You are responsible for all courses in which you are registered unless you formally drop these courses online using Minerva before the deadline date. Neither notification of the course instructor nor discontinuing class attendance is sufficient (see : [Key Dates, Summer 2025](#) for add/drop and withdrawal deadlines).



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

3.1.2 Course Numbering

Each McGill course is assigned a unique seven-character course “number”.

The first four characters (subject code) refer to the unit offering the course.

These codes were implemented in September 2002, replacing the three-number teaching unit codes previously used. A complete list of teaching unit codes and their subject code equivalents can be found at mcgill.ca/student-records/transcripts/key in the section *Cross-walk of current subject codes to pre-2002 course numbers*.

The three numbers following the subject code refer to the course itself, with the first of these indicating the level of the course.

- Courses numbered at the 100, 200, 300, and 400 levels are intended for under

3.2.1 Departmental Approval

Some courses require that you first obtain departmental approval from the department offering the course before registering (for Education courses, contact the Student Affairs Office, Faculty of Education). A course requiring departmental approval will be listed as such in the [Minerva Class Schedule](#). Departmental approval gives you the **permission to register**, but does not ensure a place in the course.

Since enrolment in these courses is on a first-come, first-served basis, you should register on Minerva as soon as you have the department's approval.

- B.Sc.(Arch.) students may use the S/U option for elective courses taken outside the School of Architecture. You cannot use the S/U option for courses in an

You can revoke guest access privileges at any time.

Note that *Service Point* staff may respond to questions from your authorized guest regarding the information to which they have been given access.

If you do not want to give a guest access privileges to Minerva, you can enter an “Alternate Student Billing” email address on Minerva to which Student Accounts will send a copy of the monthly e-bill notification.

You should not share your PIN (personal identification number) with anyone, including a guest on Minerva. *Guest Access* allows your guest to view your account information without knowing your PIN.

4.2 Invoicing Information

Fees are assessed on a term-by-term basis.

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

Failure to check your McGill email on a regular basis in no way warrants the cancellation of interest char

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

4.4.5.2 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-P a

4.4.10 Sponsor ships/A wards/Fee Deferrals

4.4.10.1 Students with Sponsor s

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

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

Students Receiving McGill A wards

4.6 Refunds: Deadlines and How to Claim a Refund

Refunds of tuition and administrative charges are available in the following cases:

- if you cancel your registration prior to the start of classes;
- if you drop a course during the Course Change period (first four scheduled classes, which include lectures and laboratories; please see course descriptions of intensive courses where deadlines may be non-standard).

You are not automatically refunded your credit balance as many students choose to keep the balance on account for use for a future term. You may, however, request your credit balance to be refunded at any time.

You can request a refund in [Minerva](#) at *Student > Student Accounts > Refund Request > Create a new Refund Request*. Please note that we strongly recommend that you supply direct deposit banking information via Minerva (Canadian banks only); otherwise, a refund charge will apply. Please see mcgill.ca/student-accounts/your-account/requesting-refund for details.

If the course is cancelled due to insufficient enrolment, fees are refunded in full. **There are no refunds under any circumstance if you withdraw from a course after the fourth scheduled class (which include lectures and laboratories).**

5 Student Records

Students must inform themselves of University rules and regulations and keep abreast of any changes that may occur.

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

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

If you are in Interim Satisfactory or Satisfactory Standing:

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

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

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

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

If you are in Probationary Standing:

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

You will be placed in Probationary Standing:

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

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

If you are in Unsatisfactory Readmitted Standing:

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

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

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

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

If you are in Unsatisfactory Standing:

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

You will be placed in Unsatisfactory Standing:

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

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

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

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

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

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

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

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

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

If your Standing changes to Unsatisfactory:

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

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

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

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

5.1.5.1 Satisfactory Standing: Faculty of Engineering

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

You may continue with your studies under the following conditions:

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

5.1.5.2 Probationary Standing: Faculty of Engineering

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

a CGPA that is less than 2.00 and equal to or greater than 1.20

or

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

You may continue with your studies under the following conditions:

- You must reduce your credit load to a maximum of 13 credits per term and must obtain, at the end of the term, either a CGPA of 2.00 or greater or a TGPA of 2.50 or greater.
- If you have a TGPA of 2.50 or greater, but you have a CGPA that is less than 2.00, you may continue with your studies but you will remain in Probationary Standing until you obtain a CGPA of 2.0 or greater.
- If you do not obtain either the TGPA or CGP

5.1.7 Academic Standing: School of Continuing Studies

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

5.1.8 Academic Standing: Schulich School of Music

Music students, see [Academic Standing](#) in the Schulich School of Music.

5.1.9 Academic Standing for Degree Students Registered in the Summer Term

If you are in Unsatisfactory Standing, you may register for Summer courses but will be blocked from Fall term registration unless you have been readmitted by your faculty. Consult the student affairs office of your faculty for more information (mcgill.ca/students/advising/advisordirectory).

If you are graduating at the end of the Winter 2024 term, you can still register in Summer courses, but you will be classified as a Special Student. Please fill out the *Authorization for Change of Program - Graduating Students* form available at mcgill.ca/students/records/forms.



Note: You cannot graduate at the end of the Summer 2024 term and attend the Spring 2024 convocation. If you complete your degree requirements during Summer 2024, you will be granted your degree at the Fall 2024 convocation.

5.2 Credit System

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

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



Note: One credit equals about 45 hours of work. This may be a combination of lecture, laboratory, tutorial, and conference time plus personal study hours. Personal study hours may include required activities, group activities, time spent doing assignments, and preparing and reviewing for a course. All synchronous activities should be held within the time the course is scheduled per the [Minerva Class Schedule](#). Credit hours normally do not require a set number of synchronous hours, allowing for flexibility in course design and scheduling options. However, some programs, such as those with accreditation requirements, may require a minimum of synchronous contact hours.



Note: Credit for multi-term courses (courses with the suffixes: D1, D2; N1, N2; J1, J2, J3) is granted only after successful completion of all components in the specified time frame. For example, a student would have to take D1 and D2 components in consecutive terms and successfully complete them both in order to obtain credit.



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



Note for Engineering: One credit normally represents three hours total work per week. This is, in general, a combination of lecture hours and other contact hours such as laboratory periods, tutorials, and problem periods as well as personal study hours. As a guide, the average number of hours per week of course activities is indicated in the course listing underneath the course description. For example, (3-1-5) indicates a course consisting of three lecture hours per week, one hour of tutorial or lab, and five

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



Policy on Pass/Fail Grading:

For a course to be graded P/F, a proposal must be approved by the Program Director, approved by the Faculty Curriculum Committee, and approved by the Subcommittee on Courses and Teaching Programs (SCTP). Courses that are approved to be graded P/F must indicate this in the course syllabus. Pass/Fail grading applies to all students in a course section and cannot be selectively added to individual students.

Grades of Pass are not included in the GPA calculation and as such are not normally applied to required courses. Grades of F are included in GPA calculations. However, both grades of P and F are included in the count of completed credits for determining eligibility for scholarships and awards.

Please refer to the Satisfactory/Unsatisfactory option for information on that grading option for students.

You must obtain a grade of C or better in courses that you take to fulfil program requirements. You may not register in a course unless you hav

Other Grades

U	—	unsatisfactory; equivalent to D or F in an elective course; not calculated in TGPA or CGPA (See Courses Taken under the Satisfactory/Unsatisfactory (S/U) Option)
W	—	withdrew; 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.)
WL	—	faculty permission to withdraw from a deferred examination; not calculated in TGPA or CGPA
NA or &&	—	grade not yet available
W- - or - -	—	no grade; student withdrew from the University, not calculated in TGPA or CGPA (applicable only to courses taken pre-Fall 2002)



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



Note for Medicine: Refer to mcgill.ca/ugme/policies-procedures/ugme-student-assessment-policy and mcgill.ca/ugme/policies-procedures/medical-student-performance-record.

5.3.2 Unexcused Absences

All students who miss a final exam or do not complete other required work in a course 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 or other required course work.

The grade earned is calculated by adding the grades obtained on the individual pieces of work.

301-202B = Architecture (301) course (202) in Winter term (B);

154-230D = Economics (154) course (230) extending for two terms, Fall and Winter (D).

A list of the former teaching unit codes and their subject code equivalents is available at mcgill.ca/student-records/transcripts/key.

For information on our current course numbering, see [University Regulations & Resources](#) > Undergraduate > Registration > Course Information and Regulations > [section 3.1.2: Course Numbering](#).

Note for Continuing Studies:

6.3 Final Examinations

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



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



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

In some courses there is no final examination; your final grade in these courses is determined by different forms of assessment(s) indicated in the course outline. During the first week of class, students will be provided with a course outline, which along with other details, will include the types of assessment to be used in the course and the weight accorded to each assessment.

6.3.1 Final Examinations: University Regulations Concerning Final Examinations

6.3.1.1 Preamble

The objectives of these regulations are as follows:

1. to protect students from excessive workloads;
2. to use the entire term to maximum advantage.

6.3.1.2 Regulations

1. These regulations shall apply to undergraduate courses up to and including the 500 level that are evaluated by the use of written examinations. They shall not apply to clinical, field, laboratory, performance, and seminar courses, or to other courses that are evaluated solely by means of a design, paper, program, or project.
2. Written examinations (including take-home examinations) shall not be held during the last two weeks of scheduled classes during the Fall and Winter terms, except where a pattern of continuous evaluation has been established, in which case the total value of examinations given in this period shall comprise no more than 10% of the final grade.
3. If the written examinations in a course constitute 50% or more of the final grade, one of these shall be given as a final written examination, and it shall take place during the examination period after the last day of scheduled lectures in December or April. Final examinations can be administered as either in person or online assessments.
4. A final examination given during the examination period shall be worth at least 25% of the final grade.
5. Students shall be informed of all course requirements by the end of the course add/drop period.

6.3.2 Deferred Examinations for Summer Term Courses

If, for serious reasons such as illness or family affliction, you have not written one or more examinations, you must submit a request for a deferral on Minerva.

If the request is approved

6.3.3.3 Rereads: Faculty of Engineering

You can request a formal reread of a final examination once you have discussed it with your instructor. You must complete a Reassessment of a Grade and Reread [webform](#) and submit it to the Student Affairs Office, [Engineering Student Centre](#).

8 Student Services

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

8.1 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
Website: mcgill.ca/deanofstudents

8.2 Office of the Executive Director, Services for Students

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

For information, contact:

Telephone: 514-398-8238
Website: mcgill.ca/studentervices

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

8.3 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
Email: student.services@mcgill.ca
General Information: 514-398-8238
Website: mcgill.ca/studentervices

A list of services available is given below. For further information, see the [Student Services website](#). This list also includes services offered by McGill offices external to the Student Services office.

- [section 8.3.1: Campus Life & Engagement \(CL&E\)](#)
- [section 8.3.2: Career Planning Service \(CaPS\)](#)
- [section 8.3.3: First Peoples' House](#)
- [section 8.3.4: International Student Services \(I.S\)](#)

- [*section 8.3.7: Student Accessibility & Achievement*](#)
- [*section 8.3.8: Office of Sustainability*](#)
- [*section 8.3.9: Scholarships and Student Aid Office*](#)
- [*section 8.3.10: Student Wellness Hub*](#)

8.3.1 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
3600 McTavish Street, Suite 4100
Telephone: 514-398-6913
Email:

3610 McTavish Street, 3rd floor, Room 36-2
Telephone: 514-398-4104
Email: morsl@mcgill.ca
Website: mcgill.ca/morsl

Office f or Se

8.3.10 Student Wellness Hub

The Student Wellness Hub provides physical and mental health and wellness resources in one space to all McGill students who pay the Student Services fee. Access doctors, nurses, counsellors, access advisors, dietitians, psychiatrists (by referral only), sexologists, and lab technicians; as well as information, support, and programming through the Healthy Living Annex.

Downtown Campus

Brown Student Services Building, 3rd floor

Service also available at Macdonald Campus, in Centennial Centre, Room 124. Please mention campus location when booking your appointment.

Telephone: 514-398-6017

Email: hub.clinic@mcgill.ca

Website: mcgill.ca/wellness-hub

Macdonald Campus

Centennial Centre, Room 124

Telephone: 514-398-7992

Website: mcgill.ca/macdonald-studentservices/health-wellness

8.4 Student Services ± Macdonald Campus

Students who study on the Macdonald campus may make full use of all Student Services on both campuses. A complete list of Student Services can be found at mcgill.ca/studentservices/services. All **Student Services** at Macdonald Campus are located in the Centennial Centre, unless otherwise noted:

Centennial Centre, Room 124

21,111 Lakeshore Road

Sainte-Anne-de-Bellevue QC H9X 3V9

Telephone: 514-398-7992

Email: stuserv.macdonald@mcgill.ca

Website: mcgill.ca/macdonald-studentservices

A list of services available is given below. For detailed information, please visit [our website](#) and the main [Student Services website](#).

- [section 8.4.1: Career Planning Service \(CaPS\)](#)
- [section 8.4.2: International Student Services \(ISS\)](#)
- [section 8.4.3: Student Accessibility & Achievement](#)
- [section 8.4.4: Student Wellness Hub](#)
- [section 8.4.5: Scholarships and Student Aid](#)
- [section 8.4.6: Other Services](#)

8.4.1 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.

Telephone: 514-398-3304

Email: careers.caps@mcgill.ca

Website: mcgill.ca/caps

myFuture: caps.myfuture.mcgill.ca

8.4.2 International Student Services (ISS)

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

Telephone: 514-398-4349

Website: mcgill.ca/internationalstudents

The mandate of the Office is to intervene at any point and attempt to resolve issues informally before proceeding to more formal processes. Please refer to the website to determine *when you should contact the Ombudsperson*.

Office of the Ombudsperson
3610 McTavish Street, Room 14 (main floor)
Telephone: 514-398-7059
Email: ombudsperson@mcgill.ca
Website: mcgill.ca/ombudsperson

8.6 Bookstore

8.6.1 Downtown Campus

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

Main Store:
680 Sherbrooke Street West
Website: lejames.ca

8.6.2 Macdonald Campus

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

Macdonald Campus Bookstore
Macdonald Campus Centennial Centre
21111 Lakeshore Road, Sainte-Anne-de-Bellevue
Website: lejames.ca/category/macdonald-campus

8.6.3 Institutional Sales Department

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

Contact the sales team at is.bookstore@mcgill.ca with your enquiry or list of products.

Institutional Sales
Website: lejames.ca/institutional

9 Summer Residence Accommodation



Note: Please note that due to a large University on-campus Congress, rooms are not available from June 10 to 24, 2024.

9.1 Residences

McGill University Housing and Conference Services offers residence accommodations in the following locations during the summer:

- **La Citadelle (LC):** located only a few blocks from the McGill University main campus at 410 Sherbrooke Street West.
- **Carrefour Sherbrooke (CS):** located near McGill's main campus in the heart of downtown at 475 Sherbrooke Street West.
- **Royal Victoria College Residence (RVC):** located directly across from McGill's downtown campus.

McGill Food and Dining Services provides food services at a variety of outlets across campus throughout the Summer term. For more information please refer to mcgill.ca/foodservices.

10 Athletics & Recreation

10.1 Downtown Campus Athletics & Recreation

Offers a wide range of facilities, activities, and equipment. Facilities include:

- gymnasium
- fully-equipped fitness centre
- varsity weight room
- pool
- arena
- fieldhouse
- stadium
- indoor and outdoor running tracks and tennis courts
- squash and racquetball courts
- spinning, fitness, and martial arts studios
- various playing fields
- small groups and one-on-one training spaces
- gender-neutral changing spaces and bathrooms

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

Stewart Athletic Complex

Telephone: 514-398-7789

Website: macdonaldcampusathletics.ca

Facebook: www.facebook.com/Mac-Athletics-and-Recreation-559732057427796/?fref=ts

11 Information Technology (IT) Services

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

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

11.4 Minerva

Minerva is McGill's web-based information system serving applicants, students, staff, and faculty. To access Minerva, go to mcgill.ca/minerva and log in with your McGill username and password or with your McGill ID and Minerva PIN. Once logged in, you can:

- Apply to McGill and view your application status
- View class schedules, including course descriptions and spaces available in course sections
- Register and make course changes
- Change your major or minor program (not all faculties)
- V

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

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

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

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

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

13.4 Recognition of Degrees

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

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

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

13.5 Governance: Board of Governors

13.5.1 The Visitor

The Visitor

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

13.5.2 Board of Governors

Board of Governors

Maryse Bertrand	Chair
Deep Saini	President and Vice-Chancellor
Pierre Boivin	Chancellor

13.5.2.1 Members

Members

Bob Babinski
 Arun Bajaj
 Gregory David
 Ariel Deckelbaum
 Alan Desnoyers
 Luciano D'Iorio
 Lucy Gilbert
 Celia Greenwood
 Joseph Hakim
 Fred Headon
 Inez Jabalpurwala
 Pierre Matuszewski

Members

Ram Panda
Maarika Paul
Adrienne Piggott
Diletta Prando
Samira Sakhia
Jonathan Sigler
Petra Rohrbach
Edith A. Zorychta

13.5.2.2 Student Representatives

Student Representatives

Students' Society of McGill (1)
Post-Graduate Students' Society of McGill (1)
Observers ("voice but no vote"):
McGill Association of Continuing Education Students (1)
Macdonald Campus Students' Society (1)

13.6 Governance: Members of Senate

13.6.1 Ex-Officio

Ex-Officio

The Chancellor
The Chair of the Board of Governors
The President and Vice-Chancellor
The Provost, Deputy Provost, and the vice-presidents
The deans of faculties
The Dean of Continuing Studies
The Dean of Graduate and Postdoctoral Studies
The Dean of Students
The Dean/Director of Libraries
The University Registrar and Executive Director of Enrolment Services
The Director of Teaching and Learning Services

13.6.2 Elected Members

Elected Members

65 members elected by the faculties, the University libraries, the Board of Governors, and administrative and support staff
21 Student Members

Deans

Elham Emami	Dental Medicine and Oral Health Sciences
Victoria Talwar	Education
Viviane Yargeau	Engineering
Josephine Nalbantoglu	Graduate and Postdoctoral Studies
Robert Leckey	Law
Guylaine Beaudry	Libraries
Yolande E. Chan	Management
Lesley Fellows	Medicine and Health Sciences
Sean Ferguson	Music
R. Bruce Lennox	Science
Robin Beech	Dean of Students

13.7.1.2 Director s of Sc hools

Directors of Schools

David Theodore	Architecture
Keith Murai	Biomedical Sciences
Elin Thordardottir	Communication Sciences and Disorders
Mathieu Blanchette	Computer Science
Ryan J. Mailloux	Human Nutrition
Frederic Fabry	Environment
Joan Bartlett	Information Studies
TBA	Medicine, School of
TBA	Nursing
Laurie Snider	Physical and Occupational Therapy
Timothy Evans	Population and Global Health
Garth W. Green	Religious Studies
Nicole Ives	Social Work
Lisa Bornstein	Urban Planning
Christopher Ragan	Public Policy

13.8 Student Governance

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

SSMU operates over 250 clubs and runs 19 student services; for more information, see ssmu.ca/student-life/clubs-services-ig. SSMU provides a great deal of extra-curricular opportunities for students to balance a life of study with a life of involvement, and an opportunity to meet other students. The organization also provides event programming such as Orientation Week, Activities Night, Faculty Olympics, community engagement opportunities, workshops, and concerts. Each faculty and each department also has organizations dedicated to providing extra-curricular involvement for their students.

Situated on the Downtown Campus, SSMU operates a five-floor building including a student lounge, cafeteria, *campus bar*, and many multipurpose spaces namely for use by student groups, but also for McGill community members.

SSMU offices are located at 3600 McTavish Street, Suite 1200 and operate between the hours of 9:00 a.m. and 5:00 p.m. during the year.

For more information regarding student government at McGill you can [contact the SSMU](#) or visit their website at ssmu.ca.

