



**School of Continuing Studies**  
**Programs, Courses and University Regulations**  
**2024-2025**



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

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

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## 1.1 General Policies and Information

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

### 1.1.1 Authorization, Acknowledgement, and Consent

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

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

### 1.1.2 Student Rights and Responsibilities

*Student Rights and Responsibilities* is produced jointly by the Office of the Dean of Students and the Secretariat. It contains regulations and policies governing your rights and responsibilities as a student at McGill, and is available at [mcgill.ca/students/srr](http://mcgill.ca/students/srr).

Further details regarding your rights and responsibilities are also available at [mcgill.ca/secretariat/policies-and-regulations](http://mcgill.ca/secretariat/policies-and-regulations).

### 1.1.3 Language Policy

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

If you need to improve your English skills, you should take an intensive course in English as a second language before or at the start of your studies. Information concerning second language course offerings can be found through the School of Continuing Studies at [mcgill.ca/continuingstudies/area-of-study/languages](http://mcgill.ca/continuingstudies/area-of-study/languages) and the French Language Centre at [mcgill.ca/flc](http://mcgill.ca/flc), and in *Summer Studies* and *Continuing Studies*.



**Note for the Faculty of Education:** There are special language requirements for Faculty of Education students; see *Faculty of Education*.



**Note for Continuing Studies:** For English language programs, refer to the School of Continuing Studies' *Global and Strategic Communications* section.



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



**Note for Graduate and Postdoctoral Studies:** You should refer to *Courses Taken as Extra to a Program* in the Graduate Regulations and Resources.



**Note for Health Sciences:** Students studying in the Faculties of Dental Medicine and Oral Health Sciences or Medicine and Health Sciences or in the Schools of Human Nutrition, Nursing, or Physical and Occupational Therapy should consult the Health Sciences *language requirements* and any language policies pertaining to their specific program. Programs with a clinical component require that students have where kno

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](http://mcgill.ca/students/srr/honest/students/test).

### 1.1.5 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](#).

### 1.1.6 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.

For the purpose of consent and acknowledgement at the time of application, personal information includes, but is not limited to: name, address, telephone number, email address, date of birth, citizenship, McGill ID, program, student status, and academic record information.

Registered students may oppose the release of certain personal information by completing an [Opposition Form](#).

After having reviewed the information relating to access to personal information at the time of application, you will be asked to agree that the University may collect, use, disclose, or otherwise manage your personal information as described below, as necessary and as the case may be.

At the time of application, you will be asked to **consent to the release of personal information** contained in your admissions or student records file to the following persons or bodies, as necessary to each body, in the exercise of their mission:

- student associations recognized by McGill University for the categories of student to which you belong (limited to your contact and program information);
- schools or colleges that you have attended;
- a professional body or corporation, where relevant;
- the *Ministère de l'Immigration, de la Francisation et de l'Intégration* and/or the *Régie de l'assurance maladie du Québec*; Immigration, Refugees, and Citizenship Canada; and/or the *Ministère de l'Éducation et de l'Enseignement supérieur*;
- Universities Canada, the Association of Registrars of the Universities and Colleges of Canada, and the BCI (*Bureau de coopération interuniversitaire*, previously known as CREPUQ), or the member institutions of these org



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



**Note:** The Leave of Absence Policy is applicable only to currently registered students who have not withdrawn from all their courses. If a student is considering a *University Withdrawal* due to personal or family health, they should consult their faculty's Student Affairs officer about the possibility of taking a leave of absence.

**Note:** When on a leave of absence, if you wish to be covered by the undergraduate supplemental health insurance and/or international health insurance, you must contact your respective

#### **1.1.8.4 Two-Factor Authentication (2FA)**

All student, faculty, and staff accounts are protected with *two-factor authentication (2FA)*, an additional security measure that requires a secondary method of authentication (e.g., acknowledging a prompt or entering a code sent to your mobile device via a mobile app) when signing into many McGill systems. 2FA makes it much harder for cybercriminals to access your account and your personal information, even if they obtain your password. 2FA is required for all higher education institutions in Canada.

Find out more about 2FA at [mcgill.ca/2fa](https://mcgill.ca/2fa).

#### **1.1.8.5 Email Communication**

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

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

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

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

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

If you are a Canadian student who has been living abroad, you may not be eligible for provincial health insurance coverage.

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



**Note for School of Continuing Studies:** Continuing Studies students also have access to a health and dental plan offered by MACES; please refer to [http://studentcare.ca/rte/en/IHaveAPlan\\_MACES\\_Home](http://studentcare.ca/rte/en/IHaveAPlan_MACES_Home) for eligibility and other information.



**Note for Graduate and Postdoctoral Studies:** Graduate students classed as Canadian full-time or Additional Session, Thesis Evaluation, Non-Thesis Extension, as well as postdoctoral candidates are automatically covered by their society's extended Health and Dental Plan (PGSS). Eligible students not charged automatically for insurance fees can choose to enrol themselves during the appropriate Change-of-Coverage period. For more information on what this plan covers, as well as enrolment, opt-out procedures, and deadlines, please refer to the latest information at [studentcare.ca/rte/en/McGillUniversitygraduatestudentsPGSS\\_Home](http://studentcare.ca/rte/en/McGillUniversitygraduatestudentsPGSS_Home). Students without valid Canadian medicare, please see [section 1.1.9.1: Health Insurance – International Students](#), or the **Canadians who have been residing outside of Canada** section above.

#### **1.1.9.3 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.

If you anticipate encountering ongoing barriers in the academic or physical environment due to disability, injury, or illness, please consult with the [Student Accessibility & Achievement](#) to determine an appropriate individualized accommodation plan. Appropriate medical documentation may be required, and can be discussed with an Access Advisor. Academic accommodation planning and support is available to students at the Downtown Campus as well as the Macdonald Campus, and to students in Continuing Studies. Please refer to [mcgill.ca/access-achieve/](http://mcgill.ca/access-achieve/) for more information, or to book an appointment.

**Note for UGME30.103. ension, as well as postdoctoral candidateless**

## 1.2 Personal Information

You must inform yourself of University rules and regulations and keep abreast of any changes that may occur. The *Personal Information* section of this publication contains important details pertaining to nominative information, legal documents, and ID cards, as well as other topics, and should be consulted periodically.

### 1.2.1 Updating Personal Information

It is important to keep your McGill record up to date with your personal information, especially a mailing or billing address, as these are used by the University year-round. Upon initial registration, students are prompted to provide this information. Every six months thereafter, students are prompted to update this information as needed.

You must update your address(es) and/or telephone number(s) and emergency contact information on *Minerva* under the Personal Menu.

If you need to change important personal information that requires the University to verify official documents—such as a name change, gender, or a correction of your birth date—refer to the instructions at [mcgill.ca/student-records/personal-information/name-gender](http://mcgill.ca/student-records/personal-information/name-gender). Macdonald Campus students can request changes in person at the *Macdonald Campus Student Affairs Office*, Laird Hall, Room 106.



**Note for Continuing Studies:** If you need to change important personal information that requires the University to verify official documents, such as a change to your name, gender, citizenship, or a correction of your birth date, you must go in person (as soon as possible) to the School of Continuing Studies Client Services Office. Such changes can only be made in person at the School of Continuing Studies, Client Services Office, 688 Sherbrooke Street West, Room 1199.



**Note for Nursing:** A Quebec address and telephone number are required for Nursing students on *Minerva* to meet OIIQ registration requirements.

### 1.2.2 Online (Distance) Programs

Students registered in exclusively online (sometimes referred to as 'distance') programs are required to declare where they are geographically located while studying for every term they are registered in the online program. For students pursuing an online program, location while studying is considered — along with the fee residency status (i.e. Quebec Resident, Canadian or International) — when determining what fees are charged.

The following programs are designed to be offered exclusively online and, with some exceptions, are not offered on one of McGill's campuses:

#### Undergraduate Programs

: *Bachelor of Nursing (B.N.I.) - Integrated Nursing (65 credits)* \*\*

#### Graduate Programs

: *Graduate Certificate (Gr. Cert.) Chronic Pain Management (15 credits)*

: *Graduate Certificate (Gr. Cert.) Cybersecurity (15 credits)*

: *Graduate Certificate (Gr. Cert.) Educational Leadership 1 (15 credits)* \*\*

: *Graduate Certificate (Gr. Cert.) Educational Leadership 2 (15 credits)* \*\*

: *Graduate Certificate (Gr. Cert.) Educational Leadership 3 (15 credits)* \*\*

: *Graduate Certificate (Gr. Cert.) Healthcare Management (15 credits)* \*

: *Graduate Certificate (Gr. Cert.) International Leadership in Educational and Administrative Development (15 credits)* \*

: *Certificat d'études supérieures (Cert.ed.sup.) pédagogie de l'immersion française (15 crs)*

: *Graduate Certificate (Gr. Cert.) Teaching English as a Second Language (15 credits)* \*\*

: *Master of Management (M.M.) Analytics (Non-Thesis) (45 credits)*

: *Master of Management (M.M.) IMHL (Non-Thesis) (45 credits)* \*

section 3.7.22: *Master of Science, Applied (M.Sc.A.) Multilingual Digital Communication -N (45 credits)* \*

: *Master of Science, Applied (M.Sc.A.) Occupational Health (Non-Thesis) (Distance) (45 credits)* \*\*This program is currently not offered.\*\*

#### Continuing Studies Programs (Undergraduate and Graduate Levels)

section 3.6.14: *Certificate (Cert.) Applied Cybersecurity (30 credits)*

section 3.6.16: *Certificate (Cert.) Computers and Information Technology (30 credits)*

section 3.6.19: *Certificate (Cert.) Indigenous Business Management (30 credits)*

section 3.6.21: *Certificate (Cert.) Public Administration and Governance (30 credits)*

section 3.7.1: *Graduate Diploma (Gr. Dip.) Legal Translation (30 credits)*

section 3.7.5: *Graduate Certificate (Gr. Cert.) Data Analysis for Complex Systems (15 credits)*

section 3.7.6: *Graduate Certificate (Gr. Cert.) Data-Driven Decision Making (15 credits)*

section 3.7.18: *Graduate Certificate (Gr. Cert.) Public Administration & Governance (15 credits)*

section 3.7.19: *Graduate Certificate (Gr. Cert.) Advanced Public Administration & Governance (15 credits)*

*section 3.7.20: Graduate Certificate (Gr. Cert.) Public Relations & Communication Management Practice (15 credits)*

*section 3.7.21: Graduate Certificate (Gr. Cert.) Strategic Public Relations & Communications Management (15 credits)*



\*: This program is self-funded



\*\* : This program may also have an on-campus equivalent. Only students in the online version of the program must use Minerva to submit a declaration of location for a registered term.

Students in the online version of any program listed above, except those that are self-funded, will pay tuition as follows:

1. Students studying within the province of Quebec will be subject to the rates established by the government for in-province students, according to their proven fee residency status.
2. Students who are located outside Quebec while studying will be subject to deregulated tuition rates.

Most regular university charges will apply to all students in all online programs, but certain fees may be reduced or eliminated for students located outside the province while studying. For example, the Athletics & Recreation Fee is not charged to students located outside Quebec, and International students located outside Quebec but within Canada may request to opt-in to the International Health Insurance through [mcgill.ca/internationalstudents/health](http://mcgill.ca/internationalstudents/health).

Online program students must self-declare their location while studying **for every term they are registered in the online program** via Minerva under *Student Menu > Location of Study - Online (distance) program*. Students are notified by email that the Minerva form *for the upcoming term* is open and can be accessed. The form opens to all registered students in the above programs on:

**Fall term:** July 16

**Winter term:** November 16

**Summer term:** March 16

Once a student has declared their location for a given term, they cannot use Minerva to update the information for that term if it should change. To make a change to the declaration:

- Students in a **Continuing Studies** program should call 514 398-6200 or email [info.conted@mcgill.ca](mailto:info.conted@mcgill.ca).
- All other students should contact Service Point at [mcgill.ca/servicepoint/contact](http://mcgill.ca/servicepoint/contact).

Students will be asked to support their application for a change in location with appropriate documentation which can include, for example, Quebec Medicare Card, Quebec Driver's License, rental agreement, mail addressed to them at a Quebec address, etc. If the change of location occurs by the last day of classes in the Fall/Winter terms, and August 15th for the Spring/Summer terms, then the change will affect that term. After these dates, a student must wait for the opening of the new term to make the new self-declaration for the new term. If the proof cannot be provided by the last day of classes for the term of the requested change, then Enrolment Services reserves the right to refuse the application.

Where it is determined that a student has falsely declared themselves to be in Quebec, then the University reserves the right to re-assess tuition at the deregulated rates for their program and — in addition — the student would be subject to the rules contained in the Code of Student Conduct and Disciplinary Procedures.

### 1.2.3 Submitting Legal Documents

McGill requires documentation from you to confirm your les, b

## Quebec and Canadian Out-of-Province Students

- |  |   |
|--|---|
| You have applied to McGill directly from CEGEP or you already have a student record at McGill            | <ul style="list-style-type: none"><li>• <b>Usually</b> no documents are required to prove your Canadian and/or Quebec status. In most cases, your status is confirmed to us by the Government of Quebec or is already in your McGill record. Check your <a href="#">Minerva</a> account to verify that your status is updated correctly (Select <i>Student Menu</i> &gt; <i>Student Accounts Menu</i> &gt; <i>View your Tuition and Legal Status</i>)</li></ul>   |
| You have applied to McGill from another Quebec university  | <ul style="list-style-type: none"><li>• Proof of Canadian status is required: 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)</li><li>• Additionally, for Quebec residency status, <b>usually</b> no documents are required, unless McGill cannot confirm this from the Government of Quebec. Check your <a href="#">Minerva</a> account to verify that your status is correct</li></ul> |
| You were born in Quebec  | <ul style="list-style-type: none"><li>• Quebec birth certificate (Note 4)</li></ul>   |
| You were born in (or are a Landed Immigrant from) a Canadian province other than Quebec                  | <ul style="list-style-type: none"><li>• 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)</li><li>• Permanent Code Data Form (Notes 1 and 5)</li></ul>   |
| You are a Quebec resident as defined by one of the other situations outlined by the Government of Quebec | <ul style="list-style-type: none"><li>• 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)</li><li>• Permanent Code Data Form (Notes 1 and 5)</li><li>• Attestation of Residency in Quebec Form (Note 5)</li><li>• <i>Other supporting documents</i>, depending on which situation you checked on the above Attestation of Residency Form</li></ul>   |

## International Students

- |  |  |
|--|--|
| You will be studying at McGill for less than six months (i.e., for only one academic semester) as a non-degree student (e.g., Exchange, Special, Visiting)                   | <ul style="list-style-type: none"><li>• You may need a Visitor's Permit or Electronic Travel Authorization (<i>eTA</i>) issued by Immigration, Refugees, and Citizenship Canada at your port of entry into Canada. To determine if you are required to have a visa, please refer to the <a href="#">Immigration and Citizenship</a> website</li><li>• Photo page of your passport</li><li>• Permanent Code Data Form (Notes 1 and 5)</li></ul> |
| You will be in Canada for more than six months (i.e., you are enrolled in a degree, certificate, or diploma program, usually for two or more consecutive academic semesters) | <ul style="list-style-type: none"><li>• Certificate of Acceptance of Quebec (CAQ)</li><li>• Study Permit issued by Immigration Canada (Note 3)</li><li>• Permanent Code Data Form (Notes 1 and 5)</li></ul>  |



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

**Note 2:** Your v

**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



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

You must send in all your documents after you have accepted your offer of admission but before the start of classes. **Do not send originals.** Email clear and legible copies of your documents. Write your McGill student ID in the filename of each document so that McGill can match them to your record. The sooner you submit your documents, the sooner the University can update your status and ensure that your record is in order.

Please refer to [mcgill.ca/legaldocuments/how](https://mcgill.ca/legaldocuments/how) for detailed instructions on where/how to submit your documents.

If there is a problem with your documents, contact Service Point at:

Telephone: 514-398-7878

Website: [mcgill.ca/servicepoint/contact](https://mcgill.ca/servicepoint/contact)

#### 1.2.3.5.1 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  
680 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)

## 1.2.4 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; and
- 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 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 if you hand in the ID card.
- If you change programs or faculties, there is no charge to issue a new card if you hand in the ID card.
- If your card has been lost, stolen, or damaged, there is a replacement fee; please see the [Student Records](#) website for an exact fee amount.
- If you need security access to labs or other facilities, please contact the Area Access Manager (AAM) of the building in which the room is located. To find out who the AAM is, consult the [Find the AAM](#) list on the [Security Services website](#).



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

#### 1.2.4.1 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](https://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](https://mcgill.ca/student-records/personal-information/id).

### 1.2.4.2 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 [here](#).

## 1.2.5 Legal Name and Legal Sex Designation

### 1.2.5.1 Legal Name

Your legal name is the name that will appear on your degree, diploma, or certificate upon graduation, and on your e-bills, tax receipts, and official transcript. It is also used by the Government of Quebec to create a [Permanent Code](#).

After confirming your offer of admission and registering at McGill, the name provided on your admission application is validated and, in the event of a variation, updated to match the legal name appearing on one of the following documents:

Canadian or Permanent Resident Students:

1. Canadian birth certificate, copy of an act of birth, or citizenship card or certificate  
(**Note:** A Canadian passport is not acceptable)
2. Canadian Immigration Record of Landing (IMM 1000 or IMM 5292 or IMM 5688 and Permanent Residence card)
3. Marriage certificate issued outside of Quebec—translated into English or French by a sworn officer if in another language  
(**Note:** Quebec marriage certificates are only acceptable if issued prior to 1984)
4. Certificate of Name Change or Certificate of Change of Sex

### 1.2.5.3 Preferred First Name

At McGill University, a student is registered under their legal name as it appears on their legal documents,—such as a birth certificate or study permit—that have been provided to the University. This name will be used on documents such as an official transcript and diploma.

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

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

The preferred first name is displayed on all unofficial university documents and tools, such as:

- McGill ID cards
- Class lists
- Student advising transcripts
- For a complete list of examples, please refer to [Student Records](#)

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

- Official university transcripts
- Reports to government
- Letters of attestation
- Diplomas and certificates
- Tuition fee e-bills
- For a complete list of examples, please refer to [Student Records](#)

It is important to note that making a request to use a preferred first name at McGill does not change a student's leg

### 1.3.1 How to Register Using Minerva

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

#### Before Going to Minerva:

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

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

If you have any program or course-related questions regarding registration, contact the Client Services office at 514-398-6200. If you have problems using Minerva, contact the Minerva Help Line at 514-398-7878.

#### Can't Remember your PIN?

If you cannot remember your PIN, you can reset it using the "Forgot PIN?" button on the [Minerva](#) login page. If you are unable to reset your PIN, call the Minerva Help Line at 514-398-7878.

#### 1.3.1.1 Who Can Use Minerva?

If you were registered at the School of Continuing Studies during the past year, or were recently admitted to a program, you must use Minerva to register for courses.

#### Exceptions

You will not be able to use Minerva to register if:

- you have outstanding fees
- you do not have a Permanent Code
- you have a registration hold on your record for administrative or academic reasons
- you are registering for a Language course and your record does not indicate successful completion of the previous level
- you do not have the prerequisite for the course(s) you wish to register for

If any of these conditions apply, you should see an advisor and register in person (see [section 1.3.2: Other Ways to Register](#)).

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

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

If you are currently in a McGill degree program and want to take a non-credit Continuing Studies course for interest or personal development, you must register using Athena, the non-credit registration system. With the exception of some Professional Development courses, Summer Studies short courses, workshops, and seminars, these courses will appear on your official transcript but will not count toward the completion of your degree requirements.



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

### 1.3.2 Other Ways to Register

#### 1.3.2.1 In-Person Registration

If you are a new Independent (Special) Student, or if you are unable to register using Minerva for any reason, you must register in-person. Please email at [info.conted@mcgill.ca](mailto:info.conted@mcgill.ca) or call Client Services for information concerning registration at: 514-398-6200.

Please consult our [website](#) for specific dates for the Fall, Winter and Spring/Summer term in-person registration.

#### What to Bring to In-Person Registration:

##### Returning Students

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

##### Newly Admitted Students

1. Your letter of admission

2. Proof of satisfactory completion of prerequisite courses
3. Your student ID card (if you were a Special Student in a previous term)
4. Legal documents to prov

#### **1.3.3.1 Classes with Limited Enrolment**

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

#### **1.3.3.2 Course Withdrawals and Refunds**

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

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

To make a request for a refund, log into [Minerva](#) and follow the *Student Accounts* menu.

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

### 1.3.3.3 Auditing of Courses

McGill does not permit auditing of courses.



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

### 1.3.4 Class Schedule

The *class schedule* for the upcoming Fall and Winter terms normally becomes available in April prior to the opening of advising. The Summer term schedule is normally published in early February. The 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 the 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 the 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 [mcgill.ca/importantdates/key-dates](http://mcgill.ca/importantdates/key-dates).



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



**Note for Medicine:** This section is not applicable to M.D.,C.M. students; see [mcgill.ca/ugme](http://mcgill.ca/ugme).

### 1.3.5 Late Registration

You can register late provided there are spaces available in the course after the regular registration period. The late registration period is indicated on the *Key Dates* page and the *SCS Course Registration* page. You will be charged a late registration fee whether you registered on Minerva or in person; exact fee amounts are available on the *Student Accounts* website.

### 1.3.6 Registration in Courses Administered by Other Faculties

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

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

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

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



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

### 1.3.7 Quebec Inter-University Transfer Agreement

#### 1.3.7.1 Quebec Inter-University Transfer Agreement: McGill Students

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

If you are a regular McGill undergraduate or graduate degree, diploma, or certificate student, you may register, with your faculty's permission, at any Quebec university for 3—or in some cases 6—credits per term in addition to your registration at McGill. You may also obtain permission to complete a full term (i.e., 12 to 15 credits) at another Quebec university. Your combined registration may not, however, exceed the total number of credits you are permitted to complete in a given term. These courses, subject to faculty regulations, will be recognized by McGill for the degree that you are registered for, up to the

limit imposed by the residency requirements of the program. Normally, you must complete a minimum residency requirement of 60 credits at McGill to qualify for a McGill degree (please check with your faculty). This privilege will be granted if there are valid academic reasons.

If you want to take advantage of this agreement, consult your Student Affairs Office for details. Note that this agreement is subject to the following conditions:



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## 1.4 Fees for Continuing Studies Students

The University reserves the right to make changes without notice in the published scale of fees. Please consult the [Tuition and fees tables and rates](#) page on the Student Accounts website. The University will publish this schedule as soon as the fees for the 2024–2025 academic year are announced.

The School of Continuing Studies is not responsible for any fees payable to an external association or institute.

### 1.4.1 Access to Fee Information

You can view your *Account Summary by Term* on [Minerva](#). The Fall term fees will be accessible in mid-July.

### 1.4.2 Billings and Due Dates for Continuing Studies Students

#### Invoicing of Fees

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. Charges or payments that occur after the statement date appear on the next month's statement, but you can view them immediately on the *Account Summary by Term* under the *Student Accounts Menu* on Minerva (this is the online dynamic account balance view).

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

#### Late Payment Fees

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

#### 1.4.2.1 Payment Procedures

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

### 1.4.3 Tuition Fees

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

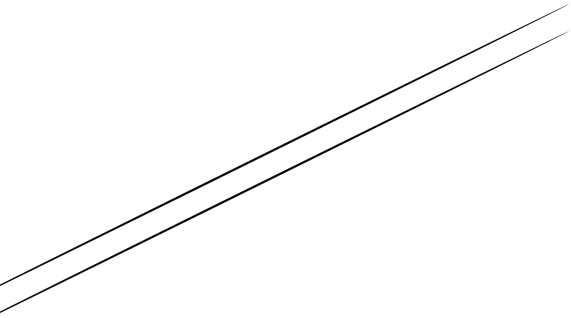


**Note:** Students who are required to submit documentation and who do not do so by the stipulated deadlines (December 1 – Fall; April 1 – Winter; August 1 – Summer) are billed at the non-Quebec Canadian or the international rate, depending on the documentation submitted. Students who are not automatically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

Students in on-line programs must self-declare for each registered term, where they will be located during that term, on Minerva under the *Student Menu > Location of Study - Online (distance) program*. Students in one of these online programs will be notified by email that the Minerva form for the upcoming term is open and can be accessed for completion. Students studying within the province will be subject to the rates established by the government for in-province students. Students who are located outside Quebec while studying, will be subject to deregulated tuition rates.

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

In accordance with provincial government requirements, students must provide proof that they qualify for assessment of fees at the Quebec or non-Quebec Canadian rates; see [mcgill.ca/legaldocuments](#)

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#### **1.4.3.3 Tuition Fees for Continuing Studies: Fees for Non-Credit Courses**

Fees for non-credit courses and for short courses or seminars not recorded on the official McGill transcript are noted in [section 1.3.3: Course Information and Regulations](#) or on the Continuing Studies website at [mcgill.ca/continuingstudies/fees-and-tuition](http://mcgill.ca/continuingstudies/fees-and-tuition). The MACES fee is included where applicable (see [section 1.13.8: Student Governance: McGill Association of Continuing Education Students \(MACES\)](#)).

#### **1.4.3.4 Tuition Fees for Continuing Studies: Senior Citizens**

Senior citizens aged 65 years and over, registered in credit or non-credit courses, will be credited an amount equal to 50% of the Quebec tuition fee rate. This polic

**Copyright Fee** – All students in courses and programs are charged a copyright compliance fee. This fee covers the cost of using material protected by copyright. It is levied to comply with all Quebec and Canadian copyright laws.

**General Administrative Charge** – This fee originated from increases in ancillary fees that were allowed by the Quebec Government. The University complies with the Quebec government's regulation on administrative fee increases by applying the same indexation factor that the government applies to tuition to this charge. A portion of the amount continues to be directed to Athletics (except in the School of Continuing Studies).

For further information about administrative charges, see [mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/society-services-and-administrative-fees](https://mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/society-services-and-administrative-fees).

#### 1.4.5 Other Fees for Continuing Studies Students

##### Other Fees (rates as of 2024–2025)

International Student Health and Accident Plan (compulsory; please see [mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/insurance#universityplan](https://mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/insurance#universityplan) for more details):

Single	\$951
Dependant	\$2,916
Family (one student with two or more dependants)	\$5,544

Application for Admission (credit programs)	\$101.38
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Late Registration (non-refundable)	\$25
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Language Placement Test	\$44.35
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Course Transfer	\$20
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Course dropped prior to refund deadline	\$20
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Supplemental Examinations	\$46.51
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Duplicate ID card	\$25
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Late Payment Fee (charged at the end of October for the Fall term, or at the end of February for the Winter term):

Balances between \$100.01 and \$300	\$25
Balances between \$300.01 and \$1,000	\$50
Balances greater than \$1,000	\$75

Interest on outstanding balances (rate determined in February, to be applicable on June 1, is 1.24% monthly or 14.88% annually)

Returned cheque or Pre-Authorized Debit payment*	\$45
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Cheque Refund charge:

on balances less than \$100	\$10
on balances \$100 and over	\$20

Reinstatement Penalty (see <a href="#">section 1.4.6.1: Overdue Accounts</a> )	\$150
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## Other Fees (rates as of 2024–2025)

Rescheduled Examinations	\$38.85
Exemption by Examination	\$129.52
Comprehensive Challenge Examination (English and French Language Programs)	\$129.52
McGill School of Continuing Studies Test of English Language Proficiency (TELP)	\$139.40
Intensive Language Programs:	
Application Fee	\$101.38
Course cancellation prior to refund deadline	\$200



**\* Note:** Please note that the \$45 fee for returned cheques and pre-authorized debit payments is in addition to the value of the amount debited for the returned item in question. For transactions in Canadian dollars, the amount debited is the same as the amount paid. For transactions in other currencies, including pre-authorized debit payments in US dollars, accounts will be debited at the exchange rate charged by the bank to the University. This sometimes represents a significant difference from the amount originally paid, depending on the rate of exchange on the date of the return.

### 1.4.6 Other Policies Related to Fees

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

#### 1.4.6.1 Overdue Accounts

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

Students' accounts are considered **delinquent** if they are not paid in full within 60 days after the bill is issued. McGill places a financial hold on these accounts, preventing students from obtaining official academic transcripts and from accessing Minerva for any registration functions. Other financial holds can affect access to non-registration functions, for example Meal Plan Top-Ups.

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

**Note:** You should be aware that the 1.021 Tm(v)Tj1 7.92-pena 0 9a arrify Tm(ersity)T11 0 0 1 92.938 296.ply to yoided by thee Meal(. See)Tj0 0 1

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

In accordance with the fee policy stated in [section 1.4.6.1: Overdue Accounts](#), before the University cancels your current and subsequent term registration(s), the Student Accounts Office will make all reasonable efforts to notify you if your account is delinquent, or if you owe more than \$100 from the previous term. The cancellation is effective the last day of the add/drop period unless you settle the account or make payment arrangements with the University by then. If you pay or make payment arrangements with the Student Accounts Office after the add/drop deadline and you want the University to reinstate your registration for the current or subsequent term(s), you must complete the [Request for Reinstatement](#) form (available at [mcgill.ca/student-accounts/forms](http://mcgill.ca/student-accounts/forms)) and submit it to the Student Accounts Office, which will forward it to Enrolment Services for approval and processing. Your fee account will be charged a Reinstatement Penalty for the processing of the re-enrolment; exact fee amounts and further details are available on the [Student Accounts](#) website.

#### 1.4.6.2 Acceptance of Fees vs. Academic Standing

Acceptance of fees by the University in no way guarantees that students will receive academic permission to pursue their studies. If it is subsequently determined that your academic standing does not permit you to continue, all fees paid in advance will be refunded.

For directions on requesting your refund online in Minerva, see [mcgill.ca/student-accounts/your-account/requesting-refund](http://mcgill.ca/student-accounts/your-account/requesting-refund).

#### 1.4.6.3 Deferred Admission, Degree Transfers, Break in Enrolment

**Deferred Admission:** Students who defer their admission to the University will be subject to the tuition rates that are in effect for the term in which they are starting, and not the term in which they were originally admitted. This is of interest to International and Canadian non-Quebec resident students in particular programs where tuition rates have been guaranteed for the duration of their program as long as there is no break in enrolment or degree transfer.

**Degree Transfers:** International undergraduate students and students in non-research graduate programs who transfer degrees will be charged the tuition rate in effect for newly admitted students in the new degree in their term of transfer. Canadian non-Quebec resident students will be charged the tuition rate in effect for newly admitted students in their term of transfer.

**Break in Enrolment:** Quebec Residents may need to reprove their fee status if they have been absent (i.e., not enrolled) for more than two terms (not counting the Summer term). Students may verify their legal status in Minerva (select the appropriate term) to confirm that the QC residency status is still active. *Terms for which students are recorded as being away on an officially approved leave of absence are not counted.*

Canadian non-Quebec resident students who are absent (i.e., not enrolled) for more than three terms (including the summer term), will be charged the tuition rate in effect for newly admitted students in the term in which they resume their studies.

International students in undergraduate or graduate level non-research programs who are absent (i.e., not enrolled) for more than three terms (including the summer), will be charged the tuition rate in effect for newly admitted students in the term in which they resume their studies. *A term of withdrawal from the University is included in the calculation of the break in enrolment when students are not charged tuition for that term. Terms for which students are registered on an officially approved leave of absence, exchange or study away program are not calculated as part of a break in enrolment.* This policy is not applicable to Visiting and Special students as international students in these categories always pay the fees of the new academic year.

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

##### Students with Sponsors

If your fees will be paid by an outside agency such as the Department of Veterans Affairs, CIDA, a foreign government, or your University department (i.e., teaching assistants or demonstrators), you must have written proof of this sponsorship. Your sponsor must confirm the conditions of their sponsorship in writing on company letterhead to the University. This allows the 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 [mcgill.ca/student-accounts/parents-and-sponsors/third-party-sponsorship](http://mcgill.ca/student-accounts/parents-and-sponsors/third-party-sponsorship).

When a third party agrees to pay fees on your behalf, payment is recorded on your fee account, which reduces the balance you 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, you are responsible for paying**

### 1.4.7 Loans and Bursaries for Continuing Studies Students

Full-time students (registered for a minimum of 12 credits per term) may apply for provincial student loans and bursaries. Refer to [mcgill.ca/studentaid](http://mcgill.ca/studentaid) for information on entrance scholarships, federal and provincial student assistance, McGill loans and bursaries, and loans available to U.S. citizens.

### 1.4.8 Corporate Tax Benefits for Continuing Studies Students

McGill University is recognized by the *Ministère du Travail, de l'Emploi et de la Solidarité sociale Québec* as a training establishment for the purpose of corporate tax benefits (registration number: 06C0084-00). Companies who are paying fees on behalf of their employees may be eligible for a tax deduction in accordance with Bill 90, or for the refundable training tax credit. Please refer to the following website for further information: [www.emploi.quebec.gouv.qc.ca/en](http://www.emploi.quebec.gouv.qc.ca/en).

### 1.4.9 Tax Slips for Continuing Studies Students

T4A (RL-1), T2202, and Relevé 8 slips are issued on *Minerva* under the *Student Accounts Menu* by the end of February each year. Note that a Quebec permanent code, a social insurance number and a valid mailing address are required to be transmitted to Revenu Québec by the University as part of its tax reporting for both the T4A and the Relevé 8 slips; therefore, it is highly recommended that if you expect to be completing a Quebec income tax return, you provide this information to the University upon registration. More information on these slips is available on [mcgill.ca/student-accounts/your-account/tax-information](http://mcgill.ca/student-accounts/your-account/tax-information).

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## 1.5 Student Records

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

### 1.5.1 Academic Standing

When you first start your program, and in your first term, you are deemed to be in Satisfactory Standing. At the end of each term, after final grades have been submitted, your academic standing in your program is determined based on your grade point average (GPA) calculations in the current and previous terms and your faculty's regulations.

Academic Standing codes are generated in January for the Fall term, in May for the Winter term, and in September for the Summer term, and are displayed on your McGill official and unofficial transcripts. If you receive Unsatisfactory Standing, you may not continue in your program, register for any future terms and must apply for readmission to your faculty. Note that readmission is not automatic or guaranteed. Consult the appropriate section of this publication for the regulations on Academic Standing for your faculty.

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

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

B.Com. students, see [Academic Standing in the Faculty of Management](#).

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

Agricultural and Environmental Sciences students, see [Academic Standing](#) in the Faculty of Agricultural and Environmental Sciences.

Farm Management and Technology students, see [Academic Rules and Information – FMT](#).

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

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

Decisions about Academic Standing in the F

- 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](http://mcgill.ca/oasis/students/seeking-readmission). For **Science** (including B.A. & Sc.) see [mcgill.ca/science/student/general/readmission](http://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

#### 1.5.1.3.5 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 Affairs Office.

At the end of the Winter term, if you have a mark of K or L, you will be placed in the appropriate Standing in June, if the outstanding mark in the course will not affect your Standing. Otherwise, Standing decisions will be made only once incomplete marks have been cleared. For more information about incomplete grades, please refer to [Incomplete Courses](#).

**Note:** Requests are made at [Service Point](#) (3415 McTavish Street). However, it is important that you also see a Faculty advisor in Dawson Hall to talk about your options and the ef1.51672.9 .1.3A performng decisions will e made only ondis 0 0 1 245.573537553151672.9 .1.3g 0 1 68.52 553505



- 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.

#### 1.5.1.5.2 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 CGPA noted above, you will be placed in Unsatisfactory Standing.
- You must consult a faculty or departmental advisor before withdrawal deadlines concerning your course selection.

#### 1.5.1.5.3 Unsatisfactory Standing: Faculty of Engineering

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

a CGPA that is less than 1.20

**or**

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

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

If you are in Unsatisfactory Standing for the first time, the regulations below apply.

##### Students in Interim Unsatisfactory Standing after the Fall term:

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

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

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

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

#### 1.5.1.6 Academic Standing: Faculty of Law

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

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

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

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

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

## 1.5.2 Credit System

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

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



**Note:** 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 hours of personal study per week.



**Note for Summer Studies:** For Summer courses, a three-credit course usually indicates ten hours of lectures per week starting in either the May, June, or July session and spanning a maximum period of five weeks.

### 1.5.2.1 Continuing Education Units (CE units)

Some courses at the School of Continuing Studies carry a Continuing Education (CE) unit rating. These courses do not normally count toward the fulfillment of a credit program.

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

## 1.5.3 Grading and Grade Point Averages (GPA) for Continuing Studies

Courses can be graded either by letter grades or in percentages, but the official grade in each course is the letter grade. Where appropriate, a class average appears on transcripts expressed as the letter grade most representative of the class performance.

Since Fall 2002, the University has only used letter grades on transcripts and verification forms.

**For undergraduate courses,** 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.

**For graduate level courses,** Grades A through B- represent satisfactory passes. Students must obtain a B- or better in courses to fulfil program requirements.

You cannot register in a course for which you have not passed all the prerequisite courses with a grade of C or better at the undergraduate level and B- or better at the graduate level, except by written permission of the Director. Certain programs have further requirements. Students should refer to the program regulations in the appropriate academic area of this Calendar.

### Undergraduate Grading

Grades	Grade Points	Numerical Scale of Grades
A	4.0	85–100%
A-	3.7	80–84%
B+	3.3	75–79%

### Undergraduate Grading

F (Fail)	0	0–49%
P		Pass

\* A grade of D is a conditional (non-continuation) pass:

- If you obtain a grade of D in a course that is a prerequisite, you cannot register for any course that requires this prerequisite.
- If you obtain a grade of D in a required course, the course will not count toward your program.

### Graduate Grading

Grades	Grade Points	Numerical Scale of Grades
A	4.0	85–100%
A-	3.7	80–84%
B+	3.3	75–79%
B	3.0	70–74%
B-	2.7	65–69%
F (Fail)	0	0–64%
P		Pass

The University assigns grade points to letter grades according to the table above. Your Y

Other Grades	
<b>KE or K*</b>	– further extension granted (see “Incomplete Courses”).
<b>KF</b>	– failed to meet the extended deadline for submission of work in a course; calculated as a failure in TGPA and CGPA.
<b>KK</b>	– completion requirement waived. Not calculated in TGPA or CGPA.
<b>L</b>	– deferred examination.
<b>LE or L*</b>	– permitted to defer examination for more than the normal period.
<b>NE</b>	– no evaluation; indicates work for which no evaluation has been carried out and which may not count as credit toward any program.
<b>NR</b>	– no grade reported by the instructor (recorded by the Registrar).
<b>P</b>	– pass; not calculated in TGPA or CGPA.
<b>Q</b>	– course continued in next term (applicable only to courses taken pre-Fall 2002).
<b>W</b>	– withdrew; a course dropped, with permission, after the Course Change deadline; not calculated in TGPA or CGPA.
<b>WF</b>	– 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.)
<b>WL</b>	– faculty permission to withdraw from a deferred examination; not calculated in TGPA or CGPA.
<b>NA or &amp;&amp;</b>	– grade not yet available.
<b>W– or –</b>	– no grade; student withdrew from the University, not calculated in TGPA or CGPA.

#### 1.5.4 Transcript of Academic Record

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

##### 1.5.4.1 Transcript of Academic Record: General Information

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

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

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

Paper official transcripts are normally processed in 3 to 5 working days (5 to 7 during peak periods) and mailed by regular Canada Post mail to the address(es) indicated on the request. Paper transcripts are free of charge for currently registered students. Transcript fees apply 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 you32u7231 Tm(.)TTm 0 0 1 67i(a m(ou canno1 0 ot be)Tj1 0 0 1ords.)Tj/F0 0 37.711 0 0 1 3 beNote:

A student's academic record is deemed final once the record has been approved for graduation and the 'Degree Granted' notation displays. No further record changes may be requested at this point (e.g. grade changes).



**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 meet with a Faculty advisor in [Arts OASIS](#) or [SOUSA](#) to talk about your options and the effects that your request may have on your studies. For more information, refer to [Academic Advising](#).



**Note for Graduate and Postdoctoral Studies:** You should direct any questions or problems with your record to your [Graduate Program/Director](#).

#### 1.5.4.4 Official Transcripts

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

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

**Alumni or former students who were registered or graduated as of 1972 or later:** You **must** submit your request in [Minerva](#) at *Student Menu > Student Records Menu > Request/Official Transcript* and will require login credentials. Please contact the IT Service Desk ([mcgill.ca/it](http://mcgill.ca/it)) 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: [mcgill.ca/student-records/transcripts/printed-transcripts](http://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.

#### 1.5.4.5 Course Numbering on the Transcript

Prior to September 2002, course numbers had 6 of a Tm(Student Menu)Tjt cm/rip583 T683.6umbers ha6FPn-charase Sedesoior to Sr(T)Tj1 0 0 1nNePrip585our(ed or

### **1.5.7 Non-Evaluated Work for Continuing Studies Students**

If you are attending a course that has an evaluation process (such as an examination or other criteria), you may choose not to be evaluated. To do this, you must complete the required form at [mcgill.ca/continuingstudies/scs-current-students/scs-student-records/scs-non-evaluation](http://mcgill.ca/continuingstudies/scs-current-students/scs-student-records/scs-non-evaluation) prior to the start of the third lecture. Submitting this request will result in a grade of NE (No Ev

- Credit or CE units for each course
- Beginning and end dates for each course
- Certificate or diploma program in which the student is registered

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

Please allow 48 hours for these letters to be prepared.

For more information on obtaining a letter on Minerva, see [ca/student-r](http://ca/student-r)

7. In courses that span the Fall and Winter terms (course pairs with numbers ending D1 and D2), instructors who wish to give a mid-year examination in December must schedule it in the formal examination period.
8. The principles enunciated in these regulations shall be applied, appropriately modified, to courses given during the summer, to other courses of less than a 13-week duration, and to courses in the Faculties of Law, Medicine, Dentistry, and Education that do not follow the normal University Timetable.
9. Individual faculties may propose variations in these regulations to the Academic Policy and Planning Committee in order to meet their special needs.

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

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

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





Supplemental examinations are **not** available for the following Engineering courses: CHEM 233, EPSC 221o

Requests for a reread of a final exam are administered by the Student Affairs Office in the [SCS Client Services](#) unit.

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

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

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

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

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

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

#### **1.6.2.5.4 Mark Verification**

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

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

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

### **1.6.3 Examinations: External Exam Proctors**

Upon request, McGill will act as proctor for paper-based and online exams from universities or professional accreditation associations and organizations.

For complete information on scheduling, fees, payment and all other details please consult the [Exams website](#)

Graduate students should refer to their faculty under [Faculties & Schools > Graduate > Program Requirements](#) for information on minimum residency requirements for graduate programs. This information is listed for each faculty, and you can also access it through the faculty's graduate pages.



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

- You must successfully complete a minimum of 21 McGill credits (excluding prerequisites and corequisites) to obtain a McGill undergraduate certificate. For specific information refer to your department section of this publication.
- Students completing a second undergraduate certificate at McGill must successfully complete a minimum of 21 McGill credits (excluding prerequisites and corequisites) to obtain their certificate. You should check with your advisor for any conditions applicable to the McGill credits required toward your certificate.

## 1.7.1 Apply to Graduate

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

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

Once you apply to graduate, you are authorizing the University to:

1. include your name and image in the McGill Convocation programs, web streamed convocation broadcast, and other convocation-related communications.
2. to have your ID, name, degree and ceremony provided to the academic regalia provider for the purposes of Convocation preparation.
3. to have your ID, name, email, degree and ceremony provided to the convocation photographer for the purposes of Convocation preparation.
4. to have your name, email, degree and confirmation of graduation sent to your professional order, if you are in a professional program (e.g. Engineering OIQ, Nursing OIQ), for licensing or accreditation purposes.

If you want to opt out of your information being sent to any of the above (1, 2, 3, or 4), you must complete an [Opposition Form](#) by March 15 for Spring convocation, and September 15 for Fall convocation.

### 1.7.1.1 Deadlines

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

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



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



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



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



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

## 1.7.2 Graduation Approval Query

As a graduating student, you can view the status of your graduation record on [Minerva](#) during the Faculty review and approval process (go to [Student Records > Graduation Approval Query](#)). The Graduation Approval Query form becomes available to graduating students in early January for Fall term graduation, in early April for Winter term graduation and in early September for Summer term graduation.

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Value: \$300.

**Giovanna Santullo Memorial Prize**

Established in 2023 by Richard Galego, in loving memory of Giovanna Santullo. Awarded by the School of Continuing Studies at both fall and spring convocation to one or more women enrolled in an accounting or finance program in the School of Continuing Studies.

Value: varies.

**Jacob Jonker Memorial Prize**

### 1.7.6 Language Requirements for Professions

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

- Evidence that you have completed three years of full-time instruction in a French post-primary school
- A certificate that shows you completed your secondary education in Quebec in 1986 or later
- Successful completion of a written examination set by Quebec's *Office québécois de la langue française* (OQLF). See below for more information.

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

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

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

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



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

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

#### Professional Groups

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

### 1.7.7 Aegrotat Standing and Degree at McGill University

In rare cases where a student, based on serious medical or similar evidence, is unable to complete their program requirements within a reasonable time, or at all, they may be awarded their degree with *Aegrotat* Standing.

At McGill, this designation may be considered if a student has completed 75% or more of their degree program requirements and based on a serious medical situation or other extenuating circumstance is unable to complete their program. If approved, this could result 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 Satisfactory Standing who have been unable to complete their degree due to special circumstances toward the end of their program. Information on this degree designation is only included in the convocation program, and not on the transcript.

A degree with *Aegrotat* standing is rarely granted at McGill University. A formal request must be submitted to the Dean of the student's faculty and the Deputy Provost, Student Life and Learning, to approve granting such a degree.

### 1.8.1 The Role of the Student in Advising

Your active participation in the advising process is essential for accessing the full range of academic opportunities during your studies. You must be proactive in seeking meetings with various advisors, professors, and counsellors to ensure that you receive the advice you need to formulate a personal plan of study and to meet your academic goals. While advisors are there to provide you with guidance, you are ultimately responsible for meeting your degree or diploma requirements. It is your responsibility to learn the rules and regulations of the University, your faculty, and your program. With your cooperation, advisors and counsellors will assist you throughout your undergraduate studies.

### 1.8.2 Contact Information for Continuing Studies Advising

#### Client Services Office

680 Sherbrooke Street W., Suite 1199  
Montreal, QC H3A 2M7  
Telephone: 514-398-6200  
Email: [info.conted@mcgill.ca](mailto:info.conted@mcgill.ca)  
Website: [mcgill.ca/continuingstudies/scs-future-students/advising](http://mcgill.ca/continuingstudies/scs-future-students/advising)

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## 1.9 Service Point

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

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

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

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

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

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

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

### 1.9.1 Location

3415 McTavish Street (at Sherbrooke)  
Montreal QC H3A 0C8  
Telephone: 514-398-7878  
Opening hours: please refer to [mcgill.ca/servicepoint](http://mcgill.ca/servicepoint)  
Email: please refer to [mcgill.ca/servicepoint/contact](http://mcgill.ca/servicepoint/contact)

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## 1.10 Student Services

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



### 1.10.1 Office of the Executive Director, Services for Students

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

For information, contact:

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

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.

### 1.10.2 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: [mcgill.ca/deanofstudents](http://mcgill.ca/deanofstudents)

### 1.10.3 Student Accessibility and Achievement

Student Accessibility and Achievement provides services and supports to meet the needs of students experiencing barriers related to disability, illness, and injury both of a permanent or temporary nature.

#### Main Office

1010 Sherbrooke W., Room 410  
Montreal QC H3A 2R7  
Telephone: 514-398-6009  
Email: [access.achieve@mcgill.ca](mailto:access.achieve@mcgill.ca)

#### Exam Center

Redpath Library building  
3459 McTavish Street, Room RS-56  
Montreal QC H3A 0C9  
Telephone: 514-398-2480  
Email: [access.exams@mcgill.ca](mailto:access.exams@mcgill.ca)  
Website: [mcgill.ca/access-achieve/contact-us](http://mcgill.ca/access-achieve/contact-us)

### 1.10.4 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 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](mailto:ombudsperson@mcgill.ca)  
Website: [mcgill.ca/ombudsperson](http://mcgill.ca/ombudsperson)

### 1.10.5 Optional Student Services

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

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

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

A McGill ID card is mandatory for access to services.

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

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

#### 1.10.5.1 McGill Athletics & Recreation Membership

Membership for SCS students includes access to The B2 Gym and all the drop-in recreational activities (basketball, badminton, jogging, lap swim). There are also classes available for purchase. For information, visit [recreation.mcgill.ca/membership](https://recreation.mcgill.ca/membership).

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

#### 1.10.5.2 Parking for Continuing Studies Students

Student parking permits are available to School of Continuing Studies students, however facilities are limited. For information on parking rates, please visit [McGill's parking page](#).

Students with a disability, medical condition, or temporary injury who require proximity parking may be able to obtain a permit or day passes for parking areas near the buildings they need to access. Contact Student Accessibility and Achievement with this request.

#### 1.10.5.3 University Centre for School of Continuing Studies Students

Food and beverage services are available in the evenings at the University Centre, located at 3480 McTavish Street. Visit the [Students' Society of McGill University](#) page for more information.

#### 1.10.5.4 Tutorial Services for Continuing Studies Students

##### McGill Writing Centre Tutorial Service

The McGill Writing Centre Tutorial Service provides writing instruction and support for all McGill students. Our tutors provide in-person or virtual tutoring to School of Continuing Studies students at every stage of the writing process, from outlining to final revision. For more information, visit the [MACES Tutorial Service page](#).

### 1.10.6 Bookstore

#### 1.10.6.1 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](https://lejames.ca)

### 1.10.6.2 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](https://lejames.ca).

#### Macdonald Campus Bookstore

Macdonald Campus Centennial Centre  
21111 Lakeshore Road, Sainte-Anne-de-Bellevue  
Website: [lejames.ca/category/macdonald-campus](https://lejames.ca/category/macdonald-campus)

### 1.10.6.3 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](mailto:is.bookstore@mcgill.ca) with your enquiry or list of products.

#### Institutional Sales

Website: [lejames.ca/institutional](https://lejames.ca/institutional)

### 1.10.7 Library Workshops

Workshops and tours designed to teach effective library use and to familiarize students with the McGill Libraries system are offered at various times throughout the academic session. For library guides, brochures, information, and schedules, visit the website at [www.mcgill.ca/library/services/workshops](https://www.mcgill.ca/library/services/workshops).

### 1.10.8 Minerva Workstations for Continuing Studies Students

Minerva workstations, located on the 11th and 13th floors at 680 Sherbrooke Street West, are available to Continuing Studies students to view course offerings, add and drop courses, view their transcripts, and access all other services.

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## 1.11 Information Technology (IT) Services

- [section 1.11.1: IT Support](#)
- [section 1.11.2: Communication and Collaboration](#)
- [section 1.11.3: Online Course Materials and Lecture Recordings](#)
- [section 1.11.4: Minerva](#)
- [section 1.11.5: 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.

### 1.11.1 IT Support

McGill's [IT Support site](#) is your one-stop shop for information and support on using IT services including email, Microsoft 365 tools, Wi-Fi, VPN, and more. Search the IT Knowledge Base for instructional articles, report issues, make requests for services, chat with support agents, view announcements and system status, and follow up on your support tickets all from one convenient location.

### 1.11.2 Communication and Collaboration

McGill offers communication and collaboration tools that work together to support and enhance your educational experience.

#### Email

All students are assigned a McGill email address (usually in the form of [firstname.lastname@mail.mcgill.ca](#)) and given a McGill email mailbox. Please refer to [section 1.1.8.5: Email Communication](#) for further information on email services.

#### MS Teams

[Microsoft Teams](#) is the recommended application for conducting virtual meetings, audio and video calls, text messaging, and filesharing among McGill students, faculty, and staff members.

#### OneDrive

Students are given 1 Terabyte of free [v](#)

### 1.12.1 Libraries

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

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

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

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

Special library services like the *Course Readings Service* allows you to access digital items on course reading lists in the Library's catalogue and in *myCourses*. You can also borrow materials from any library location and the McGill University Collection Centre and return them anywhere across the system. If you need material not owned by the McGill University Library, our *network loan* and *Interlibrary Loan and Document Delivery Service* will obtain it for you at no cost for McGill students, faculty, and staff. Loans can be picked up at any library location.

### 1.12.2 McGill Writing Centre

The McGill Writing Centre (MWC), established in 2010, is the University's central resource for writing and communication. Staffed by specialists in writing pedagogy, the Writing Centre offers a slate of credit courses and non-credit activities that attract undergraduate and graduate students from across disciplines.

The MWC's core set of credit courses focuses on a number of relevant topics, e.g., academic or scholarly communication, creative writing, digital genres, business communication, and communicating science to broad audiences. In addition to courses, students can also access non-credit programming (e.g., workshops, writing retreats) and individualized writing consults with the Tutorial Service.

The courses in academic, creative, digital, and professional writing may be taken as electives or to fulfil language requirements in some undergraduate degree programs. In some faculties, you need to obtain approval from your Student Affairs Office as well as from your academic advisor before you take courses outside of your faculty, especially if the courses do not form part of your program requirements.

For further information, please visit the MWC website at [mcgill.ca/mwc](http://mcgill.ca/mwc).

#### 1.12.2.1 McGill Writing Centre Course Information

Undergraduate course offerings can be found at [mcgill.ca/mwc/courses/undergraduate](http://mcgill.ca/mwc/courses/undergraduate).

Graphos graduate course offerings can be found at [mcgill.ca/graphos/courses](http://mcgill.ca/graphos/courses).

Continuing Education (non-credit) course offerings can be found at [mcgill.ca/mwc/special-interest-courses](http://mcgill.ca/mwc/special-interest-courses).

#### Course Coordinator Information:

If you have inquiries about courses, please contact the specific course coordinator listed at [mcgill.ca/mwc/contact-us](http://mcgill.ca/mwc/contact-us).

#### 1.12.2.2 McGill Writing Centre Tutorial Service

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

#### 1.12.2.3 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: [mcgill.ca/mwc](http://mcgill.ca/mwc)  
 General Inquiries: [mwc@mcgill.ca](mailto:mwc@mcgill.ca)

Graphos

Website: [mcgill.ca/graphos](http://mcgill.ca/graphos)

Inquiries: [graphos@mcgill.ca](mailto:graphos@mcgill.ca)

MWC Tutorial Service

Website: [mcgill.ca/mwc/tutorial-service](http://mcgill.ca/mwc/tutorial-service)

Inquiries: [mwctutorial@mcgill.ca](mailto:mwctutorial@mcgill.ca)

### 1.12.3 University Archives

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

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

The MUA acquires private records to complement its collection of the University's documentary heritage and to support University research goals. The MUA manages the University's corporate memory and information assets through its records management program. This program manages the lifecycle of administrative records and protects vital evidence of University functions and acti

and an impressive Photography collection of more than 2,150,000 historical photographs—including the 400,000 photographs of the renowned Notman Photographic Archives—which offers a unique pictorial record of Canada from pre-Confederation to the present.

The museum also houses paintings by renowned artists such as Louis Dulongpré, James Duncan, Cornelius Krieghoff, and Robert Harris, along with iconographic documents reflecting the perspectives of Canadians over the past three centuries. A Material Culture collection consisting of more than 62,000 objects primarily documents the history of the domestic material environment in Montreal. The museum's textual archives include some 340 linear metres of documents relating to Canadian history.

Finally,

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

In 1905, Sir William Macdonald established Macdonald College at Sainte-Anne-de-Bellevue as a residential college for Agriculture, Household Science, and the School for Teachers. Those components have since become the Faculty of



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 v

**Members**

Jonathan Sigler  
 Petra Rohrbach  
 Edith A. Zorychta

**1.13.5.2.2 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)

**1.13.6 Governance: Members of Senate****1.13.6.1 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

**1.13.6.2 Elected Members****Elected Members**

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

**1.13.7 Administration**

McGill's Senior Administration and governing bodies—the *Board of Governors* and *Senate*—provide strategic guidance and oversight, ensuring accountability through a system of formal decision-making and reporting.

Please refer to [mcgill.ca/about/administration](https://mcgill.ca/about/administration) to meet McGill's senior staff and learn about the University's administration and governance structure.

**Administration**

Pierre Boivin	<b>Chancellor</b>
Deep Saini	<b>President and Vice-Chancellor</b>
Véronique Bélanger	<b>Chief of Staff</b>
Christopher Manfredi	<b>Provost and Vice-President (Academic)</b>

**Administration**

Fabrice Labeau

**Deputy Provost (Student Life and Learning)**

Gillian Nycum

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

TBA

**Executive Director of Services for Students**

Christopher Buddle

**Associate Provost (Teaching and Academic Planning)**

Angela Campbell

**Associate Provost (Equity and Academic Policies)****Associate Vice-President (Macdonald Campus) and Dean (Faculty of Agricultural and En**

**Deans**

Robin Beech

**Dean of Students****1.13.7.1.2 Directors of Schools****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****1.13.8 Student Governance: McGill Association of Continuing Education Students (MACES)**

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

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

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

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

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

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

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## 2 The School of Continuing Studies

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### 2.1 McGill's School of Continuing Studies

The McGill School of Continuing Studies transforms today's adult learners into skilled thought leaders of tomorrow's workforce. Join thousands of the School's graduates to experience innovative teaching, learn through hands-on practice, and gain in-demand skills.

For over 50 years, we have helped learners like you who seek knowledge and skills for career advancement or transition, professional development, and personal enrichment. Our in-person and online courses and programs, expert instructors, and diverse and supportive community will help future-proof your career and assist you in achieving your learning goals.

Take charge of your future and realize your dreams while gaining practical skills, in-demand expertise, and earning a credential from one of Canada's top-ranked universities.

[Visit SCS](#)

## 2.1.1 Contact Us

### Contact Us

- **Web:** [mcgill.ca/continuingstudies/contact-us](http://mcgill.ca/continuingstudies/contact-us)
- **Email:** [info.conted@mcgill.ca](mailto:info.conted@mcgill.ca)
- **Telephone:** 514-398-6200
- **Address:** 680 Sherbrooke Street West, 11th floor; Montreal QC H3A 2M7, Canada

## 2.2 Key Dates, 2024–2025

These dates are a general guideline. See [mcgill.ca/importantdates](http://mcgill.ca/importantdates) for a complete list. Check [Class Schedule](#) for the precise dates of your courses.

REGISTRATION & APPLICATION	Fall Term	Winter Term
Application deadline	<b>Canadian/Permanent Residents:</b> May 1, 2024; <b>International Students:</b> March 1, 2024	<b>Canadian/Permanent Residents:</b> September 1, 2024; <b>International Students:</b> July 1, 2024
Registration using Minerva for returning Continuing Education – Faculty of Education students	May 22, 2024	May 22, 2024
Registration using Minerva for courses and programs for returning program students	June 5, 2024	October 3, 2024
Registration using Minerva for returning Continuing Studies Independent (Special) Students and newly admitted students for courses and programs	June 12, 2024	October 10, 2024
Deadline for students to register for courses without a late registration fee	August 28, 2024	January 6, 2025
Late registration period with late registration fee (\$25 for Continuing Studies)	August 29–September 10, 2024	January 7–14, 2025
Course Change (drop/add) deadline (less \$20)	September 10, 2024	January 14, 2025
Deadline to web withdraw (grade of “W”) with fee refund from Continuing Studies credit courses (less \$20)	September 17, 2024	January 21, 2025
Deadline to withdraw from courses (grade of “W”) or University withdrawal (grade “W-”) with NO refund	October 29, 2024	February 25, 2025
Last day for students to request fee exemptions and to submit legal documents for proof of Canadian citizenship and proof of Quebec residency to the School of Continuing Studies. Documents received after this date will be updated for the following term only	December 4, 2024	April 11, 2025
LECTURES	Fall Term	Winter Term
Lectures begin in 7th floor	September 24, 2024	January 21, 2025

LECTURES	Fall Term	Winter Term
may change depending on the course; refer to the <a href="#">course listing</a> for the most up-to-date information)		
Last day of lectures for courses	December 4, 2024	April 12, 2025
Online course evaluation period:	November 7–December 21, 2024	March 17–May 1, 2025
Evaluations available for completion on Mercury through <a href="#">Minerva</a>		

EXAMINATIONS	Fall Term	Winter Term
Examination period	December 6–20, 2024	April 14–30, 2025
Application deadline for deferred examinations	January 7, 2025	May 5, 2025

STATUTORY HOLIDAYS		
National Patriots' Day ( <i>Journée nationale des patriotes</i> )	May 20	
Fête Nationale du Québec	June 24	
Canada Day	July 1	
Labour Day	September 2	
Thanksgiving	October 14	
Christmas and New Year	December 25–January 2	
Reading Break	March 3–7	
Easter	March 29 and April 1	

### 3 Programs of Study

#### 3.1 Administration and Governance

##### 3.1.1 Administration and Governance

Planning, analyzing, and controlling the execution of strategies are critical in private and public-sector organizations. Content areas in this academic domain include human resources, accounting, finance, and public administration, as well as specific application of these competencies to fields such as health and social services management, parliamentary governance, and property management.

*section 3.6.13: Certificate (Cert.) Accounting and Finance (30 credits)*

*section 3.7.2: Graduate Certificate (Gr. Cert.) Accounting (30 credits)*

*section 3.6.18: Certificate (Cert.) Human Resources Management (30 credits)*

*section 3.7.7: Graduate Certificate (Gr. Cert.) Digital Health Solutions (15 credits)*

*section 3.7.9: Graduate Certificate (Gr. Cert.) Financial Analysis (15 credits)*

*section 3.7.10: Graduate Certificate (Gr. Cert.) Financial Technology (15 credits)*

*section 3.7.12: Graduate Certificate (Gr. Cert.) Human Resources Management (15 credits)*

*section 3.7.13: Graduate Certificate (Gr. Cert.) Advanced Human Resources Management (15 credits)*

*section 3.6.17: Certificate (Cert.) Health and Social Services Management (30 credits)*

*section 3.7.11: Graduate Certificate (Gr. Cert.) Health Services Management (15 credits)(Partnership)*

*section 3.6.21: Certificate (Cert.) Public Administration and Governance (30 credits)*

*section 3.7.18: Graduate Certificate (Gr. Cert.) Public Administration & Governance (15 credits)*

*section 3.7.19: Graduate Certificate (Gr. Cert.) Advanced Public Administration & Governance (15 credits)*

### **3.1.2 Location**

Administration and Governance

Telephone: 514-398-6200

Fax: 514-398-3108

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

Website: [mcgill.ca/continuingstudies/areas-study](http://mcgill.ca/continuingstudies/areas-study)

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## **3.2 Education Studies in the School of Continuing Studies**

### **3.2.1 Education (School of Continuing Studies) at McGill**

Are you teaching full-time? Would you like to upgrade your skills, learn new teaching strategies, or gain experience in a specialized subject area? The Faculty of Education offers part-time professional development opportunities administered through the School of Continuing Studies. These programs allow educators to enhance their existing knowledge and skills while moving into new areas of the education spectrum.

Offered in conjunction with McGill's Faculty of Education, the in-depth programs provide in-service teachers, facilitators, and academic advisors with compelling coverage of many important education issues. Programs such as the Diploma in Human Relationships, Diversity and Sexuality and the Certificate in Inclusive Education can expand professional horizons while equipping educators to better manage changing classroom realities.

The Office of First Nations and Inuit Education (OFNIE) offers multiple programs in the areas of Indigenous education, language, and culture. The Faculty of Education, in collaboration with various Indigenous communities and institutions, offers both community-based and campus-based programs. OFNIE's teacher

### 3.2.4 Admission Requirements and Procedures

Applications for admission to the programs offered by the **Faculty of Education** through the School of Continuing Studies can be made through [mcgill.ca/applying](http://mcgill.ca/applying). Your application cannot be considered until all requirements have been met.

Applicants to First Nations and Inuit programs must contact the *Office of First Nations and Inuit Education* for admission information at [ofnie.education@mcgill.ca](mailto:ofnie.education@mcgill.ca).

#### Documents Required

In addition to those listed on the application website, please refer to specific requirements listed on the program websites. All applications require an official transcript, application fee of CAD\$101.38 (non-refundable), proof of Canadian citizenship, permanent code, and proof of residency to qualify for the Quebec rate of tuition.

**Application Deadlines for programs offered by the *Department of Educational and Counselling Psychology* :**

Fall term: May 1

Winter term: September 1

Spring/Summer term: January 1

### 3.2.5 Diploma in Human Relationships, Diversity and Sexuality

The Diploma in Human Relationships, Diversity and Sexuality focuses on the complexity of relationships in a digital and global world. Taking an intersectional approach with an orientation toward social justice, topics include sexuality, culture, ability, media literacy, communication, advocacy, and leadership.

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

The goal of this program is to of  
Indigenous communities.

velopment for in-service non-Indigenous teachers supporting their growth as more effective teachers in

not completed a de

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Through the Office of First Nations and Inuit Education, the Faculty of Education partners with various Indigenous communities and education authorities to offer in-community teacher education and professional development programs. Currently, OFNIE works in collaboration with the:

- Cree School Board
- Kahnawà:ke Education Centre
- Kativik Ilisarniliriniq
- Listiguj Education, Training, and Employment
- Mohawk Language Custodian Association of Kanehsatà:ke
- Naskapi Education Committee

OFNIE may enter in new partnerships with other Indigenous Education Authorities at their invitation. OFNIE's teacher education programs lead to teacher certification in Indigenous education jurisdictions and for the province of Quebec. OFNIE works with units across the University to meet its partnership responsibilities.

Further information may be obtained through the *Office of First Nations and Inuit Education* for admission information at [ofnie.education@mcgill.ca](mailto:ofnie.education@mcgill.ca).

For detailed descriptions of the requirements for these programs, please refer to *Programs for First Nations and Inuit* in the Faculty of Education.

### 3.2.10 Academic Regulations

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

#### Academic Standing

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

#### Time Limits

Thirty-credit programs taken on a part-time basis must normally be completed within five years of admission to the program. Programs taken on a full-time basis must normally be completed within 28 months of admission to the program. Students exceeding time limits may request an extension, in writing, which may be granted under special circumstances with the approval of the Director. Students who do not register for any course in their program for one year will be required to re-apply, meeting any new program requirements.

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

#### Student Teaching Practicum

In programs where there is a compulsory practicum (field experience / student teaching) a satisfactory Pass (P) is required. If a student fails this component of the program, the student will be required to withdraw from the program, but may appeal to the Internships and Student Affairs Office for readmission. Satisfactory progress in the student's coursework is a prerequisite for placement in the Practicum.

#### Advanced Standing and Transfer Credits

Advanced Standing and transfer credits may be granted to students who provide evidence of equivalent learning. For more information, please contact the Faculty of Education at [education@mcgill.ca](mailto:education@mcgill.ca).

Candidates enrolled in the program complete 90 credits within the following general pattern.

**Academic Concentration (30 credits)**

30 credits in five (5) subject areas relevant to elementary education in a 12-9-3-3-3 pattern (i.e., 12 credits in one subject, 9 credits in a second subject, and 3 credits in each of three (3) other subject areas), or 30 academic credits in three subject areas in a 15-9-6 pattern.

Note: Subject areas relevant to elementary education, in broad terms, are the Arts (Art, Music and Drama), English, French, Science, Mathematics, Physical Education, Moral and Religious Education, Social Studies, Educational Technology, or an Indigenous language.

**Cultural Development (15 credits)**

15 credits of courses that will enhance the candidate's cultural development. These are to be chosen in consultation with the Director of Programs in First Nations and Inuit Education.

**Education Concentration (30 credits)**

30 credits. Normally the Education concentration is completed within the Certificate in Education for First Nations and Inuit.

**Electives (15 credits)**

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

**3.2.12 Graduate Certificate (Gr. Cert.) Counselling Applied to Teaching (15 credits)**

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

The goal of this program is to enhance teachers' knowledge and skills in interpersonal relations, communication, interviewing, group organization and leadership, crisis intervention, and career thinking and planning. Each of these knowledge areas addresses the recognition of situations when it is appropriate to make a referral to a personal or career counsellor, psychologist, or other professional. The program addresses both elementary and secondary education.

This graduate certificate does not qualify graduates to practise professional counselling or psychology (e.g., conducting psychological assessments or psychotherapy), or to refer to themselves by the term Counsellor or Psychologist: these are legally reserved titles. Programs leading to licensing as Counsellor or Psychologist are presented under Educational and Counselling Psychology (Counselling Psychology and School/Applied Child Psychology) or Psychology (Clinical Psychology) in Graduate and Postdoctoral Studies.

**Required Courses (6 credits)**

Leadership and Support Roles of the

EDEM 502	(3)	Indigenous Family Dynamics and Supporting Institutions
EDEM 503	(3)	Research Seminar In Indigenous Studies
EDSL 505	(3)	Second Language Acquisition Applied to Classroom Contexts

### 3.2.14 Certificate (Cert.) Education for First Nations and Inuit (60 credits)

This 60-credit program provides an opportunity for Algonquin, Cree, Inuit, Mi'gmaq, Mohawk, and Naskapi people to become qualified as teachers. It is offered on a part-time basis in Indigenous communities throughout Quebec in collaboration with, for example, the Cree School Board, the Kativik Ilisarniliriniq and various Mi'gmaq, Mohawk, Algonquin and education authorities.

Quebec graduates of this program receive Quebec Ministère de l'Éducation certification to teach at the elementary school level in Indigenous schools.

On completion of the Certificate requirements, trainees may apply for admission to the Bachelor of Education - Kindergarten and Elementary Education - First Nations and Inuit Studies or Bachelor of Education for Certified Teachers program and consult the Program Advisere re7.79Iernar

EDEC 237	(3)	Mi'gmaq Heritage Language 1
EDEC 238	(3)	Mi'gmaq Heritage Language 2
EDEC 239	(3)	Mi'gmaq Language 1
EDEC 240	(3)	Mi'gmaq Language 2

**Mohawk**

EDEC 275	(3)	Mohawk Heritage Language 1
EDEC 276	(3)	Mohawk Heritage Language 2
EDEC 277	(3)	Mohawk Language 1
EDEC 278	(3)	Mohawk Language 2

**Naskapi**

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

27 credits from one of the three following Stream course lists:

Stream A: Generalist

Stream B: Physical Education

Stream C: Culture and Language

In order to ensure appropriate choices, students select from the list of Complementary Courses in consultation with the Program Adviser.

**Stream A: Generalist**

27 credits from the following list:

EDEA 242	(3)	Cultural Skills 1
EDEC 243	(3)	Teaching: Multigrade Classrooms
EDEC 260	(3)	Philosophical Foundations
EDEC 262	(3)	Media, Technology and Education
EDEE 223	(3)	Language Arts
EDEE 230	(3)	Elementary School Mathematics 1
EDEE 245	(3)	Orientation to Education
EDEE 248	(3)	Reading and Writing Inuktitut/Cree
EDEE 253	(3)	Kindergarten Classroom Pedagogy
EDEE 270	(3)	Elementary School Science
EDEE 273	(3)	Elementary School Science 2
EDEE 280	(3)	Geography, History and Citizenship Education
EDEE 283	(3)	Social Studies Pedagogy
EDEE 325	(3)	Children's Literature
EDEE 332	(3)	Teaching Elementary Mathematics 2
EDEE 353	(3)	Third Year Professional Seminar (Kindergarten/Elementary)
EDEE 355	(3)	Classroom-based Evaluation

**Stream B: Physical Education**

21 credits from the following list:

EDEC 243	(3)	Teaching: Multigrade Classrooms
EDEC 262	(3)	Media, Technology and Education
EDEE 223	(3)	Language Arts
EDEE 245	(3)	Orientation to Education
EDEE 353	(3)	Third Year Professional Seminar (Kindergarten/Elementary)
EDKP 204	(3)	Health Education
EDKP 241	(3)	Indigenous Physical Activities
EDKP 292	(3)	Nutrition and Wellness
EDKP 307	(3)	Evaluation in Physical Education
EDKP 342	(3)	Physical Education Methods
EDKP 494	(3)	Physical Education Curriculum Development

and 6 credits from the following Physical Education courses:

EDKP 214	(2)	Basketball
EDKP 217	(3)	Track and Field
EDKP 218	(2)	Volleyball
EDKP 223	(3)	Games 1: Elementary Physical Education
EDKP 229	(1)	Ice Hockey 1

### **Stream C: Culture and Language**

27 credits from the following list:

EDEA 242	(3)	Cultural Skills 1
EDEA 243	(3)	Cultural Skills 2
EDEA 244	(3)	Cultural Skills - Fall
EDEA 245	(3)	Cultural Skills - Winter
EDEA 246	(3)	Cultural Skills - Spring
EDEA 247	(3)	Cultural Skills - Summer
EDEC 263	(3)	Information Communication Technology in Indigenous Literacy
EDEC 342	(3)	Intermediate Indigenous Language
EDEC 344	(3)	Advanced Indigenous Language
EDEE 230	(3)	Elementary School Mathematics 1
EDEE 245	(3)	Orientation to Education
EDEE 248	(3)	Reading and Writing Inuktitut/Cree
EDEE 270	(3)	Elementary School Science
EDEE 283	(3)	Social Studies Pedagogy
EDEE 332	(3)	Teaching Elementary Mathematics 2
EDEE 347	(3)	Grammar and Composition 1
EDEE 348	(3)	Grammar and Composition 2
EDEE 353	(3)	Third Year Professional Seminar (Kindergarten/Elementary)
EDEE 355	(3)	Classroom-based Evaluation
EDEE 370	(3)	Traditional Indigenous Life Skills
EDEE 371	(3)	Integrating Indigenous Storytelling and Creative Writing

EDEE 373	(3)	Traditional Healing
EDEE 383	(3)	Oral and Family History
EDKP 241	(3)	Indigenous Physical Activities

**Complementary Courses (9 credits)**

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

Registration in EDEM 502, EDKP 204, or any other courses offered by departments other than Educational and Counselling Psychology, or in other programs of this Department is dependent on availability (e.g., through a concurrently offered program) or through an arrangement made with that department or program. The Program Adviser will attempt to make these contacts whenever required.

EDEM 502	(3)	Indigenous Family Dynamics and Supporting Institutions
EDKP 204	(3)	Health Education

18 credits selected as described below.

**Languag**



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

**Required Courses (15 credits)**

EDEC 245	(3)	Middle School Teaching
EDEC 246	(3)	Middle School Curriculum

**Complementary Courses (9 credits)**

9 credits from:

EDPC 505	(3)	Crisis Intervention Processes
EDPC 509	(3)	Individual Reading Course
EDPC 511	(3)	End of Life Care
EDPE 502	(3)	Theories of Human Development
EDPE 595	(3)	Seminar in Special Topics 1
EDPE 596	(3)	Seminar in Special Topics 2
EDPI 543	(3)	Family, School and Community

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

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**3.3 Global and Strategic Communications****3.3.1 Global and Strategic Communications**

The Global and Strategic Communication (GSC) domain focuses on the theory and practice of applied communication and cross-cultural competencies in a strategic and/or global context. Programs in this field equip learners with the knowledge and analytical and practical skills necessary to develop and implement communication strategies for globalized organizations. Our undergraduate, graduate, and non-credit programs—in areas such as public relations, marketing, communication studies, translation, and language acquisition—enable individuals to strategically position their organizations for success and to achieve their personal and professional goals in rapidly changing local and global contexts.

*[Certificate in Applied Marketing](#)*

*[Certificate in PR and Communications Management](#)*

*[Graduate Certificate in Public Relations and Communication Management Practice](#)*

*[Graduate Certificate in Strategic Public Relations and Communication Management](#)*

*[Graduate Certificate in Marketing](#)*

*[Graduate Certificate in Advanced Marketing](#)*

*[Graduate Diploma in Legal Translation](#)*

*[Certificate of Proficiency in English Language and Culture](#)*

*[Certificate of Proficiency in English for Professional Communication](#)*

*[Certificate of Proficiency in French for Professional Communication](#)*

*[French for Healthcare Professionals](#)*

*[Certificate of Proficiency - Bilingual Professional Communication](#)*

**3.3.2 Location**

Global and Strategic Communications (GSC)

Telephone: 514-398-1212

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

Website: [mcgill.ca/continuingstudies/areas-study](http://mcgill.ca/continuingstudies/areas-study)

**3.3.3 Languages at the School of Continuing Studies****3.3.3.1 About Languages at the School of Continuing Studies**

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

There are a variety of courses and programs available for individuals interested in immersing themselves in various languages, including **English** and **French**, either on a part-time or full-time basis. In addition to regular language offerings, customized courses can be delivered in English, French, and other languages

to local and international groups. These customized programs are made to meet the specific language and communication needs of corporations, organizations, government agencies, and institutions.

Whatever your language needs, we have the proven track record to deliver exceptional results.

CEEN 422 (3) English Oral Communication Contexts

**Complementary Courses \*\***

CEEN 201	(3)	Vocabulary and Reading Strategies
CEEN 202	(3)	Introduction: English Pronunciation System.
CEEN 266	(3)	Introduction to Creative Writing
CEEN 267	(3)	English Study Topics: The Story of Canada
CEEN 301	(3)	English Grammar in Context
CEEN 302	(3)	English Pronunciation: Stress and Intonation
CEEN 401	(3)	English Vocabulary in Context
CEEN 402	(3)	English Communication and Cultural Patterns
CEEN 403	(3)	Strategic Communication in English
CEEN 404	(3)	English Creative Non-fiction Writing

Notes:

\*1 Students who place lower than Intermediate-Low on the required placement test have the option to take 3 to 9 credits of the preparatory module (depending on their placement test score) to reach the entry level of the program.

\*\* 2 Students who begin their studies with courses CEEN 221/CEEN 222 and who would like to be admitted to the Certificate of Proficiency – English for Professional Communication must take two complementary courses (CEEN 401 or CEEN 402 or CEEN 403 or CEEN 404),

or equivalent courses as approved by the Language and Intercultural Communication unit, to satisfy the requirements of the program. These courses may be taken as part of the advanced module of the program. For more information, please contact the Language and Intercultural Communication unit.

\*\* 3 Students who begin their studies with courses CEEN 331/CEEN 332 and who would like to be admitted to the Certificate of Proficiency – English for Professional Communication must take four complementary courses (CEEN 401 and CEEN 402 and CEEN 403 and CEEN 404), or equivalent courses as approved by the Language and Intercultural Communication unit, to satisfy the requirements of the program. These courses may be taken as part of the advanced module of the program. For more information, please contact the Language and Intercultural Communication unit.

\*\* 4 Students who begin their studies with courses CEEN 411/CEEN 412 are not eligible for admission to the Certificate of Proficiency – English for Professional Communication. However, these students may register as "Special Students" and may be eligible to receive the McGill Attestation of Proficiency

- Students are permitted to be away from the program for three (3) consecutive sessions without reapplying and retaking the Entrance Placement Test.

#### **Time Limits**

The program must be completed within four years of the date of admission. Students may request in writing an extension of this time limit, which may be granted under special circumstances with the approval of the Director.

#### **Academic Standing Requirement**

A student who obtains a grade of C (55%) or more in a given course is considered to have passed the course and is awarded three (3) university credits. Nevertheless, according to internal program regulations, a student must obtain a grade of B- (65%) or more in each course to be permitted to register for the next level and to qualify for the Certificate of Proficiency – English for Professional Communication.

A maximum of two unsatisfactory grades—i.e., below B- (65%) per course/level—is permitted in a Certificate of Proficiency program. A student who cannot pass to a higher level after two attempts must have the permission of the relevant program coordinator in order to have permission to remain in the program. Overall, a maximum of three unsatisfactory grades is permitted in any of the Certificate of Proficiency programs.

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

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

#### **Special Students**

Students not wishing to be admitted to the program may register as a "Special Student" in a course, provided they have taken the Entrance Placement Test (EPT), or have completed the necessary prerequisites. Please consult [Special Student Status](#) for further information.

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

### **3.3.8 Certificate of Proficiency – English for Professional Communication: Entrance Placement Test (EPT)**

All new students are required to take an Entrance Placement Test (EPT) to assess their level of proficiency. The EPT is valid for a period of one (1) year from the test date. Students who do not register for a course within this time will be required to retake the EPT.

For information on the Entrance Placement Test dates, please refer to [mcgill.ca/continuingstudies/course/ycten-ept](http://mcgill.ca/continuingstudies/course/ycten-ept).

### **3.3.9 Global and Strategic Communications Domain: Customized English Language Training**

The Global and Strategic Communications domain offers customized English language training for specific professional and academic purposes.

Our programs are tailor-made to meet specific linguistic and communicative needs of local and international groups. We welcome groups of:

- employees from corporations, government agencies, organizations, and institutions;
- elementary, high school, and college teachers, as well as university professors, who are required to teach in English;
- other professionals who are required to work, or who are currently working in an English-speaking environment;
- high school graduates and/or university students.

For more information, please refer to our website: [mcgill.ca/continuingstudies/area-of-study/languages](http://mcgill.ca/continuingstudies/area-of-study/languages).

### **3.3.10 Intensive English Program: Certificate of Proficiency in English – Language and Culture Overview**

The Certificate of Proficiency in English – Language and Culture is designed to offer thorough and integrated instruction in English as a Second/Foreign language over eight levels (elementary to advanced).

### **3.3.11 English Language and Culture: Academic Regulations**

#### **3.3.11.1 Admission Requirements**

- Students must be at least 18 years old.
- Students must write an Entrance Placement Test to assess their level of proficiency. This test is valid for a maximum of one (1) year. After this period, students must retake the test.

#### **3.3.11.2 Admission Procedures**

Students wishing to register in the Certificate of Proficiency - English Language and Culture must complete an application for admission (online), including:

- payment of the application fee (non-refundable and subject to change without notice) and tuition fees in Canadian funds by Visa/MasterCard, certified cheque, or money order payable to McGill University;
- proof of age (copy of passport or birth certificate). Applicants must be at least 18 years of age;

- payment of mandatory Blue Cross insurance for international students.

Admission to the program is on a first-come, first-served basis. **This is a limited enrolment program.** Students must attend class before the third day or forfeit their registration. To cancel a session, the Client Services Office must receive a written request **before the end of the third day of class.** The student will be refunded the remaining tuition and medical insurance fees minus a cancellation charge of CAD\$200 (subject to change without notice).

For information on the term dates, please refer to

[mcgill.ca/continuingstudies/program/certificate-cert-proficiency-english-language-and-culture-intensive-160-ceu](http://mcgill.ca/continuingstudies/program/certificate-cert-proficiency-english-language-and-culture-intensive-160-ceu).

### **3.3.11.3 Academic Standing Requirements**

A student who obtains a grade of C (55%) or more in a given course is considered to have passed the course. Nevertheless, according to internal program regulations, a student must obtain a grade of B- (65%) or more to be permitted to register for the next level.

A maximum of two unsatisfactory grades per course/levg 1 249.026 6easerc Tm(g)Tj1 0 0 d to rui0es a91ion c5.737m(A maximum oho obtains aion)Tjhe co1 0a high/

### **3.3.16 Certificate of Proficiency – French for Professional Communication Overview**

This 30-credit program is aimed at the community at large, including the employees of McGill University.

### **3.3.17 Certificate (Cert.) Proficiency - French for Professional Communication (30 credits)**

This award-winning part-time certificate program has been designed to enable students to master, in both oral and written French, the linguistic and communicative skills necessary to function effectively in a professional francophone environment.

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

Intercultural Communication unit, to satisfy the requirements of the program. These courses may be taken as part of the advanced module of the program. For more information, please contact the Language and Intercultural Communication unit.

\* 2 Students who begin their studies with courses CEFN 331/CEFN 332 and who would like to be admitted to the Certificate of Proficiency - French for Professional Communication must take up to two Comprehensive Challenge Exams which correspond to the previous level (CEFN 221/CEFN 222), and two complementary courses (CEFN 401 and CEFN 402), or equivalent courses as approved by the Language and Intercultural Communication unit, in order to satisfy the requirements of the program. These courses may be taken as part of the advanced module of the program. For more information, please contact the Language and Intercultural Communication unit.

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

### 3.3.18 Certificate of Proficiency – French for Professional Communication: Academic Regulations

#### Admission Requirements

To be admitted to the Certificate of Proficiency – French for Professional Communication:

- Students must sit the Entrance Placement Test (EPT) and place into a level no higher than Intermediate high (CEFN 331/CEFN 332); see [section 3.3.19: Certificate of Proficiency – French for Professional Communication: Entrance Placement Test \(EPT\)](#) and [mcgill.ca/continuingstudies/program/certificate-proficiency-french-professional-communication](http://mcgill.ca/continuingstudies/program/certificate-proficiency-french-professional-communication) for details.
- Students must be at least 18 years of age and hold a CEGEP diploma (DEC) or equivalent.
- Students 21 years of age and over who do not have the normal academic background for admission may be admitted as mature students.
- Students between 18 and 21 years of age who do not have a CEGEP (DEC) diploma or equivalent may be accepted into a qualifying program to be determined by the Global and Strategic Communications domain. Formal admission to the certificate program will normally follow upon satisfactory completion of the Qualifying Program.
- Students below 18 years of age without a CEGEP diploma (DEC) will not be admitted to a certificate program, nor will they be permitted to take courses.

#### Admission Procedures

All students seeking admission to the Certificate of Proficiency – French for Professional Communication must also submit their Entrance Placement Test (EPT) result. Students who are eligible for admission to the program are strongly advised to submit an Application for Admission within their first session of studies.

#### Residency Requirements and Advanced Standing

- Students are required to complete at least 70% of the program requirements at McGill University.
- Advanced Standing of up to nine (9) credits may be granted for successfully completed equivalent courses taken at the university level within the last five years.
- Students are permitted to be away from the program for three (3) consecutive sessions without reapplying and retaking the Entrance Placement Test.

#### Time Limits

The program must be completed within four years of the date of admission. Students may request in writing an extension of this time limit, which may be granted under special circumstances with the approval of the Director.

#### Academic Standing Requirements

A student who obtains a grade of C (55%) or more in a given course is considered to have passed the course and is awarded three (3) university credits. Nevertheless, according to internal program regulations, a student must obtain a grade of B- (65%) or more in each course to be permitted to register for the next level and to qualify for the Certificate of Proficiency – French for Professional Communication.

A maximum of two unsatisfactory grades, below B- (65%), per course/level is permitted in a Certificate of Proficiency program. A student who cannot pass to a higher level after two attempts must have the permission of the relevant program coordinator in order to have permission to remain in the program. Overall, a maximum of three unsatisfactory grades is permitted in any of the Certificate of Proficiency programs.

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



### 3.3.19 Certificate of Proficiency – French for Professional Communication: Entrance Placement Test (EPT)

All new students are required to take an Entrance Placement Test (EPT) to assess their level of proficiency. The EPT is valid for a period of one (1) year from the test date. Students who do not register for a course within this time will be required to retake the EPT. Students who have no knowledge of French can sign a waiver attesting that they are beginners. Students who decide to sign this waiver after having read its contents carefully will be registered in a Basic French course. However, the Director has the right to transfer any student to another level if the waiver does not reflect the true level of the student.

For information on the Entrance Placement Test dates, please refer to

[continuingstudies.mcgill.ca/search/publicCourseSearchDetails.do?method=load&courseId=19673](http://continuingstudies.mcgill.ca/search/publicCourseSearchDetails.do?method=load&courseId=19673).

### 3.3.20 International Students

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

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

You may also require an eTA (Electronic Travel Authorization); for more information, see [mcgill.ca/internationalstudents/immigration-documents/new-etax](http://mcgill.ca/internationalstudents/immigration-documents/new-etax).

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

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

Students who are citizens and residents of one of the following countries and are registered as full-time students are eligible for coverage under the provincial health care plan (Qué

CEEN 331	(3)	Functional English Grammar/Writing 3
CEEN 332	(3)	English Communication Practice 3

If your French Entrance Placement level is not at Advanced 1, you may need some or all of these courses (above the 30 credits for the program):

CEFN 211	(3)	Functional French Grammar/Writing 1
CEFN 212	(3)	French Communication Practice 1
CEFN 221	(3)	Functional French Grammar/Writing 2
CEFN 222	(3)	French Communication Practice 2
CEFN 331	(3)	Functional French Grammar/Writing 3
CEFN 332	(3)	French Communication Practice 3

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

CEEN 411	(3)	English Grammar and Writing Techniques
CEEN 412	(3)	English Oral Communication Techniques
CEEN 421	(3)	English Written Communication Contexts
CEEN 422	(3)	English Oral Communication Contexts
CEFN 411	(3)	French Grammar/Writing Techniques
CEFN 412	(3)	French Oral Communication Techniques
CEFN 421	(3)	French Written Communication Contexts
CEFN 422	(3)	French Oral Communication Contexts

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

To be chosen in consultation with, and approved by, the Program Coordinator.

CEEN 401	(3)	English Vocabulary in Context
CEEN 402	(3)	English Communication and Cultural Patterns
CEFN 401	(3)	French Vocabulary in Context
CEFN 402	(3)	Persuasive French in Communication

### **3.3.24 About Translation at the School of Continuing Studies**

#### **3.3.24.1 Translation at the School of Continuing Studies**

Are you fluent in English and French? Do you have an affinity for legal translation and written expression?

The Global and Strategic Communications Domain offers a 10-credit program at the School of Continuing Studies.

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

Website: [mcgill.ca/continuingstudies/area-of-study/translation-studies](http://mcgill.ca/continuingstudies/area-of-study/translation-studies)

### **3.3.25 Translation Programs**

We offer a Graduate Diploma in Legal Translation: a 30-credit, graduate-level program. Courses are online and offered evenings (39 hours).

**Ordre des traducteurs, terminologues et interprètes agréés du Québec**

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## **3.5 Technology and Innovation**

### **3.5.1 Technology and Innovation**

The technology-related programming in this academic domain centres on various aspects of digital transformation, from general competencies in computer and information technology opportunities to specialize in various fields.

*section 3.6.14: Certificate in Applied Cybersecurity*

*section 3.6.16: Certificate in Computers and Information Technology*

*section 3.7.5: Graduate Certificate in Data Analysis for Complex Systems*

*section 3.7.6: Graduate Certificate in Data-Driven Decision Making*

### **3.5.2 Location**

Technology and Inno

### **3.6.3 Certificate in Applied Marketing**

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

#### **Program Requirements**

See *section 3.6.15: Certificate (Cert.) Applied Marketing (30 credits)*.

### **Certificate in Computers and Inf**

### 3.6.11 Certificate in STEM Foundations (Science, Technology, Engineering & Math)

The certificate is an undergraduate program that focuses on specific STEM topics (i.e., mathematics, chemistry, biology and physics) at the Grade 12 level.

#### Program Requirements

See [section 3.6.23: Certificate \(Cert.\) STEM Foundations \(Science, Technology, Engineering & Math\) \(30 credits\)](#).

### 3.6.12 Certificate in Supply Chain Management and Logistics

This certificate provides a solid foundation in the concepts and techniques required for a career in the manufacturing supply chain industry. The program will provide students with a strong background in manufacturing supply chain environments and will lead them towards a Certified Production Inventory Management (CPIM) or Certified Supply Chain Professional (CSCP) designation offered by the Association for Operations Management (APICS), provided that the students pass the APICS examination requirements for the corresponding designation; or the Supply Chain Management Professional (SCMP) designation from Supply Chain Canada. The program will also provide students with a strong background in companies' supply chain, distribution and logistics functions and will lead them towards a Canadian Institute of Traffic and Transportation (CITT) designation provided that CITT's other requirements are satisfied.

#### Program Requirements

See [section 3.6.24: Certificate \(Cert.\) Supply Chain Management and Logistics \(30 credits\)](#).

### 3.6.13 Certificate (Cert.) Accounting and Finance (30 credits)

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

#### Required Courses (30 credits)

CACF 210	(3)	Introductory Financial Accounting
CACF 215	(3)	Introductory Managerial Accounting
CACF 305	(3)	Information System Tools in Accounting
CACF 310	(3)	Intermediate Financial Reporting 1
CACF 325	(3)	Intermediate Financial Reporting 2
CACF 340	(3)	Corporate Finance: Value Creation and Decision-Making
CACF 341	(3)	Taxation: Concepts and Regulations
CACF 345	(3)	Intermediate Managerial Accounting
CACF 450	(3)	Financial and Working Capital Management
CACF 460	(3)	Applied Personal and Corporate Taxation

### 3.6.14 Certificate (Cert.) Applied Cybersecurity (30 credits)

This online program focuses on the foundational skills and competencies necessary for cybersecurity personnel. The program includes both theoretical and practical experiences in IT networking and secure network infrastructures designed to anticipate and project against cyber threats, fraud, data breaches and other vulnerabilities.

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\* OR the Exemption by Examination Test.

### Required Courses

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

### 3.6.20 Certificate (Cert.) Management (30 credits)

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

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

#### Corequisites

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

#### Required Courses (24 credits)

CACF 210	(3)	Introductory Financial Accounting
CACF 340	(3)	Corporate Finance: Value Creation and Decision-Making
CGMG 282	(3)	Introduction to Business
CMRK 200	(3)	Fundamentals of Marketing
CMSC 310	(3)	Managerial Economics and Analysis
CMSC 320	(3)	Business Statistics
CORG 225	(3)	Foundation of Organizational Behaviour and Administration
WCOM 202	(3)	Communication in Management 1.

#### Complementary Courses (6 credits)

6 credits from the following:

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

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

The Certificate in Public Administration and Governance focuses on public service management, organization, and prioritization of day-to-day functions for people in management and for other stakeholders who work cooperatively and productively with others, including the needs of clients who use services in the public sector. A strong emphasis is placed on integrating the important current issues and policies that affect the day-to-day operating, decisions, systems and finances in a public organization.

#### Required Courses

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

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

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

#### Required Courses (30 credits)

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

### 3.6.23 Certificate (Cert.) STEM Foundations (Science, Technology, Engineering & Math) (30 credits)

The Certificate in STEM Foundations (Science, Technology, Engineering and Mathematics) is a 30-credit undergraduate program that focuses on specific STEM topics (i.e., mathematics, chemistry, biology and physics) at the Grade 12 level.

NOTE: There is no guarantee admission to a McGill degree program upon completion of the Certificate in STEM FTE: TE:

CMSC 000	(3)	Foundations of Mathematics
CMSC 003	(3)	Foundations of Logarithms, Trigonometry & Intro to Calculus
CSCI 010	(3)	Foundations in General Biology 1
CSCI 020	(3)	Foundations in General Chemistry 1
CSCI 021	(3)	Foundations in General Chemistry 2
CSCI 030	(3)	Fundamentals of Physics - Mechanics
CSCI 031	(3)	Fundamentals of Physics - Waves and Optics
CSCI 041	(3)	Essential Communication Skills for STEM

### Complementary Courses (6 credits)

3 credits from:

CMSC 004*	(3)	Foundations: Statistics, Probability & Intro to Linear Algebra
CSCI 011**	(3)	Foundations of General Biology 2

\* For Engineering programs.

\*\* For Health and Science programs.

3 credits from the following (up to 3 credits may be chosen from 100-level courses approved by the program adviser:

CSCI 022	(3)	Fundamentals of Organic Chemistry
CSCI 040	(3)	Basic Concepts in Mathematics & Science
WCOM 150	(3)	Critical Analysis and Composition.
WCOM 295	(3)	ESL: Academic Skills

### 3.6.24 Certificate (Cert.) Supply Chain Management and Logistics (30 credits)

The Supply Chain Management and Logistics Certificate program is comprised of 2 core courses and 2 sets of courses. The Production and Inventory Control set will provide students with a strong background in manufacturing supply chain environments and will lead them toward a CPIM designation offered by APICS, provided that the students pass the APICS examinations. The Logistics set will provide students with a strong background in companies' supply chain, distribution and logistics functions and will lead them toward a CITT designation provided that CITT's other requirements are satisfied.

#### Corequisite (3 Credits)

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

CMSC 000*	(3)	Foundations of Mathematics
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\* or the Exemption by Examination Test

#### Required Courses (30 Credits)

CCLW 205	(3)	Introduction to Business Law
CTPT 200	(3)	Introduction to Supply Chain Management
CTPT 201	(3)	Sourcing
CTPT 202	(3)	Production and Inventory Planning and Control 1
CTPT 206	(3)	Transportation Management and Economics
CTPT 208	(3)	Fundamentals of Logistics
CTPT 310	(3)	Production and Inventory Planning and Control 2
CTPT 311	(3)	Supply Chain Risk Management
CTPT 410	(3)	International Trade and Logistics

### **3.7 Graduate Credit Programs**

**Diploma and Graduate Diploma Programs (univ**

Applied Research

CCTR 605*	(3)	Applied Research Project 1
CCTR 606*	(3)	Applied Research Project 2

\*Choose either CCTR 500 and CCTR 600 or CCTR 605 and CCTR 606.

**Complementary Courses (12 credits)**

6 credits from either Stream 1 or Stream 2:

French Stream (6 credits from the following):

CCTR 553	(2)	Legal Translation: Judgments (English to French)
CCTR 555	(2)	Legal Translation: Contracts (English to French)
CCTR 557	(2)	Legal Translation: Statutes&Regulations (English to French)
CCTR 645	(2)	Legal Translation: Securities Law (English to French).
CCTR 660	(2)	Current Trends in Legal Translation

OR

English Stream (6 credits from the following):

CCTR 554	(2)	Legal Translation: Judgments (French to English)
CCTR 556	(2)	Legal Translation: Contracts (French to English)
CCTR 558	(2)	Legal Translation: Statutes&Regulations (French to English)
CCTR 642	(2)	Legal Translation: Securities Law (French to English).
CCTR 660	(2)	Current Trends in Legal Translation

6 credits from the following:

CCTR 601	(3)	Independent Studies
CCTR 602	(3)	Special Topics in Legal Translation 1
CPAG 520	(3)	Leadership and Governance in Public Organizations
CPAG 610	(3)	Current Issues in Public Sector Management
CPAG 615	(3)	Public Regulations and Ethics in the Public Sector

Or other 500- or 600-level courses approved for the PuPPub prerequisite CrPus(3 -6credits)Compe ip frof Fince | Co3)

(0-6 credits)

CMS2 621	(3)	Applied Management Statistics
CPL2 652	(3)	Strategic Management.

\* or the Exemption by Examination Test

**Required Courses (27 credits)**

CCAU 511	(3)	Auditing 1
CCFA 512	(0)	
CCFA 620	(3)	Contemporary Finance 1
CCFC 511	(3)	Financial Accounting 1
CCFC 513	(3)	Financial Accounting 3
CCMA 511	(3)	Managerial Accounting 1
CCMA 522	(3)	Managerial Accounting 2
		c Management. Taxation 1

### 3.7.4 Graduate Certificate (Gr. Cert.) Advanced Business Management (15 credits)

The 15-credit Graduate Certificate in Advanced Business Management delves into the competencies and tools needed to identify, evaluate, and provide solutions for challenges throughout key areas of business management. Using a combination of academic and applied learning, the program examines subjects such as business intelligence and analytics, contemporary finance, and strategic management. Complete both the Graduate Certificate in Business Management and the Graduate Certificate in Advanced Business Management fulfils the Canadian Institute of Management's academic requirements for the Chartered Manager designation.

#### Co-requisite

CMS2 500 (3) Mathematics for Management

(or the Exemption by Examination Test)

#### Required Courses (9 credits)

CCFA 620 (3) Contemporary Finance 1  
 CMS2 627 (3) Business Intelligence and Analytics  
 CPL2 652 (3) Strategic Management.

#### Complementary Courses (6 credits)

6 credits from the following:

CCLW 611 (3) Business Law Concepts  
 CGM2 620 (3) Agile Project Management: Theory and Practice  
 CMIS 641 (3) Information Systems for Managers  
 CMS2 621 (3) Applied Management Statistics  
 CPL2 610 (3) Practical Communication and Presentation Skills

Or another 600-level course offered by the School of Continuing Studies and approved by the academic unit.

### 3.7.5 Graduate Certificate (Gr. Cert.) Data Analysis for Complex Systems (15 credits)

The 15-credit Graduate Certificate in Data Analysis for Complex Systems is designed to equip learners who do not necessarily have a technical background with the fundamentals of complex systems. The program focusses on applying data analysis techniques to better understand different phenomena in fields such as financial technology, organizational management, or digital marketing. The program is offered online with synchronous course activities.

#### Required Courses (9 credits)

CCCS 610 (3) Digital Thinking for Data Analysis  
 CCCS 620 (3) Data Analysis and Modelling  
 CCCS 630 (3) Complex Systems

#### Complementary Courses (6 credits)

6 credits from:

CCCS 670 (3) Information Visualization  
 CCCS 680 (3) Scalable Data Analysis  
 CCCS 690 (3) Applied Computational Research

Or another 600-level course offered by the School of Continuing Studies and approved by the academic unit.







(3) Data Analysis and Modelling

\* This course can be taken with CORG 555

#### Required Courses (9 credits)

CORG 651	(3)	Behaviour in Organizations
CORG 655	(3)	Strategic Human Resources Management.
CORG 660	(3)	Staffing Organizations

#### Complementary Courses (6 credits)

6 credits from:

CORG 653	(3)	Employee and Labour Relations
CORG 654	(3)	Managing Occupational Health and Safety

Or another 600-level course offered by the School of Continuing Studies and approved by the program adviser or academic unit.

### 3.7.13 Graduate Certificate (Gr. Cert.) Advanced Human Resources Management (15 credits)

The Graduate Certificate in Advanced Human Resources Management focuses on the competencies needed to strategically manage and promote the development of organizations. Specialized competencies in areas such as compensation and rewards, technology and innovation in human resources, talent, and performance management, and strategically managing staff.

#### Required Courses (12 credits)

CORG 661	(3)	Developing Human Resources.
CORG 662	(3)	Total Compensation and Rewards
CORG 665	(3)	Technology and Innovation in Human Resources
CORG 667	(3)	Talent and Performance Management

#### Complementary Courses (3 credits)

3 credits from:

CORG 653	(3)	Employee and Labour Relations
CORG 654	(3)	Managing Occupational Health and Safety

Or another 600-level course offered by the School of Continuing Studies and approved by the program adviser or academic unit.

### 3.7.14 Graduate Certificate (Gr. Cert.) Integrated Supply Networks (15 credits)

The 15-credit Graduate Certificate in Integrated Supply Networks program focuses on the specialized, strategic-level competencies of the highly volatile supply networks space in which automation and AI-based solutions are now integrated into supply chain logistics and processes. The program includes key topics on: the evolution of the digital supply network landscape; design considerations for ensuring that supply networks are environmentally sound, socially responsible, and well governed; dynamic modelling; sustainable management of materials; and strategies for managing clients and services in an online setting.

#### Co-Requisite Course (3 credits)

CMS2 500*	(3)	Mathematics for Management
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\* or the Exemption by Examination Test

#### Required Courses (9 credits)

CSNM 615	(3)	Integrated Production and Operations Management
CSNM 635	(3)	ESG in Integrated Supply Networks
CSNM 650	(3)	Integrated Supply Networks Field Project.

**Complementary Courses**

6 credits from:

CSNM 605	(3)	Dynamic Supply Networks Transformation
CSNM 610	(3)	Principles of Dynamic Supply Networks
CSNM 630	(3)	Global Supply Management and International Logistics
CSNM 640	(3)	Six-Sigma and Supply Networks
CSNM 690	(3)	Special Topics in Supply Networks

Or another 600-level course approved by the program adviser or academic unit.

**GSupamic Supply Certificate (Gr. Cert.) Dynamic Supply Networks (15 credits)**

CMR2 643	(3)	Marketing of Services
CPL2 610	(3)	Practical Communication and Presentation Skills
CPRL 610	(3)	Public Relations Fundamentals and Theory
CPRL 644	(3)	Integrated Digital Communications

Or any other 600-level course offered by the School of Continuing Studies approved by the academic unit.

### **3.7.17 Graduate Certificate (Gr. Cert.) Advanced Marketing (15 credits)**

The 15-credit Graduate Certificate in Advanced Marketing focuses on the competencies needed to conceptualize, implement, and measure integrated marketing strategies based on consumer wants and needs. Exploration of strategic marketing including integrated marketing communications, consumer behaviour, marketing strategy, services marketing, digital marketing, and marketing research and reporting. This program is open to those who have successfully completed McGill University's Graduate Certificate in Marketing offered by the School of Continuing Studies.

#### **Required Courses (9 credits)**

CMR2 664	(3)	Integrated Marketing Communications
CMR2 668	(3)	Buyer Behaviour
CMR2 691	(3)	Marketing Strategy

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

6 credits from:

CGM2 520	(3)	Sales Management and Negotiation Strategies
CMR2 643	(3)	Marketing of Services
CMR2 648	(3)	Marketing Research and Reporting
CMR2 650	(3)	Digital Marketing Management
CPL2 610	(3)	Practical Communication and Presentation Skills
CPRL 610	(3)	Public Relations Fundamentals and Theory

Or another 600-level course offered by the School of Continuing Studies approved by the academic unit.

### **3.7.18 Graduate Certificate (Gr. Cert.) Public Administration & Governance (15 credits)**

The online 15-credit Graduate Certificate in Public Administration and Governance focusses on the core competencies and tools, including: analyzing legal

CPAG 600 (3) Lean Operations in Public Services

Or another 600-level course offered by the School of Continuing Studies and approved by the program adviser or academic unit.

### 3.7.19 Graduate Certificate (Gr. Cert.) Advanced Public Administration & Governance (15 credits)

The online 15-credit Graduate Certificate in Advanced Public Administration and Governance focuses on the advanced competencies and tools, including: facilitating strategic thinking, problem-solving, and decision-making in organizations in response to changing conditions; analyzing financial statements, budgets, costing, and key elements of the accounting framework; and designing and generating governance plans and leadership approaches.

#### Required Courses (9 credits)

CPAG 620 (3) Leadership and Governance in Public Organizations.  
CPAG 625 (3) Public Finance, Budgeting and Reporting  
CPL2 652 (3) Strategic Management.

#### Complementary Courses (6 credits)

3 credits from:

CPL2 633 (3) Developing Leadership Skills  
CPL2 634 (3) Leading in Diverse and Inclusive Workplaces

3 credits from

CGM2 610 (3) Project Management: Tools and Techniques.  
CPAG 600 (3) Lean Operations in Public Services

Or another 600-level course offered by the School of Continuing Studies and approved by the program adviser or academic unit.

### 3.7.20 Graduate Certificate (Gr. Cert.) Public Relations & Communication Management Practice (15 credits)

The online 15-credit Graduate Certificate in Public Relations and Communications Management Practice introduces the field of public relations to those interested in entering the field. It addresses the competencies needed to conceptualize and implement communications actions through traditional and digital platforms within a strategic frame. Areas of focus include public relations theory, written and visual content creation, internal communications and employee engagement, media and influencer relations, digital communications, and ethics.

#### Required Courses (12 credits)

CPRL 610 (0) Public Relations Fundamentals and Theory  
CPRL 620 (0) Content Creation for Public Relations  
CPRL 630 (3) Internal Communications and Employee Engagement

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have obtained the Graduate Certificate in Public Relations and Communication Management Practice. It delves into areas of public relations specialization including corporate communication, media and influencer relations, communication strategy, and public relations measurement and analytics.

#### Required Courses (9 credits)

CPRL 633	(0)	Corporate and Organizational Communications
CPRL 636	(3)	Public Relations Measurement, Data and Analytics
CPRL 691	(0)	Communications Management and Strategy

#### Complementary Courses (6 credits)

3 credits from the following courses:

CPRL 631	(0)	Media and Influencer Relations
CPRL 690	(0)	Special Topics in PR and Communications Management

3 credits from the following courses:

CPRL 641	(0)	Ethics in Public Relations
CPRL 644	(3)	Integrated Digital Communications

Or 3 credits at the 600-level approved by the program adviser or academic unit.

### 3.7.22 Master of Science, Applied (M.Sc.A.) Multilingual Digital Communication -N (45 credits)

The M.Sc.(Applied) in Multilingual Digital Communication; Non-Thesis is an online 45-credit professional, transdisciplinary and cross-industry program that focuses on transversal competencies in translation, research, project management, copywriting and multilingualism management. Two streams are available, which relate to localized global communication and multilingual communication technologies.

#### Required Courses (25 credits)

CMDC 616	(3)	Research Methods in Professional
CMDC 618	(3)	Language Technologies
CMDC 620	(3)	Project Management for Global Content
CMDC 630	(2)	Multilingual Desktop Publishing
CMDC 650	(2)	Multilingual Content Management in Enterprise Solutions

#### Capstone Experience:

12 credits from either practicum, internship or project courses from the following:

Practicum

CMDC 694	(6)	Practicum 1
CMDC 695	(6)	Practicum 2

OR

Internship

CMDC 696	(6)	Internship 1
CMDC 697	(6)	Internship 2

OR

Practicum:

(6) Applied Research Project 1



### **3.8.3 Professional Development Certificates**

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

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

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

For further details on the Exemption by Examination test and dates, students should contact the School of Continuing Studies.



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

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### 4.3 Deferring or Declining Our Offer of Admission?

You must accept or decline the Offer of Admission. If you accept the Offer of Admission, the offer will be valid for the term of admission. If you do not enrol in courses during that term, you will be required to re-apply. If you wish to decline the offer of admission, you may do so via Minerva, or you may contact the Client Services Office via email at [admissions.scs@mcgill.ca](mailto:admissions.scs@mcgill.ca) to inform them of your decision.

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### 4.4 Program Transfers

A student may request one program transfer per admission; for any subsequent request, the student will be required to complete a new “Application for Admission” and will be subject to the \$101.38 application fee. Students who wish to transfer from one program to another must submit a written request to the Client Services – Admissions Office. Please note that students cannot request a program transfer in the same session in which they were admitted, nor if they never registered for courses in the program to which they were admitted. Additionally, students cannot request a program transfer if they have not registered for courses in their current program for over a year.

The [Request for Program Change](#) form is available at [mcgill.ca/continuingstudies/scs-current-students/scs-forms](https://mcgill.ca/continuingstudies/scs-current-students/scs-forms).

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### 4.5 Advanced Standing

Advanced Standing is reviewed and processed at the time of admission and is granted based on the official documents submitted with the admission application. However, you may submit your own request for Advanced Standing. Advanced Standing will only be granted for equivalent credit courses that were completed within the last five years, at the same level and with the minimum grade stipulated by the University. The Request for Advanced Standing form is available at [mcgill.ca/continuingstudies/recognition-prior-learning](https://mcgill.ca/continuingstudies/recognition-prior-learning).

#### 4.5.1 Post-Admission Requests for Advanced Standing

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

1. Complete all sections of the Application for Advanced Standing.
2. Attach an unofficial copy of your transcript.
3. Attach detailed official course outline(s) (indicating textbook used, chapter/topics covered, etc.).

Note: Summary course description(s) are **not** acceptable.

4. Make arrangements for official transcripts to be sent directly from the institution where the course(s) were taken to the Client Services Office of the School of Continuing Studies.
5. If required, students are responsible for submitting any additional supporting documentation to the Client Services Office of the School of Continuing Studies.

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

## 4.5.2 Exemption by Examination (for Students of the School of Continuing Studies)

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

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

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

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

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

Students may obtain relevant information from: [mcgill.ca/continuingstudies/recognition-prior-learning](http://mcgill.ca/continuingstudies/recognition-prior-learning). Students interested in the Exemption by Examination test should contact the School of Continuing Studies for further details.



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

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## 4.6 International Students

The immigration authorities do not issue visas to students unless they are studying full-time in a recognized program. Please note that McGill University does not issue any immigration documents. Most of the programs offered by the School of Continuing Studies are designed for part-time students, but some may be taken full-time. To be full-time in a credit program you must take at least 12 credits each term toward your program. The non-credit intensive English and intensive French language programs are full-time programs.

Prospective visa students should contact the School of Continuing Studies to verify that the program they wish to apply to may be taken full time. Admitted students will be given an International Student Study Plan and are advised, prior to registration, of the appropriate sequence of courses that will enable them to complete the program within the time frame specified by the immigration authorities.



**Note:** Students in the intensive English or intensive French language programs will not be required to provide a Study Plan to immigration authorities.

### 4.6.1 Application Procedures – International Students

For acceptance into a program, students must complete a formal application. Please see [Admission Requirements](#) for information on how to apply to a program.

International students are reminded that in order to study at McGill, they are required to obtain a Study Permit (Visa) from Immigration, Refugees, and Citizenship Canada. This, in turn, can be issued only after a

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

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

#### 4.6.2.2 Study Permit

Persons planning to study for more than six consecutive months are required to obtain a *certificat d'acceptation du Québec* (CAQ) from the *Ministère de l'immigration, de la Diversité et de l'inclusion* of Quebec, and a Study Permit from Immigration, Refugees, and Citizenship Canada. The first application for these documents must be made before arriving in Canada. For more information, consult the Immigration Canada website at [www.cic.gc.ca](http://www.cic.gc.ca).

Students must start by applying for the *certificat d'acceptation du Québec* (CAQ) at the *Ministère de l'immigration, de la Diversité et de l'inclusion* office designated to serve the geographic area where the student resides. The application form, as well as a guide on how to apply, is available on the [Quebec government's website](http://Quebec government's website). Allow at least five weeks to complete the application process for a CAQ. Immigration Québec officials will notify the Canadian Visa Service in the embassy or consulate closest to the student when the CAQ has been approved or it may be mailed directly to the student. The student must then visit the Canadian Visa Service and apply for a Study Permit and a Temporary Resident Visa if required.

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

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

#### 4.6.2.3 Immigration Contacts

##### **Immigration, Refugees, and Citizenship Canada**

Telephone: 1-888-242-2100

Website: [cic.gc.ca](http://cic.gc.ca)

Client Support Centre: [canada.ca/en/immigration-refugees-citizenship/corporate/contact-ircc/client-support-centre.html](http://canada.ca/en/immigration-refugees-citizenship/corporate/contact-ircc/client-support-centre.html)

##### **Ministère de l'Immigration, de la Francisation et de l'Intégration (Immigration Québec)**

Telephone: 514-864-9191

Website: [quebec.ca/en/immigration](http://quebec.ca/en/immigration)

##### **Canadian Bureau for International Education (CBIE)**

220 Laurier Ave. West, Suite 1550

Ottawa ON K1P 5Z9

CANADA

Telephone: 613-237-4820

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

##### **Canada Border Services Agency**

From within Canada, call: 1-800-461-9999 (toll-free).

From outside Canada, call: 204-983-3500 or 506-636-5064 (long-distance charges apply).

Website: [cbsa.gc.ca](http://cbsa.gc.ca)

Further information regarding the re

For details on how to register in courses, please consult the website: [mcgill.ca/continuingstudies/independent-special-students](http://mcgill.ca/continuingstudies/independent-special-students).

#### **4.7.2 Graduate Courses**

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

**Note**

### **5.1.1 Academic Advisors**

Students who would like to take the opportunity to meet with an academic advisor may book an appointment by visiting the [SCS advising website](#). Please note this service is by appointment only.

### **5.1.2 Academic Standing for Certificate Programs**

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

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

Students who have more than two unsatisfactory grades on their record will not be permitted to register in other courses or programs in the School of Continuing and Studies.

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

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

Special Students, although not formally registered in a program, are expected to demonstrate seriousness of academic purpose. Special Students must meet all academic and language requirements stipulated by the School of Continuing Studies (SCS), and must complete all courses, including corequisite and prerequisite courses, with a grade of C or better. A maximum of two grades below C in any course offered through the SCS is permitted on the record. In this context, grades below C include the grade of D (a conditional, non-conditional pass), F (a failure), and J (unexcused absence/failed). Special Students are permitted to repeat the same course only once. Special Students who accumulate more than two grades below C in the SCS and/or whose CGPA falls

2. Students may be concurrently registered in a certificate and degree program. Courses taken at the School of Continuing Studies and approved for the degree program by the Associate Dean, which also meet the requirements of the certificate, may also be counted toward completion of the certificate. This form of double counting between certificate and degree programs is limited to five courses. Courses cannot be counted more than twice.

D) Students admitted to degree, graduate certificate, or diploma programs after completing a certificate program:

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

E) Special Students:

Please consult the [Special Student Status page](#).

#### 5.1.4 Course Terminology

##### Corequisites

This refers to academic course requirements that may be completed before or concurrently. In course terminology, this means that Course A is corequisite to Course B if Course A must be taken concurrently with (or may have been taken prior to) Course B. Corequisite courses must be respected for all courses—including all courses for which deferrals (L) have been granted.

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opportunity to meet with industry representatives, course lecturers, and instructors. Please call the School of Continuing Studies at 514-398-6200 for further information.

### **5.1.8 Independent Studies (Special Student Status)**

Please consult the Undergraduate Courses section of the [Special Student Status page](#).

### **5.1.9 Time Limits**

For a single certificate requiring ten courses (30 credits) the program must be completed within four years of initial registration. For corequisite certificates, the two certificate programs (20 courses, 60 credits) must be completed within eight years of initial registration. Where a certificate program requires more than 10 courses, the time limit will be adjusted accordingly. Time limits will be adjusted accordingly for those students who are granted Advanced Standing or who transfer from one program to another. Students exceeding the time limits may request an extension in writing to the undergraduate advisor. A recommended revision of the program of study must be approved by the Director.

Students who do not register for a course in their program for one year will be required to reapply, pay the application fee and meet any new program requirements.

### **5.1.10 Transfer of Program**

For more information, see the School of Continuing Studies' [Program Transfers page](#).

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## **5.2 Graduate Academic Regulations**

### **5.2.1 Independent Studies**

Please consult the [Special Student Status page](#).

### **5.2.2 Academic Advisors**

General advising information for the School of Continuing Studies can be obtained by calling one of our **Client Service Representatives** at 514-398-6200 during regular business hours, or by sending an email to [info.conted@mcgill.ca](mailto:info.conted@mcgill.ca)

## **5.2.4 Supplemental Examinations for all Programs**

Please note that supplemental examinations are not available for courses offered by the School of Continuing Studies (i.e., if a student fails a course he/she must repeat it).

## **5.2.5 Academic Standing Regulations**

### **5.2.5.1 30-Credit Graduate Certificate or Diploma Programs**

- 1.** Students must complete all courses with a minimum passing grade of B-. This includes all required courses, complementary courses, corequisite courses, prerequisite courses, and courses outside the program to which the student has been admitted. Students will be allowed to fail no more than two courses. On the third failure, students will not be permitted to register in other courses or programs in the School of Continuing Studies. In this context, an unsatisfactory grade is deemed to be any grade below that of a B-. Please note that even if an unsatisfactory grade is improved by means of repetition of the course(s), the original grade remains on the student's record and counts toward the total number of unsatisfactory grades.
- 2.** Students have a maximum of four years to complete a 30-credit Diploma program.
- 3.** Students in the Graduate Diploma in Legal Translation will be allowed to fail no more than one course. On the second failure, students will not be permitted to register in other courses or programs in the School of Continuing Studies.

### **5.2.5.2 15-Credit Graduate Certificates**

- 1.** Students must complete all courses, including corequisite, prerequisite, required, and complementary courses, with a minimum passing grade of B-. Students will be permitted a maximum of one failure. On the second failure, students will be asked to withdraw from the program immediately. In this context, an unsatisfactory grade is deemed to be any grade below that of a B-. Please note that even if an unsatisfactory grade is improved by means of repetition of the course(s), the original grade remains on the student's record and counts toward the total number of unsatisfactory grades.
- 2.** Students have a maximum of two years to complete a 15-credit graduate certificate.

### **5.2.5.3 Special Students**

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

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Studies. Prerequisite courses must be completed prior to course registration - including all courses for which deferrals (L) have been granted. Therefore, students are required to drop all courses in which they have obtained a grade of D, F, L, or J in the prerequisite and re-register for the prerequisite and corequisite course(s) as required.



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

### Required Courses

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

### Complementary Courses

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

### Course Load

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

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

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

### Information Sessions

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

#### 5.2.5.5 Registration in Graduate-Level Courses

For more information, see [section 4.2: Admission Requirements](#).

