School of Continuing Studies

Programs, Courses and University Regulations

2023-2024

This PDF excerpt of *Programs, Courses and University Regulations* is an archived snapshot of the web content on the date that appears in the footer of the PDF.
Archival copies are available at .

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

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1   University Regulations and Resources (School of Continuing Studies)

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 v

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

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

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

1.1.5   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*

to a McGill professor, researcher or graduate student, strictly for research or teaching purposes; and to a University teaching/affiliated hospital or health centre to which you apply/or join for residency or rotations.

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

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

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

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

Note:

1.1.8.5 Email Communication

All students are assigned a McGill email address (usually in the form of *firstname.lastname*@mail.mcgill.ca) and are giv

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 emer

✎   ****:** 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*.

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*.
- All other students should contact Service Po72 81 495.309 610.10lGoee is not chaTm2nsfee residenhrough Mo. 1.fervi/ shouldgPa

account to verify that your status is updated correctly (Select *Student Menu*

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

1.2.3.2.1 Fee Exemptions

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

1. **French Course Fee Exemptions** – Full-time international students are charged fees at the Quebec tuition rate by default for certain eligible French courses (note exclusions as listed at *mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions*).

2. **Out-of-Province Tuition Supplement Exemptions** – Non-Quebec Canadian students in the following categories are exempted from out-of-province tuition supplements (details at *mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions*):

   • Students in a Ph.D. program
   • Students in a Postgraduate Medical Education program: Medical Residents, Clinical Fellows, Clinical Research Fellows, Research Fellows
   • Students registered full-time in the Master's in French (*Maîtrise en français*). The exemption begins at the moment the student registers in the program, without retroactive effect

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

   • Citizens of France
   • Citizens of certain countries with an agreement with the Government of Quebec
   • Diplomatic, consular, or other representatives of international organizations
   • Convention refugees
   • Students awaiting permanent residency in Canada and holding an eligible CSQ

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* for detailed instructions on where/how to submit your documents.

If there is a problem with your documents, contact:

Telephone: 514-398-7878
Website: *mcgill.ca/servicepoint/contact-us*

1.2.3.5.1 For the School of Continuing Studies

By Email: *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*; *legaldocuments.conted@mcgill.ca*

1.2.4   Identification (ID) Cards

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 Gender

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:

1. Canadian birth certificate, copy of an act of birth, or citizenship certificate
2. Canadian Immigration Record of Landing (IMM 1000 or IMM 5292 or IMM 5688 and Permanent Residence card)
3. Canadian Immigration Study or Work Permit
4. Certificate of Acceptance of Quebec (CAQ)
5. International passport (**Note**: If you possess Canadian citizenship, a Canadian citizenship card or certificate is required as a Canadian passport is not acceptable)
6. International birth certificate (with an official translation in English or French)
7.

- 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 legal name in the McGill student record or records with government authorities.

You can provide a preferred first name on your application for admission or, once admitted, on *Minerva*, under the *Personal Menu*. From the *Personal Menu*, select *Name Change* and then add your preferred first name in the preferred first name field.

You can also request that your preferred first name be part of your McGill email address by submitting an *Email Alias form*u cadi1 9.865 592.84 T/ gion No29.253 568.5

Can't Remember Your PIN?

4. Proof of proficiency in English, if applicable (see *section 4.2.2: Pr*

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 withdrawal.

1.3.3.2.1 How to Change (Add/Drop/Withdraw) a Course

1.3.3.2.1.1 How to Add/Drop a Course

You can add or drop a course in one of two ways:

- Online using *Minerva* (*Registration Menu*)
- In person by completing a "Course Change Form" available at *mcgill.ca/continuingstudies/current-students/registration/add-change-or-drop-course* and bringing it to the Client Services Office

You can change sections, add, and drop courses only during the add/drop period. You will be charged a $20 administrative fee for each course dropped. Refer to the *Important Dates Supplement* for specific add/drop dates. Courses dropped before and during the Late Registration and add/drop period will not show on your record.

1.3.3.2.1.2 How to Withdraw From a Course – Grade of "W"

You can withdraw from a course in one of two ways:

- Online using *Minerva* (*Registration Menu*)
- In person by completing a "Request for Course Withdrawal Form" available at *mcgill.ca/continuingstudies/current-students/registration/course-withdrawal* and bringing it to the Client Services Office

There are two withdrawal periods for the Fall and Winter terms; one with a refund and one without a refund.

It is very important that you take note of the deadlines for obtaining a refund.

If you miss the fee refund deadline, you are responsible for all course fees. During both withdrawal periods, you may withdraw from course(s) using Minerva. You will be given a grade of "W," which does not affect your CGPA. Failure to officially withdraw will result in a grade of "J" (incomplete/failure), which counts as "0" in GPA calculations.

Official registration and withdrawal dates are published before the start of each term. Refer to the *Important Dates Supplement* for specific dates.

1.3.3.2.2 Minerva Registration Schedule 2023–2024

Registration		
	Fall	**Winter**
Returning students	June 7–August 30	October 5–January 4
Newly admitted students	June 14–August 30	October 12–January 4
Returning (Independent) Special Students	June 14–August 30	October 12–January 4

Late Registration and Add/Drop Period		
	Fall	**Winter**
All students except for those in non-credit *Professional Development* and *Faculty Partnerships and Summer Studies* courses	August 31–September 12	January 5–16

1.3.3.2.3 Effective Date for Refunds

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

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

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

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

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

Refund Request

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

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

1.3.3.3   Auditing of Courses

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".

(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 in order to qualify for a McGill degree (you should 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:

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

If you are a scholarship holder, you should consult with your Student Affairs Office and the scholarships coordinator concerning your eligibility for continuation or renewal of your award(s).

You must initiate an online Quebec Inter-University Transfer (IUT) application to request the required authorizations at *mcgill.ca/students/iut*. You may find additional information posted on your faculty website.

Note: Once the Quebec Inter-University Transfer (IUT) application is approved by both the home and host universities, you must register in the approved course. The method of registration of the host university will vary (e.g., web, in-person, phone, etc.). **You must allow sufficient time to complete and submit your electronic application, because you are responsible for adhering to all the host university's registration deadlines.** If you decide later to drop or withdraw from the approved course(s), you will need to drop or withdraw from the course using the host university's registration method **and** submit this change on the online Quebec Inter-University Transfer (IUT) application.

The host institution will automatically submit your grades to McGill for any completed courses.

Note for the Faculties of Arts and Science (including B.A. & Sc.): If you participate in any type of study away or exchange (including Quebec Inter-University Transfer) during your final (U3) term—even if you are taking only one course outside of McGill—you will not be able to graduate by the end of this final term and must change your graduation to the following term.

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

Note for Nursing: The final grades earned at the host university must meet the minimum requirements as set by the Ingram School of Nursing, i.e., a letter grade of 'B-'.

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

1.3.7.2 Quebec Inter-University Transfer Agreement: Visiting IUT Students

Note for Health Sciences: This section applies only to the Ingram School of Nursing.

If you are a student at another Quebec university and wish to take courses at McGill using the Quebec Inter-University Transfer (IUT) agreement, you must initiate an online application to request the required authorizations at *mcgill.ca/students/iut*. You should also refer to your home university website for regulations on the number of credits allowed, as well as the policies for transferring the credits.

Note: Once the Quebec Inter-University Transfer (IUT) application is approved by both the home and host universities, you remain responsible for registering in the approved course. At McGill, you have to register on Minerva (*mcgill.ca/minerva*). Once your application has been approved, you will be informed via email of the necessary registration steps. **You must allow sufficient time to complete and submit your electronic application, because you are responsible for adhering to all of McGill's registration deadlines.** If you decide later to drop or withdraw from the approved course(s), you will need to drop or withdraw from the course on Minerva **and** submit this change to the online Quebec Inter-University Transfer (IUT) application.

Note for Engineering: Summer courses administered by the Faculty of Engineering are open to McGill students only.

Note for Continuing Studies: If you are a Visiting IUT student and your application has been approved, you must register in-person, by appointment only (see *University Regulations & Resources > Continuing Studies > Registration for Continuing Studies Students > Other Ways to Register > section 1.3.2.1: In-Person Registration*.

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

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 Student Accounts website at *mcgill.ca/student-accounts/tuition-fees*. The University will publish this schedule as soon as the fees for the 2023–2024 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.

Billings and Due Dates for Continuing Studies Students

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*. 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 policy applies to students who have turned 65 as of September 30 for the Fall term and January 31 for the Winter term.

Fee reductions do not apply to fees for: Intensive English and Intensive French, special programs in *Faculty Partnerships and Summer Studies*, and the School, or membership in the *McGill Community for Lifelong Learning*. Senior students who pay the International or non-Quebec rate will be credited 50% of the Quebec tuition fee for their program.

1.4.3.5   Tuition Assistance for McGill Staff

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

1.4.3.6   Staff Dependent Waivers

Students who are dependents of staff members or pensioners may qualify for a fee reduction. You may find further information, including instructions on how to complete and submit the application form, at *mcgill.ca/hr/employee-relations/policies-procedures*.

The fee reduction will be credited to your McGill fee account once eligibility has been confirmed. This fee reduction will be reflected in a T4A slip issued to the student in February by the University.

For more information, refer to the MUNACA Collective Agreement, or the Staff Dependent Policy at *mcgill.ca/hr/employee-relations/policies-procedures*.

1.4.4   Compulsory Fees for Continuing Studies Students

- **McGill Association of Continuing Education Students (MACES) Fee**: A fee of $12.99 per course is collected from each student by the University on behalf of the McGill Association of Continuing Education Students (*MACES*).

  Exceptions:

  1. Students in short courses, seminars, and workshops that are not recorded on the official McGill transcript are not members of MACES and are not assessed the MACES fee.
  2. The MACES fee does not apply to students who are already members of the undergraduate or graduate campus level society (*SSMU*, *PGSS*, or *MCSS*), except in certain cases where the student is in more than one program. For further information about MACES, see *section 1.13.8: Student Governance: McGill Association of Continuing Education Students (MACES)*.

- **MACES Health and Dental Plan**: Please see *mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/insurance#macesplan* for details.
- **MACES Keep.meSAFE Fee**: Please see *mcgill.ca/student-accounts/tuition-fees/fee-descriptions#mo* for details.
- **MACES Dialogue Fee**: Please see *mcgill.ca/student-accounts/tuition-fees/fee-descriptions#mo* for details.
- **MACES Legal Protection Fee**: Please see *mcgill.ca/student-accounts/tuition-fees/fee-descriptions#mo* for details.
- **SCS Career Development Success P**

Copyright Fee – All students in courses and programs are charged a copyright compliance fee. This fee cov

Other Fees (rates as of 2023–2024)

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 dif

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*) 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*.

1.4.6.3   Deferred Admission, Degree Transfers, Break in Enrolment

Deferred Admission: Students whose admission is deferred to a later term 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 students in particular programs where tuition rates hav

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* 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.emploiquebec.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*.

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

BCom students, see *Desautels Faculty of Management* > *Undergraduate* > *BCom Degree Requirements* > *: Academic Standing*.

1.5.1.2 Academic Standing: Faculty of Agricultural and Environmental Sciences

Agricultural and Environmental Sciences students, see *Faculty of Agricultural and Environmental Sciences* >

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

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

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

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

If you are in Interim Satisfactory or Satisfactory Standing:

You will be placed in Unsatisfactory Standing:

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

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

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

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

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

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 *University Regulations and Resources > Undergraduate > Student Records > : 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 effects that your request may have on your studies. For more information, see *mcgill.ca/students/advising*.

1.5.1.4 Academic Standing: Faculty of Education

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

1.5.1.5 Academic Standing: Faculty of Engineering

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

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

1.5.1.5.1 Satisfactory Standing: Faculty of Engineering

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

You may continue with your studies under the following conditions:

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

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 TGP

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 Unit (CEU) rating. These courses do not normally count toward the fulfilment 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%
B	3.0	70–74%
B-	2.7	65–69%
C+	2.3	60–64%
C	2.0	55–59%
D	1.0	50–54%

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 Univ

Other Grades	
KE or K*	– further extension granted (see "Incomplete Courses").
	failed to meet the extended deadline for submission of work in a course; calculated as a failure in

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

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

1.5.4.4   Official Transcripts

For more information on transcripts, applicable costs, delivery method, and processing time, see *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*) 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* and will be required to provide a copy of a government-issued Photo ID.

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

Course Numbering on the T

1.5.7 Non-Evaluated Work for Continuing Studies Students

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

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

1.5.8 Changes to Student Records after Normal Deadlines

1.5.8.1 Student Record Changes

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

1.5.8.2 Registrar Deadlines

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

1.5.8.3 Before Registrar Deadlines

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

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

1.5.8.4 After Registrar Deadlines

The University does not normally consider a change requested after the *section 1.5.8.2: Registrar Deadlines* have passed. In situations where there are extraordinary personal or extraordinary academic circumstances that could not have been foreseen prior to these deadlines, you may formally request a student record change from your Associate Dean or Director. If your Associate Dean or Director approves the request, the change will be processed according to faculty and Enrolment Services student record procedures. You may be assessed a fee for a change requested after Registrar deadlines. For all changes other than grade changes, the faculty will file full documentation that supports the extraordinary circumstances with Enrolment Services.

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

1.5.8.5 Fee Assessment Consequences

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

If you want to contest the fee assessment, you must make a written request to Enrolment Services. Enrolment Services reviews the extraordinary circumstances described in the supporting documentation provided by your faculty and consults with the Student Accounts Office if necessary, to decide whether to consider the request. Enrolment Services then sends you a letter explaining the decision.

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

Note that your faculty/school or Graduate and Postdoctoral Studies does not handle changes related to your citizenship and/or immigration or fee exemption status; see *section 1.2.3.1: Why Does McGill Collect Legal Documents from You?* You may be assessed a fee for a change requested after the submission deadline.

1.5.9   Letters of Attestation for Continuing Studies Students

You may obtain Letters of Attestation on *Minerva* under the Student Records Menu. You can also make a request at the Client Services Office. This letter

1.6.2   Credit by Examination

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

1.6.3   Final Examinations

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

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

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

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

University Regulations Concerning Final Examinations f

1.6.3.2 Deferred Examinations for Continuing Studies Students

If, for serious reasons such as illness or family affliction, you have not written one or more examinations, you may receive the permission of your Faculty Client Services Office upon providing supporting documentation to defer the examination to the next supplemental examination period, except in the Faculty of Engineering (where students write the examination the next time the course is given); see *University Regulations and Resources > Undergraduate > Examinations: General Information > Final Examinations > : Deferred Examinations: Faculty of Engineering*. You should be aware that the University will only defer examinations for compelling reasons, verified and accepted by the Client Services Office. You must provide supporting evidence such as an appropriate medical report, and you must inform the Client Services Office as soon as possible to explain why you missed the examination.

Note for Continuing Studies: There is no supplemental examination schedule.

You must

- You must have received a final grade of D, F, J, or U in the course;
- A non-refundable fee for each supplemental exam application is assessed at the time of application and charged directly to your McGill account; consult the Student Accounts website for the fee at *mcgill.ca/student-accounts/tuition-fees/non-tuition-charges/other*;
- Only one supplemental examination is allowed in a course;
- Supplemental examinations are available for most courses given in the Faculties of Arts, Science, Education, Religious Studies, and the School of Social Work;
- Supplemental examinations are not available for courses administered by Agricultural and Environmental Sciences, Engineering, Management or Music;
- Special permission is required if you want to write supplemental exams totalling more than 8 credits;
-

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

SCS recognizes four types of reassessment:

- *section 1.6.3.5.1: Reassessment of an Assignment or a Mid-Term by the Instructor*
- *section 1.6.3.5.2: Reread of an Assignment or a Mid-Term Exam by a Third Party*
- *section 1.6.3.5.3: Reread of a Final Exam by a Third Party*
- *section 1.6.3.5.4: Mark Verification*

1.6.3.5.1 Reassessment of an Assignment or a Mid-Term by the Instructor

This type of reassessment applies to written assignments such as papers, quizzes, and mid-term exams completed during the term. Please also refer to *section 1.6.3.5.3: Reread of a Final Exam by a Third Party*.

Reassessment of a group-written assignment requires the consent of all members of the group.

Requests for a review of a specific assignment **must be made directly to the instructor within 10 working days* of the date of return of the graded material**. *Requests received after this deadline will not be considered.* Results of the reassessment will normally be completed within 20 working days* of the receipt of the request. The grade may be increased, lowered, or remain the same. Whether the reassessed grade is higher or lower, it takes precedence over the original grade.

For English and French Intensive Language Programs, requests for a review of a specific assignment **must be made directly to the instructor within 3 working days* of the date of return of the graded material**. *Requests received after this deadline will not be considered.* Results of the reassessment will normally be completed within 5 working days* of the receipt of the request. The grade may be increased, lowered, or remain the same. Whether the reassessed grade is higher or lower, it takes precedence over the original grade.

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

1.6.3.5.2 Reread of an Assignment or a Mid-Term Exam by a Third Party

This type of reassessment applies to written assignments such as papers, quizzes, and mid-term exams completed during the term. Please also refer to *section 1.6.3.5.3: Reread of a Final Exam by a Third Party*.

Students who wish to contest a grade for a specific assignment should first meet with the instructor and discuss their concerns and questions. If a student remains dissatisfied with the grade, he or she may submit a request for a third-party reread of the assignment in question.

A request for third-party rereads involving group work require the consent of all members of the group.

Students seeking a third-party reread must apply to *SCS Client Services*.

Requests for a third-party reread of a specific assignment **must be made within 10 working days* of the date of return of the graded material**. *Requests received after this deadline will not be considered.* Results of the third-party reread will normally be completed within 20 working days* of the receipt of the request. The grade may be increased, lowered, or remain the same. The third-party reviewer's grade takes precedence over the original grade.

For English and French Intensive Language Programs, requests for a review of a specific assignment **must be made directly to the instructor within 3 working days* of the date of return of the graded material**. *Requests received after this deadline will not be considered.* Results of the reassessment will normally be completed within 5 working days* of the receipt of the request. The grade may be increased, lowered, or remain the same. Whether the reassessed grade is higher or lower, it takes precedence over the original grade.

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

Reread of a Final Exam b

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.*

1.6.4   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*.

1.6.4.1   Contact Information

Email: *proctor.es@mcgill.ca*
Website: *mcgill.ca/exams/dates/proctor*

1.7   Graduation

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

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

You should contact your advisor (graduate students should contact their department) early in the graduating year to make sure you will meet your program requirements by graduation time. For contact information on advisors, see *mcgill.ca/students/advising/advisordirectory*.

Once your record has been approved for graduation, your unofficial and official transcripts will indicate the notation "Degree Granted" after approval by the University Senate.

• **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

For more information on applying to graduate, refer to the *Apply to Graduate*

Minimum Residency Requirement

The total number of McGill credits required to graduate is known as the minimum residency requirement. You must successfully complete a minimum of 60 McGill credits to obtain a McGill undergraduate degree. Some programs have specific requirements on the type of credits that must be completed at McGill. For example, two-thirds of all program requirements must be completed at McGill. For specific information refer to your faculty section of this publication.

Students completing a second undergraduate degree at McGillnimum residenc

1.7.3.1 Graduation Honours: Dean's Honour List for Continuing Studies Students

If you are graduating with an undergraduate degree, you may be awarded the designation Dean's Honour List under the following conditions:

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

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

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

1.7.3.2 Graduation Honours: Distinction for Continuing Studies Students

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

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

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

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

Note: the designation of Great Distinction is no longer awarded at graduation. Prior to September 2009, Distinction and Great Distinction were

Value: two prizes of $300.

Resolute Forest Products Prizes
Established in 1980, to be awarded to a student obtaining the highest academic standing in the Diploma in Management. One prize will be available for each of the Spring and Fall convocations.
Value: $350 each.

Tata Communications Prize in French as a Second Language
Established in 1989, this prize is awarded annually to the student obtaining the highest standing in the Certificate of Proficiency in French.
Value: $300.

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

1.7.5   Replacing a Diploma

1.7.5.1   Required Documents

Diplomas are normally distributed to new graduates at their Convocation ceremony, in either May or October/November. **Diplomas are not available prior to your Convocation date.**

Replacing a lost diploma

To replace a lost diploma, you must submit an order and pay for its replacement and delivery by courier using the

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

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

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

1.7.7   *Aegrotat* Standing and Degree at McGill University

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   Advising and the University Mission

The Mission Statement of the University expresses the commitment to offer students the *best education available*. An essential component of this is the advising process. Academic advising takes place in many ways and locations at McGill, so it is important that you learn about the different *: Types of Advising and Advisers* and how5.1 Tf531950.65 133.009 282.5y Tm helpnt threatinonsulgoal process.

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/studentservices/*.

For more information about Service Point, see *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*
Email: please refer to *mcgill.ca/servicepoint/contact-us*

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/studentservices*

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*
Website: *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., Suite 410
Telephone: 514-398-6009
Email: *access.achieve@mcgill.ca*

Exam Centre
Redpath Library Building
3459 McTavish, Suite RS-56
Telephone: 514-398-2480
Email: *access.exams@mcgill.ca*

Website: *www.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 Ombudsperson for Students Office 157-344-78344-78344-783ilding nt and attempt to resolve issues informally before proceeding to more formal processes. To consult the mandate, visit the website of the Office of the Ombudsperson for Students.

Office of the Ombudsperson
3610 McTavish Street
Main Floor, Suite 14
Email: *ombudsperson@mcgill.ca*
Website: *mcgill.ca/omb*

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

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*

1.10.6.2 Macdonald Campus

Located on the main floor of the Centennial Centre, the Mac 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*.

Mac Campus Bookstore
Macdonald Campus Centennial Centre
21111 Lakeshore Road, Sainte-Anne-de-Bellevue
Website: *lejames.ca*

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* with your enquiry or list of products.

Institutional Sales
Website: *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*.

1.10.8 Minerva Workstations for Continuing Studies Students

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

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 *file storage space* on the Microsoft 365 cloud where you can store and share documents.

Microsoft Office and 365 Apps

As a student you can download and install the entire *Microsoft Office ProPlus* suite (Word, Excel, PowerPoint, OneNote, etc.) to your personal devices, and sync your files with the online versions in OneDrive.

Other Microsoft 365 apps include Forms (surveys and data collection), Sway (interactive online presentations), Stream (video streaming platform), SharePoint Online, and more. Find out about all the Microsoft 365 apps at *mcgill.ca/it/explore-services/o365*.

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

1.11.3 Online Course Materials and Lecture Recordings

Sign in to *myCourses* for your online assignments, reading materials, and syllabus. Many course lectures are recorded for streaming playback on demand.

Zoom is the cloud-based tool used for attending remote classes when on-campus classes are not available.

See the *Teaching & Learning Services website* for more information.

1.11.4 Minerva

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

- Apply to McGill and view your application status
- View class schedules, including course descriptions and spaces available in course sections
- Register and make course changes
- Change your major or minor program (not all faculties)
- View your unofficial transcript and degree evaluation reports
- View your McGill Username, used to access computers on campus, WiFi, Email, Office 365, campus printing, and more
- View your Permanent Code, citizenship, and Quebec residency status, and fee information
- Update personal information such as address, telephone number, and emergency contacts
- Update your preferred first name
- Submit an online course evaluation
- Submit an application to participate in an exchange program (not all faculties)
- Apply to graduate
- View graduation status and convocation details
- Order official transcripts
- Retrieve tax receipts
- Official documentation to order a reduced-fare STM Opus card

For information on accessing Minerva, visit *McGill's IT Portal*.

1.11.5   Secure Your Journey

McGill IT Services wants to ensure students have a safe and secure journey from the moment you apply to the university to graduation, and beyond. Our new Secure Your Journey website contains tips on:

- Starting your McGill journey safely with strong passwords and two-factor authentication (2FA);
- Learning securely; and
- Staying vigilant against cyber threats such as phishing.

Visit *mcgill.ca/cybersafe* for tools and resources to secure your student journey at McGill.

1.12   Resources for Study and Research

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

1.12.1   Libraries

The McGill Library system provides access to *over 9 million items*, both in print and electronic formats, and consists of multiple branches, the McGill University Archives, and the McGill University Visual Arts Collection. Visit *mcgill.ca/library/branches* for a map of all our locations, and bring your McGill ID card if you wish to borrow physical items from Library collections. Access to our electronic resources (e-books, e-journals, databases, etc.) is possible anytime and anywhere. You will be prompted to enter your McGill username and password when accessing our e-resources from off campus.

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

Friendly staff in each branch library can help you locate the information you need. Students ha

1.12.2.2 McGill Writing Centre Tutorial Service

The *McGill Writing Centre Tutorial Service* provides writing instruction and support for all McGill students. Out 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*.

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*
General Inquiries: *mwc@mcgill.ca*

Graphos
Website: *mcgill.ca/graphos*
Inquiries: *graphos@mcgill.ca*

MWC Tutorial Service
Website:*mcgill.ca/mwc/tutorial-service*
Inquiries: *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 activities according to federal and Quebec archives and records legislation, in addition to professional standards.

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

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

1.12.4 Redpath Museum

The Redpath Museum is an academic unit of McGill UnivdITm(mcgill.ca/Tju(Thn 0 0 Tw1 0 0ee0(v)Tj1 0 0 1 255.951 88.022 Tm(dITm(mcgi a1 10 1 67.52 233.6m(n

include fossils from the ancient sea floor of eastern Quebec, the oldest land plants, a vast range of minerals, molluscs from around the world, Egyptian and classical antiquities, and artifacts from Central Africa. The Museum also houses research laboratories and classrooms.

The Museum welcomes McGill students and staff to visit its permanent exhibit, which presents the history of life through the ages illustrated by material from Quebec and neighbouring regions, as well as displays that feature the mineral and mollusc collections. The Museum also features a world cultures gallery devoted to cultures throughout the world, including ancient Egypt, classical Greece and Rome, Asia, and Africa.

859 Sherbrooke Street West
Telephone: 514-398-4086
Email: *r*

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

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

Since then, the University has continued to grow vigorously. In 1884, the first women students were admitted and in 1899 the Royal Victoria College was opened, a gift of Lord Strathcona, to provide separate teaching and residential facilities for women students. Gradually, however, 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 Agricultural and Environmental Sciences, which includes the School of Human Nutrition, on the Macdonald Campus, and the Faculty of Education, located on the Downtown Campus. The University's general development has been greatly facilitated by the generosity of many benefactors, and particularly by the support of its graduates, as regular public funding for general and capital expenditures did not become available until the early 1950s. Since that time, government grants have become a major factor in the University's financial operations, but it still relies on private support and private donors in its pursuit of excellence in teaching and research.

The University now comprises 10 Faculties and 17 Schools. At present, over 40,000 students are taking credit courses; one in four is registered in Graduate Studies.

The University is also active in providing courses and programs to the community through the School of Continuing Studies.

1.13.2 Incorporated and Affiliated Colleges

1.13.2.1 Incorporated College

Royal Victoria College

3425 University Street, Montreal QC H3A 2A8

The Royal Victoria College, a non-teaching college of McGill University, provides residential accommodation for both men and women in a co-education environment.

1.13.2.2 Affiliated Theological Colleges

Montreal Diocesan Theological College

3473 University Street, Montreal QC H3A 2A8
Principal: Rev. Dr

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

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

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

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

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

1.13.4   Recognition of Degrees

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

McGill University was a founding member of the organization that ev

Members

Inez Jabalpurwala; B.A., M.A., M.B.A., M.M.(McG.)

Pierre Matuszewski; B.A.(Laval), M.B.A.(McG.)

Ram Panda; M.Eng., M.B.A.(McG.)

Maarika Paul; B.Com., Gr. Dip.(McG.), F.C.P.A., F.C.A., C.B.V.

Adrienne Piggott

Diletta Prando

Samira Sakhia; B.Com., M.B.A.(McG.)

Jonathan Sigler; B.S., M.S.

Petra Rohrbach; B.Sc.(McG.), M.Sc., Ph.D.(Heidel.)

Edith A. Zorychta; B.Sc.(St. FX), M.Sc., Ph.D.(McG.)

1.13.5.2.2 Student Representatives

Student Representatives

Students' Society of McGill (1)

Post-Graduate Students' Society of McGill (1)

Observers

McGill Association of Continuing Education Students (1)

Macdonald Campus Students' Society (1)

1.13.6   Governance: Members of Senate

Ex-Officio

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* to meet McGill's senior staff and learn about the University's administration and governance structure.

Administration	
John McCall MacBain	**Chancellor**
Deep Saini (*mandate begins on April 1, 2023*)	**Principal and Vice-Chancellor**
Véronique Bélanger	**Chief of Staff**
	Provost and VPrStudent Life & LeChi/F5 8.1 Tf1 0 0 1 75.4in71 36 111.0FTj1 0 0 1 4

Deans	
James Nicell	**Engineering**
Josephine Nalbantoglu	**Graduate and Postdoctoral Studies**
Robert Leckey	**Law**
Guylaine Beaudry	**Libraries**
Yolande E. Chan	**Management**
David Eidelman	**Medicine and Health Sciences**
Brenda Ravenscroft	**Music**
R. Bruce Lennox	**Science**
Robin Beech	**Dean of Students**

1.13.7.1.2 Directors of Schools

Directors of Schools	
Martin Bressani	**Architecture**
Alvin Shrier (*Interim*)	**Biomedical Sciences**
Susan Rvachew	**Communication Sciences and Disorders**
Bettina Kemme	**Computer Science**
Linda Wykes	**Human Nutrition**
Sylvie de Blois	**Environment**
Kimiz Dalkir	**Information Studies**
TBA	**Medicine, School of**
Anita Gagnon	**Nursing**
Laurie Snider	**Physical and Occupational Therapy**
Timothy Evans	**Population and Global Health**
Garth W. Green	**Religious Studies**
Nico Trocmé	**Social Work**
Richard Shearmur (*Interim*)	**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*).

2 The School of Continuing Studies

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*
- **Email**: *info.conted@mcgill.ca*
- **Telephone**: 514-398-6200
- **Address**: 680 Sherbrooke Street West, 11th floor; Montreal QC H3A 2M7, Canada

2.2 Key Dates, 2023–2024

These dates are a general guideline. See *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	**Canadian/Permanent Residents**: May 1, 2023; **International Students**: March 1, 2023	**Canadian/Permanent Residents**: September 1, 2023; **International Students**: July 1, 2023
Registration using Minerva for returning Continuing Education – Faculty of Education students	May 24, 2023	May 24, 2023
Registration using Minerva for courses and programs for returning program students	June 7, 2023	October 5, 2023
Registration using Minerva for returning Continuing Studies Independent (Special) Students and newly admitted students for courses and programs	June 14, 2023	October 12, 2023
Deadline for students to register for courses without a late registration fee	August 30, 2023	January 5, 2024
Late registration period with late registration fee	August 31–September 12, 2023	January 5–16, 2024

REGISTRATION & APPLICATION	Fall Term	Winter Term
Deadline to withdraw from courses (grade of "W") or University withdrawal (grade "W--") with NO refund	October 24, 2023	February 27, 2024
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 5, 2023	April 12, 2024

LECTURES	Fall Term	Winter Term
Lectures begin in all credit courses and non-credit language courses	August 30, 2023	January 4, 2024
Lectures begin for Intensive English and Intensive French	September 11, 2023	January 15, 2024
Lectures begin in non-credit Career and Professional Development courses (These dates may change depending on the course; refer to the *course listing* for the most up-to-date information)	August 30, 2023	January 4, 2024
Last day of lectures for courses	December 5, 2023	April 12, 2024
Online course evaluation period:	November 9–December 23, 2023	March 18–May 1, 2024
Evaluations available for completion on Mercury through *Minerva*		

EXAMINATIONS	Fall Term	Winter Term
Examination period	December 7–21, 2023	April 15–30, 2024
Application deadline for deferred examinations	January 6, 2024	May 6, 2024

STATUTORY HOLIDAYS	
National Patriots' Day (*Journée nationale des patriotes*)	May 23
Fête Nationale du Québec	June 24
Canada Day	July 1
Labour Day	September 4
Thanksgiving	October 9
Christmas and New Year	December 25–January 2
Reading Break	March 4–8
Easter	March 29 and April 1

3 Programs of Study

3.1 Adaptive & Integrated Learning

3.1.1 Adaptive and Integrated Learning

In a world of rapid change, innovation, and globalization, the School of Continuing Studies has programs and courses to advance your career. Whether you want to acquire new job-related skills, augment your credentials with a career-advancing certificate or diploma, or even start down a brand new career path, SCS is the right place to do it.

3.1.2 McGill Community for Lifelong Learning (MCLL)

MCLL is primarily for people of retirement age who want to continue learning for the joy of it, and share their knowledge, ideas and experience with others. Whatever your interests or educational background, if you are intellectually curious, you will enjoy expanding your knowledge with others in a friendly and stimulating environment. You will also make new friends and have the satisfaction of being a student again in the surroundings of a university—with no exams!

Key to MCLL's sense of community is the commitment of members who, in addition to attending study groups, contribute their time in other ways. Members

3.3   Education Studies in the School of Continuing Studies

3.3.1   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 advisers 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-education programs lead to initial teacher certification, the Bachelor of Education for Certified Teachers, and professional development.

3.3.2   Location

Faculty of Education
3700 McTavish Street, Room 243
Montreal QC H3A 1Y2
Telephone: 514-398-7042
Fax: 514-398-4679
Email: *isa.education@mcgill.ca*
Website: *mcgill.ca/continuingstudies/areas-study/education-programs*

Programs for Prof

Winter term: September 1
Spring/Summer term: January 1

3.3.5 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.

Admission Requirements

Please refer to specific admission requirements listed on the program website *mcgill.ca/edu-ecp/programs/prodev/diploma-human-family#requirements*.

Further information may be obtained from the Program Coordinator, Department of Educational and Counselling Psychology, at *ecpcont.education@mcgill.ca*

3.3.6 Graduate Certificate in Counselling Applied to Teaching

Admissions no longer accepted.

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

Further information may be obtained from the Program Coordinator, Department of Educational and Counselling Psychology, at *ecpcont.education@mcgill.ca*.

3.3.7 Graduate Certificate in Indigenous Education for Non-Indigenous Educators

The goal of this program is to offer professional development for in-service non-Indigenous teachers supporting their growth as more effective teachers in Indigenous communities. The program addresses subjects of particular interest and need in Indigenous schools, such as cultural socialization, culturally-appropriate teaching strategies, second-language teaching, and the history of Indigenous cultures and peoples.

Admission Requirements

1. An undergraduate degree from a recognized university with a minimum standing equivalent to a cumulative grade point average (CGPA) of 3.0 out of a possible 4.0, or a grade point average (GPA) of 3.2 out of 4.0 in the last two years of full-time studies.
2. A TOEFL minimum score of 86 (iBT; 550 on the PBT) for non-Canadian students from countries where English is not the first language and who have not completed a degree from a recognized university whose language of instruction is English.

Applicants will normally be employed as a teacher by the OFNIE partner, who will in turn recommend the candidate. The final decision for acceptance of candidates rests with McGill.

Further information may be obtained from:

Further information may be obtained through the *Department of Integrated Studies in Education* at 514-398-4527.

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

3.3.10   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 course(s) completed at McGill University or elsewhere. Students should note that courses taken more than five years ago will not be recognized for Advanced Standing. Permission must be obtained from the director concerned. Normally, a maximum of 9 credits is permitted. In order for credits to be accepted, a grade of C or better must have been obtained.

For certificate programs offered by McGill's Faculty of Education through its Office of First Nations and Inuit Education (see Programs for First Nations and Inuit), up to 15 credits will be accepted as transfer credit for a 30-credit certificate, and up to 30 credits will be accepted as transfer credit for a 60-credit certificate.

Advising

Academic advisers are available to answer inquiries by calling the appropriate department.

3.4   Global and Strategic Communications

3.4.1   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

Diploma in 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

Professional Development Certificate in Digital Marketing and Advertising

Graduate Diploma in Legal TrPrgwPrProfessionad Communicatifma in LePrPrTrProfessionad Communicatifma in LePr6.d 1(e0e)0 ariete

French for Healthcare Professionals

Certificate of Proficiency - Bilingual Professional Communication

TEF Canada/TEFAQ Test Preparation Course

TEF Canada / TEFaQ Test d'évaluation de français

TELP English Proficiency Test

English Spring Break Immersion (Partnership program)

English Immersion Summer Program (Partnership program)

Medical English as a Foreign Language (Partnership program)

English and Canadian Culture from Abroad

3.4.2   Location

Global and Strategic Communications
Telephone: 514-398-6200
Fax: 514-398-3108
Email: *info.conted@mcgill.ca*
Website: *mcgill.ca/continuingstudies/career-professional-development*

3.4.3   Languages at the School of Continuing Studies

3.4.3.1   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.

3.4.3.2   Location

Global and Strategic Communications
680 Sherbrooke Street West, Suite 1181
Montreal QC H3A 2M7
Telephone: 514-398-1212
Fax: 514-398-1769
Email: *language.conted@mcgill.ca*
Website: *mcgill.ca/continuingstudies/language-and-intercultural-communication-0*

3.4.4   English Language Programs

The School of Continuing Studies' Global and Strategic Communications domain offers high-quality English language instruction to meet the needs of a wide-ranging clientele including professionals, international students, incoming McGill students, and new Montrealers. The School's part-time and full-time language programs help learners achieve competence in both oral and written English, and lead to the McGill Certificate of Proficiency. Using stimulating and effective teaching methods as well as the latest technology, the GSC domain's dynamic teaching team helps learners improve their English as quickly and as efficiently as possible, opening doors to new professional, academic, and cultural opportunities in Quebec and beyond.

3.4.5   Certificate of Proficiency – English for Professional Communication Overview

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

3.4.6   Certificate (Cert.) Proficiency - English for Professional Communication (30 credits)

This award-winning certificate program focuses on the English oral and written communication skills necessary to function effectively in a professional anglophone environment.

The program is the equivalent of one year of full-time university studies, and requires the completion of ten 3-credit courses (30 credits) of 39 hours each. It includes courses at the 200, 300, and 400 levels.

The program begins at the low-intermediate level. Students with a basic or an elementary knowledge of English will need to complete prerequisite courses before entering the program. The prerequisite courses do not count towards the program's 30 credits.

The program is offered three times a year: in Fall and Winter for a period of 13 weeks, and in Spring for a period of nine weeks. Courses are offered during the evening and on Saturdays.

The program leads, under certain conditions, to the Certificate of Proficiency - English for Professional Communication. See School of Continuing Studies> Areas of Study > Languages > English Language Programs > Certificate of Proficiency - English for Professional Communication Overview > Certificate of Proficiency – English for Professional Communication: Academic Regulations.

Preparatory Courses (0-9 credits) *

CEEN 102	(3)	Basic English
CEEN 104	(3)	Elementary English 1
CEEN 106	(3)	Elementary English 2

Required Courses (30 credits)

CEEN 211	(3)	Functional English Grammar/Writing 1
CEEN 212	(3)	English Communication Practice 1
CEEN 221	(3)	Functional English Grammar/Writing 2
CEEN 222	(3)	English Communication Practice 2
CEEN 331	(3)	Functional English Grammar/Writing 3
CEEN 332	(3)	English Communication Practice 3
CEEN 411	(3)	English Grammar and Writing Techniques
CEEN 412	(3)	English Oral Communication Techniques
CEEN 421	(3)	English Written Communication Contexts
CEEN 422	(3)	English Oral Communication Contexts

Complementary Courses **

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

Notes:

*1 Students who 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 in English if they successfully complete all four (4) courses of the Advanced module (CEEN 411, CEEN 412, CEEN 421, and CEEN 422) with a minimum grade of B- (65%)

3.4.7 Certificate of Proficiency – English for Professional Communication: Academic Regulations

Admission Requirements

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

- Students must take the Entrance Placement Test (EPT) and place into a level no higher than Intermediate High (CEEN 331/CEEN 332); see *section 3.4.8: Certificate of Proficiency – English for Professional Communication: Entrance Placement Test (EPT)* and *mcgill.ca/continuingstudies/program/certificate-cert-proficiency-english-professional-communication* for details.
- Students must be at least 18 years of age and hold a CEGEP diploma (DEC) or equivalent.
- Students 21 years of age and over who do not have the normal academic background for admission may be admitted as Mature students.
- Students between 18 and 21 years of age who do not have a CEGEP (DEC) diploma or equivalent may be accepted into a qualifying program to be determined by Global and Strategic Communications. 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 – English for Professional Communication must also submit their Entrance Placement Test (EPT) result. Students who are eligible for admission to the program are strongly advised to submit an Application for Admission within their first session of studies.

Residency Requirements and Advanced Standing

- Students are required to complete at least 70% of the program requirements at McGill University.
- Advanced Standing of up to nine (9) credits may be granted for successfully completed equivalent courses taken at the university level within the last five 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 approv

3.4.9 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/language-and-intercultural-communication-0*.

3.4.10 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).

3.4.11 English Language and Culture: Academic Regulations

3.4.11.1 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.

3.4.11.2 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 (CAD $101.38—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.

3.4.11.3 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. Attendance of 80% of all lectures is required in order to proceed from one course level to the next.

A maximum of two unsatisfactory grades per course/level is permitted in a Certificate of Proficiency program. A student who cannot pass to a higher level after two attempts must have the permission of the relevant program coordinator in order to 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 meet the program prerequisites. Students who fail to meet these requirements will be denied permission to continue in the course in which they have registered. Students are expected to speak English in the classroom and on the school premises, with the exception of the first weeks in Elementary 1. Students entering Elementary 1 are expected to have some prior basic knowledge of English.

3.4.11.4 Requirements of Eligibility for the McGill Certificate of Proficiency – English Language and Culture

- Students must complete both advanced courses of the program and receive a minimum grade of B- (65%) in each to qualify for the *Certificate of Proficiency – English Language and Culture*.

3.4.12 Placement Tests for the Certificate of Proficiency in English – Language and Culture

The purpose of the placement test is to assess a student's level of language proficiency. The results of the test are valid for one year. Taking the test does not guarantee a place in a course. New students are required to take the test before theol Cultm3.4.10

3.4.13 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

| CEFN 106 | (3) | Fundamentals of French Grammar and Writing |
| CEFN 107 | (3) | Fundamentals of French Oral Communication |

Required courses - Intermediate and Advanced (30 credits)

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

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.

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 more 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.

3.4.19 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*.

3.4.20 Intensive French Program: Certificate of Proficiency in French – Language and Culture Overview

The certificate is designed to offer thorough and integrated instruction of French as a second/foreign language over six levels (beginner to advanced).

3.4.21 French Language and Culture: Academic Regulations

3.4.21.1 Admission Requirements

Note: This program is no longer taking new admissions. Although admission and obtaining a certificate of competence is no longer possible, registration for individual courses is still possible as some:

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-french-language-and-culture-intensive-120-ceus.

3.4.21.3 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. Attendance of 80% of all lectures is required in order to proceed from one course level to the next.

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

It is the student's responsibility to meet the program prerequisites. Students who fail to meet these requirements will be denied permission to continue in the course in which they have registered. The French Language Programs have some internal rules which students must respect. Students are expected to speak French in the classroom and on the school premises, with the exception of the first weeks in Beginners' level.

Active participation is required in class.

3.4.21.4 Requirements of Eligibility for the McGill Certificate of Proficiency – French Language and Culture (Intensive)

- Students must complete both CFRN 355 and CFRN 423 courses of the program and receive a minimum grade of B- (65%) in each to qualify for the Certificate of Proficiency – French Language and Culture (Intensive). Please note that CFRN 423 is recognized by the *Ministère de l'Immigration, de la Diversité et de l'Inclusion* (MIDI) as equivalent to level 7 of the *Échelle québécoise des niveaux de compétence en français des personnes immigrantes adultes* or Quebec Scale.

3.4.22 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

3.4.25   Certificate (Cert.) Proficiency in Bilingual Professional Communication (30 credits)

The Certificate of Proficiency in Bilingual Professional Communication addresses the need for bilingual proficiency (English and French) in a professional context. It is intended for adult learners who wish to acquire proof of proficiency in these two languages simultaneously, and attain a high level of bilingualism for the workplace. The program may be completed on a part-time basis.

Program Prerequisites

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

CEEN 211	(3)	Functional English Grammar/Writing 1
CEEN 212	(3)	English Communication Practice 1
CEEN 221	(3)	Functional English Grammar/Writing 2
CEEN 222	(3)	English Communication Practice 2
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

3.4.26   About Translation at the School of Continuing Studies

3.4.26.1 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 program that can provide you with the skills and experience necessary to succeed as a legal translator. With a focus on translation principles, language analysis, and hands-on translation of legal texts, our program prepares you for the challenges and rewards of a career in legal translation.

To accommodate the needs of working professionals and individuals looking to enter a new career in legal translation, the *Graduate Diploma in Legal Translation* is an online program and offered during the evenings. Students build core translation knowledge and skills, translating to or from English and French.

3.4.26.2 Location

Translation Studies
680 Sherbrooke Street West, Room 1024
Montreal QC H3A 2M7
Canada
Telephone: 514-398-1484
Email: *translation.scs@mcgill.ca*
Website: *mcgill.ca/continuingstudies/area-of-study/translation-studies*

3.4.27 Translation Programs

We offer a unique translation program:

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

3.4.28 Ordre des traducteurs, terminologues et interprètes agréés du Québec

The *Ordre des traducteurs, terminologues et interprètes agréés du Québec* is an order with a reserved title representing more than 2100 members, all of whom are certified language professionals.

As part of its mandate to protect the public, the Order has adopted the following mission: to ensure and promote the competence and professionalism of its members in the fields of translation, terminology, and interpretation.

Those wishing to apply for admission as students should contact the admission secretary at 514-845-4411, ext. 1221.

For enquiries about the certification process, please contact the certification coordinator at 514-845-4411 , ext. 1231.

OTTIAQ
2021 Union Avenue, Suite 1108
Montreal QC H3A 2S9
Telephone: 514-845-4411
Fax: 514-845-9903
Email: *info@ottiaq.org*
Website: *ottiaq.org*

3.5 Management and Entrepreneurship

3.5.1 Management and Entrepreneurship

Professionals with applied management and entrepreneurship skills are drivers of both the Quebec and global economy. Programs in this academic domain cover business management and entrepreneurship, as well as industry-specific applications of management skills, supply management, executive production for creative industries, and other fast-growing fields.

Certificate in Indigenous Business Management (Partnership)

Certificate in Management

Diploma in Management

Certificate in Supply Chain Management and Logistics

Diploma in Supply Chain Management and Logistics

Graduate Certificate in Entrepreneurship

Professional Development Certificate in Executive Production in Creative Industries

Professional Development Certificate in Project Management

Professional Development Certificate in Collaboration and Productivity

3.5.2　Location

Management and Entrepreneurship
Telephone: 514-398-6200
Fax: 514-398-3108
Email: *info.conted@mcgill.ca*
Website: *https://www.mcgill.ca/continuingstudies/areas-study*

3.6　Technology and Innovation

3.6.1　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.

Certificate in Computers and Information Technology

Certificate in Applied Cybersecurity

Diploma in Digital Analytics and Business Intelligence

Professional Development Certificate in Applied Artificial Intelligence

Professional Development Certificate in Cloud Computing

Professional Development Certificate in Data Analytics for Business

Professional Development Certificate in Data Science and Machine Learning

Professional Development Certificate in Full Stack Javascript Development

Professional Development Certificate in Business Analysis

Microcredential in Data Analytics with Python

Microcredential in Digital Product Management Fundamentals

3.6.2　Location

Technology and Innovation
Telephone: 514-398-6200
Fax: 514-398-3108
Email: *info.conted@mcgill.ca*
Website: *mcgill.ca/continuingstudies/career-professional-development*

3.7　Undergraduate Credit Programs

Undergraduate certificate programs, university degree not required

- *: Certificate in Accounting and Finance*
- *: Certificate in Applied Cybersecurity*
- *: Certificate in Applied Marketing*
- *: Certificate in Computers and Information Technology*
- *: Certificate in Health and Social Services Management*
- *: Certificate in Human Resources Management*

- *: Certificate in Supply Chain Management and Logistics*

3.7.1   Certificate in Accounting and Finance

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

Program Requirements

See *section 3.7.13: Certificate (Cert.) Accounting and Finance (30 credits).*

3.7.2   Certificate in Applied Cybersecurity

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.

Program Requirements

See *section 3.7.14: Certificate (Cert.) Applied Cybersecurity (30 credits).*

3.7.3   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. F

See *section 3.7.20: Certificate (Cert.) Management (30 credits)*.

3.7.9   Certificate in Public Administration and Governance

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

Program Requirements

See *section 3.7.21: Certificate (Cert.) Public Administration and Governance (30 credits)*.

3.7.10   Certificate in Public Relations and Communications Management

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

Program Requirements

See *section 3.7.22: Certificate (Cert.) Public Relations and Communication Management (30 credits)*.

3.7.11   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 3.7.23: Certificate (Cert.) STEM Foundations (Science, Technology, Engineering & Math) (30 credits)*.

3.7.12   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 3.7.24: Certificate (Cert.) Supply Chain Management and Logistics (30 credits)*.

3.7.13   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	

3.7.14   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 netw

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

3.7.17 Certificate (Cert.) Health and Social Services Management (30 credits)

The Certificate in Health and Social Services Management will provide learners with an integrated base of management knowledge in the field of health and social services. It will focus on the development of skills in the day-to-day management of the provision of services in terms of both efficiency and human criteria.

Required Courses (30 Credits)

CGMG 210	(3)	Fundamentals of Project Management
CHLC 351	(3)	Foundations of Health and Social Services Systems
CHLC 410	(3)	Fundamentals of Health and Social Services Info Systems
CORG 225	(3)	Foundation of Organizational Behaviour and Administration
CORG 415	(3)	Leading Teams in Organizations
CORG 416	(3)	Leading Change in Organizations
CPAG 220	(3)	Fundamentals of Public Finance, Budgeting and Reporting
CPAG 225	(3)	Foundations of Public Regulations and Ethics in Public Sector
CPAG 300	(3)	Lean Operational Practices in Public Services
CPRL 221	(3)	Professional Communication and Networking

3.7.18 Certificate (Cert.) Human Resources Management (30 credits)

The Certificate in Human Resources Management provides an introduction to the disciplines and basic practices of human resources management. In addition, the Certificate program presents an overview of the specialized functions and some of the current and future issues in the area of personnel. It prepares students for the job market and to write the CHRP exam.

Required Courses (27 credits)

CORG 295	(3)	Employee Labour Relations and Law
CORG 416	(3)	Leading Change in Organizations
CORG 440	(3)	Organizational Learning and Development
CORG 445	(3)	Workforce Planning and Talent Acquisition
CORG 450	(3)	Workplace Health and Safety
CORG 470	(3)	Theories and Practices of Compensation
MGCR 222	(3)	Introduction to Organizational Behaviour
MGCR 423	(3)	Strategic Management
ORGB 423	(3)	Human Resources Management

Complementary Course (3 credits)

3 credits from:

CGMG 282	(3)	Introduction to Business
CGMG 445	(3)	Ethical Issues in Business Practices
CORG 415	(3)	Leading Teams in Organizations
ORGB 380	(3)	Cross Cultural Management

3.7.19 Certificate (Cert.) Indigenous Business Management (30 credits)

This tailored program is intended for Indigenous students as a result of the need expressed by the Indigenous community leaders. The twenty first century demands multidisciplinary individuals, teams, communities and organizations. This program introduces the knowledge and competencies essential to starting, promoting, and managing a socially rele

CMSC 310   (3)   Managerial Economics and Analysis

                  (3)   Business Statistics

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

3.7.23 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 Foundations (Science, Technology, Engineering and Mathematics).

Required Courses (24 credits)

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)

| CMSC 000* | (3) | Foundations of Mathematics |

* 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
		Production and In

CMR2 542	(3)	Marketing Principles and Applications
CMR2 543	(3)	Marketing of Services
CMR2 548	(3)	Processes of Marketing Research
CMR2 556	(3)	Buyer Behaviour
CMR2 564	(3)	Marketing Communications: A Strategic Approach
CMR2 566	(3)	Global Marketing Management
CMR2 570	(3)	Strategic Marketing Planning
CPL2 510	(3)	Communication and Networking Skills

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

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

Corequisite Course (3 credits)

CMS2 500	(3)	Mathematics for Management

Required Courses (30 credits)

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

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

** This is a restricted program. **

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

Corequisite

CMS2 500	(3)	Mathematics for Management

Required Courses (27 credits)

CACC 520	(3)	Accounting for Management
CACC 523	(3)	Financial Aspects of Health Care
CGMG 210	(3)	Fundamentals of Project Management

CHLC 500	(3)	Health and Social Service Systems
CHLC 502	(3)	Health and Social Services Information Systems
CHLC 552	(3)	Legal and Ethical Aspects: Health and Social Services
CMS2 533	(3)	Lean Operations and Performance Management in Health Services
CORG 551	(3)	Behaviour in Organizations
CPL2 510	(3)	Communication and Networking Skills

Complementary Course (3 credits)

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

3.8.4   Diploma (Dip.) Human Resources Management (30 credits)

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

Upon successful completion of the program, graduates will ha

business relations, key factors to consider when entering foreign markets, and communication practices for developing optimal business strategies. Additional topics covered include Canadian import, export, and customs regulations, and venture growth strategies and business in Asian and other emerging markets.

Corequisite (3 credits)

CMS2 500*	(3)	Mathematics for Management

* or the Exemption by Examination Test

Required Courses (24 credits)

CACC 520	(3)	Accounting for Management
CEC2 532	(3)	Business Economics
CMR2 542	(3)	Marketing Principles and Applications
CMR2 566	(3)	Global Marketing Management
CMS2 521	(3)	Applied Management Statistics
CPL2 524	(3)	Introduction: International Business
CPL2 530	(3)	Canadian Import, Export and Customs Regulations
CPL2 554	(3)	International Business Policy

Complementary Courses (6 credits)

CCTR 535	(3)	Introduction to Language Technologies
CEN2 507	(3)	Venture Growth Strategies
CMIS 541	(3)	Information Systems for Managers
CORG 551	(3)	Behaviour in Organizations
CPL2 534	(3)	Leading in Diverse and Global Workplaces
CPL2 535	(3)	Business in Emerging and Asian Markets
CPL2 590	(3)	Topics in International Business

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

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

The Diploma in Management with an Internet Business Concentration will equip students with tools to deal with the revolution in business that is being generated by the Internet and to adapt to a new and rapidly changing market.

Corequisites

CEC2 532*	(3)	Business Economics
CMS2 500*	(3)	Mathematics for Management

* or the Exemption by Examination Test

Required Courses (27 credits)

CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CMIS 530	(3)	Digital Analytics and Targeting
CMIS 543	(3)	Digital Customer Experience
CMIS 544	(3)	Digital Marketing Automation, Planning and Technology
CMIS 549	(3)	Digital Media and Search Engine Optimization
CMR2 542	(3)	Marketing Principles and Applications

CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations

Complementary Course (3 credits)

3 credits from:

CCS2 505	(3)	Programming for Data Science
CMIS 545	(3)	Cloud Computing Architecture
CMIS 550	(3)	Fundamentals of Big Data
CMS2 505	(3)	Quantitative Analysis Tools in Decision Making
CMS2 527	(3)	Business Intelligence and Analytics
CMS2 529	(3)	Introduction to Data Analytics

3.8.7   Diploma (Dip.) Management: General (30 credits)

** Admissions no longer accepted. **

This Diploma program provides students with broad-based, fundamental knowledge of business management and prepares them for further graduate studies in management. It is also designed to strengthen students' communication, problem-solving, critical thinking, and teamwork skills, competencies that are particularly important for those aspiring to general management positions.

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

Corequisites

CMS2 500*	(3)	Mathematics for Management

* or the Exemption by Examination Test

Required Courses (21 credits)

CACC 520	(3)	Accounting for Management
CCFA 520	(3)	Theory of Capital Structure and Corporate Finance 1
CEC2 532	(3)	Business Economics
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CMS2 527	(3)	Business Intelligence and Analytics
CORG 551	(3)	Behaviour in Organizations

Complementary Courses (9 credits)

9 credits from:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools and Techniques
CMIS 541	(3)	Information Systems for Managers
CMS2 515	(3)	Operations Management
CORG 555	(3)	Strategic Human Resources Management
CPL2 510	(3)	Communication and Networking Skills
CPL2 524	(3)	Introduction: International Business
CPL2 552	(3)	Strategic Management

And any other 500-level course offered and approved by Career and Professional Development.

3.8.8 Diploma (Dip.) Public Administration and Governance (30 credits)

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

Required Courses

CGM2 510	(3)	Project Management: Tools and Techniques
CORG 551	(3)	Behaviour in Organizations
CPAG 500	(3)	Lean Operations in Public Services
CPAG 510	(3)	Current Issues in Public Sector Management
CPAG 515	(3)	Public Regulations and Ethics in the Public Sector
CPAG 520	(3)	Leadership and Governance in Public Organizations
CPAG 525	(3)	Public Finance, Budgeting and Reporting
CPL2 533	(3)	Developing Leadership Skills
CPL2 534	(3)	Leading in Diverse and Global Workplaces
		Strategic Management

legal aspects of language in multiple professional settings. Principles and practices encountered in jurilinguistics, as well as legal translation in key sectors in high demand. Computer-aided translation tools are an integral part of the curriculum, as is an internship or an applied research project.

The program can be completed in two years (six continuous semesters – fall/winter/summer). The maximum time for finishing the program is four years. Fall and winter entry options are offered.

Required Courses (18 credits)

CCTR 530	(3)	Principles of Jurilinguistics
CCTR 535	(3)	Introduction to Language Technologies
CCTR 541	(3)	Legal Translation: General
CCTR 643	(3)	Language Management in the Justice Sector

Practicum

CCTR 500*	(3)	Translation Practicum 1
CCTR 600*	(3)	Translation Practicum 2

Applied Research

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

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

Complementary Courses (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 510	(3)	Current Issues in Public Sector Management
CPAG 515	(3)	Public Regulations and Ethics in the Public Sector

CPAG 520	(3)	Leadership and Governance in Public Organizations

Or other 500- or 600-level courses approved by the program adviser.

3.8.11   Graduate Certificate (Gr. Cert.) Accounting (30 credits)

The Graduate Certificate in Accounting focuses on the core competencies in accounting, including financial accounting, managerial accounting, taxation, auditing, and accounting information systems. This program is a preparation program for the CPA Professional Education Program (CPA PEP), to become a Chartered Professional Accountant (CPA).

Prerequisite Courses

(0-6 credits)

CACC 621*	()	
CMS2 500*	(3)	Mathematics for Management

or the Exemption by Examination Test

Corequisite Courses

(0-6 credits)

CMS2 521	(3)	Applied Management Statistics
CPL2 652	()	

* or the Exemption by Examination Test

Required Courses (27 credits)

CCAU 511	(3)	Auditing 1
CCFA 512	()	
CCFA 620	()	
CCFC 511	(3)	Financial Accounting 1
CCFC 513	(3)	Financial Accounting 3
CCMA 511	(3)	Managerial Accounting 1
CCMA 522	(3)	Managerial Accounting 2
CCTX 511	(3)	Taxation 1
CCTX 532	(3)	Taxation 2

Complementary Courses (3 credits)

3 credits from the following:

CCFA 635	()	
CCLW 611	()	
CCMA 523	(3)	Managerial Accounting 3
CEC2 632	()	
CMIS 641	()	

3.8.12   Graduate Certificate (Gr. Cert.) Entrepreneurship (15 credits)

This Graduate Certificate program is designed for students with a Bachelor of Commerce who are interested in starting a business of their own. The program provides a thorough understanding of what is required to start and maintain a sustainable venture, with a specific focus on the needs of contemporary entrepreneurs. This includes adapting to various circumstances in a world where business and the global marketplace are rapidly changing, emphasizing modern approaches to entrepreneurial practices.

3.8.14   Graduate Certificate (Gr. Cert.) Financial Technology (15 credits)

The 15-credit Graduate Certificate in Financial Technology of

3.8.16 Graduate Certificate (Gr. Cert.) Internet Business (15 credits)

Required Courses (12 credits)

CMIS 530	(3)	Digital Analytics and Targeting
CMIS 543	(3)	Digital Customer Experience
CMIS 544	(3)	Digital Marketing Automation, Planning and Technology
CMIS 549	(3)	Digital Media and Search Engine Optimization

Complementary Course (3 credits)

3 credits from:

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

3.8.17 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	()	Public Relations Fundamentals and Theory
CPRL 620	()	Content Creation for Public Relations
CPRL 630	(3)	Internal Communications and Employee Engagement
CPRL 631	()	Media and Influencer Relations

Complementary Course (3 credits)

3 credits from:

CPRL 641	()	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.

3.8.18 Graduate Certificate (Gr. Cert.) Strategic Public Relations & Communications Management (15 credits)

The online 15-credit Graduate Certificate in Strategic Public Relations and Communications Management focuses on the competencies needed to strategize, advise on, conceptualize, implement and measure strategic communications efforts in various internal and external contexts according to ethical and professional codes and standards. This program is designed for those working in the field who want to advance their academic background and/or those who 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	()	Corporate and Organizational Communications
		Public Relations Measurement, Data and AnalyticsSt7 Ter rMcGill Uni credits)

| CPRL 691 | () | Communications Management and Strategy |

Complementary Courses (6 credits)

3 credits from the following courses:

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

3 credits from the following courses:

| CPRL 641 | () | 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.

3.9   Other Programs

Professional Development Certificates are non-credit micro-programs, which allow processionals who already have some experience in a specific industry or professional field to sharpen their professional skills and competencies, as well as validate them through academic recognition.

Information on **Professional Development Certificates** can be found at *mcgill.ca/continuingstudies/areas-study/professional-dev*

1. Students must hold a CEGEP diploma (Diploma of Collegial Studies in Quebec (DEC) or equivalent); or

2. Students 21 years of age and over who do not have the normal academic background for admission may be admitted as mature students.

3. Students between 18 and 21 who do not have a CEGEP diploma but have at least a high school leaving certificate may be accepted into a qualifying program to be determined by the School of Continuing Studies. 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.

4.2.2   Proof of Proficiency in English

The language of instruction for most courses and programs at McGill is English; however, students may submit any written work that is to be graded in English or French, except in cases where knowledge of the language is one of the objectives of the course. Applicants must demonstrate the required level

9. Edexcel London Test of English - Level 5: An overall grade of at least "Pass" is required.

> **Note:** Your test results must be reported directly to the University by the test centre; consequently, candidates' copies of results will not be accepted as proof of English language proficiency. It is your responsibility to ensure that the official test results in an official format are forwarded directly by the testing service to the Client Services Office (Admissions) of the School of Continuing Studies, 680 Sherbrooke St. West, 11th Floor, Montreal, Quebec, H3A 2M7. For TOEFL, the institutional code at McGill University is 0935-00.

4.2.3 Admission Procedures for Certificate Programs

See *School of Continuing Studies > Getting Started > : Admission Requirements* for more information.

4.2.4 Independent Studies (Special Student Status)

Please consult *School of Continuing Studies > Getting Started > Admission Requirements > Special Student Status > section 4.7.1: Undergraduate Courses* for information pertaining to Special Students.

4.2.5 Exemption by Examination

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

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*. 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.

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* to inform them of your decision.

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*.

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 o

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*.

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*. It is also available at the Client Services Office.

Exemption by Examination (for Students of the School of Contin

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 *certificat d'acceptation du Québec* (CAQ) has been obtained from the *Ministère de l'immigration, de la Diversité et de l'inclusion* of Quebec.

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

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

4.6.2   Immigration Procedures

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

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

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

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*. 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*.

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 their website at *www.immigration-quebec.gouv.qc.ca/en/home.html*. 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: *www.cic.gc.ca*
Client Support Centre: *www.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: *www.immigration-quebec.gouv.qc.ca/en/home.html*

Canadian Bureau for International Education (CBIE)
220 Laurier Ave. West, Suite 1550
Ottawa ON K1P 5Z9
CANADA
Telephone: 613-237-4820
Website: *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: *www.cbsa.gc.ca*

Further information regarding the regulations gov

5 Academic Regulations

5.1 Undergraduate Academic Regulations

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

5.1.1 Academic Advisers

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

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 be required to withdraw from the program and 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 (CGPate Pr

2. Students who withdraw from a degree or diploma program and those who have completed a degree program and who have successfully completed courses appropriate to the content, standards, and other requirements of a particular certificate may apply and be awarded credit toward that certificate program up to and including five courses provided they were completed within the last five years. They must complete a minimum of five courses (15 credits) in the certificate program at the School of Continuing Studies after admission to that program.

3. Students who have completed a diploma or certificate program may apply for admission to a second certificate program and be given Advanced Standing

- 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 three failures, the course load would be reduced to one in the subsequent term and the student would not be permitted any further failures.

- If a student has accumulated four failures, the student will be asked to withdraw.

Note: The number of failures will be cumulative over the complete record. A failure is defined as being a grade less than C (55%) for any student pursuing an undergraduate certificate program. The only exception is CMSC 000 for which a failure is defined as being a grade less than B- (65%).

5.1.7 Information Sessions

Information sessions are held throughout the year. This is an opportunity for you to learn more about specific programs and courses and to talk to academic advisers. Members of the School of Continuing Studies staff will be available to explain and discuss the requirements of the various programs and courses offered. Academic advisers and Academic Program Coordinators will be av

5.2.4   Academic Standing Regulations

5.2.4.1   Diploma Programs

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

5.2.4.2   Graduate Certificates

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

5.2.4.3   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.

Students who fail to comply with the minimum standards set by the SCS may not continue in their program, may not take courses as a Special Student, and will have their registration cancelled. Once a student is asked to withdraw he/she will not be permitted to register in other courses or programs in the SCS, nor will they be permitted to exercise deferral privileges for the following term.

McGill University's School of Continuing Studies affirms the right of students to dispute substantive or procedural academic matters, including decisions about the student's continuation in a program. Students may likewise dispute decisions that concern the application of academic regulations and requirements to students. A formal academic appeal must be made in writing directly to the School of Continuing Studies Appeal Committee. This request must be accompanied by supporting documentation which substantiates reinstatement.

5.2.4.4   Time Limits

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

Corequisite

This refers to academic requirements that may be completed before or concurrently. Corequisite courses must be respected for all courses – including all courses for which deferrals (L) have been granted.

Corequisites for Programs

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

Prerequisites for Courses

Admission to certain courses is restricted to students who have reached a certain level of knowledge by having completed other required work. In course terminology, this means that Course A is prerequisite to Course B if a satisfactory pass in Course A is required for admission to Course B. The prerequisite course(s) or conditions are specified in the course descriptions. Students must observ all course prerequisites. If st observ

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 advisers 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.

5.2.4.5   Registration in Graduate-Level Courses

For more information, see *: Admission Requir*