

Table of Contents – General University Information and Regulations

1. General Information for all Students, page 22
 - 1.1 MARS, SATURN, infoMcGill, DAS
 - 1.2 Language Policy
 - 1.3 Plagiarism and Cheating
 - 1.4 Proper Use of Computing Facilities
 - 1.5 Non-smoking Policy
 - 1.6 Special Medical Needs
 - 1.7 Health Insurance – Canadian Residents
 - 1.8 Health Insurance – International Students
 - 1.9 Bookstore
 - 1.10 Computer Store
 - 1.11 Day Care
2. Fees, page 23
 - 2.1 Fee Information Booklet
 - 2.2 Tuition Fees
 - 2.3 Proof of Citizenship and Quebec Residency
 - 2.3.1 Proof of Citizenship
 - 2.3.2 Proof of Quebec Residency
 - 2.3.3 Deadlines for Submission of Proof of Citizenship/ Proof of Residency
 - 2.4 Yearly Fees and Charges by Faculty
 - 2.4.1 Faculty of Agricultural and Environmental Sciences, and School of Dietetics and Human Nutrition – B.Sc.(Agr.), B.Sc.(Agr.Eng.), B.Sc.(F.Sc.), B.Sc.(Nutr.Sc.)
 - 2.4.2 Faculty of Arts – B.A.
 - 2.4.3 Faculty of Arts, School of Social Work – B.S.W.
 - 2.4.4 Faculty of Education – B.Ed.
 - 2.4.5 Faculty of Engineering – B.Eng.
 - 2.4.6 Faculty of Engineering – B.S.E.
 - 2.4.7 Faculty of Engineering, School of Architecture – B.Sc.(Arch.)
 - 2.4.8 Faculty of Management – B.Com.
 - 2.4.9 Faculty of Music – B.Mus.
 - 2.4.10 Faculty of Religious Studies – B.Th.
 - 2.4.11 Faculty of Science – B.Sc.
 - 2.5 Other Fees
 - 2.6 Payment of Fees
 - 2.7 Access to Fee Information
 - 2.8 Deferred Fee Payment
3. Registration, page 26
 - 3.1 Registration
 - 3.1.1 Late Registration
 - 3.2 Legal Name
 - 3.3 Proof of Citizenship and Proof of Quebec Residency
 - 3.4 Permanent Code (*code permanent*)
 - 3.5 ID Cards
 - 3.6 Course Load
 - 3.7 Change of Course (Drop/Add)
 - 3.8 Regulations Concerning Withdrawal
 - 3.8.1 Course Withdrawal
 - 3.8.2 University Withdrawal
 - 3.8.3 Withdrawal Refunds
 - 3.9 Changes to Student Records after Normal Deadlines
 - 3.9.1 Fee-related Changes
 - 3.9.2 Non Fee-related Changes
 - 3.10 Academic Standing
 - 3.11 Verification of Student Record
 - 3.12 Updating Personal Information
 - 3.13 Policy Concerning Access to Records
 - 3.14 Transcript of Academic Record
 - 3.15 Summer Session / Summer Studies
 - 3.16 Inter-Faculty Transfer
 - 3.17 Re-admission
4. Course Information, Credits and Grading, page 30
 - 4.1 Timetable
 - 4.2 Course Nomenclature
 - 4.3 First-Year Seminars
 - 4.4 Course Numbering System
 - 4.5 Departmental Codes
 - 4.6 Credit System
 - 4.7 Grading, Letter Grades and Grade Point Averages (GPA)
 - 4.7.1 Other Letter Grades
 - 4.8 Courses taken under the Satisfactory/Unsatisfactory Option
 - 4.9 Incomplete Courses
5. Examinations, page 33
 - 5.1 Examinations – General Information
 - 5.2 Final Examinations
 - 5.2.1 University Regulations Concerning Final Examinations

2 Fees

The University reserves the right to make changes without notice in the published scale of fees. (Note: the information in this section was prepared in early February 2001.)

Further information regarding fees can be found on the Student Accounts website <http://www.finance.mcgill.ca>.

2.1 Fee Information Booklet

The "Fee Information" booklet, published in June of each year by the Student Accounts Office, contains additional information as well as any fee adjustments which may have been made after the publication of this Calendar. Students are bound by the policies and procedures contained therein. In the event of any discrepancy, the "Fee Information" booklet supersedes the Calendar.

A copy of the booklet is sent to all newly admitted students. Returning students who require a copy should contact the Student Accounts Office, Room 301, James Administration Building. The text of the booklet is also available on the Student Accounts website (<http://www.finance.mcgill.ca>).

2.2 Tuition Fees

The University will charge the following tuition fees in 2001-02, these vary according to the residence and citizenship status of the student.

Students in need of financial support can consult [section 10](#).

2.4 Yearly Fees and Charges by Faculty

The University reserves the right to make changes without notice in the published scale of fees. Further information regarding fees can be found on the Student Accounts website <http://www.finance.mcgill.ca>.

Note: the information in this section was prepared in early February 2001.

Tuition fees at the undergraduate level are based on the number of credits taken. The following tables reflect a normal full-time course load of 30 credits per year.

Part-time students will be charged tuition fees at the per credit rate and will be subject to student society fees, student services fees, registration and transcripts charges, and information technology charges.

2.4.1 Faculty of Agricultural and Environmental Sciences, and School of Dietetics and Human Nutrition – B.Sc.(Agr.), B.Sc.(Agr.Eng.), B.Sc.(F.Sc.), B.Sc.(Nutr.Sc.)

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	3,708.30	9,168.30
Society and Other Fees	326.53	326.53	258.91
Student Services	269.00	269.00	269.00
Registration and Transcripts Charges	201.00	201.00	201.00
Copyright Fee	9.20	9.20	9.20
Information Technology Charge	165.00	165.00	165.00
TOTAL	\$2,639.03	\$4,679.03	\$10,071.41

2.4.2 Faculty of Arts – B.A.

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	3,708.30	8,268.30
Society and Other Fees	492.30	492.30	424.61
Student Services	269.00	269.00	269.00
Registration and Transcripts Charges	201.00	201.00	201.00
Copyright Fee	9.20	9.20	9.20
Information Technology Charge	165.00	165.00	165.00
TOTAL	\$2,804.80	\$4,844.80	\$9,337.11

2.4.3 Faculty of Arts, School of Social Work – B.S.W.

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	3,708.30	8,268.30
Society and Other Fees	441.23	441.23	373.61
Student Services	269.00	269.00	269.00
Registration and Transcripts Charges	201.00	201.00	201.00
Copyright Fee	9.20	9.20	9.20
Information Technology Charge	165.00	165.00	165.00
TOTAL	\$2,753.73	\$4,793.73	\$9,286.11

2.4.4 Faculty of Education – B.Ed.

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	3,708.30	8,268.30
Society and Other Fees	413.23	413.23	345.61
Student Services	269.00	269.00	269.00
Registration and Transcripts Charges	201.00	201.00	201.00
Copyright Fee	9.20	9.20	9.20
Information Technology Charge	165.00	165.00	165.00
TOTAL	\$2,725.73	\$4,765.73	\$9,258.11

2.4.5 Faculty of Engineering – B.Eng.

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	3,708.30	9,168.30
Society and Other Fees	640.23	640.23	572.61
Student Services	269.00	269.00	269.00
Registration and Transcripts Charges	201.00	201.00	201.00
Copyright Fee	9.20	9.20	9.20
Information Technology Charge	165.00	165.00	165.00
TOTAL	\$2,952.73	\$4,992.73	\$10,385.11

2.4.6 Faculty of Engineering – B.S.E.

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	3,708.30	9,168.30
Society and Other Fees	640.23	640.23	572.61
Student Services	269.00	269.00	269.00
Registration and Transcripts Charges	201.00	201.00	201.00
Copyright Fee	9.20	9.20	9.20
Information Technology Charge	165.00	165.00	165.00
TOTAL	\$2,952.73	\$4,992.73	\$10,385.11

2.4.7 Faculty of Engineering, School of Architecture – B.Sc.(Arch.)

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	3,708.30	9,168.30
Society and Other Fees	500.23	500.23	432.61
Student Services	269.00	269.00	269.00
Registration and Transcripts Charges	201.00	201.00	201.00
Copyright Fee	9.20	9.20	9.20
Information Technology Charge	165.00	165.00	165.00
TOTAL	\$2,812.73	\$4,852.73	\$10,245.11

2.4.8 Faculty of Management – B.Com.

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	3,708.30	15,000.00
Society and Other Fees	577.23	577.23	489.61
Student Services	269.00	269.00	269.00
Registration and Transcripts Charges	201.00	201.00	201.00
Copyright Fee	9.20	9.20	9.20
Information Technology Charge	165.00	165.00	165.00
TOTAL	\$2,869.73	\$4,909.73	\$16,133.81

2.4.9 Faculty of Music – B.Mus.

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	3,708.30	9,168.30
Society and Other Fees	729.23	729.23	661.61
Student Services	269.00	269.00	269.00
Registration and Transcripts Charges	201.00	201.00	201.00
Copyright Fee	9.20	9.20	9.20
Information Technology Charge	165.00	165.00	165.00
TOTAL	\$3,041.73	\$5,081.73	\$10,474.11

2.4.10 Faculty of Religious Studies – B.Th.

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	3,708.30	8,268.30
Society and Other Fees	372.12	372.12	304.43
Student Services	269.00	269.00	269.00
Registration and Transcripts Charges	201.00	201.00	201.00
Copyright Fee	9.20	9.20	9.20
Information Technology Charge	165.00	165.00	165.00
TOTAL	\$2,684.62	\$4,724.62	\$9,216.93

2.4.11 Faculty of Science – B.Sc.

Fees / Charges	Quebec Students	Non-Quebec Canadians	International Students
Tuition	1,668.30	3,708.30	9,168.30
Society and Other Fees	487.23	487.23	402.61
Student Services	269.00	269.00	269.00
Registration and Transcripts Charges	201.00	201.00	201.00
Copyright Fee	9.20	9.20	9.20
Information Technology Charge	165.00	165.00	165.00
TOTAL	\$2,799.73	\$4,839.73	\$10,215.11

Student Society Fees

Student Society fees are compulsory fees collected on behalf of student organizations. Fees must be approved by the student body through fee referenda according to the constitutional rules of the association or society.

Note that for International students, the student society fee includes the SSMU Dental Insurance plan of \$76.91. International students will be obliged to participate in the University's compulsory International Health Insurance Plan, which at the 2000-01 rate, cost \$498 for single coverage. For more information, please contact International Student Services, (514) 398-6012.

Student Society fees are subject to change as they do not reflect any fees voted upon by the students during the Spring referendum period.

Student Services

Student Services fees are governed by the Senate Committee on the Coordination of Student Services, a parity committee composed equally of students and university staff. Through the Dean of Students' Office, these services are available on campus to help students achieve greater academic, physical and social well-being. They include athletics facilities, student health and mental health, financial aid, counselling, tutorial service, off-campus housing, services for students with disabilities, chaplaincy, the First-Year Office, the Career and Placement Service, the International Student Adviser, and the administration of the McGill "Student Rights and Responsibilities Handbook".

Registration Charge

The University will charge a per term registration charge to all students in courses and programs. This will be assessed as follows:

Undergraduate Students and part-time Graduate Students:

0 - 3 credits	\$18.50
> 3 - 6 credits	\$37.00
> 6 - 9 credits	\$55.50
> 9 - 12 credits	\$74.00
> 12 credits	\$92.50

Graduate Students:

Full-time	\$92.50
Half-time/additional session	\$46.25

Transcript Charge

The University will charge a per term transcript charge to all students. This will entitle students to order transcripts free of charge and will be assessed as follows

Full-time	\$8.00
Half-time/additional session	\$4.00

Copyright Fee

All Quebec universities pay an annual fee to Copibec (a consortium that protects the interests of authors and editors) for the right to photocopy material protected by copyright. A fee of \$9.20 per 30 credits taken will be charged to all students, with certain specific exceptions. This fee will be prorated based on the number of credits taken.

Information Technology Charge

The purpose of the information technology charge is to enhance certain technology services provided to students as well as to provide training and support to students in the use of new technology. The per term charge will be assessed as follows:

Undergraduate Students and part-time Graduate Students:

0 - 3 credits	\$16.50
---------------	---------

2.5 Other Fees

Late Payment Fees

* in addition to regular Credit by Exam Fee (\$25.00), plus other applicable charges.

Published by the Student Accounts Office.

2.6 Payment of Fees

New students are required to make a deposit on tuition shortly after receiving notice of their acceptance to the University. A fee statement indicating the required deposit amount will be mailed to all accepted students and payment will be due at the end of the month in which the statement is mailed.

All students will receive a fee statement once their registration has been confirmed, due at the end of the month in which the statement is mailed. For most returning students this will take place in the month of August (December for the Winter term). For most new students this will take place in the month of September (January for the Winter term). Students must ensure that their mailing address is up-to-date. Interest will not be cancelled due to non-receipt of fee statements.

these debts are paid in full. Students must pay all debts before the end of the registration period to be permitted to register.

3.1 Registration

Registration for newly admitted and returning students is by MARS (514) 398-6277. The system is accessible only by touchtone telephone.

Returning Students:

Returning students register by MARS between Monday, March 12 and Wednesday, July 18. Some faculties and departments set their own schedules for advising and registration within these dates. Further information is distributed from the faculty Student Affairs Offices.

Successful completion of registration is contingent upon acceptable academic standing in the previous session and payment of any previous outstanding fees and fines.

New Students:

Newly admitted students entering in September register by MARS between Thursday, August 7 and Wednesday, September 5. Some faculties and departments require that students be advised before registration and set specific dates for advising and registration within these dates. Registration for newly admitted students entering in January is held between Wednesday, December 5 and Monday, January 7.

Please refer to the faculty sections of this Calendar as well as to the "Welcome to McGill" book sent with the acceptance package.

3.1.1 Late Registration

Students who fail to register during the normal registration period may do so within the period designated by the University for late registration. They will be assessed a late registration fee as listed below:

Returning Students: may register late by MARS from Tuesday, August 7 until and including Wednesday, September 5 with the payment of a late registration fee of \$50 (\$20 for Special Students)

New and Returning Students: may register late by MARS from Thursday, September 6 until Sunday, September 16 with the payment of a late registration fee of \$100 (\$40 for Special Students)

SPECIAL LATE REGISTRATION:

Students whose records are not available through MARS during the late registration period, usually due to late admission, may receive special permission to register in person. This information is included with their letter of acceptance.

3.2 Legal Name

McGill requires all students to register under their legal name as shown in one of the following documents:

1. Court order approving a legal change;
2. Canadian or International Passport (for Canadians: a Canadian Citizenship card is also acceptable);
3. Canadian Immigration Record of Landing (IMM1000);
4. Birth or Baptismal Certificate;
5. Canadian Immigration Student Authorization document;
6. Certificate of Acceptance of Quebec (CAQ);
7. Letter from Consulate or Attestation by a Commissioner of Oaths.

In the case of a variation in the spelling of the name among these documents, the University will use the name on the document that appears first on the above list. Students should also note that this name will appear on their diploma or certificate on graduation.

sity and students withdrawing from all of their courses must attach the Card to the withdrawal form.

Further information may be obtained from the Admissions, Recruitment and Registrar's Office, (514) 398-7248 or from the Student Affairs Office, Macdonald Campus, (514) 398-7928.

3.6 Course Load

The normal course load in most undergraduate faculties is 15 credits per term. For students in the Faculty of Engineering and the Faculty of Music, however, the normal course load is 15 to 18 credits per term.

Students in satisfactory standing may take up to 17 credits per term (18, in Music and Engineering).

Students in Arts, Education, Management, Religious Studies, or Science whose GPA is above 3.00 may take 18 credits per term.

Students in probationary standing take a maximum of 12 credits per term, with the following exceptions:

Arts and Science: up to 14 credits, with special approval of the Associate Dean.

Engineering: 13 credits, including repeated courses.

Music: 15 credits.

Management: 12 credits maximum of new material.

In some cases they may add a repeated course in which a grade of D or F was obtained.

Students who carry fewer than 12 credits per term are considered to be part-time in that term.

3.7 Change of Course (Drop/Add)

Students who wish to add or drop a course for which they are registered must obtain change of course information from the Student Affairs Office of their respective faculty before making any changes on MARS. These instructions will provide important information such as the following:

- which courses in each faculty are limited by enrolment or program; this information is also available in the timetable;
- which courses require the approval of the adviser, the professor, the Associate Dean, or staff in the Student Affairs Office;
- what the deadline dates are for course changes; this information may also be found in the Calendar of Dates.

Changes made during course change period must not introduce conflicts in the student's timetable nor destroy the required sequence of courses.

After the end of course change (drop/add) period, courses may be added according to each faculty's regulations and only with written permission of the instructor and the Office of the Associate Dean of the student's faculty. A fee will be charged for each course added.

3.8 Regulations Concerning Withdrawal

3.8.1 Course Withdrawal

There is a one-week period following course change in which withdrawal with a grade of W and full refund of course fees will be granted.

Withdrawal from a course will result in a grade of W, provided the withdrawal is made prior to the published deadline. Withdrawal after the deadline is permitted only for compelling reasons such as illness, verified and accepted by the Office of the Associate Dean of the student's faculty. (Permission will not be granted merely because a student is doing unsatisfactory work.) A grade of W or WF as appropriate will appear on the transcript.

Students who wish to withdraw from certain courses after the course change period must consult their Student Affairs Office for information on procedures. Students who wish to withdraw from required or complementary courses should also secure permission from their adviser. The Student Affairs Office will supply the necessary form which must be completed and approved before the student records the withdrawal on MARS. Please consult the withdrawal (W) deadline dates listed in the Calendar of Dates.

(Additional restrictions for Music courses are indicated in the Faculty of Music section.)

The responsibility for initiating withdrawal rests solely with the student. Neither notification of the course instructor nor discontinuance of class attendance will suffice. The date on which a student's withdrawal is telephoned to MARS is the official date of withdrawal, even if the student stopped attending lectures earlier.

After the deadline, but before the end of term, the student may, under exceptional circumstances, be granted permission to withdraw from a course. **(Permission will not be granted merely because a student is doing unsatisfactory work.)** W or WF, as appropriate, will appear on the transcript but will not be calculated in the GPA. For further information students should consult their faculty Student Affairs Office.

Fees for the term in which the student withdraws are refundable according to the regulations listed below and apply both to individual courses as well as to complete withdrawal from the University.

3.8.2 University Withdrawal

Students who wish to withdraw from the University must consult their Student Affairs Office for information on procedures. The Student Affairs Office will supply the necessary form which must be completed and approved. As the Student ID card is the property of the University, students must submit their Student ID Card to the Student Affairs Office along with the Withdrawal form. Students considering withdrawal are strongly urged to consult with their adviser and their Student Affairs Office before making a final decision. Please consult the withdrawal (W) deadline dates listed in the Calendar of Dates.

The responsibility for initiating withdrawal rests solely with the student. Neither notification of the course instructor nor discontinuance of class attendance will suffice. The date on which a student's withdrawal form is submitted to the Student Affairs Office is the official date of withdrawal, even if the student stopped attending lectures earlier.

The deadline for withdrawal from the University for students in the Faculty of Arts or Science is the same deadline as for a course withdrawal, see the Calendar of Dates. After the deadline, students may, under exceptional circumstances, be granted permission to withdraw from the University. Such students should contact the Student Affairs Office in Dawson Hall for further information.

Fees for the term in which the student withdraws are refundable

week for 1 hour lessons (\$97.50 for 1½ hours) up to a maximum equivalent to the total fees charged for the course.

Full refunds for practical instruction will be given up to the last Friday of the course change period.

3.9 Changes to Student Records after Normal Deadlines

Each semester students register for their program and courses via MARS and should update their personal information such as home and mailing addresses via SATURN. Students are responsible for the accuracy of their records.

Students are permitted to make record changes, such as course add/drop, course withdrawal, etc., at given times during each semester. If a student is not able to make a change during the required period, he or she must follow the procedures described under the section relating to that change.

Students must also be aware that faculties have deadlines after which they can *no longer* consider any student record requests for a given semester. These deadlines, which are set by the Admissions, Recruitment and Registrar's Office, and the procedures that must be followed are described in the following two sections.

3.9.1 Fee-related Changes

Changes that would alter a student's citizenship and/or immigration status, and therefore the level of tuition they are required to pay, are dealt with in [section 2.3](#).

This section deals with other changes that affect fees, such as:

- Adding/Deleting a session;
- Adding/Deleting a course;
- University Withdrawal with a refund;
- Grade of a "W" with a refund;
- Changing a Thesis program to Non-thesis, and vice versa.

Such fee-related changes to students' records are to be completed by the dates given below. The faculties have until these dates to make the changes. Any changes that require ARR action must be submitted in advance of these dates:

Fall Semester - February 15.

Winter Semester - June 15.

Summer Semester - October 15.

A change that affects fees that is requested after the dates given above will not normally be considered. In situations where there are "extraordinary personal" or "extraordinary academic" circumstances that could not have been foreseen prior to these deadlines, students may formally request an extension of the deadline from the Admissions, Recruitment and Registrar's Office. The Associate Dean of the faculty concerned will be required to provide ARR with all available documentation relating to the student's request. The ARR, upon consultation with the Student Account's Office if necessary, will decide whether or not to consider the request and will so advise the faculty or department in writing. If the request is accepted for consideration, once the final decision has been rendered, the student and the faculty will be informed of the result by the ARR. In the instance where a request is approved, the ARR will also inform the student and the faculty of the date the change will take effect.

3.9.2 Non Fee-related Changes

Examples of non fee-related changes are:

- Grade changes (excluding "W" grade with a refund);
- University Withdrawal without a refund;
- Adding/modifying a narrative.

Non fee-related changes to students' records are to be completed by the dates given below. The faculties have until the dates specified below to make changes. Any changes that require ARR action must be submitted in advance of these dates:

Fall Semester – February 15.

Winter Semester – June 15.

Summer Semester – October 15.

For non fee-related changes after the above deadlines, the stu-

personal information, including transcripts of academic records, may be released only with the signed authorization of the student. Notwithstanding the above, the University will, upon request, release certain personal information to the bodies listed below, unless students complete and submit an opposition form which can be obtained from the Admissions, Recruitment and Registrar's Office:

- the Student Associations recognized by McGill University;
- the McGill Alumni Association;
- the school(s) or college(s) which the student attended;
- the appropriate authorities involved with the external or internal funding of fees;
- professional bodies or corporations (e.g., engineers, dentists)
- the Association of Universities and Colleges of Canada;
- the Conférence des recteurs et des principaux des universités du Québec.

3.14 Transcript of Academic Record

Certified transcript(s) of a student's academic record may be obtained by applying to the Admissions, Recruitment and Registrar's Office, James Administration Building (or the Student Affairs Office, Macdonald Campus for students registered in the Faculty of Agricultural and Environmental Sciences). With each new order of transcripts, one copy of the transcript is sent to the student (stamped "UNOFFICIAL/STUDENT COPY").

The University will issue only complete transcripts recording all work attempted and results obtained in any and all programs. In no circumstances will partial transcripts be issued. Transcripts are NOT available from faculty offices. Unofficial copies of a student's transcript are available on-line at the ARR counter.

3.15 Summer Session / Summer Studies

The Summer Session at McGill covers the months of May to August. During that period a wide array of credit courses from McGill degree programs are offered. Most are month-long courses with lectures every day. These courses are usually accepted for transfer credit by other universities. For more details, please consult the Summer Studies Calendar or website (<http://www.mcgill.ca/Summer/>) or the Summer Studies Office at (514) 398-5212.

Students taking Summer Studies courses to complete their graduation requirements will receive their degrees at the Fall Convocation (normally held in November).

Students may enrol in no more than 12 credits (Music students, 18 credits) during the summer, at McGill or at other universities, except by special permission of their Associate Dean.

Students registering under the Quebec Inter-University Transfer (IUT) Agreement are limited to 6 credits.

3.16 Inter-Faculty Transfer

McGill students who wish to transfer into one of the faculties or schools listed below should proceed as follows:

Architecture: Students must apply to the School of Architecture, Macdonald Harrington Building. The deadline for applications is May 1 for the fall term. (There is no admission to the first year of the B.Sc.(Arch.) program for the winter term.)

Agricultural and Environmental Science, Dietetics and Human Nutrition: Information and inter-faculty transfer forms are available at the Student Affairs Office. The deadline for applications is June 1 for the fall term and November 1 for the winter term.

Arts and Science: Information and inter-faculty transfer forms are available at the Student Affairs Office. The deadline for applications is June 1 for the fall term. (There are no winter term transfers into Arts and Science.)

Education: Applications should be made to the Office of the Associate Dean (Student Affairs), Faculty of Education. The deadline for applications for the fall term is June 1. The deadline for applications for the winter term – available for B.Ed. Kinesiology only – is November 1.

Engineering (except Architecture): Students must apply to the Faculty Student Adviser, Student Affairs Office, Faculty of Engineering, Room 378, Macdonald Engineering Building. Deadlines for applications are June 1 for the fall term and November 1 for the winter term. (There is no admission to the first year of the Computer, Electrical, or Mechanical Engineering programs for the winter term.)

Management: Students must apply in writing to the Manager, Undergraduate Affairs and Advising, Faculty of Management. The deadline for applications is June 1 for the fall term. (There is no admission to Management for the winter term.)

Music: Students must complete an Inter-Faculty Transfer form as well as appropriate Music forms and submit them to the Music Admissions Office prior to March 1 for the fall term and prior to November 1 for the winter term.

3.17 Re-admission

Students wishing to return after an absence of a portion of an academic year or more must make application in writing to the Associate Dean of the appropriate faculty (not to the Admissions, Recruitment and Registrar's Office) to be readmitted, stating the reasons for their absence from the University and giving a summary of their activities during that period.

Students who withdrew because of illness should provide some indication that they are ready to resume studies.

Students should also note time limits for the completion of degrees.

Unless otherwise specified by the faculty, applications for re-admission must be submitted before August 15 for re-admission in September and December 1 for re-admission in January.

Arts and Science deadlines for submission of applications for re-admission to either Faculty are:

- July 15 for re-admission in September, and
- November 15 for re-admission in January.

Education deadlines for submission of applications for re-admission are:

- June 1 for re-admission in September, and
- November 1 for re-admission in January.

Music deadlines for submission of applications for re-admission are:

- March 1 for re-admission in September, and
- November 1 for re-admission in January.

- 422 – Jewish Studies
- 423 – Philosophy of Education
- 424 – Education in Drama
- 425 – Secondary Education
- 426

in the same degree program; if the degree program is changed, e.g. from B.Sc. to B.A., the CGPA starts again. All results are included when courses are taken more than once. Thus grades of D or F continue to be used in the calculation of the CGPA even after the course is repeated or a supplemental examination is taken.

Additional credit will not be recognized for a course already passed even if the grade was a D.

4.7.1 Other Letter Grades

****J**

Data generated by the Exam Security Monitoring Program can be used as admissible evidence either to initiate or corroborate an investigation or a charge of cheating under Section 16 of the Code of Student Conduct and Disciplinary Procedures.

All students are responsible for knowing the University Examination Regulations and the Code of Student Conduct and Disciplinary Procedures. The former are normally posted during the examination period and both may be obtained from the Office of the Associate Dean.

Class Tests

Members of the teaching staff may from time to time give interim class tests if they think them necessary.

Special Facilities

Students with visual or other disabilities should consult the Coordinator, Office for Students with Disabilities, Burnside Hall, about the possibility of special examination facilities.

Credit by Examination

In certain exceptional cases and in certain faculties, students may apply to the Associate Dean (Departmental Chair, in Music) to write a final examination in order to obtain credit in a course for which they were not registered. This is possible only in those courses where there is no other assessment except the final examination.

5.2 Final Examinations

Formal final examinations are held during an examination period following the term in which the course is given (fall and winter terms only). The dates of the examination periods are listed in the Calendar of Dates. **Students are warned not to make travel arrangements to leave Montreal prior to the scheduled end of any examination period.** In some courses there is no final examination; standing in these courses is determined on the basis of term work and class tests.

reread, they must apply in writing to the Student Affairs Office (in Music, the Department Chair). Students should check with that office regarding application deadlines for formal rereads.

For more detailed regulations concerning reassessments and rereads, students should consult their faculty section in the appropriate University Calendar.

6 Internships, Exchanges and Study at other Institutions

6.1 Internships and Co-op Programs

Several faculties at McGill offer undergraduate students the opportunity to participate in an internship or co-op program.

Faculty of Agricultural and Environmental Sciences students, see "[Co-op Experience](#)" on [page e436](#)

Faculty of Management students, see "[Internship Program](#)" on [page 280](#).

The Internship Year in Engineering and Science Program (IYES) is described on [page 229](#) in the Faculty of Engineering section.

The Department of Mining and Metallurgical Engineering also offers Co-op programs in Metallurgical and Mining Engineering, see Faculty of Engineering, [page 265](#).

Students in the Faculty of Science should refer to [page 357](#) for a listing of programs available with an Internship component.

6.2 Exchange Programs

McGill University has bilateral exchange programs in Australia, Canada, Columbia, Denmark, France, Germany, Hong Kong, Israel, Italy, Japan, Korea, Mexico, Singapore, Spain, Sweden, the United Kingdom, and the United States of America. Information on the bilateral exchange programs, including the criteria for participation and a list of institutions with which McGill has bilateral student exchange agreements is available on the Student Exchanges and Study Abroad section of the Admissions, Recruitment and Registrar's website (<http://www.aro.mcgill.ca>).

McGill also participates in student exchange programs established by the Conference of Principals and Rectors of Quebec Universities (CREPUQ). The criteria for participation in these student exchange programs is the same as participation in McGill's bilateral student exchange programs. The CREPUQ homepage is hot-linked to the Student Exchanges and Study Abroad section of the ARR website.

Both the bilateral and CREPUQ student exchange programs are open to McGill students of all nationalities. To participate in a student exchange program applicants must be full-time, degree-seeking students and have completed at least one year of study and have maintained an average of 3.0 or better. Further information on faculty requirements is contained in the document entitled, "Steps to a Successful Exchange", which can be found in the Student Exchanges and Study Abroad section of the ARR website.

Exchange programs can be university-wide or faculty specific. Students from all faculties, except Dentistry and Medicine, are welcome to participate in the university-wide agreements but faculty-specific agreements are only open to students in the specified faculty. Students can participate in exchanges for one semester.

9.2 Student Services – Downtown Campus

Unless otherwise indicated, on the Downtown Campus all student services offered by the Office of the Dean of Students are located in the William and Mary Brown Student Services Building, 3600 McTavish Street, Montreal, Quebec H3A 1Y2.

9.4 Extra-Curricular Activities

There are over 250 activities and clubs which students may join. These include international clubs; religious groups; political clubs; fraternities; communications groups such as Radio McGill, the McGill Tribune, and the McGill Daily; and some 50 miscellaneous groups (e.g. science clubs; literary, theatrical and musical societies; a chess club; and the McGill Outing Club). The University Centre, at 3480 McTavish Street, provides club rooms for these activities in a modern four-storey building with cafeterias, a ball-room, lounges and an experimental theatre. Similar facilities exist on the Macdonald Campus in Harrison House. Activities for graduate students are centred in David Thomson House at 3650 McTavish Street.

9.5 Ombudsperson for Students

At McGill University there is an Ombudsperson for Students, filled on a half-time basis by an academic staff member. The Ombudsperson provides a confidential service that is independent of any university body. The mandate of the Ombudsperson for Students is the impartial resolution of complaints by students who feel their rights have not been respected by some member of the McGill community. The Ombudsperson advises, guides, refers or if necessary intervenes on behalf of students in order to solve problems in an informal way through discussion, negotiation or mediation.

10 Scholarships and Financial Aid

Refer to [page 12](#) for information on entrance scholarships; federal and provincial student assistance; McGill loans and bursaries; loans available to U.S. citizens, e.g. Stafford and PLUS.

10.1 Awards to McGill Students in Course

Once a student is in-course at McGill, all undergraduate scholarships, prizes, medals, awards and honorific designations such as Dean's Honour List are awarded on the basis of grades obtained during the regular session and *no applications are required unless specifically indicated in the terms of an award.*

To be considered for in-course awards, including Dean's Honours List, and/or the renewal of entrance scholarships, students must complete at least 27 graded credits in the regular academic session exclusive of courses completed under the Satisfactory/Unsatisfactory option. Summer courses are not considered. Courses taken at other Quebec universities through the Inter-University Transfer Agreement may be counted towards the requirements for scholarship renewal or for consideration for other academic awards. Eligibility will be based on all courses taken during the regular academic year and on both the McGill SGPA as well as the global SGPA which will include the IUT credits.

Students who maintain an academic load of at least 24 credits during the regular session are allowed to hold scholarships and awards granted to them on the basis of the previous year's work. Final year students who, because of degree program requirements, do not need a full 24 credits to complete their degrees should contact the Scholarships Office in the James Building Annex.

A maximum of the top 10% of the students in each faculty based on sessional GPA are named to the Dean's Honour List. This designation, while carrying no monetary reward, is an official University recognition of the student's achievements and is recorded on the transcript. Outstanding students, who rank in a maximum of the top 5% of their faculties, may also be considered for the J.W. McConnell and James McGill Awards which range in value from \$500 to \$3500. These awards are made by the University Committee on Scholarships and Student Aid to top students as ranked and recommended by each faculty. In making such recommendations, faculties may consider program content, number of credits, etc. in addition to GPA.

A maximum of the top 10% of the graduating students in each faculty are named to the Dean's Honour List. This honorary designation is based upon the cumulative academic record in the graduating faculty, and the minimum required CGPA is determined annually by each individual faculty. Individual faculties should be consulted regarding any additional criteria which may be used.

All awards, with the exception of prizes, are credited to the tuition fee accounts of students for the following academic year. As a

adjacent to the University playing fields and are approximately two blocks away from the main campus, and a ten-minute walk from the centre of downtown Montreal.

Solin Hall apartment complex, located at 3510, Avenue Lionel Groulx, is a five-minute metro ride (4 stops) from the University. It houses undergraduate men and women.

McGill Residences also administers several studio apartments and shared-housing units close to McGill's downtown campus, collectively known as the M.O.R.E. (McGill's Off-Campus Residence Experience) network.

The academic staff of each hall consists of a Residence Director or Warden, Assistant Directors, Floor Fellows or Dons and MORE Fellows in M.O.R.E housing. One of the main functions of the academic staff is to get to know students individually and, if a student requests it, to give advice on personal or academic matters.

For information on off-campus housing, refer to "[Student Services](#)" on page 36.

11.1.1 Royal Victoria College (RVC) and Bishop Mountain Residences

Except for a few double rooms, rooms are for single occupancy and in each, besides a bed, there is a desk, chair, chest of drawers and closet. Linen is supplied at RVC only and is exchanged weekly. In all halls residents are responsible for the cleanliness of their rooms. Each hall has coin-operated automatic washers and dryers, as well as ironing facilities. Pay telephones are located in each building. In addition, all rooms are wired for a private telephone. There is limited storage space for ski equipment, trunks, and suitcases in every hall. Limited parking space is available on a first-come, first-served basis.

All halls have TV and recreation rooms and one of the Bishop Mountain Residences has a sauna.

Residents at Molson, McConnell and Gardner Halls take their meals together in a large centrally located dining hall. Douglas Hall and RVC have their own dining areas. RVC offers 19 meals a week while the Bishop Mountain Residences offer 15 meals a week (Monday to Friday). Bag lunches and bag dinners are available. There are kitchenettes in all the Halls where residents may keep food and prepare hot or cold snacks at any time. In addition, vending machines dispense soft drinks, sweets and pastries. Students can rent small refrigerators for their rooms.

The rates for the regular session (September 1 to April 30) in 2001-02 were \$7,186 for single room and all meals (RVC only), and for room and five-day meal plan \$6,426 (Douglas Hall only), \$5,890 (Gardner, McConnell and Molson Halls). Residents are not accepted on a room-only basis. Fees for a limited number of double rooms (in above mentioned halls) were approximately \$300 less than those quoted above.

These rates did not include meals during a 16-day period at Christmas, or on certain holidays like Labour Day, Thanksgiving, Easter, etc. Students may, however, occupy their rooms during the Christmas holiday period.

open for breakfast and lunch only, 5 days per week, exclusive of Saturday, Sunday and holidays designated by the University. Students may buy individual meals on a cafeteria basis.

For budgeting purposes, the cost of meals per person per session is approximately \$3,000.

11.2.2 Application for Residence – Macdonald Campus

The Campus Housing Office will send residence information and an application to those applicants who have indicated on their application form that they wished to be considered for residence. The Residence application form should be completed and returned to the Campus Housing Office as soon as possible after receipt. Applicants should note that, if offered accommodation, it is not possible to alter the terms of the original application (lease) except under exceptional circumstances.

I S t

consult the website which includes a virtual exhibit on student life, on-line searching of the Archives holdings and access to digitized images.

University Archives and Records Management
McLennan Library - Ground Floor
Telephone: (514) 398-3772 Fax: (514) 398-8456
Website: <http://www.archives.mcgill.ca>

12.4 Museums

12.4.1 Redpath Museum

859 Sherbrooke Street West Telephone: (514) 398-4086

The Redpath Museum exists to foster the study of the history and diversity of the natural world. Its mandate includes geological, biological and cultural diversity. Its collections have been growing for over a century, and provide resources for research and for graduate and undergraduate education in biology, geology, anthropology and other fields. Among the largest collections are 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 extends a permanent invitation to McGill staff and

xM

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 12 faculties and 10 schools. At present over 20,000 students are taking regular university courses; one in four is registered in the Faculty of Graduate Studies and Research.

The University is also active in providing courses and programs to the community through the Centre for Continuing Education

