



**School of Continuing Studies**  
**Programs, Courses and University Regulations**  
**2019-2020**



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

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Univer

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



**Note:** All newly-admitted undergraduate 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, the tutorial was completed in myCourses via the course



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

In addition to the above, **if you are a candidate for admission to the Schulich School of Music, you would 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

to be considered a member eligible for the insurance plans. For information about the student societies' supplemental health and dental coverage, click [here](#). For information about international health insurance, click [here](#).



**Note:** Once a leave of absence is granted, you must consult [Scholarships and Student Aid](#) in order to assess the impact of the leave on student aid (e.g., government loans and bursaries, etc.).



**Note for M.D.,C.M. students:** Refer to the [Absences & Leaves Policy of the M.D.,C.M. Program](#).

If you need to take a leave of absence because of pregnancy or because you need to care for a dependant, please consult [section 1.1.9.4: Academic Accommodation of Pregnant Students and Students Caring for Dependants](#).

### 1.1.8 Information Technology (IT) Resources

McGill University students, faculty, staff, and other members of the McGill community benefit from a variety of Information Technology resources. Please see [section 1.11: Information T](#)

- Apply to graduate
- View graduation status and convocation details
- Order official transcripts
- Retrieve tax receipts
- Order a reduced-fare STM Opus card

For information on logging in to the Minerva website, visit our IT Services website at [www.mcgill.ca/it](http://www.mcgill.ca/it) and select **Services & software**; and then **Minerva for Students and Guests**.

#### **1.1.8.5 myMcGill**

myMcGill is a portal which gives students and staff a personalized interface to the University's information systems. It provides a central point of access to systems listed below, and displays timely news and important announcements.

Systems accessible through the portal include:

- Athletics
- Email
- FAMIS
- [McGill home page](#)

Students who meet certain criteria may be eligible for an *exemption*. **Exemption requests must be made on Minerva under the International Student Health Insurance Coverage Form.** Supporting documents for your exemption request should be scanned and emailed to *ISS*, indicating in the body of the email your name, McGill ID number, and exemption request.

**Exemptions are valid for one year only, and must be renewed each subsequent year.**

All inquiries related to McGill's International Health Insurance Plan must be directed to International Student Services:

**International Health Insurance**

Telephone: 514-398-4349

Email: [international.health@mcgill.ca](mailto:international.health@mcgill.ca)

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



**Note for Continuing Studies:** If you are registered in the Intensive English and/or the Intensive French programs, you should contact the Client Services Office, School of Continuing Studies, at 514-398-6200 for information on health insurance.

### 1.1.9.2 Health Insurance – Canadian Citizens and Permanent Residents

#### Canadians residing in Canada

All undergraduate and graduate (classed as Canadian full-time or Additional Session, Thesis Evaluation, Non-Thesis Extension, as well as postdoctoral candidates) students beginning in the Fall term will be automatically enrolled in the applicable Students' Society's (SSMU, MCSS, or PGSS) supplemental Health and Dental Plans. Your supplemental health plan is only valid if you have provincial healthcare or have opted-in to the International Health Insurance Plan. For details on fees, change of coverage dates, and what is covered by the plans, refer to [www.studentcare.ca](http://www.studentcare.ca), or contact:

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

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

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

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

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

If you are a Canadian student who has been living abroad, you may not be eligible for provincial health insurance coverage. To verify your *eligibility* for the Quebec provincial health plan, contact:

*Régie de l'assurance maladie du Québec* (RAMQ)

425 Boulevard de Maisonneuve O., Suite 301

Montreal QC H3A 3G5

Telephone: 514-864-3411

Website: [www.ramq.gouv.qc.ca/en/pages/home.aspx](http://www.ramq.gouv.qc.ca/en/pages/home.aspx)

**Important:** If you are not eligible, in order to ensure adequate health insurance coverage you may enrol in the *group plan* offered through International

#### **1.1.9.4 Academic Accommodation of Pregnant Students and Students Caring for Dependants**

McGill acknowledges the particular challenges facing you as a pregnant student and/or as a student caring for a dependant.

McGill supports you in your desire to further your education while meeting your family obligations.

Wishing to provide an environment in which you may be able to continue in your program of study and fulfil your university commitments, these guidelines aim to set out how, and in what exceptional circumstances, you may request academic accommodation.

Please consult [the guidelines](#).

#### **1.1.10 Non-Smoking Policy**

Quebec law prohibits smoking in public buildings. For more information, see [www.mcgill.ca/ehs/policies-and-safety-committees/policies/mcgill-smoking-policy](http://www.mcgill.ca/ehs/policies-and-safety-committees/policies/mcgill-smoking-policy).

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### 1.2.2.2 What Documents Does McGill Need from You?

Follow the instructions in the first row of this table that apply to you. **Send clear, legible copies of documents (not originals).**

#### Quebec and Canadian Out-of-Province Students

- |   |   |
|---|---|
| You have applied to McGill directly from CEGEP or you already have a student record at McGill | <ul style="list-style-type: none"><li>• <b>Usually</b> no documents are required to prove your Canadian and/or Quebec status. In most cases, your status is confirmed to us by the Government of Quebec or is already in your McGill record. Check your <a href="#">Minerva</a> account to verify that your status is updated correctly (Select <i>Student Menu</i> &gt; <i>Student Accounts Menu</i> &gt; <i>View your Tuition and Legal Status</i>)</li></ul> |
| You have applied to McGill from another Quebec university                                     | <ul style="list-style-type: none"><li>• Proof of Canadian status is required: Canadian birth certificate; or Canadian citizenship card or certificate (both sides); or Certificate of Indian status card; or Makivik Society card; or v</li></ul>   |



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



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



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

#### 1.2.2.2.1 Fee Exemptions

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

- 1. French Course Fee Exemptions** – Non-Quebec Canadian and international students are automatically assessed fees for certain eligible French courses at the Quebec tuition rate (note exclusions as listed at [www.mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions](http://www.mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions)).
- 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 [www.mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions](http://www.mcgill.ca/student-accounts/tuition-fees/general-tuition-and-fees-information/tuition-fee-exemptions)):
  - Students in a Ph.D. program
  - Students in a Post-Graduate Medical Education program: Medical Residents, Clinical Fellows, Clinical Research Fellows, Research Fellows
  - Students registered full-time in the Masters 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 [www.mcgill.ca/legaldocuments/exemption](http://www.mcgill.ca/legaldocuments/exemption)):
  - Citizens of France
  - Citizens of certain countries with an agreement with the Government of Quebec
  - Diplomatic, consular, or other representativ

#### **1.2.2.4 What Are the Consequences of Not Providing Your Documents?**

The deadline to submit documents in support of a change to your tuition status effective for that semester is the last day of classes for that semester (e.g., December 1 for changes to be made to your tuition status for the Fall term, or April 1 for changes to be made for the Winter term).

If documents are still missing from your file subsequent to the start of the semester



The Student Identification card is the property of the University, for use by the cardholder only, and is not transferable. If you withdraw from all of your courses, you must attach your ID card to the withdrawal form or return it to Enrolment Services (or the Faculty of Agricultural and Environmental Sciences, Student Affairs Office, Macdonald Campus).

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

The preferred first name may be used on all unofficial university documents and tools, such as:

- McGill ID cards
- Class lists
- Student advising transcripts

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

- Official university transcripts
- Reports to go

- See an adviser. If you wish to substitute required courses or enrol in courses outside your program, you must obtain written approval from your academic area, otherwise the course may not be recognized for credit toward your program. If you need to see an adviser, call your academic area well before registration to make an appointment.

**Problems Using *Minerva*?**

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

**Can't Remember Your PIN?**

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

**1.3.1.1 Who Can Use Minerva?**

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

**Exceptions**

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

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

### **New Independent (Special) Students**

(See [School of Continuing Studies > Getting Started > Admission Requirements > Special Student Status > section 3.8.1: Undergraduate Courses](#) and [section 3.8.2: Graduate Courses.](#))

1. Legal documents to prove that you are a Quebec student, a Canadian out-of-province student, or an international student.  
For more information, see [section 1.2.2.1: Why Does McGill Collect Legal Documents from You?](#)
2. Your Permanent Code from the Government of Quebec (see [section 1.2.2.1: Why Does McGill Collect Legal Documents from You?](#))
3. Proof of satisfactory completion of prerequisite courses
4. Proof of proficiency in English, if applicable (see [School of Continuing Studies > Areas of Study > Career and Professional Development > Undergraduate Certificate Programs, Part-Time BCom > Admission Regulations for Certificate Programs > section 4.1.3.2.2: Proof of Proficiency in English](#))

### **Independent (Special) Students Registering in Graduate-Level Courses**

1. An unofficial transcript in English or French confirming degree completion and, if applicable, an "avis d'études" from the *Gouvernement du Québec, Ministère de l'Immigration, de la Diversité et de l'Inclusion*
2. A letter from your university of origin confirming the expected date of completion of your degree (if your degree has not yet been granted). You must request to have an official transcript sent to us before the end of term once your degree is completed.
3. Proof of proficiency in English, if applicable (see [School of Continuing Studies > Areas of Study > Career and Professional Development > Graduate Programs, Diplomas, and Graduate Certificates > Academic Regulations > section 4.1.3.2.2: Proof of Proficiency in English](#))

Failure to provide the documents listed above will result in your not being permitted to register in courses.

For *Translation Studies*, see [School of Continuing Studies > Areas of Study > Translation Studies > Translation Studies Programs and Courses > Translation Programs > section 4.7.3.3.1.1: Translation Programs: General Academic Requirements.](#)

### **International Students**

In addition to the above, international students should bring:

1. A completed Study Plan

**Note:** Once accepted into a program, School of Continuing Studies students will be provided with a Study Plan, outlining the 04/F1 8.1 Tf1 01 0 0 inter 39



#### **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 ov

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



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

### **1.3.7 Quebec Inter-University Transfer Agreement**

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

The Quebec Inter-University Transfer (IUT) agreement permits concurrent re

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

If you are a student at another Quebec university and you want 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 [www.mcgill.ca/students/iut](http://www.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 ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)). You will be informed via email of the necessary registration steps once your application has been approved. **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:** Courses administered by the Faculty of Engineering that are offered in the Summer term 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.

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## 1.4 Fees for Continuing Studies Students

The University reserves the right to make changes without notice in the published scale of fees. Please consult the Student Accounts website at [www](#)



These offices will decide if a fee deferral is warranted. No prior interest charges or late payment fines will be reversed; therefore, you should ensure your request is submitted before the first fee payment for the term is due.

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

In accordance with provincial government requirements, students must provide proof that they qualify for assessment of fees at the Quebec or non-Quebec Canadian rates; see [www.mcgill.ca/legaldocuments](http://www.mcgill.ca/legaldocuments) for details. In certain cases, non-Quebec Canadian students pay the same rate of tuition as Quebec students—for further information about these exceptions, see the Student Accounts website at [www.mcgill.ca/student-accounts/fees/general-tuition-and-fees-information/tuition-fee-exemptions](http://www.mcgill.ca/student-accounts/fees/general-tuition-and-fees-information/tuition-fee-exemptions).

#### **1.4.3.2 International Students**

Exemption from international tuition fees may be claimed by students in certain categories. Such students, if eligible, are then assessed at the Quebec student rate (certain categories may be assessed at the Canadian tuition rate). These categories and the required documentation for each of them, may be viewed at [www.mcgill.ca/legaldocuments](http://www.mcgill.ca/legaldocuments). Further information regarding these reductions of international tuition fees by the Quebec government is available on the *Student Accounts* website under *Tuition & Fees > General Tuition and Fees Information*.

For more information concerning fee exemptions, visit

Students will have access to a consolidated suite of services offered by the McGill Writing Centre (MWC) Tutorial Service, while they remain fee-paying students, in addition to career services provided by the Career Advising and Transition Services (CATS) unit while fee-paying students and up to 18 months post-graduation. The fee is valid for five years, effective Fall 2019, up to and including Winter 2024 at which time MACES will bring the student fee back to the student body in a referendum.

#### 1.4.4.1 Administrative Charges

The University assesses a number of administrative charges to students, which include:

**Registration Charge** – All students in courses and programs are assessed a registration charge.

**Information Technology Charge** – The purpose of the information technology charge is to enhance certain technological services provided to students as well as to provide training and support to students in the use of new technologies.

**Transcripts and Diploma Charge** – The University assesses a transcripts and diploma charge to all students. This entitles currently enrolled students to order transcripts free of charge and covers the costs of producing diplomas and some of the costs associated with convocation ceremonies. Students who attend their convocation may be responsible for some additional costs. A fee per official transcript is applicable if you have not been registered at McGill in the last 12 months. Please see [www.mcgill.ca/student-records/transcripts](http://www.mcgill.ca/student-records/transcripts) for further information.

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

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

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

#### 1.4.5 Other Fees for Continuing Studies Students

##### Other Fees (rates as of 2019-2020)

International Student Health and Accident Plan (compulsory):

Single	\$1161
Dependant	\$3,564
Family (one student with two or more dependants)	\$6,777

Application for Admission (credit programs)	\$89.52
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Late Registration (non-refundable)	\$25
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Language Placement Test	\$38.17
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Course Transfer	\$20
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Course dropped prior to refund deadline	\$20
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Re-reading an Examination Paper (refundable if the letter grade is increased)	\$41.07
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Supplemental Examinations	\$41.07
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Duplicate ID card	\$25
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Late Payment Fee (charged at the end of October for the Fall term, or at the end of February for the Winter term):

**Other Fees (rates as of 2019-2020)**

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

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

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

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

Reinstatement Penalty (see <a href="#">section 1.4.6.1: Overdue Accounts</a> )	\$150
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Rescheduled Examinations	\$33.12
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Exemption by Examination	\$114.37
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Comprehensive Challenge Examination (English and French Language Programs)	\$110.40
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McGill School of Continuing Studies Test of English Language Proficiency (TELP)

#### **1.4.6.1.1 Information for Registered Students**

If you register for a term, but still o

You should consult the Student Accounts Office at [student.accounts@mcgill.ca](mailto:student.accounts@mcgill.ca) for information on tuition fees. Adjustments to bills are made throughout the term in cases where fees cannot be automatically calculated.

#### **1.4.6.6 Other Policies Related to Fees: Quebec Inter-University Transfer Agreements**

If you are taking courses as part of the **Quebec Inter-University Transfer** (IUT) agreement, you are required to pay the fees at your home university; see [section 1.3.7: Quebec Inter-University Transfer Agreement](#). The agreement covers only the transfer of academic credits.

IUT students taking courses at McGill are required to pay additional course charges that are compulsory upon registration, such as special activity charges, course material costs, or campus printing charges. Therefore, IUT students should familiarize themselves with e-billing in [section 1.4.2: Billings and Due Dates for Continuing Studies Students](#) to ensure that they do not miss critical payment deadlines.

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

Agricultural and Environmental Sciences students, see [Faculty of Agricultural and Environmental Sciences](#) > Undergraduate > About the Faculty of Agricultural and Environmental Sciences, including School of Human Nutrition (Undergrad)



#### 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 a CGPA that is less than 2.00.

You may continue with your studies under the following conditions:

- You must reduce your credit load to a maximum of 13 credits per term and must obtain, at the end of the term, either a CGPA of 2.00 or greater or a TGPA of 2.50 or greater.
- If you have a TGPA of 2.50 or greater, but you have a CGPA that is less than 2.00, you may continue with your studies but you will remain in Probationary Standing until you obtain a CGPA of 2.0 or greater.
- If you do not obtain either the TGPA or CGPA noted above, you will be placed in Unsatisfactory Standing.
- You must consult a faculty or departmental adviser before withdrawal deadlines concerning your course selection.

##### 1.5.1.5.3 Unsatisfactory Standing: Faculty of Engineering

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

a CGPA that is less than 1.20

**or**

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

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

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

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

You may continue with your studies under the following conditions:

- You must reduce your credit load to a maximum of 13 credits per term and must obtain, at the end of the term, either a CGPA of 2.00 or greater or a TGPA of 2.50 or greater.



#### **1.5.1.6 Academic Standing: Faculty of Law**

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

**Undergraduate Grading**

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%
F (Fail)	0	0–49%
P		Pass

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

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

**Graduate Grading**

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

The University assigns grade points to letter grades according to the table above. Your Academic Standing is determined by a grade point average (GPA), which is calculated by dividing the sum of the course credit, times the grade points by the total course GPA credits. The result is not rounded up to the nearest decimal point.

GPA credits are the credits of courses with grades that are assigned grade points.

$$\text{GPA} = \frac{\sum (\text{course credit} \times \text{grade points})}{\sum (\text{GPA course credits})}$$

The term *grade point average* (TGPA) is the GPA for a given term calculated using all the applicable courses at the same level in that term. The *cumulative grade point average* (CGPA) is the GPA calculated using your entire record of applicable courses at McGill at the same level; if you change levels, e.g., from undergraduate to graduate, the CGPA starts again.

This policy took effect in January 2003. Prior to January 2003, if your degree program had changed, e.g., from B.Sc. to B.A., the CGPA started again. For students with academic information prior to Fall 2002, who are registered in a different program or in a different level post-Fall 2002, the transcript displays a special message regarding the CGPA restarting.

If you repeat courses, all results are included in the GPA calculation. Therefore, grades of D or F continue to be used in the CGPA calculation even after you repeat the course or if you take a supplemental examination. Note that credits are only granted once for a repeated course regardless of the passing grade.

You must obtain a minimum CGPA of 2.00 to be considered for graduation with a McGill degree.



**Note:** During the first week of lectures, each instructor will provide you with a written course outline. This information should include, where appropriate:

- whether there will be a final examination in the course;
- how term work will affect the final grade in the course;
- how term work will be distributed through the term;
- whether there will be a supplemental examination in the course, and if so, whether the supplemental exam will be worth 100% of the supplemental grade, or whether term work will be included in the supplemental grade (courses with formal final examinations must have supplementals);
- whether students with grades of D, F, J, or U will have the option of submitting additional work, and, if so, how the supplemental will be calculated with the extra work (applicable only to students in Science and B.A. & Sc.).

### 1.5.3.1 Other Grades for Continuing Studies

Other Grades	
<b>J</b>	– unexcused absence (failed); the student is registered for a course but does not write the final examination or do other required work; calculated as a failure in the TGPA and CGPA.
<b>K</b>	– incomplete; deadline extended for submission of work in a course (see “Incomplete Courses”).
<b>KE or K*</b>	– further extension granted (see “Incomplete Courses”).
<b>KF</b>	– failed to meet the extended deadline for submission of work in a course; calculated as a failure in TGPA and CGPA.
<b>KK</b>	– completion requirement waived. Not calculated in TGPA or CGPA.
<b>L</b>	– deferred examination.
<b>LE or L*</b>	– permitted to defer examination for more than the normal period.
<b>NE</b>	– no evaluation; indicates work for which no evaluation has been carried out and which may not count as credit toward any program.
<b>NR</b>	– no grade reported by the instructor (recorded by the Registrar).
<b>P</b>	– pass; not calculated in TGPA or CGPA.
<b>Q</b>	– course continued in next term (applicable only to courses taken pre-Fall 2002).
<b>W</b>	– withdrew; a course dropped, with permission, after the Course Change deadline; not calculated in TGPA or CGPA.
<b>WF</b>	– withdrew failing; a course dropped, with special permission in an exceptional case, after faculty deadline for withdrawal from course, the student's performance in the course at that stage being on the level of an F; not calculated in TGPA or CGPA. (Not used by Music.)
<b>WL</b>	– faculty permission to withdraw from a deferred examination; not calculated in TGPA or CGPA.
<b>NA or &amp;&amp;</b>	– grade not yet available.
<b>W- or –</b>	– no grade; student withdrew from the University, not calculated in TGPA or CGPA.

### 1.5.4 Transcript of Academic Record

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

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

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

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

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

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

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

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

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

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

#### 1.5.4.2 Unofficial Transcripts

If you require a copy of your student record, access Minerv

### 1.5.4.3 Verification of Student Records: Unofficial Transcripts

Subject to [section 1.5.8: Changes to Student Records after Normal Deadlines](#), you are responsible for verifying your academic record on *Minerva* using the unofficial transcript to ensure that you are registered in the proper courses, and that the correct program information and expected term of graduation appear on your record.

If you are graduating, verify your record on Minerva before the end of your final term to ensure that the correct expected graduation term appears on your unofficial transcript; if not, you may be overlooked for graduation. You should direct any questions or problems with your record to your Student Affairs Office.



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



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

### 1.5.4.4 Official Transcripts

For more information on transcripts, applicable costs, delivery method, and processing timeTm(fects that your request may ha)Tj1 0 0 1 5e3tUgll 534.27 Tm(eww)Tj1 (

- If the instructor submits a new grade within the deadline, both the new grade and the grade of K will appear on your verification forms and unofficial and advising transcript. However, the new grade will replace the K on your official transcript.
-

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 or not 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 1.2.2.1: 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 will confirm that you are registered for the current term with the School of Continuing Studies, and will also include the following information:

- Registration load (full/part-time)
- Courses (course numbers and titles)
- Credit or CE units for each course
- Beginning and end dates for each course
- Certificate or diploma program in which the student is registered

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

Please allow 48 hours for these letters to be prepared.

For more information on obtaining a letter on Minerva, see [www.mcgill.ca/student-records/proof-reg](http://www.mcgill.ca/student-records/proof-reg).

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### 1.6 Examinations: General Information



**Note:** The University Exam Regulations governed by the University Student Assessment Policy are available at [www.mcgill.ca/exams/regulations](http://www.mcgill.ca/exams/regulations).

In addition to the University Student Assessment Policy (available on the [Secretariat website](#)) and the general examination regulations listed at [www.mcgill.ca/exams/regulations](http://www.mcgill.ca/exams/regulations), you should also consult the faculty sections of this publication for particular regulations. You will be informed of the evaluation method used in each course by the end of the Course Change period.

Every student has a right to write term papers, examinations and theses in English or in French, except in courses where knowledge of a language is one of the objectives of the course.

You are not permitted to write an examination in any course unless you have fulfilled the requirements of the course to the satisfaction of the instructor and your Associate Dean or Director. Once you have presented yourself for an examination or test, you must submit all written work to the invigilator before leaving.

You must have your valid McGill student ID card with you to write an examination. Forgetfulness is not an acceptable excuse.

**You are reminded that cheating in any examination is considered a serious offence that could lead to expulsion from the University. Students are not permitted to have in their possession, or to use, any unauthorized materials during an examination. This includes electronic devices such as cell phones, iPods, MP3 players, PDAs, smart watches, and other web-access devices. Unauthorized items found on the student or desk area during an exam will be confiscated and turned over to the Disciplinary Officer.**

Responses on multiple-choice examinations are normally checked by the Exam Security Computer Monitoring Program. The program detects pairs of students with unusually similar answer patterns on multiple-choice examinations. Data generated by the 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 familiarizing themselves with the University Student Assessment Policy (available on the [Secretariat website](#)) and the *Code of Student Conduct and Disciplinary Procedures* (available at [www.mcgill.ca/exams/regulations](http://www.mcgill.ca/exams/regulations)).

You can find information about issues related to academic integrity at [www.mcgill.ca/students/srr/honest](http://www.mcgill.ca/students/srr/honest).



**Note for Engineering Students:** You should also refer to the Engineering website for more information at [www.mcgill.ca/engineering/students/undergraduate/courses-registration/exams-assessment](http://www.mcgill.ca/engineering/students/undergraduate/courses-registration/exams-assessment).



**Note for Law Students:** You should also refer to the Law website for more information at [www.mcgill.ca/law-studies/courses/exams](http://www.mcgill.ca/law-studies/courses/exams).



**Note for Medicine:** Refer to [www.mcgill.ca/ugme/policies-procedures/examinations](http://www.mcgill.ca/ugme/policies-procedures/examinations).



**Note for Continuing Studies Students:** You should consult the academic sections of this publication for particular regulations.

### 1.6.1 Class Tests

Members of the teaching staff may give interim class tests from time to time.

### 1.6.2 Examination Facilities for Students with Disabilities

If you have a permanent or temporary disability, consult the Coordinator, Office for Students with Disabilities, about the possibility of arranging special examination facilities. For more information, see: [www.mcgill.ca/osd](http://www.mcgill.ca/osd).

### 1.6.3 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.

### 1.6.4 Final Examinations

Formal final examinations are held during an examination period at the end of the course term. The dates of the examination periods are listed at [www.mcgill.ca/importantdates](http://www.mcgill.ca/importantdates).



**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 [www.mcgill.ca/summer/finalexams](http://www.mcgill.ca/summer/finalexams).

In some courses there is no final examination; your standing in these courses is determined by term work and class tests.

#### 1.6.4.1 University Regulations Concerning Final Examinations for Continuing Studies Students

##### Preamble

The objectives of these regulations are as follows:

1. to protect students from excessive workloads;
2. to use the full 15-week term to maximum advantage.

##### Regulations

1. These regulations shall apply to undergraduate courses up to and including the 500 level that are evaluated by the use of written examinations. They shall not apply to clinical, field, laboratory, performance, and seminar courses, or to other courses that are evaluated solely by means of a design, paper, program, or project.

**Note for Continuing Studies:** Regulation 1 also applies to graduate-level courses.

2. Written examinations (including take-home examinations) shall not be held during the last two weeks of scheduled classes during the Fall and Winter

**Instructors are not permitted to grant any special treatment regarding examinations to any student.** Students who believe there are circumstances that might justify making special examination arrangements for them or that might legitimately be taken into account in e



#### **1.6.4.4 Supplemental Examinations**

To write a supplemental examination for a course, you must submit a request on Minerva ([www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)) by going to *Student Menu > Student Records Menu > Supplemental Exam Application*.

The following rules and conditions apply:

- You must be in Satisfactory or Probationary Standing;
- You must hav

### 1.6.4.5 Reassessment and Reread Policy for Continuing Studies Students

In accordance with the *Charter of Students' Rights* (available at [www.mcgill.ca/students/srr/policies-student-rights-and-responsibilities](http://www.mcgill.ca/students/srr/policies-student-rights-and-responsibilities)), and subject to the conditions stated therein, students have the right to consult any written submission for which they have received a mark and the right to receive an explanation from the instructor or, as the case may be, the examiner.

Students also have a right to an impartial and competent reread of any written assignment completed during the course of the semester, as well as final exams. However, it is strongly recommended that students meet with the course instructor before requesting a third-party reread.

Reassessments in courses not offered by the School of Continuing Studies (SCS) are subject to the deadlines, rules, and regulations of the relevant Faculty.

Students are required to keep any material, in its wholeness and original form, as it was returned to them. A reassessment request will be refused if the relevant material is not provided in support of the request.

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 1.6.4.5.1: Reassessment of an Assignment or a Mid-term by the Instructor](#)
- [section 1.6.4.5.2: Reread of an Assignment or a Mid-term Exam by a Third Party](#)
- [section 1.6.4.5.3: Reread of a Final Exam by a Third Party](#)
- [section 1.6.4.5.4: Mark Verification](#)

#### 1.6.4.5.1 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 1.6.4.5.3: 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 w

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

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

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

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

#### **1.6.4.5.4 Mark Verification**

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

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

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

**Examinations: Invigilation (Exams from Other UniverExams fr90 0 1 93.535 0 0u**

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

Once you apply to graduate, you are authorizing the University to include your name in the convocation program and send your name and email to the academic regalia supplier. If you want your name to be omitted from this publication or withheld from the regalia supplier, you must complete an [Opposition Form](#) by March 15 for Spring convocation, and September 15 for Fall convocation.

#### 1.7.1.1 Deadlines

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

If you miss one of these deadlines, contact your Faculty Student Affairs Office immediately.



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



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



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



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

#### 1.7.2 Graduation Approval Query

As a graduating student, you can view the status of your graduation record on [minerva](#) during the Faculty review and approval process (go to *Student Records > Graduation Approval Query*). The *Graduation Appr*



**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 awarded at graduation according to faculty-specific regulations. You can find these rules in the faculty chapters of the *2008–2009 Undergraduate Programs Calendar* or any earlier version at [www.mcgill.ca/students/courses/calendars](http://www.mcgill.ca/students/courses/calendars).

### 1.7.4 Awards for Continuing Studies Students

#### **The American Express Prizes in Management – Treasury/Finance**

Awarded on the basis of ov

**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****Replacing a lost diploma**

You must provide a request including your full name, address, phone number, and date of birth, as well as your degree and the year it was granted.

**Requesting a diploma or modifying your name**

You must provide a written request including your full name, address, phone number, and date of birth, as well as your degree and the year it was granted. For name changes, upload a photocopy of your birth certificate, change of name certificate, marriage certificate, proof of divorce, or other legal documents that support your name change, corrections, additions, or deletions. Make sure to indicate any changes you want made in your written request.

**1.7.5.2 Submitting your request**

There are two ways to submit a request:

1. Via *Service Point Checkout eStore* – Follow the instructions found at [www.mcgill.ca/graduation/diplomas](http://www.mcgill.ca/graduation/diplomas) first, then to submit the order go to [spcheckout.mcgill.ca](http://spcheckout.mcgill.ca).
2. Come to *Service Point* in person with the required documents. You must pay the replacement fee of CAD\$120 per diploma copy (includes trackable mail delivery). Payment is accepted by **debit card only**. If you choose this option, please allow for appropriate delays in diploma printing and mailing time.



**Note:** Requests made on behalf of a student must be accompanied by a signed letter of authorization from the student.

**1.7.5.3 Certified Copies**

Enrolment Services will certify copies of your diploma in the original language or issue certified translations in English (from the original Latin) or French (from the original in English or Latin).

**Submitting your request for a certified copy**

There are two ways to submit a request:

1. Via *Service Point Checkout eStore* – Follow the instructions found at [www.mcgill.ca/graduation/diplomas](http://www.mcgill.ca/graduation/diplomas) first, then to submit the order go to [spcheckout.mcgill.ca](http://spcheckout.mcgill.ca).
2. In person:
  - Come to *Service Point* with a photocopy of your original diploma on 8.5" x 11" paper in landscape mode, making certain to reduce it so that all seals and signatures are visible, and indicate how many copies you need;
  - Indicate if you require certified translations, and if yes, in what language (i.e., English or French);
  - Pay the CAD\$15 per copy fee payable via **debit card only**.



**Note:** Requests made on behalf of a student must be accompanied by a signed letter of authorization from the student.

**1.7.6 Language Requirements for Professions**

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

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

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

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

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

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



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

\* McGill de

Telephone: 514-398-6200

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

Website: [www.mcgill.ca/continuingstudies/client-services](http://www.mcgill.ca/continuingstudies/client-services)

**Career and Pr**



### **1.10.1 Office of the Senior Director, Services for Students**

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

For information, contact:

Telephone: 514-398-8238

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

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

### **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 e

## 1.10.5 Optional Student Services

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

### 1.10.5.1 Optional Student Services Package for Continuing Studies Students

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

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

A McGill ID card is mandatory for access to services.

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

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

#### Career Planning Service (CaPS) Pac

#### **1.10.5.5 University Centre for Continuing Studies Students**

Food and beverage services are available to Continuing Studies students in the evenings at the University Centre. The Centre is located at 3480 McTavish Street.

#### **1.10.5.6 Tutorial Service for Continuing Studies Students**

## 1.11 Information Technology (IT) Services

McGill's [IT Services website](#) is your one-stop shop for all central IT services at McGill. Visit [www.mcgill.ca/it](http://www.mcgill.ca/it) to:

- find details on all IT services, including network connectivity, email, Minerva, myCourses, Microsoft Office 365, and more;
- search the McGill IT [Knowledge Base](#) for FAQs and How-To articles on all IT services. Search by keywords such as “myMcGill,” or by specific article number;
- view [IT security alerts](#), such as phishing emails that target McGill;
- check the status of key services;
- send us your [feedback](#) or get help on an IT issue;
- read featured [articles](#) on computer security, new software, and other timely tips;
- view announcements about new services and scheduled downtimes.

### 1.11.1 Get Started with IT for Students

Under the [Get Started](#) tab you'll find a section on IT services specifically for students, including the myMcGill portal and myCourses (for online course content). You'll also find information on accessing your McGill email, connecting to the McGill wireless network, and downloading McGill-provided software.

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## 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 6 million items](#), both in print and electronic formats, and consists of multiple branches, the McGill University Archives, and the McGill University Visual Arts Collection. Visit [www.mcgill.ca/library/branches](http://www.mcgill.ca/library/branches) for a map of all our locations, and bring your McGill ID card if you wish to borrow 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 ([www.mcgill.ca/library](http://www.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 have [liaison librarians](#) for their departments. Liaison librarians provide [workshops](#) on finding, organizing, and citing information, visit your classes to provide instruction on doing research for course assignments, and are available to assist you with your questions, whether in person, on the phone, by email, or via online chat.

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

Special library services like the Course Reserve collection located in each branch library allow you to borrow high-demand items on course reading lists. You can also borrow materials from any library and return them anywhere across the system. If you need material not owned by the McGill University Library, our [Interlibrary Loan and Document Delivery Service](#) will obtain it for you at no cost for McGill students, faculty, and staff. Interlibrary loans can be picked up at any branch.

### 1.12.2 McGill Writing Centre

The McGill Writing Centre (MWC) offers credit courses in academic writing that may be taken as electives or to fulfil language requirements in some degree programs. In some faculties, you need to obtain approval from your Student Affairs Office as well as from your academic adviser before you take courses outside of your faculty, especially if the courses do not form part of your program requirements. In addition to its credit course offerings, the MWC offers non-credit courses, workshops, and individualized tutoring. For further information, please visit the MWC website: [www.mcgill.ca/mwc](http://www.mcgill.ca/mwc).

#### Undergraduate Courses:

Course Number	Course Title	Credits	Notes
CEAP 150	Critical Analysis and Composition	3	Instructor permission required
CEAP 250	Research Essay and Rhetoric	3	

Course Number	Course Title	Credits	Notes
CESL 299	ESL: Academic English Seminar	3	
CESL 300	ESL: Academic English 2	3	Placement test required (see <a href="http://www.mcgill.ca/mwc">www.mcgill.ca/mwc</a> for details)
CESL 400	ESL: Essay & Critical Thinking	3	Placement test required (see <a href="http://www.mcgill.ca/mwc">www.mcgill.ca/mwc</a> for details)
CESL 500	ESL: Research Essay and Rhetoric	3	Placement test required (see <a href="http://www.mcgill.ca/mwc">www.mcgill.ca/mwc</a> for details)
CCOM 206	Communication in Engineering	3	Restricted to and required for students pursuing a B.Sc. in Engineering
CCOM 314	Communicating Science	3	
CCOM 315	Writing the Internet	3	



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

#### Graduate Courses:

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

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

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

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

Course Number	Course Title	Notes
CCOM 208	Professional Writing in Business	

#### 1.12.2.1 McGill Writing Centre Contact Information

McGill Writing Centre  
 McLennan-Redpath Library  
 Main Floor, Room #02  
 3459 McTavish Street  
 Montreal QC H3A 0C9  
 Telephone: 514-398-7109  
 Fax: 514-398-7416  
 Website: [www.mcgill.ca/mwc](http://www.mcgill.ca/mwc)  
 General Inquiries: [mwc@mcgill.ca](mailto:mwc@mcgill.ca)

Inquiries concerning CEAP 150, CEAP 250, CESL 500, CCOM 205 and CCOM 208 should be directed to:

Prof. Sue Laver  
 Email: [sue.laver@mcgill.ca](mailto:sue.laver@mcgill.ca)

McLennan-Redpath Library  
Main Floor, Room #02  
Telephone: 514-398-2351

Inquiries concerning CESL 299, CESL 300, and CESL 400 should be directed to:

Prof. Sarah Leu  
Email: [sarah.leu@mcgill.ca](mailto:sarah.leu@mcgill.ca)  
McLennan-Redpath Library  
Main Floor, Room #02  
Telephone: 514-398-8447

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

Prof. Diane Dechief  
Email: [diane.dechief@mcgill.ca](mailto:diane.dechief@mcgill.ca)  
McLennan-Redpath Library  
Main Floor, Room #02  
Telephone: 514-398-3320

Inquiries concerning graduate-level courses and other aspects of the Graphos program should be directed to:

Dr. Yvonne Hung  
Email: [yvonne.hung@mcgill.ca](mailto:yvonne.hung@mcgill.ca)  
McLennan-Redpath Library  
Main Floor, Room #02  
Telephone: 514-398-8430

Administrative inquiries should be directed to:

[mwc@mcgill.ca](mailto:mwc@mcgill.ca) for undergraduate courses  
[graphos@mcgill.ca](mailto:graphos@mcgill.ca) for graduate courses

### 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, and certain Montreal-based organizations. Archived media include:

- textual records;
- photographs;
- audio tapes;
- film;
- video;
- plans;
- University publications;
- artif



### 1.13.1 History

The Hon. James McGill, a leading merchant and prominent citizen of Montreal, who died in 1813, bequeathed an estate of 46 acres called Burnside Place together with £10,000 to the “Royal Institution for the Advancement of Learning” upon condition that the latter erect “upon the said tract or parcel of land, an University or College, for the purpose of education and the advancement of learning in this Province”; and further upon condition that “one of the Colleges to be comprised in the said University shall be named and perpetually be known and distinguished by the appellation of ‘McGill College.’”

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 13 schools. At present over 21 and research.



The above three colleges train students for the ministry and grant certificates for ordination but they have remitted their degree-granting powers, except with respect to the M.Div. and honorary doctorates, to the University.

### 1.13.3 University Government

McGill University is a corporation created by a Royal Charter granted by the Crown of the United Kingdom, a general supervisory power being retained by the Crown and exercised through the Governor General as Visitor.

The Governors of the University constitute the Royal Institution for the Advancement of Learning, a corporation existing under the laws of the Province of Quebec. In them is vested the management of finances, the appointment of professors, and other duties. Twelve of the governors are elected by the Board from amongst those nominated by its Nominating, Governance and Ethics Committee; three are elected by the Alumni Association; two are elected by Senate from amongst its members; two elected by the full-time administrative and support staff from amongst its members; two elected by the full-time academic staff; and two 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 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 evolved into the current Association of Universities and Colleges of Canada (A.U.C.C.) in which it remains very active. In addition, McGill University is a member of the American Association of Universities (A.A.U.). It is also a member of the Association of Commonwealth Universities and the International Association of Universities. Its undergraduate, professional, and graduate degrees, including doctorates in a full range of disciplines, have been recognized by educational, government, and private organizations worldwide for decades.

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

### 1.13.5 Governance: Board of Governors

#### 1.13.5.1 The Visitor

The Visitor	
Her Excellency The Right Honourable Julie Payette	<b>The Governor General of Canada</b>

#### 1.13.5.2 Board of Governors

Board of Governors	
Ram Panda; M.Eng., M.B.A.(McG.)	<b>Chair</b>
Suzanne Fortier; B.Sc., Ph.D.(McG.)	<b>Principal and Vice-Chancellor</b>
Michael A. Meighen; B.A.(McG.), LL.L.(Laval)	<b>Chancellor</b>

#### 1.13.5.2.1 Members

Members
Bob Babinsky; B.A.(McG.)
Darin Barney; B.A., M.A.(S. Fraser), Ph.D.(Tor.)
Maryse Bertrand; B.C.L.(McG.), M.Sc.(NYU), Ad. E.
Michael T. Boychuk; B.Com.(McG.)
Peter Coughlin; B.Com.(Car.), M.B.A.(W. Ont.)
Ronald Harry Critchley; B.A.(C' dia-Loyola), M.A.(Yed by the vC'dihf0.Tj14.894 451ional

## Members

Claude Généreux; B.Eng.(McG.), M.A.(Oxf.)

Stephen Halperin; B.C.L., LL.B.(McG.)

David N. Harpp; A.B.(Middlebury), M.A.(Wesl.), Ph.D.(N. Carolina)

Tina Hobday; B.C.L., LL.B.(McG.)

Ehab Lotayef; B.Eng.(Ain Shams)

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

Samuel Minzberg; LL.B.(McG.)

Derek Nystrom; B.A.(H.)(Wisc.), M.A., Ph.D.(Virg.)

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

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

Cynthia Price Verreault; B.Com.(McG.)

Martine Turcotte; B.C.L./LL.B.(McG.), M.B.A.(London Business School)

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

### 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

### 1.13.6.1 Ex-officio

#### *Ex-officio*

The Chancellor

The Chair of the Board of Governors

The Principal and Vice-Chancellor

The Provost, Deputy Prov

## 1.13.7 Administration

### Administration

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

Suzanne Fortier; B.Sc., Ph.D.(McG.)

Christopher Manfredi; B.A., M.A.(Calg.), M.A., Ph.D.(Claremont)

Fabrice Labeau; M.S., Ph. D. (Louvain)

Gillian Nycum; B.A.(Dal.), B.C./LL.B. (McG.)

Martine Gauthier; M.A.(Flor. St.)

Ghyslaine McClure; B.Eng.(Montr.), S.M.(MIT), Ph.D.(Montr.)

Angela Campbell; B.A. B.C.L.(McG.), LL.M.(Harv.)

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

Ghilaine Roquet; B.A.(UQAM), M.Sc.A.(Montr.)

Edyta Rogowska; B.A.(Tor.), M.A.olment Ser

### Chancellor

### Principal and Vice-Chancellor

### Provost and Vice-Principal (Academic)

### Deputy Provost (Student Life & Learning)

### University Registrar and Executive Director of Enrolment Services

### Executive Director of Services for Students

### Associate Provost (Academic Priorities & Resource Allocation)

### Associate Provost (Equity & Academic Policies)

### Associate Vice-Principal (Macdonald Campus) and Dean (Faculty of Agricultural & Environmental Sciences)

### Chief Information Officer

### Secretary-General

## Deans

Brenda Ravenscroft; B.Mus.(Cape Town), M.Mus.(King's, Lond.), Ph.D.(Br. Col.)	<b>Music</b>
R. Bruce Lennox; B.Sc., M.Sc., Ph.D.(Tor.)	<b>Science</b>
Chris Buddle; B.Sc.(Guelph), Ph.D.(Alta.)	<b>Dean of Students</b>

### 1.13.7.1.2 Directors of Schools

#### Directors of Schools

Martin Bressani; B.Arch.(McG.), M.Sc.(MIT), Ph.D.(Paris 1)	<b>Architecture</b>
Marc Pell; B.A.(Ott.), M.Sc., Ph.D.(McG.)	<b>Communication Sciences &amp; Disorders</b>
Bettina Kemme; M.C.S.(Friedrich-Alexander Univ.), Ph.D.(ETH Zürich)	<b>Computer Science</b>
Linda Wykes; B.Sc., M.Sc., Ph.D.(Tor.)	<b>Human Nutrition</b>
Sylvie de Blois; B.Sc.(McG.), M.Sc., Ph.D.(Montr.)	<b>Environment</b>
Kimiz Dalkir; B.Sc., M.B.A.(McG.), Ph.D.(C'dia)	<b>Information Studies</b>
Anita Gagnon; B.Sc.(Cath. Univ. of Amer.), M.P.H.(Johns Hop.), Ph.D.(McG.)	<b>Nursing</b>
Annette Majnemer; B.Sc., M.Sc., Ph.D.(McG.)	<b>Physical &amp; Occupational Therapy</b>
Daniel Cere; B.A, M.A.(McG.), Ph.D.(C'dia) ( <i>Interim</i> )	<b>Religious Studies</b>
Nico Trocme; B.A., M.A., Ph.D.(Tor.)	<b>Social Work</b>
Richard Shearmur; B.A.(Camb.), M.U.P.(McG.), Ph.D.(Montr.) ( <i>Interim</i> )	<b>Urban Planning</b>

Located in downtown Montreal, the School is home to a community of highly motivated learners, dedicated instructors, and committed staff. Our generous donors fund student bursaries and scholarships, our advisers offer tailored advice on our offerings and your continued professional development, and as a learner you gain access to the university's extensive resources and deep community connections.

Looking to reach the next level in your profession or embark on a whole new direction for your life and career? Explore the latest practices and technologies through innovative courses, intensive workshops, and online offerings informed by the latest standards of professional practice. Eager to open new doors in life? Explore a wide variety of professional certificates and diplomas, as well as language and translation programs available designed to meet requirements of many professions throughout the province of Quebec.

Communication skills of all kinds, community engagement, and professional netw

LECTURES	Fall Term	Winter Term
Lectures begin in non-credit Career and Professional Development courses (These dates may change depending on the course; refer to the <a href="#">course listing</a> for the most up-to-date information)	September 4, 2019	January 6, 2020
Last day of lectures for courses	December 5, 2019	April 14, 2020
Online course evaluation period:	November 11–December 21, 2019	March 20–May 2, 2020
Evaluations available for completion on Mercury through <a href="#">Minerva</a>		

EXAMINATIONS	Fall Term	Winter Term
Examination period	December 6–20, 2019	April 17–30, 2020
Application deadline for deferred examinations	January 10, 2020	May 11, 2020

STATUTORY HOLIDAYS		
National Patriots' Day ( <i>Journée nationale des patriotes</i> )	May 20, 2019	
Fête Nationale du Québec	June 24, 2019	
Canada Day	July 1, 2019	
Labour Day	September 2, 2019	
Thanksgiving	October 14, 2019	
	December 25, 2019–January 2, 2020	

**ADMINISTRATIVE SERVICES**

Lia Chinen

Victoria Dash

Elena Abbandonato; B.A.(McG.)

**Graphic Designer**

**Assistant to the Dean**

**Administrative & Student Affairs Coordinator**

**Student Affairs Administrator**

**LANGUAGE AND INTERCULTURAL COMMUNICATION**

Firas Alhafidh; B.A.(Jordan), M.A.(Chile), DEA(Spain)	<b>Director</b>
Effie Dracopoulos; B.A.(C'dia), M.Ed.(TÉLUQ)	<b>Associate Director</b>
Kevin Callahan; B.A.(Tor.), M.A.(C'dia), Cert. TESL(McG.)	<b>Senior Program Coordinator, Intensive English &amp; French Language and Culture (IELC) &amp; (IFLC) Programs</b>
Nadine Wielgopolski; B.A., M.A.(Ott.)	<b>Faculty Lecturer, Partnerships Development and Online Programs</b>
Kevin Stanley; B.A.(Vic., BC), M.A.(C'dia)	<b>Program Coordinator, Learning Technology Integration</b>
Margaret Levey; B.A.(McG.), M.A.(C'dia)	<b>Program Coordinator, English Part-Time Program</b>
Manon Gadbois; B.A.(UQAM), M.A.(Montr.)	<b>Program Coordinator, French Part-Time Program and Special Projects</b>
TBA	<b>Program Coordinator, Language Programs</b>
Verena Waterstradt; B.Adm.(Fachhochschule für Verwaltung und Rechtspflege Berlin)	<b>Program Manager</b>
Christa Grant; B.Com(C'dia)	<b>Program Administrator</b>

**FACULTY PARTNERSHIPS AND SUMMER STUDIES**

Guy Mineau; B.Sc., M.Sc., Ph.D.(Montr.)	<b>Director</b>
Jérôme Savaria-Carrière; B.Eng.(Ryerson)	<b>Business Partnerships and Operations Manager</b>
Jasna Hancevic; B.Com(McG.), M.Sc.(UQAM)	<b>Program Administrator</b>

**TRANSLATION STUDIES**

María Sierra Córdoba Serrano	<b>Associate Professor and Associate Director</b>
James Archibald; B.A.(McG.), B.Ph.(Montr.), M. ès L., Dr. 3 <sup>e</sup> cy.(Lille), Ph.D.(Montr.)	<b>Senior Faculty Lecturer</b>

**MCGILL WRITING CENTRE**

Sue Laver; B.A.(S. Fraser), M.A.(East Anglia), Ph.D.(McG.)	<b>Director</b>
Diane Dechief; B.A.(Alta.), M.A.(C'dia), Ph.D.(Tor.)	<b>Faculty Lecturer</b>
Sarah Leu; B.A.(Bowdoin), M.A.(Saint Michael's Coll.), Ph.D.(NYU)	<b>Faculty Lecturer</b>
Yvonne Hung; B.Sc.(McG.), M.A., Ph.D.(CUNY)	<b>Graduate Program Coordinator</b>

**2.3.1 Student Governance**

Please refer to [University Regulations & Resources](#) > [Continuing Studies](#) > [The University](#) > [section 1.13.8: Student Governance: McGill Association of Continuing Education Students \(MACES\)](#).

**2.4 Teaching Staff****SCS Faculty Lecturers**

ARCHIBALD, James	Translation
CALLAHAN, Kevin	English
CHOUHA, Paul-Robert	Mathematics
DAOUD, Maha	Human Resources
DECHIEF, Diane	Written Communication
DELLAR, Mary	Marketing
DRACOPOULOS, Effie	English
DUPONT, Éric	Translation
GADBOIS, Manon	French



**SCS Faculty Lecturers**

GARDNER, Kevin Gregory	Public Relations
GRADEK, John	Information Systems (Online)
LAU, Hang	Information Technology
LAVER, Sue	Written Communication
LEU, Sarah	Written Communication
LEVEY, Margaret	English
PAPASTEFANO, Nicolette	Public Relations
PARENT, Kevin	Accounting
RÉMILLIEUX, Jean-Paul	Information Technology
SALMASI, Kamal	Management
STANLEY, Kevin	English
SYLVAIN, Nathalie-Michele	Leadership
WIELGOPOLSKI, Nadine	French

**Part-time Instructional Staff**

ABBOTT, Robert	Project Management and Business Analysis
ABDA, Messaoud	Accounting
ABENSUR, Rosalind	Translation
ABEYRATNE, Ruwantissa	Aviation Management
ABI MANSOUR, Dolly	French
ABOU-HAIDER, Ibrahim	Accounting
ABOULAMER, Anas	Finance
ABRAM, Zac	Written Communication
ABRAMS, Ryan	Accounting
ABRAMSON, David	Management
ADDAS, Amr	Finance
ALDIK, Fares	Information Technology
AL-MUSALI, Alaa	English
ANDREWS, Richard	Public Relations
ARMANIOUS, Joseph	Accounting
ASHCROFT, Louise	English
ASSOULINE, Sylvain	Translation/French
ATALLAH, Bassel	Written Communication
ATALLAH, Cherif	Human Resources
AUBOUY, Isabele	French
BALTI, Anis	English
BARTLETT, Lloyd	Project Management
BASHILOVA, Darina	Written Communication
BASKIND, Alana	Written Communication
BÉRARD, Stéphanie	French
BERTRAND, Margie	English
BIDER, Noreen Jane	Written Communication

**Part-time Instructional Staff**

BIERBRIER, Edward

Accounting

BISCOTTI, Gina

Accounting

French

**Part-time Instructional Staff**

CROSS, R. Christopher	Risk Management
CROSS, Scott	Marketing
DAOU, Khattar	Information Technology
DAOUD-BRIKCI, Houria	Translation
DAVIDSON, (Rebecca) Elizabeth	English
DEEGAN, Marc	Finance
DEGRACE, L	Accounting

**Part-time Instructional Staff**

FOUFA, Mohammed

Condominium Building and Maintenance Management

FRAULEY, Mary

English

FREIJE, Amanda

Human Resources

GA

Translation

**Part-time Instructional Staff**

HINES, Donetta	Written Communication
HIRST, Elizabeth	Public Relations
HOJJAT, Katayoun	French
HOLLINGWORTH, Mark	Management Policy
HORNER, Kathy	English
HOROWITZ, David	International Business
HUNTER, James	Leadership
HUTCHISON, Ann	English
INGLIS, Lorraine	English
ISABEL, Marieve	Written Communication
JACKSON, Susan	Written Communication
JAIN, Rohit	Mathematics
JASSIM, Raad	Finance
JOLI-COEUR, Yves	Condominium Law
JUSKOW, Rick	English
KAHYAOGLU, Yasemin	Logistics Management
KAMEL, Michael	Project Management
KASSABIAN, Hagop	English
KAUFMAN, Zave	Supply Chain Management
KEEN, Christian	Management
KELLER, Wendy	Marketing
KELOME, Djivede Armel	Mathematics
KENNEY, Patrick	Supply Chain (Logistics)
KERKLAAN, Leo	Information Technology
KERY, Marion	English
KHO, David	English
KICZKA, Tomasz	French
KOKKOLARAS, Michael	Mechanical Engineering
KOKORIAN, Christian	Accounting
KONIDARIS, Ephie	English
KUMOR-WYSOCKA, Marguerite	French
KUTTER, Elisabeth	Applied Social and Organizational Psychology
KYRTATAS, Louise	English
LAAROUSSI, Salim	Finance
LABBÉ, Marie-Claude	French
LABELLE, Robert	English
LALLIER, Renee	Written Communication
LAMB, Pamela	Written Communication
LANGER, Corinna	English
LANGEVIN, Michael	English
LANGSTON, Catherine	English
LAPOINTE, Deirdre	Accounting

**Part-time Instructional Staff**

LA ROCCA, Gerry	Accounting
LEBLANC, Beverley	Written Communication
LEBRUN, Susan	English
LEE, (Yong He) Michelle	English
LEFEBVRE, Michel	Public Relations
LEMAY, Dominique	French
LENK, Helle-Mai	English/Written Communication
LESTER, Kenneth	Finance
LETOVSKY, Steven	Marketing
	Health and Social Services Management

**Part-time Instructional Staff**

MIRSHAK, Paul	Marketing
MITCHELL, Jonathan	English
MOBAREK-HADID, Farida	French
MONK, Beverley	English
MOORE, Karl	Aviation Management
MOSCHELLA, Jason	Accounting
MOSHER, Aislinn	Public Relations
MOTAGHI, Hamed	Information Technology
MOTTAGHI, Hoda	Information Technology
MURRAY, Michael	Accounting
MUSCOTT, Adam	Information Technology
NADIM, Charles	Finance
NEPVEU, Denise	English
NICOLAE, Ioana	English/Written Communication
NOBEL, Ralph	Marketing
NOROOZI, Nasim	English
NOVIELLO, Antoinette	Accounting
OLIVEIRA, Dulce	Project Management
OLIVERIO, Joseph	Accounting
PANUNTO, Anna-Maria	English
PEDERSEN, Susie	English
PHILLIPS, Christine	English
PICKERING, Victoria	Public Relations
PITTS, Charles	Public Relations
POPOVA, Emilia	Written Communication
PRESCESKY, Jill	English
PROKOPSKI, Gregory	Information Technology
QUE, Christine	English
QUESNEL, Charles	Information Technology
RACO, Maria Caterina	Accounting
RADFORD, Kathy	Translation
RAMOS, Miguel	Aviation Management
RANJ BAR, Amin	Information Technology
RASSOLOV, Nicolai	Supply Chain Management
REID, Erin	English
RIPOLL, Alexânia	French
ROAN, Thu Huong	Accounting
ROBBINS, Papagena	Written Communication
ROBINSON, Beverley	Health & Social Services
ROONEY, Sarah	English
ROOP-TAKATA, Anne	English
ROSE, Brenda	English

**Part-time Instructional Staff**

ROSEN, Melissa	Accounting
ROSSNER, Peter	English
ROY, Marie-Danielle	Accounting
ROY, Natasha	English
RO	Marketing





**Contact Us**

<b>By telephone</b>	514-398-6200
<b>By fax</b>	514-398-2650
<b>By email</b>	<a href="mailto:info.conted@mcgill.ca">info.conted@mcgill.ca</a>
<b>In person</b>	688 Sherbrooke Street West (corner of University Street), 11th floor

**2.5.1 Academic Areas****Contact Information****Career and Professional Development (Credit)**

Telephone: 514-398-6200

Fax: 514-398-3108

Email: [cms.conted@mcgill.ca](mailto:cms.conted@mcgill.ca)Website: [www.mcgill.ca/continuingstudies/career-professional-development](http://www.mcgill.ca/continuingstudies/career-professional-development)**Career and Professional Development (Non-credit)**

Telephone: 514-398-5454

Fax: 514-398-5224

Email: [pd.conted@mcgill.ca](mailto:pd.conted@mcgill.ca)Website: [www.mcgill.ca/continuingstudies/career-professional-development](http://www.mcgill.ca/continuingstudies/career-professional-development)**Language and Intercultural Communication**

Telephone: 514-398-1212

Fax: 514-398-1769

Email: [language.conted@mcgill.ca](mailto:language.conted@mcgill.ca)Website: [www.mcgill.ca/continuingstudies/languages-and-intercultural-communication](http://www.mcgill.ca/continuingstudies/languages-and-intercultural-communication)**Faculty Partnerships and Summer Studies**

Telephone: 514-398-5212

Fax: 514-398-5224

Email: [summer.studies@mcgill.ca](mailto:summer.studies@mcgill.ca)Websites: [www.mcgill.ca/continuingstudies/faculty-partnerships-and-summer-studies](http://www.mcgill.ca/continuingstudies/faculty-partnerships-and-summer-studies); [www.mcgill.ca/summer](http://www.mcgill.ca/summer)**Translation Studies**

Telephone: 514-398-1484

Fax: 514-398-1769

Email: [translation.scs@mcgill.ca](mailto:translation.scs@mcgill.ca)Website: [www.mcgill.ca/continuingstudies/translation-studies](http://www.mcgill.ca/continuingstudies/translation-studies)**McGill Writing Centre**

Telephone: 514-398-7109

Fax: 514-398-7416

Email: [mwc@mcgill.ca](mailto:mwc@mcgill.ca)Website: [www.mcgill.ca/mwc](http://www.mcgill.ca/mwc)**McGill Community for Lifelong Learning**

Telephone: 514-398-8234

Fax: 514-398-2757

Email: [mcll.scs@mcgill.ca](mailto:mcll.scs@mcgill.ca)Website: [www.mcgill.ca/continuingstudies/mcgill-community-lifelong-learning](http://www.mcgill.ca/continuingstudies/mcgill-community-lifelong-learning)**Faculty of Education***Certificate in Inclusive Education**Diploma in Human Relationships, Diversity, and Sexuality**Graduate Certificate in Counselling Applied to Teaching*

Department of Educational and Counselling Psychology

Email: [ecpcont.education@mcgill.ca](mailto:ecpcont.education@mcgill.ca)*Programs for First Nations & Inuit*

Department of Integrated Studies in Education  
 James Howden  
 Telephone: 514-398-4527  
 Email: [james.howden@mcgill.ca](mailto:james.howden@mcgill.ca)

### 2.5.2 Office Hours

#### Academic Areas: Regular hours

Monday to Friday, 09:00–17:00

#### Client Services: Regular hours

Monday to Thursday, 09:00–18:15  
 Fridays, 09:00–17:00

Exceptions: Kindly consult our website at [www.mcgill.ca/continuingstudies/client-services](http://www.mcgill.ca/continuingstudies/client-services) for the most up-to-date business hours.

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## 3 Getting Started

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### 3.1 Admission Requirements

The admission requirements for programs offered through the School of Continuing Studies vary. Please consult the appropriate academic area for the admission requirements for the program to which you would like to apply.

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### 3.2 Programs of Study

#### 3.2.1 Undergraduate Programs

Programs requiring formal admission include:

##### 3.2.1.1 Career and Professional Development

For more information, please see [School of Continuing Studies > Areas of Study > Career and Professional Development \(C&PD\) > section 4.1.2: Undergraduate Certificate Programs](#).

##### **Business and Professional Programs**

*section 4.1.2.1.1: Certificate in Accounting*

*section 4.1.2.1.2: Certificate in Applied Finance*

*section 4.1.2.1.3: Certificate in Applied Marketing*

*section 4.1.2.1.4: Certificate in Computers and Information Technology*

*section 4.1.2.1.5: Certificate in Entrepreneurship*

*section 4.1.2.1.6: Certificate in Health and Social Services Management*

*section 4.1.2.1.7: Certificate in Human Resources Management*

*section 4.1.2.1.8: Certificate in Indigenous Business Management*

*section 4.1.2.1.9: Certificate in Management*

*section 4.1.2.1.10: Certificate in Public Administration and Governance*

*section 4.1.2.1.11: Certificate in Public Relations and Communications Management*

*section 4.1.2.1.12: Certificate in Software Development*

*section 4.1.2.1.13: Certificate in Supply Chain Management and Logistics*

### **3.2.1.2 Education**

For more information, please see [School of Continuing Studies > Areas of Study > Education > section 4.2.2: About Education Programs.](#)

#### **Education Programs**

[section 4.2.2.3.1](#)

## Diploma Programs

[section 4.1.3.1.1.5: Diploma in Entrepreneurship](#)

[section 4.1.3.1.1.6: Diploma in Health and Social Services Management](#)

[section 4.1.3.1.1.7: Diploma in Human Resources Management](#)

[section 4.1.3.1.1.8: Diploma in Integrated Aviation Management](#)

[section 4.1.3.1.1.9: Diploma in Management](#)

[section 4.1.3.1.1.10: Diploma in Professional Practice in Finance](#)

[section 4.1.3.1.1.11: Diploma in Public Administration and Governance](#)

[section 4.1.3.1.1.12: Diploma in Public Relations and Communications Management](#)

[section 4.1.3.1.1.13: Diploma in Supply Chain and Operations Management](#)

## Diplomas in Management in 4 Concentrations

[section 4.1.3.1.1.9: Diploma in Management:](#)

- International Business Concentration
- Internet Business Concentration
- General Concentration

## Graduate Certificates

[section 4.1.3.1.2.2: Graduate Certificate in Aviation Leadership](#)

[section 4.1.3.1.2.3: Graduate Certificate in CPA Professional Education](#)

[section 4.1.3.1.2.4: Graduate Certificate in Digital Marketing](#)

[section 4.1.3.1.2.5: Graduate Certificate in Entrepreneurship](#)

[section 4.1.3.1.2.6: Graduate Certificate in Financial Planning](#)

[section 4.1.3.1.2.7: Graduate Certificate in Health Services Management](#)

[section 4.1.3.1.2.8: Graduate Certificate in Human Resources Management](#)

[section 4.1.3.1.2.9: Graduate Certificate in International Business](#)

[section 4.1.3.1.2.10: Graduate Certificate in Internet Business](#)

[section 4.1.3.1.2.11: Graduate Certificate in Leadership](#)

[section 4.1.3.1.2.12: Graduate Certificate in Public Relations Management](#)

### 3.2.2.2 Education

For more information, please see [School of Continuing Studies > Areas of Study > Education > section 4.2.2: About Education Programs.](#)

#### Education

[School of Continuing Studies > Areas of Study > Education > About Education Programs > section 4.2.2.4: Graduate Certificate in Counselling Applied to Teaching](#)

[School of Continuing Studies > Areas of Study > Education > About Education Programs > section 4.2.2.5: Graduate Certificate in Indigenous Education for Non-Indigenous Educators](#)

### 3.2.2.3 Translation

For more information, please see [School of Continuing Studies > Areas of Study > Translation Studies > section 4.7.3: Translation Studies Programs and Tj1 0 0 1 24n](#)

**Translation** (*These programs are currently closed for admission*)

*section 4.7.3.3.2: Graduate Diploma (Gr. Dip.) Translation: English to French Option (30 credits)*

*section 4.7.3.3.3: Graduate Diploma (Gr. Dip.) Tr*

### 3.3.1.2 Tracking the Status of Your Application

We recognize that in some countries, it is difficult to arrange for schools to send official transcripts. We also recognize that individuals who no longer reside in the country where they studied face particular challenges in arranging for official documentation. Should this be the case, please communicate this to us in writing.

### **3.3.2 Admission Procedures: Faculty of Education, Continuing Education Programs**

Application for admission to the Faculty of Education, Continuing Education programs can be made online at [www.mcgill.ca/applying](http://www.mcgill.ca/applying)



or

- prerequisite courses that are not part of their program.

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

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

Students may obtain relevant information from: [www.mcgill.ca/continuingstudies/recognition-prior-learning](http://www.mcgill.ca/continuingstudies/recognition-prior-learning). Students interested in the Exemption by Examination test should contact Career and Professional Development for further details.



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

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### 3.7 International Students

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

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

### **3.7.2.2 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*

### 3.8.2 Graduate Courses

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



**Note:** The number of courses an Independent Student may take is limited. Students are encouraged to apply to a Diploma program before completing four (4) courses and to a Graduate Certificate program before completing two (2) courses. The School of Continuing Studies has no obligation to recognize credits earned by Independent Students toward completion of a Diploma or Graduate Certificate program.



**Note:** Other academic regulations may apply to Independent Students, depending on the courses in which you register.

For further information please refer to the relevant academic area's section of this publication or to the website: [www.mcgill.ca/continuingstudies/independent-special-students](http://www.mcgill.ca/continuingstudies/independent-special-students). Independent students who wish to register for graduate-level courses must see an adviser prior to registration.

### 3.8.3 Documents Required to Register for Courses

For more information, see [University Regulations and Resources](#) > [Continuing Studies](#) > [Registration for Continuing Studies Students](#) > [section 1.3.2: Other Ways to Register](#).

## 3.9 Professional Associations

The School of Continuing Studies is involved in cooperative education activities with professional associations. Many of these organizations recognize Continuing Studies courses and programs as credit toward their diplomas and certificates. Membership in the association is recommended and in some cases required. Professional requirements may vary and students must know the regulations of their association especially with regard to Pass/Fail marks and other examination conditions. The School cooperates with the following organizations:

- [section 3.9.1: Association of Administrative Professionals – Qualified Administrative Assistant Program \(QAA\)](#)
- [section 3.9.2: Canadian Institute of Management](#)
- [section 3.9.3: Canadian Institute of Traffic and Transport \(CITT\)](#)
- [section 3.9.4: Canadian Payroll Association \(CPA\)](#)
- [section 3.9.5: Canadian Public Relations Society](#)
- [section 3.9.6: Global Risk Management Institute \(GRMI\)](#)
- [section 3.9.7: Institute of Chartered Secretaries and Administrators in Canada \(ICSA\)](#)
- [section 3.9.8: Insurance Institute of Canada](#)
- [section 3.9.9: International Association of Business Communicators \(IABC\)](#)
- [section 3.9.10: International Institute of Business Analysis \(IIBA®\)](#)
- [section 3.9.11: Intellectual Property Institute of Canada \(IPIC\)](#)
- [section 3.9.12: Ordre des Administrateurs Agréés du Québec](#)
- [section 3.9.13: Ordre des comptables professionnels agréés du Québec \(CPA\)](#)
- [section 3.9.14: Ordre des Conseillers en Ressources Humaines Agréés](#)
- [section 3.9.15: Ordre des traducteurs, terminologues et interprètes agréés du Québec \(OTTIAQ\)](#)
- [section 3.9.16: Project Management Institute \(PMTI®\)](#)
- [section 3.9.17: Quebec Risk and Insurance Management Association \(QRIMA\)](#)
- [section 3.9.18: Supply Chain Management Association \(SCMA\)](#)

### 3.9.1 Association of Administrative Professionals – Qualified Administrative Assistant Program (QAA)

The Association of Administrative Professionals is a Canadian chartered non-profit professional organization whose mission is to assist members in the continuing development of administrative skills, underlying knowledge, and professional growth, thus enhancing employment opportunities and contributions to both the workplace and the community.

The Qualified Administrative Assistant Program builds on the skills and knowledge that Administrative Professionals already have in general business education. An applicant wishing to register as a student must be a member of the Association of Administrative Professionals before they can enrol in the QAA Program.

QAA designation holders must remain members in good standing of the Association of Administrative Professionals to retain the designation of Qualified Administrative Assistant and renew their professional designation every three years through a Certification Renewal process.

The program consists of three compulsory courses and four elective courses offered at various post-secondary institutions across Canada and must be successfully completed within seven years to qualify for the QAA Certificate and designation. Students must successfully complete the seven-course program with an overall grade point average of 60%. The program also includes a work experience component and verification of the core competencies of an Administrative Professional.

To obtain important information on program requirements, please visit our website at [canadianadmin.ca/](http://canadianadmin.ca/) or contact the National Director Registrar at [registrar@aaa.ca](mailto:registrar@aaa.ca).

### **3.9.2 Canadian Institute of Management**

The Canadian Institute of Management is Canada's senior management association. As a non-profit organization, the Institute was established in 1942 and is dedicated to enhancing managerial skills and professional development. Currently, there are 16 chapters coast-to-coast with the Head Office in Barrie. The Canadian Institute of Management, in cooperation with McGill University, offers educational and developmental opportunities relevant to the needs of aspiring managers in meeting today's challenges. In addition, the Institute offers a professional designation for managers who wish to be recognized for their commitment to excellence in management.

Further information regarding the Institute's Certified in Management and Chartered Manager designations can be obtained from:

Canadian Institute of Management  
Mr. John Porreca  
200-2140 boul. Marie-Victorin  
Longueuil QC J4G 1A9  
Telephone: 450-674-6775  
Email: [info@cim-icg.ca](mailto:info@cim-icg.ca)  
Website (Canada): [www.cim.ca](http://www.cim.ca)

### **Canadian Institute of Traffic and Transport (CITT)**





For individuals working in a broad range of roles—business analysis, systems analysis, requirements analysis or management, project management, consulting, process improvement, and more—IIBA® can help you do your job better and enhance your professional life. McGill University's School of Continuing Studies has been approved as an Education Provider of business analysis training by the IIBA®. As such, certain courses of

### 3.9.14 Ordre des Conseillers en Ressources Humaines Agréés

With 10,000 members, the *Ordre des conseillers en ressources humaines agréés* is the primary reference organization in HR management. It ensures the protection of the public and contributes to the advancement of its CHRP and CIRC members. Through its actions in the public arena, it plays a key influential role in the world of work in Quebec. The *Ordre* thus actively participates in maintaining a balance between organizational success and employee well being.

Students interested in learning more may contact the *Ordre des conseillers en ressources humaines agréés* at:

Telephone: 514-879-1636, ext. 284 (students); 514-879-1636, ext. 205 (graduates)

Email: [info@portailrh.org](mailto:info@portailrh.org)

Website: [www.portailrh.org](http://www.portailrh.org)

### 3.9.15 Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ)

The *Ordre des traducteurs, terminologues et interprètes agréés du Québec* (OTTIAQ) is a professional organization of translators, terminologists and interpreters in Quebec.



The AGCAQ and the SCMA are the voice of an exciting and progressive b

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## **4 Areas of Study**

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### **4.1 Career and Professional Development**

**About Career and Professional Development**



- *section 4.1.2.1.1: Certificate in Accounting* (admissions no longer accepted)
- *section 4.1.2.1.2: Certificate in Applied Finance* (admissions no longer accepted)
- *section 4.1.2.1.3: Certificate in Applied Marketing*
- *section 4.1.2.1.4: Certificate in Computers and Information Technology*
- *section 4.1.2.1.5: Certificate in Entrepreneurship*
- *section 4.1.2.1.6: Certificate in Health and Social Services Management* (restricted program)
- *section 4.1.2.1.7: Certificate in Human Resources Management*
- *section 4.1.2.1.8: Certificate in Indigenous Business Management*
- *section 4.1.2.1.9: Certificate in Management*
- *section 4.1.2.1.10: Certificate in Public Administration and Governance*
- *section 4.1.2.1.11: Certificate in Public Relations and Communications Management*
- *section 4.1.2.1.12: Certificate in Software Development* (admissions no longer accepted)
- *section 4.1.2.1.13: Certificate in Supply Chain Management and Logistics*

#### **4.1.2.1.1 Certificate in Accounting**

\*\*Admissions no longer accepted\*\*

This certificate provides the academic training necessary for performing the accounting function.

Ordre des CPA du Québec

Telephone: 514-288-3256, ext. 2615

Email: [info@cpaquebec.ca](mailto:info@cpaquebec.ca)

Website: [cpaquebec.ca/en/students-and-future-cpas](http://cpaquebec.ca/en/students-and-future-cpas)

#### **Program Requirements**

See *section 4.1.2.1.14: Certificate (Cert.)*

#### **4.1.2.1.7 Certificate in Human Resources Management**

This certificate provides an introduction to the disciplines and basic practices of human resources management (HRM).

##### **Program Requirements**

See [section 4.1.2.1.20: Certificate \(Cert.\) Human Resources Management \(30 credits\)](#).

#### **4.1.2.1.8 Certificate in Indigenous Business Management**

This certificate introduces the knowledge and competencies essential to starting, promoting, and managing a socially relevant business or organization. It focuses on numerical and financial literacy, as well as fundamental communication and management skills.

##### **Program Requirements**

See [section 4.1.2.1.21: Certificate \(Cert.\) Indigenous Business Management \(30 credits\)](#).

#### **4.1.2.1.9 Certificate in Management**

This certificate prepares students for positions in general management and sets the stage for further management education.

##### **Program Requirements**

See [section 4.1.2.1.22: Certificate \(Cert.\) Management \(30 credits\)](#).

#### **4.1.2.1.10 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 4.1.2.1.23: Certificate \(Cert.\) Public Administration and Governance \(30 credits\)](#).

#### **4.1.2.1.11 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 4.1.2.1.24: Certificate \(Cert.\) Public Relations and Communication Management \(30 credits\)](#).

#### **4.1.2.1.12 Certificate in Software Development**

**\*\*Admissions no longer accepted.\*\***

This certificate provides a solid foundation in software application development.

##### **Program Requirements**

See [section 4.1.2.1.25: Certificate \(Cert.\) Software Development \(30 credits\)](#).

\* or the Exemption by Examination Test

**Required Courses (24 credits)**

ACCT 351	(3)	Intermediate Financial Accounting 1
ACCT 352	(3)	Intermediate Financial Accounting 2
ACCT 361	(3)	Management Accounting
ACCT 362	(3)	Cost Accounting
ACCT 385	(3)	Principles of Taxation
ACCT 453	(3)	Advanced Financial Accounting
ACCT 475	(3)	Principles of Auditing
MGCR 341	(3)	Introduction to Finance

**Complementary Courses (6 credits)**

ACCT 354	(3)	Financial Statement Analysis
ACCT 455	(3)	Development of Accounting Thought
ACCT 463	(3)	Management Control
ACCT 477	(3)	External Auditing
ACCT 486	(3)	Business Taxation 2
CCLW 205	(3)	Introduction to Business Law
FINE 342	(3)	Corporate Finance
MGCR 331	(3)	Information Systems
MGCR 423	(3)	Strategic Management

**4.1.2.1.15 Certificate (Cert.) Applied Finance (30 credits)**

\*\* Admissions no longer accepted. \*\*

This program aims to provide students with the appropriate competencies in the area of finance using learner-centered instructional methods to prepare them for a variety of careers in finance. The program is designed to provide a solid knowledge base in various finance related fields, such as corporate finance, investment banking and portfolio management, risk management, treasury finance, financial planning and sustainable financial management.

Note:

CFIN 310	(3)	Short-Term Financial Management
CFIN 410	(3)	Investment and Portfolio Management
FINE 342	(3)	Corporate Finance
FINE 482	(3)	International Finance 1
MGCR 341	(3)	Introduction to Finance

**Complementary Courses (9 credits)**

CFIN 200	(3)	Retirement Planning
CFIN 305	(3)	Investor Behaviour
CFIN 401	(3)	Sustainable Finance and the Firm
CFIN 402	(3)	Business Valuation and Project Finance
CFIN 403	(3)	Mergers and Acquisitions Asset Liability Management

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

**Certificate (Cer**





develop projects, communicate with confidence, effectively manage internal and external stakeholders, understand the fundamentals of how organizations operate within a social, political, and legal framework, and negotiate and manage conflict.

**Corequisite**

This CEU course must be taken at the beginning of the program.

CMSC 000\*                   (12)                   Foundations of Mathematics

\* OR the Exemption by Examination Test.

**Required Courses**

CACC 220	(3)	Accounting Concepts for Managers
CCLW 300	(3)	Public Administration and Law for Indigenous Peoples
CCOM 205	(3)	Communication in Management 1
CENT 305	(3)	Sales and Negotiations
CENT 307	(3)	Creating a Business Plan
CGMG 210	(3)	Fundamentals of Project Management
CGMG 282	(3)	Introduction to Business
CGMG 305	(3)	Managing in Public and Non-Profit Organizations
CORG 225	(3)	Foundation of Organizational Behaviour and Administration
CORG 420	(3)	Human Resource Management: Theory and Practice

**4.1.2.1.22 Certificate (Cert.) Management (30 credits)**

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

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

**Corequisites**

CMSC 101\*                   (3)                   Mathematical Tools for Management Professionals

\* or the exemption by examination test

**Required Courses (24 credits)**

CCOM 205	(3)	Communication in Management 1
CGMG 282	(3)	Introduction to Business
CMSC 310	(3)	Managerial Economics and Analysis
CMSC 320	(3)	Business Statistics
MGCR 211	(3)	Introduction to Financial Accounting
MGCR 222	(3)	Introduction to Organizational Behaviour
MGCR 341	(3)	Introduction to Finance
MGCR 352	(3)	Principles of Marketing

**Complementary Courses (6 credits)**

6 credits from the following:

CCLW 205	(3)	Introduction to Business Law
CGMG 210	(3)	Fundamentals of Project Management
CGMG 319	(3)	International Business Practices

CGMG 445

(3)

Ethical Issues in Business Practices

ECu.Ppss ,84 Tm(y)Tj1 0 0 1(365.8licy

Macroeconomic Policy

MGCR 352	(3)	Principles of Marketing
MGCR 360	(3)	Social Context of Business

**4.1.2.1.25 Certificate (Cert.) Software Development (30 credits)**

\*\* Admissions no longer accepted."

The certificate acts as a bridge to higher-level computing qualifications and provides a solid foundation in the concepts and techniques required for effective planning, design, and development of software applications and systems; and applied computer knowledge in networking and internet technologies. The program provides individuals with the knowledge and skills necessary to assume entry-level positions in the field of information technology

CTPT 310	(3)	Production and Inventory Planning and Control 2
CTPT 311	(3)	Supply Chain Risk Management
CTPT 410	(3)	International Trade and Logistics
CTPT 430	(3)	Fundamentals of Integrated Business Systems

#### **4.1.2.2 Admission Regulations for Certificate Programs**

To be admitted to one of the 30-credit certificate programs offered by the Career and Professional Development unit, applicants must hold a CEGEP diploma (Diploma of Collegial Studies in Quebec (DEC)) or equivalent, and meet the English Language Proficiency requirements. Applicants who are 21 years of age and over but do not have the normal academic background for admission may be admitted as mature students provided that they meet the English Language Proficiency requirements. Applicants between 18 and 21 years of age who do not have a CEGEP diploma but have at least a high school leaving certificate may be accepted into a program.



**Note:** The School of Continuing Studies reserv

1. Students may apply for admission to and register in more than one certificate program at a time. Where program course requirements overlap, credit may be granted up to a maximum of three courses (9 credits). Students may be granted exemption for overlapping courses in excess of 9 credits but must choose substitute courses with the approval of Career and Professional Development. Courses cannot be counted more than twice.
2. Students may be concurrently registered in a certificate and degree program. Courses taken at the School of Continuing Studies and approved for the degree program by the Associate Dean, which also meet the requirements of the certificate, may also be counted toward completion of the certificate. This form of double counting between certificate and degree programs is limited to five courses. Courses cannot be counted more than twice.

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

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

E) Special Students:

Please consult [School of Continuing Studies > Getting Started > Admission Requirements > Special Student Status > section 3.8.1: Undergraduate Courses](#) for more information pertaining to Special Students.

#### **4.1.2.3.4 Course Terminology**

##### **Corequisites**

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

##### **Prerequisites**

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. Prerequisite courses must be completed prior to course registration - including all courses for which deferrals (L) have been granted.

The prerequisite course(s) or conditions are specified in the course description; see [University Regulations & Resources > Continuing Studies > Registration for Continuing Studies Students > section 1.3.3: Course Information and Regulations](#). Students must observe these prerequisites. If you fail to meet the prerequisite requirement, you will be denied permission to register in the course. Students unsure of their status with regard to a prerequisite must inquire at the School of Continuing Studies.

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

##### **Required Courses**

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

##### **Complementary Courses**

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

#### **4.1.2.3.5 Program Corequisites**

Certain programs require specific corequisites.



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

Please consult [School of Continuing Studies > Getting Started > Admission Requirements > Special Student Status > section 3.8.1: Undergraduate Courses](#) for information pertaining to Special Students.

#### **4.1.2.3.9 Time Limits**

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

#### **4.1.2.3.10 Transfer of Program**

For more information, see [School of Continuing Studies > Getting Started > Admission Requirements > section 3.5: Program Transfers](#).

#### **4.1.2.4 Language Requirements for Professions**

For more information, see [University Regulations and Resources > Continuing Studies > Graduation > section 1.7.6: Language Requirements for Professions](#).

### **4.1.3 Graduate Programs, Diplomas, and Graduate Certificates**

In a world of rapid change, innovation, and globalization, graduate-level studies in Career and Professional Development will advance your career. Our lecturers are experts and leaders in many disciplines, sharing their current, relevant, and extensive experience in wide-ranging professions and industries such as:

- Accounting
- Aviation Management and Leadership
- Digital Analytics and Business Intelligence
- Entrepreneurship
- Finance
- Health Care
- Human Resources
- Internet Business
- International Business
- Leadership
- Management
- Marketing
- Public Service
- Public Relations
- Supply Chain Management
- Taxation

The Career and Professional Development unit offers innovative programs featuring multiple learning methods that focus on real-life issues, applications and skills—all while leading to valuable and career-enhancing graduate certificates and graduate-level diplomas. To give yourself an edge at work and in the marketplace, invest in your future at the School of Continuing Studies.

#### **4.1.3.1 Graduate Programs**





Please see [section 4.1.3.1.1.1: Admission Requirements – Diploma Programs](#).

**Diploma in Management: International Business Concentration**

This program offers an understanding of issues such as international finance, international business relations, international marketing, Canadian import, export and customs regulations, and business relations.

For program requirements, see [section 4.1.3.1.1.22: Diploma \(Dip.\) Management: International Business Concentration \(30 credits\)](#).

**Diploma in Management: Internet Business Concentration**

\*\* Progr

Prerequisite and corequisite courses are not included in the total credit requirement for the program.

### Prerequisites

CACC 521*	(3)	Concepts of Financial Accounting
CMS2 500*	(3)	Mathematics for Management

\* or the Exemption by Examination Test

### Corequisites

CEC2 532*	(3)	Business Economics
CMS2 521*	(3)	Applied Management Statistics

\* or the Exemption by Examination Test

### Required Courses (24 credits)

CCAU 511	(3)	Auditing 1
CCFC 511	(3)	Financial Accounting 1
CCFC 512	(3)	Financial Accounting 2
CCFC 513	(3)	Financial Accounting 3
CCMA 511	(3)	Managerial Accounting 1
CCMA 522	(3)	Managerial Accounting 2
CCTX 511	(3)	Taxation 1
CFIN 512	(3)	Corporate Finance

### Complementary Courses (6 credits)

The 2 complementary courses may be chosen from any of the courses listed below.

CCAU 520	(3)	External Auditing
CCFC 514	(3)	Accounting Theory and Practice
CCFC 590	(3)	Topics in Accounting and Auditing
CCLW 511	(3)	Law 1
CCMA 523	(3)	Managerial Accounting 3
CCTX 532	(3)	Taxation 2
CFIN 522	(3)	Applied Topics: Corporate Finance
CMIS 541	(3)	Information Systems for Managers
CPL2 552	(3)	Strategic Management

#### 4.1.3.1.15 Diploma (Dip.) Applied Marketing (30 credits)

The Diploma in Applied Marketing is intended for students who wish to build on their previous university studies to help prepare themselves for marketing positions in business, industry, or not-for-profit organizations, or to make a career change. This program will introduce students to theories, practices, and recent developments in the field of marketing, and provide an opportunity to apply these in practical situations. 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 520	(0)	Sales Management and Negotiation Strategies
CMIS 549	(3)	Digital Media and Search Engine Optimization
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

*4.1.3.1.16 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
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**Required Courses (30 credits)**

CEN2 507	(3)	Venture Growth Strategies
CEN2 510	(3)	Practical Entrepreneurship Management
CGM2 520	()	Sales Management and Negotiation Strategies
CPL2 510	(3)	Communication and Networking Skills

**Complementary Courses (3 credits)**

3 credits from the following:

CGM2 510	(3)	Project Management: Tools and Techniques
CMIS 530	(3)	Digital Analytics and Targeting
CMIS 544	(3)	Digital Marketing Automation, Planning and Technology
CMIS 549	(3)	Digital Media and Search Engine Optimization
CMS2 521	(3)	Applied Management Statistics
CPL2 524	(3)	Introduction: International Business

**4.1.3.1.18 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
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**Required Courses (27 credits)**

CACC 520	(3)	Accounting for Management
CACC 523	(3)	Financial Aspects of Health Care
CGM2 510	(3)	Project Management: Tools and Techniques
CHLC 500	(3)	Health and Social Service Systems
CHLC 502	(3)	Health and Social Services Information Systems
CHLC 552	(3)	Legal & 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

**4.1.3.1.19 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 have met the academic requirements of the Quebec Human Resources Professional Association (ORHRI) and will normally be eligible to write the certification exam toward the Certified Human Resources Professional (CHRP) designation (subject to experience requirements).

#### Required Courses (27 credits)

CORG 551	(3)	Behaviour in Organizations
CORG 553	(3)	Employee and Labour Relations
CORG 554	(3)	Managing Occupational Health and Safety
CORG 555	(3)	Strategic Human Resources Management
CORG 557	(3)	Talent and Performance Management
CORG 560	(3)	Staffing Organizations
CORG 561	(3)	Developing Human Resources
CORG 562	(3)	Total Compensation and Rewards
CORG 565	(3)	Human Resources Information Systems: HRIS

#### Complementary Courses (3 credits)

CGM2 510	(3)	Project Management: Tools and Techniques
CPL2 510	(3)	Communication and Networking Skills
CPL2 532	(3)	Leading Change
CPL2 533	(3)	Developing Leadership Skills
CPL2 534	(3)	Leading in Diverse and Global Workplaces

#### 4.1.3.1.120 Diploma (Dip.) Integrated Aviation Management (30 credits)

This 30-credit program focuses on Aviation Management from a business, economic, financial, legal, managerial, marketing, operational, planning, and policy perspective at the national and international levels. The program focuses on contemporary issues in the following areas: aviation laws and regulations; airline and airport management; air cargo and navigation service management; safety and security; air transportation finance and economics; and change management. 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

CIAM 510	(3)	Overview of the Aviation Field
CIAM 520	(3)	Air Transportation Finance and Economics
CIAM 521	(3)	Aviation Safety and Security Management
CIAM 522	(3)	Aviation Law and Policy
CIAM 523	(3)	Air Navigation Services Management
CIAM 524	(3)	Airline Management
CIAM 525	(3)	Airport Management
CIAM 526	(3)	Air Cargo Management
CIAM 540	(3)	Integrated Aviation Management Project
CPL2 532	(3)	Leading Change

#### 4.1.3.1.121 Diploma (Dip.) Management: Entrepreneurship Concentration (30 credits)

\*\* Admission no longer accepted. \*\*

The Diploma in Management with an Entrepreneurship Concentration is open to those who have completed an undergraduate degree other than a Bachelor of Commerce (or equivalent) and wish to obtain a solid understanding of the entrepreneurial skills required to launch a sustainable venture. The course selections are designed to provide a broad range of theory along with fundamentals, soft skills and practical issues presented by experienced entrepreneurs. Students who complete the Entrepreneurship Concentration will acquire the tools necessary to considerably increase their odds of successfully launching and maintaining a new business venture.

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



**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
CEN2 500	(3)	New Venture Formation
CEN2 505	(3)	Sales and Negotiation Strategies
CEN2 510	(3)	Practical Entrepreneurship Management
CFIN 512	(3)	Corporate Finance
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations
CPL2 553	(3)	Small Business Management

**Complementary Courses (3 credits)**

3 credits from the following:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools and Techniques
CMR2 543	(3)	Marketing of Services
CMR2 556	(3)	Buyer Behaviour
CMR2 566	(3)	Global Marketing Management
CPL2 510	(3)	Communication and Networking Skills
CPL2 524	(3)	Introduction: International Business
CPL2 533	(3)	Developing Leadership Skills

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

**4.1.3.1.22 Diploma (Dip.) Management: International Business Concentration (30 credits)**

In today's marketplace, borders are no longer a barrier to trade. Indeed, the most successful corporations operate in global markets. Companies must therefore develop an understanding of how cultural differences, business etiquette, and political and social differences affect how business is conducted. These developments have in turn led to increased demand for international business education and for credentials that are recognized and valued around the world. This program is designed so as to enable students to learn how to conduct business with and in other countries whose local practices may differ markedly from domestic practices. Students will also study global marketing, financial and managerial accounting, pricing and channels of distribution, international 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
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\* 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)	Computer-Aided Translation and Terminology
CEN2 507	(3)	Venture Growth Strategies
CGM2 510	(3)	Project Management: Tools and Techniques
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.

**4.1.3.1.123 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

*4.1.3.1.124 Diploma (Dip.) Management: General (30 credits)*

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)**

CA                                (3)                    Accounting for Management

**Required Courses (27 credits)**

CCFA 500	(1.5)	Professional Ethical Practices
CCFA 505	(1.5)	Financial Modeling
CCFA 510	(3)	Current Operations in Global Financial Markets
CCFA 515	(3)	Essentials of Financial Reporting and Analysis
CCFA 520	(3)	Theory of Capital Structure and Corporate Finance 1
CCFA 523	(3)	Corporate Treasury Management
CCFA 528	(3)	Investment Decisions and Effect of Behavioural Finance
CCFA 530	(3)	Introduction to Applications and Uses of Derivatives
CCFA 535	(3)	Theory of Capital Structure and Corporate Finance 2
CCFA 540	(3)	Portfolio Strategies and Management

**Complementary Courses (3 credits)**

CCFA 536	(3)	Wealth Planning
CCFA 538	(3)	Mergers and Acquisitions Including Firm Valuation Methods
CCFA 542	(3)	Hedge Fund
CCFA 548	(3)	Alternative Investments
CCFA 595	(3)	Special Topics in Finance

**4.1.3.1.126 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
		Public Re

CPRL 520	(3)	Applied Public Relations Communication
CPRL 530	(3)	Internal Stakeholder Communication
CPRL 531	(3)	Media Context and Applications
CPRL 535	(3)	Public Opinion and Public Policy
CPRL 540	(3)	Communication Planning
CPRL 541	(3)	Ethics in Public Relations

### Complementary Courses (9 credits)

#### 3-6 credits from:

CPRL 533	(3)	Communications in the Corporate Sector
CPRL 534	(3)	Communications in the Not-For-Profit Sector

#### 3-6 credits from:

CGM2 510	(3)	Project Management: Tools and Techniques
CMIS 530	(3)	Digital Analytics and Targeting
CMIS 542	(3)	Strategic Internet Marketing
CMIS 544	(3)	Digital Marketing Automation, Planning and Technology
CMR2 542	(3)	Marketing Principles and Applications
CORG 551	(3)	Behaviour in Organizations
CPRL 515	(3)	Fund-raising and Philanthropy
CPRL 532	(3)	Public Relations Event Management
CPRL 590	(3)	Topics in Public Relations

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

#### 4.1.3.1.128 Diploma (Dip.) Supply Chain and Operations Management (30 credits)

The Diploma in Supply Chain and Operations Management offers students opportunities to specialize in areas such as quality management, lean manufacturing, service operations and project management. The program contents are included in the body of knowledge of a Green Belt and Project Management Institute.

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

### Corequisite

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

### Required Courses (30 credits)

CGM2 510	(3)	Project Management: Tools and Techniques
CMS2 505	(3)	Quantitative Analysis Tools in Decision Making
CMS2 515	(3)	Operations Management
CMS2 524	(3)	Management of Service Operations
CMS2 525	(3)	Supply Chain Management
CMS2 527	(3)	Business Intelligence and Analytics
CMS2 531	(3)	Re-Engineering and Integration of Business Systems
CMS2 532	(3)	Lean Operations Systems
CMS2 540	(3)	Six-Sigma Quality Management

CMS2 550

(3)

Supply Chain Field Project

#### **4.1.3.1.2 Graduate Certificates**

Graduate Certificates are offered in 11 specializations that include: Aviation Leadership, CPA Professional Education, Digital Marketing, Entrepreneurship, Financial Planning, Health Services Management, Human Resources Management, International Business, Internet Business, Leadership, and Public Relations Management.

The programs are offered by the School of Continuing Studies. The Graduate Certificates offered consist of five courses (15 credits) to eight courses (24 credits), depending on the specific program.

For a person with a Bachelor of Commerce de

#### *4.1.3.1.2.4 Graduate Certificate in Digital Marketing*

The Graduate Certificate in Digital Marketing has been developed for students who wish to upgrade their existing knowledge and skills in marketing to specialize in the dynamic digital environment.

The program is designed to provide students with prior marketing knowledge the opportunity to develop a solid understanding of the theoretical foundations, tools, and skills to implement and measure digital strategies, engage with consumers, apply search engine optimization (SEO), optimize the user experience, and develop a digital marketing strategy that is aligned to traditional marketing efforts.

#### **Admission Requirements - Graduate Certificate in Digital Marketing**

In addition to the admission requirements stipulated in [section 4.1.3.1.2.1: Admission Requirements for Graduate Certificates](#), students must have completed a Bachelor 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 university-level academic studies. Applicants must also have a minimum of three years recent, relevant work experience in Marketing or a Diploma in Applied Marketing.

3. Applicants must have a bachelor's degree (or equivalent). The minimum CGPA required in the bachelor's degree is 3.0 out of 4.0 or a minimum CGPA of 3.2 out of 4.0 in the equivalent of the last two years of full-time university-level academic studies. Applicants must also have an undergraduate Certificate in Human Resources Management with a minimum CGPA of 3.0 out of 4.0.

**Program Requirements**

See [section 4.1.3.1.2.19: Graduate Certificate \(Gr. Cert.\) Human Resources Management \(15 credits\)](#).

**4.1.3.12.9 Graduate Certificate in International Business**

This program provides specialized knowledge in areas such as international finance and business relations, which is a necessity in today's changing global marketplace.

**Admission Requirements – Graduate Certificate in International Business**

Please see [section 4.1.3.1.2.1: Admission Requirements for Graduate Certificates](#).

**Program Requirements**

See [section 4.1.3.1.2.20: Graduate Certificate \(Gr. Cert.\) International Business \(15 credits\)](#).

**4.1.3.12.10 Graduate Certificate in Internet Business**

**\*\*Program under review\*\***

**Admission Requirements – Graduate Certificate in Internet Business**

In addition to the admission requirements stipulated in [section 4.1.3.1.2.1: Admission Requirements for Graduate Certificates](#), students must hold a Bachelor of Computer Science, a Bachelor of Software Engineering, or a Bachelor of Computer Engineering 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.

**Program Requirements**

See [section 4.1.3.1.2.21: Graduate Certificate \(Gr. Cert.\) Internet Business \(15 credits\)](#).

**4.1.3.12.11 Graduate Certificate in Leadership**

**Admission Requirements – Graduate Certificate in Leadership**

In addition to the admission requirements stipulated in [section 4.1.3.1.2.1: Admission Requirements for Graduate Certificates](#), applicants must have a bachelor's degree (or equivalent). The minimum CGPA required in the bachelor's degree is 3.0 out of 4.0 or a minimum CGPA of 3.2 out of 4.0 in the equivalent of the last two years of full-time university-level academic studies. Applicants must also have a minimum of three years of recent and relevant



CPL2 534	(3)	Leading in Diverse and Global Workplaces
CPL2 552	(3)	Strategic Management

Note: The courses in this program have an aviation focus.

*4.1.3.12.14 Graduate Certificate (Gr. Cert.) CPA Professional Education (24 credits)*

This accredited professional accounting program provides a pathw

CMR2 590	(3)	Topics in Marketing
CPL2 552	(3)	Strategic Management

Or any other 500- or 600-lev

**4.1.3.12.18 Graduate Certificate (Gr. Cert.) Health Services Management (15 credits)**

\*\* This is a restricted program. \*\*

This graduate certificate is designed for practising health care professionals who want to acquire leadership skills to pursue a career in management or for managers and administrators who wish to upgrade their business and management knowledge for a senior management role. Focus is on the current changes and challenges in health systems across Canada, such as new funding models, evolving organizational changes, human resource challenges, financial sustainability, and greater demand for integration. A problem-based approach to teaching and learning will be taken, whereby students identify a real workplace operational problem and apply the theoretical concepts they learn to analyze and apply innovative and practical solutions.

**Required Courses (9 credits)**

CACC 520	(3)	Accounting for Management
CMS2 533	(3)	Lean Operations and Performance Management in Health Services
CPL2 532	(3)	Leading Change

**Complementary Courses (6 credits)**

CGM2 510	(3)	Project Management: Tools and Techniques
CHLC 580	(3)	Health Services Management Field Project
CHLC 590	(3)	Topics in Health Care
CORG 553	(3)	Employee and Labour Relations
CORG 556	(3)	Managing and Engaging Teamwork
CPL2 510	(3)	Communication and Networking Skills

**4.1.3.12.19 Graduate Certificate (Gr. Cert.) Human Resources Management (15 credits)****Corequisite**

CORG 551*	(3)	Behaviour in Organizations
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\* This course can be taken with CORG 555

**Required Courses (12 credits)**

CORG 555	(3)	Strategic Human Resources Management
CORG 560	(3)	Staffing Organizations
CORG 561	(3)	Developing Human Resources
CORG 562	(3)	Total Compensation and Rewards

**Complementary Courses (3 credits)**

3 credits from:

CGM2 510	(3)	Project Management: Tools and Techniques
CORG 553	(3)	Employee and Labour Relations
CORG 554	(3)	Managing Occupational Health and Safety
CORG 557	(3)	Talent and Performance Management
CORG 565	(3)	Human Resources Information Systems: HRIS
CPL2 510	(3)	Communication and Networking Skills
CPL2 532	(3)	Leading Change
CPL2 534	(3)	Leading in Diverse and Global Workplaces

**4.1.3.12.20 Graduate Certificate (Gr. Cert.) International Business (15 credits)**

In today's marketplace, borders are no longer a barrier to trade. Indeed, the most successful corporations operate in global markets. Companies must therefore develop an understanding of how cultural differences, business etiquette, and political and social differences affect how business is conducted. These

developments have in turn led to increased demand for international business education and for credentials that are recognized and valued around the world. This program is designed to enable students, who hold a Bachelor's Degree in Commerce (or equivalent), to learn how to conduct business with and in other countries whose local practices may differ markedly from domestic practices. Students will also study global marketing, leading in global workplaces, 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, venture growth strategies and business in Asian and other emerging markets.

**Required Courses (9 credits)**

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)**

CEN2 5c	(3)	Venture Growth Strategies
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CMIS 541	(3)	Information Systems for Managers
CPL2 552	(3)	Strategic Management

**Required Courses (16 credits)**

Issues in Professional Accounting 1

Students may register for the Exemption by Examination test on the following website: [www.mcgill.ca/continuingstudies/recognition-prior-learning](http://www.mcgill.ca/continuingstudies/recognition-prior-learning). There is a CAD\$ 114.37 (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.

Exemption by Examination tests will be held on the following dates:

Exemption by Examination	
Thursday	April 18, 2019
Saturday	April 27, 2019
Wednesday	August 21, 2019
Thursday	August 22, 2019
Wednesday	November 27, 2019
Thursday	November 28, 2019
Saturday	December 14, 2019
Wednesday	April 22, 2020
Thursday	April 23, 2020



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

#### 4.1.3.2.1 Admission Procedures for all Programs

For more information, see [School of Continuing Studies > Getting Started > section 3.1: Admission Requirements](#).

#### 4.1.3.2.2 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 of proficiency in English **prior to admission** to McGill University, regardless of citizenship status or country of origin. McGill University has this language requirement in place to ensure that all students are provided with the opportunity to succeed in their chosen program. In all cases, the University reserves the right to require proof of English proficiency if it is deemed necessary. Below you will find information on when proof of proficiency is required.

If you answer “yes” to any of the following seven statements, you do **NOT** necessarily need to provide proof of English proficiency, but must provide documentation to support your answer.

- Have you lived and attended school, for at least four consecutive years, in a country where English is the acknowledged primary language?
- Have you completed both Secondary V and a DEC at a French CEGEP in Quebec?
- Have you completed a DEC at an English CEGEP in Quebec, during or later than 2003?
- Have you or will you complete a French Baccalaureate – Option Internationale (British or American section)?
- Have you or will you complete an International Baccalaureate (IB) Group 1 English (Language A: Literature, Language A: Language and Literature, or Literature and Performance) with a result of 5 or better?
- Have you or will you complete the British Curriculum A-Level English with a final grade of “C” or better?
- Have you completed the British Curriculum GCSE/IGCSE/GCE O-Level English, English Language, English First Language, or English as a Second Language with a final grade of “B” or better?

If you answered “no” to all of the above, but answer “yes” to any of the following questions, you will be asked to provide supporting documentation to this effect in order to provide proof of English language proficiency.

- Do you consider English to be your mother tongue?
- Have you been attending school for at least four consecutive years at an accredited educational institution (in a non-English speaking country) where English is the language of instruction?
- Have you obtained an undergraduate degree from an accredited educational institution where the language of instruction in your program of study was English (minimum three years)?
- Have you obtained a graduate degree from an accredited educational institution where the language of instruction in your program of study was English (minimum two years)?

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

#### 1. TOEFL (Test of English as a Foreign Language) – Minimum acceptable scores:

**iBT (Internet-based test):** 90 overall (a minimum individual component score of 21 in each of the four components, i.e., reading, writing, listening, and speaking)



**Note:** An institutional version of the TOEFL is not acceptable.

## 2. IEL





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**



#### **4.1.4.1.2 Fees**

Full payment for non-credit courses, seminars, and workshops is due at the time of registration and can be made by cheque, Visa, or MasterCard. For further information on fees for non-credit courses, please refer to the Professional Development website for the appropriate courses/programs.

#### **4.1.4.1.3 Course Cancellations and Withdrawals**

Career and Professional Development reserves the right to cancel courses prior to the first lecture due to low enrolment.

For non-credit courses carrying CEUs, students must notify Career and Professional Development, in writing, of their intention to cancel their registration. A cancellation fee will be assessed after the first day of class and before the third class. No refunds are available after the third class (for exact amounts please refer to the website at [www.mcgill.ca/continuingstudies/course-withdrawals](http://www.mcgill.ca/continuingstudies/course-withdrawals)). Failure to attend classes does not constitute a cancellation or withdrawal from the course.

For the cancellation policy for Intellectual Property courses, please see

Please visit our [website](#) for more information and to register.

#### 4.1.4.3 Course Offerings: Non-Credit Courses

Non-Credit Courses	
YCBS 204	Effective Public Speaking
YCBS 210	Comprehensive Business Analysis
YCNG 221	Project Management
YCNG 223	Strategic Project Leadership
YCNG 224	Agile Project Management
YCBS 110	Current Trends in Digital Communication
YCBS 111	Content Creation
YCBS 112	Social Media Strategies and Community Management
YCBS 113	Strategic Digital Communications
YCBS 114	Content Management and Architecture
YCBS 216	Interpersonal Skills for Professionals
YCBS 221	Leading Sustainable Change
YCBS 230	Level 1 – Introductory Business Valuation
YCBS 231	Level 2 – Intermediate Business Valuation
YCBS 232	Level 3 – Advanced Business Valuation
YCBS 233	Level 4 – Special Topics in Business Valuation
YCBS 234	Litigation Support in Business Valuation
YCBS 235	Private Company Finance
YCBS 236	Introduction to Valuation for Financial Reporting
YCBS 242	Applied Business Analysis
YCBS 243	Introduction to Business Analytics and Data Modeling
YCBS 244	Current Trends in Parliamentary Administration
YCBS 245	Corporate Management of Parliament 1
YCBS 246	Corporate Management of Parliament 2
YCBS 247	Parliamentary Committees
YCBS 248	Public Financial Management
YCBS 249	Parliamentary Research and IT
YCBS 250	Introduction to Commonwealth Parliamentary Governance
YCBS 255	Computational Applied Statistics
YCBS 256	Data Science for Business Decisions
YCBS 257	Data at Scale
YCBS 258	Practical Machine Learning
YCBS 260	Statistics for Business Decision Making
YCBS 261	Data Analytics Fundamentals
YCBS 262	Leading Data Science Projects & Teams
YCBS 299	Data Science Capstone Project

#### 4.1.4.4 Intensive Professional Development Programs

##### Summer Program in Intellectual Property (Non-Credit)

Since 1994, the Intellectual Property Institute of Canada and McGill University have gathered some of the best practitioners in the field to conduct a series of intensive, practical summer courses in intellectual property. IPIC is an association of professionals practising in matters relating to the protection of intellectual property rights (patents, trademarks, copyrights, and industrial designs).

Please visit our website at

- **Professional Development Certificate in Business Valuation:**  
[www.mcgill.ca/continuingstudies/program/professional-de](http://www.mcgill.ca/continuingstudies/program/professional-de)

### Programs for Professional Development in Education

*section 4.2.2.3.1: Diploma (Dip.) Human Relationships, Diversity and Sexuality (30 credits)*

*section 4.2.2.4.1: Graduate Certificate (Gr. Cert.) Counselling Applied to Teaching (15 credits)*

*section 4.2.2.5.1: Graduate Certificate (Gr. Cert.) Teaching Indigenous Education for Non Indigenous Educators (15 credits)*

*section 4.2.2.6.1: Certificate (Cert.) Inclusive Education (30 credits)*

*section 4.2.2.7.1: Certificate (Cert.) Education for First Nations and Inuit (60 credits)*

*section 4.2.2.7.2: Certificate (Cert.) Indigenous Language and Literacy Education (30 credits)*

*section 4.2.2.7.3: Certificate (Cert.) Middle School Education in Indigenous Communities (30 credits)*

*section 4.2.2.7.4: Certificate (Cert.) First Nations and Inuit Educational Leadership (30 credits)*

*section 4.2.2.7.5: Bachelor of Education for Certified Teachers - Elementary Education: Indigenous Education (90 credits)*

*section 4.2.2.7.6: Certificate (Cert.) First Nations and Inuit Student Personnel Services (30 credits)*

#### 4.2.2.1.1 Professional Development Opportunities

The Faculty of Education offers enriching programs and courses administered through the School of Continuing Studies for:

- educational leaders;
- elementary and middle-school teachers;
- hospital, institutional, and social service facilitators;
- school personnel advisers;
- special needs and adult educators;
- student counsellors.

#### 4.2.2.2 Admission Requirements and Procedures

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

Applicants to First Nations and Inuit programs must contact the *Department of Integrated Studies in Education* for admission information at 514-398-4527 ext. 089553.

#### Documents Required

In addition to those listed on the application website, please refer to specific requirements listed on the program websites. All applications require an official transcript, application fee of CAD\$89.52 (non-refundable), proof of Canadian citizenship, permanent code, and proof of residency to qualify for the Quebec rate of tuition.

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

Fall term: May 1

Winter term: September 1

Spring/Summer term: January 1

#### 4.2.2.3 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.

For further information please consult the Department of Educational & Counselling Psychology's [website](#) .

##### 4.2.2.3.1 Diploma (Dip.) Human Relationships, Diversity and Sexuality (30 credits)

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.

#### Required Courses (21 credits)

EDPC 501	(3)	Facilitating Relationships
EDPC 502	(3)	Group Processes and Diversity
EDPC 503	(3)	Intersectional Relationships and Sexualities
EDPC 504	(3)	Communication and Critical Conflict Resolution



EDPC 507	(3)	Advocacy, Outreach and Leadership
EDPC 540	(3)	Social Responsibility and Relationships in Digital Age
EDPE 515	(3)	Gender Identity Development

### **Complementary Courses (9 credits)**

9 credits from:

EDPC 505	(3)	Crisis Intervention Processes
EDPC 508	(3)	Seminar in Special Topics
EDPC 509	(3)	Individual Reading Course
EDPC 511	(3)	End of Life Care
EDPE 502	(3)	Theories of Human Development
EDPE 595	(3)	Seminar in Special Topics 1
EDPE 596	(3)	Seminar in Special Topics 2
EDPI 543	(3)	Family, School and Community

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

#### **4.2.2.4 Graduate Certificate in Counselling Applied to Teaching**

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

##### **Admission Requirements**

To be eligible for admission, applicants must:

1. have an undergraduate degree with a CGPA of at least 3.0 out of 4.0 (courses are at the graduate level; therefore, students must have demonstrated equivalent levels of accomplishment in their undergraduate studies)
2. have a certification as a teacher, a current teaching or student services position in a school or community organization serving children and adolescents, or other justification for admission to the program (in all cases, the program reserves final discretion about the appropriateness of alternative qualifications to a teaching certificate)
3. submit a three- to five-page statement of experience working with children and adolescents, career aspirations, and reasons for seeking admission to this program.
4. submit two letters of recommendation addressing academic ability, qualifications for working with children and adolescents in a helping role, and general character
5. have a minimum TOEFL score of 90 overall on the5.318 s 2210.688 317.5sty

Note: These or other courses may be offered in alternate years.

EDPC 501	(3)	Facilitating Relationships
EDPC 502	(3)	Group Processes and Diversity
EDPC 504	(3)	Communication and Critical Conflict Resolution
EDPC 505	(3)	Crisis Intervention Processes
EDPC 507	(3)	Advocacy, Outreach and Leadership
EDPI 543	(3)	Family, School and Community

#### **4.2.2.5 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.**

c) be a Mature student (over 21 years of age) **and** submit a letter from an educational institution indicating the applicant's employment as a teacher, non-teaching professional, or teaching assistant; or the applicant's school involvement as a parent or a community member. Students in this profile do not require a DEC. Two pieces of personal identification must be attached.

2. Submit one letter of reference.
3. Submit a personal statement regarding interest in the program.
4. Have a minimum TOEFL score of 90 overall on the Internet-based test (iBT; with a minimum individual component score of 21 in each of the four components, i.e., reading, writing, listening, and speaking) 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.

The Department reserves the right to request an interview of any applicant.

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](#).

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

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

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

On completion of the Certificate requirements, trainees may apply for admission to the Bachelor of Education - Kindergarten and Elementary Education - First Nations and Inuit Studies or Bachelor of Education for Certified Teachers program and consult the Program Adviser to determine Advanced Standing.

##### Time Limit

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.

#### Required Courses (24 credits)

EDEC 203	(3)	Communication in Education
EDEM 502	(3)	Indigenous Family Dynamics and Supporting Institutions
EDPE 300	(3)	Educational Psychology
EDPI 341	(3)	Instruction in Inclusive Schools

12 credits of practicum courses:

EDEC 201	(1)	First Year Professional Seminar
EDEC 253	(1)	Second Professional Seminar (Kindergarten/Elementary)
EDFE 200	(2)	First Field Experience (K/Elem & Secondary)
EDFE 256	(3)	Second Field Experience (Kindergarten/Elementary)
EDFE 300	(5)	Indigenous Education Field Experience

#### Complementary Courses (36 credits)

6 credits from the following language courses according to language group and fluency:

##### Algonquin

EDEC 270	(3)	Algonquin Heritage Language 1
EDEC 271	(3)	Algonquin Heritage Language 2
EDEC 272	(3)	Algonquin Language 1
EDEC 273	(3)	Algonquin Language 2

##### Cree

EDEC 241	(3)	Cree Language 1
EDEC 242	(3)	Cree Language 2

##### Inuktitut

EDEC 289	(3)	Inuktitut Orthography and Grammar
EDEC 342	(3)	Intermediate Indigenous Language
EDEC 344	(3)	Advanced Indigenous Language

**Mi'gmaw**

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

**Mohawk**

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

**Naskapi**

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

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

Stream A: Generalist

Stream B: Physical Education

Stream C: Culture and Language

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

**Stream A: Generalist**

30 credits from the following list:

EDEA 242	(3)	Cultural Skills 1
EDEC 243	(3)	Teaching: Multigrade Classrooms
EDEC 260	(3)	Philosophical Foundations
		Media, 70.52 322.324 0 0 1 p.e students selegma

24 credits from the following list:

EDEC 243	(3)	Teaching: Multigrade Classrooms
EDEC 262	(3)	Media, Technology and Education
EDEE 223	(3)	Language Arts
EDEE 245	(3)	Orientation to Education
EDKP 204	(3)	Health Education
EDKP 224	(3)	Foundations of Movement Education
EDKP 241	(3)	Indigenous Physical Activities
EDKP 292	(3)	Nutrition and Wellness
EDKP 307	(3)	Evaluation in Physical Education
EDKP 342	(3)	Physical Education Methods
EDKP 494	(3)	Physical Education Curriculum Development

and 6 credits from the following Physical Education courses:

EDKP 214	(2)	Basketball
EDKP 217	(2)	Track and Field
EDKP 218	(2)	Volleyball
EDKP 223	(2)	Games 1: Elementary Physical Education
EDKP 226	(1)	Quebec Education Program Orientation
EDKP 229	(1)	Ice Hockey 1
EDKP 240	(1)	Winter Activities

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

30 credits from the following list:

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

EDEE 355	(3)	Classroom-based Evaluation
EDEE 370	(3)	Traditional Indigenous Life Skills
EDEE 371	(3)	Integrating Indigenous Storytelling and Creative Writing
EDEE 373	(3)	Traditional Healing
EDEE 383	(3)	Oral and Family History
EDKP 241	(3)	Indigenous Physical Activities

#### **4.2.2.7.2 Certificate (Cert.) Indigenous Language and Literacy Education (30 credits)**

This 30-credit program is designed for Algonquin, Cree, Inuit, Mi'kmaq, and Kanienkehaka (Mohawk) students who wish to gain a deeper understanding of their Indigenous language, especially in its written form. It is aimed mainly at those who will be teaching their Indigenous language.

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

#### **Required Courses (6 credits)**

EDEC 342	(3)	Intermediate Indigenous Language
EDEC 344	(3)	Advanced Indigenous Language

#### **Complementary Courses (18 credits)**

18 credits selected as described below.

#### **Language Courses**

6 credits from the following language courses (or other courses as approved by the Director of Programs in First Nations and Inuit Education) including a beginning course (3 credits) in the Indigenous language as a first language (e.g., EDEC 241 Cree Language 1) and a second-level course (3 credits) in the same language (e.g., EDEC 242 Cree Language 2).

EDEC 227	(3)	Naskapi Language 1
EDEC 228	(3)	Naskapi Language 2
EDEC 239	(3)	Mi'gmaq Language 1
EDEC 240	(3)	Mi'gmaq Language 2
EDEC 241	(3)	Cree Language 1
EDEC 242	(3)	Cree Language 2
EDEC 272	(3)	Algonquin Language 1

EDEE 346	
EDEE 347	
EDEE 348	
EDEE 373	
EDEE 383	(3)
EDES 365	(3)
EDPE 304	(3)

**Electives (6 credits)**

6 credits of suitable courses approved by the Director of Programs in First Nations and Inuit Education.

**4.2.2.7.3 Certificate (Cert.) Middle School Education**

This 30-credit program focuses on developing the particular skills and knowledge required for middle school teachers. It does not lead to provincial certification. Rather, it prepares middle school teachers and who have already established themselves as teachers, to teach middle school. The program focuses on the particular psychological, emotional, and social development of students between elementary and high school.

This certificate may be taken concurrently and completed within the Bachelor of Education if the other requirements are fulfilled.

**Required Courses (15 credits)**

EDEC 245	(3)	Middle School Teaching
EDEC 246	(3)	Middle School Curriculum
EDFE 210	(3)	Middle School Practicum
EDPE 377	(3)	Adolescence and Education

3 credits from the list below:

EDEC 302	(3)	Language and Learning - Curriculum
EDSL 305	(3)	L2 Learning: Classroom Settings

**Major Subject Area (6 credits)**

6 credits in the major subject area of the Bachelor of Education for Certified Teachers selected in consultation with the Director of Programs in First Nations and Inuit Education.

**Minor Subject Area (6 credits)**

6 credits in the minor subject area of the Bachelor of Education for Certified Teachers selected in consultation with the Director of Programs in First Nations and Inuit Education.

**Education Courses (3 credits)**

3 credits from the list below or from other courses as approved by the Director of Programs in First Nations and Inuit Education. First Nations and Inuit Education Curriculum



**4.2.2.7.4 Certificate (Cert.) First Nations and Inuit Educational Leadership (30 credits)**

The 30 credit Certificate in First Nations and Inuit Educational Leadership will focus on the following 5 objectives: (1) developing the core competencies of educational leaders; (2) fostering a self-reflective leader able to partner with parents to create community outreach; (3) cultivating awareness of the holistic learning and developmental c

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

### Electives (15 credits)

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

#### 4.2.2.7.6 Certificate (Cert.) First Nations and Inuit Student Personnel Services (30 credits)

This program is offered by the Department of Educational and Counselling Psychology through First Nations and Inuit Education.

This 30-credit program is designed to provide Indigenous school personnel advisers with a training program that will enable them to learn about the principles and practice of personnel services as generally applied in educational settings, to help Indigenous student personnel advisers develop their personal skills, and to modify or adapt their services and the content to best suit the cultural and educational needs of Indigenous students; to encourage Indigenous student personnel advisers to take leadership in developing educational programs that address the social needs of their communities, to upgrade their academic qualifications and professional development; and to develop and make available, in English and in the languages of instruction, collections of professional and scholarly knowledge about students' needs, and services in Indigenous communities.

Bearers of this certificate will be qualified to work as educational and school personnel advisers within the employ of an Indigenous educational authority.

### Required Courses (21 credits)

EDPC 201	(3)	Introduction to Student Advising
EDPC 202	(3)	Helping Skills Practicum 1
EDPC 203	(3)	Helping Skills Practicum 2
EDPC 205	(3)	Career/Occupational Development
EDPC 208	(3)	Native Families' Dynamics
EDPC 209	(3)	Basic Crisis Intervention Skills
EDPC 210	(3)	Field Experience

### Complementary Courses (9 credits)

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

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

EDEM 502	(3)	Indigenous Family Dynamics and Supporting Institutions
EDKP 204	(3)	Health Education
EDPI 211	(3)	Social and Emotional Development

#### 4.2.2.8 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.

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 (5) 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.

#### **Advising**

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

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### **4.3 Faculty Partnerships and Summer Studies**

#### **4.3.1 About Faculty Partnerships and Summer Studies**

##### **4.3.1.1 Faculty Partnerships and Summer Studies**

McGill Faculties and Schools do a phenomenal job in their respective domains, regularly winning prestigious awards and attaining the highest rankings on Canadian and international lists. The Faculty Partnerships and Summer Studies Office (FPSS) creates synergies between the School of Continuing Studies and McGill's academic units in order to deliver McGill's renowned expertise to new audiences.

In these dynamic projects, FPSS provides the program or course coordination, registration, and logistical support while the School or Faculty provides the subject matter and teaching expertise. The FPSS-administered offerings include study abroad programs, either a few weeks long or up to a full semester, and either non-credit or for credit. FPSS provides offerings for Montreal residents as well as international students.

This unit also organizes the development, coordination, and administration of Summer Studies courses, specifically offered from May to August, in collaboration with five McGill faculties. These courses deliver high-quality learning opportunities for local, Canadian out-of-province, and international students.

##### **4.3.1.2 Location**

Faculty Partnerships and Summer Studies  
688 Sherbrooke Street West, Room 1029  
Montreal QC H3A 3R1  
Telephone: 514-398-5212  
Fax: 514-398-5224  
Email: [summer.studies@mcgill.ca](mailto:summer.studies@mcgill.ca)  
Website: [www.mcgill.ca/continuingstudies/faculty-partnerships-and-summer-studies](http://www.mcgill.ca/continuingstudies/faculty-partnerships-and-summer-studies)

#### **4.3.2 Administrative Officers**

**Administrative Officers, Faculty Partnerships and Summer Studies**

**Dir**

#### **4.3.3.3 Course Cancellations and Withdrawals**

Faculty Partnerships and Summer Studies reserves the right to cancel courses prior to the first lecture due to low enrolment.

For the cancellation policy for credit courses, please refer to [University Regulations and Resources](#) > *Continuing Studies* > *Registration for Continuing Studies Students* > [section 1.3.3.2: Course Withdrawals and Refunds](#).

**FPSS Short Programs (Summer and Winter: non-credit with record of study)**

McGill Univ

## Administrative Officers, Language and Intercultural Communication

Margaret Levey; B.A.(McG.), M.A.(C'dia)

**Program Coordinator, English Part-Time Program**

Manon Gadbois; B.A.(UQAM), M.A.(Montr.)

**Program Coordinator, French Part-Time Program and Special Projects**

Verena Waterstradt; B.Adm.(Fachhochschule für Verwaltung und Rechtspflege Berlin)

**Program Manager**

TBA

**Program Administrator**

France Bruneau

**Administrative and Student Affairs Coordinator**

TBA

**Administrative Coordinator**

Christina Angelopoulos

**Administrative Coordinator**

Mira Faizawati

**Administrative Coordinator**

Paola Samano; B.A.(HEC) (On leave) - Acting: Ayesha Hasan

**Administrative Coordinator**

RonaldorRonoraola Samano;8 Tm (v)Tj 1ff3wi 07.64338, Fr

**Administrative Coordinator**

The program is offered three times a year: in Fall and Winter for a period of 12 weeks (Non-Credit Module) and 13 weeks (Credit Module), and in Spring for a period of nine weeks. Courses are offered during the evening and on Saturday mornings.

Every student registered in a credit or non-credit course has exclusive access to online pedagogical material and other resources through the myCourses platform. This allows students to participate in virtual projects and/or reinforce their language training on an individual basis and at their own pace. The communication tools integrated in myCourses further consolidate the individual pedagogical support offered by the lecturer

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 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%).

#### **4.4.2.2 Certificate of Proficiency – English for Professional Communication: Academic Regulations**

##### **Admission Requirements**

To be admitted to the *Certificate of Pr*





- 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.

#### 4.4.2.3.2 Admission procedures

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

- payment of the application fee (CAD \$86.41 – 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

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

#### 4.4.2.3.3 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.

#### 4.4.2.3.4 Requirements of Eligibility for the McGill Certificate of Proficiency – English Language and Culture (Intensive)

- 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 (Intensive)*.

#### 4.4.2.3.3 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 they can register for their courses. Students who have not taken courses in the Language and Intercultural Communication unit within one year are required to retake a placement test.

#### 4.4.2.3.4 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

Many students studying English as a Second Language succeed in reaching an adequate level of oral fluency. However, they experience some difficulty in developing solid written communication skills which require more time and effort. This imbalance in language acquisition is a handicap in the workplace, where effective writing is a critical aspect of success for both employees and employers. With the rise of globalization, telecommuting and digital communications, good writing skills have indeed become vital in the modern workplace.

All courses in this program are offered in an online learning format.

For more information:

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

Website: [www.mcgill.ca/continuingstudies/program/online-certificate-proficiency-written-english-workplace-communication](http://www.mcgill.ca/continuingstudies/program/online-certificate-proficiency-written-english-workplace-communication)

#### **4.4.2.4.1 Certificate (Cert.) Proficiency in Written English - Workplace Communication (48 CEU)**

The non-credit Certificate of Proficiency in Written English - Workplace Communication is designed to offer an intense training in written English as a Second/Foreign Language, from the mid-intermediate to the advanced level. For each level, the program includes specific language objectives, various forms of writing commonly used in the workplace, and strategies for effective written communication. It is designed for the acquisition of the linguistic, communicative, and pragmatic competency needed in workplace contexts, and comprises a stringent pedagogical follow-up. The program's three levels are compatible with national and international frameworks of reference for languages, such as the Canadian Language Benchmarks (CLB), the American Council on the Teaching of Foreign Languages (ACTFL) Proficiency Guidelines, and the Common European Framework of Reference for Languages (CEFR).

##### **Required Courses**

CEGL 215	(8)	English Grammar at Work
CEGL 216	(8)	English Grammar and Writing in Context 1
CEGL 315	(8)	English Grammar and Writing in Context 2
CEGL 316	(8)	English Vocabulary for Workplace
CEGL 415	(8)	English Writing Techniques for Workplace
CEGL 416	(8)	English Written Communication Strategies for Workplace

#### **4.4.2.5 Certificate (Cert.) Teaching English to Speakers of Other Languages (TESOL) (12 CEUs)**

The non-credit Certificate in Teaching English to Speakers of Other Languages (TESOL) is a mini-program that comprises four (4) 30-hour courses (12 CEUs) that may be taken separately or concurrently. It is aimed at the professional development of adult educators as well as primary and secondary school ESL teachers who are non-native speakers of English. As part of their professional development, teachers will refine their English language skills, explore Canadian teaching methods, approaches, and practices, have professional and social exchanges with their Canadian counterparts, experience Canadian culture, and participate in professional development workshops and practise teaching sessions in English.

##### **Required Courses**

CEGL 402	(3)	Effective Communication for Teachers
CEGL 403	(3)	Teaching and Learning Methodologies
CEGL 404	(3)	Practicum and Specialized Workshops for Teachers
CEGL 405	(3)	Intercultural Communication Challenges in TESL

### **4.4.3 French Language Programs**

The School of Continuing Studies' Language and Intercultural Communication unit offers high-quality French language instruction to meet the needs of a wide-ranging clientele such as professionals, new Montrealers, and students who want to accelerate their integration into Quebec or another French-speaking community. Language and Intercultural Communication's part-time and full-time programs help learners achieve competence in both oral and written French, and lead to the McGill Certificate of Proficiency. Using stimulating and effective teaching methods as well as the latest technology, the Language and Intercultural Communication unit's dynamic teaching team helps learners improve their French as quickly and as efficiently as possible, opening doors to new professional, academic, and cultural opportunities in Quebec and beyond.

#### **4.4.3.1 Academic, Cultural, and Professional Development Opportunities**

The School of Continuing Studies Language and Intercultural Communication unit offers enriching second-language instruction for:

- International students
- Business professionals
- Elementary and high school teachers
- College and university professors

- Individuals transferred to Montreal
- Recent immigrants
- Incoming McGill students
- Other School of Continuing Studies learners

For more information:

Effie Dracopoulos, Associate Director  
 Telephone: 514-398-1201  
 Fax: 514-398-1769  
 Email: [effie.dracopoulos@mcgill.ca](mailto:effie.dracopoulos@mcgill.ca)

#### 4.4.3.2 Certificate of Proficiency – French for Professional Communication Overview

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

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

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

The program is the equivalent of one year of full-time university studies, requires the completion of ten 3-credit courses, and starts at the low-intermediate level (courses CEFN 211 and CEFN 212). Students with a basic or an elementary knowledge of French will need to complete credit prerequisite courses before entering the program. Those credit courses won't be accepted as part of the Certificate. The overall program structure is divided into two modules:

- 1) The Preparatory Module comprises four prerequisite courses (one at the basic level and three at the elementary level) of 39 hours each.
- 2) The Intermediate and Advanced Credit Module consists of ten 3-credit courses of 39 hours each. It includes courses at the 200, 300, and 400 levels.

The program is offered three times a year: in Fall and Winter for a period of 13 weeks (Preparatory and Intermediate and Advanced Credit Modules). In Spring, both Modules last nine weeks. Courses are offered during the evening and on Saturday mornings.

Every student registered in a credit or non-credit course has exclusive access to online pedagogical material and other resources through the myCourses platform. This allows students to participate in virtual projects and/or reinforce their language training on an individual basis and at their own pace. The communication tools integrated in myCourses further consolidate the individual pedagogical support offered by the lecturer.

The program leads, under certain conditions, to the Certificate of Proficiency - French for Professional Communication (see "Academic Regulations"). The level of this certificate corresponds to the Advanced Level recognized by the American Council on the Teaching of Foreign Languages (ACTFL). For information on term dates, please refer to the Department's website.

#### Prerequisite courses

CEFN 102	(3)	Basic French
CEFN 104	(3)	Elementary French
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
CEFN 332	(3)	French Communication Practice 3
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

CEFN 401 (3) French Vocabulary in Context

*4.4.3.2.3: Certificate of Proficiency – French for Professional Communication: Entrance Placement Test (EPT) and [www.mcgill.ca/continuingstudies/program/certificate-proficiency-french-professional-communication](http://www.mcgill.ca/continuingstudies/program/certificate-proficiency-french-professional-communication) for details.*

- Students must be at least 18 years of age and hold a CEGEP diploma (DEC) or equivalent.
- Students 21 years of age and over who do not have the normal academic background for admission may be admitted as mature students.
- Students between 18 and 21 years of age who do not have a CEGEP (DEC) diploma or equivalent may be accepted into a qualifying program to be determined by the *Language and Intercultural Communication unit*. 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

For more information, please see [School of Continuing Studies > Getting Started > Admission Requirements > section 3.3.1: Admission Procedures: Continuing Studies Undergraduate and Graduate \(gr\)Tj1 0441 0muing Studies Un0ITm\(F\)Tj1 0 0 1adua 0um 1aduate \(gr\)Tj26 325.7220 1 0 0 8 335.44 no these stplek](#)

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 re

#### 4.4.3.3.2 French Language and Culture: Academic Regulations

##### 4.4.3.3.2.1 Admission requirements

- Students must be at least 18 years old.
- Students must write a 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.

##### 4.4.3.3.2.2 Admission procedures

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

- payment of the application fee (CAD\$86.41– non-refundable and may be 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

[www](#)

#### **4.4.3.3.5 Housing**

The Language and Intercultural Communication unit can refer students to an organization that can place them in the home of a French-speaking f

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

#### **4.4.5 TEF Canada (Test d'évaluation de français)/TEFaQ (Test d'évaluation du français adapté au Québec)**

The TEF Canada and TEFaQ are French language proficiency tests recognized by the *Ministère de l'Immigration, de la Diversité et de l'Inclusion* (MIDI) as a measure of proficiency for its *Certificat de Sélection du Québec* (CSQ) immigration selection process, as well as Citizenship and Immigration Canada (CIC) for its citizenship selection process.

The tests contain four sections:

- Oral Comprehension (40 minutes)
- Oral Expression (15 minutes)
- Written Comprehension (60 minutes)
- Written Expression (60 minutes)



McGill University offers the TEF and the TEFAQ on behalf of the *Chambre de commerce et d'industrie de Paris* (CCIP). For more information about the TEFAQ, see the [Centre de langue française](#) and the [TEFAQ candidate manual](#). For more information about the TEF Canada, see [Centre de langue française](#) and the [TEF candidate manual](#).

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

Website: [www.mcgill.ca/continuingstudies/program/tef-canada-tefaq-test-devaluation-de-francais](http://www.mcgill.ca/continuingstudies/program/tef-canada-tefaq-test-devaluation-de-francais)

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## 4.5 McGill Community for Lifelong Learning

### 4.5.1 About the McGill Community for Lifelong Learning (MCLL)

#### 4.5.1.1 The 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 provide the team of moderators and lecturers, serve on the elected Council and committees, and take care of many administrative tasks.

The two cornerstones of learning at MCLL are peer learning and active participation. It is these principles that differentiate our programs from traditional university courses and classes. You will have the opportunity to choose from 30 to 50 study groups in a broad range of topics such as art, music, culture, literature, history, politics, health and science. There are also workshops on computer skills.

Our home base is at 688 Sherbrooke Street West (corner of University), part of the McGill downtown campus.

#### 4.5.1.2 Location

McGill Community for Lifelong Learning (MCLL)

688 Sherbrooke Street West, Suite 229

Montreal QC H3A 3R1

Telephone: 514-398-8234

Administrative Coordinator: 514-398-7515

Fax: 514-398-2757

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

Website: [www.mcgill.ca/continuingstudies/mcgill-community-lifelong-learning](http://www.mcgill.ca/continuingstudies/mcgill-community-lifelong-learning)

Study groups are held in MCLL's own premises during the daytime, on the second floor at 688 Sherbrooke (corner of University), a location with easy access to the McGill metro station or the 24 bus.

#### 4.5.1.3 Administrative Officers

**MCLL Administrative Officers**



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**Course for Continuing Studies Students:**

	Cr	Notes
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#### 4.7.1.2 Location

Translation Studies  
 688 Sherbrooke Street West, Room 1024  
 Montreal QC H3A 3R1  
 Canada  
 Telephone: 514-398-1484  
 Fax: 514-398-1769  
 Email: [translation.scs@mcgill.ca](mailto:translation.scs@mcgill.ca)  
 Website: [www.mcgill.ca/continuingstudies/area-of-study/translation-studies](http://www.mcgill.ca/continuingstudies/area-of-study/translation-studies)

#### 4.7.2 Administrative Officers

##### Administrative Officers

María Sierra Córdoba Serrano; B.A.(Málaga), M.A., Ph.D.(Ott.)	<b>Associate Professor and Associate Director, Translation Studies</b>
James Archibald; B.A.(McG.), B.Ph.(Montr.), M. ès L., Dr. 3 <sup>e</sup> cy.(Lille), Ph.D.(Montr.)	<b>Senior Faculty Lecturer, Translation Studies</b>
Bryan Jim	<b>Administrative and Student Affairs Coordinator</b>

#### 4.7.3 Translation Studies Programs and Courses

Translation Studies offers a wide variety of programs and courses to meet the needs of translators and language professionals looking to enhance career opportunities while studying part-time.

At the **undergraduate** level, students can attain a Certificate in Translation with English, French, or Spanish options, and at the **graduate** level, students can attain a Graduate Certificate in Legal Translation.

##### 4.7.3.1 Programs and Courses

##### CREDIT PROGRAMS

###### *section 4.7.3.3.1: Certificate in Translation*

(English to French, French to English, Spanish to French, Spanish to English, English to Spanish, French/English to Spanish)

###### *section 4.7.3.3.2: Graduate Certificate in Legal Translation*

\*\*The program below is currently closed for admission.\*\*

###### *section 4.7.3.3.3: Graduate Diploma in Translation*

(English to French, French to English, Spanish to French, Spanish to English)

##### 4.7.3.2 Professional Development Opportunities

Translation Studies offers enriching translation and language instruction for:

- general and technical translators;
- language industry professionals;
- legal, medical, and scientific translators;
- bilingual journalists and writers;
- public relations specialists;
- travel-industry professionals.

##### 4.7.3.3 Translation Programs

We offer three unique translation programs:

1. Certificate in Translation (English to French, French to English; Spanish to French, Spanish to English, English to Spanish, French/English to Spanish): a 30-credit, undergraduate-level program. Courses are offered evenings (39 hours).
2. Graduate Certificate in Legal Translation; a 15-credit, graduate-level program. Courses are offered evenings (39 hours).
3. Graduate Diploma in Translation\* (English to French, French to English, Spanish to French, Spanish to English): a 30-credit, graduate-level program. Courses are offered evenings (39 hours). \* **Note:** *The Graduate Diploma in Translation is currently closed for admission.*

#### **4.7.3.3.1 Certificate in Translation**

This certificate program is designed to provide students with the fundamentals of translation.

##### *4.7.3.3.1.1 Translation Programs: General Academic Requirements*

###### 4.7.3.3.1.1.1 Admission Requirements

To be admitted to the Certificate Program in Translation:

1. Students must possess native or near-native command of the languages of study (emphasis will be placed on written skills);
2. Students must pass an Entrance Examination;
3. Students must hold a CEGEP diploma (DEC or equivalent);
4. Students 21 years of age and over who do not have the normal academic background for admission may be admitted as Mature students.

###### 4.7.3.3.1.1.2 Admission Procedures

For more information, see [School of Continuing Studies > Getting Started > Admission Requirements > section 3.3.1: Admission Procedures: Continuing Studies Undergraduate and Graduate Certificates and Diplomas.](#)

###### 4.7.3.3.1.1.2.1 Residency Requirements and Advanced Standing

Students are required to complete at least 70% of the total program requirements at McGill University. Advanced Standing of up to 9 credits may be awarded for successfully completed equivalent study done at the university level, within the last five

CCTR 225	(3)	Introduction to Translation (English to French)
CCTR 226	(3)	Introduction to Translation (French to English)
CCTR 325	(3)	Semi-Specialized Translation (English to French)
CCTR 331	(3)	Current Trends in Translation Studies
CCTR 453	(1.5)	Technical Translation: Information Technology (Eng to Fr)
CCTR 455	(1.5)	Technical Translation: Transportation (English to French)
CCTR 457	(1.5)	Financial Translation: Investments (English to French)
CCTR 459	(1.5)	Transcreation (English to French)
CCTR 507	(3)	Editing and Revising (French)
CCTR 535**	(3)	Computer-Aided Translation and Terminology

\*\* Departmental approval required.

**(6 credits)**

CCTR 401**	(3)	Independent Studies: Translation
CCTR 485	(3)	Introduction to Public Service Interpreting
CCTR 500**	(3)	Translation Practicum
CCTR 504	(3)	Professional Contexts
CCTR 599**	(3)	Special Topics in Translation Studies
CGMG 210	(3)	Fundamentals of Project Management
CMRK 200	(3)	Fundamentals of Marketing
FREN 324**	(3)	Traduction littéraire 1
FREN 443**	(3)	Traduction littéraire 2

\*\* Departmental approval required.

**Complementary Courses (6 credits)**

CCTR 401**	(3)	Independent Studies: Translation
CCTR 442	(3)	Literary Translation-English
CCTR 485**	(3)	Introduction to Public Service Interpreting
CCTR 500**	(3)	Translation Practicum
CCTR 504	(3)	Professional Contexts
CCTR 599**	(3)	Special Topics in Translation Studies
CGMG 210	(3)	Fundamentals of Project Management
CMRK 200	(3)	Fundamentals of Marketing

**4.7.3.3.1.4 Certificate (Cert.) Translation: Spanish to French Option (30 credits)**

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

The Certificate in Translation (Spanish to French Option) requires the completion of 30 credits (ten courses). Non-credit preparatory courses must be completed by students who do not succeed in the Entrance Examination.

In the first stages of the program, equal time is devoted to translation in the languages of choice. In the final stage, students are divided according to the language of specialization they have chosen. The Comparative Stylistics course is designed to alert students to the uses of language and to the problems of translation; the translation courses provide practical experience in the actual translation of texts in a variety of fields.

**Entrance Examination****Required Courses (27 credits)**

CCTR 227	(3)	Spanish Translation 1
CCTR 232	(3)	Documentation and Terminology/Documentation et terminologie
CCTR 233	(3)	Techniques: Rédaction pour traducteurs
CCTR 317	(3)	Comparative Stylistics: Spanish/English/French
CCTR 331	(3)	Current Trends in Translation Studies
CCTR 333	(3)	Spanish Translation to French
CCTR 340	(3)	Introduction to Spanish Text Revision
CCTR 360	(3)	Spanish Translation 2
CCTR 437	(3)	Spanish Translation 3

**Complementary Courses (3 credits)**

3 credits from the following:

CCOM 205	(3)	Communication in Management 1
CCTR 230	(3)	Précis-Writing / Contraction: texte
CCTR 401**	(3)	Independent Studies: Translation
CCTR 441	(3)	Traduction Littéraire-Français
CCTR 442	(3)	Literary Translation-English
CCTR 500**	(3)	Translation Practicum
CCTR 504	(3)	Professional Contexts

\*\* Undergraduate degree and/or departmental approval required.

**4.7.3.3.1.5 Certificate (Cert.) Translation: Spanish to English Option (30 credits)**

\*\* This program is currently closed for admission \*\*



The Certificate in Translation (Spanish to English Option) requires the completion of 30 credits (ten courses). Non-credit preparatory courses must be completed by students who do not succeed in the Entrance Examination.

In the first stages of the program equal time is devoted to translation in the languages of choice. In the final stage, students are divided according to the language of specialization they have chosen. The Comparative Stylistics course is designed to alert students to the uses of language and to the problems of translation; the translation courses provide practical experience in the actual translation of texts in a variety of fields.

### **Entrance Examination**

#### **Required Courses (27 credits)**

CCTR 227	(3)	Spanish Translation 1
CCTR 232	(3)	Documentation and Terminology/Documentation et terminologie
CCTR 234	(3)	Writing Techniques for Translators
CCTR 317	(3)	Comparative Stylistics: Spanish/English/French
CCTR 331	(3)	Current Trends in Translation Studies
CCTR 334	(3)	Spanish Translation to English
CCTR 340	(3)	Introduction to Spanish Text Revision
CCTR 360	(3)	Spanish Translation 2
CCTR 437	(3)	Spanish Translation 3

#### **Complementary Courses (3 credits)**

3 credits from the following:

CCOM 205	(3)	Communication in Management 1
CCTR 230	(3)	Précis-Writing / Contraction: texte
CCTR 401**	(3)	Independent Studies: Translation
CCTR 441	(3)	Traduction Littéraire-Français
CCTR 442	(3)	Literary Translation-English

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CCTR 447	(1.5)	International Development Translation (English to Spanish)
CCTR 449	(1.5)	Transcreation (English to Spanish)
CCTR 506	(3)	Editing and Revising (Spanish)
CCTR 535*	(3)	Computer-Aided Translation and Terminology

\* Departmental approval required.

**Complementary Courses (6 credits)**

CCTR 401*	(3)	Independent Studies: Translation
CCTR 485*	(3)	Introduction to Public Service Interpreting
CCTR 500*	(3)	Translation Practicum
CCTR 504	(3)	Professional Contexts
CCTR 599*	(3)	Special Topics in Translation Studies
CGMG 210	(3)	Fundamentals of Project Management
CMRK 200	(3)	Fundamentals of Marketing

\* Departmental approval required.

**4.7.3.3.1.7 Certificate (Cert.) Translation: French/English into Spanish Option (30 credits)**

\*\* This program is currently closed for admission \*\*

The Certificate in Translation (French/English into Spanish Option) requires the completion of 30 credits (ten courses). Non-credit preparatory courses must be completed by students who do not succeed.

\* Undergraduate degree and/or departmental approval required.

#### 4.7.3.3.2 Graduate Certificate in Legal Translation

Set yourself apart in the legal and business communities with specialized skills in legal translation.

The Graduate Certificate in Legal Translation is designed to equip learners and working professionals to draft, write, and translate documents in multilingual environments. With access to digital tools, modern techniques, and experienced instructors, you'll emerge with the knowledge and practical skills to make an immediate contribution to your organization of choice.

##### 4.7.3.3.2.1 Graduate Certificate in Legal Translation: General Academic Requirements

The Graduate Certificate in Legal Translation is a 15-credit, graduate-level program designed to equip students and working professionals in the legal and business communities with specialised training to enrich their current portfolio or to prepare for work in both the public and private sectors in the areas of legal translation and revision, (co)writing of legal texts, and/or, consultancy in legal aspects of language in multiple professional settings. Courses focus on principles and practices encountered in jurilinguistics using the most up-to-date techniques and tools. The program may be completed within three academic semesters (Fall/Winter/Summer), or in a maximum of two years. Fall, Winter and Summer entry options are offered.

##### 4.7.3.3.2.1.1 Admission Requirements

To be admitted to the Graduate Certificate in Legal Translation:

1. Applicants must pass the *Entrance Examination* for the Graduate Certificate in Legal Translation.
2. Applicants must have an undergraduate degree from an approved university with a minimum cumulative grade point average (CGPA) of 3.0 out of 4.0\*

\* **If your CGPA is lower than the above requirement, please submit the following for consideration with your application and official transcript.**

**a) Letter of Intent:** A letter, one to two pages in length, single-spaced, written in English or French, which addresses the following:

- basis for interest in the program;
- your knowledge that would be pertinent to the program;
- your interest in the field of study and the reasons for applying to our program;
- plans for integrating the training into your current or future career;
- a description of your professional experience and its relevance, if applicable, to the program;
- awards received or other contributions;
- any additional information relevant to your application.

**b) Curriculum Vitae**

**c) Two Letters of Reference:** At least one should be from a current or former employer.

Supporting documents should be delivered to:

Client Services Office – Admissions & Convocation  
School of Continuing Studies  
688 Sherbrooke Street West, Room 1125  
Montreal QC H3A 3R1 Canada

3. If you have studied outside of Canada, you are strongly advised to request an evaluation of your degree called *Évaluation comparative des études effectuées hors du Québec*, from the *Ministère de l'Immigration, de la Diversité et de l'Inclusion*. For further details, you may contact their office at 514-864-9191 or visit them on the web at [www.immigration-quebec.gouv.qc.ca/en/working-quebec/comparative-evaluation/index.html](http://www.immigration-quebec.gouv.qc.ca/en/working-quebec/comparative-evaluation/index.html).

If you have completed an undergraduate degree from a recognized university outside of Canada and are applying to this program for which a minimum CGPA is required, please visit [www.mcgill.ca/gradapplicants/international/apply/equivalency](http://www.mcgill.ca/gradapplicants/international/apply/equivalency) for information about international degree equivalencies.

##### 4.7.3.3.2.1.2 Admission Procedures

Please see [School of Continuing Studies > Getting Started > Admission Requirements > section 3.3.1: Admission Procedures: Continuing Studies Undergraduate and Graduate Certificates and Diplomas](#).

##### 4.7.3.3.2.1.3 Residency Requirements and Advanced Standing

Students are required to complete at least four (4) courses in the program at McGill University. Advanced Standing of one (1) course may be awarded for successfully completing equivalent study at another university within the last five years.

Students who have been granted Advanced Standing and/or exemptions are not permitted to register for the courses for which they have been granted said Advanced Standing and/or exemptions. An official description of the courses taken elsewhere and the marks obtained must be submitted along with a written application for Advanced Standing before completing the first year of the program.

##### 4.7.3.3.2.1.4 Time Limits

The program must normally be completed within three (3) years of the date of admission. Students exceeding the time limit may request an extension, in writing, which may be granted under special circumstances, with the approval of the Director.

##### 4.7.3.3.2.1.5 Academic Standing Requirements

1. Students are required to obtain a minimum grade of B- in each course in the program. This is in accordance with the grading system common to graduate-level programs in the University. For further details, see [University Regulations and Resources](#);



Students must successfully complete six (6) required courses. In addition to the required courses, Diploma candidates must choose four (4) complementary courses in the option of their specialization. Students in the Spanish option must take CCTR 523 *Text Revision in Spanish* from the required courses as well as a minimum of three (3) complementary courses from the Spanish language section. Students with proficient knowledge of a third language may take one (1) course (3 credits) from the list of third language courses in translation offered in the certificate program. However, students in the Spanish option of the diploma program do not qualify to take the Spanish courses in the Certificate in Translation program for credit.

Upon completion of the academic program, students will present a comprehensive portfolio of their accomplishments for evaluation. Under the guidance of an adviser, students will prepare for this purpose a "best work" portfolio of the courses taken throughout their program. Based on the information gathered over the duration of the program, students will explain their progress and place the relevance of each of their courses into perspective. The "best work" portfolio provides students with the opportunity to show work done in their third language.

#### 4.7.3.3.3.1.1 Admission Requirements

To be admitted to the Graduate Diploma in Translation:

1. Applicants must be proficient in the two languages of their concentration: English/French, Spanish/French, or Spanish/English, as applicable. Reading knowledge of the third language is necessary for students in the Spanish option;
2. Applicants must have an undergraduate degree from an approved university with a minimum cumulative grade point average (CGPA) of 3.0 out of 4.0 OR a minimum grade point average (GPA) of 3.2 out of 4.0, in the last two years of full-time academic studies.\* In addition, applicants must have completed a concentration in Translation Studies consisting of no less than 30 credits, or equivalent, at the undergraduate level.

If the degree is in another field, applicants will be required to follow the Qualifying Program in translation, be it in part or in its entirety. The Qualifying Program consists of those courses included in the Certificate in Translation.

**\* If your CGPA is lower than the above requirement, please submit the following for consideration with your application and official transcript.**

**a) Letter of Intent:** A letter, one to two pages in length, single-spaced, written in English or French, which addresses the following:

- basis for interest in the program;
- your knowledge that would be pertinent to the program;
- your interest in the field of study and the reasons for applying to our program;
- plans for integrating the training into your current or future career;
- a description of your professional experience and its relevance, if applicable, to the program;
- awards received or other contributions;
- any additional information relevant to your application.

**b) Curriculum Vitae**

**c) Two Letters of Reference:** At least one should be from a current or former employer.

## 4.7.3.3.1.5 Academic Standing Requirements

1. Students are required to obtain a minimum grade of B- in each course in the program. This is in accordance with the grading system common to graduate-level programs in the University. For further details, see [University Regulations and Resources](#);
2. Students may repeat the same course only once;
3. Students who have more than one unsatisfactory grade in the program will be required to withdraw from the program;
4. Students must attend at least 2/3 of all lectures;
5. After successful completion of all courses, students must complete a Comprehensive Evaluation.

## 4.7.3.3.1.6 Special Students

Members of the *Ordre des traducteurs, terminologues et interprètes agréés du Québec* or suitably qualified students wishing to take only certain courses and not wishing to be admitted to the Graduate Diploma in Translation may register as a Special Student with the Translation Studies unit's approval. Please consult [School of Continuing Studies > Getting Started > Admission Requirements > Special Student Status > section 3.8.2: Graduate Courses](#) for further information pertaining to Special Students.

## 4.7.3.3.2 Graduate Diploma (Gr. Dip.) Translation: English to French Option (30 credits)

\*\*Ce programme n'est actuellement pas offert.\*\*

The Graduate Diploma in Translation, when combined with the Certificate in Translation or equivalent, will give access to the professional designation delivered by the *Ordre des traducteurs, terminologues, et interprètes agréés du Québec*.

**Entrance Examination****Required Courses (18 credits)**

CCTR 503	(3)	Translation Studies (English/French/Spanish)
CCTR 510	(3)	Computer Assisted Translation / Informatique en traduction
CCTR 520	(3)	Applied Research: Lexicography/Recherche en lexicographie
CCTR 526	(3)	Linguistics for Translation / La linguistique et la traduction
CCTR 527	(3)	History of Translation/Histoire de la traduction
CCTR 529	(3)	Text Revision/Révision: Texte 02

**Complementary Courses (12 credits)**

12 credits selected as follows:

9 credits from the following courses:

CCTR 511	(3)	Traduction Spécialisée 1
CCTR 515	(3)	Les Classiques Anglais
CCTR 517	(3)	Histoire Différentielle: Français
CCTR 533	(3)	Specialized Translation (English/French)

3 credits from the following courses:

CCTR 500	(3)	Translation Practicum
CCTR 519	(3)	Guided Cultural Reading / Lectures culturelles dirigées
CCTR 528	(3)	Current Cultural Topics
CCTR 601	(3)	Independent Studies

**Required Comprehensive Evaluation:**

The final component of the program is the presentation of the student's portfolio of accomplishments.

CCTR 551	(0)	Comprehensive Evaluation/Évaluation globale
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#### 4.7.3.3.3 Graduate Diploma (Gr. Dip.) Translation: French to English Option (30 credits)

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

The Graduate Diploma in Translation, when combined with the Certificate in Translation or equivalent, will give access to the professional designation delivered by the Ordre des traducteurs, terminologues, et interprètes agréés du Québec.

#### Entrance Examination

#### Required Courses (18 credits)

CCTR 503	(3)	Translation Studies (English/French/Spanish)
CCTR 510	(3)	Computer Assisted Translation / Informatique en traduction
CCTR 520	(3)	Applied Research: Lexicography/Recherche en lexicographie
CCTR 526	(3)	Linguistics for Translation / La linguistique et la traduction
CCTR 527	(3)	History of Translation/Histoire de la traduction
CCTR 529	(3)	Text Revision/Révision: Texte 02

#### Complementary Courses (12 credits)

12 credits selected as follows:

9 credits from the following courses:

CCTR 512	(3)	Specialized Translation 1
CCTR 516	(3)	French Canon in Translation
CCTR 518	(3)	Differential History of English
CCTR 533	(3)	Specialized Translation (English/French)

3 credits from the following courses:

CCTR 500	(3)	Translation Practicum
CCTR 519	(3)	Guided Cultural Reading / Lectures culturelles dirigées
CCTR 528	(3)	Current Cultural Topics
CCTR 601	(3)	Independent Studies

#### Required Comprehensive Evaluation:

The final component of the program is the presentation of the student's portfolio of accomplishments.

CCTR 551	(0)	Comprehensive Evaluation/Évaluation globale
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#### 4.7.3.3.4 Graduate Diploma (Gr. Dip.) Translation: Spanish to French Option (30 credits)

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

The Graduate Diploma in Translation, when combined with the Certificate in Translation or equivalent, will give access to the professional designation delivered by the Ordre des traducteurs, terminologues, et interprètes agréés du Québec.

#### Entrance Examination

#### Required Courses (18 credits)

CCTR 503	(3)	Translation Studies (English/French/Spanish)
CCTR 510	(3)	Computer Assisted Translation / Informatique en traduction
CCTR 520	(3)	Applied Research: Lexicography/Recherche en lexicographie
CCTR 523	(3)	Text Revision in Spanish/Révision de textes en Espagnol

CCTR 526	(3)	Linguistics for Translation / La linguistique et la traduction
CCTR 527	(3)	History of Translation/Histoire de la traduction

### Complementary Courses (12 credits)

12 credits selected as follows:

9 credits from the following courses:

CCTR 521	(3)	Advanced Comparative Stylistics
CCTR 522	(3)	Advanced Précis - Writing (Spanish)
CCTR 524	(3)	Differential History of Spanish
CCTR 525	(3)	Spanish Canon in Translation

3 credits from the following courses:

CCTR 500	(3)	Translation Practicum
CCTR 511	(3)	Traduction Spécialisée 1
CCTR 515	(3)	Les Classiques Anglais
CCTR 517	(3)	Histoire Différentielle: Français
CCTR 519	(3)	Guided Cultural Reading / Lectures culturelles dirigées
CCTR 528	(3)	Current Cultural Topics
CCTR 533	(3)	Specialized Translation (English/French)
CCTR 601	(3)	Independent Studies

### Required Comprehensive Evaluation:

The final component of the program is the presentation of the student's portfolio of accomplishments.

CCTR 551	(0)	Comprehensive Evaluation/Évaluation globale
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*4.7.3.3.5 Graduate Diploma (Gr. Dip.) Translation: Spanish to English Option (30 credits)*

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





