

GRADUATE ACADEMIC REGULATIONS

Academic Advisors

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

Current and prospective students who wish to take the opportunity to meet with an academic advisor to obtain information on course and program selection, are encouraged to book an appointment by visiting the SCS advising website. Please note this service is by appointment only.

Please note that a pre-scheduled appointment is preferred so we can better address your queries and prioritize your appointment over walk-ins. Learners are encouraged to contact the School of Continuing Studies well ahead of admission deadlines and registration peak periods for assistance, as academic advisors have a high influx of learners during those periods and the wait time may be longer.

Information Sessions

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

Independent Studies

Please consult the Special Student Status page.

Advanced Standing for Graduate Certificates or Diplomas

Students transferring to McGill University from another university may be awarded Advanced Standing of up to 30% of the courses in any one degree program for successfully completed equivalent graduate-level courses with a minimum grade of B- done at another recognized university within the last five years.

Students may apply for admission to, and register in, more than one program concurrently. Where program course requirements overlap, credits may be granted up to a maximum of 30% of the program. Students may be granted exemption for overlapping courses in excess of this but must choose substitute courses with the approval of the Department.

Students who apply for admission to a degree, graduate certificate 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.

30-Credit Graduate Certificates or Diplomas

Students who have completed equivalent post-graduate level courses with a minimum grade of B- at a recognized university may apply for

a transfer of credits. A maximum of 9 credits (three courses) may be credited for post-graduate courses taken outside the program in which they are registered. These courses must have been completed within the last five years. Students are required to complete the remaining courses at McGill University in order to be eligible for the program.

15-Credit Graduate Certificates

Students who have completed equivalent post-graduate level courses, including corequisite and prerequisite courses, with a minimum grade of B- at a recognized university may be granted a maximum of 3 credits (one course). This course must have been completed within the last five years. Students must complete 12 credits (four courses) in the Graduate Certificate at McGill University. Students completing two graduate certificates may only double count 3 credits (one course).

Academic Standing Regulations

30-Credit Graduate Certificate or Diploma Programs

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

15-Credit Graduate Certificates

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

Special Students

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

the course(s), the original grade remains on the student's record and counts toward the total number of unsatisfactory grades.

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

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

Course Terminology

Corequisite

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

Corequisites for Programs

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

Prerequisites for Courses

Admission to certain courses is restricted to students who have reached a certain level of knowledge by having completed other required work. In course terminology, this means that Course A is prerequisite to Course B if a satisfactory pass in Course A is required for admission to Course B. The prerequisite course(s) or conditions are specified in the course descriptions. Students must 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. Prerequisite courses must be completed prior to course registration - including all courses for which deferrals (L) have been granted. Therefore, students are required to drop all courses in which they have obtained a grade of D, F, L, or J in the prerequisite and re-register for the prerequisite and corequisite course(s) as required.

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

Required Courses

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

Complementary Courses

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

Course Load

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

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

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

Supplemental Examinations for all Programs

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

Time Limits

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

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