

# GRADUATION

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

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

You should contact your advisor (graduate students should contact their department) early in the graduating year to make sure you will meet your program requirements by graduation time.

Once your record has been approved for graduation, your unofficial and official transcripts will indicate the notation "Degree Granted" after approval by the University Senate. At this point, your academic record is deemed as final and no further record changes may be requested at this time (e.g., grade changes).

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

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

## Minimum Residency Requirement

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

Students completing a second undergraduate degree at McGill must successfully complete a minimum of 60 McGill credits to obtain their degree. You should check with your Faculty advisor for any conditions applicable to the McGill credits required toward your degree.

Graduate students should confirm their minimum residency requirements for graduate programs. This information is listed for each faculty, and you can also access it through the faculty's graduate pages.

## Minimum Residency Requirement for Continuing Studies

- You must successfully complete a minimum of 21 McGill credits (excluding prerequisites and corequisites) to obtain a McGill undergraduate certificate. For specific information refer to your department section of this publication.

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

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

The Application for Graduation is available on Minerva when you register for your final year (e.g., U3 or U4), except if you are in the Faculty of Medicine and Health Sciences or Faculty of Dental Medicine and Oral Health Sciences, where you are automatically flagged for graduation in your final year.

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

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

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

## Deadlines

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

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

**Note for the Faculties of Arts and Science (including B.A. & Sc.):** If you miss the above deadlines to apply to graduate in Minerva, you can submit a Graduation Term Change Request. However, it is important that you also meet with a Faculty advisor Arts OASIS or SOUSA to talk

about your options and the effect that your request may have on your studies. For more information, see the Academic Advising website.

**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 on the GPS Graduating page. 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 the program requirements found under each faculty's *Graduate* section in the McGill Course Catalogue. Students in a doctoral program should refer to Regulations Concerning Theses.

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

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

If you meet all requirements for graduation, your graduation record will indicate **Faculty Approved** on the Graduation Approval Query, and your transcript on Minerva will display the **Degree Granted** notation after the approval of degrees by the University Senate and according to this schedule:

- Late February, for **Fall term** graduation (courses completed by the end of December, Convocation in Spring)
- Late May, for **Winter term** graduation (courses completed by the end of April, Convocation in Spring)
- Late October, for **Summer term** graduation (courses completed by the end of August, Convocation in Fall)

See Graduation and Convocation website for information regarding convocation ceremonies.

**Note for Medicine and Dentistry:** The Application for Graduation is available on Minerva when you register for your final year (e.g., U3 or U4), except if you are in the Faculty of Medicine and Health Sciences or Faculty of Dental Medicine and Oral Health Sciences, where you are automatically flagged for graduation in your final year.

The following honours and awards may be conferred to Continuing Studies students at graduation. Students are eligible for awards only in the year they have completed their program.

## Dean's Honour List

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:

1. completed a minimum of 21 McGill credits toward your certificate (residency requirement); and
2. are in the top 10% of your graduating class (calculation 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.

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

Awarded on the basis of overall academic performance to the top student graduating with the Diploma in Management (Treasury/Finance). One award will be available for each of the Spring and Fall convocations, and awarded by the Executive Committee of the School of Continuing Studies.

Value: \$350 each.

## Bernard J. Finestone Prizes in General Insurance

Established in 1989 in recognition of Mr. Finestone's contribution to insurance studies at McGill. Awarded to the top student who has successfully completed the General Insurance I course and to the top student who has successfully completed the General Insurance II course at the McGill School of Continuing Studies. Awarded by the Executive Committee of the School.

Value: \$400 each.

## The Edward C. Webster Prize in English as a Second Language

Established in 1989 in memory of E.C. Webster in recognition of his contribution to the School of Continuing Studies as its Director from 1968-1972. This prize is awarded annually to the student obtaining the highest standing in the Certificate of Proficiency in English.

Value: \$300.

## Jacob Jonker Memorial Prize

Established in 2003 by Jonker Navigation Corporation in memory of Jacob Jonker, to recognize the academic performance of the top students graduating with the Diploma in Management (General). Awarded by the Executive Committee of the School of Continuing Studies on the recommendation of the Diploma in Management program committee. One prize will be available for each of the Spring and Fall convocations.

Value: minimum \$500 each.

## McGill Associates Prize in Management

Awarded annually by the Executive Committee of the School of Continuing Studies to the top student in the Certificate in Management Program in recognition of high academic achievement throughout the program.

Value: \$300.

## **McGill Associates Prizes in Translation**

Awarded annually to the student with the best academic record over the entire program in the Certificate in Translation, French to English, and in the Certificate in Translation, English to French.

Value: two prizes of \$300.

## **Resolute Forest Products Prizes**

Established in 1980, to be awarded to a student obtaining the highest academic standing in the Diploma in Management. One prize will be available for each of the Spring and Fall convocations.

Value: \$350 each.

## **Tata Communications Prize in French as a Second Language**

Established in 1989, this prize is awarded annually to the student obtaining the highest standing in the Certificate of Proficiency in French.

Value: \$300.

## **Giovanna Santullo Memorial Prize**

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

Value: varies.