

STUDENT RECORD CHANGES

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

Registrar Deadlines

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

Before Registrar Deadlines

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

Note for the Faculties of Arts and Science (including B.A. & Sc.): Requests are made at Service Point (3415 McTavish). However, it is important that you also meet with a faculty advisor in Arts OASIS or SOUSA to talk about your options and the effects that your request may have on your studies.

After Registrar Deadlines

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

Note for the Faculties of Arts and Science (including B.A. & Sc.): Requests are made at Service Point (3415 McTavish). However, it is important that you also meet with a Faculty advisor in Arts OASIS or SOUSA to discuss your options and the effects that your request may have on your studies.

Fee Assessment Consequences

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

If you wish to contest the fee assessment, you must submit a written request to Enrolment Services. Enrolment Services will review the extraordinary circumstances described in the supporting documentation provided by your faculty and, if necessary, consult with the Student Accounts Office to decide whether to consider your request. Then, Enrolment Services will communicate with you explaining the decision.

Student's Citizenship, 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 *Why Does McGill Collect Legal Documents from You?* You may be assessed a fee for a change requested after the submission deadline.