

FACULTY INFORMATION AND REGULATIONS

Each student in the Faculty of Agricultural and Environmental Sciences must be aware of the Faculty Regulations as stated in this publication. While departmental and faculty advisors and staff are always available to give advice and guidance, the ultimate responsibility for completeness and correctness of your course selection and registration, for compliance with, and completion of your program and degree requirements, and for the observance of regulations and deadlines, *rests with you*. It is your responsibility to seek guidance if in any doubt; misunderstanding or misapprehension will not be accepted as cause for dispensation from any regulation, deadline, program, or degree requirement.

Minimum Credit Requirement

You must complete the minimum credit requirement for your degree as specified in your letter of admission.

Students are normally admitted to a four-year program requiring the completion of 120 credits, but Advanced Standing of up to 30 credits may be granted if you obtain satisfactory results in the Diploma of Collegial Studies, International Baccalaureate, French Baccalaureate, Advanced Levels, and Advanced Placement tests.

Normally, Quebec students who have completed the *Diplôme d'études collégiales* (DEC) or equivalent diploma are admitted to the first year of a program requiring the completion of a minimum of 90 credits, 113 credits for Bioresource Engineering, 115 credits for Dietetics, and 122 credits for the Concurrent Degrees in Food Science and Nutritional Sciences, including any missing basic science prerequisites.

Students from outside Quebec who are admitted on the basis of a high school diploma enter the Major Foundation Program, which comprises 30 credits (see Major Foundation Program in this publication).

You will not receive credit toward your degree for any course that overlaps in content with a course successfully completed at McGill, at another university, at CEGEP, or Advanced Placement exams, Advanced Level results, International Baccalaureate Diploma, or French Baccalaureate.

Students transferring from another university must complete a minimum of 60 McGill credits in order to receive a McGill degree. A minimum of 72 McGill credits is required for the B.Eng.(Bioresource Engineering) degree.

If you are a student in the B.Sc.(Ag.Env.Sc.) and in the Diploma in Environment (AES), you must take a minimum of two-thirds of your course credits within the Faculty of Agricultural and Environmental Sciences.

Minimum Grade Requirement

You must obtain grades of C or better in any required, complementary, or Foundation Program courses used to fulfill program requirements. You may not register in a course for which you have not passed all the prerequisite courses with a grade of C or better, except by written permission of the Departmental Chair concerned.

Academic Advisors

Upon entering the faculty and before registering, you must consult with the academic advisor of your program for selection and scheduling of required, complementary, and elective courses. The academic advisor will normally continue to act in this capacity for the duration of your studies in the faculty.

A faculty advisor is also available in the Student Affairs Office to assist you with student record related matters.

Categories of Students

Full-Time Students

Full-time students in Satisfactory Standing take a minimum of 12 credits per academic term. A normal course load is considered to be 15 credits per term. The maximum number of credits allowed per academic term is 18 credits. Students who wish to be considered for Faculty in-course scholarships must be registered for 27 graded credits during the fall/winter academic year.

Students in Probationary Standing are not permitted to take more than 14 credits per term. In exceptional circumstances, the Committee on Academic Standing may give permission to attempt more.

Part-Time Students

Part-time students take fewer than 12 credits per term.

Academic Standing

You must prove that you can master the material of lectures and laboratories. Examinations are normally held at the end of each course, but other methods of evaluation may also be used. The grade assigned for a course represents your Academic Standing in all the coursework.

The following rules apply to your Academic Standing:

1. When your CGPA (or TGPA in the first term of the program) falls below 2.00, your Academic Standing becomes Probationary.
2. If you are in Probationary Standing, you may register for no more than 14 credits per term.
3. While in Probationary Standing, you must achieve a TGPA of 2.50 to continue in Probationary Standing or a CGPA of 2.00 in order to return to Satisfactory Standing. Failure to meet at least one of these conditions will result in Unsatisfactory Standing. In the case of Fall term, this will be Interim Unsatisfactory Standing and the rules for Probationary Standing will apply.
4. When your CGPA (or TGPA in the first term of the program) falls below 1.50, your Academic Standing becomes Unsatisfactory and you must withdraw. In the case of Fall term, the Standing will be Interim Unsatisfactory Standing and the rules for Probationary Standing will apply.
5. If you are in Unsatisfactory Standing, you may not continue in your program. You may apply for readmission only after your registration has been interrupted for at least one term (not including Summer term).
6. Readmission will be in the Standing Unsatisfactory/Readmit and a CGPA of 2.00 must be achieved to return to Satisfactory Standing or a TGPA of 2.50 must be achieved for Probationary Standing. If you fail to meet at least one of these conditions, you will be required to withdraw permanently.

- Students in the School of Human Nutrition have additional standards in place for the professional program (Dietetics). See Dietetics Major (B.Sc.(Nutr.Sc.)) (115 credits).

Committee on Academic Standing

The Faculty's Committee on Academic Standing reviews special requests made by students regarding their academic life. Please inquire at the Student Affairs Office, Laird Hall 106, to obtain an application form.

Credit System

The credit assigned to a course reflects the effort it demands of you. Typically, one credit corresponds to three hours of work per week for one term. This includes lecture hours, other contact hours (like labs and tutorials), problem periods as well as personal study hours. For a standard 3-credit course, students should expect to invest nine hours of work weekly.

Refer to the Credit System page.

School of Continuing Studies Courses

Not all School of Continuing Studies credit courses are recognized for credit within faculty degree programs. Please contact the faculty advisor in the Student Affairs Office before registering for such courses.

Academic Credit Transfer

Transfer credits based on courses taken at other institutions (completed with a grade that is equal to or higher than the grade/CGPA required to graduate from the host university) before entrance to this Faculty are calculated and assigned after you are accepted, and you have accepted the offer of admission.

Transfer credits may also be granted for courses taken at other university-level institutions (completed with a grade that is equal to or higher than the grade/CGPA required to graduate from the host university) while you are attending McGill University. You must secure permission to apply such credits to your program in this Faculty before you begin the work. Grades obtained in such courses do not enter into calculations of grade point averages (GPA).

Exemption from a required or complementary course on the basis of work completed at another institution must be approved by both the instructor of the appropriate McGill course and the academic advisor.

As a full-time degree student, you may register, with approval of the Student Affairs Office, for course(s) at any university in the province of Quebec through BCI (*Bureau de coopération interuniversitaire*, previously known as CREPUQ). Those courses successfully completed with a minimum grade of C (according to the standards of the university giving the course) will be recognized for the purpose of your degree, but the grades obtained will not enter into your GPA calculations.

For universities outside Quebec, it is your responsibility to ensure that the host institution sends an official transcript to the Student Affairs Office. You must submit all documents required for approval of your transfer credits with your faculty at McGill within one month of completing your exchange program or study away. If you are studying at another Quebec university on an Inter-University Transfer

(IUT) agreement, the host university sends your grade(s) to McGill automatically.

For further details, consult the Quebec Inter-University Transfer Agreement page, or go to the *Bureau de coopération interuniversitaire* (BCI) website to access the online application.

Second Academic Majors

While registered in a major in the Faculty of Agricultural and Environmental Sciences, you may pursue a second set of courses of greater scope than a minor (e.g., faculty program, major, honours program, major concentration) in either this Faculty or another faculty. Application for a second academic major must be made to the Associate Dean (Student Affairs) in the Student Affairs Office, Laird Hall, Room 106.

Following are the regulations and procedures for second academic major:

- You must be in Satisfactory Academic Standing with a minimum CGPA of 3.00 in order to apply for a second academic major.
- In consultation with the appropriate authority associated with each major (academic advisor, Associate Dean), you must construct a proposal showing all the courses that are to be taken to satisfy the entrance and program requirements of both the first and second academic majors.
- A minimum of 36 credits must be unique to the second major (i.e., not part of the required or complementary courses taken for the first major).
- You must obtain prior approval for all proposed second academic majors from your academic advisor and the Student Affairs Office and from the Associate Dean, advisor, or appropriate committee of the other faculty concerned.
- Normally, proposals for second academic majors will be initiated before completion of U1 year of the first academic major.
- The academic standards applicable to each major will be respected.

Procedures for Minor Programs

If you want to register for a minor program, you must complete a Minor Approval Form (usually at the beginning of your U2 year), and return it duly completed and signed to the Student Affairs Office (saoadvisor.macdonald@mcgill.ca). The minor program will then be added to your record and will automatically continue each year unless you officially cancel it in writing. If you want to cancel the minor, you must notify both the minor advisor and complete the Program Change Form. The program change form must be submitted to the Student Affairs Office (saoadvisor.macdonald@mcgill.ca).

Course Change Information

- Courses: please refer to the Course Change Period page, and the Important Dates website.
- Course withdrawal (Transcript notation of "W"): please refer to the Course Withdrawal page, and the Important Dates website.
- Other changes: information about changes may be obtained from the Student Affairs Office of the faculty.

Graduate Courses Available to Undergraduates

Undergraduates who want to take graduate courses must have a cumulative grade point average (CGPA) of at least 3.2. Final approval must be obtained from Enrolment Services. Be advised that graduate courses taken for credit toward an undergraduate degree will not be credited toward a graduate program.

Please see a Faculty advisor in the Student Affairs Office, Laird Hall, 106 for more information.

Attendance and Conduct in Class

Matters of discipline connected with, or arising from, the general arrangement for teaching are under the jurisdiction of the Dean of the Faculty.

Students may be admonished by a professor or instructor for dishonest or improper conduct. If disciplinary action is required, it must be reported to the Associate Dean (Student Affairs).

Punctual attendance at all classes, laboratory periods, tests, etc., is expected of all students.

Incomplete Grades

Please refer to Incomplete Courses.

Examinations

You should refer to Examinations: General Information for information about final examinations and deferred examinations. Examination schedules are posted on the McGill website; normally four weeks after the start of classes for the Tentative Exam Schedule, and six weeks after the start of classes for the Final Exam Schedule.

Every student has a right to write essays, examinations, and theses in English or in French except in courses where knowledge of a language is one of the objectives of the course. Oral presentations made as part of course requirements are in English.

Reassessments and Rereads

Please refer to the Reassessments and Final Examination Rereads page on the McGill Exams website.

Degree Requirements

To be eligible for a B.Eng. (Bioresource), B.Sc. (Ag.Env.Sc.), B.Sc. (F.Sc.), or Concurrent B.Sc. (F.Sc.) and B.Sc. (Nutr.Sc.) degree, you must have passed—or achieved exemption—with a minimum grade of C in all required and complementary courses of the program. You must also have a CGPA of at least 2.00.

In addition, if you are a student in the Dietetics program, you must have completed the Stages of professional formation requiring a CGPA of 3.00.

You must have completed all Faculty and program requirements; see Minimum Credit Requirement in this publication.

In order to qualify for a McGill degree, you must complete a minimum residency requirement of 60 credits at McGill. If you are in the B.Sc.

(Ag.Env.Sc.), you must take a minimum of two-thirds of your course credits within the Faculty of Agricultural and Environmental Sciences.

Note for B.Eng. (Bioresource) students: If you are completing a B.Eng. (Bioresource) degree, you must complete a minimum residency requirement of 72 credits at McGill. Note that the total credits for your program (143 credits) includes those associated with the Year 0 (Foundation Program) courses.

Graduation Honours

For information on the designation of graduation honours and awards, see Graduation Honours.

Scholarships, Bursaries, Prizes, and Medals

Various scholarships, bursaries, prizes, and medals are open to entering, in-course, and graduating students. No application is required. For full details, see the In-course scholarships page on our Faculty's website.