

COURSE AND PROGRAM REGULATIONS

Course Load

The normal course load for most undergraduate studies is 15 credits per term (Fall and Winter terms). If you carry fewer than 12 credits per term, you are considered to be a part-time student in that term. Students in Satisfactory Standing may take up to 17 credits per term. Students whose CGPA is above 3.00 may request permission to take an overload. Overloads are not allowed in major Field Experience terms for students in the B.Ed. programs. Students in Probationary Standing take a maximum of 12 credits.

The B.Ed. and B.Sc.(Kinesiology) programs must be followed only on a full-time basis. Students must take a minimum of twelve (12) credits per term (Fall and Winter) unless the Director of Internships and Student Affairs gives them special permission to be registered for fewer than 12 credits in a term (see "Part-Time Student Status" below). Special permission must be requested prior to the end of Course Add/Drop period.

Any absence or reduction in course load that may impact the regular progression of a student's program must have written approval by the Director of Internships and Student Affairs.

The B.A.(Education) program can be followed on a part-time basis (fewer than 12 credits in a term) without special permission, provided students do not exceed the degree time limit (see "Part-Time Student Status" below).

Part-Time Student Status

If you are registered for fewer than 12 credits in a term, you are considered to be a part-time student in that term. Students who opt to study part-time are ultimately responsible for any impact their part-time student status may have. Students are not permitted to study part-time in order to concurrently study at another educational institution. Students are advised to consult with their service providers to ensure that they are meeting the necessary course load requirements to maintain services. If you plan to reduce your course load to below 12 credits, you are advised to have documentation to support this decision should you need to justify your reduced course load to a service provider, immigration authorities, or graduate school admissions committee at a later date. International students, in particular, should be aware of the potential immigration impacts of reducing their course load. If you are considering reducing your course load to fewer than 12 credits, your part-time status may affect the following:

May Impact	Whom to Contact
Degree time limit, course planning, academic goals	Academic Advisor
Scholarships (applications and renewals), awards, bursaries, loans, financial aid, or government funding In-course awards	Scholarships and Student Aid Office
	or

Internships and Student Affairs Office for Faculty of Education-administered awards (isa.administrator@mcgill.ca)

Immigration, CAQ, or international study permit International Student Services

Loans, RESPs, health insurance Bank, health insurance provider, etc.

Student discounts or promotions, including the student OPUS card Service provider

Time Limit and Credits for Completion of Degrees

Students are expected to complete their program no more than:

- five (5) years after their initial registration and within 150 credits for the **B.Ed.** degree;
- four (4) years after their initial registration and within 120 credits for the **B.A.(Education)** degree;
- four (4) years after their initial registration and within 120 credits for the **B.Sc.(Kinesiology)** degree.

Students who enter into the Foundation Program become subject to these regulations one year after their initial registration. Students who exceed these limits must apply to the Faculty for permission to continue.

Students will receive credits for all courses (subject to degree regulations) taken up to and including the semester in which they obtain the full degree credit requirements. Students who wish to remain at McGill beyond that semester must seek permission of the Director of Internships and Student Affairs. Students who wish to exceed the specified minimum number of credits required for their degree must also seek permission of the Director of Internships and Student Affairs. If permission is granted, credits over the limit will be flagged for no credit and the grades will not count in the CGPA.

Permission for exceeding the time and/or credit limits will normally be granted only for valid academic reasons, such as change of program or approved part-time status. If permission is granted, students will receive credit only for required and complementary courses necessary to complete their program requirements.

Course Requirements

All required and complementary courses used to fulfil program requirements must be completed with a grade of C or better. Students who fail to obtain a satisfactory grade in a required and/or complementary course must either pass the supplemental examination if available, or repeat the course. If the failed course is a complementary course required by the program, a student may choose to replace it with another complementary course. If a student repeats a required course in which a D was received, credit will only be given once. Students must contact their program advisor at least once each academic year and at the end of year 3 (B.Ed. Programs) and year 2 (B.A.(Education), B.Sc.(Kinesiology) program) to ensure that they are on the right track to completing their program requirements. A failure (F, J, KF, WF) in any level of Field Experience places a student in Unsatisfactory Standing, requiring withdrawal from the program.

Further details on requirements for Field Experience are listed on the Student Teaching/Field Experience page.

Electives

Any courses taught at McGill University may be used towards elective credits, with the following exceptions:

- School of Continuing Studies courses with a teaching unit that starts with C are not for credit (except for CHEM courses).
- Online Education: Refer to the Online Courses section below.

Courses Taken as Transfer Credit

Students wishing to study away at a university outside of Quebec must obtain approval from their academic advisor and the Internships and Student Affairs Office prior to taking a transfer course. Students will only be permitted to take courses required to complete their program. Students are not permitted to take transfer courses during their graduating term. Please refer to the Transfer Credits page for further information.

Inter-University Transfer Credit

Students may, with the permission of their academic advisor, register at any university in the province of Quebec for three (3) or, exceptionally, six (6) credits per term in addition to their registration at McGill. Students will only be permitted to take courses required to complete their program. Students are not permitted to take transfer courses during their graduating term. Please refer to the Quebec Inter-University Transfer Agreement page for further information.

Online Courses

A maximum of 18 credits of courses taught as online courses may be used toward the B.Ed., B.A.(Education), or B.Sc.(Kinesiology) degree at McGill. Requests to take online courses at another university must be assessed for equivalency and approved by an academic advisor and the Internships and Student Affairs Office. Please refer to Courses Taken as Transfer Credit above. Note that online courses may have an impact on eligibility for some government loans.

Courses Taken under Satisfactory/Unsatisfactory Option

Required or complementary courses, including subject area courses for B.Ed. students, cannot be taken under this option. Please consult Courses Taken under the Satisfactory/Unsatisfactory (S/U) Option.

Course Equivalencies and Overlap

Students will not receive additional credit toward their degree for any course that is considered equivalent or that overlaps in content with a course for which they have already received credit at McGill, or any other institution. It is the student's responsibility to be aware of exclusion clauses specified in the course description in this publication and Minerva. Students should also confirm specific information about Advanced Standing credits and McGill course exemptions. There is also faculty-specific information available via the Internships and Student Affairs page.

Dress Regulations

All students enrolled in teacher certification programs are advised that school boards and individual schools may have regulations concerning acceptable attire. Students must adhere to any such regulations.

Students in Kinesiology and Physical Education programs are required to wear appropriate clothing for activity courses as approved by the instructor(s). Students may also be responsible for providing some items of personal equipment.