



School of Continuing Studies
Programs, Courses and University Regulations
2013-2014

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This publication provides guidance to prospects, applicants, students, faculty and staff.

1 . McGill University reserves the right to mak

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1 University Regulations and Resources (School of Continuing Studies)

1.1 General Policies and Information

Students must inform themselves of University rules and regulations and keep abreast of any changes that may occur. The *General Policies and Information* section of this publication contains important details required by students during their studies at McGill and should be periodically consulted, along with other sections and related publications.

1.1.1 Authorization, Acknowledgement, and Consent

When applying for admission to the University, you are bound by and agree to observe all statutes, rules, regulations, and policies at McGill University and the faculty or faculties to which you may be accepted and registered in, including policies contained in the University Calendars and related fee documents. Your obligation as a student begins with your registration and ends in accordance with the University's statutes, rules, regulations, and policies.

You should verify all information or statements provided with your application. Incorrect or false information may jeopardize your admission. The University reserves the right to revoke an admission that is granted based on incorrect or false information in an application or supporting documents.

1.1.2 Student Rights and Responsibilities

The *Handbook on Student Rights and Responsibilities* is produced jointly by the Office of the Dean of Students and the University Secretariat. It contains regulations and policies governing your rights and responsibilities as a student at McGill, and is available to you electronically at www.mcgill.ca/secretariat/policies/students.

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1.1.5 University Student Assessment Policy

The *University Student Assessment Policy* includes all disparate policies with regard to all types of student assessments. This policy is meant to protect students from excessive workloads, and to ensure that all students are treated equally.

This policy applies to undergraduate and graduate courses offered by the University that are evaluated by any form of assessment. Except where otherwise indicated, this policy applies to all faculties, including those which administer their own examinations.

You can consult the policy at [University Student Assessment Policy](#).

1.1.6 Policy Concerning Access to Records

The University sends statements of account and all other correspondence directly to students. You retain full control over who has access to your records or accounts; however, officers and members of the University staff also have access to relevant parts of your records for recognized and legitimate use. The University does not send progress reports or any other information to your parents and/or sponsors unless you specifically request it in writing.

In accordance with Quebec's *Act respecting Access to documents held by public bodies and the Protection of personal information* (the "Access Act"), personal information, including transcripts of academic records, may be released only with the student's authorization. When you apply to McGill, you authorize the University to release certain personal information (name, address, telephone number, email address, date of birth, program, and student status) to specific persons and bodies.

The following persons and bodies are included in your information release authorization:

Revision, June 2013. Start of revision.

1. Libraries of other Quebec universities with which McGill has reciprocal borrowing agreements (ID number and bar code may also be disclosed to those libraries)
2. *Ministère de l'Immigration et des Communautés culturelles* and/or the *Régie de l'assurance-maladie du Québec* and the *Ministère de l'Enseignement supérieur, de la Recherche, de la Science et de la Technologie*
3. The appropriate authorities involved with the external or internal funding of your student fees (financial records may also be disclosed to those authorities)
4. The Association of Universities and Colleges of Canada
5. The Association of Registrars of Universities and Colleges of Canada and the *Bureau de concertation universitaire* (formerly known as CREPUQ), or the member institutions of these organizations, for the purpose of admissions operations and the production of statistics
6. The school(s) or college(s) that you attended
7. Students and alumni who have volunteered to speak with admitted students
8. Student Associations recognized by McGill University for the student category(ies) to which you belong
9. The McGill Alumni Association
10. Professional bodies or corporations (e.g., engineers, dentists)
11. McGill Network and Communications Services for the purposes of listing your McGill email address in an online email directory

Revision, June 2013. End of revision.

If you do not want to authorize the University to disclose personal information to the organizations mentioned above in 8, 9, 10, and 11, you must complete an *Opposition Form*, available at www.mcgill.ca/students/records/forms.

1.1.7 Email Communication

All students are assigned a McGill Email Address (usually in the form of `firstname.lastname@mcgill.ca`) and are given a McGill email mailbox. You can view your McGill Email Address and set your McGill Password on Minerva (www.mcgill.ca/minerva), under the *Personal Menu*.

Email sent to your McGill Email Address is an official means of communication between McGill University and its students. As with all official University communications, it is your responsibility to ensure you read and act upon University emails in a timely fashion. If you choose to forward University email to another email mailbox, it is your responsibility to ensure that the alternate email mailbox is valid.

You should read and familiarize yourself with the policies on *Responsible Use of McGill Information Technology Resources* and *Email Communications with Students*, found under *Information Technology* on the University Secretariat website at www.mcgill.ca/secretariat/policies/informationtechnology. For more information on email for students, refer to [www.mcgill.ca/it](#) and see [section 1.13: For your Information Technology \(IT\) needs](#).



Note for Continuing Studies: The above services are not available if you are registered in short courses or seminars not recorded on the official McGill transcript.

1.1.8 Responsible Use of McGill Information Technology Resources

You must comply with the *Policy on the Responsible Use of McGill Information Technology Resources* as approved by the University Senate. You can find this policy in the listing of *University Policies, Procedures and Guidelines* under *Information Technology*, at www.mcgill.ca/secretariat/policies/informationtechnology.

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If you need to change important personal information that requires the University to verify official documents, such as a name or citizenship change, or correction of your birth date, you must go in person (as soon as possible) to Service Point, 3415 McTavish Street, Montreal, Quebec, H3A 0C8. Macdonald campus students can request changes in person at the Student Affairs Office, Laird Hall, Room 106.



Note for Continuing Studies: If you need to change important personal information that requires the University to verify official documents, such as a change to your name or citizenship, or a correction of your birth date, you must go in person (as soon as possible) to the School of Continuing Studies Client Services Office. Such changes can only be made in person at the School of Continuing Studies, Client Services Office, 688 Sherbrooke Street West, Room 1199.

1.2.2 Legal Documents: Why Does McGill Collect Legal Documents from You?

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1.2.4 Legal Documents: Has McGill Received Your Documents?

1.2.4.1 Quebec/Canadian/International Fees and Immigration Status

Once McGill has received your documents, it usually takes one week to process them and update your file accordingly.

- Check your tuition status on the Minerva (www.mcgill.ca/minerva) Student Accounts menu: *Student Menu > Student Accounts Menu > View Tuition Fee and Legal Status*.
- Check the phrase: *Fees currently calculated according to rules for...* This will tell you if your tuition status is currently being billed at the international rate, the Canadian rate, or at the Quebec rate. For information on fees, see www.mcgill.ca/student-accounts.
- Electronic billing is the official means of delivering fee statements to all students; you may view your e-bill on Minerva. For more information, see the following website: www.mcgill.ca/student-accounts.

If you do not agree with your tuition status, notify McGill right away. If you provide additional documentation in support of your file after the last day of classes for the given term, McGill will be unable to accept your requested changes, or to update your tuition status rate for that term.

1.2.4.2 Permanent Code

The Government of Quebec usually takes one to four weeks to verify or issue your Permanent Code.

- Check your Permanent Code on Minerva: *Personal Menu > Name Change* or alternately via *Student Menu > Student Accounts Menu > View Tuition Fee and Legal Status*. If your 12-character Permanent Code appears there, your documents are in order. If not, you have not yet provided McGill with your documents listed in [section 1.2.3: Legal Documents: What Documents Does McGill Need from You?](#) or the Government of Quebec has not yet confirmed that your documents are sufficient to create a Permanent Code.

1.2.5 Legal Documents: What Are the Consequences of Not Providing Your Documents?

The deadline to submit documents in support of a change to your tuition status effective for that term is the last day of classes for that term (e.g., December 1st for changes to be made to your tuition status for the Fall term, or April 1st for changes to be made for the Winter term).

McGill will not produce your ID card until all of your legal documents have been received. Your ID card is essential to the use of many services on campus, and to take your final exams.

If we are missing the required legal documents, a hold will be added to your record preventing you from registering or dropping any courses, and from obtaining your official transcript.

International students who have not provided their valid immigration documents to McGill may be de-registered.

If your tuition status is changed and your fees are reduced as a result of the document review process, McGill will waive the difference on any accumulated late payment or interest charges.

1.2.6 Legal Documents: Where Do I Send My Documents?

You must send in all your documents after you have been accepted to McGill but before the start of classes. **Do not send originals.** Email or mail clear and legible copies of your documents. Write your McGill student ID on each document so that McGill can match them to your record. The sooner you submit your documents, the sooner the University can update your status and ensure that your record is in order. Refer to www.mcgill.ca/legaldocuments for further details.

By Email:

Follow these steps to submit your legal documents electronically.

1. Save the attached file in an accepted format.

Standard PDF (.pdf) – encrypted PDFs will not be accepted.

Tagged image format (.tif, .tiff for scanned images).

Ensure that you save your documents properly in one of the above formats—do not just rename the file extension. Due to the possibility of computer viruses, McGill does **not** accept Microsoft Word documents (.doc), hypertext files (.htm, .html), JPG, GIF, or any other format.

2. **Ensure that the resolution used is at least 300 dpi (dots per inch)** for an electronic replica (scan) of documentation (e.g., a scan of your birth certificate). The preferred file size is 100KB per image.
3. **Address your email to legaldocumentation@mcgill.ca and attach your relevant scanned document(s).** Attach the file(s) to your email; do not include the documents in the body of your email.
4. **Put your First Name, Last Name, and McGill ID number in the subject line of your email.**

Note: Individual email size (including your attachments) should not exceed 5 MB (5120 KB).

By Mail or Courier:

McGill University

Enrolment Services
Student Records
Room MS-13
3415 McTavish St.
Montreal, QC H3A 0C8 CANADA

In Person:

Service Point

3415 McTavish Street
Montreal, Quebec H3A 0C8

If there is a problem with your documents, contact:

Telephone: 514-398-7878

Email: <http://webforms.mcgill.ca/servicepoint/request.asp>

1.2.6.1 For the School of Continuing Studies

By Mail or in Person:

McGill University
The School of Continuing Studies, Client Services Office
688 Sherbrooke Street West
Suite 1199
Montreal, QC H3A 3R1

By Fax:

514-398-2650

If there is a problem with your documents, contact Client Services at:

Telephone: 514-398-6200

Email: info.conted@mcgill.ca; legaldocuments.conted@mcgill.ca

1.2.7 Identification (ID) Cards

As a student registered at McGill, you are required to present an ID card to:

- write examinations;
- use libraries and student services, including certain laboratories;
- access residence buildings;
- access meal plans;
- access the inter-campus shuttle bus.

To receive your ID card you must be a registered student, while also providing your Permanent Code information and proof of legal status in Canada (for a list of acceptable documents, see [section 1.2.3: Legal Documents: What Documents Does McGill Need from You?](#)).

ID cards will not be issued if any of your legal documents are missing.

The Student Identification Card is the property of the University, for use by the cardholder only, and is not transferable. If you withdraw from all of your courses, you must attach your ID card to the withdrawal form or return it to Enrolment Services (or the Faculty of Agricultural and Environmental Sciences, Student Affairs Office, Macdonald Campus).

- New students must be registered for at least one course to obtain an ID card.
- You must allow at least three hours after you have registered before applying for your ID card.
- If you do not register for consecutive terms, you should retain your ID card to avoid having to replace it when you re-register.
- If your card has expired, there is no charge for a replacement as long as you hand in the ID card.
- If you change programs or faculties, there is no charge.

- **New Quebec CEGEP students** (once they register for at least one course) can obtain their ID cards as of June 10, 2013.
- **New Canadian and International students** (once they register for at least one course) can obtain their ID cards as of June 17, 2013.
- Returning students must be registered for at least one course, and may present themselves at an ID card centre at any time in order to obtain a replacement card.

1.2.7.2 ID Card Schedule for the Macdonald Campus:

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- Diplomas and certificates
- Tuition fee e-bills

It is important to note that making a request to use a preferred first name at McGill does not change a student's legal name in the McGill student record or records with government authorities.

You can provide a preferred first name on your application for admission or, once admitted, on [Minerva](#), under the *Personal Menu*. From the *Personal Menu*, select *Name Change* and then add your preferred first name in the preferred first name field.

1.3.2 How to Register Using Minerva

Go to [Minerva](#) and follow the step-by-step instructions. You can register and/or make course changes using Minerva ONLY during the periods indicated in the Minerva Registration Schedule. For more information, see [section 1.3.4.2: Minerva Re](#)

Special Students Registering in Graduate-Level Courses

1. An unofficial transcript in English or French confirming degree completion and, if applicable, an "avis d'études" from the *Gouvernement du Québec, Ministère de l'Immigration et des Communautés culturelles*
- 2.

- Professional programs may impose constraints to application of the undergraduate leave of absence policy due to accreditation requirements or placement limitations.
- International students are advised to contact International Student Services (ISS) regarding individual circumstances.



Note: When on a leave of absence, if you wish to be covered by the undergraduate supplemental health insurance and/or international health insurance, you must contact your respective campus-wide student association (e.g., Students' Society of McGill University, Macdonald Campus Students' Society) and International Student Services to make arrangements. Note that there will be additional student society fees to be paid in order to be considered a member eligible for the insurance plans. For information about the student societies' supplemental health and dental coverage, click [here](#). For information about international health insurance, click [here](#).



Note: Once a leave of absence is granted, you must consult the [Student Aid Office](#) in order to assess the impact of the leave on student aid (e.g., government loans and bursaries, etc.).

If you need to take a leave of absence because of pregnancy or because you need to care for a dependant, please consult [section 1.3.6: Guidelines for the Academic Accommodation of Pregnant Students and Students Caring for Dependants](#).

1.3.6 Guidelines for the Academic Accommodation of Pregnant Students and Students Caring for Dependants

McGill acknowledges the particular challenges facing you as a pregnant student and as a student caring for a dependant.

McGill supports you in your desire to further your education while meeting your family obligations.

Wishing to provide an environment in which you may be able to continue in your program of study and fulfil your university commitments when faced with exceptional circumstances related to particular family commitments, these guidelines aim to set out how, and in what exceptional circumstances, you may request academic accommodation.

Revision, May 2013. Start of revision.

You can consult the guidelines at www.mcgill.ca/secretariat/policies/students.

Revision, May 2013. End of revision.

- Grades earned at the host university will not be included in your McGill grade point averages (GPA) or show on your McGill transcripts.
- If you are attending McGill as an Exchange student from outside Quebec, you are not eligible to take courses at another Quebec institution through the IUT agreement.
- Any grades received late from host universities may delay your graduation.

If you are a scholarship holder, you should consult with your Student Affairs Office and the scholarships coordinator concerning eligibility for continuation or renewal of your award(s).

You must initiate an online Quebec Inter-University Transfer (IUT) application to request the required authorizations at www.mcgill.ca/students/transferecredit/current/iut. You may find additional information posted on your faculty website.



Note: Once the Quebec Inter-University Transfer (IUT) application is approved by both the home and host universities, you must register in the course that was approved. The method of registration of the host university will vary (e.g., web, in-person, phone, etc.). **You must allow sufficient time to complete and submit your electronic application, because you are responsible for adhering to all the host university's registration deadlines.** If you decide later to drop or withdraw from the approved course(s), you will need to drop or withdraw from the course using the host university's registration method AND submit this change on the online Quebec Inter-University Transfer (IUT) application.

The host institution will automatically submit your grades to McGill for any completed courses.



Note for the Faculties of Arts and Science (including B.A. & Sc.): If you participate in any type of study away or exchange (including Quebec Inter-University Transfer) during your final (U3) term—even if you are taking only one course outside of McGill—you will not be able to graduate by the end of this final term and must change your graduation to the following term.

1.3.15 Quebec Inter-University Transfer Agreement: Visiting IUT Students

The Quebec Inter-University Transfer (IUT) agreement permits concurrent registration at McGill and another Quebec institution.

If you are a student at another Quebec university and you want to take courses at McGill using the Quebec Inter-University T

1.4.2 Tuition Fees

Tuition rates are subject to change each academic year. Please access *Tuition and fees* at www.mcgill.ca/student-accounts/tuition-fees. The annual rates of tuition and fees are updated as soon as they are known.

1.4.3.1 Administrative Charges

The University assesses a number of administrative charges to students, which include:

Registration Charge – All students in courses and programs are assessed a registration charge.

Information Technology Charge – The purpose of the information technology charge is to enhance certain technology services provided to students as well as to provide training and support to students in the use of new technology.

Transcripts and Diploma Charge – The University assesses a transcripts and diploma charge to all students. This entitles students to order transcripts free of charge and covers the costs of producing diplomas and some of the costs associated with the Convocation ceremony. Students who attend the Convocation may be responsible for some additional costs.

Copyright Fee – All students in courses and programs are assessed the copyright fee, which covers the cost of the annual fee that all Quebec universities are required to pay to Copibec (a consortium that protects the interests of authors and editors) for the right to photocopy materials protected by copyright.

Revision, June 2013. Start of revision.

General Administrative Charge –

Other Fees (rates as of 2013–2014)

Reinstatement Penalty (see section 1.4.6: Other Policies Related to Fees for Continuing Studies Students: Overdue Accounts)	\$150
Rescheduled Examinations	\$30
Exemption by Examination	\$100
Comprehensive Challenge Examination (English and French Language Programs)	\$100
McGill School of Continuing Studies Test of English Language Proficiency (TELP)	\$100
Intensive Language Programs:	
Application Fee	\$80
Course cancellation prior to refund deadline	\$200

Revision, June 2013. End of revision.

1.4.5 Billings and Due Dates for Continuing Studies Students

Invoicing of Fees

Fees are assessed on a term-by-term basis.

Electronic billing is the official means of delivering fee statements to all McGill students. Your e-bill includes all charges to your account, including tuition, fees, health insurance and other charges. The University generally produces e-bills at the beginning of the month and sends an email notification to your official McGill email address stating that your e-bill is available for viewing on Minerva. Charges or payments that occur after the statement date appear on the next month's statement, but you can view them immediately on the *Account Summary by Term* under the *Student Accounts Menu* on Minerva (this is the online dynamic account balance view).

Failure to check email on a regular basis *in no way warrants* the cancellation of interest charges and/or late payment fees. Refer to the Student Accounts website at www.mcgill.ca/student-accounts for information on payment due dates.

Late Payment Fees

If you have an outstanding balance greater than \$100 on your account at the end of October (end of February for the Winter term), you are charged a late payment fee according to the fee schedule found in [section 1.4.4: Other Fees for Continuing Studies Students](#).

1.4.6 Other Policies Related to Fees for Continuing Studies Students: Overdue Accounts

All tuition and fees assessed by the University must be paid in full or arrangements must be made to settle the debt.

Students' accounts are considered **delinquent** if they are not paid in full within 60 days after the bill is issued. McGill places a financial hold on these accounts, preventing students from obtaining official academic transcripts and from accessing Minerva for any registration functions.

Interest: Interest is charged on overdue balances at the monthly rate of 1.24%, multiplied by the balance outstanding at the end of the month (14.88% annually). The rate is evaluated each Spring, and then is set for the following academic year.

Note: You should regularly verify your account balance on Minerva.

The University has no obligation to issue any transcript of record, award any diploma, or re-register a student if you do not pay your tuition fees, library fees, residence fees, or loans by their due date.

Information for Registered Students

If you register for a term, but still owe amounts from previous terms, you must either pay your account or make payment arrangements with the Student Accounts Office before the end of the course add/drop period. If you have financial difficulty, first contact the Student Aid Office (Brown Student Services Building, Room 3200; 514-398-6013) to discuss the possibility of obtaining financial aid.

If you fail to pay the previous term's fees or to make arrangements to settle your debt prior to the add/drop deadline, the University will cancel your registration in the current and subsequent terms.

Information for Students who are no Longer Registered

When students fail to settle their debt or reach a suitable payment arrangement, or fail to provide the Student Accounts Office with up-to-date contact information, the University refers these delinquent accounts to a collection agency. **If neither the University nor the collection agency is able to collect on the account, the University reserves the right to have the student reported to a credit bureau.** You should be aware that the University is entitled to use all legal means to obtain payment and that students are responsible for all costs associated with such actions.

Cancelling Registration for Non-Payment

1.4.13 Corporate Tax Benefits for Continuing Studies Students

McGill University is recognized by the *Ministère de l'Emploi et de la Solidarité-Sociale Québec* as a training establishment for the purpose of corporate tax benefits (registration number: 06C0084-00). Companies who are paying fees on behalf of their employees may be eligible for a tax deduction in accordance with Bill 90, or for the refundable training tax credit. Please refer to the following website for further information: www.emploi.quebec.net/anglais.

1.4.14 Tax Slips for Continuing Studies Students

T4A (RL-1), T2202A and Relevé 8 slips are issued on Minerva under the *Student Accounts Menu* by the end of February each year. Note that a social insurance number as well as a valid mailing address are required to be transmitted to Revenu Québec by the University as part of its tax reporting for both the T4A and the Relevé 8 slips; therefore, it is highly recommended that if you expect to be completing a Quebec income tax return, you provide this information to the University upon registration. More information on these slips is available on www.mcgill.ca/student-accounts/your-account/tax-information.

1.4.15 Payment Procedures

Please see the Student Accounts website at www.mcgill.ca/student-accounts/your-account/payment for the various methods of payment available to students and their guests.

1.5 Student Records

Students must inform themselves of University rules and regulations and keep abreast of any changes that may occur. The *Student Records* section of this publication contains important details pertaining to academic standing, grading and grade point averages (GPA), and transcripts, as well as other topics, and should be periodically consulted.

1.5.1 Academic Standing

You enter the University in Satisfactory Standing, and your Academic Standing is determined at the end of each term based on your faculty's regulations. Standing codes are generated in January for the Fall term, in May for the Winter term, and in September for the Summer term, and are displayed on your McGill official and unofficial transcripts. If you receive Unsatisfactory Standing, you must apply to your faculty for readmission. Consult the appropriate section of this publication for the regulations on Academic Standing for your faculty.



Note for Continuing Studies: If you are in Unsatisfactory Standing, you must apply to the Appeals Committee of your academic area.

1.5.1.1 Academic Standing: Faculties of Arts and Science (including B.A. & Sc.)

Your Academic Standing is based primarily on your cumulative grade point average (CGPA), but may also be affected by your term grade point average (TGPA). The Standing in each term determines if you are allowed to continue your studies in the next term, and if any conditions will be attached to your registration.

Decisions about Academic Standing in the Fall term are based only on grades that are available in January

- you must carry a reduced load (maximum 14 credits per term);
- you must raise your CGPA to return to Satisfactory Standing;
- you should see your departmental adviser about your course selection;
- you should see your Faculty adviser to discuss degree planning.

You will be placed in Probationary Standing:

- if your CGPA falls between 1.0 and 1.9 and if you were previously in Satisfactory Standing;
- if your CGPA falls between 2.0 and 2.49 and your Term is Fall or Winter is 2.50 or higher, and if you were previously in Probationary or Interim Unsatisfactory Standing;
- if you were previously in Probationary Standing and your Term is Fall or Winter is 2.50 or higher, and if you were previously in Probationary or Interim Unsatisfactory Standing.

If you are a student with an Incomplete Standing (in the Winter or Summer term):

- you may register for the Fall term, but your Standing must be resolved by the end of the course change period for that term;
- you may continue in the program if Incomplete Standing changes to Satisfactory, Probationary, or Interim Unsatisfactory Standing;
- you may not continue in your program and your registration will be cancelled if your Standing changes to Unsatisfactory Standing.

If your Standing changes to Unsatisfactory:

- you may ask for permission to continue in your program;
- you must make a request for readmission as soon as you are placed in Unsatisfactory Standing;
- you must provide proof of extenuating circumstances that affected your academic performance (e.g., medical or other documentation).

Requests for readmission following an Unsatisfactory Standing must be submitted to:

- Arts: Associate Dean (Student Affairs)
- Science and B.A. & Sc.: Director of Advising Services

If your Standing is still incomplete by the end of course change period, you should immediately consult with your Faculty Student Affairs Office.

At the end of the Winter term, if you have a mark of K or L, you will be placed in the appropriate Standing in June, if the outstanding mark in the course will not affect your Standing. Otherwise, Standing decisions will be made only once incomplete marks have been cleared. For more information about incomplete grades, please refer to *Programs, Courses and University Regulations > University Regulations and Resources > Undergraduate > Student Records > : [Incomplete Tj1 0 0 1 529.8bTj/ 10l3.9 Tm00in the1 0 7](#)*

a TGPA that is less than 2.50 and a CGPA that is less than 2.00.

If at any time, you were placed in Unsatisfactory Standing and were readmitted to the F

1.5.4 Grading and Grade Point Averages (GPA) for Continuing Studies

Courses can be graded either by letter grades or in percentages, but the official grade in each course is the letter grade. Where appropriate, a class average appears on transcripts expressed as the letter grade most representative of the class performance.

Since Fall 2002, the University has only used letter grades on transcripts and verification forms.

For undergraduate courses, Grades A through C represent satisfactory passes, D a conditional (non-continuation) pass, and F a failure. Certain courses have been approved for Pass/Fail (P/F) grading.

For graduate level courses, Grades A through B- represent satisfactory passes. Students must obtain a B- or better in courses to fulfil program requirements.

You cannot register in a course for which you have not passed all the prerequisite courses with a grade of C or better at the undergraduate level and B- or better at the graduate level, except by written permission of the Director. Certain programs have further requirements. Students should refer to the program regulations in the appropriate academic area of this Calendar.

Undergraduate Grading

Undergraduate Level

Grades	Grade Points	Numerical Scale of Grades
A	4.0	85–100%
A-	3.7	80–84%
B+	3.3	75–79%
B	3.0	70–74%
B-	2.7	65–69%
C+	2.3	60–64%
C	2.0	55–59%
D	1.0	50–54%
F (Fail)	0	0–49%
P		Pass

*A grade of D is a conditional (non-continuation) pass:

- If you obtain a grade of D in a course that is a prerequisite, you cannot register for any course that requires this prerequisite.
- If you obtain a grade of D in a required course, the course will not count toward your program.

Graduate Grading

Graduate Level

Grades	Grade Points	Numerical Scale of Grades
A	4.0	85–100%
A-	3.7	80–84%
B+	3.3	75–79%
B	3.0	70–74%
B-	2.7	65–69%
F (Fail)	0	0–64%
P		Pass

The University assigns grade points to letter grades according to the table above. Your Academic Standing is determined by a grade point average (GPA), which is calculated by dividing the sum of the course credit, times the grade points by the total course GPA credits. The result is not rounded up to the nearest decimal point.

GPA credits are the credits of courses with grades that are assigned grade points.

$$\text{GPA} = \frac{\sum (\text{course credit} \times \text{grade points})}{\sum (\text{GPA course credits})}$$

The *term grade point average* (TGPA) is the GPA for a given term calculated using all the applicable courses at the same level in that term. The *cumulative grade point aver*



Note: If the instructor submits a grade of K, he or she will also indicate the date by which the student must complete the work. Consult the faculty sections for maximum extensions.

1.5.10.4 After Registrar Deadlines

The University does not normally consider a change requested after the Registrar deadlines listed in [section 1.5.10.2: 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 will file full 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 see a faculty adviser in Dawson Hall to talk about your options and the effects that your request may have on your studies. For more information, see www.mcgill.ca/students/advising.

1.5.10.5 Fee Assessment Consequences

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

If you want to contest the fee assessment, you must make a written request to Enrolment Services. Enrolment Services reviews the extraordinary circumstances described in the supporting documentation provided by your faculty, and consults with the Student Accounts Office if necessary, to decide whether or not to consider the request. Enrolment Services then sends you a letter explaining the decision.

1.5.10.6 Student's Citizenship and/or 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 [section 1.2.2: Legal Documents: Why Does McGill Collect Legal Documents from You?](#) You may be assessed a fee for a change requested after the submission deadline.

1.5.11 Transcript of Academic Record: Unofficial Transcripts

If you require a copy of your student record, access Minerva (www.mcgill.ca/minerva) to view and print an unofficial transcript. This applies to records from 1976 to the present. For pre-1976 records, you must order an official transcript. See [section 1.5.12: Transcript of](#)

Revision, June 2013. End of revision.

1.5.14 Transcript of Academic Record: Course Numbering on the Transcript

Prior to September 2002, course numbers had seven-character designations beginning with a three-number code indicating the teaching unit/department. The next three digits specified the course, with the first of these indicating its level. The final character was a letter indicating the term, or terms, during which the course was offered. For example:

107-200A = Philosophy (107) course (200) in Fall term (A);

301-202B = Architecture (301) course (202) in Winter term (B);

154-230D = Economics (154) course (230) extending for two terms, Fall and Winter (D).

A list of the former Teaching Unit Codes and their Subject Code equivalents is available at www.mcgill.ca/student/records/transcripts/key.

For information on our current course numbering, see *Programs, Courses and University Regulations > University Regulations and Resour*

You can find information about issues related to academic integrity at www.mcgill.ca/students/srr/honest.



Note for Engineering Students: You should also refer to the Engineering website for more information at www.mcgill.ca/engineering/student/sao/policies/examinations/examination.

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- The format of the supplemental examination (e.g., multiple-choice or essay questions) will not necessarily be the same as the final examination, so you should consult the instructor about the format;
- The supplemental result may or may not include the same proportion of class work as did the original grade; the instructor will announce the arrangements to be used for the course by the end of the Course Change period;
- The supplemental grade will not replace the grade originally obtained, which is used in calculating the GPA; both the original mark and the supplemental result will be calculated in the CGPA;
- For courses in which both a supplemental examination and additional work are available, you may choose the additional work, or the examination, or both; where both are written, only one supplemental mark will be submitted, reflecting marks for both the supplemental examination and the additional work;
- There are no supplemental examinations for Summer courses;
- Additional credit will not be given for a supplemental exam where the original grade for the course was a D and you already received credit for the course;
- No supplemental examinations are available if you fail to achieve a satisfactory grade in a course with a deferred examination;
- Supplemental examinations in courses outside your faculty are subject to the deadlines, rules, and regulations of the relevant faculty.

You must frequently verify the status of your supplemental exam application on Minerva for any additional information required by your Student Affairs Office. Once your application has been approved, you will receive a confirmation email at your McGill email address.

If you register for a supplemental examination but find yourself unprepared for it, you should not write the exam; except for the loss of the application fee, there is no penalty for missing a supplemental e

1.6.5 Examinations: Invigilation (Exams from Other Universities)

Upon request, McGill will act as proctor for exams from other universities or professional accreditation associations. Exams are scheduled on weekdays at 10:00 a.m., and cannot be scheduled on evenings, weekends, statutory holidays, or McGill holidays. This service is limited to written and paper-based exams.

1.6.5.1 The Cost

The cost for invigilation and administration is \$80 per student, per exam to be returned in Canada; and \$100 for each international exam. Unless otherwise specified by the home institution, you are expected to pay by debit card (bank card) or cheque on the day of the exam.

Any student/institution wishing to have the exam returned by courier/express post must provide a prepaid envelope.

1.6.5.2 Setting Up

Information for students: please confirm the exam date at least two weeks in advance of the scheduled exam and provide a telephone number and email address. The meeting point with the invigilator is at Enrolment Services—see address below. If your plans change and you decide not to write the exam, you must contact Enrolment Services as soon as possible.

1.6.5.3 Mailing address for exams

Exams and examination booklets, along with full instructions, should be sent to:

McGill University
Enrolment Services, Room MS - 72
3415 McTavish Street
Montreal (QC) H3A 0C8
Attention: Proctor Exams

Meeting point for students on the day of the exam:

McGill University
Service Point
3415 McTavish Street
Montreal (QC) H3A 0C8

Telephone: 514-398-2207
Email: proctor.es@mcgill.ca
Website: www.mcgill.ca/students/exams/proctor

1.7 Graduation

In order to graduate, you must complete faculty and program requirements. **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.

You should contact your adviser (Music students should contact the Senior Student Adviser; graduate students should contact their department) early in the graduating year to make sure you will meet your program requirements by graduation time. For contact information on advisers, see www.mcgill.ca/students/advising/advisordirectory.

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 in order 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 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 adviser for any conditions applicable to the McGill credits required toward your degree.

Graduate students should refer to *Programs, Courses and University Regulations > Faculties & Schools > Graduate > Program Requirements* for information on minimum residency requirements for graduate programs.



Note for Continuing Studies: Minimum Residency Requirement (Continuing Studies):

- You must successfully complete a minimum of 21 McGill credits (excluding prerequisites and corequisites) in order 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) in order to obtain their certificate. You should check with your adviser for any conditions applicable to the McGill credits required toward your certificate.

1.7.1 Graduation Honours: Dean's Honour List for Continuing Studies Students

If you are graduating with an undergraduate degree, you may be awarded the designation Dean's Honour List under the following conditions:

1. you have completed a minimum of 60 McGill credits toward your degree; and
2. you are in the top 10% of the faculty's graduating class of students; this calculation is 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.

Note for Continuing Studies Students: 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 completed a minimum of 21 McGill credits toward your certificate (residence).



Note for Continuing Studies: The minimum residency requirement of 60 credits does not apply to the School of Continuing Studies certificates and diplomas.

1.7.4 Graduation Approval Query

As a graduating student, you can view the status of your graduation record on Minerva (www.mcgill.ca/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 approximately three to four weeks before the *Degree Granted* notation is updated on their records.

If you have met all requirements for graduation, your student record on Minerva will display the *Degree Granted* notation at the appropriate time:

- Late February, for Fall term graduation (Convocation in Spring)
- Late May, for Winter term graduation (Convocation in Spring)
- Late October, for Summer term graduation (Convocation in Fall)

See www.mcgill.ca/students/graduation/convocation for information regarding convocation ceremonies.

1.7.5 Replacing a Diploma

Revision, June 2013. Start of revision.

1.7.5.1 Required Documents

Replacing a lost diploma

You must provide a written request including your full name, address, phone number, and date of birth, as well as your degree and the year it was granted.

Requesting a diploma or modifying your name

You must provide a written request including your full name, address, phone number, and date of birth, as well as your degree and the year it was granted. For name changes, enclose a photocopy of your birth certificate, change of name certificate, marriage certificate, proof of divorce, or other legal documents that support your name change, corrections, additions, or deletions. Make sure to indicate any changes you want made in your written request.

1.7.5.1.1 Making Your Request

There are two ways to submit a request:

1. Mail a written request to *Service Point*, along with the required supporting documents, and a certified cheque or money order in the amount of CAD\$120 (includes trackable mail delivery) payable to McGill University.
2. Come to *Service Point* in person with the required documents. You can pay the replacement fee of CAD\$120 (includes trackable mail delivery) via debit card. If you choose this option, please allow for appropriate delays in diploma printing and mailing time.



Note: Requests made on behalf of a student must be accompanied by a signed letter of authorization from the student.

1.7.5.2 Certified Copies

Enrolment Services will certify copies of your diploma in the original language or issue certified translations in English (from the original Latin) or French (from the original in English or Latin).

1.7.5.2.1 Making Your Request

There are two ways to submit a request:

1. By mail:
 - Send a photocopy of your original diploma on 8.5" x 11" paper in landscape mode, making certain to reduce it so that all seals and signatures are visible to *Service Point*;
 - Include a cover letter bearing your signature, full name, student number (if available), address, phone number, and number of copies required;
 - Indicate if you require certified translations, and if yes, what language (i.e., English or French);
 - Include a certified cheque or money order for the total amount payable to McGill University to cover the CAD\$15 per copy fee;
 - Please allow at least 5–7 working days of processing time plus appropriate mailing time.
2. In person:
 - Come to *Service Point* with a photocopy of your original diploma on 8.5" x 11" paper in landscape mode, making certain to reduce it so that all seals and signatures are visible and indicate how many copies you need;
 - Indicate if you require certified translations, and if yes, what language (i.e., English or French);

- Pay the CAD\$15 per copy fee via debit card.



Note: Requests made on behalf of a student must be accompanied by a signed letter of authorization from the student.

Revision, June 2013. End of revision.

1.7.6 Language Requirements for Professions

Quebec law requires that candidates seeking admission to provincially recognized professional corporations* must be able to communicate verbally and in writing in French. To demonstrate a working knowledge of French, the professional corporation requires one of the following:

- Evidence that you have completed three years of full-time instruction in a French post-primary school
- A certificate that shows you completed your secondary education in Quebec in 1986 or later
- Successful completion of a written examination set by Quebec's *Office québécois de la langue française* (OQLF). See below for more information.

If you are a registered student and are within two years of graduating with a degree that will give you access to a professional corporation, you can write the OQLF examination. You should contact Enrolment Services for an application form. Examinations take place every three months and may be attempted an unlimited number of times. Priority is given to students closest to graduation.

More information may be obtained from the *Office québécois de la langue française*, 125 Sherbrooke Street W

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.

Honda Ste-Rose Awards

Established in 1990 to be awarded on the basis of overall academic performance to the top student graduating with the Certificate in Human Resources Management. One award will be available for each of the Spring and Fall convocations.

Value: \$250 each.

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.

The Teleglobe Canada 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.

Students are eligible for awards only in the year they have completed their program.

requirements. It is your responsibility to learn the rules and regulations of the University, your faculty, and your program. With your cooperation, advisers and counsellors will assist you throughout your undergraduate studies.

1.9.2 Contact Information for Continuing Studies Advising

Client Services Office

Career and Professional Development

For both undergraduate- and graduate-level programs, contact either:

Adelina Lameiras: 514-398-6200

or

Mary Rubiano: 514-398-6200

(Please consult the website at www.mcgill.ca/continuingstudies/about-scs/client-services for further information).

Language and Intercultural Communication

Verena Waterstradt: 514-398-2817

Translation and Written Communication

Bryan Jim: 514-398-1484

1.10 Support for Students: Office of the Dean of Students

The Dean and the Associate Dean of Students coordinate and promote initiatives concerned with important aspects of the student e

- exams (including deferred and supplemental)

For a complete list of student services and resources at McGill, see www.mcgill.ca/students.

1.12.4 Bookstore

The McGill University Bookstore stocks new and used textbooks, a full range of books for the academic and professional community, stationery supplies, and McGill insignia clothing and gift items. Visit the Bookstore website or in person to sign up for email reminders so you are the first to know about services such as used textbook buy-back and other events.

3420 McTavish Street

Telephone: 514-398-7444

Website: www.mcgill.ca/bookstore

Macdonald Bookstore

Centennial Centre

Telephone: 514-398-8300

Website: <http://mcss.mcgill.ca/index.php?pg=bookstore>

1.12.5 Computer Store

The McGill Computer Store, located on the second floor of the Univ

1.12.8.2 Career Planning Service (CaPS) Package for Continuing Studies Students

CaPS provides career education, individual advising and guidance to students, as well as job/career fairs, research libraries, mentor programs, CV drop-in-clinic, and workshops. Students have access to over 5,000 job and internship opportunities each year. The fee for CaPS per term is \$60, not including GST and QST (September, January, or May).

If you are admitted to a credit or non-credit Certificate, Diploma, or Special Intensive Language program, you can register for CaPS at www.mcgill.ca/caps.

You may contact CaPS at:

Career Planning Service (CaPS)
William and Mary Brown Student Services Building
3600 McTavish Street, Suite 2200
Telephone: 514-398-3304
Email: careers.caps@mcgill.ca
Website: www.mcgill.ca/caps

1.12.8.3 McGill Athletics Package for Continuing Studies Students

McGill athletics facilities include: Fitness Centre, aerobics room, two gymnasia; bask

1.13.4 Email

Your McGill Email Address (usually in the form of firstname.lastname@mail.mcgill.ca) is the University's official means of email communication with you. For information on the policy, see *E-mail Communications with Students* at www.mcgill.ca/secretariat/policies/informationtechnology. Access your email at <https://exchange.mcgill.ca> or through the myMcGill portal using your McGill Username and McGill Password. View your McGill Username, McGill Email Address and set up your McGill Password on the Minerva *Personal Menu*.

1.13.5 Online Student Directory

You can opt in to the student directory and make it easier for your fellow classmates to contact you. Find more on this service at www.mcgill.ca/directory/students.

1.13.6 Getting Connected

You will need to use your McGill Username and McGill Password to access the services listed below. You can find more details on these services at www.mcgill.ca/it:

Wireless: Through the McGill Wireless network, you can access the Internet using your laptop or other mobile device from virtually anywhere on campus and also on the inter-campus shuttle buses. Log in to the Wireless network using your McGill Username and McGill Password. Find configuration instructions for your computer/phone in the IT Knowledge Base at www.mcgill.ca/it.

EZproxy: If you are off-campus, you will need to sign into EZproxy before gaining access to restricted McGill Library databases and other library resources. For more details on EZproxy, search the IT Knowledge Base at www.mcgill.ca/it.

McGill Residences Telecommunications: For students living in McGill Residences and McGill Off-Campus Residences, there is REZ Voice and Data service (wired and wireless). For more information search the IT Knowledge Base at www.mcgill.ca/it.

Computer Labs: Many faculties and departments offer their students computer labs. For lab locations and software/peripheral availability, see <http://webforms.mcgill.ca/labs>.

1.13.7 Safe Computing

Free antivirus software: Download free antivirus software to protect your computer at <http://kb.mcgill.ca/it/antivirus>.



Note: Be sure to uninstall any previous antivirus software from your computer before installing new antivirus software.

Tips for keeping information secure: Read about steps you can take to protect your data and identity at www.mcgill.ca/it/information-security.

1.13.8 Set Up Your Security Questions in myMcGill

Setting up your security questions and answers for your McGill Password allows you to use the **Forgot Password?** link found on several McGill applications, in case you forget it.

Once you have set up your McGill Password in Minerva, log in to myMcGill (<https://mymcgill.mcgill.ca>) and click the link in the **McGill Password Security** portlet. Follow the onscreen instructions to set up your own security questions and responses.

1.13.9 Need Help?

Welcome New Students: Take an interactive guided tour of IT services: at <http://kb.mcgill.ca/it/welcome-students>.

McGill IT Knowledge Base: Search the IT Knowledge Base at <http://kb.mcgill.ca> for setup instructions and answers to commonly asked questions about IT.

1.13.9.1 Getting Help

Contact the ICS Service Desk by submitting your request via a web form at www.mcgill.ca/it/get-started-it/need-help, or check phone and walk-in support hours at www.mcgill.ca/it.

1.14 The McGill Writing Centre

The McGill Writing Centre (MWC) offers credit courses in academic writing for both native and non-native speakers of English. In addition to its credit course offerings, the MWC offers non-credit courses, workshops, and individualized tutoring. For further information, please visit the MWC website: www.mcgill.ca/mwc.

McLennan-Redpath Library
Redpath Main, Room #03
Telephone: 514-398-2351

Inquiries concerning CESL 299, CESL 300, CESL 400, CESL 640, and CESL 650 should be directed to:

Prof. Carolyn Samuel
Email: carolyn.samuel@mcgill.ca
McLennan-Redpath Library
Redpath Main, Room #02F
Telephone: 514-398-1712

Inquiries concerning CCOM 206, CEAP 250, CESL 500, and CESL 690 should be directed to:

Prof. Robert Myles
Email: robert.myles@mcgill.ca
McLennan-Redpath Library
Redpath Main, Room #02D
Telephone: 514-398-3320

Administrative inquiries should be directed to mwc@mcgill.ca.

McGill University Archives
McLennan Library Building – 6th Floor, Room 17B
Telephone: 514-398-3772
Fax: 514-398-8456
Email: refdesk.archives@mcgill.ca
W

Presbyterian College of Montreal

3495 University Street, Montreal, QC H3A 2A8

Acting Director: Dr. Dale Woods; M.Div.(Vancouver School of Theology), D.Min.(Luther Seminary) (*Director of Pastoral Studies*)

United Theological College of Montreal

3521 University Street, Montreal, QC H3A 2A9

Principal: Philip Joudrey; B.A., M.Div.(Acad.), D.Min.(Andover Newton)

The above three colleges train students for the ministry and grant certificates for ordination but they have remitted their degree-granting powers, except with respect to the M.Div. and honorary doctorates, to the University.

1.16.3 University Government

McGill University is a corporation created by a Royal Charter granted by the Crown of the United Kingdom, a general supervisory power being retained by the Crown and exercised through the Governor General as Visitor.

The Governors of the University constitute the Royal Institution for the Advancement of Learning, a corporation existing under the laws of the Province of Quebec. In them is vested the management of finances, the appointment of professors, and other duties. Twelve of the governors are elected by the Board from amongst those nominated by its membership committee; three are elected by the Alumni Association; two are elected by Senate from amongst its members; two elected by the full-time administrative and support staff from amongst its members; two elected by the full-time academic staff; and two elected by students from amongst the student body. The Board elects the Chancellor of the University and also, from amongst its members, a chair to preside at its meetings, who may also be the Chancellor. The Chancellor and the Principal are ex officio members.

The Chancellor is presiding officer of Convocation and of joint sessions of the Board of Governors and the Senate.

The Chair of the Board of Governors is President of the Royal Institution for the Advancement of Learning.

The Principal and Vice-Chancellor is the chief executive officer of the University, appointed by the Board of Governors after consultation with a Statutory Committee to Nominate a Principal. The Principal is, ex officio, Chair of Senate.

The Senate is the highest academic authority of the University and has control over admission, courses of study, discipline, and degrees. The regulations of Senate are executed by the various faculties and schools, which also carry primary responsibility for the educational work of the University.

1.16.4 Recognition of Degrees

The Royal Institution for the Advancement of Learning (McGill University) is a publicly funded institution and holds a Royal Charter dated 1821 (amended in 1852) as well as being incorporated under the laws of the Province of Quebec.

McGill University was a founding member of the organization that evolved into the current Association of Universities and Colleges of Canada (A.U.C.C.) in which it remains very active. In addition, McGill University is a member of the American Association of Universities (A.A.U.). It is also a member of the Association of Commonwealth Universities and the International Association of Universities. Its undergraduate, professional, and graduate degrees, including doctorates in a full range of disciplines, have been recognized by educational, government, and private organizations worldwide for decades.

Revision, June 2013. Start of revision.

All of McGill's degree programs are approved by the Government of Quebec.

Revision, June 2013. End of revision.**1.16.5 Governance: Board of Governors****1.16.5.1 The Visitor****The Visitor**

His Excellency The Right Honourable David L. Johnston

The Governor General of Canada

1.16.5.2 Board of Governors**Revision, June 2013. Start of revision.****Board of Governors**

Stuart (Kip) Cobbett; B.A., B.C.L.(McG.)

Chair

Ex-officio

The Principal and Vice-Chancellor

The Provost, Deputy Provost, and the vice-principals

The deans of faculties

The Dean of Continuing Studies

The Dean of Graduate and Postdoctoral Studies

The Dean of Students

The Dean/Director of Libraries

1.16.6.2 Elected Members

Elected Members

63 members elected by the faculties, the University Libraries, the Board of Governors, and administrative and support staff

Medical Residents or Postdoctoral Scholars Group (1)

Student Members (19)

1.16.7 Administration

Revision, June 2013. Start of revision.

Administration

H. Arnold Steinberg; C.M., B.Com.(McG.), M.B.A.(Harv.), LL.D.(McG.)

Chancellor

Anthony C. Masi; A.B.(Colgate), Ph.D.(Brown) (*Interim July 1–Sept. 4, 2013*)

Principal and Vice-Chancellor

Suzanne Fortier; B.Sc., Ph.D.(McG.) (*Effective Sept. 5, 2013*)

Principal and Vice-Chancellor

Anthony C. Masi; A.B.(Colgate), Ph.D.(Brown)

Provost

Deputy Provost (Student Life & Learning)

Administration

Sam Benaroya; B.Sc., M.D.,C.M.(McG.)

**Associate Vice-Principal (Health Affairs) and Associate Dean
(Inter-Hospital Affairs)**

1.16.7.2 Student Governance: McGill Association of Continuing Education Students (MACES)

All students registered in courses that appear on the official McGill transcript, and whose records are administered by the Centre (including Faculty of Education Continuing Education), are members of the McGill Association of Continuing Education Students (MACES). Students taking Continuing Education courses, but registered in programs administered by other McGill faculties, are members of other McGill student associations. Students registered in more than one program may belong to both MACES and other McGill student associations. (Note: B.Com. students registered through the Centre are members of MACES.)

MACES was founded in 1985, incorporated in 1989, and a certificate of accreditation was issued in 1990. All McGill Continuing Education students who pay the MACES fee become MACES members. The MACES building, located at 3437 Peel Street, has a computer lab, which is free for all MACES members, as well as study, meeting, and social spaces. MACES is an ideal warm, relaxed ambiance for socializing, studying, or having a group meeting after a working day, before classes, after classes, and on weekends; a place where you are always welcome. MACES is governed by its bylaws through the elected MACES Board of Directors. MACES representatives are also there to address your needs with an open door policy.

Full details of the bylaws, officers, and committees of MACES are available from the Association (telephone: 514-398-4974).

2 About the School

2.1 Dean's Message

January 2013

McGill's School of Continuing Studies is committed to supporting you, our learners, on your path to achieving your goals. At the School, we offer compelling career- and life-enhancing opportunities that help you learn and thrive. Whether you are a business person, a new Montrealer, or someone looking for professional and/or personal growth, we invite you to review this eCalendar for educational offerings that will make a real difference in your life.

Conveniently located in downtown Montreal, we are a 13,000-plus community of motivated learners, dedicated teachers, and committed staff—all supported by McGill resources and deep connections to a wide variety of professional and cultural communities.

For career-minded individuals, we offer dozens of programs, courses, workshops, and webinars throughout the year on both core skills and the latest practices and technologies that will help you reach the next level in your career, update your credentials, or even embark on a whole new direction. Many of our courses and programs are recognized by professional associations.

To open new doors for you in English, French, and Spanish, there are a wide variety of language and translation programs. Those interested in pursuing personal development can explore topics of personal enrichment, arts and culture, and life transitions through our Personal and Cultural Enrichment offerings. Or join the McGill Community for Lifelong Learning, a group dedicated to mature learners.

To get you started, our Client Services and program advisers are keen to understand your needs and help you find the right program, course, or offering. We also have a growing number of financial awards, bursaries, and scholarships, as well as other support services.

Whatever your goals, I invite you to join us on the highly rewarding path of continuous lifelong learning.

Dr. Judith Potter


Dean of Continuing Studies, McGill University

2.2 Key Dates, 2013-2014

These dates are a general guideline. See www.mcgill.ca/importantdates for a complete list. Check *Class Schedule* for the precise dates of your course.

REGISTRATION & APPLICATION	Fall Term	Winter Term
Application deadline.	June 1, 2013	October 1, 2013
Registration using Minerva for returning Continuing Education – Faculty of Education students.	April 4, 2013	April 4, 2013
Registration using Minerva for courses and programs for returning program students.	June 11, 2013	October 10, 2013
Registration using Minerva for returning Continuing Studies Special Students and newly admitted students for courses and programs.	June 18, 2013	October 17, 2013

REGISTRATION & APPLICATION	Fall Term	Winter Term
Deadline for students to register for courses without a late registration fee.	September 3, 2013	January 6, 2014
Late registration period with late registration fee (\$25 for Continuing Studies).	September 4–17, 2013	January 7–21, 2014
Course Change (drop/add) deadline	September 17, 2013	January 21, 2014
Deadline to web withdraw (grade of “W”) with fee refund from Continuing Studies credit courses (less \$20).	September 24, 2013	January 28, 2014
Deadline to withdraw from courses (grade of “W”) or University withdrawal (grade “W-”) with NO refund.	October 15, 2013	February 18, 2014
Last day for students to request fee exemptions and to submit legal documents for proof of Canadian citizenship and proof of Quebec residency to the School of Continuing Studies. Documents received after this date will be updated for the following term only.	December 3, 2013	April 11, 2014

LECTURES	Fall Term	Winter Term
Lectures begin in all credit courses and non-credit language courses.	September 3, 2013	January 6, 2014
Lectures begin in Special Intensive English and Special Intensive French.	September 16, 2013	January 13, 2014
Lectures begin in non-credit Career and Professional Development courses. (These dates may change depending on the course. Refer to the course listing for the most up-to-date information.)	September 11, 2013	January 6, 2014
Last day of lectures for courses.	December 3, 2013	April 11, 2014
Online course evaluation period:	November 11–December 4, 2013	March 24–April 13, 2014
Evaluations available for completion on Mercury through Minerva.		
 IMPORTANT NOTE: On Tuesday, December 3, 2013, the normal “Tuesday” schedule of course lectures, labs and conferences activities will be replaced by a “Monday” schedule to make up for a shortfall of Mondays in the Fall term.		

EXAMINATIONS	Fall Term	Winter Term
Examination period	December 5–18, 2013	April 14–29, 2014
Application deadline for deferred examinations	January 15, 2014	May 15, 2014

STATUTORY HOLIDAYS	
National Patriots' Day (<i>Journée nationale des patriotes</i>)	May 20, 2013
La Fête Nationale du Québec	June 24, 2013
Canada Day	July 1, 2013
Labour Day	September 2, 2013
Thanksgiving	October 14, 2013
Christmas and New Year	December 25, 2013 – January 2, 2014
Study Break	March 2–8, 2014
Easter	April 18 and April 21, 2014

2.3 School of Continuing Studies Administration and Governance

2.3.1 School of Continuing Studies

DEANS

Judith Potter; B.Sc.(Tor.), M.Ad.Ed.(St. FX), Ed.D.(Tor.)

Dean

James Archibald; B.A.(McG.), B.Ph.(Montr.), M. ès L., Dr. 3e cy.(Lille),
Ph.D.(Montr.)

Associate Dean (Academic)

ADMINISTRATIVE SERVICES

Rosa Greco-Pepe; B.A.(C'dia), Dip. Ed.(McG.)

Manager, Finance and Operations

Kathy-Ann Sendeki; B.Com.r

Human Resources Adviser

Lecturers

ABRAMS, Ryan	Accounting
ADDAS, Amr	Finance
ALDIK, Fares	Information Technology
ALHAFIDH, Firas	English
AMAR, Michel	Health & Social Services
AMIREAULT, Valerie	French
ANDREWS, Richard	Public Relations
ARCHIBALD, James	Translation
ARMANIOUS, Joseph	Accounting
ARSENAULT, Maurice	Taxation
ASHCROFT, Louise	English
ASSOULINE, Sylvain	Translation/French
ATALLAH, Bassel	Written Communication
ATALLAH, Cherif	Human Resources
BANDALY, Dia	Supply Chain
BANTON, Jennifer	English
BARTELS, Gerald	Public Relations
BARTLETT, Lloyd	Project Management
BASKIND, Alana	Written Communication
BEAUCHAMP, Marie-Claude	French
BEER, James	English
BELAFI, Trishla	Accounting
BELLE, Marie-Alice	Translation
BENK, Christopher	Accounting
BÉRARD, Stéphanie	French
BIDER, Noreen Jane	Written Communication
BIERBRIER, Edward	Accounting
BLANCHET, Marie	French
BLYTHE, Deborah	Translation
BOGDAN, Miruna	French
BORSELLINO, Carmen	English
BOUFRAHI, Samira	Spanish
BREUER, Robert	Translation
BRODA, Kyle	English
BROOKWELL, Ilya	English
BROSSEAU, Ann	Applied Social and Organizational Psychology
BROWN, Grant	Mathematics
BRYSON, Georges	Business Analysis
BUDDO, Peter	Human Resources
BURNEY, Sema	Human Resources
BURRIDGE, David	Accounting
CABREJO, Pedro	Information Technology

Lecturers

DESLAURIERS, Roch	French
DESROSIERS, Lee	Marketing
DE STEFANO, Corrado	Law
DHANVANTARI, Sujaya	English
DIAZ, Karen	Leadership
DIB, Naima	Translation
DI GIROLAMO, Giovanni	Marketing
DIMITRAKOPOULOS, Roussos	Mining
DI RE, Antoinette	Health & Social Services
DRACOPOULOS, Effie	English
DRACOPOULOS, George	Marketing
DUCA, Crina	Accounting
DU COUTURIER-NICHOL, Garrfield	Applied Social and Organizational Psychology
DUMONT, Jean	French
DUPONT, Eric	Translation
DUROCHER, Andr	Public Relations

Lecturers

HORNER, Kathy	English
HOROWITZ, David	International Business
HUNTER, James	Leadership
HUTCHISON, Ann	English
IANNOTTI, Nicolino	Accounting
INGLIS, Lorraine	English
JASSIM, Raad	Finance
JETTÉ, Karine	Spanish
JUSKOW, Rick	English
KAHYAOGLU, Yasmin	Logistics Management
KAMEL, Michael	Project Management
KARTCHAVA, Eva	English
KASSABIAN, Hagop	English
KAUFER, Danny	Law
KAUFMAN, Steven	Information Technology
KELLER, Wendy	Marketing
KENNEY, Patrick	Supply Chain (Logistics)
KERKLAAN, Leo	Information Technology
KERY, Marion	English
KHO, David	English
KICZKA, Tomasz	French
KOKORIAN, Christian	Accounting
KONIDARIS, Ephie	English
KUMOR-WYSOCKA, Marguerite	French
KUTTER, Elisabeth	Applied Social and Organizational Psychology
KYRTATAS, Louise	English
LABBÉ, Marie-Claude	French
LABELLE, Robert	English
LAFLEUR, T Chad	Human Resources
LAING, Stephen	Marketing
LALIBERTÉ, Michele	Translation
LANGER, Corinna	English
LANGEVIN, Michael	English
LANGSTON, Catherine	English
LAPERRIERE, Maureen	Translation
LAPOINTE, Daniel	Public Relations
LAPOINTE, Deirdre	Accounting
LA ROCCA, Gerry	Accounting
LAU, Hang	Information Technology
LAVER, Sue	Written Communication
LEBRUN, Susan	English
LEE, (Yong He) Michelle	English

Lecturers

LEFEBVRE, Michel	Public Relations
LENK, Helle-Mai	English
LETOVSKY, Steven	Marketing
LIMA, Adriana Monteiro	English
LINCK, Marie-Eve	French
LISSOUBA, Daniele	French
LORIA-MÉLO, Alicia	Translation
LUKCA, John	Management Policy
LUSSIER, Isabelle	Clinical Research
LYNCH, Shaun	Public Relations
MACDONALD, Stephen	English
MACGREGOR, Jane	Public Relations
MACKENZIE, Ken	Mathematics
MAGAGNIN, Ben	English
MAINVILLE, Luc	Finance
MALAGUTI, Carlo	Supply Chain
MALHAMÉ, Raymond	Translation
MANNO, Anna	English
MANSON, Bruce	English
MARKOWITZ, Larry	Law
MARTEL, Guy	Supply Chain
MARZO, Angela	Human Resources
MATZIORINIS, Kenneth	Economics
MAYBURY, Wayne	General Management
MCCULLY, Philip	Entrepreneurship
MCGRAW, Janice	Risk Management
MCKNIGHT, Don	Logistics Management
MENDONCA, Manuel	Applied Social and Organizational Psychology
MENON, Nirmala	Written Communication
MERCURI-ALBISI, Julia	English
MILLAR, James	English
MILLER-SANCHEZ, Sandra	Translation/French
MIRSHAK, Paul	Marketing
MITCHELL, Jonathan	English
MOGHADDAM, Mahmood	English/Written Communication
MONK, Beverley	English
MONTY, Pascale-Isabelle	Accounting
MOSCHELLA, Walter	Accounting
MOSCOVITZ, David	Marketing
MULCAIR, Sean	Insurance
MYLES, Robert	Written Communication
NACIRI, Ahmed	Finance

Lecturers

NAGY, Jessica	Accounting
NAVARRO, Aura	Translation
NAYER, David	Accounting
NEPVEU, Denise	English
NG WAN, Melissa	Risk Management
NIZAMI, Tariq	Information Technology
NOBEL, Ralph	Marketing
NOWAK, Anita	Public Relations
NUNES, Maria	Mathematics
OLIVEIRA, Dulce	Project Management
OLIVERIO, Joseph	Accounting
OULLETTE, Pierre	Human Resources
PADILLA, Luis	Human Resources
PANUNTO, Anna-Maria	English
PAPASTEFANOU, Nicolette	Public Relations
PARENT, Kevin	Accounting
PEDERSEN, Susie	English
PENGELLEY, Heather	Written Communication
PEREZ, Laura	Spanish
PEREZ, Miran	English
PHILIE, Jocelyne	French
PHILLIPS, Christine	English
PICARD, Geneviève	French
PITTS, Charles	Public Relations
PLANTE VALLERAND, Josette	French
POISSON, Sonia	English
POPOVA, Emilia	Written Communication
PORRELLO, Robert	Accounting
PRAHOVA, Alma	Information Technology
PRESCESKY, Jill	English
PROKOPSKI, Gregory	Information Technology
QUE, Christine	English
QUESNEL, Charles	Information Technology
RACO, Caterina	Accounting
RADFORD, Kathy	Translation
RATHNAM, Anbananthan	Supply Chain Management
REICH, Edwina	Mathematics
REID, Erin	English
RÉMILLIEUX, Jean-Paul	Information Technology
RIBAU, Sonia	Human Resources
RICHARDSON-ASKEW, Pamela	Translation
RIPOLL, Alexânia	French

Lecturers

ROAN, Thu Huong	Accounting
ROBINSON, Beverley	Health & Social Services
ROMANADO, Sherry	Public Relations
ROONEY, Sarah	English
ROSE, Brenda	English
ROSENSTEIN, Irv	Applied Social and Organizational Psychology
ROSSNER, Peter	English
ROTH, Charles	Mathematics
ROY, Natasha	English
ROYCE, Charles	Marketing
RYAN, Kimberley	Accounting
SABA, John	Economics
SABIH, Amar	Mathematics
SACKS, Steven	Translation/Communication
SAGGERS, Robert	Leadership
SALMASI, Kamal	Management
SALTER, Dana	Written Communication
SALUSBURY, David	English
SAMUEL, Carolyn	Written Communication
SANDFORD, Luke	Translation
SASSO, Anna	Accounting
SCHWARTZ, Elaine	Spanish
SCHWARCZ, Joseph	Chemistry
SENIW, Candace	Public Relations
SEPINWALL, Bernard	Law
SESTAK, Jerome	English
SEYMOUR, Michelle	English
SHAHIDI, Majid	Information Technology
SHAMJI, Ashifa	English
SHARP, Michelle	Human Resources
SHATENSTEIN, Elaine	English
SIKORSKY, Christopher	English
SIMONETT	English

Lecturers

TENENBAUM, Lawrence	Accounting
THEOPOULOS, Spiro	Management
THORPE, Graham	Information Technology
TINSLEY, Maureen	English
TOKAI, Patricia	English
TONEV, Radostin	French
TRIASSI, Jack	Taxation
TRIHEY, Kelly	Finance
TROY, Philip	Supply Chain Management
TURLEY, John	Insurance
TURNER, Leanna	English
TURPIE, David	English
VALENTINE, Egan	Translation
VALINO, Morag	French
VAN DER MEER, Carolyne	Public Relations
VYBIHAL, Joseph	Information Technology
WALL, Sharron	Communication
WALSH, Brendan	Public Relations
WARNER, Michelle	English
WEBER, Monica	English
WELSCHEID, Samantha	Accounting
WESTGATE, Chantal	Human Resources
WHITTAKER, Gary	Entrepreneurship
WIELGOPOLSKI, Nadine	French
WILSON, Jim	Accounting
WISE, Sydney	English
WOLFSON, Sarah	English
WONG, Gordon	English
WONG, Stephen	Finance
ZAJDMAN-BORDEN, Karen	Accounting
ZAMORANO, Daniel	Translation
ZANE, Charles	Accounting

Contact Us

By fax	514-398-4448
By email	info.conted@mcgill.ca
In person	688 Sherbrooke Street West (corner of University Street), 11th floor

2.5.1 Academic Areas**Contact Information****Career and Professional Development**

Telephone: 514-398-1030

Fax: 514-398-3108

Email: cms.conted@mcgill.caWebsite: www.mcgill.ca/continuingstudies/about-scs/academic-areas/career-professional-development**Career and Professional Development****Professional Development and Corporate Training Office**

Telephone: 514-398-5454

Fax: 514-398-5224

Email: pd.conted@mcgill.caWebsite: www.mcgill.ca/continuingstudies/programs-and-courses/courses-workshops**Language and Intercultural Communication**

Telephone: 514-398-1212

Fax: 514-398-1769

Email: language.conted@mcgill.caWebsite: www.mcgill.ca/continuingstudies/about-scs/academic-areas/language-and-intercultural-communication**Faculty Partnerships and Summer Studies**

Telephone: 514-398-5212

Fax: 514-398-5224

Email: facultypartnerships.conted@mcgill.ca; summer.studies@mcgill.caWebsites: www.mcgill.ca/continuingstudies/about-scs/academic-areas/faculty-partnerships-and-summer-studies; www.mcgill.ca/summer**Translation and Written Communication**

Telephone: 514-398-1484

Fax: 514-398-1769

Email: translation.conted@mcgill.caWebsite: www.mcgill.ca/continuingstudies/about-scs/academic-areas/translation-written-communication**The McGill Writing Centre**

Telephone: 514-398-7109

Fax: 514-398-7416

Email: mwc@mcgill.caWebsite: www.mcgill.ca/mwc**Personal and Cultural Enrichment**

Telephone: 514-398-5212

Fax: 514-398-5224

Email: pace.scs@mcgill.caWebsite: www.mcgill.ca/continuingstudies/about-scs/academic-areas/pace**McGill Community for Lifelong Learning**

Telephone: 514-398-8234

Fax: 514-398-2757

Email: mcll.conted@mcgill.caWebsite: www.mcgill.ca/continuingstudies/about-scs/academic-areas/mcgill-community-lifelong-learning-0**Faculty of Education***Certificate in Inclusive Education**Diploma in Human Relations and Family Life Education*

Graduate Certificate in Counselling Applied to Teaching
Department of Educational and Counselling Psychology
Dean Thomson
Telephone: 514-398-4248

Programs for First Nations & Inuit
Department of Integrated Studies in Education
Tina Schiavone
Telephone: 514-398-1340

Business and Professional Programs

section 4.1.2.1.7: Certificate in Management

section 4.1.2.1.8: Certificate in Marketing

section 4.1.2.1.9: Certificate in Public Relations and Communications Management

section 4.1.2.1.10: Certificate in Risk Management

section 4.1.2.1.11: Certificate in Software Development

section 4.1.2.1.12: Certificate in Supply Chain Management and Logistics

section 4.1.2.1.13: Certificate in Systems Analysis and Design

3.2.1.3 Education

For more information, see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > Education > section 4.3.3: About Education Programs*.

Education Programs

section 4.3.3.5.2: Diploma in Human Relations and Family Life Education (30 credits)

section 4.3.3.7.1: Certificate in Inclusive Education (30 credits)

section 4.3.3.8.1: Certificate in Education for First Nations and Inuit (60 credits)

section 4.3.3.8.2: Certificate in Education for First Nations and Inuit Physical Education (60 credits)

section 4.3.3.8.3: Certificate in Aboriginal Literacy Education (30 credits)

section 4.3.3.8.4: Certificate in Middle School Education in Aboriginal Communities (30 credits)

section 4.3.3.8.5: Certificate in First Nations and Inuit Educational Leadership (30 credits)

section 4.3.3.8.6: Bachelor of Education for Certified Teachers — Elementary Education — Native and Northern (90 credits)

section 4.3.3.8.7: Certificate in Aboriginal Education for Certified Teachers (30 credits)

section 4.3.3.8.8: Certificate in First Nations and Inuit Student Personnel Services (30 credits)

3.2.1.4 Language and Intercultural Communication

For more information, see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > Languages > section 4.5.4: The Language and Intercultural Communication Unit – English Language Programs and section 4.5.5: The Language and Intercultural Communication – French Language Programs*.

Language and Intercultural Communication

section 4.5.4.2: Certificate of Proficiency – English for Professional Communication Overview (30 credits)

section 4.5.5.2: Certificate of Proficiency – French for Professional Communication Overview (30 credits)

section 4.5.4.3: Intensive English Program: Certificate of Proficiency in English – Language and Culture Overview (Non-credit)

section 4.5.5.3: Intensive French Program: Certificate of Proficiency in French – Language and Culture Overview (Non-credit)

3.2.1.5 Translation

For more information, see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > Translation and Written Communication > section 4.8.4: About Translation and Written Communication Programs and Courses*.

Translation

section 4.8.4.4.1.1: Certificate in Translation — English to French Option (30 credits)

section 4.8.4.4.1.2: Certificate in Translation — French to English Option (30 credits)

section 4.8.4.4.1.3: Certificate in Translation — Spanish to French Option (30 credits)

section 4.8.4.4.1.4: Certificate in Translation — Spanish to English Option (30 credits)

section 4.8.4.4.1.5: Certificate in Translation — French/English into Spanish Option (30 credits)

3.2.1.6 Spanish

For more information, see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > Translation and Written Communication > About Translation and Written Communication Programs and Courses > [section 4.8.4.3: Spanish Language Programs and Courses](#)*.

Spanish

Spanish non-credit courses (an application for admission is not necessary) [section 4.8.4.3: Spanish Language Programs and Courses](#)
[section 4.8.4.3.3: Certificate of Proficiency in Spanish](#)

3.2.2 Graduate Programs

Programs requiring formal admission include:

3.2.2.1 Business and Professional Programs and Courses

For more information, see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > Career and Professional Development > [section 4.1.3: Career and Professional Development \(Graduate Programs, Diplomas, and Graduate Certificates\)](#)*.

Revision, June 2013. Start of revision.

Diplomas in Management in 11 concentrations

[section 4.1.3.1.10.1: Diploma in Management – Entrepreneurship Concentration](#)

[section 4.1.3.1.10.2: Diploma in Management – Health Care Concentration](#)

[section 4.1.3.1.10.3: Diploma in Management – Human Resources Concentration](#)

[section 4.1.3.1.10.4: Diploma in Management – International Business Concentration](#)

[section 4.1.3.1.10.5: Diploma in Management – Internet Business Concentration](#)

[section 4.1.3.1.10.6: Diploma in Management – Leadership Concentration](#)

[section 4.1.3.1.10.7: Diploma in Management – Marketing Concentration](#)

[section 4.1.3.1.10.8: Diploma in Management – Operations Management Concentration](#)

[section 4.1.3.1.10.9: Diploma in Management – Public Relations and Communications Management Concentration](#)

[section 4.1.3.1.10.10: Diploma in Management – Taxation Concentration](#)

[section 4.1.3.1.10.11: Diploma in Management – Treasury – Finance Concentration](#)

Graduate Certificates

[section 4.1.3.1.15.2: Graduate Certificate in Accounting Practice](#)

[section 4.1.3.1.15.3: Graduate Certificate in Entrepreneurship](#)

[section 4.1.3.1.15.4: Graduate Certificate in Financial Planning](#)

[section 4.1.3.1.15.5](#)

Diploma Programs

[section 4.1.3.1.3: Diploma in Accounting](#)

[section 4.1.3.1.4: Diploma in Applied Finance](#)

[section 4.1.3.1.5: Diploma in Applied Marketing](#)

[section 4.1.3.1.6: Diploma in Health and Social Services Management](#)

[section 4.1.3.1.7: Diploma in Human Resources Management](#)

[section 4.1.3.1.8: Diploma in Integrated Aviation Management](#)

[section 4.1.3.1.9: Diploma in Internet Business Technology](#)

[section 4.1.3.1.11: Diploma in Management – General](#)

[section 4.1.3.1.12: Diploma in Public Relations and Communications Management](#)

[section 4.1.3.1.13: Diploma in Supply Chain and Operations Management](#)

[section 4.1.3.1.14: Graduate Diploma in Taxation](#)

Revision, June 2013. End of revision.

3.2.2.2 Education

For more information, see [Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > Education > section 4.3.3: About Education Programs](#).

Education

[Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > Education > About Education Programs > section 4.3.3.6: Graduate Certificate in Counselling Applied to Teaching](#)

3.2.2.3 Translation

For more information, see [Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > Translation and Written Communication > section 4.8.4: About Translation and Written Communication Programs and Courses](#).

Translation

[section 4.8.4.4.2.1: Graduate Diploma in Translation — English to French Option \(30 credits\)](#)

[section 4.8.4.4.2.2: Graduate Diploma in Translation — French to English Option \(30 credits\)](#)

[section 4.8.4.4.2.3: Graduate Diploma in Translation — Spanish to French Option \(30 credits\)](#)

[section 4.8.4.4.2.4: Graduate Diploma in Translation — Spanish to English Option \(30 credits\)](#)

3.2.2.4 Spanish

Spanish

[Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > Translation and Written Communication > About Translation and Written Communication Programs and Courses > section 4.8.4.3.4: Graduate Certificate in Professional Communication — Spanish \(18 credits\)](#)

3.2.3 Non-Credit Programs

Programs not requiring formal admission include:

3.2.3.1 Language and Intercultural Communication

For more information, see [Programs, Courses and University Regulations > Faculties & Schools > School 01 444.797 377.92 Tm\(. \)Tj0.9804 0.9216 0.843 171.\(.\)Tj0.9804 0](#)

Language and Intercultural Communication

section 4.5.4.4.1: Certificate of Proficiency in Written English – Workplace Communication Overview (Non-credit)

section 4.5.5.4.1: Certificate of Proficiency in Written French – Workplace Communication Overview (Non-credit)

section 4.5.4.5: Certificate in Teaching English to Speakers of Other Languages (TESOL) (12 CEUs) (Non-credit)

Revision, June 2013. End of revision.

3.2.3.2 Professional Development

For more information, see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > Career and Professional Development > section 4.1.4: Professional Development Courses and Certificate (CE Units and Other)*

Professional Development Program

section 4.1.4.5: Professional Development Certificate in Condominium Management (Non-Credit) Overview

3.3 Admission Procedures: Bachelor of Commerce (Part-Time)

Admission to the Bachelor of Commerce program is through Enrolment Services. Students can apply online at www.mcgill.ca/applying. Applications for admission can be obtained from the Service Point, 3415 McTavish Street, Montreal, Quebec, H3A 0C8.

For application deadlines and procedures, contact Enrolment Services.

3.4 Admission Procedures: Faculty of Education, Continuing Education Programs

Application for admission to Faculty of Education, Continuing Education programs can be made on the web at: www.mcgill.ca/applying. Students should complete the application form and submit the required documents to the appropriate academic area. For application deadlines and procedures, visit www.mcgill.ca/continuingstudies/about-scs/academic-areas/education.

Applicants to the First Nations and Inuit programs must contact the office of First Nations and Inuit Education for admission information at 514-398-4533.

3.5 Admission Procedures: Continuing Studies Undergraduate Certificate and Graduate Certificate and Diploma Programs

This acknowledgment notice will contain a McGill identification number and a PIN that you can subsequently use to log on to Minerva, McGill's self-service web-based administrative system, at www.mcgill.ca/applying/knowningstatus.

You will be able to check the status of your application, including the receipt of supporting documents, on Minerva.

3.5.3 Supporting Documents for Undergraduate Programs

The following documents must be received before the application can be processed:

1. An unofficial transcript (if applicable) accompanied by two pieces of identification. Arrangements should be made to have an official transcript confirming degree completion sent directly from the former educational institution to the School of Continuing Studies.

(See *Programs, Courses and University Regulations > University Regulations and Resources > Continuing Studies > Personal Information > section 1.2.2: Legal Documents: Why Does McGill Collect Legal Documents from You?*.)

Applicants applying on the basis of the CEGEP *Diplôme d'études collégiales* (DEC) must provide their Permanent Code so that McGill University can access their CEGEP transcripts electronically.

2. Proof of age: Students 21 years of age and over, who do not have the normal academic background for admission, may be admitted as mature students. Two pieces of personal identification must be attached.
3. TOEFL, IELTS, APIEL, McGill SCS-TELP, McGill Certificate of Proficiency in English – Language and Culture, or Certificate of Proficiency – English for Professional Communication, or CEEN 421 and CEEN 422 with a minimum grade of B-, if your mother tongue is other than English.

(See *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > Career and Professional Development > Career and Professional Development (Undergraduate Certificate Programs, Part-Time B.Com.) > About Admission Regulations for Certificate Programs > section 4.1.2.6.2: Proof of Proficiency in English.*)

Students who have completed both Secondary V and a Diploma of Collegial Studies in Quebec (DEC) are not required to submit proof of proficiency in English.

3.5.4 Supporting Documents for Graduate Programs

Candidates wishing to apply to a graduate program must have a degree (i.e., a bachelor's degree) from a recognized university that is equivalent to an undergraduate degree as approved by Graduate and Postdoctoral Studies or the *Ministère de l'Immigration et des Communautés culturelles*. Programs may have additional admission requirements. Please refer to the admission requirements specified in the program description.

The following documents must be received before the application can be processed:

1. An unofficial transcript with confirmation of degree awarded and date of graduation or a letter from the university confirming expected date of completion (if the degree has not been granted yet).
2. All students must make arrangements to have an official transcript, with confirmation of degree awarded and date of graduation, sent directly by their previous institution to Client Services – Admissions before their application can be considered.
3. TOEFL, IELTS, APIEL, McGill SCS-TELP, McGill Certificate of Proficiency in English – Language and Culture, or Certificate of Proficiency – English for Professional Communication, or CEEN 421 and CEEN 422 with a minimum grade of B-, if your mother tongue is other than English.

(See *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > Career and Professional Development > Career and Professional Development (Graduate Programs, Diplomas and Graduate Certificates) > Academic Regulations > section 4.1.3.2.2: Proof of Proficiency in English.*)

Students who have completed both Secondary V and a Diploma of Collegial Studies in Quebec are not required to submit proof of proficiency in English.

Note: You cannot apply as a Mature student for graduate-level programs.

For further information, such as the complete list of acceptable documents and the Attestation of Residency form, please contact the Client Services Office at 514-398-6200.

3.6 Deferring or Declining Our Offer of Admission?

The offer of admission is valid for one academic year beginning with the session of admission. If you do not enrol in courses during that one-year period, you will be required to re-apply. If you wish to decline our offer of admission, please contact the Client Services Office via email at admissions.conted@mcgill.ca to inform them of your decision.

3.7 Program Transfers

A student may request one program transfer per admission; each subsequent request will be treated as a new admission. In the latter case, the student will be required to complete an "Application for Admission" and will be subject to the \$65 application fee. Students who wish to transfer from one program to another must submit a written request to the Client Services – Admissions Office. Please note that a student cannot request a transfer in the same session in which he/she was admitted nor can a student request a program transfer if they have not registered in their current program for over a year. The Request for Program Change form is available at www.mcgill.ca/continuingstudies/prospective-students/english-and-french-intensive-application/transfer-session-deferral-and-cancellla.

3.8 Advanced Standing

Advanced Standing is reviewed and processed at the time of admission and is granted based on the official documents submitted with the admission application. However, you may submit your own request for Advanced Standing. Advanced Standing will only be granted for equivalent credit courses that were completed within the last five years, at the same level and with the minimum grade stipulated by the University. The Request for Advanced Standing form is available at www.mcgill.ca/continuingstudies/current-students/guide-newly-admitted-students/getting-started/advanced-standing.

3.8.1 Post-Admission Requests for Advanced Standing

Students applying for Advanced Standing after the time of admission must complete an "Application for Advanced Standing" and submit it to the Client Services Office. Requests will not be considered unless accompanied by all required documentation. Please note that the evaluation process takes at least six weeks to complete. All decisions are final and may not be appealed. Students should take note of the following procedures:

1. Complete all sections of the Application for Advanced Standing.
2. Attach an unofficial copy of your transcript.
3. Attach detailed official course outline(s) (indicating textbook used, chapter/topics covered, etc.).
Note: Summary course description(s) are NOT acceptable.
4. Make arrangements for official transcripts to be sent directly from the institution where the course(s) were taken to the Client Services Office of the School of Continuing Studies.
5. If required, students are responsible for submitting any additional supporting documentation to the Client Services Office of the School of Continuing Studies.

The Application for Advanced Standing can be found online at: www.mcgill.ca/continuingstudies/current-students/guide-newly-admitted-students/getting-started/advanced-standing. It is also available at the Client Services Office.

3.8.2 Exemption by Examination (for Career and Professional Development Students)

The Exemption by Examination test is intended for students who do not have the requisite academic background or formal training required, but who believe that they have the requisite level of knowledge needed.

Applicants will be permitted to take an Exemption by Examination test for:

- corequisite courses to the program;
- or
- prerequisite courses that are not part of their program.

Students who successfully pass the Exemption by Examination test(s) will not have to take the course(s) for which the test(s) was taken.

Those who fail the Exemption by Examination test(s) will not be permitted to repeat the test(s); instead, they must enrol in the course(s) for which the particular test was taken.

Students may obtain an application form from *Career and Professional Development* or from the website: www.mcgill.ca/continuingstudies/prospective-students/apply/exemption-examination. Students interested in the Exemption by Examination test should contact Career and Professional Development for further details.



Note: Students who have been granted credits and/or exemptions are not permitted to register for the courses for which they have been granted credits and/or exemptions. Students applying to an undergraduate program will not be granted credits and/or exemptions for equivalent credit

Note the Expiry Date on your Study Permit. In some cases, it may expire before you register for your second year at McGill. **It is extremely important that you do not let your Study Permit expire. You should contact Quebec and Canadian immigration authorities six to seven weeks prior to the expiry date on your document.**

For further information, students may contact the Canadian Embassy/Consulate in their country of residence. McGill cannot determine the length of time that it may take to complete immigration procedures. We can only advise you to begin this process as soon as possible, and to be patient.

3.9.2.3 Immigration Contacts

Citizenship & Immigration Canada

www.cic.gc.ca

Case Processing Centre
Vegreville, Alberta T9C 1X6
CANADA

Telephone: 1-888-242-2100

Ministère de l'Immigration et des Communautés culturelles (Immigration Québec)

www.immigration-quebec.gouv.qc.ca/en/index.html

285 Notre-Dame Street West
Main Floor, Suite G-15
Montreal, Quebec H2Y 1T8
CANADA

Telephone: 514-864-9191

Canadian Bureau for International Education (CBIE)

www.cbie.ca

220 Laurier Ave. West, Suite 1550
Ottawa, Ontario K1P 5Z9
CANADA

Telephone: 613-237-4820

Canada Border Services Agency

www.cbsa.gc.ca

From within Canada, call: 1-800-461-9999 (toll-free).

3.11 Special Student Status: Graduate-Level Courses

This applies to all programs.

Students must hold a university degree from a recognized university that is equivalent to an undergraduate degree as approved by Graduate and Postdoctoral Studies to be admitted to a graduate-level course.



Note: The number of courses a Special Student may take is limited. Students are encouraged to apply to a Diploma program before completing four (4) courses and to a Graduate Certificate program before completing two (2) courses. The School of Continuing Studies has no obligation to recognize credits earned by Special Students toward completion of a Diploma or Graduate Certificate program.



Note: Other academic regulations may apply to Special Students, depending on the courses in which you register.

For further information please refer to the relevant academic area's section of this publication or to the website:

[www](#)

Insurance Institute of Canada

This Institute cooperates with McGill in the offering of its certificate programs and recognizes individual courses and programs as appropriate for their professional FCIP designation. Full information on the cooperative arrangements can be obtained from the Institute. Students interested in membership or further information on the organization should contact:

Institut d'assurance de dommage du Québec
1200 McGill College Ave., Suite 1650
Montreal, QC H3B 4G7
Telephone: 514-393-8156
Fax: 514-393-9222
Email: montrealcourriel@institutdassurance.ca
Website: www.institutdassurance.ca

Insurance Institute of Canada
18 King Street East, 6th Floor
Toronto, ON M5C 1C4
Telephone: 416-362-8586
Fax: 416-362-1126
Email: icmail@ins.39621.0.0.1.51.807.533.68.Tm.39621.0.0tute
Website: www.insuranceinstitute.ca

International Association of Business Communicators (IABC)

IABC/Montreal offers career mentoring, learning events, special resources, and internship opportunities for public relations and communication management students. For more information, please visit montreal.iabc.com or contact Maria Constantinescu, Director, Academic Relations at iabc.montreal@gmail.com.

International Institute of Business Analysis (IIBA®)

International Institute of Business Analysis (IIBA®) is an independent non-profit professional association serving the growing field of Business Analysis.

For individuals working in a broad range of roles—business analysis, systems analysis, requirements analysis or management, project management, consulting, process improvement, and more—IIBA® can help you do your job better and enhance your professional life. McGill University's School of Continuing Studies has been approved as a provider of business analysis training by the IIBA®. As such, certain courses offered by the School may lead to professional development hours (PDs) recognized by the IIBA®.

For more information about the IIBA, please visit www.iiba.org.

Intellectual Property Institute of Canada (IPIC)

The Intellectual Property Institute of Canada (IPIC) is a national professional association concerned with patents, trade-marks, copyright, and industrial design. It is comprised of over 1,700 members from Canada and abroad.

IPIC is the only professional association in Canada to which nearly all patent agents, trade-mark agents, and lawyers specializing in intellectual property belong. IPIC has been collaborating with McGill since 1994 in offering the Summer Courses in Intellectual Property. More information can be found on the IPIC website at www.ipic.ca.

L'Ordre des Administrateurs Agréés du Québec

This organization cooperates with universities in order to initiate students into the professional practice of management. It offers special opportunities to exchange with experienced chartered administrators (C.Ad.) while they work toward obtaining their official title.

To become a member, candidates must possess:

- a bachelor degree in business administration, commerce, or similar discipline;
- good knowledge of French.

OR

- a degree in another discipline but at least 30 credits in bu6.38 Tm(OR)Tj/F1 10 Tf1 0 0 6.v 7vinim(ce.953.08 Tm(v)TuPro7.52 328.78 Tm(belo7vinim(ce.-ng)67

Ordre des comptables professionnels agréés du Québec (CPA)

The *Ordre des comptables professionnels agréés du Québec* (CPA) is a professional order representing members of an “exclusive profession” as defined by the Professional Code, that is an organization dedicated primarily to the protection of the public. To this end, the Order, like the 43 other professional orders in Quebec, must carry out specific functions related to issuing permits to new members, updating the Roll of the Order, monitoring the practice of the profession, and detecting illegal practice. It must also comply with a set of operating rules imposed by the Professional Code.

The CPA Order was created in May 2012 following the unification of the accounting profession in Quebec. It results from a merger of the *Ordre des comptables agréés* (CA), the *Ordre des comptables généraux accrédités* (CGA), and the *Ordre des comptables en management accrédités* (CMA). The Order thus represents all the areas of expertise of the profession—assurance, financial accounting, management and management accounting, finances, and taxation—at the service of enterprises, organizations, and the public.

The CPA Order comprises 35,000 members and more than 6,500 candidates for the practice of the profession. By combining its distinctive forces under a single order, the Quebec accounting profession strengthens its position both nationally and internationally.

Mr. Jean-Frédéric Clément
Ordre des comptables professionnels agréés du Québec (CPA)
680 Sherbrooke St. West, 18th floor
Montreal, QC H3A 2S3
Telephone: 514-288-3256, ext. 2716 or 1-800-363-4688
Fax: 514-843-8375
Email: jf.clement@cpa-quebec.com

Ordre des Conseillers en Ressources Humaines Agréés

The *Ordre des conseillers en ressources humaines agréés* is the primary reference organization in its field in Quebec. It has a membership of more than 10,000 professionals, candidates, and students, including 9,000 CHRPs and CIRCs. It is the only human resources organization devoted to the protection of the public authorized by the Professional Code to confer these professional designations.

Active in all sectors, CHRPs and CIRCs contribute to the development and maintenance of a healthy working atmosphere and a safe, efficient organizational environment that respects the uniqueness of each and every employee. They also represent employers and employees in various areas of HR management, from industrial relations to staffing, training, occupational health and safety, organizational development, and compensation.

Students who are interested in becoming affiliated or in learning more about the association should contact the *Ordre des conseillers en ressources humaines agréés* at:

Ordre des conseillers en ressources humaines agréés
1200 McGill College Avenue, Suite 1400
f1 0 0 1 2at theaue, Suite 1400

3.13 Glossary

Undergraduate: A student who has not yet completed a bachelor's degree or a program that leads to a bachelor's degree. A graduate student has completed a bachelor's degree and is working toward a master's degree or doctorate.

Bachelor's Degree: A degree that normally takes three or four full-time years to complete, depending on the educational system you come from. An honours program demands a high degree of specialization and requires a student to satisfy specific requirements while maintaining a good Academic Standing. Students generally complete a first academic year and can then select an honours program. An honours program can be a requirement for certain graduate (master's) programs.

Certificate Program: A certificate is a 30-credit first-cycle program, governed by the teaching Faculty.

Diploma Program: A diploma is a 30-credit second-c

Since balancing work and family responsibilities is always a challenge, we have tailored our programs and courses to your demanding schedule. Most classes are offered one evening a week (Monday to Thursday), while some professional development offerings are on the weekends.

4.1.1.1 Location

Career and Professional Development
Undergraduate Certificate Programs, Part-time B.Com.
Telephone: 514-398-1030
Fax: 514-398-3108
Email: info.conted@mcgill.ca
Website: www.mcgill.ca/continuingstudies/about-scs/academic-areas/career-professional-development

4.1.1.2 Administrative Officers

Administrative Officers

Carmen Sicilia; B.A.(C'dia), M.A., Ph.D.(McG.)	Director
Inna Popova; B.A.(V.N. Karazin Univ.), Cert HR Fnd (C'dia)	Associate Director, Professional Development and Corporate Training
Dawne Ramsah54fyr	Program Manager

4.1.2 Career and Professional Development (Undergraduate Certificate Programs, Part-Time B.Com.)

In a world of rapid change, innovation, and globalization, Career and Professional Development (C&PD) has the programs and courses to boost your career. Our instructors are experts and leaders in many disciplines, sharing their hard-won experience in wide-ranging professions and industries such as Accounting, Entrepreneurship, Finance, Health Care, Human Resources, Management, Marketing, Public Relations, Information Technology, and Supply Chain Management. C&PD offers innovative programs and courses that focus on real-life issues, applications, and skills. Whether you take just one course or complete a certificate, studies at C&PD will enrich you both personally and professionally.

4.1.2.1 Certificate Programs

Undergraduate programs, university degree not required:

Certificate Programs

section 4.1.2.1.1: Certificate in Accounting

section 4.1.2.1.2: Certificate in Applied Finance

section 4.1.2.1.3: Certificate in Applied Marke(section 4.1.2.1.3)Tj1 0 wd1 0.72section 4.1.2.1.3section 4.1.2.1.1sectioificate in Und.1.2.1.3section 4.1.2.1.3sectioificat

Complementary Courses (9 credits)

The 3 complementary courses may be chosen from any of the courses listed below if you are not pursuing a specific stream.

CGA Requirement

In addition to the required and prerequisite courses listed in the Certificate in Accounting, you must take the following courses if you wish to follow the CGA stream (other courses may be required: contact the CGA office).

ACCT 354	(3)	Financial Statement Analysis
ACCT 455	(3)	Development of Accounting Thought
ACCT 476*	(3)	Internal Auditing
ACCT 477*	(3)	External Auditing
ACCT 486	(3)	Business Taxation 2
INSY 332	(3)	Accounting Information Systems

* Only one of these courses may be taken for credit in the Certificate program.

CMA Requirement

In addition to the required and prerequisite courses listed in the Certificate in Accounting, you must take the following courses if you wish to follow the CMA stream (other courses may be required: contact the CMA office).

ACCT 354	(3)	Financial Statement Analysis
ACCT 455	(3)	Development of Accounting Thought
ACCT 463	(3)	Management Control
ACCT 476*	(3)	Internal Auditing
INSY 332	(3)	Accounting Information Systems

Other Complementary Courses

BUSA 400	(3)	Independent Studies in Management
CCTX 540	(3)	U.S. Taxation

4.1.2.1.2.1 Certificate in Applied Finance (30 credits)

This program aims to provide students with the appropriate competencies in the area of finance using learner-centered instructional methods so as to prepare them for a variety of careers in finance. The program is designed to provide a solid knowledge base in various finance related fields, such as corporate finance, investment banking and portfolio management, risk management, treasury finance, financial planning and sustainable financial management.

Note: There are two external prerequisite courses to the program, which must be taken prior to taking certain required courses in this program. Students who wish to apply for advanced standing for prerequisite courses must complete an Advanced Standing form at the time of admission or they may take an Exemption by Examination test. Prerequisites and corequisites are not included in the total credit requirements for the program.

Prerequisite Courses

CMSC 101*	(3)	College Algebra and Functions
MGCR 211*	(3)	Introduction to Financial Accounting

* or the Exemption by Examination Test

Corequisite Courses

MGCR 273*	(3)	Introductory Management Statistics
MGCR 293*	(3)	Managerial Economics

* or the Exemption by Examination Test

Required Courses (21 credits)

ACCT 354	(3)	Financial Statement Analysis
CFIN 300	(3)	Fundamentals of Financial Markets and Institutions
CFIN 310	(3)	Short-Term Financial Management
CFIN 410	(3)	Investment and Portfolio Management
FINE 342	(3)	Finance 2
FINE 482	(3)	International Finance 1
MGCR 341	(3)	Finance 1

Complementary Courses (9 credits)

CFIN 200	(3)	Retirement Planning
CFIN 305	(3)	Investor Behaviour
CFIN 401	(3)	Sustainable Finance and the Firm
CFIN 402	(3)	Business Valuation and Project Finance
CFIN 403	(3)	Mergers and Acquisitions
CFIN 421	(3)	Asset Liability Management
CPDV 301	(3)	Risk Management
CPDV 302	(3)	Risk Control
CPDV 303	(3)	Risk Financing

4.1.2.1.3 Certificate in Applied Marketing

The new Certificate in Applied Marketing is designed to equip students with a solid grounding in marketing terminology and current practices so they will be prepared for entry-level jobs in a range of areas within the marketing field. Focus is on hands-on projects, career networking, and the effects of rapidly changing consumer habits and digital communications technology.

4.1.2.1.3.1 Certificate in Applied Marketing (30 credits)

The Certificate in Applied Marketing is intended for students who wish to acquire basic knowledge of the marketing field that will allow them to aspire to entry-level positions in business, industry, and not-for-profit organizations. It will introduce students to theories and concepts of marketing, and provide an opportunity to apply these in practical situations.

Required Courses

CMRK 200	(3)	Fundamentals of Marketing
CMRK 225	(3)	Marketing Statistics and Research
CMRK 230	(3)	Personal Selling and Customer Service
CMRK 235	(3)	Digital Media Marketing
CMRK 320	(3)	Principles of Consumer Behaviour
CMRK 321	(3)	Integrated Marketing Communications
CMRK 322	(3)	Basics of Service Marketing
CMRK 325	(3)	Global Marketing
CMRK 430	(3)	Marketing Applications
CPRL 221	(3)	Professional Communication and Networking

4.1.2.1.4 Certificate in Entrepreneurship

This certificate in Entrepreneurship provides an understanding of what is required to launch and maintain a sustainable venture.

4.1.2.1.4.1 Certificate in Entrepreneurship (30 credits)

This program is designed primarily for non-business students who are interested in starting a business of their own. It provides a thorough understanding of what is required to start and maintain a sustainable venture. Students will acquire the tools necessary to identify opportunity, assess entrepreneurial potential, produce a business plan, organize, promote and finance the business, and prepare a marketing and sales structure. Business and intellectual property law

4.1.2.1.5 Certificate in Health and Social Services Management

The Certificate in Health and Social Services Management focuses on the development of skills in the day-to-day management of the provision of health services in terms of both efficiency and human criteria.

4.1.2.1.5.1 Certificate in Health and Social Services Management (30 credits)

The Certificate in Health and Social Services Management will provide learners with an integrated base of management knowledge in the field of health and social services. It will focus on the development of skills in the day-to-day management of the provision of services in terms of both efficiency and human criteria.

Required Courses (30 credits)

CACC 520	(3)	Accounting for Management
CGMG 210	(3)	Fundamentals of Project Management
CHLC 351	(3)	Foundations of Health and Social Services Systems
CHLC 401	(3)	Evaluation of Health and Social Services
CHLC 410	(3)	Fundamentals of Health and Social Services Info Systems
CHLC 415	(3)	Foundations of Legal & Ethical Aspects
CPRL 221	Int) (3)	Professional Communication and Networking
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EDPC 501	(3)	Helping Relationships
EDPC 504	(3)	Practicum: Interviewing Skills
MGCR 331	(3)	Information Systems
ORGB 380	(3)	Cross Cultural Management
ORGB 420	(3)	Managing Organizational Teams
ORGB 421	(3)	Managing Organizational Change

Organizational Development

CORG 450	(3)	Workplace Health and Safety
MGCR 423	(3)	Organizational Policy
MGPO 450	(3)	Ethics in Management
ORGB 380	(3)	Cross Cultural Management
ORGB 420	(3)	Managing Organizational Teams
ORGB 421	(3)	Managing Organizational Change

4.1.2.1.7 Certificate in Management

This certificate prepares students for positions in general management and sets the stage for further management education.

4.1.2.1.7.1 Certificate in Management (30 credits)

The Certificate in Management presents a broad survey of underlying disciplines, and an introduction to the functional areas in management. The completion of this certificate with the appropriate electives satisfies most of the requirements for the Canadian Institute of Management (CIM).

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites

CCOM 205	(3)	Communication in Management 1
CMSC 101*	(3)	College Algebra and Functions

* or the exemption by examination test

Required Courses (18 credits)

MGCR 211	(3)	Introduction to Financial Accounting
MGCR 222	(3)	Introduction to Organizational Behaviour
MGCR 273	(3)	Introductory Management Statistics
MGCR 293	(3)	Managerial Economics
MGCR 341	(3)	Finance 1
MGCR 352	(3)	Marketing Management 1

Complementary Courses (12 credits)

3 or 6 credits from the following:

BUSA 464	(3)	Management of Small Enterprises
MGCR 423	(3)	Organizational Policy

6 or 9 credits from the following:

ACCT 361	(3)	Management Accounting
BUSA 364	(3)	Business Law 1

BUSA 368	(3)	Business Law 2
CGMG 210	(3)	Fundamentals of Project Management
CGMG 282	(3)	Introduction to Business
ECON 295	(3)	Macroeconomic Policy
FINE 342*	(3)	Finance 2
FINE 343*	(3)	Managerial Finance
FINE 443	(3)	Applied Corporate Finance
MGCR 331	(3)	Information Systems
MGCR 360	(3)	Social Context of Business
MGCR 382	(3)	International Business
MGCR 472	(3)	Operations Management
MGPO 450	(3)	Ethics in Management
MGSC 373	(3)	Operations Research 1
ORGB 420	(3)	Managing Organizational Teams
ORGB 423	(3)	Human Resources Management

*Only one of these courses may be taken for credit in the certificate program.

CGA Requirement

Students who wish to follow the CGA stream must take the following courses. Other courses may be required. Please contact the Ordre des Certified General Accountant (CGA) du Québec office for details. See Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > Admission Requirements > Professional Associations.

BUSA 364	(3)	Business Law 1
BUSA 368	(3)	Business Law 2
ECON 295	(3)	Macroeconomic Policy
FINE 342	(3)	Finance 2
FINE 343	(3)	Managerial Finance
MGCR 211	(3)	Introduction to Financial Accounting
MGCR 273	(3)	Introductory Management Statistics
MGCR 293	(3)	Managerial Economics
MGCR 331	(3)	Information Systems
MGCR 341	(3)	Finance 1
MGCR 423	(3)	Organizational Policy

CMA Requirement

Students who wish to follow the CMA stream must take the following courses. Other courses may be required. Please contact the Ordre des Comptables en Management Accrédités du Québec for details. See Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > Admission Requirements > Professional Associations.

ACCT 361	(3)	Management Accounting
BUSA 364	(3)	Business Law 1
ECON 295	(3)	Macroeconomic Policy
MGCR 211	(3)	Introduction to Financial Accounting
MGCR 222	(3)	Introduction to Organizational Behaviour
MGCR 273	(3)	Introductory Management Statistics
MGCR 293	(3)	Managerial Economics

MGCR 331	(3)	Information Systems
MGCR 341	(3)	Finance 1
MGCR 382	(3)	International Business
MGCR 423	(3)	Organizational Policy
MGSC 373	(3)	Operations Research 1

Canadian Institute of Management

Students who wish to follow the CIM stream must take the following courses. Other courses may be required. Please contact the Canadian Institute of Management office for details. See Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > Admission Requirements > Professional Associations.

BUSA 364	(3)	Business Law 1
CCOM 205	(3)	Communication in Management 1
CGMG 282	(3)	Introduction to Business
FINE 343	(3)	Managerial Finance
MGCR 222	(3)	Introduction to Organizational Behaviour
MGCR 352	(3)	Marketing Management 1
MGCR 423	(3)	Organizational Policy
MGCR 472	(3)	Operations Management

4.1.2.1.8 Certificate in Marketing

Currently under review. Admissions will not be accepted for the 2013–2014 academic year.

This certificate introduces students to theories and concepts of marketing, and provides an opportunity to apply these in practical situations.

4.1.2.1.8.1 Certificate in Marketing (30 credits)

Currently under review. Admissions will not be accepted for the 2013-2014 academic year.

It is intended that the student who completes the Certificate in Marketing will be prepared for a career in a major area in marketing and will be able to understand and use modern marketing literature.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisite

CMSC 101*	(3)	College Algebra and Functions
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* or the exemption by examination test

Required Courses (21 credits)

MGCR 211	(3)	Introduction to Financial Accounting
MGCR 273	(3)	Introductory Management Statistics
MGCR 352	(3)	Marketing Management 1
MRKT 354	(3)	Marketing Management 2
MRKT 357*	(3)	Marketing Planning 1
MRKT 451	(3)	Marketing Research
MRKT 452	(3)	Consumer Behaviour

* Must be taken as the final course in the certificate.

Complementary Courses (9 credits)

9 credits from:

BUSA 464	(3)	Management of Small Enterprises
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(3)

International Business

4.12.1.12.1 Certificate in Supply Chain Management and Logistics (30 credits)

The Supply Chain Management and Logistics Certificate program is comprised of 2 core courses and 2 sets of courses. The Production and Inventory Control set will provide students with a strong background in manufacturing supply chain environments and will lead them toward a CPIM designation offered by APICS, provided that the students pass the APICS examinations. The Logistics set will provide students with a strong background in companies' supply chain, distribution and logistics functions and will lead them toward a CITT designation provided that CITT's other requirements are satisfied.

Corequisite

Note: Corequisite courses are not included in the total credit requirement for the program.

Note: Please note that the value of 12 represents CEU credit weight and not regular credit weights.

CMSC 000*	(12)	Foundations of Mathematics
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* or the Exemption by Examination Test

Required Courses (30 credits)

CTPT 200	(3)	Introduction to Supply Chain Management
CTPT 201	(3)	Sourcing
CTPT 202	(3)	Production and Inventory Planning and Control 1
CTPT 206	(3)	Transportation Management and Economics
CTPT 207	(3)	Transportation Law and Policy
CTPT 208	(3)	Fundamentals of Logistics
CTPT 310	(3)	Production and Inventory Planning and Control 2
CTPT 311	(3)	Supply Chain Risk Management
CTPT 410	(3)	International Trade and Logistics
CTPT 430	(3)	Fundamentals of Integrated Business Systems

4.1.2.1.13 Certificate in Systems Analysis and Design

Currently under review. Admissions will not be accepted for the 2013–2014 academic year.

This certificate provides a solid foundation in the concepts and techniques required for effective planning and design of software applications and systems.

4.12.1.13.1 Certificate in Systems Analysis and Design (30 credits)

Currently under review. Admissions will not be accepted for the 2013-2014 academic year.

Emphasis of the Certificate in Systems Analysis and Design is placed on practical application of techniques toward the development of business applications. Completing this program will enable the pursuit of a career as an analyst within software development or IT organizations.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisite

CMSC 101*	(3)	College Algebra and Functions
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* or the Exemption by Examination test

Required Courses (24 credits)

CCCS 300	(3)	Programming Techniques 1
CCCS 330	(3)	Database Design and Business Applications Development
CGMG 210	(3)	Fundamentals of Project Management
CMIS 422	(3)	Information System Security
INSY 331	(3)	Managing Information Technology
INSY 333	(3)	Systems Analysis and Modeling
INSY 432	(3)	IT in Business

MGCR 331 (3) Information Systems

Complementary Courses (6 credits)

6 credits from:

CCCS 301	(3)	Programming Techniques 2
CCCS 310	(3)	Web Development
CCCS 315	(3)	Data Structures and Algorithms
CCCS 321	(3)	Operating Systems Administration
CCCS 325	(3)	Mobile Application Development
CCCS 425	(3)	Web Services
CCCS 431	(3)	Networking Fundamentals

4.1.2.2 Bachelor of Commerce for Part-Time Students

4.1.2.2.1 Admission Requirements for Bachelor of Commerce (Part-Time Students)

The Bachelor of Commerce (B.Com.) program for part-time students in the Desautels Faculty of Management has been designed to be of assistance to those students who, for various reasons, cannot attend the University during the daytime. The evening courses are offered during the Fall, Winter, Spring, and Summer.

The B.Com. program accepts students with a wide variety of academic backgrounds. Admission is competitive with an above-average Academic Standing expected; decisions are based on the whole academic record. It should be noted that meeting the minimum requirements for admission does not guarantee acceptance into the B.Com. program.

Applications for admission, as well as information on admission requirements and deadlines, can be obtained in person from the Service Point, 3415 McTavish Street, Montreal, Quebec, H3A 0C8; telephone: 514-398-7878, or from the website at The Bachelor of43.9492 40 1 293.513.164 Tm3(The Bachelor of Comme432049

3. they have completed a minimum number of appropriate courses, as specified below, within the three-year period prior to the time of application. Individuals interested in being considered for entrance to management under the Mature Student policy should contact Ron Critchley at 514-398-4068 or by email at ronald.critchley@mcgill.ca for further information.

All applicants must have completed the following two courses: CMSC 203 "Survey of Basic Mathematics 1" and CMSC 204 "Survey of Basic Mathematics 2," within five years of the date of admission with a minimum average of B+. (CEGEP Mathematics – OOUN, OOUQ, OOUQ or 201- NYA, 201-NYB, 201-NYC or 201-103, 201-203, 201-105, with a competitive "COTE R", or university equivalents with a minimum B+ average, are acceptable in lieu of CMSC 203 and CMSC 204.)

In addition, all students must complete a minimum of six management courses (18 credits) with an average of B+.

2 Concentrations & 1 Minor (24 cr)	90 credits	120 credits
Core	36	36
2 Concentrations	30	30
Non-Mgmt Electives	6	12
Electives	18	24
Total	90	120
1 Concentration & 1 Minor (18 credits)	90 credits	120 credits
Freshman Requirements	0	18
Core	36	36
1 Concentration + 1 Minor (18 credits)	33	33
Non-Mgmt Electives	0	12
Electives	21	21
Total	90	120
1 Concentration & 1 Minor (24 credits)	90 credits	120 credits
Freshman Requirements	0	18
Core	36	36
1 Concentration + 1 Minor (24 credits)	39	39
Non-Mgmt Electives	0	12
Electives	15	15
Total	90	120

Concentrations

In order to complete a concentration, the student must achieve a grade of C or better in all the courses that comprise the concentration. The student wp2405.441 8 Tm(T

Majors (Part-Time Program)

Accounting

Information Systems

Marketing

Majors in Economics, Finance, Labour Management Relations and Human Resources, Mathematics (Major Concentration), Psychology, and Statistics (Major Concentration) are also available. Significant daytime studies are required. Please refer to the *Programs, Courses and University Regulations* publication at www.mcgill.ca/study for additional information with regard to these majors.

Complementary Courses (9 credits)

Selected from the following:

ACCT 352	(3)	Intermediate Financial Accounting 2
ACCT 354	(3)	Financial Statement Analysis
ACCT 362	(3)	Cost Accounting
ACCT 385	(3)	Principles of Taxation
ACCT 452	(3)	Financial Reporting Valuation
ACCT 453	(3)	Advanced Financial Accounting
ACCT 454	(3)	Financial Reporting
ACCT 463	(3)	Management Control
ACCT 475	(3)	Principles of Auditing
ACCT 486	(3)	Business Taxation 2

4.1.2.4.2 Bachelor of Commerce (B.Com.) — Concentration in Entrepreneurship (15 credits)**Revision, February 2013. Start of revision.**Mentors: Please consult the Bachelor of Commerce website at: <http://www.mcgill.ca/desautels/programs/bcom/academics/courseinfo>

This concentration is designed to provide students with an understanding of the key concepts and processes involved in starting and managing new ventures. It combines rigour with relevance, as all students will complete a major field project, thus providing an opportunity to apply the concepts acquired in the classroom. The concentration is multidisciplinary and integrative, as it includes courses from across areas in the Faculty. Upon completing the concentration, students will understand how to conceptualize, develop, and manage successful new ventures. The concentration is appropriate for students interested in a wide variety of new ventures, from for-profit private companies to social enterprises and cooperatives.

Required Courses (6 credits)

MGPO 362	(3)	Fundamentals of Entrepreneurship
MGPO 364	(3)	Entrepreneurship in Practice

Complementary Courses (9 credits)

To be chosen from:

ACCT 361	(3)	Management Accounting
BUSA 364	(3)	Business Law 1
BUSA 465	(3)	Technological Entrepreneurship
FINE 342	(3)	Finance 2
INSY 331	(3)	Managing Information Technology
INSY 432	(3)	IT in Business
MGPO 365	(3)	Business-Government Relations
MGPO 432	(3)	Topics in Entrepreneurship
MGPO 438	(3)	Social Entrepreneurship and Innovation
MGPO 440	(3)	Strategies for Sustainability
MGPO 445	(3)	Industry Analysis & Competitive Strategy
MGPO 460	(3)	Managing Innovation
MRKT 365	(3)	New Products
MRKT 451	(3)	Marketing Research
MRKT 455	(3)	Sales Management
ORGB 321	(3)	Leadership

Revision, February 2013. End of revision.

4.1.2.4.3 Bachelor of Commerce (B.Com.) — Concentration in Information Systems (15 credits)

Mentors: Please consult the Bachelor of Commerce website at: <http://www.mcgill.ca/desautels/programs/bcom/academics/courseinfo>

The Information Systems (IS) concentration is flexible and represents an ideal complement to the majors and concentrations of other areas, as information technology (IT) has the capacity to transform and improve all functions of organizations in every economic sector. This concentration emphasizes the importance of the interrelationships across technology, management, and strategy. The objective is to prepare students to be effective planners, users, and managers of IT in the digital economy. It provides students with assets that award them a unique competitive advantage.

Students with an IS concentration are well positioned to participate in IT-driven changes that continue to affect knowledge work, business processes, organizational design, and the operation of markets and industries. Former graduates have secured jobs in consulting, IT management, business analysis, etc. in various industries, e.g., banking, healthcare, finance, education, government, etc.

Required Course (3 credits)

INSY 333	(3)	Systems Analysis and Modeling
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Complementary Courses (12 credits)

Revision, February 2013. Start of revision.

Selected from the following:

INSY 331	(3)	Managing Information Technology
INSY 332	(3)	Accounting Information Systems
INSY 339	(3)	IT Consulting
INSY 341	(3)	Developing Business Applications
INSY 430	(3)	IT in Financial Markets
INSY 431	(3)	IT Implementation Management
INSY 432	(3)	IT in Business
INSY 434	(3)	Topics in Information Systems 1
INSY 437	(3)	Managing Data & Databases
INSY 440	(3)	E-Business
INSY 442	(3)	Business Intelligence and Data Analytics
INSY 444	(3)	Managing Knowledge with Information Technology
INSY 450	(3)	Information Systems Project Management
INSY 454	(3)	Technological Foundation for E-Commerce

Revision, February 2013. End of revision.

4.1.2.4.4 Bachelor of Commerce (B.Com.) — Concentration in Marketing (15 credits)

Mentors: Please consult the Bachelor of Commerce website at: <http://www.mcgill.ca/desautels/programs/bcom/academics/courseinfo>

The Marketing concentration prepares the student for a wide variety of career opportunities. Marketing graduates historically have found employment in the fields of product management, advertising, sales management, marketing management, pricing, marketing research, distribution, and retailing. The Marketing concentration provides a balance between courses focusing on fundamental, theoretical, and "need to know"

MRKT 351	(3)	Marketing and Society
MRKT 355	(3)	Services Marketing
MRKT 365	(3)	New Products
MRKT 434	(3)	Topics in Marketing 1
MRKT 438	(3)	Brand Management
MRKT 453	(3)	Advertising Management
MRKT 455	(3)	Sales Management
MRKT 456	(3)	Business to Business Marketing
MRKT 459	(3)	Retail Management
MRKT 483	(3)	International Marketing Management

4.1.2.4.5 Bachelor of Commerce (B.Com.) — Concentration in Organizational Behaviour (15 credits)

Mentors: Please consult the Bachelor of Commerce website at: <http://www.mcgill.ca/desautels/programs/bcom/academics/courseinfo>

The Organizational Behaviour concentration provides an opportunity for students to increase their awareness of behavioural issues encountered in job and organizational settings, and to prepare themselves for graduate study in the behavioural sciences or for careers in general management or human resource management.

Complementary Courses (15 credits)

Selected from the following:

ORGB 321	(3)	Leadership
ORGB 325	(3)	Negotiations and Conflict Resolution
ORGB 380	(3)	Cross Cultural Management
ORGB 409	(3)	Organizational Research Methods
ORGB 420	(3)	Managing Organizational Teams
ORGB 421	(3)	Managing Organizational Change
ORGB 423	(3)	Human Resources Management
ORGB 429D1*	(3)	Organizational Behaviour for Course Counsellors
ORGB 429D2*	(3)	Organizational Behaviour for Course Counsellors
ORGB 434	(3)	Topics in Organizational Behaviour 1
ORGB 440	(3)	Career Theory and Development
ORGB 525	(3)	Compensation Management

* If ORGB 429 is taken, only 3 credits will count toward the Concentration; the other 3 will be counted as electives.

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INSY 444	(3)	Managing Knowledge with Information Technology
INSY 454	(3)	Technological Foundation for E-Commerce

* Students wishing to take BUSA 499 or a course substitution as a complementary course must seek prior approval from the IS Area Coordinator.

Revision, February 2013. End of revision.

4.1.2.5.3 Bachelor of Commerce (B.Com.) — Major Marketing (30 credits)

Mentors: Please consult the Bachelor of Commerce website at: <http://www.mcgill.ca/desautels/programs/bcom/academics/courseinfo>

This 30-credit Major is designed to provide students with a strong background in marketing to prepare them for the wide variety of marketing careers available. The Major is most appropriate for those students seeking a career in brand management, small business marketing, selling and sales management, and business-to-business marketing.

Required Courses (15 credits)

MRKT 354	(3)	Marketing Management 2
MRKT 357	(3)	Marketing Planning 1
MRKT 451	(3)	Marketing Research
MRKT 452	(3)	Consumer Behaviour
MRKT 453	(3)	Advertising Management

Complementary Courses (15 credits)

Five courses selected from:

BUSA 464	(3)	Management of Small Enterprises
MRKT 351	(3)	Marketing and Society
MRKT 355	(3)	Services Marketing
MRKT 365	(3)	New Products
MRKT 438	(3)	Brand Management
MRKT 455	(3)	Sales Management
MRKT 456	(3)	Business to Business Marketing
MRKT 459	(3)	Retail Management
MRKT 483	(3)	International Marketing Management

4.1.2.6 About Admission Regulations for Certificate Programs

To be admitted to one of the 30-credit certificate programs offered by the *Career and Professional Development* unit, applicants must hold a CEGEP diploma (Diploma of Collegial Studies in Quebec (DEC)) or equivalent, and meet the English Language Proficiency requirements. Applicants who are 21 years of age and over but do not have the normal academic background for admission may be admitted as mature students provided that they meet the English Language Proficiency requirements. Applicants between 18 and 21 years of age who do not have a CEGEP diploma but have at least a high school leaving certificate may be accepted into a qualifying program, determined by the department. Formal admission to a certificate program will normally follow upon satisfactory completion of the qualifying program provided that all other admission criteria are met. Students below 18 years of age without a CEGEP diploma will not be admitted to a certificate program nor will they be permitted to take courses.

4.1.2.6.1 Admission Requirements for Certificate Programs

To be admitted to a certificate program:

1. Students must hold a CEGEP diploma (Diploma of Collegial Studies in Quebec (DEC) or equivalent); or
2. Students 21 years of age and over who do not have the normal academic background for admission may be admitted as mature students.
3. Students between 18 and 21 who do not have a CEGEP diploma but have at least a high school leaving certificate may be accepted into a qualifying program to be determined by *Career and Professional Development*. Formal admission to the certificate program will normally follow upon satisfactory completion of the qualifying program.

Students below 18 years of age without a CEGEP diploma (DEC) will **not** be admitted to a certificate program, nor will they be permitted to take courses.

4.1.2.6.2 Proof of Proficiency in English

The language of instruction for most courses and programs at McGill is English; however, students may submit any written work that is to be graded in English or French, except in cases where knowledge of the language is one of the objectives of the course. Applicants must demonstrate an adequate level

of proficiency in English **prior to admission**, regardless of citizenship status or country of origin. McGill University has this language requirement in place to ensure that all students are provided with the opportunity to succeed in their chosen program. In all cases, the University reserves the right to require proof of English proficiency if it is deemed necessary. Below, you will find information on when proof of proficiency is required.

If you answer “yes” to any of the following sev

4.1.2.6.4 Admission Procedures for Certificate Programs

See *Programs, Courses and University Regulations > Faculties & Schools >*

A maximum of three unsatisfactory grades, excluding supplementals, is permitted on the record. In this context, an unsatisfactory grade is a grade of F, J, or D in compulsory courses, and a grade of F, J, or more than one D in elective courses. Even if an unsatisfactory grade is improved by means of a supplemental examination, where available, the original grade remains on the record and counts toward the total number of unsatisfactory grades.

Students who have more than three unsatisfactory grades on their record will be required to withdraw from the program and will not be permitted to register in other courses or programs in *Career and Professional Development*.

In order to be eligible for graduation, students must complete all program requirements with a cumulative grade point average (CGPA) of at least 2.0, which will be computed over all courses (including supplementals and unsatisfactory grades but excluding corequisite courses) taken in the program. If a student's CGPA falls below 2.0, the student may be asked to withdraw.

4.1.2.6.10 Advanced Standing

Advanced Standing may be granted to students who provide evidence of equivalent credit course(s) completed in other programs at McGill University or at another university. Students should note that courses taken more than five years ago will not be recognized for Advanced Standing.

Students wishing to apply for advanced standing must complete an Advanced Standing form at the time of admission. Evaluation requests received after this time will not be considered before registration and will be delayed until the following session. Requests will not be considered unless accompanied by all required documentation.



Note: The evaluation process takes at least six weeks to complete.

4.1.2.6.11 Advanced Standing and Residency Requirement

A) Students transferring to McGill:

Advanced Standing of up to 30% of the courses in any one certificate program may be awarded for successfully completed equivalent study done at another university within the last five years.

B) Students transferring within McGill:

1. Students who withdraw from a certificate program may transfer credit to another certificate with no limit to the number of credits granted provided the courses are identical, were completed within the last five years and all other requirements of the new certificate are met.
2. Students who withdraw from a degree or diploma program and those who have completed a degree program and who have successfully completed courses appropriate to the content, standards, and other requirements of a particular certificate may apply and be awarded credit toward that certificate program up to and including five courses provided they were completed within the last five years. They must complete a minimum of five courses (15 credits) in the certificate program at the School of Continuing Studies after admission to that program.
3. Students who have completed a diploma or certificate program may apply for admission to a second certificate program and be given Advanced Standing (if applicable) up to a maximum of 9 credits (three courses) provided the courses were completed within the last five years.

Students wishing to transfer from a diploma program to a certificate program will receive Advanced Standing only for those courses in which they obtained the minimum passing grade required in the diploma program.

C) Students taking two programs concurrently:

1. Students may apply for admission to and register in more than one certificate program at a time. Where program course requirements overlap, credit may be granted up to a maximum of three courses (9 credits). Students may be granted exemption for overlapping courses in excess of 9 credits but must choose substitute courses with the approval of *Career and Professional Development*. Courses cannot be counted more than twice.
2. Students may be concurrently registered in a certificate and degree program. Courses taken at the School of Continuing Studies and approved for the degree program by the Associate Dean, which also meet the requirements of the certificate, may also be counted toward completion of the certificate. This form of double counting between certificate and degree programs is limited to five courses. Courses cannot be counted more than twice.

D) Students admitted to degree or diploma programs after completing a certificate program:

Students who apply for admission to a degree 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.

E) Special Students:

Please consult *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > Admission requirements > section 3.10: Special Student Status: Undergraduate Courses* for more information pertaining to Special Students.

4.1.2.6.12 Corequisite

This refers to academic course requirements that may be completed before or concurrently.

4.1.2.6.13 Corequisites for Programs

Certain programs require specific corequisites. These may be completed after admission to the program.

4.1.2.6.14 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 three failures, the course load would be reduced to one in the subsequent term and the student would not be permitted any further failures.
- If a student has accumulated four failures, the student will be asked to withdraw.



Note: The number of failures will be cumulative over the complete record. A failure is defined as being a grade less than C (55%) for any student pursuing an undergraduate certificate program.

4.1.2.6.15 Information Sessions

Information sessions are held throughout the year.

Please see [section 4.1.3.5: Career and Professional Development Programs with a Minimum CGPA Requirement](#) for further details on applying to a program with a CGPA below the indicated required minimum.

4.1.3.1.2 Admission Procedures

Please see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > [section 3.1: Admission Requirements](#)*.

4.1.3.1.3 Diploma in Accounting

The program provides a broad-based accounting education for university graduates that will help prepare them for admission to the CA, CGA, and CMA professions, as well as for positions as an accountant in industry.

CA Contact Information

Patricia Strutz
Graduate Diploma in Public Accountancy Program
(CA Program)
Desautels Faculty of Management:
1001 Sherbrooke St. W., Room 302
Montreal, QC H3A 1G5

Telephone: 514-398-4648
Email: patricia.strutz@mcgill.ca
Website: www.mcgill.ca/desautels/ca

CGA Contact Information

CGA Exams and Exemptions
Telephone: 514-861-1823 ext. 220
Email: examens@cga-quebec.org
Website: www.cga-quebec.org

or

General Information and Course Equivalencies
Telephone: 514-861-1823 ext. 246
Email: admission@cga-quebec.org
Website: [www.cga-quebec.org/oral Information and Course Equi](http://www.cga-quebec.org/oral%20Information%20and%20Course%20Equivalencies)

* or the Exemption by Examination Test

Corequisites

CEC2 532*	(3)	Business Economics
CMS2 521*	(3)	Applied Management Statistics

* or the Exemption by Examination

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CMIS 520 (3) Accounting Information Support Systems

Other Complementary Courses

CCFC 516 (3) Forensic Accounting
CCFC 590 (3) Topics in Accounting and Auditing
CCTX 540 (3) U.S. Taxation

4.1.3.1.4 Diploma in Applied Finance

To provide students with the necessary tools to embark on careers in finance.

Admission Requirements – Diploma in Applied Finance

In addition to the admission requirements stipulated in [section 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#), students must have a bachelor's degree in any discipline with a CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies in their undergraduate degree.

4.1.3.1.4.1 Diploma in Applied Finance (30 credits)

This program aims to provide students with effective and applicable competencies in the frontiers of finance using learner-centered instructional methods. The program is designed to provide training in the techniques and nuances expected of a successful professional in various finance related fields, such as corporate finance, investment banking and portfolio management, risk management, treasury finance, financial planning and sustainable financial management.

Note: There are two external prerequisite courses to the program, which must be taken prior to taking certain required courses in this program. Students who wish to apply for advanced standing for prerequisite courses must complete an Advanced Standing form at the time of admission or they may take an Exemption by Examination test.

Prerequisites and corequisites are not included in the total credit requirements for the program.

Prerequisite Courses

CACC 521* (3) Concepts of Financial Accounting
CMS2 500* (3) Mathematics for Management

* or the Exemption by Examination Test

Corequisite Courses

CEC2 532* (3) Business Economics
CMS2 521* (3) Applied Management Statistics

* or the Exemption by Examination Test

Required Courses (21 credits)

CFIN 500 (3) Financial Markets and Institutions
Analysis of Financial Statements

CFIN 553	(3)	Corporate Mergers and Acquisitions
CFIN 562	(3)	Finance and Sustainable Enterprise
CFIN 590	(3)	Topics in Finance
CFIN 595	(3)	Derivatives and Risk Management Tools
CPD2 505	(3)	Risk Management and Insurance

4.1.3.1.5 Diploma in Applied Marketing

The new Diploma in Applied Marketing is designed to provide graduate-level students with a solid grounding in marketing terminology, theory, and best practices to prepare them for work or allow them to advance in a range of marketing areas. Focus is on hands-on projects, current practice, career networking, and the effects of rapidly changing consumer habits and digital communications technology.

4.1.3.1.5.1 Diploma in Applied Marketing (30 credits)

The Diploma in Applied Marketing is intended for students who wish to build on their previous university studies to help prepare themselves for marketing positions in business, industry, or not-for-profit organizations, or to make a career change. This program will introduce students to theories, practices, and recent developments in the field of marketing, and provide an opportunity to apply these in practical situations. Students must have a Bachelor's degree in any discipline with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies.

Required Courses

CMIS 542	(3)	Strategic Internet Marketing
CMR2 542	(3)	Marketing Principles and Applications
CMR2 543	(3)	Marketing of Services
CMR2 548	(3)	Processes of Marketing Research
CMR2 549	(3)	Strategic Selling
CMR2 556	(3)	Buyer Behaviour
CMR2 564	(3)	Marketing Communications: A Strategic Approach
CMR2 566	(3)	Global Marketing Management
CMR2 570	(3)	Strategic Marketing Planning
CPL2 510	(3)	Communication and Networking Skills

4.1.3.1.6 Diploma in Health and Social Services Management

The new Diploma in Health and Social Services Management program focuses on the development of skills and knowledge required to prepare health care professionals for the day-to-day challenges of managing individuals, complex health care systems, and organizational changes in a variety of health care settings.

Admission Requirements – Diploma in Health and Social Services Management

In addition to the admission requirements stipulated in [section 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#), students must have a bachelor's degree in any discipline with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies.

4.1.3.1.6.1 Diploma in Health and Social Services Management (30 credits)

The Diploma in Health and Social Services Management will prepare students with an integrated base of management knowledge in the field of health and social services management. It will focus on the de.31 0tr3t7.595. 0 0 1 231.d of 130.158 290 RG1 Te70 Tc/F1 8.1 Tf1 0 0 113031.3441 Tm(.31 erm6.061botheefficienc

CHLC 500	(3)	Health and Social Service Systems
CHLC 502	(3)	Health and Social Services Information Systems
CHLC 552	(3)	Legal & Ethical Aspects: Health and Social Services

4.1.3.1.8 Diploma in Integrated Aviation Management

Revision, June 2013. Start of revision. New program.

The new Diploma in Integrated Aviation Management is designed to provide graduate-level students with the knowledge and skills required for a career in the aviation industry.

Admission RequirThe ne

CMIS 544 (3) Social Media Marketing and Technology

Complementary Courses (9 credits)

9 credits from the following:

CCS2 510	(3)	Computer Network and Internet Security
CCS2 535	(3)	Internet Business Project
CCS2 550	(3)	Multimedia Communication Design and Marketing
CCS2 590	(3)	Topics in Information Technology
CPL2 510	(3)	Communication and Networking Skills

Or any other 500-level course offered and approved by Career and Professional Development.

4.1.3.1.10 Diploma in Management

The School of Continuing Studies, in cooperation with the Desautels Faculty of Management, offers courses leading to the Diploma in Management.

Admission Requirements – Diploma in Management

Please see [section 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#).

4.1.3.1.10.1 Diploma in Management – Entrepreneurship Concentration

The School of Continuing Studies, in cooperation with the Dobson Centre for Entrepreneurial Studies, offers the Diploma in Management with an Entrepreneurship Concentration.

Admission Requirements – Diploma in Management – Entrepreneurship Concentration

In addition to the admission requirements stipulated in [section 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#), students must have an undergraduate degree in an area other than Commerce or equivalent.

4.1.3.1.10.1.1 Diploma in Management — Entrepreneurship Concentration (30 credits)

The Diploma in Management with an Entrepreneurship Concentration is open to those who have completed an undergraduate degree other than a Bachelor of Commerce (or equivalent) and wish to obtain a solid understanding of the entrepreneurial skills required to launch a sustainable venture. The course selections are designed to provide a broad range of theory along with fundamentals, soft skills and practical issues presented by experienced entrepreneurs. Students who complete the Entrepreneurship Concentration will acquire the tools necessary to considerably increase their odds of successfully launching and maintaining a new

CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management

Or any other 500-level course offered and approved by Career and Professional Development.

4.1.3.1.10.3 Diploma in Management – Human Resources Concentration

Currently under review.

4.1.3.1.104 Diploma in Management – International Business Concentration

Admission Requirements – Diploma in Management – International Business Concentration

Please see [section 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#).

4.1.3.1.104.1 Diploma in Management — International Business Concentration (30 credits)

In today's marketplace, borders are no longer a barrier to trade and the successful corporation operates on a global playing field. If you need an understanding of issues such as international finance and international business relations, how international marketing works and Canada-U.S. business relations, this specialization will enhance your career.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites

CEC2 532*	(3)	Business Economics
CMS2 500*	(3)	Mathematics for Management

* or the Exemption by Examination Test

Required Courses (21 credits)

CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CFIN 540	(3)	Introduction to International Finance
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations
CPL2 524	(3)	Introduction: International Business

Complementary Courses (9 credits)

6 credits from:

CMR2 566	(3)	Global Marketing Management
CPL2 554	(3)	International Business Policy
CPL2 561	(3)	North America and Global Economy

3 credits from:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
CPL2 510	(3)	Communication and Networking Skills
CPL2 552	(3)	Strategic Management

The Diploma in Management with an Internet Business Concentration will equip students with tools to deal with the revolution in business that is being generated by the Internet and to adapt to a new and rapidly changing market.

Corequisites

CEC2 532*	(3)	Business Economics
CMS2 500*	(3)	Mathematics for Management

* or the Exemption by Examination Test

Required Courses (27 credits)

CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CMIS 530	(3)	Web Analytics for Internet Business
CMIS 542	(3)	Strategic Internet Marketing
CMIS 543	(3)	Internet Business Analysis and Optimization
CMIS 544	(3)	Social Media Marketing and Technology
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations

Complementary Course (3 credits)

3 credits from:

CCS2 505	(3)	Applications Programming
CCS2 508	(3)	Web Application Development
CCS2 510	(3)	Computer Network and Internet Security
CCS2 535	(3)	Internet Business Project
CCS2 550	(3)	Multimedia Communication Design and Marketing
CCS2 590	(3)	Topics in Information Technology
CGM2 510	(3)	Project Management: Tools & Techniques

Or any other 500-level course offered and approved by Career and Professional Development.

4.1.3.1.10.6 Diploma in Management – Leadership Concentration

Admission Requirements – Diploma in Management – Leadership Concentration

Please see [section 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#).

4.1.3.1.10.6.1 Diploma in Management — Leadership Concentration (30 credits)

You may have many skills, but to be an effective manager today you need to provide your team with strong leadership. If you need leadership skills that take you far beyond weekend seminars and on-the-job training, consider this specialization. The five unique courses show you how to develop and use power and influence, how you can become a change agent and how to develop leadership skills in your staff.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites

CEC2 532*	(3)	Business Economics
CMS2 500*	(3)	Mathematics for Management

* or the Exemption by Examination Test

Required Courses (27 credits)

CACC 520	(3)	Accounting for Management
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CFIN 512	(3)	Corporate Finance
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations
CPL2 531	(3)	Leadership Theory and Practice
CPL2 532	(3)	Leading Change
CPL2 533	(3)	Developing Leadership Skills
CPL2 534	(3)	Leading in Diverse and Global Workplaces

Complementary Course (3 credits)

3 credits from:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management
CPL2 595	(3)	Topics in Leadership

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

4.1.3.1.10.7 Diploma in Management – Marketing Concentration

Currently under review. Admissions will not be accepted for the 2013–2014 academic year.

Admission Requirements – Diploma in Management – Marketing Concentration

Please see [section 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#).

4.1.3.1.10.7.1 Diploma in Management — Marketing Concentration (30 credits)

Currently under review. Admissions will not be accepted for the 2013-2014 academic year.

The tried and true often doesn't work any more. Corporations must respond effectively to today's more sophisticated customer. With this specialization, you will acquire solid graduate-level expertise in areas such as marketing research and communications, consumer behaviour and service marketing.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites

CEC2 532*	(3)	Business Economics
CMS2 500*	(3)	Mathematics for Management

* or the Exemption by Examination Test

Required Courses (27 credits)

CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CMR2 542	(3)	Marketing Principles and Applications
CMR2 548	(3)	Processes of Marketing Research
CMR2 556	(3)	Buyer Behaviour
CMR2 564	(3)	Marketing Communications: A Strategic Approach
CMR2 566	(3)	Global Marketing Management
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations

Complementary course (3 credits)

3 credits from:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
CMR2 543	(3)	Marketing of Services
CMR2 590	(3)	Topics in Marketing
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

4.1.3.1.108 Diploma in Management – Operations Management Concentration

Currently under review. Admissions will not be accepted for the 2013–2014 academic year.

Admission Requirements – Diploma in Management – Operations Management Concentration

Please see [section 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#).

4.1.3.1.10&1 Diploma in Management — Operations Management Concentration (30 credits)

Currently under review. Admissions will not be accepted for the 2013-2014 academic year.

As a person who is involved in the day-to-day production aspects of a business, your skills have a direct impact on the bottom line. With a specialization in operations management, you develop in-depth knowledge of manufacturing systems and operations management plus technology management and total quality management.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites

CEC2 532*	(3)	Business Economics
CMS2 500*	(3)	Mathematics for Management

* or the Exemption by Examination Test

Required Courses (27 credits)

CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CMR2 542	(3)	Marketing Principles and Applications
CMS2 514	(3)	Analysis: Manufacturing Systems
CMS2 515	(3)	Operations Management
CMS2 516	(3)	Total Quality Management
CMS2 518	(3)	Current Manufacturing Strategies
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations

Complementary course (3 credits)

3 credits from:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
CMS2 590	(3)	Topics in Operations Management

CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

4.1.3.1.109 Diploma in Management – Public Relations and Communications Management Concentration

This concentration offers students an opportunity to gain knowledge in the fundamental and most frequently applied areas of specialization in public relations.

Admission Requirements – Diploma in Management – Public Relations and Communications Management Concentration

In addition to the admission requirements stipulated in [section 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#), students must have an undergraduate degree in an area other than Commerce or equivalent.

4.1.3.1.109.1 Diploma in Management — Public Relations and Communications Management Concentration (30 credits)

The Diploma in Management with a Public Relations and Communications Management Concentration enhances students' communication and effectiveness, which will help them learn to supervise or work closely with communicators in their workplace. While some skills are taught, major emphasis is placed on the strategic aspects of public relations. Students intending to follow a public relations career are advised to take the Diploma in Management with a Public Relations and Communications Management Concentration in order to equip themselves more fully for professional practice. Courses in the Diploma in Management (Public Relations and Communications Management concentration) program are the same as those offered to career-track PR students, giving management students the opportunity to share their learning experience with future public relations professionals. In addition, instructors are all experienced, active practitioners in the field who will introduce students to guest speakers and real projects in industry.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites

CEC2 532*	(3)	Business Economics
CMS2 500*	(3)	Mathematics for Management

* or the Exemption by Examination Test

Required Courses (27 credits)

CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations
CPRL 510	(3)	Fundamentals of Public Relations
CPRL 520	(3)	Applied Public Relations Communication
CPRL 530	(3)	Internal Stakeholder Communication
CPRL 531	(3)	Media Context and Applications

Complementary Course (3 credits)

3 credits from:

CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 530	(3)	Web Analytics for Internet Business
CMIS 542	(3)	Strategic Internet Marketing
CMIS 544	(3)	Social Media Marketing and Technology
CPRL 515	(3)	Fund-raising and Philanthropy
CPRL 532	(3)	Public Relations Event Management
CPRL 533	(3)	Communications in the Corporate Sector
CPRL 534	(3)	Communications in the Not-For-Profit Sector
CPRL 535	(3)	Public Opinion and Public Policy

Or any other 500-level course offered and approved by Career and Professional Development.

4.1.31.10.10 Diploma in Management – Taxation Concentration

Currently under review. Admissions will not be accepted for the 2013-2014 academic year.

This concentration provides students with a more general business view of taxation.

Admission Requirements – Diploma in Management – Taxation Concentration

Please see [section 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#).

4.1.31.10.10.1 Diploma in Management — Taxation Concentration (30 credits)

Currently under review. Admissions will not be accepted for the 2013-2014 academic year.

Students who have not previously had significant exposure to taxation will have the opportunity to view tax in the context of general business and view taxation (and tax planning) as only one aspect of the business decision-making process. The student will be taught about taxation as an important factor affecting business and to properly integrate tax factors with business decisions without becoming a tax specialist.

Note: Corequisite courses are not included in the total credit requirement for the program.

Corequisites

CEC2 532*	(3)	Business Economics
CMS2 500*	(3)	Mathematics for Management

* or the Exemption by Examination Test

Required Courses (24 credits)

CACC 520	(3)	Accounting for Management
CCLW 511	(3)	Law 1
CCTX 511	(3)	Taxation 1
CCTX 532	(3)	Taxation 2
CFIN 512	(3)	Corporate Finance
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations

Complementary Courses (6 credits)

6 credits from:

CCFC 516	(3)	Forensic Accounting
CCFC 521	(3)	Corporate Governance
CCFC 522	(3)	Strategic Financial Management
CCLW 643	(3)	U.S. Taxation
CCLW 644	(3)	Corporate Reorganizations
CCTX 640	(3)	Taxation of Real Estate
CCTX 641	(3)	Federal and Provincial Taxes
CCTX 643	(3)	Taxation of International Operations

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Currently under review.

CACC 520	(3)	Accounting for Management
CFIN 512	(3)	Corporate Finance
CMIS 541	(3)	Information Systems for Managers
CMR2 542	(3)	Marketing Principles and Applications
CMS2 521	(3)	Applied Management Statistics
CORG 551	(3)	Behaviour in Organizations
CPL2 552	(3)	Strategic Management

Complementary Courses (9 credits)

9 credits from:

CGM2 510	(3)	Project Management: Tools & Techniques
CGM2 590	(3)	Topics in Management
CPL2 510	(3)	Communication and Networking Skills

And any other 500-level course offered and approved by Career and Professional Development.

4.1.3.1.12 Diploma in Public Relations and Communications Management

This diploma is intended for those wishing to pursue a career in public relations and communications.

Admission Requirements for the Diploma in Public Relations and Communications Management

In addition to the admission requirements stipulated in [section 4.1.3.1: Graduate Programs](#) > [section 4.1.3.1.1: Admission Requirements – Diploma Programs](#), students must have a CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in their last two years of full-time academic studies in their undergraduate degree.

4.1.3.1.12.1 Diploma in Public Relations and Communications Management (30 credits)

This diploma program is intended for those wishing to pursue a career in public relations and communications, those whose management responsibilities include PR/communications, or those already working in the field who would like to further their academic background. Students gain knowledge in a range of specializations that will help them b

BUSA 368	(3)	Business Law 2
CACC 520	(3)	Accounting for Management
CCLW 511	(3)	Law 1
CCTX 511	(3)	Taxation 1
CCTX 532	(3)	Taxation 2
CEC2 532	(3)	Business Economics
CFIN 512	(3)	Corporate Finance
CMS2 500	(3)	Mathematics for Management

Abbreviated Qualifying Program (12 credits)

The Abbreviated Qualifying Program must be completed by lawyers

CACC 520	(3)	Accounting for Management
CCTX 511	(3)	Taxation 1
CCTX 532	(3)	Taxation 2
CFIN 512	(3)	Corporate Finance

Diploma Program (30 credits)

For CA's and those who have completed the Qualifying Program or the Abbreviated Qualifying Program

CCLW 640	(3)	Tax Aspects of Litigation
CCLW 641	(3)	Taxation Research Methodology
CCLW 643	(3)	U.S. Taxation
CCLW 644	(3)	Corporate Reorganizations
CCLW 645	(3)	Taxation: Partnerships and Trusts
CCTX 640	(3)	Taxation of Real Estate
CCTX 641	(3)	Federal and Provincial Taxes
CCTX 642	(3)	Interpretation of Tax Policy
CCTX 643	(3)	Taxation of International Operations
CCTX 644	(3)	Tax Aspects: Creative Financing

4.1.3.1.15 Graduate Certificates

The Graduate Certificates are offered in 10 specializations that include: Accounting Practice, Entrepreneurship, Financial Planning, Health Services Management, Human Resources Management, International Business, Internet Business, Leadership, Marketing, and Public Relations Management.

The programs are offered by the School of Continuing Studies. The Graduate Certificates consist of five 3-credit courses.

For a person with a Bachelor of Commerce degree and a solid academic background in business, these 15-credit programs are designed to provide the specialized knowledge you need for today's changing business world, in the shortest possible time.

4.1.3.1.15.1 Admission Requirements for Graduate Certificates

To be admitted to the 15-credit Graduate Certificate programs, applicants must have a Bachelor of Commerce degree or equivalent (unless otherwise stipulated). Students holding other degrees may follow a Qualifying program to gain access to the Graduate Certificate programs. Applicants should be aware that educational credentials obtained at non-Canadian institutions will also be assessed for equivalency with a McGill University degree. Consequently, a grade point conversion system is applied to programs using grading systems that differ from those utilized by McGill University. Therefore, any cumulative undergraduate average or standing that is not reported on a CGPA scale of 4.0 will have to be converted to a CGPA scale of 4.0.

Please see [section 4.1.3.5: Career and Professional Development Programs with a Minimum CGPA Requirement](#) for further details on applying to a program with a CGPA below the indicated required minimum.

4.1.3.1.15.2 Graduate Certificate in Accounting Practice

Currently under review. Admissions will not be accepted after the Fall 2013 term. Therefore, the deadline for admission is June 1, 2013.

Admission Requirements for the Graduate Certificate in Accounting Practice

In addition to the admission requirements stipulated in [section 4.1.3.1.15.1: Admission Requirements for Graduate Certificates](#), students must have a Bachelor of Commerce (Accounting) with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies, or a bachelor's degree in any discipline with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies and a Certificate in Accounting, or a bachelor's degree in any discipline and a Certificate in Accounting with a minimum CGPA of 3.0 out of 4.0, or a Diploma in Accounting.

4.1.3.1.15.2.1 Graduate Certificate in Accounting Practice (15 credits)

Currently under review. Admissions will not be accepted after the Fall 2013 term. Therefore, the deadline for admission is June 1, 2013.

Required Courses

CCFC 515	(3)	Issues in Professional Practice 1
CCFC 520	(3)	Issues in Professional Practice 2
CCFC 521	(3)	Corporate Governance
CCFC 522	(3)	Strategic Financial Management
CCFC 523	(3)	Public Accountancy

4.1.3.1.15.3 Graduate Certificate in Entrepreneurship

Admission Requirements for the Graduate Certificate in Entrepreneurship

In addition to the admission requirements stipulated in [section 4.1.3.1.15.1: Admission Requirements for Graduate Certificates](#), students must have a Bachelor of Commerce degree with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies.

4.1.3.1.15.3.1 Graduate Certificate in Entrepreneurship (15 credits)

Required Courses (12 credits)

CEN2 500	(3)	Principles of Entrepreneurship
CEN2 505	(3)	Product Commercialization
CEN2 510	(3)	Practical Entrepreneurship Management
CPL2 553	(3)	Small Business Management

Complementary Course (3 credits)

3 credits from:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CMR2 543	(3)	Marketing of Services
CMR2 556	(3)	Buyer Behaviour
CMR2 566	(3)	Global Marketing Management
CPL2 510	(3)	Communication and Networking Skills
CPL2 524	(3)	Introduction: International Business
CPL2 533	(3)	Developing Leadership Skills

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

4.1.3.1.15.4 Graduate Certificate in Financial Planning

Admission Requirements for the Graduate Certificate in Financial Planning

In addition to the admission requirements stipulated in [section 4.1.3.1.15.1: Admission Requirements for Graduate Certificates](#), students must have a Bachelor of Commerce (Finance) with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of academic studies, or a bachelor's degree in any discipline with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of academic studies and a Diploma in Finance, or a bachelor's degree in any discipline and a Certificate in Finance with a minimum CGPA of 3.0 out of 4.0.

Graduate Certificate in Financial Planning of 3.0 out of 4.0.

two years of academic studies and a Diploma in Finance, or a Bachelor's Degree in any discipline and a Certificate in Finance with a minimum CGPA of 3.0 out of 4.0.

Prerequisite

CCTX 511	(3)	Taxation 1
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Note: Students who wish to apply for advanced standing for prerequisite courses must complete an Advanced Standing form at the time of admission. Prerequisite courses are not included in the total credit requirements for the program.

Required Courses

CCLW 511	(3)	Law 1
CCTX 532	(3)	Taxation 2
CEN2 505	(3)	Product Commercialization
CFIN 501	(3)	Retirement, Estate and Tax Planning
CPD2 505	(3)	Risk Management and Insurance

4.1.3.1.155 Graduate Certificate in Health Care Management

Currently under review. Admissions will not be accepted for the 2013–2014 academic year.

This program provides an integrated base of management knowledge in the field of health and social service management.

4.1.3.1.155.1 Graduate Certificate in Health Care Management (15 credits)

Currently under review. Admissions will not be accepted for the 2013-2014 academic year.

Required Courses (12 credits)

CACC 523	(3)	Financial Aspects of Health Care
CHLC 500	(3)	Health and Social Service Systems
CHLC 552	(3)	Legal & Ethical Aspects: Health and Social Services
CORG 553	(3)	Employee and Labour Relations

Complementary Course (3 credits)

3 credits from:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CHLC 590	(3)	Topics in Health Care
CMIS 541	(3)	Information Systems for Managers
CORG 554	(3)	Managing Occupational Health and Safety
CPL2 510	(3)	Communication and Networking Skills
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

4.1.3.1.156 Graduate Certificate in Health Services Management

The new Graduate Certificate in Health Services Management consists of five courses. This 15-credit graduate-level program is designed to provide specialized business and management knowledge needed by practicing health care professionals.

Admission Requirements for the Graduate Certificate in Health Services Management

In addition to the admission requirements stipulated in [section 4.1.3.1.15.1: Admission Requirements for Graduate Certificates](#), students must hold a bachelor's degree in any discipline with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies and three years of recent work experience in administrative, research, or clinical positions in a health-related environment; or a bachelor's degree in any discipline and a Certificate in Health and Social Service Management with a minimum CGPA of 3.0 out of 4.0. All applicants must provide their curriculum vitae and two letters of reference.

4.1.3.1.15.6.1 Graduate Certificate Health Services Management (15 credits)

This graduate certificate is designed for practising health care professionals who want to acquire leadership skills to pursue a career in management or for managers and administrators who wish to upgrade their business and management knowledge for a senior management role. Focus is on the current changes and challenges in health systems across Canada, such as new funding models, evolving organizational changes, human resource challenges, financial sustainability, and greater demand for integration. A problem-based approach to teaching and learning will be taken, whereby students identify a real workplace operational problem and apply the theoretical concepts they learn to analyze and apply innovative and practical solutions.

Required Courses (9 credits)

CACC 520	(3)	Accounting for Management
CMS2 533	(3)	Lean Operations and Performance Management in Health Services
CPL2 532	(3)	Leading Change

Complementary Courses (6 credits)

CGM2 510	(3)	Project Management: Tools & Techniques
CHLC 580	(3)	Health Services Management Field Project
CHLC 590	(3)	Topics in Health Care
CORG 553	(3)	Employee and Labour Relations
CORG 556	(3)	Managing and Engaging Teamwork
CPL2 510	(3)	Communication and Networking Skills

4.1.3.1.15.7 Graduate Certificate in Human Resources Management

Admission Requirements for the Graduate Certificate in Human Resources Management

In addition to the admission requirements stipulated in [section 4.1.3.1.15.1: Admission Requirements for Graduate Certificates](#), students must hold a bachelor's degree (or equivalent) or a graduate degree (or equivalent) with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies.

4.1.3.1.15.7.1 Graduate Certificate in Human Resources Management (15 credits)

Corequisite

CORG 551*	(3)	Behaviour in Organizations
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* This course can be taken with CORG 555

Required Courses (12 credits)

CORG 555	(3)	Strategic Human Resources Management
CORG 560	(3)	Staffing Organizations
CORG 561	(3)	Developing Human Resources
CORG 562	(3)	Total Compensation and Rewards

Complementary Courses (3 credits)

3 credits from:

CGM2 510	(3)	Project Management: Tools & Techniques
CORG 553	(3)	Employee and Labour Relations
CORG 554	(3)	Managing Occupational Health and Safety
CORG 565	(3)	Managing Human Resources Management Information
CORG 590	(3)	Topics in Human Resources Management
CPL2 510	(3)	Communication and Networking Skills
CPL2 532	(3)	Leading Change

CPL2 534

(3)

Leading in Diverse and Global Workplaces

Or any other 500- or 600-level course offered and approved by the Center for Professional Development

4.1.3.1.158 Graduate Certificate in International Business

This program provides specialized knowledge in areas such as international finance and mwered ,nsTj1 0 0 1 248.721 702.84 Tm(v)Tj7P1103.657 689.023 Tm(Gr)Tj1 0

CCS2 508	(3)	Web Application Development
CCS2 510	(3)	Computer Network and Internet Security
CCS2 535	(3)	Internet Business Project
CCS2 550	(3)	Multimedia Communication Design and Marketing
CCS2 590	(3)	Topics in Information Technology
CGM2 510	(3)	Project Management: Tools & Techniques

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

4.1.3.1.15.10 Graduate Certificate in Leadership

Admission Requirements for the Graduate Certificate in Leadership

In addition to the admission requirements stipulated in [section 4.1.3.1.15.1: Admission Requirements for Graduate Certificates](#), students must have a bachelor's degree from any discipline with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies. Students must also meet the language requirements (see [section 4.1.2.6.2: Proof of Proficiency in English](#)).

4.1.3.1.15.10.1 Graduate Certificate in Leadership (15 credits)

Prerequisite

CORG 551*	(3)	Behaviour in Organizations
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* or the Exemption by Examination Test

Required Courses (12 credits)

Leadership lseGrychniquepS1 IO2I 445.24:

CMR2 564	(3)	Marketing Communications: A Strategic Approach
CMR2 566	(3)	Global Marketing Management

Complementary Course (3 credits)

3 credits from:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
CMR2 543	(3)	Marketing of Services
CMR2 590	(3)	Topics in Marketing
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

4.1.3.1.15.12 Graduate Certificate in Operations Management

Currently under review. Admissions will not be accepted for the 2013–2014 academic year.

This Graduate Certificate offers students the opportunity to acquire knowledge of manufacturing systems and operations management.

4.1.3.1.15.12.1 Graduate Certificate in Operations Management (15 credits)

Currently under review. Admissions will not be accepted for the 2013-2014 academic year.

Required Courses (12 credits)

CMS2 514	(3)	Analysis: Manufacturing Systems
CMS2 515	(3)	Operations Management
CMS2 516	(3)	Total Quality Management
CMS2 518	(3)	Current Manufacturing Strategies

Complementary course (3 credits)

3 credits from:

CCLW 511	(3)	Law 1
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
CMS2 590	(3)	Topics in Operations Management
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

4.1.3.1.15.13 Graduate Certificate in Public Relations Management**Admission Requirements for the Graduate Certificate in Public Relations Management**

In addition to the admission requirements stipulated in [section 4.1.3.1.15.1: Admission Requirements for Graduate Certificates](#), students must have a Bachelor of Commerce degree (or equivalent) with a minimum CGPA of 3.0 out of 4.0 or 3.2 out of 4.0 in the last two years of full-time academic studies.

4.1.3.1.15.13.1 Graduate Certificate in Public Relations Management (15 credits)**Required Courses (12 credits)**

CPRL 510	(3)	Fundamentals of Public Relations
CPRL 520	(3)	Applied Public Relations Communication
CPRL 530	(3)	Internal Stakeholder Communication

CFIN 540 (3) Introduction to International Finance

Complementary course (3 credits)

3 credits from:

CCLW 511	(3)	Law 1
CFIN 590	(3)	Topics in Finance
CGM2 510	(3)	Project Management: Tools & Techniques
CMIS 541	(3)	Information Systems for Managers
CPL2 552	(3)	Strategic Management
CPL2 553	(3)	Small Business Management

Or any other 500- or 600-level course offered and approved by Career and Professional Development.

4.1.3.2 Academic Regulations

In general, diplomas offered by the *Career and Professional Development* unit are comprised of ten courses. Some programs, however, have corequisite and prerequisite courses that must be completed by the students in order for them to obtain their certificate or diploma.

Students who believe that they have taken the equivalent of one or more of the corequisites to the program, or one or more of the prerequisite courses that are not part of the program to which they ha or76 equv37999.174 519.801 T53, ma.52 485.7h 485.9.80atvv451Tj1 0 0 1 23.0935 519.801 T4v

If you answer “yes” to any of the following seven statements, you do **NOT** necessarily need to provide proof of English proficiency, but must provide documentation to support your answer.

- Have you lived and attended school, for at least four years, in a country where English is the acknowledged primary language?
- Have you completed both Secondary V and a DEC at a French CEGEP in Quebec?
- Have you completed a DEC at an English CEGEP in Quebec, during or later than 2003?
- Have you or will you complete a French Baccalaureate – Option Internationale (British or American section)?
- Have you or will you complete International Baccalaureate English A with a final result of 5 or better?
- Have you or will you complete the British Curriculum A-Level English with a final grade of “C” or better?
- Have you completed the British Curriculum GCSE/IGCSE/GCE O-Level English, English Language, English First Language, or English as a Second Language with a final grade of “B” or better?

If you answered “no” to all of the above, but answer “yes” to any of the following questions, you will be asked to provide supporting documentation to this effect and **may** still be asked to provide proof of English language proficiency.

- Do you consider English to be your mother tongue?
- Have you been attending school for at least four consecutive years at an accredited educational institution (in a non-English speaking country) where English is the language of instruction?
- Have you obtained an undergraduate degree from an accredited educational institution where the language of instruction in your program of study was English (minimum three years)?
- Have you obtained a graduate degree from an accredited educational institution where the language of instruction in your program of study was English (minimum two years)?

Applicants to *Career and Professional Development* who do not meet any of the above-listed conditions must demonstrate proficiency in English using **one** of the following options:

1. TOEFL (Test of English as a Foreign Language) – Minimum acceptable scores:

4.1.3.2.4 Academic Advisers

General advising information for the School of Continuing Studies can be obtained by calling one of our Client Service Representatives at 514-398-6200 during regular business hours, or by sending an email to

a student. A formal academic appeal must be made in writing directly to the *Career and Professional Development* Appeal Committee. This request must be accompanied by supporting documents which substantiate reinstatement.

4.1.32.6.4 *Time Limits*

4.1.3.4 Language Requirements for Professions

For more information, see *Programs, Courses and University Regulations > University Regulations and Resources > Continuing Studies > Graduation > section 1.7.6: Language Requirements for Professions*.

4.1.3.5 Career and Professional Development Programs with a Minimum CGPA Requirement

If your CGPA is lower than the minimum requirement indicated for the program, please submit the following for consideration with your application and official transcript.

a) Letter of Intent: A letter, 1–2 pages in length, single-spaced, written in English or French, which addresses the following:

- basis for interest in the program;
- kno

- Public speakers and speech writers
- Service industry professionals

4.1.4.2 General Information

4.1.4.2.1 Registration

All students who wish to register must submit the re

An intensive, practical course that offers insights and strategies relating to patent issues. *Understanding Patents* is a must for **engineers involved in patents and patenting, patent agents in training, new patent agents, lawyers (in-house or corporate counsel), licensing executives, and contract managers**—anybody who encounters patents in their work and needs to have a better understanding of the nature and scope of the patent system, how patents are obtained, and how to manage a patent portfolio.

Understanding Trade-marks – An Introductory Course – July 29–August 2, 2013

An intensive, practical course that offers valuable insights and strategies related to acquiring, managing, and protecting trade-mark assets, as well as dealing with contentious proceedings. It is intended primarily for trade-mark agents and trainees, in-house trade-mark managers, notaries, in-house counsel, and lawyers who practise or intend to practise privately or corporately in the trade-mark area, as well as marketing and brand practitioners.

Managing Trade-mark Disputes – August 7–9, 2013

An intensive, practical, and hands-on course that extends and refines insights and strategies covered in the introductory course, as well as offers the opportunity to attend a mock cross-examination and a mock oral hearing with experienced practitioners. A must for anyone working at the leading edge of the trade-mark field, this course is designed specifically for trade-mark agents, in-house trade-mark managers, in-house counsel, lawyers, and executives who specialize in the trade-mark area, whether in private or corporate practice, with some experience in the field of trade-mark law.

Copyright Master Class – August 7–9, 2013

This intensive course provides an in-depth analysis of copyright law with the focus on practical issues and understanding of how copyright works in a variety of business settings. Designed primarily for business managers and in-house counsel working in publishing, music, information technology, broadcasting, film/TV, performing arts; lawyers, trade-mark agents, licensing executives, government policy makers; academics and librarians. The course will be of greatest benefit to participants who have been previously exposed to copyright concepts and issues.

4.1.4.5 Professional Development Certificate in Condominium Management (Non-Credit) Overview

This program provides new and experienced residential and commercial condominium managers with the information, knowledge, and skills required for successful condominium management. Participants have the flexibility of registering for just one course or for the complete program.

Please visit our website at www.mcgill.ca/continuingstudies/programs-and-courses/property-management/certificate-condominium-management for more information and to register. You can find out more about *l'Ordre des administrateurs as a7001/F2 8.1 Tf1 0abec/F1 8.1 Tf1 0 0 1 426.192 6963.761 51e3.NonO1 0 0 1 4*

4.2.2 Location

Diplôme d'études en langue française
Diplôme approfondi de langue française
Telephone: 514-398-1484
Fax: 514-398-1769

Email: translation.conted@mcgill.ca

Website: www.mcgill.ca/continuingstudies/programs-and-courses/languages/testing-and-certification/delfdalf-certification



Note: Enter “DELF-DALF” in the subject line of your email.

4.2.3 Administrator

Administrator

James Archibaldmee.A.(McG.),ee.Ph.(Mnti

Director, Translation and Written Communication

Conditions

The DELF is composed of cumulative units. You may obtain them separately in the country or countries of your choice. Each unit represents approximately 100 hours of study and is certified by a diploma. All marks are final and not subject to appeal. Successful completion of the first two units allows candidates to receive the first diploma: DELF *1er degré* (DELF, level 1). Completion of units B1 and B2 qualifies you to receive the next diploma: DELF *2e degré* (DELF, level 2).

You can undertake the different units at your own pace; you will retain credit for all units that you have passed. If you wish, you can spread your study of the units over several years, or you can attempt the examinations for several units in the same session (for example, the two units of the DELF, level 1). No previous diploma is required for a candidate to register for the DELF/DALF exams, and neither is proof of specific preparation or level.

Registration forms are available at:

www.mcgill.ca/continuingstudies/programs-and-courses/languages/testing-and-certification/delfdalf-certification/registration.

Telephone: 514-398-1484

Fax: 514-398-1769

Email: translation.conted@mcgill.ca

Detailed information, including dates, fees, and registration forms can be found on the following website:

McGill: www.mcgill.ca/continuingstudies/programs-and-courses/languages/testing-and-certification/delfdalf-certification/registration

More information about the exams can be found at:

France: *Centre international d'études pédagogiques*: DELF DALF

www.ciep.fr/en/delfdalf/index.php

DELF/DALF Equivalencies

DELF/D	Council of Europe	ALTE*
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Website: www.mcgill.ca/continuingstudies/about-scs/academic-areas/education

4.3.3 About Education Programs

As classroom and cultural realities change, in-service teachers and other educators can learn new strategies and expand their career options by studying with education experts at McGill. The Faculty of Education offers numerous professional development opportunities administered through the School of Continuing Studies to enhance existing knowledge and to develop new expertise in areas such as Counselling Applied to Teaching; First Nations' and Inuit education, language, and cultural issues; Inclusive Education; and Human Relations and Family Life Education. These enriching programs and courses are ideal for individuals who wish to upgrade their skills while studying on a part-time basis.

4.3.3.1 Programs for Professional Development in Education

The Faculty of Education offers the following programs:

Programs for Professional Development in Education

section 4.3.3.5.2: Diploma in Human Relations and Family Life Education (30 credits)

section 4.3.3.6.1: Graduate Certificate in Counselling Applied to Teaching (15 credits)

section 4.3.3.7.1: Certificate in Inclusive Education (30 credits)

section 4.3.3.8.1: Certificate in Education for First Nations and Inuit (60 credits)

section 4.3.3.8.3: Certificate in Aboriginal Literacy Education (30 credits)

section 4.3.3.8.4: Certificate in Middle School Education in Aboriginal Communities (30 credits)

section 4.3.3.8.5: Certificate in First Nations and Inuit Educational Leadership (30 credits)

section 4.3.3.8.6: Bachelor of Education for Certified Teachers — Elementary Education — Native and Northern (90 credits)

section 4.3.3.8.7: Certificate in Aboriginal Education for Certified Teachers (30 credits)

section 4.3.3.8.8: Certificate in First Nations and Inuit Student Personnel Services (30 credits)

4.3.3.2 Admission Requirements and Procedures

Applications for admission to the programs offered by the Faculty of Education through the School of Continuing Studies can be made at the McGill website: www.mcgill.ca/applying. Your application cannot be considered until all requirements have been met. Please complete the application form and submit required documents to the appropriate department in the Faculty of Education, 3700 McTavish Street, Montreal, QC H3A 1Y2.

Applicants to First Nations and Inuit programs must contact the office of First Nations and Inuit Education for admission information at 514-398-1340.

Documents Required

In addition to those listed on the application website, please refer to specific requirements listed for each program. All applications require an official transcript, application fee of \$65 (non-refundable), proof of Canadian citizenship, permanent code, and proof of residency to qualify for the Quebec rate of tuition.

Application Deadlines

Fall term: June 1

Winter term: October 1

Spring/Summer term: February 1

4.3.3.3 Professional Development Opportunities

The Faculty of Education offers enriching programs and courses administered through the School of Continuing Studies for:

4.3.3.5 Diploma in Human Relations and Family Life Education

This program is intended to train people who wish to conduct Family Life Education programs in schools, hospitals, religious institutions, and social service centres.

4.3.3.5.1 Admission Requirements

- 1.** An undergraduate degree with a CGPA of at least 2.7 out of 4.0
- 2.** Two letters of recommendation
- 3.** An autobiographical sketch that should include a statement of interest in the program
- 4.** TOEFL minimum score of 550 for non-Canadian students from countries where English is not the first language and who have not completed a recognized university degree taught in English. The Department reserves the right to request an interview of any applicant.

A total of 30 credits is required to complete the program. Students should consult with advisers concerning appropriate course profiles.

Further information may be obtained from the Program Coordinator, Department of Educational and Counselling Psychology at 514-398-4248.

4.3.3.5.2 Diploma in Human Relations and Family Life Education (30 credits)

The Diploma in Human Relations and Family Life Education is designed for people who, though qualified to work in their respective professional domains, may wish to acquire auxiliary skills in basic human communication, group animation, and effective interviewing.

Required Courses (21 credits)

EDPC 501	(3)	Helping Relationships
EDPC 502	(3)	Group Processes and Individuals
EDPC 503	(3)	Human Sexuality: Professionals

4. At least tw

For further information on other supporting documents required, please see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > Admission Requirements > section 3.7: Program Transfers.*

4.3.3.7.1 Certificate in Inclusive Education (30 credits)

The Certificate in Inclusive Education is intended for regular class teachers, special educators, adult educators, and other educational personnel. The program provides a sequence of courses that will ensure a sound foundation for adapting curriculum and instruction for students with varying abilities, learning styles, and special needs. It strives to meet the needs of educators who must adapt to their changing roles in contemporary schools: (a) for general educators, to educate students with diverse needs in their heterogeneous classrooms, and (b) for special educators, to collaborate with other professionals working with exceptional students.

Required Courses (24 credits)

EDPI 309	(3)	Diverse Learners
EDPI 341	(3)	Instruction in Inclusive Schools
EDPI 344	(3)	Assessment for Instruction
EDPI 440	(3)	Managing the Inclusive Classroom
EDPI 441	(3)	Students with Behavior Difficulties
EDPI 442	(3)	Students with Learning Difficulties
EDPI 526	(3)	Talented and Gifted Students
EDPI 543	(3)	Family, School and Community

Complementary Courses (6 credits)

6 credits chosen from the following:

EDPE 496	(3)	Individual Reading Course
EDPI 446	(3)	Special Topics
EDPI 450	(3)	Computers and Special Needs
EDPI 527	(3)	Creativity and its Cultivation
EDPI 539	(3)	Field Work 1
EDPI 540	(3)	Field Work 2

Other courses may be approved by the Program Director

The time limit for completion of the 60-credit Certificate in Education for First Nations and Inuit is 12 years. The University reserves the right to request that a student retake a course or courses after a five-year period if it is felt that too long a break has occurred in the ongoing nature of the training.

EDEC 236	(3)	Mohawk Second Language 2
EDEE 296	(3)	Mohawk Second Language 1
EDEE 297	(3)	Mohawk Language 1
EDEE 298	(3)	Mohawk Language 2

Naskapi

EDEC 227	(3)	Naskapi Language 1
EDEC 228	(3)	Naskapi Language 2

30 credits from the following:

In order to ensure appropriate choices, students select from the list of Complementary Courses in consultation with the Program Adviser.

EDEA 242	(3)	Cultural Skills 1
		Teaching: Multigrade Classrooms

EDEC 260	(3)	Philosophical Foundations
EDEE 325	(3)	Children's Literature
EDEM 202	(3)	Native Family Dynamics & Supporting Institutions
EDPE 300	(3)	Educational Psychology
EDPI 341	(3)	Instruction in Inclusive Schools

12 credits of practicum courses; students specializing in Physical Education will do a minimum of 6 credits in Physical Education settings.

EDEC 201	(1)	First Year Professional Seminar
EDEC 253	(1)	Second Professional Seminar (Kindergarten/Elementary)
EDFE 200	(2)	First Field Experience (K/Elem & Secondary)
EDFE 256	(3)	Second Field Experience (Kindergarten/Elementary)
EDFE 300K/Elem & Secondary	(5)	Third Field Experience (K/Elem & Secondary)

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EDEE 298 (3) Mohawk Language 2

Naskapi

EDEC 227 (3) Naskapi Language 1

EDEC 228 (3) Naskapi Language 2

9 credits:

EDKP 241 (3) Aboriginal Physical Activities

EDKP 342 (3) Physical Education Methods

EDKP 494 (3) Physical Education Curriculum Development

6 credits from the following physical education courses:

EDKP 214 (1) Basketball 1

EDKP 217 (2) Track & Field / Cross Country

EDKP 218 (1) Volleyball 1

EDKP 223 (2) Games: Principles and Practice

EDKP 229 (1) Ice Hockey 1

EDKP 240 (1) Winter Activities

List A

9 credits from different subject areas from course List A and course List B with priority given to courses from List A.

EDEC 262 (3) Media, Technology and Education

EDEE 230 (3) Elementary School Mathematics 1

EDEE 241 (3) Teaching Language Arts

EDEE 250 (2) The Kindergarten Classroom

EDEE 270 (3) Elementary School Science

EDEE 275 (2) Science Teaching

EDEE 280 (3) Geography, History and Citizenship Education

EDEE 282 (2) Teaching Social Sciences

EDEE 291 (3) Cultural Values and Socialization

EDEE 332 (3) Teaching Elementary Mathematics 2

EDEE 355 (3) Classroom-based Evaluation

List B

EDEA 241 (3) Basic Art Media for Classroom

EDEC 200 (3) Introduction to Inuit Studies

EDEC 220 (3) Curriculum Development

EDEC 243 (3) Teaching: Multigrade Classrooms

EDEC 244 (3) Issues in Aboriginal Education

EDEC 403 (3) The Dialects of Inuktitut

EDEE 240 (3) Use and Adaptation of Curricula

EDEE 243	(3)	Reading Methods in Inuktitut/Cree
EDEE 248	(3)	Reading and Writing Inuktitut/Cree Reading Clinic - Early Childhood

Education Courses

12 credits from the list below:

EDEA 242	(3)	Cultural Skills 1
EDEC 220	(3)	Curriculum Development
EDEC 403	(3)	The Dialects of Inuktitut
EDEE 223	(3)	Language Arts
EDEE 240	(3)	Use and Adaptation of Curricula
EDEE 243	(3)	Reading Methods in Inuktitut/Cree
EDEE 248	(3)	Reading and Writing Inuktitut/Cree
EDEE 345	(3)	Literature and Creative Writing 1
EDEE 346	(3)	Literature and Creative Writing 2
EDEE 348	(3)	Grammar and Composition 2
EDEE 373	(3)	Traditional Healing
EDEE 383	(3)	Oral and Family History
EDES 365	(3)	Experiences in Communications
EDPE 304	(3)	Measurement and Evaluation

Electives (6 credits)

6 credits of suitable courses approved by the Director of Programs in First Nations and Inuit Education.

4.3.3.8.4 Certificate in Middle School Education in Aboriginal Communities (30 credits)

This 30-credit program focuses on developing the particular skills and abilities required of the Indigenous teacher in the middle school of his/her community. It does not lead to provincial certification. Rather, it prepares Indigenous teachers, who are bilingual or have some knowledge of their Indigenous language and who have already established themselves as teachers, to teach students at this level in ways that are developmentally and culturally appropriate. The program focuses on the particular psychological, emotional, and social needs of Aboriginal adolescents and the teacher's role in facilitating the transition between elementary and high school.

This certificate may be taken concurrently and completed within the Bachelor of Education for Certified Teachers program if the requirements for the B.Ed. are fulfilled.

Required Courses (15 credits)

EDEC 245	(3)	Middle School Teaching
EDEC 246	(3)	Middle School Curriculum
EDFE 210	(3)	Middle School Practicum
EDPE 377	(3)	Adolescence and Education

3 credits from the list below:

EDEC 302	(3)	Language and Learning - Curriculum
EDSL 305	(3)	L2 Learning: Classroom Settings

Major Subject Area (6 credits)

6 credits in the major subject area of the Bachelor of Education for Certified Teachers selected in consultation with the Director of Programs in First Nations and Inuit Education.

Minor Subject Area (6 credits)

6 credits in the minor subject area of the Bachelor of Education for Certified Teachers selected in consultation with the Director of Programs in First Nations and Inuit Education.

Education Courses (3 credits)

3 credits from the list below or from other courses as approved by the Director of Programs in First Nations and Inuit Education.

EDEA 241	(3)	Basic Art Media for Classroom
EDEC 220	(3)	Curriculum Development
EDEC 243	(3)	Teaching: Multigrade Classrooms
EDEE 291	(3)	Cultural Values and Socialization
EDEE 444	(3)	First Nations and Inuit Curriculum
EDKP 241	(3)	Aboriginal Physical Activities
EDPT 200	(3)	Integrating Educational Technology in Classrooms
EDSL 247	(3)	Second Language Education in Aboriginal Communities
EDSL 305	(3)	L2 Learning: Classroom Settings

4.3.3.8.5 Certificate in First Nations and Inuit Educational Leadership (30 credits)

This 30-credit program is designed for First Nations and Inuit organizations to develop their role as leaders within the educational community. The program will focus on developing the core competencies of educational leaders, e.g., decision making and problem solving; fostering a self-reflective leader able to partner with parents to create community outreach; cultivating awareness of the holistic learning and developmental cycles of a child and the role of the educational leader in enhancing that development; maintaining the continuity of community and cultural values and aspirations within the structure of the administration of the school and other educational milieu; and understanding and supporting the pedagogical objectives and the administrative framework of the educational system.

This certificate may be taken concurrently and completed within the Bachelor of Education for Certified Teachers if the requirements for the B.Ed. are fulfilled. It may also be followed concurrently with the Certificate in Education - First Nations and Inuit.

Required Courses (15 credits)

EDEC 221	(3)	Leadership and Group Skills
EDEC 222	(3)	Personnel Management and Support
EDEC 233	(3)	First Nations and Inuit Education
EDEC 311	(3)	Resource Management
EDEC 312	(3)	Practicum in Educational Leadership

Complementary Courses (15 credits)

15 credits from the list below or any other course approved by the Director of Programs in First Nations and Inuit Education.

EDEC 220	(3)	Curriculum Development
EDEC 244	(3)	Issues in Aboriginal Education
EDEE 240	(3)	Use and Adaptation of Curricula
EDEE 245	(3)	Orientation to Education
EDEE 340	(3)	Special Topics: Cultural Issues
EDEM 202	(3)	Native Family Dynamics & Supporting Institutions
EDES 365	(3)	Experiences in Communications
EDPI 341	(3)	Instruction in Inclusive Schools

4.3.3.8.6 Bachelor of Education for Certified Teachers — Elementary Education — Native and Northern (90 credits)

This 90-credit program is designed for teachers who are already certified to teach in elementary schools and who wish to earn a Bachelor of Education degree. Normally, a minimum of 60 credits must be taken in the program, and no more than 30 credits may be transferred from other institutions. Credits may be transferred from programs leading to the certificates in Educational Technology, Second Language Teaching, Inclusive Education, or earned from other (e.g., Education)

The Certificate in Aboriginal Literacy Education, the Certificate in Middle School Education in Aboriginal Communities, or the Certificate in First Nations and Inuit Educational Leadership may be taken concurrently and completed within the Bachelor of Education for Certified Teachers if the required B.Ed. profile is fulfilled.

This program does not lead to further certification.

Complementary Courses

Candidates enrolled in the program complete 90 credits within the following general pattern.

Academic Concentration (30 credits)

30 credits in five (5) subject areas relevant to elementary education in a 12-9-3-3-3 pattern (i.e., 12 credits in one subject, 9 credits in a second subject, and 3 credits in each of three (3) other subject areas), or 30 academic credits in three subject areas in a 15-9-6 pattern.

Note: Subject areas relevant to elementary education, in broad terms, are the Arts (Art, Music and Drama), English, French, Science, Mathematics, Physical Education, Moral and Religious Education, Social Studies, Educational Technology, or an Aboriginal language.

Cultural Development (15 credits)

15 credits of courses that will enhance the candidate's cultural development. These are to be chosen in consultation with the Director of Programs in First Nations and Inuit Education.

Education Concentration (30 credits)

30 credits. Normally the Education concentration is Aboriginal/F1 8.1 Tf1 0 se.3 Tducbydits of course aftis p3 Tm(These are to be chosen in consultation with rst)Tj1 0 0

4.3.3.8.8 Certificate in First Nations and Inuit Student Personnel Services (30 credits)

This program is offered by the Department of Educational and Counselling Psychology through First Nations and Inuit Education.

This 30-credit program is designed to provide Aboriginal school personnel advisers with a training program that will enable them to learn about the principles and practice of personnel services as generally applied in educational settings, to help Aboriginal student personnel advisers develop their personal skills, and to modify or adapt their services and the content to best suit the cultural and educational needs of Aboriginal students; to encourage Aboriginal student personnel advisers to take leadership in developing educational programs that address the social needs of their communities, to upgrade their academic qualifications and professional development; and to develop and make available, in English and in the languages of instruction, collections of professional and scholarly knowledge about students' needs, and services in First Nations and Inuit communities.

Bearers of this certificate will be qualified to work as educational and school personnel advisers within the employ of an Aboriginal educational authority.

Required Courses (21 credits)

EDPC 201	(3)	Introduction to Student Advising
EDPC 202	(3)	Helping Skills Practicum 1
EDPC 203	(3)	Helping Skills Practicum 2
EDPC 205	(3)	Career/Occupational Development
EDPC 208	(3)	Native Families' Dynamics
EDPC 209	(3)	Basic Crisis Intervention Skills
EDPC 210	(3)	Field Experience

Complementary Courses (9 credits)

9 credits selected from the list below or any other suitable course approved by the Program Coordinator.

Registration in EDEM 202, EDKP 204, or any other courses offered by departments other than Educational and Counselling Psychology, or in other programs of this Department is dependent on availability (e.g., through a concurrently offered program) or through an arrangement made with that department or program. The Program Coordinator will attempt to make these contacts whenever required.

EDEM 202	(3)	Native Family Dynamics & Supporting Institutions
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Academic advisers are available to answer inquiries by calling the appropriate department.

4.4 General Interest Courses

4.4.1 General Interest Courses

In conjunction with other McGill Faculties and Institutes, Faculty Partnerships & Summer Studies offers an abundance of up-to-date and enriching general interest courses, seminars, and lectures in diverse areas.

4.4.2 About Faculty Partnerships and Summer Studies

McGill faculties and schools do a phenomenal job in their respective domains, regularly winning prestigious awards and attaining the highest rankings on Canadian and international lists. The newly formed Faculty Partnerships and Summer Studies unit creates synergies between SCS and McGill's academic units in order to deliver McGill's renowned expertise to new university and external audiences.

In these dynamic projects, SCS provides the program or course coordination, registration, and logistical support while the school or faculty provides the subject matter and teaching expertise. The SCS-administered offerings include many continuing education and enrichment programs for a wide range of professions and professional orders in the Montreal area and beyond.

This unit also organizes the development, coordination, and administration of Summer Studies courses, offered from May to August. Based on sound educational and business planning, these courses deliver high-quality learning opportunities for local, out-of-province, and international students and professionals.

4.4.3 Location

Faculty Partnerships and Summer Studies

Telephone: 514-398-5212

Fax: 514-398-5224

Email: facultypartnerships.conted@mcgill.ca; summer.studies@mcgill.ca

Website: www.mcgill.ca/continuingstudies/about-scs/academic-areas/faculty-partnerships-and-summer-studies

4.4.4 Administrative Officers

Administrative Officers

TBA	Director, Faculty Partnerships and Summer Studies
Jasna Hancevic; B.Com.(McG.), M.Sc.(UQAM)	Program Administrator, Faculty Partnerships and Summer Studies
TBA	Administrative Coordinator, Faculty Partnerships and Summer Studies

4.4.5 Professional Development Opportunities

Professional Development Opportunities offer enriching programs, courses, workshops, seminars, and lectures of interest to:

- Business analysts and professionals
- Community organizers
- Distribution, construction, and manufacturing professionals
- Engineers and geologists
- Entertainment, Internet/software, and publishing professionals
- Finance and accounting professionals
- Human resources professionals
- Lawyers, and legal and public-sector professionals
- Marketing and brand practitioners
- Mining industry professionals
- Non-clinical research professionals
- Patent and trademark agents
- Pharmaceutical and biotech employees
- Potential business owners and aspiring entrepreneurs
- Process analysts
- Project and program contract and project managers

- Property managers
- Public speakers and speech writers
- Quality assurance professionals
- Retail and service industry professionals

4.4.6 General Information

4.4.6.1 Registration

New, non-McGill students wishing to register for credit courses during the Summer term should consult the Summer Studies website at www.mcgill.ca/summer for further instructions.

Returning McGill students who wish to register for credit courses during the Summer term should do so online using Minerva.

For more information regarding Special Courses and Programs, please consult the list of available special courses/programs at www.mcgill.ca/continuingstudies/about-scs/academic-areas/faculty-partnerships-and-summer-studies and www.mcgill.ca/summer/special. As registration requirements and criteria for Special Courses and Programs are specific, students are asked to call the Faculty Partnerships and Summer Studies Office at 514-398-5212 for further information.

4.4.6.2 Fees

Full payment for non-credit courses, seminars, and workshops is due at the time of registration and can be made by cheque, Visa, or MasterCard. For information on fees for Special Courses and Programs, please contact the Faculty Partnerships and Summer Studies Office at 514-398-5212. For further information on fees for Summer term credit courses, please refer to the Summer Studies Tuition and Fees website at www.mcgill.ca/summer/tuition.

4.4.6.3 Course Cancellations and Withdrawals

Faculty Partnerships and Summer Studies reserves the right to cancel courses prior to the first lecture due to low enrolment. For the cancellation policy for credit courses, please refer to *Programs, Courses and University Regulations > University Regulations and Resources > Continuing Studies > [section 1.3.4: Course Withdrawals and Refunds](#)*.

Students registered in any Special Courses and Programs who wish to cancel their registration must notify *Faculty Partnerships and Summer Studies*, in writing, at least seven days prior to the start of the course. After this deadline, you will be charged a \$100 administration fee to cancel your registration. If no notice is given prior to the start of the program and you fail to attend, you will be liable for the full course fee. Failure to attend classes does not constitute a cancellation or withdrawal from the course.

4.4.7 Credit Offerings: Credit Courses

Credit Courses		
CHEM 181	(3)	World of Chemistry: Food
CHEM 183	(3)	World of Chemistry: Drugs
RELG 254	(3)	Introduction to Sikhism
SOIL 342	(3)	Organic Soil Fertilization

4.4.8 Course Offerings: Non-Credit Courses

Non-Credit Courses	
CENG 222	Risk Assessment: Ore Reserves/Mine Planning

4.5 Languages

4.5.1 Languages at the School of Continuing Studies

Do you want to get ahead in your job or at school, integrate better into Quebec society, or qualify for certain McGill programs? With dynamic instructors and a stimulating educational framework, the School of Continuing Studies offers proven methods for expanding your language skills. Thousands of working professionals, new Montrealers, and students from over 60 countries can attest to how our language programs have been an important catalyst in their lives.

There are a variety of courses and programs available for individuals interested in immersing themselves in various languages, including English, French, and Spanish, either on a part-time or full-time basis. In addition to regular language offerings, customized courses can be delivered in English, French, and

other languages to local and international groups. These customized programs are tailor-made to meet the specific language and communication needs of corporations, organizations, government agencies, and institutions.

Whatever your language needs are, we have the proven track record to deliver exceptional results.

4.5.2 Location

Language and Intercultural Communication

Telephone: 514-398-1212

Fax: 514-398-1769

Email: language.conted@mcgill.ca

Website: www.mcgill.ca/continuingstudies/about-scs/academic-areas/language-and-intercultural-communication

4.5.3 Administrative Officers, Language and Intercultural Communication

Administrative Officers

Hervé de Fontenay; B.A.(Montr.), M.A.(McG.)

Director

Firas Alhafidh; B.A.(Jordan), M.A.(Chile), DEA(Spain)

Associate Director

Effie Dracopoulos; B.A.(C'dia), M.Ed.(TÉLUQ)

Program Coordinator, Part-Time English Language Program and Special Projects

Kevin Callahan; B.A.(Tor.), M.A.(C'dia), Cert. TESL(McG.)

Program Coordinator, Intensive English – Language and Culture Program

Nadine Wielgopolski; B.A.(Ott.), M.Ed.(Ott.)

Program Coordinator, French Language Programs

Manon Gadbois; B.A.(UQAM), M.A.(Montr.)

Assistant Program Coordinator, French Part-Time Program and Special Projects

Kevin Stanley; B.A.(Vic., BC), M.A.(C'dia)

Assistant Program Coordinator, English Special Projects

Emmanuelle Guidez; B.A., M.A.(France)

Assistant Program Coordinator, French Intensive Program and Special Projects

Margaret Levey; B.A.(McG.), M.A.(C'dia)

Assistant Program Coordinator, English Part-Time Program

Louise Kyrtatas; B.A., M.A.(C'dia)

Assistant Program Coordinator, Intensive English – Language and Culture

Verena Waterstradt; B.Adm.(Germany) (*on leave*)

Program Administrator

Isaac Garcia-Sitton; B.A., M.B.A.(Lindenwood) (*Acting*)

Program Administrator

Benjamin Isaac; B.A.(C'dia), M.F.A.(MIUAD)

Assistant Program Administrator

France Bruneau

Administrative and Student Affairs Coordinator

Adriana Starnino

Administrative Coordinator

Paola Samano; B.A.(HEC)

Administrative Coordinator

Marie-Claude Beauchamp; B.A., M.A., B.Ed.(McG.)

Academic Coordinator, Language Programs

Megan Hudson

Administrative Coordinator

For the latest updates on programs and course offerings, please visit our website:

www.mcgill.ca/continuingstudies/about-scs/academic-areas/language-and-intercultural-communication.

4.5.4 The Language and Intercultural Communication Unit – English Language Programs

The School of Continuing Studies' Language and Intercultural Communication unit offers high-quality English language instruction to meet the needs of students of various backgrounds and needs.

- International students
- Business professionals
- Elementary and high school teachers
- College and university professors
- Individuals transferred to Montreal
- Recent immigrants
- Incoming McGill students
- Other School of Continuing Studies learners

4.5.4.2 Certificate of Proficiency – English for Professional Communication Overview

This 30-credit part-time program is aimed at the community at large, including the employees of McGill University.

4.5.4.2.1 Certificate of Proficiency — English for Professional Communication (30 credits)

This award-winning part-time certificate program has been designed to enable students to master English oral and written linguistic and communication skills necessary to function effectively in a professional anglophone environment.

The program is the equivalent of one year of full-time university studies, requires the completion of ten 3-credit courses, and starts at the low-intermediate level (courses CEEN 211 and CEEN 212). Students with a basic or an elementary knowledge of English will need to complete non-credit prerequisite courses before entering the program. The overall program structure is divided into two modules:

- 1) The Non-Credit Module comprises three prerequisite courses (one at the basic level and two at the elementary level) of 60 hours each.
- 2) The Credit Module consists of ten 3-credit courses of 39 hours each. It includes courses at the 200, 300, and 400 levels.

The program is offered three times a year: in Fall and Winter for a period of 12 weeks (Non-Credit Module) and 13 weeks (Credit Module), and in Spring for a period of nine weeks. Courses are offered during the evening and on Saturday mornings.

Every student registered in a credit or non-credit course has exclusive access to online pedagogical material and other resources through the myCourses platform. This allows students to participate in virtual projects and/or reinforce their language training on an individual basis and at their own pace. The communication tools integrated in myCourses further consolidate the individual pedagogical support offered by the lecturer.

The program leads, under certain conditions, to the Certificate of Proficiency - English for Professional Communication. See Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > Languages > The Language and Intercultural Communication Unit - English Language Programs > Certificate of Proficiency - English for Professional Communication Overview > Certificate of Proficiency – English for Professional Communication: Academic Regulations.

The level of this certificate corresponds to the Advanced Level recognized by the American Council on the Teaching of Foreign Languages (ACTFL).

Prerequisite Courses - Non-Credit Module

CEGL 102	(11)	Basic English
CEGL 104	(11)	Elementary English 1
CEGL 106	(11)	Elementary English 2

Required Courses (30 credits)

CEEN 211	(3)	Functional English Grammar/Writing 1
CEEN 212	(3)	English Communication Practice 1
CEEN 221	(3)	Functional English Grammar/Writing 2
CEEN 222	(3)	English Communication Practice 2
CEEN 331	(3)	Functional English Grammar/Writing 3
CEEN 332	(3)	English Communication Practice 3
CEEN 411	(3)	English Grammar and Writing Techniques
CEEN 412	(3)	English Oral Communication Techniques
CEEN 421	(3)	English Written Communication Contexts
CEEN 422	(3)	English Oral Communication Contexts

Complementary Courses

CEEN 301	(3)	English Grammar in Context
CEEN 401	(3)	English Vocabulary in Context
CEEN 402	(3)	English Communication and Cultural Patterns
CEEN 403	(3)	Strategic Communication in English

Notes:

* 1 Students who begin their studies with courses CEEN 221/CEEN 222 and who would like to be admitted to the Certificate of Proficiency – English for Professional Communication must take two complementary courses (CEEN 301 or CEEN 401 or CEEN 402 or CEEN 403), or equivalent courses as approved by the Language and Intercultural Communication unit, to satisfy the requirements of the program. These courses may be taken as part of the advanced module of the program. For more information, please contact the Language and Intercultural Communication unit.

* 2 Students who begin their studies with courses CEEN 331/CEEN 332 and who would like to be admitted to the Certificate of Proficiency – English for Professional Communication must take four complementary courses (CEEN 301 and CEEN 401 and CEEN 402 and CEEN 403), or equivalent courses as approved by the Language and Intercultural Communication unit, to satisfy the requirements of the program. These courses may be taken as part of the advanced module of the program. For more information, please contact the Language and Intercultural Communication unit.

* 3 Students who begin their studies with courses CEEN 411/CEEN 412 are not eligible for admission to the Certificate of Proficiency – English for Professional Communication. However, these students may register as "Special Students" and may be eligible to receive the McGill Attestation of Proficiency in English if they successfully complete all four (4) courses of the Advanced module (CEEN 411, CEEN 412, CEEN 421, and CEEN 422) with a minimum grade of B- (65%).

4.5.4.2.2 Certificate of Proficiency – English for Professional Communication: Academic Regulations

Admission Requirements

To be admitted to the *Certificate of Proficiency – English for Professional Communication*:

- Students must sit the Entrance Placement Test (EPT) and place into a level no higher than Intermediate High (CEEN 331/CEEN 332); see [section 4.5.4.2.3: Certificate of Proficiency – English for Professional Communication: Entrance Placement Test \(EPT\)](#) for details.
- Students must be at least 18 years of age and hold a CEGEP diploma (DEC) or equivalent.
- Students 21 years of age and over who do not have the normal academic background for admission may be admitted as Mature students.
- Students between 18 and 21 years of age who do not have a CEGEP (DEC) diploma or equivalent may be accepted into a qualifying program to be determined by the *Language and Intercultural Communication* unit. Formal admission to the certificate program will normally follow upon satisfactory completion of the qualifying program.
- Students below 18 years of age without a CEGEP diploma (DEC) will not be admitted to a certificate program, nor will they be permitted to take courses.

Admission Procedures

For more information, please see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > Career and Professional Development > section 3.5: Admission Procedures: Continuing Studies Undergraduate Certificate and Graduate Certificate and Diploma Programs*.

All students seeking admission to the *Certificate of Proficiency – English for Professional Communication* must also submit their Entrance Placement Test (EPT) result. Students who are eligible for admission to the program are strongly advised to submit an Application for Admission within their first session of studies.

Residency Requirements and Advanced Standing

- Students are required to complete at least 70% of the program requirements at McGill University.
- Advanced Standing of up to nine (9) credits may be granted for successfully completed equivalent courses taken at the university level within the last five years.
- Students are permitted to be away from the program for three (3) consecutive sessions without reapplying and retaking the Entrance Placement Test.

Time Limits

The program must be completed within four years from the date of admission. Students may request in writing an extension of this time limit, which may be granted under special circumstances with the approval of the Director.

Academic Standing Requirement

Revision, June 2013. Start of re

(160 CEU)

CEGL 213	(20)	Intensive English - Elementary 1
CEGL 223	(20)	Intensive English - Elementary 2
CEGL 313	(20)	Intensive English - Intermediate 1
CEGL 323	(20)	Intensive English - Intermediate 2
CEGL 333	(20)	Intensive English - Intermediate 3
CEGL 355	(20)	Intensive English - Bridge to Proficiency
CEGL 413	(20)	Intensive English - Advanced A
CEGL 423	(20)	Intensive English - Advanced B

4.5.4.3.2 Intensive English Program: Certificate of Proficiency in English – Language and Culture – Academic Regulations

4.5.4.3.2.1 Admission requirements

- Students must be at least 18 years old.
- Students must have completed a secondary level of education, or the equivalent.
- Students must write an Entrance Placement Test to assess their level of proficiency. This test is valid for a maximum of one (1) year. After this period, students must retake the test.

4.5.4.3.2.2 Admission procedures

Students wishing to re

McGill does not issue any immigration documents. Students are advised to begin this process as soon as possible, and to be patient. For further details contact the School's Client Services Office, the Canadian Embassy, or the Consulate in your country of residence.

By Senate regulations, **ALL** international students and their dependants are required to participate in the University's Blue Cross medical insurance plan. The plan meets the Immigration Québec health insurance requirements.

Students who are citizens and residents of one of the following countries and are registered as full-time students are eligible for coverage under the provincial health care plan (Québec Medicare) and are therefore not required to purchase Blue Cross medical insurance: France, Denmark, Sweden, Norway, Finland, Luxembourg, and Portugal. In such cases, students must apply for the Québec Medicare plan and provide proof to the Client Services Office.

Those who study for more than one semester must purchase medical insurance for one academic year. These fees must be included with the tuition payment in one cheque to McGill University. Access to McGill Health Services is available upon payment of an additional Student Services fee.

4.5.4.3.5 Housing

The Language and Intercultural Communication unit can refer students to an organization that will place them in the home of an English-speaking family. This arrangement provides an ideal opportunity to speak English in a domestic setting. As well, Off-Campus Housing offers information on lodgings close to campus. University residences are available to students during the Summer session only. For more information, visit our website at [www](#)

CEFN 107 (3) Fundamentals of French Oral Communication

Required courses - Intermediate and Advanced (30 credits)

CEFN 211	(3)	Functional French Grammar/Writing 1
CEFN 212	(3)	French Communication Practice 1
CEFN 221	(3)	Functional French Grammar/Writing 2
CEFN 222	(3)	French Communication Practice 2
CEFN 331	(3)	Functional French Grammar/Writing 3
CEFN 332	(3)	French Communication Practice 3
CEFN 411	(3)	French Grammar/Writing Techniques
CEFN 412	(3)	French Oral Communication Techniques
CEFN 421	(3)	French Written Communication Contexts
CEFN 422	(3)	French Oral Communication Contexts

Complementary courses

CEFN 401	(3)	French Vocabulary in Context
CEFN 402	(3)	Persuasive French in Communication

Notes:

* 1 Students who begin their studies with courses CEFN 221/CEFN 222 and who would like to be admitted to the Certificate of Proficiency - French for Professional Communication must take two complementary courses (CEFN 401 and CEFN 402), or equivalent courses as approved by the Language and Intercultural Communication unit, to satisfy the requirements of the program. These courses may be taken as part of the advanced module of the program. For more information, please contact the Language and Intercultural Communication unit.

* 2 Students who begin their studies with courses CEFN 331/CEFN 332 and who would like to be admitted to the Certificate of Proficiency - French for Professional Communication must take up to two Comprehensive Challenge Exams which correspond to the previous level (CEFN 221/CEFN 222), and two complementary courses (CEFN 401 and CEFN 402), or equivalent courses as approved by the Language and Intercultural Communication unit, in order to satisfy the requirements of the program. These courses may be taken as part of the advanced module of the program. For more information, please contact the Language and Intercultural Communication unit.

* 3 Students who begin their studies with courses CEFN 411/CEFN 412 are not eligible for admission to the Certificate of Proficiency - French for Professional Communication. However, these students may register as Special Students and may be eligible to receive the McGill Attestation of Proficiency in French if they successfully complete all four (4) courses of the Advanced Module (CEFN 411, CEFN 412, CEFN 421, and CEFN 422) with a minimum grade of B- (65%).

Revision, June 2013. End of revision.

4.5.5.2.2 Certificate of Proficiency – French for Professional Communication: Academic Regulations

Admission Requirements

To be admitted to the *Certificate of Proficiency – French for Professional Communication*:

- Students must sit the Entrance Placement Test (EPT) and place into a level no higher than Intermediate high (CEFN 331/CEFN 332); see [section 4.5.5.2.3: Certificate of Proficiency – French for Professional Communication: Entrance Placement Test \(EPT\)](#) for details.
- Students must be at least 18 years of age and hold a CEGEP diploma (D.E.C.) or equivalent.
- Students 21 years of age and over who do not have the normal academic background for admission may be admitted as mature students.
- Students between 18 and 21 years of age who do not have a CEGEP (D.E.C.) diploma or equivalent may be accepted into a

All students seeking admission to the *Certificate of Proficiency – French for Professional Communication* must also submit their Entrance Placement Test (EPT) result. Students who are eligible for admission to the program are strongly advised to submit an Application for Admission within their first session of studies.

Residency Requirements and Advanced Standing

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4.5.5.3 Intensive French Program: Certificate of Proficiency in French – Language and Culture Overview

The certificate is designed to offer thorough and integrated instruction of French as a second/foreign language over five levels (beginner to advanced).

4.5.5.3.1 Intensive French Program: Certificate of Proficiency in French — Language and Culture

The program objectives include learning strate

Admission to the program is on a first-come, first-served basis. **This is a limited enrolment program.** *Students must attend class before the third day or forfeit their registration.* To cancel a session, the Client Services Office must receive a written request **before the end of the second day of class.** The student will be refunded the remaining tuition and medical insurance fees minus a cancellation charge of CAD\$200 (subject to change without notice). Refund cheques are mailed within four to six weeks.

For information on the term dates, please refer to
www.mcgill.ca/continuingstudies/programs-and-courses/languages/french/certificate-pr

where effective writing is a critical aspect of success for both employees and employers. With the rise of globalization, telecommuting and digital communications, good writing skills have indeed become vital in the modern workplace.

4.5.5.4.2 Certificate of Proficiency in Written French — Workplace Communication (48 CEUs)

The non-credit Certificate of Proficiency in Written French - Workplace Communication is designed to offer an intense training in written French as a Second/Foreign Language, from the mid-intermediate to the advanced level. For each level, the program includes specific language objectives, various forms of writing commonly used in the workplace, and strategies for effective written communication. It is designed for the acquisition of the linguistic, communicative, and pragmatic competency needed in workplace contexts, and comprises a stringent pedagogical follow-up. The program's three levels are compatible with national and international frameworks of reference for languages, such as the Canadian Language Benchmarks (CLB), the American Council on the Teaching of Foreign Languages (ACTFL) Proficiency Guidelines, and the Common European Framework of Reference for Languages (CEFR).

Required Courses

CFRN 215	(8)	French Grammar at Work
CFRN 216	(8)	French Grammar and Writing in Context 1
CFRN 315	(8)	French Grammar and Writing in Context 2
CFRN 316	(8)	French Vocabulary for Workplace
CFRN 415	(8)	French Writing Techniques for Workplace
CFRN 416	(8)	French Written Communication Strategies for Workplace

4.5.6 TEFaQ (Test d'évaluation du français adapté au Québec)

The TEFaQ is a French language proficiency test recognized by the *Ministère de l'Immigration et des Communautés culturelles du Québec* as a measure of proficiency for its CSQ immigration selection process.

The test contains two sections:

- Oral Comprehension (60 questions, 360 points – 40 minutes)
- Oral Expression (450 points – 35 minutes)

The test is offered by McGill University on behalf of the *Chambre de commerce et d'industrie de région Paris Île-de-France* (CCI Paris Île-de-France). For more detailed information on this test, please refer to: www.francais.cci-paris-idf.fr/tefaq-et-e-tefaq/.

Email: tefaq.scs@mcgill.ca

Revision, June 2013. Start of revision.

Telephone: 514-398-2681

Revision, June 2013. End of revision.

4.5.7 Spanish Language Programs and Courses (Offered by Translation and Written Communication)

For more information about McGill's School of Continuing Studies offering of Spanish Language Programs and Courses, offered by the Translation and Written Communication unit, refer to *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > Translation and Written Communication > About Translation and Written Communication Programs and Courses > section 4.8.4.3: Spanish Language Programs and Courses*.

4.6 McGill Community for Lifelong Learning (MCLL)

4.6.1 The McGill Community for Lifelong Learning (MCLL)

Our society is in the midst of a major demographic shift, as a record number of people approach retirement age. And now more than ever we understand that intellectual stimulation and social activities are essential to maintaining a healthy lifestyle as we age. Want to find out more about subjects that have always fascinated you? Or study for the sheer joy of learning? Enrich your life by meeting others who share your interests? MCLL is perfect for you.

MCLL is a community of dedicated moderators and learners from diverse backgrounds and life experience who are committed to personal growth through peer learning and active participation in small study groups. Members are encouraged to participate, and to research and use the McGill libraries. There are no educational prerequisites, no age limitations, no exams or grades—and the cost is low.

Our five- and ten-week study group sessions, offered in the Fall, Winter, and Spring, combined with Friday and Saturday lecture series, and *Wonderful Wednesdays* in the summer, ensure a wide range of learning and social opportunities for eW

4.6.2 Location

McGill Community for Lifelong Learning (MCLL)
688 Sherbrooke Street West, Suite 229
Montreal, QC H3A 3R1

Telephone: 514-398-8234

Coordinator: 514-398-6152

Fax: 514-398-2757

Email: mcll.scs@mcgill.ca

Website: www.mcgill.ca/continuingstudies/programs-and-courses/mcll

Study groups are held in MCLL's own premises during the daytime, on the second floor at: 688 Sherbrooke (corner of University), a location with easy access to the McGill metro station, or the 24 bus. Study groups are sometimes offered at the Macdonald campus.

4.6.3 Administrative Officers

Administrative Officers

Alex Megelas; B.A.(Bishop's)

Program Coordinator

Ana Milic

Administrative Coordinator

4.6.4 McGill Community for Lifelong Learning

Retired? Planning to retire? The *McGill Community for Lifelong Learning* (MCLL) can provide you with the intellectual stimulation and dynamic social activities important for personal growth. Volunteer-run, MCLL is fueled by peer learning where moderators lead small groups that explore fascinating topics in Arts and Music, Science and Society, Books and Authors, History and Religion, World Events, and more. Come join our active learning environment, whose passionate members include businesspeople, homemakers, doctors, teachers, artists, and engineers, aged 50–95. Access to McGill libraries and other resources, plus entertaining social events and field trips, round out the enriching MCLL experience.

4.6.4.1 Study Group Subjects

Each semester 25–60 study groups are offered, which cover a wide range of subjects, such as:

Study Group Subjects

Creative Writing	Literature
Art and Architecture	Science and Society
History	Cultural Studies
Current Events	Area Studies
Music	Film Studies
Psychology	Computer Skills
Philosophy	and other topics

Many topics are interdisciplinary. The Curriculum Committee welcomes proposals for new study groups and is also ready to help moderators prepare proposals.

4.6.4.2 MCLL Schedule

MCLL study groups meet for a term of ten weeks (two hours per week, per subject) in Fall, Winter, and Spring.

Classes for 2013–2014 are tentatively scheduled as follows:

April 8, 2013 to June 14, 2013

July 10, 2013 to August 21, 2013

September 16, 2013 to November 22, 2013

January 13, 2014 to March 21, 2014

4.6.4.3 Self-Administration

MCLL is self-administered by a Council elected by its members. The Council works in collaboration with the School of Continuing Studies. There are various committees, managed by the Council, to which many members contribute their talents. The committees are: Curriculum, Development, Planning, Special Events, Newsletter, Information Technology, and Communications. In addition, many members contribute to the day-to-day administration of the Institute.

MCLL is governed according to its bylaws, approved by the University Senate and Board of Governors. Full details are described in the *McGill Community for Lifelong Learning Member Handbook*.

4.6.4.4 Social Events

In each study group, you will meet other adult learners who have similar interests and a keen sense of curiosity. In addition, there are various social and educational special events that are organized by and for the membership during the Fall, Winter, and Spring terms. These additional events introduce you to many more members who, like you, have a sense of curiosity and determination to exercise it.

Social events that have been organized in the past include lectures by McGill faculty, Saturday musical events, outings to the Macdonald campus and Botanical

4.8 Translation and Written Communication

4.8.1 Translation and Written Communication

Are you fluent in English, French, and/or Spanish? Do you have an affinity for languages and written expression? The Translation and Written Communication unit offers certificate and diploma programs that can provide you with the skills and experience necessary to succeed as a translator. With a focus on translation principles, language analysis, and hands-on translation of texts from a variety of fields, our programs prepare you for the challenges and rewards of a career in translation.

To accommodate the needs of working professionals and individuals keen to enter a new career, the Certificate in Translation and Graduate Diploma in Translation courses are offered in the evening. In classes limited to 25, students build core translation knowledge and skills, translating to or from English, French, or Spanish. At the graduate level, students produce a portfolio of their translation projects for evaluation that can also be used to assist their entry into the language industry as qualified translators.

For people seeking to improve their Spanish skills, we offer a four-level Spanish language program leading to a Certificate of Proficiency in Spanish. Intermediate-level speakers who do business in Latin America can advance their careers by earning the Graduate Certificate in Professional Communication, Spanish—a brand-new program.

Individuals who would like to refine their academic writing skills or learn to write for a professional audience can do so at The McGill Writing Centre (MWC), which offers credit and non-credit courses for both degree program and continuing education students. The MWC also offers workshops, seminars, and tutorials. For more information, refer to *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Areas of Study > [section 4.9.1: The McGill Writing Centre](#)*.

4.8.2 Location

Translation and Written Communication
688 Sherbrooke Street West, Room 1181
Montreal, Quebec H3A 3R1
Canada

Telephone: 514-398-1484
Fax: 514-398-1769

Email: translation.conted@mcgill.ca

Website: www.mcgill.ca/continuingstudies/about-scs/academic-areas/translation-written-communication

4.8.3 Administrative Officers

Administrative Officers

James Archibald; B.A.(McG.), B.Ph.(Montr.), M. ès L., Dr. 3e cy.(Lille), Ph.D.(Montr.) **Director, Translation and Written Communication**

Sue Laver; B.A.(S. Fraser), M.A.(East Anglia), Ph.D.(McG.) **Director, The McGill Writing Centre**

4.8.4 About Translation and Written Communication Programs and Courses

Translation and Written Communication offers a wide variety of programs and courses to meet the needs of translators and language professionals keen to enhance career opportunities while studying part-time. At the undergraduate level, students can attain a Certificate in Translation with English, French, or Spanish options, and at the graduate level, students can attain a Graduate Diploma in Translation with English, French, or Spanish options. *Translation and Written Communication* also offers a four-le

- Travel-industry professionals
- Spanish-language students
- Individuals seeking French language certification (DELF/DALF)

4.8.4.2 Programs and Courses

NON-CREDIT PROGRAMS AND COURSES

Spanish Certificate of Proficiency

POST-CERTIFICATE COURSES

Advanced Spanish Conversation

Spanish for Business

Spanish Translation

CREDIT PROGRAMS

section 4.8.4.4.1: Certificate in Translation

(English to French, French to English, Spanish to French, Spanish to English, French/English to Spanish)

section 4.8.4.4.2: Graduate Diploma in Translation

(English to French, French to English, Spanish to French, Spanish to English)

section 4.8.4.3.4: Graduate Certificate in Professional Communication — Spanish (18 credits)

4.8.4.3 Spanish Language Programs and Courses

The School offers a variety of Spanish Language programs and courses for people seeking to improve their Spanish language skills. Whether you are interested in learning the language, or pursuing Spanish language studies at an advanced level, these programs and courses can suit both your personal and professional needs.

4.8.4.3.1 Classification Tests for Non-Credit, Part-Time Spanish Courses

For more information, see www.mcgill.ca/continuingstudies/programs-and-courses/languages/spanish/spanish-language-courses.

New students wishing to take our non-credit Spanish courses, other than Level One, are required to take a Spanish Classification Test before they can register. The Spanish Classification Test lasts approximately one hour and is held at 688 Sherbrooke Street West. We ask that you arrive 10 minutes before the scheduled time. Please bring a sharp HB pencil and eraser. For a limited time, the Spanish Classification Test is free. Please see www.mcgill.ca/continuingstudies/programs-and-courses/languages/spanish/spanish-language-courses for more information. Classification Test results will be available at the time of registration. Students should schedule their registration appointments no less than two days after the date of their Classification Test.

4.8.4.3.1.1 Classification Test Dates – Spanish

For more information, see www.mcgill.ca/continuingstudies/programs-and-courses/languages/spanish/spanish-language-courses.

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4.8.4.3.4 Graduate Certificate in Professional Communication — Spanish (18 credits)

The 18-credit Graduate Certificate in Professional Communication — Spanish provides students with the tools for more effective intercultural or international professional communication in a variety of occupational domains. It is intended to perfect students' linguistic competence in Spanish in communication specific areas and create a deeper understanding of linguistic and cultural diversity. The program provides an effective way of attaining an advanced superior level of proficiency (C1+C2) in Spanish for specific purposes, thus endowing students with the necessary savoir-faire for professional communication.

Note: All students must successfully pass the Entrance Examination. Otherwise they may be advised to take a qualifying course or program.

Required Cour

- awards received or other contributions;
- any additional information relevant to your application.

b) Curriculum Vitae

c) Two Letters of Reference: At least one should be from a current or former employer.

Supporting documents should be delivered to:

Client Services Office
Admissions & Convocation
School of Continuing Studies
688 Sherbrooke Street West, Room 1125
Montreal, QC H3A 3R1
Canada

If you have studied outside of Canada, you are strongly advised to request an evaluation of your degree called *Évaluation comparative des études effectuées hors du Québec*, from the *ministère de l'Immigration et des Communautés culturelles*. For further details you may contact their office at: 514-864-9191 or visit them on the web at: www.immigration-quebec.gouv.qc.ca/en/education/comparative-evaluation/index.html.

If you have completed an undergraduate degree from a recognized university outside of Canada and are applying to this program for which a minimum CGPA is required, please visit the following website for International Degrees' CGPA calculation: www.mcgill.ca/gradapplicants/apply/prepare/requirements/international-degree-equivalency.

4.8.4.3.5.2 Admission Procedures

Please see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > Admission Requirements > section 3.5: Admission Procedures: Continuing Studies Undergraduate Certificate and Graduate Certificate and Diploma Programs*.

4.8.4.3.5.3 Residency Requirements and Advanced Standing

Students are required to complete at least five courses in the program at McGill University. Advanced Standing of one course may be awarded for successfully completed equivalent study done at another university within the last five years.

Students who have been granted Advanced Standing and/or exemptions are not permitted to register for the courses for which they have been granted said Advanced Standing and/or exemptions. An official description of the courses taken elsewhere and the marks obtained must be submitted along with a written application for Advanced Standing before completing the first year of the program.

4.8.4.3.5.4 Time Limits

The program must normally be completed within two years of the date of admission. Students exceeding the time limit may request an extension, in writing, which may be granted under special circumstances, with the approval of the Director.

4.8.4.3.5.5 Academic Standing Requirements

1. Students are required to obtain a minimum grade of B- in each course in the program. This is in accordance with the Grading System common to Graduate level programs in the University. To obtain the Graduate Certificate students are required to have a CGPA of 3.0 or higher.
2. Students may repeat the same course once.
3. Students who have more than one unsatisfactory grade in the program will be required to withdraw from the program.
4. Students must attend 2/3 of all lectures.

4.8.4.3.5.6 Special Students

Special Students may register by **department approval only** and must meet the minimum requirements to register for courses. A Special Student takes regular credit courses, but is not recognized as working toward the Graduate Certificate. Special Student status is limited to four (4) courses in a program. Students are encouraged to apply to the program before completing four (4) courses.

4.8.4.4 Translation Programs

This certificate offers two unique translation programs:

1. Certificate in Translation (English to French, French to English; Spanish to French, Spanish to English, French/English to Spanish): a 30-credit, undergraduate-level program. Courses are offered evenings (39 hours).
2. Graduate Diploma in Translation (English to French, French to English, Spanish to French, Spanish to English): a 30-credit, graduate-level program. Courses are offered evenings (39 hours).

4.8.4.4.1 Certificate in Translation

This certificate program is designed to provide students with the fundamentals of translation.

4.8.4.4.1.1 Certificate in Translation — English to French Option (30 credits)

Revision, June 2013. 0 0 em4.3..aach course in the programf tr

In the first stages of the program, equal time is devoted to translation in the languages of choice. The Comparative Stylistics course is designed to alert students to the uses of language and to the problems of translation; the translation courses provide practical experience in the actual translation of texts in a variety of fields. In the final stage, students are divided according to the language of specialization they have chosen.

Entrance Examination

Preparatory Course(s)

CCTR 222	(10)	English Usage for Translators
CCTR 223	(10)	Le bon usage pour traducteurs

Required Courses (27 credits)

CCTR 225	(3)	French Translation 1
CCTR 226	(3)	English Translation 1
CCTR 232*	(3)	Documentation and Terminology/Documentation et terminologie
CCTR 233	(3)	Techniques: Rédaction pour traducteurs
CCTR 310*	(3)	Comparative Stylistics 2
CCTR 325	(3)	French Translation 2
CCTR 326	(3)	English Translation 2
CCTR 433	(3)	French Translation 3
CCTR 435	(3)	French Translation 4

Complementary Course (3 credits)

CCOM 205	(3)	Communication in Management 1
CCTR 230*	(3)	Précis-Writing / Contraction: texte
CCTR 330*	(3)	Text Revision/Révision: Texte 01
CCTR 331*	(3)	Translation Theory/Practice
CCTR 333	(3)	Spanish Translation to French
CCTR 334	(3)	Spanish Translation to English
CCTR 360	(3)	Spanish Translation 2
CCTR 401**	(3)	Independent Studies: Translation
CCTR 441	(3)	Traduction Littéraire-Français
CCTR 442	(3)	Traduction Littéraire-Anglais
CCTR 500**	(3)	Translation Practicum

* Bilingual course

** Undergraduate degree and/or departmental approval required.

Revision, June 2013. End of revision.

4.8.4.4.1.2 *Certificate in Translation — French to English Option (30 credits)*

Revision, June 2013. Start of revision.

This program is designed to provide students with the fundamentals of written translation. The Certificate in Translation (French to English Option) requires the completion of 30 credits (ten courses). Non-credit preparatory courses must be completed by students who do not succeed in the Entrance Examination.

In the first stages of the program, equal time is devoted to translation in the languages of choice. The Comparative Stylistics course is designed to alert students to the uses of language and to the problems of translation; the translation courses provide practical experience in the actual translation of texts in a variety of fields. In the final stage, students are divided according to the language of specialization they have chosen.

Entrance Examination

Preparatory Course(s)

CCTR 222	(10)	English Usage for Translators
CCTR 223	(10)	Le bon usage pour traducteurs

Required Courses (27 credits)

CCTR 225	(3)	French Translation 1
CCTR 226	(3)	English Translation 1
CCTR 232*	(3)	Documentation and Terminology/Documentation et terminologie
CCTR 234	(3)	Writing Techniques for Translators
CCTR 310*	(3)	Comparative Stylistics 2
CCTR 325	(3)	French Translation 2
CCTR 326	(3)	English Translation 2
CCTR 434	(3)	English Translation 3
CCTR 436	(3)	English Translation 4

Complementary Course (3 credits)

CCOM 205	(3)	Communication in Management 1
CCTR 230*	(3)	Précis-Writing / Contraction: texte
CCTR 330*	(3)	Text Revision/Révision: Texte 01
CCTR 331*	(3)	Translation Theory/Practice
CCTR 333	(3)	Spanish Translation to French
CCTR 334	(3)	Spanish Translation to English
CCTR 360	(3)	Spanish Translation 2
CCTR 401**	(3)	Independent Studies: Translation
CCTR 441	(3)	Traduction Littéraire-Français
CCTR 442	(3)	Traduction Littéraire-Anglais
CCTR 500**	(3)	Translation Practicum

* Bilingual course

** Undergraduate degree and/or departmental approval required.

Revision, June 2013. End of revision.

4.8.4.4.1.3 Certificate in Translation — Spanish to French Option (30 credits)

Revision, June 2013. Start of revision.

The Certificate in Translation (Spanish to French Option) requires the completion of 30 credits (ten courses). Non-credit preparatory courses must be completed by students who do not succeed in the Entrance Examination.

In the first stages of the program, equal time is devoted to translation in the languages of choice. In the final stage, students are divided according to the language of specialization they have chosen. The Comparative Stylistics course is designed to alert students to the uses of language and to the problems of translation; the translation courses provide practical experience in the actual translation of texts in a variety of fields.

Entrance Examination**Required Courses (27 credits)**

CCTR 227	(3)	Spanish Translation 1
CCTR 232	(3)	Documentation and Terminology/Documentation et terminologie
CCTR 233	(3)	Techniques: Rédaction pour traducteurs
CCTR 317	(3)	Comparative Stylistics: Spanish/English/French
CCTR 331	(3)	Translation Theory/Practice

CCTR 333	(3)	Spanish Translation to French
CCTR 340	(3)	Introduction to Spanish Text Revision
CCTR 360	(3)	Spanish Translation 2
CCTR 437	(3)	Spanish Translation 3

Complementary Courses (3 credits)

3 credits from the following:

CCOM 205	(3)	Communication in Management 1
CCTR 230	(3)	Précis-Writing / Contraction: texte
CCTR 401**	(3)	Independent Studies: Translation

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** Undergraduate degree and/or departmental approval required.

Revision, June 2013. End of revision.

4.8.4.4.1.5 Certificate in Translation — French/English into Spanish Option (30 credits)

Revision, June 2013. Start of revision.

The Certificate in Translation (French/English into Spanish Option) requires the completion of 30 credits (ten courses). Non-credit preparatory courses must be completed by students who do not succeed in the Entrance Examination.

In the first stages of the program, equal time is devoted to translation in the languages of choice. In the final stage, students are divided according to the language of specialization they have chosen. The Comparative Stylistics course is designed to alert students to the uses of language and to the problems of translation; the translation courses provide practical experience in the actual translation of texts in a variety of fields.

Entrance Examination

Required Courses (27 credits)

CCTR 227	(3)	Spanish Translation 1
CCTR 232	(3)	Documentation and Terminology/Documentation et terminologie
CCTR 237	(3)	Writing Techniques (Spanish)
CCTR 317	(3)	Comparative Stylistics: Spanish/English/French
CCTR 331	(3)	Translation Theory/Practice
CCTR 340	(3)	Introduction to Spanish Text Revision
CCTR 360	(3)	Spanish Translation 2
CCTR 437	(3)	Spanish Translation 3
CCTR 438	(3)	Spanish Translation 4

Complementary Courses (3 credits)

3 credits from the following:

CCOM 205	(3)	Communication in Management 1
CCTR 230	(3)	Précis-Writing / Contraction: texte
CCTR 401*	(3)	Independent Studies: Translation
CCTR 441	(3)	Traduction Littéraire-Français
CCTR 442	(3)	Traduction Littéraire-Anglais
CCTR 500*	(3)	Translation Practicum

* Undergraduate degree and/or departmental approval required.

Revision, June 2013. End of revision.

4.8.4.4.1.6 Translation Programs: General Academic Requirements

4.8.4.4.1.6.1 Admission Requirements

To be admitted to the Certificate Program in Translation:

1. A considerable degree of fluency and correctness is required in English, French, and/or Spanish with emphasis on the written language.
2. Students must pass an Entrance Examination.
3. Students must hold a CEGEP diploma (D.C.S. or equivalent).
4. Students 21 years of age and over who do not have the normal academic background for admission may be admitted as Mature students.
5. Students between 18 and 21 years of age who do not have a CEGEP diploma or equivalent may be accepted into a qualifying program to be determined by Translation and Written Communication. Formal admission to the certificate program will normally follow upon satisfactory completion of the qualifying program.

4.8.4.4.1.6.2 Admission Procedures

For more information, see *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > Admission Requirements > [section 3.5: Admission Procedures: Continuing Studies Undergraduate Certificate and Graduate Certificate and Diploma Programs.](#)*

4.8.4.4.1.6.2.1 Residency Requirements and Advanced Standing

Students are required to complete at least 70% of the total program requirements at McGill University. Advanced Standing of up to 9 credits may be awarded for successfully completed equivalent study done at the university level, within the last five years. Students are permitted to be away from the program for no more than one year without reapplying.

4844.1622 Time Limits

The program must normally be completed within four years of admission. Students exceeding the time limit may request an extension, in writing, which may be granted under special circumstances, with the approval of the Director.

4844.1623 Academic Standing Requirements

1. Students are required to obtain a minimum grade of B- in each course in the program.
2. Students who have more than one unsatisfactory grade in the program will be required to withdraw from the program.
3. In order to be eligible for the certificate, students must obtain a minimum cumulative grade point average (CGPA) of 3.0 over 4.0 in the program (to be calculated over all courses including unsatisfactory grades and failures).
4. Students must attend 2/3 of all lectures.

4844.1624 Second Certificate

Students having completed the Certificate in Translation, and wishing to complete a second certificate in another language of specialization, will be granted a maximum of 9 credits (three courses) Advanced Standing for duplicate courses already completed.

4844.1625 Special Students

1. Special Students may take courses in the program provided they have passed the Entrance Examination. Please consult *Programs, Courses and University Regulations > Faculties & Schools > School of Continuing Studies > Getting Started > Admission Requirements > section 3.10: Special Student Status: Undergraduate Courses* for further information pertaining to Special Students.
2. Special Students, although not formally admitted to the program, are expected to demonstrate seriousness of academic purpose. Special Students are permitted to repeat the same course only once.
3. Special Students taking courses in the Certificate in Translation program will be governed by the *Academic Standing Requirements* mentioned in [section 4.8.4.4.1.6: Translation Programs: General Academic Requirements](#).

4.8.4.4.2 Graduate Diploma in Translation

This Graduate Diploma in Translation provides academic training in translation at the professional level.

4.8.4.4.2.1 Graduate Diploma in Translation — English to French Option (30 credits)

Revision, June 2013. Start of revision.

The Graduate Diploma in Translation, when combined with the Certificate in Translation or equivalent, will give access to the professional designation delivered by the Ordre des traducteurs, terminologues, et interprètes agréés du Québec.

Entrance Examination

Required Courses (18 credits)

CCTR 503	(3)	Translation Studies (English/French/Spanish)
CCTR 510	(3)	Computer Assisted Translation / Informatique en traduction
CCTR 520	(3)	Applied Research: Lexicography/Recherche en lexicographie
CCTR 526	(3)	Linguistics for Translation / La linguistique et la traduction
CCTR 527	(3)	History of Translation/Histoire de la traduction
CCTR 529	(3)	Text Revision/Révision: Texte 02

Complementary Courses (12 credits)

12 credits selected as follows:

9 credits from the following courses:

CCTR 511	(3)	Traduction Spécialisée 1
CCTR 515	(3)	Les Classiques Anglais
CCTR 517	(3)	Histoire Différentielle: Français
CCTR 533	(3)	Specialized Translation (English/French)

3 credits from the following courses:

CCTR 500	(3)	Translation Practicum
CCTR 519	(3)	Guided Cultural Reading / Lectures culturelles dirigées
CCTR 528	(3)	Current Cultural Topics
CCTR 601	(3)	Independent Studies

Required Comprehensive Evaluation:

The final component of the program is the presentation of the student's portfolio of accomplishments.

CCTR 551	(0)	Comprehensive Evaluation/Évaluation globale
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Revision, June 2013. End of revision.

Entrance Examination

Required Courses (18 credits)

CCTR 503	(3)	Translation Studies (English/French/Spanish)
CCTR 510	(3)	Computer Assisted Translation / Informatique en traduction
CCTR 520	(3)	Applied Research: Lexicography/Recherche en lexicographie
CCTR 523	(3)	Text Revision in Spanish/Révision de textes en Espagnol
CCTR 526	(3)	Linguistics for Translation / La linguistique et la traduction
CCTR 527	(3)	History of Translation/Histoire de la traduction

Complementary Courses (12 credits)

12 credits selected as follows:

9 credits from the following courses:

CCTR 521	(3)	Advanced Comparative Stylistics
CCTR 522	(3)	Advanced Précis - Writing (Spanish)
CCTR 524	(3)	Differential History of Spanish Spanish Canon in T credits)

over the duration of the program, students will explain their progress and place the relevance of each of their courses into perspective. The "best work" portfolio provides students with the opportunity to show work done in their third language.

4.8.4.2.5.1 Admission Requirements

To be admitted to the Graduate Diploma in Translation:

- 1.** Applicants must be proficient in the two languages of their concentration: English/French, Spanish/French, or Spanish/English, as applicable. Reading knowledge of the third language is necessary for students in the Spanish option.
- 2.** Applicants must have an undergraduate degree from an approved university with a cumulative grade point average (CGPA) of 3.0* or more and with a concentration in Translation Studies consisting of no less than 30 credits. If the degree is in another field, applicants will be required to follow the Qualifying Program in translation, be it in pargraduate de

4. Students must attend 2/3 of all lectures.
5. After successful completion of all courses, students must complete a Comprehensive Evaluation.

4.8.4.4.2.5.6 Special Students

Members of the *Ordre des traducteurs, terminologues et interprètes agréés du Québec*

4.9.1.1 Location

The McGill Writing Centre
McLennan-Redpath Library
Redpath Main, Room #2
3459 McTavish Street
Montreal, Quebec, Canada H3A 0C9

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Website: www.mcgill.ca/mwc

4.9.1.2 Academic Staff

Dir

