



Senate

Wednesday, January 9, 2019 at 3:30 PM
Gilmour Hall, Council Room (Room 111)

AGENDA

NOTE: Members who wish to have items moved from the Consent to the Regular Agenda should contact the University Secretariat before the Senate meeting. Members may also request to have items moved when the Agenda is presented for approval.

Page

A. OPEN SESSION

OPENING REMARKS

1. APPROVAL OF AGENDA – OPEN SESSION

CONSENT

2. MINUTES OF PREVIOUS MEETING – DECEMBER 12, 2018 (OPEN SESSION)

REGULAR

3. BUSINESS ARISING

4. ENQUIRIES

5. COMMUNICATIONS

Presentation

Dr. Arig al Shaibah, Associate Vice-President, Equity and Inclusion

6. GRADUATE COUNCIL REPORT

3 - 5

a. [Graduate Council Report \(APPROVAL/INFORMATION\)](#)

7. UNDERGRADUATE COUNCIL REPORT

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a. [Undergraduate Council Report \(APPROVAL/INFORMATION\)](#)

8. OTHER BUSINESS

B. CLOSED SESSION

9. APPROVAL OF AGENDA - CLOSED SESSION

CONSENT

10. MINUTES OF PREVIOUS MEETING – DECEMBER 12, 2018 (CLOSED SESSION)

REGULAR

11. BUSINESS ARISING

12. OTHER BUSINESS



School of Graduate Studies

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To : Senate

From : Christina Bryce
Assistant Graduate Secretary

Re : Report from Graduate Council

At its meeting on December 4th Graduate Council approved the following for recommendation to Senate:

For Approval:

1. Faculty of Social Sciences

Political Science

Change to Program Name and Cancellation of Streams (M.A. – International Relations)

The program proposed changing the name of their M.A. in International Relations to an M.A. in Global Politics and eliminating the requirement for students to declare a field of global politics or global political economy. The program name change is proposed in response to the changing nature of the field of graduate studies in international relations/global politics and the shifting nature of expertise in the Department because of retirements and the arrival of new faculty. The term 'global politics' is a better reflection of the type of courses the department offers. The removal of streams in the MA is being undertaken because the streams did not serve any useful purpose. The majority of their students were in the global politics stream.

Change to Program Requirements – Addition of Major Research Paper (M.A. – Political Science)

For the Political Science M.A. the program proposed changing their program requirements to replace the comprehensive examination with a major research paper (MRP). They also proposed the introduction of a new colloquium course to cover MRP preparation and disciplinary professionalization. They proposed a related reduction in the number of required graduate courses to make room for the M.A. Colloquium. The change is partially in response to the program's previous IQAP report. Reviewers questioned why McMaster University had one of the few M.A.s in Political Science that required students to write comprehensive exams and suggested that the M.A. in Political Science degree should have the same format as the M.A. in International Relations degree. The change also reflects a view in the Department that providing graduate students with an opportunity to do an extended research project is more valuable than having them write exams.

2. Faculty of Engineering

Materials Science and Engineering

Change to Program Name (Ph.D.)

At present there are two Ph.D.s in the Materials Science and Engineering Department – one in Materials Science and one in Materials Engineering. The program proposed changing the name of their Materials Engineering Ph.D. to Materials Science and Engineering. This change was proposed in response to recommendation made during the program's IQAP review. Once all students in the Materials Science Ph.D. program have completed, the program plans to cancel that degree.

For Information:

3. Faculty of Social Sciences

Labour Studies

Change to Course Requirements and Calendar Copy (Ph.D. and M.A.)

The program proposed a change to their course requirements for the M.A. program to allow students to complete all of their coursework from offerings within the department, previously students had been required to take two courses from other departments. They also proposed a change to their calendar copy for both the M.A. and Ph.D. to ensure their course lists were consistent as they allow M.A. and Ph.D. students to enroll in the same set of courses.

Political Science

Change to Course Requirements and Calendar Copy (M.A.)

For the International Relations (Global Politics) M.A. the program also changed their requirements to have all students take a common core course, 772 Theories of International Politics.

4. Faculty of Science

Mathematics and Statistics

New Program Calendar Copy – Statistics Ph.D.

The program submitted their calendar copy, outlining admission and degree requirements for their new program.

Computational Science and Engineering

Change to Calendar Copy – Ph.D.

The program proposed a change to their calendar copy around course requirements so that the sentence "Master's degree *equivalent to* Master's degree in CSE" would be adjusted to read "Master's degree *consistent with* the Master's degree...". This change from 'equivalent to' to 'consistent with', related to the determination of coursework requirements at the Ph.D. level, was proposed because the CSE program at McMaster is unique (at least in Canada) and as a result the old wording was deemed to be too restrictive. The program also proposed that the Program Director, in consultation with the student's supervisor will have the authority to determine which Master's degrees satisfy this requirement.

5. New Scholarships

NAME OF FUND: Alan Nolet Physiotherapy Academic Grant

TERMS OF REFERENCE FOR FUND:

Established in 2018 by Mr. Alan Nolet, B.Kin. (Class of '96) and B.H.Sc. in Physiotherapy (Class of '98). To be granted to graduate students enrolled in the Physiotherapy Program who demonstrate financial need and a B+ average in the previous academic year. Preference will be given students who demonstrate a passion for teamwork and collaboration. To be awarded by the School of Graduate Studies on the recommendation of the Assistant Dean of the Master of Science Physiotherapy Program.

NAME OF FUND: The Social Justice Graduate Scholarship for Labour Studies

TERMS OF REFERENCE FOR FUND:

Established in 2018 to recognize important contributions to social justice. This scholarship will be awarded, by the School of Graduate Studies, to an incoming master's degree student in the School of Labour Studies who, in the judgement of the School of Labour Studies, has demonstrated a deep commitment to social justice and solidarity.

REPORT TO SENATE FROM UNDERGRADUATE COUNCIL

FOR APPROVAL

I Curriculum Revisions for Inclusion in the 2019-2020 Undergraduate Calendar

At its meeting of December 11, 2018, Undergraduate Council approved, for recommendation to Senate, major curriculum revisions in the following Faculties for inclusion in the *2019-2020 Undergraduate Calendar*. Details of the following are contained in Attachment I and II of the circulated report.

- a) Faculty of Health Sciences (Attachment I)
- b) Faculty of Social Sciences (Attachment II)

Undergraduate Council now recommends,

that Senate approve major revisions to the *Undergraduate Medical Program*, for inclusion in the *2019-2020 Undergraduate Calendar*, as recommended by the Faculty of Health Sciences and set out in Attachment I.

Undergraduate Council now recommends,

that Senate approve the establishment of a *Minor in Health, Well-Being and Religion* for inclusion in the *2019-2020 Undergraduate Calendar*, as recommended by the Faculty of Social Sciences and set out in Attachment II.

Undergraduate Council now recommends,

that Senate approve four program name changes: *Combined Honours Religious Studies and Another Subject (B.A.)* to *Combined Honours Society, Culture, Religion (B.A.) and Another Subject*; *Honours Religious Studies (B.A.)* to *Honours Society, Culture, Religion (B.A.)*; *Religious Studies (B.A.)* to *Society, Culture, Religion (B.A.)*; and *Minor in Religious Studies* to *Minor in Society, Culture, Religion*; for inclusion in the *2019-2020 Undergraduate Calendar*, as recommended by the Faculty of Social Sciences and set out in Attachment II.

Undergraduate Council now recommends,

that Senate approve the establishment of the *Honours Bachelor of Arts in Political Science Specialization in Global Citizenship*, as a major modification of the existing *Honours Bachelor of Arts in Political Science* program, for inclusion in the 2019-2020 Undergraduate Calendar, recommended by the Faculty of Social Sciences and set out in Attachment II.

II Establishment of New Certificate Programs

At its meeting of December 11, 2018, Undergraduate Council approved, for recommendation to Senate, the establishment of five certificate programs. Details of the following are contained in Attachments III to VII of the circulated report.

- a) Concurrent Certificate in Immunology, Microbiology, & Virology (Attachment III)
- b) Concurrent Certificate in Biomedical Sciences (Attachment IV)
- c) Concurrent Certificate in Professional French (Attachment V)
- d) Business of Golf and Resort Management Certificate (Attachment VI)
- e) Certificate in Advanced Strategic Marketing Techniques (Attachment VII)

Undergraduate Council now recommends,

that Senate approve the establishment of a *Concurrent Certificate in Immunology, Microbiology & Virology*, as recommended by the Faculty of Health Sciences and set out in Attachment III.

Undergraduate Council now recommends,

that Senate approve the establishment of a *Concurrent Certificate in Biomedical Sciences*, as recommended by the Faculty of Health Sciences and set out in Attachment IV.

Undergraduate Council now recommends,

that Senate approve the establishment of a *Concurrent Certificate in Professional French*, as recommended by the Faculty of Humanities and set out in Attachment V.

Undergraduate Council now recommends,

that Senate approve the establishment of a *Business of Golf and Resort Management Certificate*, as recommended by the Centre for Continuing Education and set out in Attachment VI.

Undergraduate Council now recommends,

that Senate approve the establishment of a *Certificate in Advanced Strategic Marketing Techniques*, as recommended by the Centre for Continuing Education and set out in Attachment VII.

III Awards Regulations Revisions for Inclusion in the 2019-2020 Undergraduate Calendar

At the same meeting, Undergraduate Council approved, for recommendation to Senate, revisions to the *Awards Regulations* for inclusion in the *2019-2020 Undergraduate Calendar*. Details of the proposed revisions are contained in Attachment VIII of the circulated report.

Undergraduate Council now recommends,

that Senate approve revisions to the *Awards Regulations*, for inclusion in the *2019-2020 Undergraduate Calendar*, as set out in Attachment VIII.

FOR INFORMATION

IV Terms of Award

At the same meeting, Undergraduate Council approved: a) four new awards; b) five new bursaries; and c) the removal of one award from the *Undergraduate Calendar*.

a) New Awards

The Bain-Peart Award
The Konrad Group Digital Innovation Scholarship
The Walters Inc. Scholarship
The Alan Renner Academic Grant

b) New Bursaries

The Bain-Peart Bursaries
The Mort Nelson Family Bursary
This is Canada Fund
The Zeuner Family Bursary
The Joseph and Edith Nagy Bursary

c) Removal of Awards from the Undergraduate Calendar

The FCCP (Ontario) Education Foundation Award for Creativity and Community Initiative

V Revisions to Certificate and Diploma Programs

At the same meeting, Undergraduate Council approved revisions to the following certificate and diploma programs:

- a) McMaster English Language Development Diploma
- b) Diploma in Music Performance
- c) Concurrent Certificate in Leadership & Cross-Cultural Literacy
- d) Concurrent Ethics and Policy for Technological Innovation Certificate
- e) Certificate in Business Technology Management
- f) Marketing Diploma

VI Curriculum Revisions for Inclusion in the 2019-2020 Undergraduate Calendar

At the same meeting, Undergraduate Council approved the following minor curriculum revisions for inclusion in the *2019-2020 Undergraduate Calendar*.

- a) Arts and Science Program
- b) Faculty of Business
- c) Faculty of Engineering
- d) Faculty of Health Sciences
- e) Faculty of Humanities
- f) Faculty of Science
- g) Faculty of Social Sciences
- h) Admission and Application Requirements

VII Ad Hoc Committee on Certificates, Diplomas, and Micro Credentials

At the same meeting, Undergraduate Council approved the creation of an Ad Hoc Committee on Certificates, Diplomas, and Micro Credentials.

Senate: January 9, 2018

REPORT TO SENATE
FACULTY OF HEALTH SCIENCES
SUMMARY OF CURRICULUM CHANGES FOR 2019-2020

This report highlights substantive changes being proposed. For a complete review of all changes, please refer to the Faculty of Health Sciences Curriculum Report for changes to the 2019-2020 Undergraduate Calendar, found at:

http://fhs.mcmaster.ca/main/documents/health_sciences_curriculum_report_2019_20.pdf

NEW PROGRAMS

NONE

PROGRAM CLOSURES

NONE

MAJOR REVISIONS

UNDERGRADUATE MEDICAL PROGRAM

- Revision to Contact Information
- Revision to the COMPASS CURRICULUM
- Revision to the Curriculum Plan
 - Medical Foundation 1
 - Medical Foundation 2
 - Medical Foundation 3
 - Medical Foundation 4
 - Integration Foundation
 - The Clerkship
 - Electives
 - MD/PhD Program
 - Canadian Resident Matching Services (CaRMS)
- Revision to Admission for the Medical Program
 - Admission and Registration
 - Admission Policy and Procedures
 - Essential Skills and Abilities Required for Entry to a Medical Degree Program
 - Academic Eligibility Requirements
 - Indigenous Applicants
 - Financial Information
 - Elective Travel Awards

Revision to The COMPASS Curriculum

The COMPASS curriculum focuses on the mastery of fundamental concepts in medicine. It continues the McMaster tradition of problem-based learning but incorporates research findings from cognitive psychology. The curriculum is structured on the integration of critical concepts and each step of the curriculum is based on the growth of important concepts learned previously. Tutorial problems are selected to illustrate these concepts in a clinical setting and when students are exploring tutorial problems, which remain the focus of learning, they will be directed towards asking questions of “what”, “why” and “how” as much as “what is the diagnosis?”

The Pre-Clerkship curriculum is divided into ~~five Medical Foundations~~ five foundations: four Medical Foundations that provide an introduction to all major organ systems and an Integration Foundation that focuses on purposeful and structurally-supported consolidation of important concepts to improve readiness for Clerkship, as shown in the curriculum outline. A novel feature of the curriculum is a horizontal Professional Competencies curriculum which runs throughout the three years of the program. The Clerkship program consists of rotations in medicine, medical subspecialties, orthopedic surgery, surgery, family medicine, anesthesia, psychiatry, pediatrics, obstetrics and gynecology and emergency medicine. There is also elective time. The program concludes with a short unit dedicated to review and consolidation of concepts.

RATIONALE: *Students and faculty interviewed in focus groups identified a separation between blocks of instruction as a reason that students did not think about medical issues more comprehensively.*

Students and UGME curriculum leaders identified the need for more in-depth preparation when transitioning from pre-clerkship to Clerkship, particularly with regards to reviewing major organ systems and with making real-life clinical decisions. An integration unit offers medical students more time to consolidate and integrate their knowledge, which should create opportunities to enhance clinical transfer, increase student readiness for clerkship, and improve student performance on the MCCQE1 licensing examination.

Curriculum Plan – COMPASS Curriculum [see subsequent pages]

RATIONALE: *Changes to sequencing and names of curricular components required an updated outline. Advancing the start date of classes by two weeks - from late-August to mid-August – required an updated outline*

[Current Curriculum Outline]

CURRICULUM OUTLINE												
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
1	<div><div>PROFESSIONAL COMPETENCIES</div><div><div>ORIENTATION</div><div>MEDICAL FOUNDATION 1 OXYGEN SUPPLY & DEMAND (Cardio/Resp/Heme)</div></div></div> <div>VACATION MF 2 begins in December</div>											
2	<div><div>PROFESSIONAL COMPETENCIES</div><div><div>MEDICAL FOUNDATION 2 HOMEOSTASIS 1 ENERGY BALANCE (GI, Endo, Nutrition)</div><div>MEDICAL FOUNDATION 3 HOMEOSTASIS II RENAL, ACID, BASE, BP REPRODUCTION AND PREGNANCY GENETICS I</div><div>MEDICAL FOUNDATION 4 HOST DEFENSE (Infectious Disease, Immunology NEOPLASIA GENETICS II</div><div>ELECTIVE VACATION</div><div>MEDICAL FOUNDATION 5 MOVEMENT CONTROL INTERACTING AND COMMUNICATING INTRO TO CLERKSHIP DURING THE LAST WEEK OF MF 5</div></div></div> <div>CLERKSHIP VACATION</div>											
3	<div><div>PROFESSIONAL COMPETENCIES</div><div>CLERKSHIP (2 weeks vacation during August)</div></div>											
4	<div><div>PROFESSIONAL COMPETENCIES</div><div><div>CLERKSHIP</div><div>CONCEPT INTEGRATION & REVIEW</div></div></div>											

[Proposed Curriculum Outline]

Jan	Feb	March	April	May	June	July	August	September	October	November	December															
2	4	6	8	10	12	14	16	18	20	22	24	26	28	30	32	34	36	38	40	42	44	46	48	50	52	
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Medical Foundation 1

~~The first conceptual theme addressed in the curriculum is that of oxygen supply and exchange. In addressing problems that arise from inspired air right through to oxygen at the cellular level, students will learn much related to the respiratory, hematologic and cardiovascular systems.~~

This 11-week Foundation begins with an in-depth introduction to (i) areas of personal and professional development that will be required to study medicine; (ii) the pedagogies and assessments that are employed in the Program; (iii) the healthcare systems in which students will be learning and working; and (iv) the policies and practices of the MD Program. Students' knowledge- and skill-development then focuses on the respiratory and cardiovascular systems' contributions to concepts of oxygenation and homeostasis. All students study in Hamilton for this Foundation.

RATIONALE: *By adding a three-week orientation on engaging with problems, generating and exploring learning issues, and considering transfer of concepts, students should transition to the PBL environment on a more equal footing.*

Many students accepted into the undergraduate medical education program have little or no experience with PBL. Students and faculty interviewed in focus groups indicated that not all students successfully transition to this mode of learning: some medical students struggle throughout pre-clerkship to set learning goals while others over-rely on the list of objectives and avoid engaging with the problem itself.

Introduction of the first tutorials during Orientation will enable a more gradual introduction of the pedagogies of the MD Program and more time to explore initial concepts while also becoming acquainted with these pedagogies. These will be covered in large group PBL which will support getting all students using the same process as they become oriented to PBL.

The re-alignment of the broader concepts, such as 'oxygenation', and the organ-based sub-units followed an environmental scan of the organ-system ordering of several other medical schools, discussions about the best timing for students to move to the regional campuses, the importance of avoiding foundations that break across the December holiday, and consideration of the balance between basing organ system coverage by concept (e.g. red cells with oxygenation and white cells with host defense) versus by organ system (e.g. considering all hematologic issues together). After review of several models, we are recommending an ordering of organ systems by system rather than concept, although the main concepts will still be appropriately emphasized.

Medical Foundation 2

~~This is the first of the two Foundations that addresses aspects of homeostasis, particularly that of energy balance, including issues related to the GI tract, endocrine system and nutrition.~~

This 8-week Foundation focuses on the renal and hematologic systems' contribution to concepts of oxygenation and homeostasis. Students' knowledge- and skill-development also addresses the immunologic, host defense, and neoplastic aspects of hematology. Students study in their assigned campus for this Foundation and subsequent Foundations.

RATIONALE: *Physiologically and pathophysiologically, the renal fluid, electrolyte, acid-base, and blood pressure homeostasis, and role in hematopoiesis, better aligns concepts between respiratory, cardiac, and hematological systems than with reproduction. This was felt to be conceptually more important than the embryological and anatomical considerations that led to the renal and reproductive systems being aligned in the current MF3.*

As stated above, all aspects of the hematologic organ system are also being brought back together: plasma, red cells, white cells, platelets, and their analogous progenitor cell lines and

extra-mural organs (i.e. spleen, lymph nodes, liver, bone marrow, etc.). Hematologic cancers will also be introduced.

Medical Foundation 3

~~This Foundation covers the second part of homeostasis, including the balance of acid and base, blood pressure and renal function and then goes on to address reproduction and pregnancy and a number of issues in genetics related to reproduction.~~

This 12-week Foundation focuses on concepts of nutrition, energy, homeostasis, and reproduction through knowledge- and skill-development that centers on the digestive, endocrine, and reproductive systems. Following this Foundation, students have a one-week break from study.

RATIONALE: *Many of the concepts of gastroenterology will develop nicely from the renal concepts and then lead nicely into the endocrinological concepts which will then lead well into many of the reproductive concepts. In the renewed curriculum, renal is aligned with respiratory and cardiovascular; and reproduction is aligned with endocrinology.*

The introduction of a break week offsets one of the three new weeks introduced as a result of an expanded Orientation (see above rationale for changes to Medical Foundation 1).

Medical Foundation 4

~~This Foundation addresses host defence, which includes immunology and infectious disease, and then moves on to look at neoplasia and the genetics of neoplasia.~~

This 12-week Foundation focuses on concepts of locomotion and of neurosensory and behavioural responses to the environment through knowledge- and skill-development that centers on the musculoskeletal system, the neurological system, and psychiatric (brain & behaviour) medicine.

RATIONALE: *The newly proposed MF4 covers most of the content of the current MF5 which occurs following the Summer elective and holiday. Presently, students participating in generalist electives and electives with a focus on the medical subunits of MF5 are significantly disadvantaged by the current sequence of curricular subunits. Students interviewed in focus groups have indicated a strong preference to learn about all major organ systems before entering the summer elective that is scheduled between MF4 and MF5 (during the first summer of the program). This change will ensure that students are introduced to all organ systems prior to entry into the summer clinical elective experience in the first year.*

This change will also mean that the Anatomy curriculum can be completed prior to the summer electives, offering time in the fall for integration and review; and preventing two class cohorts from concurrently requiring significant input of anatomy program resources (Cardio/Resp & MSk/Neuro).

Medical Foundation 5 Integration Foundation

~~This covers the concepts of movement control and interacting and communicating, which includes the locomotor system, the nervous system and behaviour. Aspects of human development will run through all of the five Medical Foundations.~~

This 12-week Foundation focuses on review of key concepts from the four Medical Foundations in the context of (i) complex, multi-system diseases; (ii) chronic illness; and, (iii) concepts centering on immunology, host defense, and neoplasia. The Integration Foundation allows students to consolidate medical concepts and skills, clinical skills, and professional

competencies, offering an opportunity to enhance clinical transfer and support students' transition to and readiness for Clerkship.

RATIONALE: *Students and faculty interviewed in focus groups identified a separation between blocks of instruction as a reason that students did not think about medical issues more comprehensively.*

Students and UGME curriculum leaders identified the need for more in-depth preparation when transitioning from pre-clerkship to Clerkship, particularly with regards to reviewing major organ systems and with making real-life clinical decisions.

An integration unit offers medical students more time to consolidate and integrate their knowledge, which should create opportunities to enhance clinical transfer, increase student readiness for clerkship, and improve student performance on the MCCQE1.

The Clerkship

Clerkship is the prime opportunity for students to participate in the direct care of patients while ~~they continue~~ continuing to learn about the management of health and illness. The Clerkship curriculum is firmly linked to the Pre-clerkship concept-based curriculum and includes continuation of the Professional Competencies curriculum. The student moves from “virtual” tutorial cases to experiencing the care of real patients and populations. Students integrate good habits of learning and assessment into the hospital and clinic environment. The core Clerkship program consists of rotations in Internal Medicine, Medical Subspecialties, Orthopedic Surgery, Surgery, Family Medicine, Anesthesia, Psychiatry, Pediatrics, Obstetrics and Gynecology, and Emergency Medicine. Clerkship Electives allow students to hone their skills in a variety of clinical areas as well as the opportunity for dedicated research time. The Clerkship rotations take place in hospitals and clinics in the Hamilton, Niagara, Brant, Haldimand-Norfolk, Waterloo, and Halton regions. In the winter of their third year of medical school, students have a three-week break aligning with the national residency interview period.

RATIONALE: *Correction of vague pronoun reference.*

The Michael G. DeGroote School of Medicine is the only Canadian medical program that offers students a one-week break during the three-week national residency interview period; all other medical schools offer a three-week break for these interviews.

Students' absence from clerkship rotations during the residency interview period is disruptive for preceptors and departments, and students experience stress because of having to divide their focus between their current studies and a key step in the next phase of their medical training.

The institution of a three-week break that coincides with the residency interview period significantly reduces residency interviews as a source of disruption to students' clerkship rotations and will help to relieve undue stress by allowing students to focus on their residency interviews and clerkship rotations sequentially rather than concurrently, thus providing students with the opportunity to perform at a higher level in both arenas.

These break weeks offset two of the three new weeks introduced as a result of an expanded Orientation, which when combined with the week that is already scheduled, provides the three weeks scheduled for interviews. (see above rationale for changes to Medical Foundation 1).

Electives

Elective studies form an integral part of the Curriculum Plan. They may be considered the epitome of self-directed learning, since students must define goals for electives which are

appropriate for their own learning objectives. These objectives represent specific areas of educational need or interest. The responsibility for planning electives rests with each student in collaboration with the student advisor.

The two types of electives in the Undergraduate Medical Program are:

1. **Block Electives:** These are blocks of curriculum time dedicated to full-time elective activities. Their satisfactory completion is a mandatory component of the Undergraduate Medical Program. Block Electives occur after Medical Foundation 4 and during the Clerkship, for a total of 24 weeks. ~~Clinical electives in the MD Program must be organized so that each student has an elective experience in a minimum of three different disciplines, each of which will take place for a minimum of two weeks.~~ Students must organize clinical electives in the MD Program to experience a minimum of three different disciplines, each with a minimum duration of two weeks, to achieve diversification.
2. **Horizontal Electives:** These are undertaken concurrently with other parts of the curriculum. Horizontal electives are entirely optional, ~~voluntary~~, not being required for completion of the program, but are used to explore or review a specific area of knowledge or practice in more detail. Horizontal electives must be a minimum of two half days or one full day.

It is particularly important that the student's advisor be involved in all decisions concerning the selection and carrying out of horizontal electives.

RATIONALE: *Reworded for clarity*

MD/PhD Program

The McMaster MD/PhD Program has been training future clinician-scientists since 2007. The rapid pace of healthcare-related research and discovery requires exceptional people who are trained to bridge the gap between basic sciences and clinical application. The McMaster MD/PhD program combines the strength of a unique, patient-oriented medical education with a strong, internationally renowned healthcare research environment.

At the present time, students enrolled in the MD/PhD program may carry out the PhD component of their studies ~~program~~ in one of the following graduate programs affiliated with the Faculty of Health Sciences at McMaster University: - Medical Sciences, Biochemistry, Health Research Methodology, Neurosciences, Biomedical Engineering, Chemical Biology and Health Policy. Minimum criteria for admission to the PhD component is a 4-year Honours BSc or BHSc with a minimum Grade Point Average (GPA) of 3.8 or greater on a 4 point scale in the final two years of the Bachelor's degree study (with an overall 4-year GPA of at least 3.00/4.00), and a score of 127 or higher on the Critical Analysis and Reasoning (CARS) section of the MCAT 2015 or a Verbal Reasoning (VR) score of 10 or greater on the pre-2015 MCAT. The MCAT must be written within five years of the application year. Please note that McMaster will use the most recent MCAT score for those who write the MCAT more than once.

As some PhD programs may have additional requirements specific to their program, applicants should ~~are recommended to~~ review the relevant sections of the McMaster School of Graduate Studies Calendar.

Eligible students will have a proven record of research involvement at the undergraduate or graduate level. Existing in-program Master's students or students in their first year of PhD training in an eligible Health Sciences Affiliated Graduate program at McMaster University are also welcome to apply to the MD/PhD Program with the written consent of his or her research supervisor. ~~MSc sStudents from other McMaster University programs or other Universities are~~

welcome to may apply if they will finish their degree requirement before enrolling in the McMaster MD/PhD program. Existing McMaster MD students with a strong research background are also welcome to apply in their first year of medical school.

To apply to the MD/PhD Program, applicants must submit a separate application in addition to the OMSAS application. To gain admission, applicants must be accepted to both the MD Program at the Michael G. DeGroote School of Medicine and one of the PhD programs listed above. Application to the MD component is through OMSAS and must be submitted by the deadline they set. The PhD component of the application program is due on November 1st of the application year. Further information, and the PhD application can be found at:

<http://fhs.mcmaster.ca/mdphd/>

RATIONALE: Reworded for clarity

Canadian Resident Matching Service (CaRMS)

The Matching Service is a clearing-house designed to help final year medical students obtain the post-MD program of their choice, and to help program directors obtain the students of their choice. It provides an orderly method for students to decide where to train and for program directors to decide which applicants they wish to ~~enrol~~ enroll. For both students and directors, it removes the factors that generate unfair pressures and premature decisions. In the winter of their third year of medical school, students have a three-week break aligning with the national residency interview period.

RATIONALE: Spelling correction. Rationale for changes same as outlined above in the Clerkship

REVISION TO THE ADMISSION FOR THE MEDICAL PROGRAM

Admission and Registration

Registration in the Undergraduate Medical Program implies acceptance by the student of the objectives of the program, and the methods which evaluate progress toward the achievement of those objectives. The following describes the regulations governing admission and registration in the Undergraduate Medical Program. ~~Candidates applying for entry must register their intention to apply with the Ontario Medical School Application Service (OMSAS) by September 15th of the year prior to entry.~~ The final application deadline is October 1st. **The deadline is strictly enforced.**

RATIONALE: September 15th deadline to register intention to apply no longer exists.

Admission Policy and Procedure

The intention of the McMaster Undergraduate Medical Program is to prepare students to become physicians who have the capacity and flexibility to select any area in the broad field of medicine. The applicant is selected with this goal in mind. Faculty, medical students and members of the community are involved in the admissions process.

Application to the medical program implies acceptance by the applicant of the admission policies and procedures, and the methods by which candidates are chosen for the program. Applicants who will not be ready or able to begin studies as expected may withdraw their applications without prejudice. Application fees cannot be refunded.

~~Registration on the OMSAS web site must be completed by September 15th, at 4:30 p.m. EDT. Final applications must be submitted by October 1st, 4:30 p.m. EDT.~~ Several hundred applicants

will be invited for interviews in Hamilton in March or April. From this group a class of 203 is selected.

All applicants are notified in writing, by McMaster University, of the results of their application. These letters will be sent electronically to applicants on the second Tuesday in May.

RATIONALE: September 15th deadline to register intention to apply no longer exists.

Essential Skills and Abilities Required for Entry to a Medical Degree Program the Study of Medicine

The Ontario Faculties of Medicine are responsible to society to provide a program of study that graduates Doctors of Medicine with so that graduates have the knowledge, skills, professional behaviours and attitudes necessary to enter the supervised practice of medicine in Canada. for postgraduate medical training and independent medical practice in Canada. Graduates must be able to diagnose and manage health problems and provide comprehensive, compassionate care to their patients. For this reason, students in the MD program must possess the cognitive, communication, sensory, motor, and social skills necessary to interview, examine, and counsel patients, and competently complete certain technical procedures in a reasonable time while ensuring patient safety.

In addition to obtaining an MD degree, and completing an accredited residency training program, an individual must pass the licensure examinations of the Medical Council of Canada (MCC) in order to practice medicine in Canada. Therefore, MD programs have embedded expectations of both knowledge- and skills-based competencies. Prospective candidates should be aware that, cognitive abilities, physical examination proficiencies, management skills, communication ability-skills, and professional behaviours are all evaluated in timed simulations of patient encounters.

All students must therefore have the required skills and abilities described in the Section on Technical Standards. These are standards that are necessary for success in the MD Program, and to be sufficiently competent to participate in supervised residency training.

All individuals are expected to review this document to assess their ability to meet these standards. The document can be found at <https://mdprogram.mcmaster.ca/md-program-admissions/who-should-apply> http://mdprogram.mcmaster.ca/docs/default-source/admissions/cofm_abilities_sept03.pdf?sfvrsn=2.

RATIONALE: New policy approved by Council of Ontario Faculties of Medicine – wording/link to reflect new policy title and content.

Academic Eligibility Requirements

- b. A minimum of 15 full-courses, or 30 half-courses (three years) of Undergraduate university work from a recognized university is required. There is no requirement that applicants carry a full course load. Marks from supplementary and summer courses will be included in the grade point average calculation. If requested, applicants must provide evidence that this requirement has been met by May 30th of the year of entry. Courses graded only by the assignment of Pass or Credit are counted for credit, but will not be included in the GPA calculation. In this case, a minimum of five half-year or five full-year courses with letter or numerical grades is required. Courses for which a Pass grade is assigned are counted for credit, but will not be included in the GPA calculation. In order for the GPA to be evaluated, independent grades from a minimum of five half year

~~or five full year courses are required, without which the application will not be considered.~~

RATIONALE: *Clarification of pass/credit courses (this statement is the source of many inquiries)*

- f. Medical College Admissions Test (MCAT) - The MCAT is required for application and must be written within five years of the application year, ~~final application deadline~~. The score from the Verbal Reasoning section for those who write the MCAT prior to February 2015 or the Critical Analysis and Reasoning section for those who write the MCAT after February 2015 will be used in both formulae (offer of interview and offer of admission). A minimum score of 6 on the Verbal Reasoning component or a minimum score of 123 on the Critical Analysis and Reasoning component is required. All other MCAT component scores **will not be considered** in the selection process. For those applicants who write the MCAT more than once, the score from the most recent MCAT will be used.

RATIONALE: *Clarification of information*

Indigenous Applicants

Indigenous applicants are required to complete the Undergraduate MD Program application package as provided by the Ontario Medical School Application Service (OMSAS).

Applicants must meet the same minimum academic criteria for admission as set out for the general pool of candidates and have three or more years of undergraduate degree-level courses by May of the year of entry with an overall GPA of at least 3.0 as calculated on the OMSAS 4.0 scale and a minimum score of 6 on the Verbal Reasoning or a minimum score of 123 on the Critical Analysis and Reasoning component of the MCAT written within five years of the application year (*see notation below) and CASPer.

RATIONALE: *Clarification of wording re. MCAT*

REPORT TO SENATE

FACULTY OF SOCIAL SCIENCES

SUMMARY OF MAJOR CURRICULUM CHANGES FOR 2019-2020

Below is the summary of substantive curriculum changes being proposed by the Faculty of Social Sciences. For complete review of all of the changes, please refer to the November 2018 Faculty of Social Sciences Report to Undergraduate Council for changes to the 2019-2020 Undergraduate Calendar, found at <https://socialsciences.mcmaster.ca/faculty-resources/meetings/undergrad-curriculum-report.pdf>

1.0 NEW PROGRAMS: NA

2.0 NEW MINORS:

2.1 The following new Minor is being introduced by the Department of Religious Studies:

Minor in Health, Well-Being and Religion

Requirements

24 units total

15 units:

9-12 units

from

- RELIGST 2WW3 Health, Healing & Religion: Western Perspectives
- RELIGST 2WX3 - Health, Healing & Religion: Comparative Perspectives
- RELIGST 2M03 Death and Dying: Comparative Views
- RELIGST 2N03 Death and Dying: The Western Experience

3-6 units

from

- RELIGST 2ER3 Religion, Body and the Machine
- RELIGST 2GR3 - Evil
- RELIGST 2MT3 Asian Meditation Traditions
- RELIGST 2UD3 - Utopias, Dystopias
- RELIGST 2SP3 – Sport and/as Religion
- RELIGST 2VR3 - Violence and Religion
- RELIGST 3EE3 - Sacred Journeys
- RELIGST 3FA3 - Islamic Mysticism
- RELIGST 3GH3 – Interdisciplinary Global Health Field Courses: Maternal and Infant
- RELIGST 3X03 - Christian Mysticism
- RELIGST 3Y03 - Love

9 Units

from

- Religious Studies at Levels II, III, IV

Justification: This minor program focuses on the interaction of religion and human well-being and health using a variety of approaches including anthropological, comparative, historical, philosophical. It fits with the university's commitment to the "health and well-being of all."

3.0 PROGRAM CLOSURES: N/A

4.0 MAJOR REVISIONS:

- 4.1** The Department of Religious Studies is proposing that the Combined Honours. B.A., the Honours. B.A., the B.A. degrees and the minor have the name changed from "Religious Studies" to "Society, Culture, Religion." The details of this change is reflected in the full Faculty of Social Sciences Curriculum Report under Religious Studies at (2.3-2.6).

The program name changes are as follows:

Combined Honours Religious Studies and Another Subject (B.A.) to Combined Honours Society, Culture, Religion (B.A.)

Honours Religious Studies (B.A.) to Honours Society, Culture, Religion (B.A.)

Religious Studies (B.A.) to Society, Culture, Religion (B.A.)

Minor in Religious Studies to Minor in Society, Culture, Religion

Justification: The name change of the Religious Studies programs has been in process for approximately two to three years. The change is being implemented based on the request of students enrolled in the Religious Studies programs. The title change better reflects the focus of studies within the Department of Religious Studies at the undergraduate level.

- 4.2** Introduction of a new Honours Specialization for the Honours Political Science (B.A.) by the Department of Political Science as follows:

Honours Political Science Specialization in Global Citizenship (B.A.)

Admission

Enrollment in this program is limited and possession of the published minimum requirements does not guarantee admission. Selection is based on academic achievement but requires, as a minimum, completion on any Level I program with a Grade Point average of at least a 5.0 including a grade of C or greater in one of POLSCI 1AA3 or 1AB3 (1G06 A/B) (See Note 5 below). Students are strongly encouraged to complete GLOBALZN 1A03 in Level I. For continuation in the program, see *Minimum Requirements for Entering and Continuing in a Program Beyond Level I*.

Notes

1. Students should be alerted to those Levels II and III courses that are required to qualify for a number of Level IV courses. Students who wish to enter courses but who lack the necessary prerequisites must obtain the permission of the instructor.
2. POLSCI 2NN3, 3NN3 and POLSCI 2O06 A/B are required for students enrolled in Honours Political Science programs and they are recommended for students in the B.A. program.

3. Students may take a maximum of 12 units of Level IV Political Science. Additional units of Level IV Political Science may not be used as electives.
4. POLSCI 4Z06 A/B may be selected if topic relates to Global Citizenship.
5. Completion of POLSCI 1AB3 by the end of Level 1 is strongly recommended in order for students to meet the prerequisite for POLSCI 2NN3.

Requirements

120 units total (Levels I to IV), of which 48 units may be Level I

30 units
from

- the Level I program completed prior to admission to the program (See *Admission* above.)

12 units

- POLSCI 2I03 - Global Politics
- POLSCI 2J03 - Global Political Economy
- POLSCI 2O06 A/B - Political Theory

3 units

- POLSCI 2D03 - Canadian Democracy
- or
- POLSCI 2M03 - Governance, Representation, and Participation in Democracies

6 units

- POLSCI 2NN3 - Politics by Design *and*
- POLSCI 3NN3 - Statistical Analysis of Primary Data

18 units

Global Citizenship Experiential requirement

- 1 term abroad taking equivalent of 9 units from courses similar to those on Global Citizenship Course List and 9 units from Global Citizenship Course List
- or
- 2 terms abroad taking 18 units of courses similar to those on Global Citizenship Level III Course List
- or
- POLSCI 3WP3, Internship or work experience on a topic of global citizenship and 15 units from Global Citizenship Level III Course List.

3 units

- POLSCI 4GC3 - Advanced Issues in Global Citizenship

9 units

- From the Global Citizenship Level IV Course List

0-3 units

- GLOBALZN 1A03 – Global Citizenship
- If not completed in Level I

36-39 units

- Electives, of which no more than 6 units may be from Political Science

Global Citizenship Level III Course List

- POLSCI 3C03 - Government and Politics of Indigenous People
- POLSCI 3CC3 - Political Authority: 20th-Century Political Theory
- POLSCI 3EE3 - International Relations: North-South
- POLSCI 3GC3 - Global Climate Change
- POLSCI 3G03 - Ethnicity and Multiculturalism: Theory and Practice
- POLSCI 3H03 - Honours Issues in Comparative Politics
- POLSCI 3K03 - Migration and Citizenship: Canadian, Comparative and Global Perspectives

- POLSCI 3KK3 - Genocide: Sociological and Political Perspectives
- POLSCI 3LB3 - Globalization and the World Order
- POLSCI 3LC3 - Southeast Asian Politics
- POLSCI 3LL3 - Development and Public Policy
- POLSCI 3PB3 - Politics from Below
- POLSCI 3Q03 - The Causes of War
- POLSCI 3RF3 - The Charter of Rights and Freedoms
- POLSCI 3V03 - Gender and Politics
- POLSCI 3VV3 - Democratic Theory
- POLSCI 3Y03 - Democratization and Human Rights

Global Citizenship Level IV Course List

- POLSCI 4CF3 - Canadian Foreign Policy
- POLSCI 4D06 A/B - International Politics
- POLSCI 4GG3 - Conceptual Issues in Global Politics
- POLSCI 4HR3 - Human Rights
- POLSCI 4JJ3 - Cosmopolitanism
- POLSCI 4KB3 - Non-Western International Relations
- POLSCI 4KC3 - Comparative Democratization
- POLSCI 4KK3 - Advanced Issues in Global Security
- POLSCI 4LA3 - Latin American Politics
- POLSCI 4NN3 - Studies in Global Political Economy
- POLSCI 4PE3 - Global Political Ecology
- POLSCI 4QQ3 - Issues in International Politics
- POLSCI 4UF3 - US Foreign Policy
- POLSCI 4Y03 - Domination and Decolonization
- POLSCI 4YR3 - Child/Youth Rights and Security in Global Political Perspective
- POLSCI 4Z06 A/B - Honours Essay (see note 4)

Rationale: This specialization is designed to prepare students for their roles as global citizens. The specialization responds to the demand to attract more and better undergraduate students into the Department of Political Science because it highlights our strengths in international relations and citizenship studies to potential applicants and existing Faculty of Social Science students. It also addresses the University's priority of internationalization by stressing the role of students in the global systems. The Political Science department has a large number of faculty working on international relations issues. We also have extensive expertise on citizenship issues in the other fields (comparative, theory). Given its focus on global relations and citizenship, it is anticipated that the program will attract a number of foreign students interested in these subjects.

Faculty of Health Sciences, Faculty of Engineering, Faculty of Science

Proposal for a Concurrent Certificate in Immunology, Microbiology, & Virology

1. Certificate Overview

The Concurrent Certificate in Immunology, Microbiology, & Virology (IMV Certificate) is designed to provide students from health sciences, biotechnology, biology, life sciences, or any other disciplines with an interest in immunology, host defense, microbiology, and virology with an opportunity to develop an academic focus in this area, with the IMV Certificate serving to recognize that they have gained core knowledge in this area through their coursework.

- a. **Rationale:** McMaster is internationally-renowned for its research in these fields, but to date we have not translated this reputation or expertise into an undergraduate credential. Completion of the IMV Certificate will be beneficial to students who wish to apply to graduate programs or pursue employment in these fields by providing a credential to substantiate their academic investment in these disciplines.
- b. **Structure:** The IMV Certificate will require students to complete a total of 15 units (5 half-year courses) of course work, with at least 3 units from immunology courses, and 3 units from virology and microbiology courses. Existing courses in immunology, virology, and microbiology are currently offered through the Bachelor of Health Sciences (Honours) Program, the School of Nursing, the Biotechnology Program, the Department of Biology, and the Department of Biochemistry & Biomedical Sciences, providing an opportunity for cross-faculty and cross-program collaboration, and interdisciplinary learning amongst students in these programs.

2. Academic Merit

- a. **Learning Outcomes:** By completing the courses required for the IMV Certificate, all students will be able to:
 - Explain how the immune system works to protect the host from pathogens, including the function of the innate and adaptive immune systems;

- Describe the major components of mammalian immune systems and their functions;
- Explain how microbes are classified, and describe the life cycles of bacteria and viruses in general terms;
- Demonstrate a depth of knowledge in various areas of immunology, virology, and/or microbiology (depending on which elective courses they choose).

b. **Certificate Requirements:** Any student in an undergraduate program at McMaster may declare the IMV Certificate at the time of graduation provided that they satisfy the following requirements:

- Completion of 15 units from Course Lists A, B, and C, with at least 3 units from Course List A and at least 3 units from Course List B.

1. *Course List A – Foundational Immunology*

- a. BIOTECH 3IV3 – Immunology & Virology
- b. HTHSCI 3I03 – Introductory Immunology

2. *Course List B – Foundational Microbiology & Virology*

- a. BIOLOGY 2EE3 – Introduction to Microbiology & Biotechnology
- b. BIOTECH 2MB3 – Microbiology
- c. HTHSCI 2HH3 – Introductory Microbiology
- d. HTHSCI 3K03 – Introductory Virology

3. *Course List C – Specialized Courses in Immunology, Virology, & Microbiology*

- a. BIOCHEM 3MI3 – Microbial Interactions
- b. BIOCHEM 4J03 – Immunological Principles in Practice
- c. BIOLOGY 4PP3 – Environmental Microbiology & Biotechnology
- d. BIOTECH 3FM3 – Food Microbiology
- e. HTHSCI 1DT3 – Discover Immunology Today
- f. HTHSCI 3SB3 – Superbugs: Bacterial Antibiotic Resistance
- g. HTHSCI 4BB3 – Neuroimmunology
- h. HTHSCI 4II3 – Advanced Concepts in Immunology
- i. HTHSCI 4J03 – Immunological Principles in Practice
- j. HTHSCI 4KK3 – Pathophysiology of Infectious Diseases
- k. HTHSCI 4O03 – Principles of Viral Pathogenesis
- l. MOLBIOL 3O03 – Microbial Genetics

m. MOLBIOL 4P03 – Medical Microbiology

- Transfer credits may be considered for credit toward the IMV Certificate by submitting a request to the Assistant Dean – BHSc (Hons) Program.

c. **Access to Courses**: The participating Faculties and Programs have reviewed the courses to be included in the IMV Certificate and updated prerequisites and antirequisites accordingly so that students can have appropriate access to the courses from various programs, and address areas of overlap and redundancy.

3. Resources

a. All of the courses to be offered in the IMV Certificate are already being offered in the participating programs; no new courses or teaching resources are required.

Faculty of Health Sciences

Proposal for a Concurrent Certificate in Biomedical Sciences

1. Certificate Overview

The Concurrent Certificate in Biomedical Sciences (BMS Certificate) is designed to provide students with an interest in biomedical research with an opportunity to develop an academic focus in this area, with the BMS Certificate serving to recognize that they have gained core knowledge in this area through their coursework. For students in the BHSc (Honours) Program, the BMS Certificate will replace the Biomedical Sciences Specialization.

- a. **Rationale:** The Biomedical Sciences Specialization was introduced to the BHSc (Hons) Program in the 2008-9 academic year, aimed at providing a curricular pathway through which students could develop skills relevant to research in the biomedical sciences. In its initial conceptualization it was heavily focused on biochemistry-related course work; since 2016, it has been more broadly oriented to biomedical sciences beyond biochemistry *per se*.

The motivation for moving to the alternative structure of the BMS Certificate from the Specialization is to provide students with a more flexible structure through which to engage with this body of scholarship. As a Specialization, students had to make a decision about whether or not to pursue it at the end of their first year, as Level 2 was the only formal point of entry to the Specialization. In practice, we saw a significant number of students enter the Specialization at Level 2 only to withdraw at some later point, and at the same time had students develop an interest in biomedical research as a focus and request to join the Specialization later in their academic trajectory.

The structure of a Concurrent Certificate will allow students more flexibility in the pursuit of this pathway; moreover, it opens up the pursuit of the BMS focus to students outside of the BHSc Program – any student who completes the requisite courses from any program would be eligible to claim the BMS Certificate. Conceptually speaking, the proposal to convert the BMS Specialization to the BMS Certificate parallels our previous efforts to increase flexibility for students pursuing academic work in Global Health; there, we partnered with the existing Interdisciplinary Minor in Globalization to accomplish a similar end. In this case we have collaborated with the School of Interdisciplinary Sciences to integrate

courses from LIFESCI as part of the BMS Certificate, and welcome future collaboration from other programs and departments as well.

- b. **Structure:** The BMS Certificate will require students to complete a total of 30-33 units of course work depending on the size of the senior thesis (and is thus equivalent to the number of units required for the BMS Specialization). As a starting point, the Certificate will be offered as an adaptation of the BMS Specialization and has been modelled on those degree requirements, and integrates some courses from LIFESCI to enable students from that program to also pursue the BMS Certificate as well; we welcome collaboration from other programs and faculties in the future.

2. Academic Merit

- a. **Learning Outcomes:** By completing the courses required for the BMS Certificate, all students will:
- Address fundamental concepts and skills appropriate for biomedical research;
 - Obtain a depth of exposure to content areas in the biomedical sciences through course work in relevant disciplines;
 - Develop skills in problem-solving, critical thinking, scientific reasoning and logic, experimental design, and working independently and collaboratively;
 - Gain experience in a laboratory environment.
- b. **Certificate Requirements:** Any student in an undergraduate program at McMaster may declare the BMS Certificate at the time of graduation provided that they satisfy the following requirements:
- Completion of 30-33 units as follows:
 1. *6 units*
 - a. HTHSCI 3V03 – Research & Experimental Design
 - b. HTHSCI 4AL3 – Model Systems
 - c. LIFESCI 3L03 – Laboratory Methods in Life Sciences
 - d. LIFESCI 3RP3 – Life Sciences Research Practicum
 2. *15 units from*
 - a. Biochemistry: BIOCHEM 3BP3, 3D03, 3EE3, 3G03, 4C03, 4E03, 4H03, 4J03, 4M03, 4N03, 4Q03, 4S03

- b. Health Sciences: HTHSCI 3I03, 3K03, 3SB3, 3U03, 3X03, 4BB3, 4G03, 4I13, 4J03, 4J3, 4K03, 4KK3, 4NU3, 4O03
- c. Molecular Biology: MOLBIOL 4H03
- d. Life Sciences: LIFESCI 3AA3, 3BB3, 3BM3 (CHEMBIO 3BM3), 3BP3 (BIOPHYS 3G03), 3E03, 3M03, 3RC3 (CHEM 3RC3)

3. *9-12 units from*

- a. HTHSCI 4R09 or 4R12
 - b. LIFESCI 4B09, 4C12, or 4D15
 - c. or equivalent senior thesis courses in the student's home program
- In order to obtain the BMS Certificate, at least 12 units (above Level 1) must be elective to the degree.
 - No more than 6 units can be counted toward both the BMS Certificate and a Biochemistry Minor.

- c. **Selection to the BMS Certificate**: No formal application will be required; however, because enrollment in HTHSCI 3V03 and 4AL3 is limited, students interested in completing the BMS Certificate should declare their intention to complete the certificate to the BMS Coordinator in the BHSc (Honours) Program so that we can manage enrollment and offer academic counselling accordingly.

3. Resources

- a. All of the courses to be offered in the BMS Certificate are already being offered in the participating programs; no new courses or teaching resources are required.

HUMANITIES
French



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PROPOSAL FOR A CONCURRENT CERTIFICATE IN PROFESSIONAL FRENCH

Certificate Overview

The concurrent Certificate in Professional French is being created in order to offer undergraduates at McMaster a path to develop their language skills within specific career areas. With the introduction of the Integrated Business and Humanities degree, Business French, in particular, is a desirable addition to our course offerings.

The implementation of this new certificate requires that the French Department introduce two new courses: FRENCH 2I03 (which is being offered for the first time in 2018-19) and FRENCH 3I13. These courses will provide students with substantial vocabulary from such fields as business, law, medicine, journalism and the hospitality industry. Through a focus on the study of sample cases, these courses will help prepare students for possible real-life situations which they could encounter in their careers.

Objectives

By completing the certificate students will

- Achieve a good knowledge of professional French
- Be able to show that they have reached level B2 in French, according to the Common European Framework

Admission

Any student in an undergraduate degree program at McMaster may declare the certificate, at the time of graduation, and upon completion of the following courses in French.

Requirements (18 units)

FRENCH 1A06/2M06 A/B: INTRODUCTION TO FRENCH STUDIES: ADVANCED
FRENCH 2B03: FRENCH LANGUAGE PRACTICE I
FRENCH 2BB3: FRENCH LANGUAGE PRACTICE II
FRENCH 2I03: PROFESSIONAL FRENCH I
FRENCH 3I13: PROFESSIONAL FRENCH II

Notes

1. No more than 6 units of the Certificate may be completed using non-McMaster courses.

2. Students majoring in any French program must complete the certificate requirements FRENCH 2I03 and FRENCH 3I13 as elective credit. These courses must be taken outside of the French (Honours B.A., Combined Honours B.A. or B.A.) degree requirements.

Statement of Academic Responsibility

The Department of French and the Faculty of Humanities will oversee the administration of the concurrent Certificate in Professional French. The Department of French will review, evaluate and approve any non-McMaster French courses, as is currently the practice.

***Rationale:** The French Department is currently offering a Concurrent Certificate in Essential French, intended for those without any prior French knowledge. Many students have expressed an interest in additional coursework for those seeking a recognition of professional language skills. Most recently the department has begun offering French 2I03 – Professional French I, and this course is at full capacity. The program will elaborate on this work with an additional offering (French 3I13 – Professional French II), and recognition that Common European Framework benchmark skills have been met, through completion of the full requirements of this concurrent certificate.*



Centre for Continuing Education Program Approval

A. Department & Program Information (Complete all fields):	
Academic Designation:	Certificate
Program Name:	Business of Golf and Resort Management
Name of Representative:	Christie McGaghran, Program Manager, Centre for Continuing Education
Proposed Date/Term of Program Start:	Spring 2019
Date of Submission:	October 22, 2018
B. Faculty Statement (Required):	
Refer to attached letter of support from Susan McCracken, Associate Dean, DeGroote School of Business.	
C. Academic Merit (Complete all fields; write "not applicable" as needed):	
i. Program Overview:	<p>The Business of Golf and Resort Management diploma program was approved in winter 2017 as 10 courses (30 credits). The following submission is to propose the addition of a certificate program, drawing from the same set of 10 courses. The rationale is to provide a shorter certificate program for professionals already working in the golf and resort industry, who may not need the comprehensive diploma. The certificate also allows students to select the courses that best suit their identified gaps and learning needs.</p> <p>The Business of Golf and Resort Management certificate program will consist of five 3-unit courses. Program content and learning outcomes are based on common areas of knowledge and skills for those working in the golf and resort industry as identified by the Golf Management Institute of Canada (GMIC) and industry experts.</p> <p>Students must complete five courses (15 units) of their choice from the full list of program offerings under the Diploma of Golf and Resort Management. Upon successful completion of the five</p>

	<p>courses, participants will receive the McMaster University Certificate in Business of Golf and Resort Management.</p> <p>Each course will bridge theory and practical experience through a combination of experiential learning (i.e. case studies, discussions, and presentations) and more traditional teaching methods. Emerging trends and practices will be incorporated into coursework to ensure that all content is current and relevant.</p> <p>All program instructors will be practitioners in the field and will emphasize the knowledge and skills required for success in the field.</p> <p>The program will be delivered in an online format. There are no pre-requisites for this program.</p>
ii. Learning Objectives:	<p>The Business of Golf and Resort Management certificate program draws its learning outcomes from the same list of outcomes as the diploma. Students will select 15 units of study based on their individual learning needs. The achieved outcomes will represent a cross-section of the diploma program outcomes listed below:</p> <ul style="list-style-type: none"> • Outline key retail management practices • Describe characteristics of entrepreneurship and industry key success factors • Develop a comprehensive business plans • Describe club governance, committee dynamics and their strategic impact on decision making • Conduct typical financial analyses such as cost volume profit analysis, ratio analysis, performance measures and benchmarking • Apply principles of human resource management within the golf industry • Apply legal foundations and principles in operating a golf resort • Describe the framework of food and beverage operations in general and specific to the golf/resort industry • Identify legal compliance and controls in food and beverage management

	<ul style="list-style-type: none"> • Apply core design principals in golf course architecture
iii. Meeting Learning Objectives:	The Business of Golf and Resort Management program includes five courses with outcomes that map to the outcomes identified in the Diploma program. The delivery format and teaching methods are structured to have a maximum effect on achieving the learning objectives.
iv. Program Admission Requirements:	<p>Prospective students may register in the program without any application.</p> <p>There are no specific program pre-requisites.</p>
vi. Program Completion Requirements:	<p>Students must complete any five courses (15 units) in order to qualify for the Certificate in Business of Golf and Resort Management.</p> <p>Students who have completed the Diploma in Business of Golf and Resort Management are not eligible to request the Certificate. Alternately, students who complete the Certificate are eligible to pursue the Diploma at a later date. This practice aligns with the approved practice that courses can be used another time to achieve a second credential.</p>
viii. Program Delivery Format:	All program courses in the certificate will be delivered fully online. Delivery activities will include instructor lecture and/or presentations, readings, group discussions, and practical application activities.
ix. Student Evaluations (Grading Process):	Each course will include several evaluation components. The evaluations will consist of assignments, case studies, presentations, individual or group projects, class participation, or a combination thereof. Where appropriate, evaluations will be structured to evaluate participants' level of competency in achieving overall learning objectives.
x. Course Evaluation:	For each course, students will complete an evaluation to assess content, delivery, materials, method of evaluation and instruction.
xi. Course Instruction:	Instructors for courses will be selected from a pool of qualified external professionals. In compliance with <i>McMaster's Senate and Undergraduate Council Guidelines for Certificates and Diplomas</i> , selection will be based on academic background and/or experience

	within the field. Instructors must have a Master's Degree (or equivalent) and significant professional experience and teaching within the field.
xii. Credit Towards Degree Programme Studies:	The academic credit courses included in this Certificate program can be used for credit towards degree programme studies in accordance with the normal academic rules specified by the Faculty offering the degree.
xiii. Program Advanced Standing:	<p>Upon enrolment to the program, a student may receive up to a maximum of 2 courses (6 units) of advanced credit. The courses used for such credit must be equivalent to the McMaster courses that they replace; specifically,</p> <ul style="list-style-type: none"> • Courses must have an 80% content/curricula overlap and a similar number of equivalent to classroom hours; • Courses must be listed on an official transcript from an accredited academic institution with a grade; and, • Courses must be taken within the last five years

D. Statement of Financial Viability:

I have reviewed the business case and financial projections which includes enrolment projections and costs. Sources of revenue for this program include tuition and supplementary fees (MAPS). Expenses are typical and include significant up front development and marketing costs, as well as typical ongoing delivery costs (such as payment of facilitators, honoraria for other guest facilitators, materials, advertising and administration).

Lorraine Carter, Director, Centre for Continuing Education, November 2018

E. Statement of Administrative Responsibilities:

The human and systems infrastructure to support the following functions exists within CCE. Costs will be fully covered by tuition.

Responsibilities for the programs are as follows:

- Budget development and monetary responsibilities
- Program and Course Development
- Course Registrations/Administration
- Supervision of Instructors to ensure University policies and practices are adhered to; courses are taught according to program requirements and standards
- Marketing and Promotions

The School of Business

The Degroote School of Business will act as academic liaison and is charged with the responsibility of on-going academic review and assessment of curriculum. In return for services rendered, the Degroote School of Business will receive an annual stipend at the end of each fiscal year during which the program records a surplus.

F. Listing of Courses Approved in Business of Golf and Resort Management Diploma:

Course Name	Required/Elective	Academic Units	Proposed Term
Retail Management in Golf Operations	Elective	3.0 units	Winter 2020
Entrepreneurship in the Golf Industry	Elective	3.0 units	Winter 2020
Golf Club Governance	Elective	3.0 units	Fall 2019
Finance for Non-Financial Managers in the Golf Industry	Elective	3.0 units	Fall 2019
Strategic Management in Golf Operations	Elective	3.0 units	Fall 2019
Human Resources Management in Golf Operations	Elective	3.0 units	Fall 2019
Business Law for Golf Managers	Elective	3.0 units	Winter 2020
Marketing Management in Golf Operations	Elective	3.0 units	Spring 2020
Hospitality Management	Elective	3.0 units	Winter 2020
Golf Course Design & Construction - Turf Management	Elective	3.0 units	Spring 2020

Course descriptions as approved in Business of Golf and Resort Management diploma program:

Full Course Listing (select 5 courses):

Retail Management in Golf Operations

This course focuses on the successful management of a golf shop as an integral component of a golf facility's overall operation. Topics such as seasonality, inventory management, customer identification and service, display techniques and promotional ideas for generating additional revenues for the pro shop will be addressed. Students will acquire knowledge of retail merchandising principles and understand the differences of the various target markets that frequent a typical golf retail operation (both private and public facilities). Formulating buying plans for both hard and soft goods, establishing pricing strategies and inventory controls, and developing merchandising strategies through effective advertising and promotional strategies are covered.

Entrepreneurship in the Golf Industry

This course introduces students to the concept of entrepreneurship and assesses their potential as future entrepreneurs in the golf industry. Students will be encouraged to explore their business ideas and learn how to conduct a feasibility study. The curriculum includes identification of opportunities and development of strategies by recognizing the environmental factors that affect all businesses. Organizing a business idea into a concrete business plan, based on relevant entrepreneurial concepts, will be explored.

Golf Club Governance

This course explores the dynamics of boards and committees in a golf facility and their importance in ensuring effective operation. Board structures in a private course setting will be discussed. Decision-making processes and board and committee dynamics will also be covered. Club strategy and policy matters will be explored as well as the role of golf associations in the golf industry. Concepts associated with effective club management will be examined.

Finance for Non-Financial Managers in the Golf Industry

Finance for Non-Financial Managers in the golf industry enables decision-makers in the golf industry to understand and properly use financial data. Topics examined include how to identify the financial information required to address specific management issues and problems, assessing short- and long-term financial impacts of resource allocation decisions, and accurate interpretations of a golf operation's financial statements. The manager's role in budgeting and forecasting will be explored using cases, annual reports, and industry research.

Strategic Management in Golf Operations

Successful managers integrate and synthesize the many facets of management, leadership, finance and human relations into their management decisions. This course teaches aspiring managers how to develop operating strategies for all aspects of a golf operation. As key decision-makers, students will be expected to develop and implement product, pricing, promotion, and human resource strategies, and analyze the impacts of their decisions on the organization.

Human Resources Management in Golf Operations

This course focuses on the professional application of human resource management practices as they pertain to the golf industry. All aspects of people management will be covered, including hiring, compensation, training and development, health and safety, performance management, and employment law.

Business Law for Golf Managers

Legal issues affecting the golf industry including the law of contracts, torts, occupational health and safety, environmental protection, food and liquor liability, and general negligence will be covered in this course. Different forms of business organizations will also be discussed. The legal responsibilities of the golf course owner to protect his/her employees, the public, and the golf course itself will also be examined. Students will be given opportunities to discuss and debate these issues.

Marketing Management in Golf Operations

Participants will apply the basic components of marketing and marketing research in the development of a marketing plan for a golf facility. Various strategies required to ensure a successful marketing environment will be introduced (segment and positioning, product, distribution, pricing and promotion strategies). Students will learn to analyze and segment markets, identify target markets, and design and develop a strategic marketing plan that meets the needs of the specified target market. Through cases and examples, students will develop an appreciation for trends and issues in today's marketing environment. The significance of sponsorship and endorsements in marketing a special sports event will be covered.

Hospitality Management

This course provides an overview of the foundations for hospitality management in the golf industry. The course provides students with the opportunity to learn about specific areas of a food and beverage operation, including product knowledge, service, financial management, purchasing, and control systems. In addition, students will perform practical and applicable exercises and projects related to managing a successful hospitality management operation.

Golf Course Design & Construction - Turf Management

This course addresses golf course design principles and turf management practices. How the golf course architect designs the golf course throughout all phases of development will be considered. In addition to the design of a new facility, topics include how to renovate and/or expand an existing facility. The processes of obtaining permits and dealing with local authorities about environmental issues associated in golf course development are discussed. The fundamentals of golf course maintenance are also addressed. Topics such as grass and soil identification, drainage systems, equipment use in maintenance procedures, and establishment and implementation of a turf management program will be covered. An introduction to pesticides and fertilizers is included.



DATE: October 30, 2018

TO: Certificate and Diploma Committee

FROM: Dr. Susan McCracken, Associate Dean, DeGroote School of Business SUBJECT:

Evaluation of the *Business of Golf and Resort Management Certificate* program
Proposal for the Centre for Continuing Education (CCE)

Upon the request of the Centre for Continuing Education, I have reviewed the proposal for a Certificate in the *Business of Golf and Resort Management* program to be offered through the Centre. I have examined the program's structure and the course descriptions. It is my finding that the program's requirements meet the standards of an academic program composed of five three-unit courses as indicated in the academic submission document.

Based on my examination of course descriptions, proposed topics, learning outcomes and teaching and testing methods, the proposed courses are of intellectual rigor comparable to that found in undergraduate degree courses. The academic submission also indicates that the courses will be taught by qualified individuals (possessing a master's degree or equivalency), as defined by Undergraduate Council Certificate and Diploma requirements. The students taking the program will meet the minimum requirements set out in the Policy on Certificates and Diplomas for Undergraduate Council.

Since the program meets all criteria as set out in the Policy on Certificates and Diplomas for Undergraduate Council, I have arrived at the conclusion stated above.

Sincerely,

Dr.

Susan McCracken (Academic)
DeGroote School of Business 1280
Main Street West
Hamilton, ON L8S 2K3

Cc: Lorraine Carter, Director, Centre for Continuing Education
Dan Piedra, Assistant Director, Centre for Continuing Education



Centre for Continuing Education Program Approval

A. Department & Program Information (Complete all fields):	
Academic Designation:	Certificate
Program Name:	Advanced Strategic Marketing Techniques
Name of Representative:	Lorraine Carter, Director, Centre for Continuing Education
Proposed Date/Term of Program Start:	Spring 2019
Date of Submission:	November 2018
B. Faculty Statement (Required):	
Refer to attached letter of support from Dr. Susan McCracken, Associate Dean – DeGroote School of Business	
C. Academic Merit (Complete all fields; write “not applicable” as needed):	
i. Program Overview:	<p>The Certificate in Advanced Strategic Marketing Techniques will provide students opportunities to incorporate a more sophisticated level of theory and skills to than exists in the Marketing Diploma program. The target market for this program will be individuals with 4 or more years of marketing career experience and a completed undergraduate degree or diploma in Marketing. The five-course certificate program will not only expand the student’s theoretical knowledge. It will emphasize application of theory in a workplace setting. Each specific course will target specific areas within the functions of workplace marketing.</p>
ii. Learning Objectives:	<p>The learning objectives for the Advanced Strategic Marketing Techniques certificate are noted below.</p> <p>Students who successfully complete the five courses of the program will be able to do the following:</p> <ul style="list-style-type: none"> Prepare a marketing strategy that builds on length, scope, and implementation phases of specific projects. Describe the common terms and methods of project strategy, the planning of small to large scale projects, and implementation (and subsequent evaluation) of project phases.

	<ul style="list-style-type: none"> • Identify challenges in complex projects and utilize techniques to problem-solve • Differentiate how strategic marketing varies in diverse organizational/workplace contexts. • Describe the key elements of different kinds of evaluation
iii. Meeting Learning Objectives:	<p>The program will include five (5) 3-unit courses. Individual course objectives will be mapped to the overall program objectives. Delivery formats and teaching methods will be selected to optimize achievement of the learning objectives.</p>
iv. Program Admission Requirements:	<p>The program is an open admission program for those who have a completed degree or diploma in the field of Marketing. Additional workplace experience of 4 plus years is suggested given the advanced level of the program.</p> <p>In compliance with the Certificates and Diplomas admission policy from Undergraduate Council, students who wish to enter the Advanced Strategic Marketing Techniques program should meet the following requirements based on their education and work experience:</p> <ol style="list-style-type: none"> 1) Be a mature student as defined in the Undergraduate Calendar of McMaster University; or be deemed an exceptional case by the Centre for Continuing Education 2) Have experience with using word processing programs and tools 3) Have Basic computer skills such as using a web browser (search and navigation), sending and receiving emails, locating and uploading files 4) Meet the following English Language Proficiency requirements: Completion of TOEFL exam with minimum acceptable score of IBT: 86 overall with a minimum score of 20 on each of the four components (Reading, Writing, Speaking, Listening), valid for 2 years
v. Program Pre-requisites (if applicable):	<p>Students are required have completed a Marketing degree or diploma, and have more than 4-years of experience in the field of marketing prior to their registration.</p>

vi. Program Completion Requirements:	Students must complete 5 courses (15 units of study) to earn the Certificate in Advanced Strategic Marketing Techniques.
viii. Program Delivery Format:	Courses will be developed for online delivery only. A mix of case studies, group assignments, and instructor delivered synchronous and asynchronous online sessions will be part of the delivery format for this program.
ix. Student Evaluations (Grading Process):	Each course will include several evaluation components. The evaluations may consist of shorter and longer writing assignments; activity centred small group discussions; group projects; case studies; and participation in peer-based activities.
x. Course Evaluation:	For each course, students will complete an evaluation that explores content, delivery, materials, method of evaluation and instruction.
xi. Course Instruction:	Instructors for courses will be selected from a pool of qualified teachers with Marketing and Business expertise. In compliance with <i>McMaster's Senate and Undergraduate Council Guidelines for Certificates and Diplomas</i> , selection will be based on academic background and/or relevant experience.
xii. Credit Towards Degree Programme Studies:	The academic credit courses included in diploma and certificate programs can be used for credit towards degree program studies in accordance with the normal academic rules specified by the Faculty offering the degree.
xiii. Program Advanced Standing:	Advanced standing will not be available for this Certificate.
D. Statement of Financial Viability:	
<p>I have reviewed the business case and financial projections which includes enrolment projections and costs. Sources of revenue for this program include tuition and supplementary fees (MAPS). Expenses are typical and include up front development and marketing costs, as well as typical ongoing delivery costs (such as payment of facilitators, materials, advertising and administration).</p> <p><i>*Lorraine Carter, Director, Centre for Continuing Education, November 2018</i></p>	

E. Statement of Administrative Responsibilities:

The human and systems infrastructure to support the following functions exists within CCE. Costs will be fully covered by tuition.

Responsibilities for the programs are as follows:

- Budget development and monetary responsibilities
- Program and Course Development
- Course Registrations/Administration
- Supervision of Instructors to ensure University policies and practices are adhered to; course will be taught according to program requirements and standards
- Marketing and Promotions

DeGroote School of Business

The *DeGroote School of Business* will act as academic liaison and is charged with the responsibility of on-going academic review and assessment of curriculum. In return for services rendered, the *DeGroote School of Business* will receive an annual stipend at the end of each fiscal year during which the program records a surplus.

F. Listing of Courses

Course Name	Required/Elective	Academic Units	Proposed Term
Brand Management	Required	3.0 units	Spring 2019
Marketing Financials	Required	3.0 units	Fall 2019
International Marketing	Required	3.0 units	Winter 2020
Innovative Marketing Strategies	Required	3.0 units	Spring 2020
Marketing Analytics	Required	3.0 units	Fall 2020

Course Descriptions:**Brand Management (3 units):**

This course is designed to immerse students in the world of business management through the portal of a brand. Brand management is the art and science of creating and maintaining differentiation as a means of sustained long-term competitive advantage for a company. Students will learn how to engage the operational groups of an organization to deliver on the brand promise from the perspective of a general manager. This course will bring together the disciplines of product development, pricing strategy, customer management, channel strategy, integrated communication, and innovation as the building blocks of a strong brand.

Marketing Financials (3 units):

The purpose of this course is to bridge the gap in thinking and language between "number-

crunching” finance professionals and customer-centric marketers. As an interdisciplinary specialization between Marketing and Finance, this course will enable students to understand how marketing actions drive financial performance throughout the organization. Common marketing situations will be assessed including, but not limited to, profit dynamics, product mix management, new product forecasting, breakeven analysis, promotion profitability, distribution, and customer lifetime value assessments. A particular focus will be the external environment and the tools a marketer utilizes to maximize financial performance and customer value for the organization.

International Marketing (3 units):

This course introduces the basic principles of international marketing. Some of the major topics include an overview of international marketing; social, cultural, political, and legal environments; international market-entry opportunities; planning and managing market entry strategies and products; global distribution and pricing; international promotion, sales, and negotiation; and international market planning. Students will explore the concepts of international marketing through an application-based approach to analysis, planning, and execution of international marketing strategies.

Innovative Marketing Strategies (3 units):

This course is designed to introduce marketing strategy. The focus of the course is the role of marketing strategy in society and its relevance to the firm, organization, and individual. The course will provide the student with the opportunity to learn relevant concepts and theories and to apply this knowledge in a systematic and logical manner. Key models that support strategic marketing decisions in the areas of segmentation, new product development, communication, and pricing will be presented.

Analysis of the external environment as it provide structure and methodology to strategy and assessment of changes, trends, threats, and opportunities will comprise the first part of the course. The second part of the course is designed to help marketers work towards achieving a sustainable competitive advantage. The third part of the course will help marketers understand how to create business strategies with a customer orientation. The final part of the course will outline theoretical considerations for selecting market target(s) for the firm's product and/or services and the development of the marketing mix (product, price, promotion, distribution).

Marketing Analytics (3 units):

This course introduces students to advanced marketing techniques designed to measure, manage, and maximize the marketing performance of an organization. Focused on the notion of turning insights into actions, students will be exposed to tools that assess trends, analyze preferences, and help predict favorable outcomes for the business and the consumer. Data mining, predictive analytics, regression analysis, and visualization of findings will be introduced through discussions and cases that provide “hands on experience” with in-depth consumer, competitor and environmental information.



DATE: October 30, 2018

TO: Certificate and Diploma Committee

FROM: Dr. Susan McCracken, Associate Dean, DeGroote School of Business

SUBJECT: Evaluation of the *Advanced Strategic Marketing Techniques Certificate* program
Proposal for the Centre for Continuing Education (CCE)

Upon the request of the Centre for Continuing Education, I have reviewed the proposal for the Certificate in the *Advanced Strategic Marketing Techniques* program to be offered through the Centre.. I have examined the program's structure and course descriptions. It is my finding that the program meets the standards necessary to be an academic program composed of five three-unit courses as indicated in the academic submission document.

Based on my examination of course descriptions, proposed topics, learning outcomes and the teaching and testing methods, the proposed courses are of intellectual rigor comparable to that found in undergraduate degree courses. The academic submission indicates that the courses will be taught by qualified individuals (possessing a master's degree or equivalency), as defined by Undergraduate Council Certificate and Diploma requirements. The students taking the program will meet the minimum requirements set out in the Policy on Certificates and Diplomas for Undergraduate Council.

Since the program meets all criteria as set out in the Policy on Certificates and Diplomas for Undergraduate Council, I have arrived at the conclusion stated above.

Sincerely,

Dr. Susan McCracken, Associate Dean
DeGroote School of Business
1280 Main Street West
Hamilton, ON L8S 2K3

Cc: Lorraine Carter, Director, Centre for Continuing Education
Dan Piedra, Assistant Director, Centre for Continuing Education



DeGroote School of Business

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www.business.mcmaster.ca

DATE: October 30, 2018

TO: Dr. Susan McCracken, Associate Dean, DeGroote School of Business

FROM: Marvin Ryder, Assistant Professor, DeGroote School of Business

SUBJECT: Evaluation of *Advanced Strategic Marketing Techniques Certificate*, Program Proposal for the Centre for Continuing Education (CCE)

Dear Susan,

I have had the chance to review the proposal for the *Advanced Strategic Marketing Techniques Certificate* that will be offered through the Centre for Continuing Education (CCE). Having examined the proposed program submission document, it is my finding that the program meets the standards necessary to be an academic program composed of five three-unit courses as indicated in the academic submission document.

The program's requirements and the content covered in each course are of sufficient intellectual caliber. They are comparable to many of our undergraduate degree courses. As indicated by the submission document, the course offerings will be taught by qualified individuals (holding at least a master's degree or equivalent), as defined by Undergraduate Council Certificate and Diploma requirements. Moreover, the students taking the courses will need to meet the minimum requirements set out in the Policy on Certificates and Diplomas for Undergraduate Council.

In short, in light of the fact that the courses, instructors, and students meet all these criteria as set out in the Policy on Certificates and Diplomas for Undergraduate Council, I am happy to offer this letter of support on behalf of the *Advanced Strategic Marketing Techniques Certificate* program. Please do not hesitate to let me know if you require any other information.

Sincerely,

Marvin Ryder
Assistant Professor, Marketing & Entrepreneurship, DeGroote School of Business

Cc: Lorraine Carter, Director, Centre for Continuing Education
Dan Piedra, Assistant Director, Centre for Continuing Education

REGULATIONS FOR AID and AWARDS ~~for UCAC Review~~

The University promotes access to available Aid and Awards and seeks to maximize opportunities for students while ensuring equity and consistency in administration. In doing so, the University operates within the Senate approved [University Aid and Awards Policy](#) to ensure its responsibilities to students and donors are met. While all regulations for Aid and Awards are established within this approved policy, the University may choose to offer additional Aid and Award programs, establish regulations through which to administer these programs, and/or modify existing regulations with Senate approval after the Undergraduate Calendar has been published.

It is important to note that Financial Awards are not covered by the University Aid and Awards Policy and are not administered through the Aid and Award regulations that follow. Financial Awards support students in a manner consistent with the goals of the University, but do not necessarily meet all of the policy regulations of established Aid and Award programs. Financial Awards may be administered centrally through the Office of the Registrar, Student Financial Aid & Scholarships (SFAS), through the School of Graduate Studies (SGS), or through designated representatives in University faculties and departments that have established processes to administer their own funds (e.g. Athletics and Recreation). Financial Awards are not Senate-approved awards and thus, are not recognized at convocation or included on University transcripts. Information about Financial Awards is made available through department websites.

The following regulations apply to all Aid and Award Programs (and excludes Financial Awards, as detailed above):

Application Requirements

Some Aid and Awards require students to submit an application:

1. Application records for Aid and Awards, supporting documentation (e.g. transcripts, letters of reference, income tax notices of assessment, student loan entitlements, etc.) and responses to applications shall be handled by the administering office in accordance with the [Freedom of Information and Protection of Privacy Act \(FIPPA\)](#).
2. Where advertised Aid and Award application deadlines fall on a non-business day (i.e. Saturday, Sunday or University-recognized holiday), the deadline is 8:30 am the next business day.
3. ~~Supporting documentation - R~~ Requirements for Aid and Awards by application typically include –
 - ~~An online application submitted electronically through Mosaic with a completed and signed cover page, or a~~ A completed signed ~~paper-based~~ application ~~form~~
 - A statement of eligibility
 - A curriculum vitae/academic resume
 - A transcript (McMaster University transcripts may be unofficial)
 - In addition, for the types of awards noted below, at least one academic or personal (non-family member) letter of reference may be required -
 - i. University-wide Aid and Awards
 - ii. Aid and Awards with a value exceeding \$2000
 - iii. Renewable Aid and Awards
 - iv. Aid and Awards at the discretion of the Office of the Registrar, Student Financial Aid & Scholarships

4. The University may choose to audit and verify any or all information provided to complete an Aid or Award Application.
5. Application records and supporting documentation is used by the Office of the Registrar, Student Financial Aid & Scholarships, Award Chairs and Selection Committees for the sole purpose of administering Aid and Award programs, including, but not limited to, determining student eligibility.
6. All application records and supporting documentation submitted by unsuccessful applicants will be retained for a minimum period of twelve months after last use. All application records and supporting documentation submitted by successful applicants will be retained for a minimum period of seven years after last use.
7. All application records and supporting documentation remain the property of McMaster University.

Gender Criteria

For the purpose of Aid and Award criteria and eligibility, references to “Woman” or “Female” include all students who identify as Woman/Female and references to “Man” or “Male” include all students who identify as a Man or Male.

Maximums

To ensure a fair and wide allocation of Undergraduate Aid and Awards, the University restricts the number and value of aid and awards which students may receive for an academic year.

An eligible entering student may receive:

- a. One Entrance Award granted solely on the basis of academic merit (e.g. a McMaster Honour Award); and
- b. One Indigenous Student Entrance Award or one Entrance Award granted on the basis of earned merit that requires an additional assessment process, including, but not limited to, application, interview and/or audition; and
- c. One Entrance Academic Grant or Indigenous Student Entrance Academic Grant; and
- d. One Entrance Bursary granted on the basis of earned merit that requires an additional assessment process, including, but not limited to, application, interview and/or audition, and additional bursary funding up to the amount eligible; and
- e. Fall/Winter and Summer Work Program funding; and
- f. Any number of Financial Awards

An eligible in-course or graduating student may receive:

- a. Awards granted on the basis of academic merit, limited to either one award greater than or equal to \$800 (considered a ‘major’ award) and one academic award less than \$800 (considered a ‘minor’ award), or two academic awards less than \$800; and
- b. Two awards granted on the basis of earned merit that requires an additional assessment process, including, but not limited to, application, interview and/or audition; and
- c. Academic Awards continued from a previous year to a maximum of one Entrance and one In-Course Renewable Award (i.e. any Entrance or In-Course Renewable Award); and

- d. Any number of prizes, which include non-monetary awards such as books and medals, and awards of nominal monetary value (currently \$100 or less), whether based on academic merit or an additional assessment process; and
- e. One Travel or Exchange Award; and
- f. One Academic Grant (including any renewable Entrance, Indigenous Student Entrance, or In-Course Academic Grant continued from a previous year); and
- g. One Community Contribution Award; and
- h. One In-Course Bursary granted on the basis of earned merit that requires an additional assessment process, including, but not limited to, application, interview and/or audition, and additional bursary funding (including any renewable Entrance or In-Course Bursary continued from a previous year) up to the amount eligible; and
- i. Fall/Winter and Summer Work program funding; and
- j. Any number of Financial Awards

T4A tax slips are issued to students for all Aid and Award amounts received during the tax year.

It is important to note that Aid and Award income may affect federal and/or provincial student aid (e.g. full-time OSAP) entitlements. Students are advised to review the status of their government student aid applications often and refer to the appropriate government website for further information.

Review of Aid and Award Decisions

1. Decisions made by Aid and Award selection committees are final. Students may not appeal these decisions.
2. Students who believe an error occurred at the University, that may have impacted an Aid and/or Award decision, are asked to write to the Senior Associate Registrar, Student Financial Aid & Scholarships requesting a review of their file.
3. Students who have compelling personal circumstances that preclude them from receiving initial payment and/or renewal of Aid and/or Award funding may submit a petition for special consideration to request that an exception to the policy and/or regulations be made. Petitions should be submitted to the Senior Associate Registrar, Student Financial Aid & Scholarships and should include a cover letter explaining the need for special consideration, as well as any relevant documentation. Petitions must be submitted in a prompt and timely manner and will be accepted no later than one year after the decision being petitioned.

Privacy

1. The Freedom of Information and Protection of Privacy Act (FIPPA) and McMaster University's Notice of Collection statement shall govern the information provided to donors and others concerning award recipients, including publications such as convocation programs and Award booklets. As such, the University is permitted to publish an individual's name, Faculty, program, plan, level, and Award information. The University may publish the names of recipients of scholarships listed in the Undergraduate Calendar in the University's convocation program and other Award publications.
2. With permission, the University may also release an Aid recipient's first name, last name, Faculty, program, plan, level, Aid received and amount to the donor(s) of the Aid.

3. With permission, the University may also release an academic grant recipient's first name, last name, email id, faculty, program, plan, level, Academic Grant received and amount to the Faculty for the purpose of Faculty award ceremony invitations and Award booklets.
4. From time to time, the Office of the Registrar, Student Financial Aid & Scholarships may reach out to Award recipients with requests for thank you letters, invitations to donor luncheons and events, invitations to discuss summer job opportunities or internships, interviews for McMaster University Advancement or Communications and Public Affairs, etc. Responses to these requests and/or attendance at these functions is entirely voluntary. While a response is appreciated, acceptance or rejection of these offers in no way impacts Aid and Award eligibility.
5. Mandatory annual reporting to Undergraduate Council Awards Committee, Undergraduate Council, and Senate include the release of an Award recipient's first name, last name, Faculty, program, plan, level, Award received and amount, submitted Travel Award reports, Aid and Award summary information and identification of participating University-wide Selection Committee members.
6. Students with concerns regarding Aid and Award privacy, are asked to write to the Senior Associate Registrar, Student Financial Aid & Scholarships.

ENTRANCE AWARD REGULATIONS

Entrance Awards are monetary awards allocated on the basis of academic merit and, in some cases, other forms of earned merit.

1. Entrance Awards are available to students admitted full-time on the basis of high school admission requirements.
2. Entrance Awards are available to students entering Level I of their first baccalaureate degree program.
3. Students who have enrolled at any post-secondary institution after graduation from high school are not eligible for Entrance Awards unless:
 - i. They are completing a certificate or diploma at McMaster University as a requirement of admission (e.g. the McMaster English Language Diploma), and/or
 - ii. They have withdrawn from post-secondary studies before attending or before the deadline to drop and add courses in their first term of study.
4. Entrance Awards are available to students (including WUSC sponsored students) who are Canadian Citizens or Permanent Residents of Canada regardless of where they completed their high school education.
5. Canadian Citizens and Permanent Residents of Canada may receive a maximum of one Entrance Award granted solely on the basis of academic merit (e.g. a McMaster Honour Award) and one Entrance Award granted on the basis of an application or other earned merit.
6. Students who are not Canadian Citizens or Permanent Residents of Canada who complete their final year and graduate from a high school in Canada are eligible for Entrance Awards open to Canadian Citizens and Permanent Residents.
7. Students who are not Canadian Citizens or Permanent Residents of Canada who complete their final year and/or graduate from a high school outside of Canada are limited to one award from a limited number of International Student Entrance Awards.
8. Entrance Awards first consider one or more McMaster University calculated admission and scholarship averages (e.g. final admission average).

9. Students must achieve a minimum 80% in the average(s) used to determine Entrance Award eligibility. An admission audition or portfolio score, or equivalent, may be included in the calculation of an average.
10. Averages for Entrance Awards are calculated using the course grades that form the basis for admission to the Level I program. Final grades for courses completed after June 30th in the year of admission application will not be considered in assessing eligibility for Entrance Awards.
11. Entrance Awards may also consider other forms of earned merit. In order to evaluate earned merit, students may need to complete one or more additional requirements, including, but not limited to, submitting an application, participating in an interview, performing an audition or developing a portfolio.
12. In order to be considered for an Entrance Award by application, students must submit a complete application by the specified deadline date.
13. Entrance Award applications which meet eligibility criteria are forwarded to a selection committee for review and ranking.
14. Students must enrol in the fall term to have an Entrance Award payment processed.
15. All Entrance Award payments are disbursed through the McMaster Student Account and are applied to outstanding charges. A few exceptions to this regulation may be approved by the Office of the Registrar, Student Financial Aid & Scholarships.
16. Entrance Awards are typically disbursed no later than the end of September.
17. Entrance Award recipients will have their awards noted on their University transcript.
18. Registration in, or transfer to, another program of study and/or a change in course load may result in forfeiture or adjustment in the value of the award. Students are advised to consult with the Office of the Registrar, Student Financial Aid & Scholarships, prior to making any changes to their program of study or course load.
19. Students who withdraw before November 1 will forfeit their Entrance Award.
20. Students who forfeit their Entrance Award will have their award cancelled and their transcript notation removed. Students must return the Entrance Award funding to their McMaster Student Account.
21. Some Entrance Awards are renewable (see In-Course Award and Renewals Regulations).
22. Students wishing to defer the benefits of an Entrance Award to the following academic year should apply to the Office of the Registrar, Admissions, for deferral of both admission and stated scholarship value. Approval of applications for deferral is not automatic, and deferrals are not normally granted for more than one academic year.
23. The University may choose not to grant an Entrance Award in the absence of a suitable candidate; may choose to limit the number of recipients selected where funding is limited; may choose to limit the number of recipients selected where too few suitable candidates exist; and/or may choose to generate applicant pools for awards by application, where complete applications have not been received.
24. The University may remove specific Entrance Awards from the University Calendar, may revise the terms and stated value, and/or suspend the granting of Entrance Awards (e.g. donor funds).
25. Entrance Awards supported by donor funds may have additional eligibility requirements.

INDIGENOUS STUDENT ENTRANCE AWARD REGULATIONS

1. Indigenous Student Entrance Awards are monetary awards allocated on the basis of academic merit and, in some cases, other forms of earned merit.
2. Indigenous Student Entrance Awards are available to students entering Level I of their first baccalaureate degree program, whether direct from high school or an alternate pathway,

including, but not limited to college, an Indigenous post-secondary institution or other University.

3. Indigenous Student Entrance Awards are available to students who are Canadian Citizens or Permanent Residents of Canada, and those who self-identify as First Nations, Metis, or Inuit, regardless of status under the Indian Act or where they completed their high school education.
4. Indigenous students may receive a maximum of one Entrance Award granted solely on the basis of academic merit (e.g. a McMaster Honour Award), and either one Entrance Award granted on the basis of earned merit that requires an additional assessment process, including, but not limited to, application, interview and/or audition, or one Indigenous Student Entrance Award.
5. Indigenous Student Entrance Awards may consider one or more McMaster University calculated admission and scholarship averages (e.g. final admission average).
6. Students must achieve the minimum final admission average required for their program to be eligible for an Indigenous Student Entrance Award.
7. Averages for Indigenous Student Entrance Awards are calculated using the course grades that form the basis for admission to the Level I program. Final grades for courses completed after June 30th in the year of admission application will not be considered in assessing eligibility for Indigenous Student Entrance Awards.
8. Indigenous Student Entrance Awards may also consider other forms of earned merit. In order to evaluate earned merit, students may need to complete one or more additional requirements, including, but not limited to, submitting an application, participating in an interview, performing an audition or developing a portfolio.
9. In order to be considered for an Indigenous Student Entrance Award by application, students must submit a complete application by the specified deadline date.
10. Indigenous Student Entrance Award applications which meet eligibility criteria are forwarded to a selection committee for review and ranking.
11. Indigenous Students must enrol in the fall term to have an Indigenous Student Entrance Award payment processed.
12. All Indigenous Student Entrance Award payments are disbursed through the McMaster Student Account and are applied to outstanding charges. A few exceptions to this regulation may be approved by the Office of the Registrar, Student Financial Aid & Scholarships.
13. Indigenous Student Entrance Awards are typically disbursed no later than the end of September.
14. Indigenous Student Entrance Award recipients will have their awards noted on their University transcript.
15. Registration in, or transfer to, another program of study and/or a change in course load may result in forfeiture or adjustment in the value of the award. Students are advised to consult with the Office of the Registrar, Student Financial Aid & Scholarships, prior to making any changes to their program of study or course load.
16. Students who withdraw before November 1 will forfeit their Indigenous Student Entrance Award.
17. Students who forfeit their Indigenous Student Entrance Award will have their award cancelled and their transcript notation removed. Students must return the Indigenous Student Entrance Award funding to their McMaster Student Account.
18. Some Indigenous Student Entrance Awards are renewable (see In-Course Award and Renewals Regulations).
19. Students wishing to defer the benefits of an Indigenous Student Entrance Award to the following academic year should apply to the Office of the Registrar, Admissions, for deferral of both admission and stated scholarship value. Approval of applications for deferral is not automatic, and deferrals are not normally granted for more than one academic year.

20. The University may choose not to grant an Indigenous Student Entrance Award in the absence of a suitable candidate; may choose to limit the number of recipients selected where funding is limited; may choose to limit the number of recipients selected where too few suitable candidates exist; and/or may choose to generate applicant pools for awards by application, where complete applications have not been received.
21. The University may remove specific Indigenous Student Entrance Awards from the University Calendar, may revise the terms and stated value, and/or suspend the granting of Indigenous Student Entrance Awards (e.g. donor funds).
22. Indigenous Student Entrance Awards supported by donor funds may have additional eligibility requirements.

IN-COURSE and RENEWAL AWARD REGULATIONS

1. In-Course Awards are monetary and non-monetary awards allocated on the basis of academic merit and, in some cases, other forms of earned merit. Non-monetary awards such as medals and books as well as monetary awards of nominal value (currently \$100 or less) are called prizes.
2. In-Course Awards are available to full-time and part-time students enrolled in an undergraduate degree program (excluding the Physician Assistant and M.D. Programs), at the time of award application and selection, who are returning to McMaster to continue their studies.
3. ~~Any~~ In-Course Awards requiring full-time status are available to students enrolled full-time or equivalent in both the fall and winter terms.
4. ~~Any~~ In-Course Awards requiring part-time status are available to students who are not enrolled full-time in the fall and/or winter terms. In addition, true part-time awards are only available to students who have completed at least 50% of all units attempted at McMaster on a part-time basis.
5. In-Course Awards are available to all domestic and international students.
6. In-Course Awards are not available to second degree students unless the terms of a particular donor award specify eligibility and they have not received the award previously.
7. In-Course Awards are not available to students in their graduating term.
8. In-Course Awards may also consider other forms of earned merit. In order to evaluate earned merit, students may need to complete one or more additional requirements, including, but not limited to, submitting an application.
9. In-Course Awards requiring an application that are determined by Cumulative Grade Point Average require a minimum Cumulative Grade Point Average of 8.0 on at least 18 graded units, while those determined by Fall-Winter Average require a minimum Fall-Winter Average of 9.5 on at least 18 graded units.
10. In-Course Awards adjudicated without need of an application that are determined by Cumulative Grade Point Average require a minimum 8.0 on at least 24 graded units, while those determined by Fall-Winter Average require a minimum 9.5 on at least 24 graded units.
11. Available averages, units upon which averages are calculated, program level, and enrolled units, may be used to break any ties in an award competition.
12. In order to be considered for an In-Course Award by application, students must submit a complete application by the specified deadline date.
13. In-Course Award applications which meet award eligibility criteria are forwarded to a selection committee for review and ranking.
14. Some In-Course Awards are renewable.
15. Entrance, Indigenous Entrance, and In-Course Award renewals determined by Cumulative Grade Point Average or Fall-Winter Average require a minimum 8.0 on at least 18 graded units.

16. All In-Course Award payments are disbursed through the McMaster Student Account and applied to outstanding charges. A few exceptions to this regulation may be approved by the Office of the Registrar, Student Financial Aid & Scholarships.
17. In-Course Awards are typically disbursed no later than the end of September.
18. In-Course Awards will be disbursed if the recipient continues to be enrolled in a McMaster degree program, or a specific McMaster program, when explicitly required by the terms of the award, or the student's record reflects they are on exchange, on letter of permission, or participating in a coop or internship opportunity at McMaster University.
19. In-Course Award recipients will have their awards noted on their University transcripts. Entrance and In-Course renewals are not noted on transcripts.
20. Registration in, or transfer to, another program of study and/or a change in course load may result in forfeiture of an In-Course Award or Entrance or In-Course Award renewal. Students are advised to consult with the Office of the Registrar, Student Financial Aid & Scholarships, prior to making any changes to their program of study or course load.
21. If a student is approved to graduate or transfers to graduate in the fall, after the awarding decision and/or disbursement is made, the student will forfeit the award.
22. Students who withdraw before November 1 will forfeit their In-Course Award or Entrance or In-Course Award renewal.
23. Students who forfeit their In-Course award will have their award cancelled and their transcript notation removed if forfeited in first year of payment only. Students must return the In-Course Award or Entrance or In-Course Award renewal funding to their McMaster Student Account.
24. Forfeiture of a renewable Entrance or In-Course Award also cancels all future instalments of the award.
25. Students wishing to defer the stated value of an In-Course Award or Entrance or In-Course Award renewal to the next academic year should make the request in writing to the Office of the Registrar, Student Financial Aid & Scholarships. Approval is not automatic and deferments are not normally granted for more than one academic year.
26. Students holding renewable Entrance or In-Course Awards who choose to accelerate their program and to complete their degree earlier than normal by completing Spring/Summer courses and who wish to employ the benefits of their renewable Entrance and/or In-Course Awards to defray the tuition and compulsory fees for those courses should make the request in writing to the Office of the Registrar, Student Financial Aid & Scholarships.
27. The University may choose not to grant an In-Course Award in the absence of a suitable candidate; may choose to limit the number of recipients selected where funding is limited; may choose to limit the number of recipients selected where too few suitable candidates exist; and/or may choose to generate applicant pools where complete applications have not been received.
28. The University may remove specific In-Course Awards from the University Calendar, may revise the terms and stated value and/or suspend the granting of In-Course Awards (e.g. donor funds).
29. In-Course Awards supported by donor funds may have additional eligibility and renewal requirements.

TRAVEL and EXCHANGE AWARD REGULATIONS

1. Travel and Exchange Awards are monetary awards allocated on the basis of academic merit and, in some cases, other forms of earned merit.

2. Travel and Exchange Awards are available to full-time and part-time students enrolled in Level II or above of their first undergraduate degree program, at the time of award application and selection, who are returning to McMaster to continue their studies.
3. ~~Any~~ Travel and Exchange Awards requiring full-time status are available to students enrolled full-time or equivalent in both the fall and winter terms.
4. Travel and Exchange Awards are available to all domestic and international students.
5. Travel and Exchange Awards are not available to second degree students.
6. Travel and Exchange Awards are not available to students in their graduating term.
7. Students are limited to one Travel and Exchange Award per application cycle.
8. Travel and Exchange Awards are available to students with a minimum Cumulative Grade Point Average of 7.0 on a minimum of 18 graded units.
9. Available averages, units upon which averages are calculated, program level, and enrolled units may be used to break any ties in an award competition.
10. Exchange Awards are available to students participating in an approved formal exchange program during the academic year immediately following the application deadline.
11. Travel Awards are available to students travelling to earn academic credit, pursue experiential learning opportunities, complete research or projects, participate in relief efforts, volunteer or work. Some Travel Awards may be for travel within Canada, while others may support the student outside Canada or internationally. Travel Award recipients must travel during the summer, fall and/or winter terms immediately following the application deadline.
12. Travel and Exchange Awards may also consider other forms of earned merit. In order to evaluate earned merit, students may need to complete one or more additional requirements including, but not limited to, submitting an application.
13. In order to be considered for a Travel and Exchange Award by application, students must submit a complete application by the specified deadline date.
14. Travel and Exchange Award applications which meet award eligibility criteria are forwarded to a selection committee for review and ranking.
15. All Travel and Exchange Award payments are disbursed through the McMaster Student Account and applied to outstanding charges. A few exceptions to this regulation may be approved by the Office of the Registrar, Student Financial Aid & Scholarships.
16. Travel and Exchange Awards are typically disbursed no later than the end of April.
17. Travel and Exchange Award recipients will have their awards noted on their University transcripts.
18. It is the responsibility of Travel and Exchange Award recipients to make all travel and exchange arrangements. Recipients are required to assess travel risks, have a plan of action in place for emergencies, and ensure they have proper medical and other insurance in place prior to departure.
19. Travel and Exchange Awards will not be issued for travel to areas deemed as 'do not travel areas' per Global Affairs Canada.
20. Travel and Exchange Award recipients may be required to complete a risk assessment and/or safety component and/or waiver prior to departure as dictated by other University policies. Those participating in exchange opportunities must attend mandatory Exchange Pre-Departure Orientation sessions and complete Terms for Participation Forms, Liability Waivers, and Statement of Responsibilities Forms.
21. Travel and Exchange Award recipients are asked to submit, and consent to the publication of, a report of their travel or exchange experience when they return to their studies at McMaster. Reports are submitted to the Office of the Registrar, Student Financial Aid & Scholarships.

- Student submitted reports are included in the annual reports made to the Undergraduate Council Awards Committee, Undergraduate Council and Senate, and are shared with donors.
22. Travel and Exchange Awards allocated to students who do not travel or participate in their formal exchange as indicated on their application will forfeit their award.
 23. Registration in, or transfer to, another program of study and/or a change in course load may result in forfeiture of a Travel and Exchange Award. Students are advised to consult with the Office of the Registrar, Student Financial Aid & Scholarships, prior to making any changes to their program of study or course load.
 24. Students who forfeit their award will have their award cancelled and their transcript notation removed. Students must return the Travel and Exchange Award funding to their McMaster Student Account.
 25. The University may choose not to grant a Travel and Exchange Award in the absence of a suitable candidate; may choose to limit the number of recipients selected where funding is limited; may choose to limit the number of recipients selected where too few suitable candidates exist; and/or may choose to generate applicant pools where complete applications have not been received.
 26. The University may remove specific Travel and Exchange Awards from the University Calendar, may revise the terms and stated value and/or suspend the granting of Travel and Exchange Awards.
 27. Travel and Exchange Awards supported by donor funds may have additional eligibility requirements.

COMMUNITY CONTRIBUTION AWARD REGULATIONS

1. Community Contribution Awards are non-monetary, non-academic awards allocated on the basis of demonstrated qualities of leadership or innovative skills, service to the University or community at large, or outstanding athletic or artistic participation.
2. Community Contribution Awards are available to full-time and part-time students enrolled in Level II or above of their first undergraduate degree program at the time of award application and selection.
3. ~~Any~~ Community Contribution Awards requiring full-time status are available to students enrolled full-time or equivalent in both fall and winter terms.
4. ~~Any~~ Community Contribution Awards intended for true part-time students are available to students who have completed at least 50% of all units attempted in their undergraduate degree program at McMaster on a part-time basis.
5. Community Contribution Awards are available to all domestic and international students.
6. Community Contribution Awards are not available to second degree students.
7. Students are limited to one Community Contribution Award per academic year.
8. Community Contribution Awards are available to students with a minimum Cumulative Grade Point Average of 4.0 on a minimum of 18 graded units.
9. Community Contribution Awards seek to recognize current contributions of 75 hours or more during the year leading up to the application deadline.
10. In order to be considered for a Community Contribution Award, students must submit a complete application by the specified deadline date to a MAXIMUM of three Awards. If a student submits more than three completed applications, the Office of the Registrar, Student Financial Aid & Scholarships will determine which applications, if any, are forwarded for review.
11. Community Contribution Award applications which meet award eligibility criteria are forwarded to a selection committee for review and ranking.
12. Community Contribution Award recipients receive a letter of recognition.

13. Letters of recognition are typically available no later than the end of September.
14. Community Contribution Award recipients will have their awards noted on their University transcripts.
15. A Community Contribution Award recipient may be eligible to receive a corresponding donor bursary of the same name if the student is able to demonstrate financial need (see In-Course Bursary Regulations).
16. Registration in, or transfer to, another program of study and/or a change in course load may result in forfeiture of a Community Contribution Award. Students are advised to consult with the Office of the Registrar, Student Financial Aid & Scholarships, prior to making any changes to their program of study or course load.
17. Students who forfeit their award will have their award cancelled and their transcript notation removed. Students must return their letter of recognition to the Office of the Registrar, Student Financial Aid & Scholarships.
18. The University may choose not to grant a Community Contribution Award in the absence of a suitable candidate; may choose to limit the number of recipients selected where too few suitable candidates exist; and/or may choose to generate applicant pools where complete applications have not been received.
19. The University may remove specific Community Contribution Awards from the University Calendar, may revise the terms and stated number available for allocation and/or suspend the granting of Community Contribution Awards.
20. The terms of individual Community Contribution Awards may specify additional eligibility requirements.

GRADUATING STUDENT AWARD REGULATIONS

1. Graduating Student Awards are monetary and non-monetary awards allocated on the basis of academic merit and, in some cases, other forms of earned merit.
2. Graduating Student Awards are normally available to all full-time and part-time students graduating from their first undergraduate degree program. Graduating Student Awards are not available to second degree students unless the terms of a particular donor award specify eligibility and the student has not received the award previously.
3. ~~Any~~ Graduating Student Awards requiring full-time status are available to students enrolled full-time or equivalent in both the fall and winter terms.
4. ~~Any~~ Graduating Student Awards intended for true part-time students are available to students who have completed at least 50% of all units attempted in their undergraduate degree program at McMaster on a part-time basis.
5. Graduating Student Awards are available to all domestic and international students.
6. Students are considered for all available Graduating Student Awards in the spring following their graduating term.
7. While students typically apply for Graduating Student Awards in Mosaic, students with degrees conferred at Fall Convocation are only able to apply for Graduating Student Awards by application the following spring using paper application forms available through the Office of the Registrar, Student Financial Aid & Scholarships.
8. Graduating Student Awards are available to students with a minimum Cumulative Grade Point Average of 8.0 calculated on at least 60 graded units.
9. Available averages, units upon which averages are calculated, program level, and enrolled units may be used to break any ties in an award competition.

10. Graduating Student Awards may also consider other forms of earned merit. In order to evaluate earned merit, students may need to complete one or more additional requirements including, but not limited to, submitting an application.
11. In order to be considered for a Graduating Student Award by application, students must submit a complete application by the specified deadline date.
12. Graduating Student Award applications which meet award eligibility criteria are forwarded to a selection committee for review and ranking.
13. All Graduating Student Award payments are disbursed through the McMaster Student Account and are applied to outstanding charges. A few exceptions to this regulation may be approved by the Office of the Registrar, Student Financial Aid & Scholarships.
14. Graduating Student Awards are typically disbursed no later than the end of May.
15. Graduating Student Award recipients will have their awards noted on their University transcripts.
16. Registration in, or transfer to, another program of study and/or a change in course load may result in forfeiture of a Graduating Student Award. Students are advised to consult with the Office of the Registrar, Student Financial Aid & Scholarships, prior to making any changes to their program of study.
17. Graduating Student Award recipients who do not have their degree conferred as expected will forfeit their award.
18. Students who forfeit their awards will have their award cancelled and their transcript notation removed. Students must return any non-monetary award to the Office of the Registrar, Student Financial Aid & Scholarships and any award funding to their McMaster Student Account.
19. The University may choose not to grant a Graduating Student Award in the absence of a suitable candidate; may choose to limit the number of recipients where funding is limited; may choose to limit the number of recipients selected where too few suitable candidates exist; and/or may choose to generate applicant pools where complete applications have not been received.
20. The University may remove specific Graduating Student Awards from the University Calendar, may revise the terms and stated value and/or suspend the granting of Graduating Student Awards (e.g. donor funds).
21. Graduating Student Awards supported by donor funds may have additional eligibility requirements.

ENTRANCE ACADEMIC GRANT REGULATIONS

1. Entrance Academic Grants are monetary awards allocated on the basis of academic merit, and in some cases other forms of earned merit, and demonstrated financial need.
2. Entrance Academic Grants are available to students admitted on the basis of high school admission requirements.
3. Entrance Academic Grants are available to full-time and part-time students entering Level I of their first baccalaureate degree program.
4. Students who have enrolled at any post-secondary institution after graduation from high school are not eligible for Entrance Academic Grant, unless:
 - i. They are completing a certificate or diploma at McMaster University as a requirement of admission (e.g. the McMaster English Language Diploma), and/or
 - ii. They have withdrawn from post-secondary studies before attending or before the deadline to drop and add courses in their first term of study.
5. Entrance Academic Grants are available to students who are Canadian Citizens or Permanent Residents of Canada regardless of where they completed their high school education.

6. Students who are not Canadian Citizens or Permanent Residents of Canada are not eligible for Entrance Academic Grants regardless of where they completed their high school education.
7. Entrance Academic Grants first consider one or more McMaster University calculated admission and scholarship averages (e.g. final admission average).
8. Students must achieve a minimum 80% in the average(s) used to determine Entrance Academic Grant eligibility. An admission audition, portfolio score, or equivalent may be included in the calculation of an average.
9. Averages for Entrance Academic Grants are calculated using the course grades that form the basis for admission to the Level I program. Final grades for courses completed after June 30th in the year of admission application will not be considered in assessing eligibility for Entrance Academic Grants.
10. ~~Any~~ Entrance Academic Grants requiring full-time status are available to students enrolled full-time or equivalent in both the fall and winter.
11. Entrance Academic Grants may also consider other forms of earned merit. In order to evaluate earned merit, students may need to complete one or more additional requirements including, but not limited to, submitting an application, participating in an interview, performing an audition, or developing a portfolio.
12. In order to be considered for an Entrance Academic Grant by application, students must submit a complete application by the specified deadline date.
13. Entrance Academic Grant applications which meet eligibility criteria are forwarded to a selection committee for review and ranking.
14. Entrance Academic Grants are allocated on the basis of an eligible course load and financial need as determined by a completed full-time OSAP application for the academic year in which the student is entering Level I of their program.
15. The greater calculated financial need is used to break any tie.
16. Students may receive a maximum of one Entrance Academic Grant.
17. Students must be enrolled in at least the full-time OSAP eligible course load used to determine their eligibility to have an Entrance Academic Grant payment processed.
18. All Entrance Academic Grant payments are disbursed through the McMaster Student Account and are applied to outstanding charges. A few exceptions to this regulation may be approved by the Office of the Registrar, Student Financial Aid & Scholarships.
19. Entrance Academic Grants are disbursed September through the end of December.
20. Entrance Academic Grant recipients will have their awards noted on their University transcript.
21. Registration in, or transfer to, another program of study and/or a change in course load may result in forfeiture or adjustment in the value of the Entrance Academic Grant. Students are advised to consult with the Office of the Registrar, Student Financial Aid & Scholarships, prior to making any changes to their program of study or course load.
22. Students who withdraw before November 1 will forfeit their Entrance Academic Grant.
23. Students who forfeit their Entrance Academic Grant will have their grant cancelled and their transcript notation removed. Students must return the Entrance Academic Grant funding to their McMaster Student Account.
24. Some Entrance Academic Grants are renewable (see In-Course and Renewal Academic Grant Regulations).
25. The University may choose not to grant an Entrance Academic Grant in the absence of a suitable candidate; may choose to limit the number of recipients selected where funding is limited; may choose to limit the number of recipients selected where too few suitable candidates exist; and/or may choose to generate applicant pools for awards by application, where complete applications have not been received.

26. The University may remove specific Entrance Academic Grants from the University Calendar, may revise the terms and stated value and/or suspend the granting of Entrance Academic Grants (e.g. donor funds).
27. Entrance Academic Grants supported by donor funds may have additional eligibility requirements.

INDIGENOUS STUDENT ENTRANCE ACADEMIC GRANT REGULATIONS

1. Indigenous Student Entrance Academic Grants are monetary awards allocated on the basis of academic merit, and in some cases other forms of earned merit, and demonstrated financial need.
2. Indigenous Student Entrance Academic Grants are available to students entering Level I of their first baccalaureate degree program whether direct from high school or an alternate pathway including, but not limited to, college, an Indigenous post-secondary institution or other University.
3. Indigenous Student Entrance Academic Grants are available to students who are Canadian Citizens or Permanent Residents of Canada, and those who self-identify as First Nations, Metis, or Inuit, regardless of status under the Indian Act or where they completed their high school education.
4. Indigenous Student Entrance Academic Grants are available to full-time and part-time students entering Level I of their first baccalaureate degree program.
5. Indigenous Student Entrance Academic Grants first consider one or more McMaster University calculated admission and scholarship averages (e.g. final admission average).
6. Students must achieve the minimum final admission average required for their program to be eligible for an Indigenous Student Entrance ~~Award~~Academic Grant.
7. Averages for Indigenous Student Entrance Academic Grants are calculated using the course grades that form the basis for admission to the Level I program. Final grades for courses completed after June 30th in the year of admission application will not be considered in assessing eligibility for Entrance Academic Grants.
8. ~~Any~~ Indigenous Student Entrance Academic Grants requiring full-time status are available to students enrolled full-time or equivalent in both the fall and winter.
9. Indigenous Student Entrance Academic Grants may also consider other forms of earned merit. In order to evaluate earned merit, students may need to complete one or more additional requirements including, but not limited to, submitting an application, participating in an interview, performing an audition or developing a portfolio.
10. In order to be considered for an Indigenous Student Entrance Academic Grant by application, students must submit a complete application by the specified deadline date.
11. Indigenous Student Entrance Academic Grant applications which meet eligibility criteria are forwarded to a selection committee for review and ranking.
12. Indigenous Student Entrance Academic Grants are allocated on the basis of an eligible course load and financial need as demonstrated through a completed Canadian federal and/or provincial government student aid application (e.g. ~~full-time~~ OSAP) or a completed standard University need profile for the academic year in which the student is entering Level I of their program.
13. The greater calculated financial need is used to break any tie.
14. Students may receive a maximum of one Entrance Academic Grant or Indigenous Student Entrance Academic Grant.

15. Students must be enrolled in at least the full-time OSAP eligible course load used to determine their eligibility to have an Indigenous Student Entrance Academic Grant payment processed.
16. All Indigenous Student Entrance Academic Grant payments are disbursed through the McMaster Student Account and are applied to outstanding charges. A few exceptions to this regulation may be approved by the Office of the Registrar, Student Financial Aid & Scholarships.
17. Indigenous Student Entrance Academic Grants are disbursed September through the end of December.
18. Indigenous Student Entrance Academic Grant recipients will have their awards noted on their University transcript.
19. Registration in, or transfer to, another program of study and/or a change in course load may result in forfeiture or adjustment in the value of the Indigenous Student Entrance Academic Grant. Students are advised to consult with the Office of the Registrar, Student Financial Aid & Scholarships, prior to making any changes to their program of study or course load.
20. Students who withdraw before November 1 will forfeit their Indigenous Student Entrance Academic Grant.
21. Students who forfeit their Indigenous Student Entrance Academic Grant will have their grant cancelled and their transcript notation removed. Students must return the Indigenous Student Entrance Academic Grant funding to their McMaster Student Account.
22. Some Indigenous Student Entrance Academic Grants are renewable (see In-Course and Renewal Academic Grant Regulations).
23. The University may choose not to grant an Indigenous Student Entrance Academic Grant in the absence of a suitable candidate; may choose to limit the number of recipients selected where funding is limited; may choose to limit the number of recipients selected where too few suitable candidates exist; and/or may choose to generate applicant pools for awards by application, where complete applications have not been received.
24. The University may remove specific Indigenous Student Entrance Academic Grants from the University Calendar, may revise the terms and stated value and/or suspend the granting of Indigenous Student Entrance Academic Grants (e.g. donor funds).
25. Indigenous Student Entrance Academic Grants supported by donor funds may have additional eligibility requirements.

IN-COURSE and RENEWAL ACADEMIC GRANT REGULATIONS

1. In-Course Academic Grants are monetary awards allocated on the basis of academic merit, and in some cases other forms of earned merit, and demonstrated financial need.
2. In-Course Academic Grants are available to full-time and part-time students enrolled in their first baccalaureate degree program ~~and~~ who are not in their graduating term.
3. ~~Any~~ In-Course Academic Grants requiring full-time status are available to students enrolled full-time or equivalent in both the fall and winter terms.
4. In-Course Academic Grants will require either a minimum GPA-Cumulative Grade Point Average of 8.0 calculated on at least 18 graded units or ~~the prior academic year's~~ Fall-Winter Average of ~~at least~~ 9.5 calculated on the basis of graded units in at least a full-time OSAP eligible course load per term in the prior academic year.
5. In-Course Academic Grants first consider available averages, units upon which averages are calculated, program level and enrolled units in the ranking of academic merit.
6. In-Course Academic Grants may also consider other forms of earned merit. In order to evaluate earned merit, students may need to complete one or more additional requirements including,

but not limited to, submitting an application, participating in an interview, performing an audition or developing a portfolio.

7. In order to be considered for an In-Course Academic Grant by application, students must submit a complete application by the specified deadline date.
8. In-Course Academic Grant applications which meet eligibility criteria are forwarded to a selection committee for review and ranking.
9. In-Course Academic Grants are allocated on the basis of an eligible course load and financial need as determined by a completed full-time OSAP application for the current academic year.
10. The greater calculated financial need is used to break any tie.
11. Some In-Course Academic Grants are renewable.
12. Entrance, Indigenous Student Entrance and In-Course Academic Grant renewals may be based on a minimum GPA-Cumulative Grade Point Average of 8.0, or a minimum Fall-Winter Average of 9.5 from the prior academic year based on their full-time OSAP eligible course load or equivalent. An OSAP application for the current year is not required to renew an Entrance or In-Course Academic Grant.
13. Students may receive a maximum of one In-Course Academic Grant or renewal of a prior year Entrance, Indigenous Student Entrance or In-Course Academic Grant.
14. Students must be enrolled in at least the full-time OSAP eligible course load or equivalent used to determine their eligibility to have an In-Course Academic Grant payment processed. Students must be enrolled in the fall term in a full-time OSAP eligible course load or equivalent to have the renewal of a prior year Entrance or In-Course Academic Grant payment processed.
15. All In-Course Academic Grants and Academic Grant renewal payments are disbursed through the McMaster Student Account and are applied to outstanding charges. A few exceptions to this regulation may be approved by the Office of the Registrar, Student Financial Aid & Scholarships.
16. In-Course Academic Grants are typically disbursed no later than the end of December. Academic Grant renewal payments are typically disbursed no later than the end of September.
17. In-Course Academic Grant recipients will have their awards noted on their University transcript. Academic Grant renewals are not noted on transcripts.
18. Registration in, or transfer to, another program of study and/or a change in course load may result in forfeiture or adjustment in the value of the In-Course Academic Grant or Entrance or In-Course Academic Grant renewal. Students are advised to consult with the Office of the Registrar, Student Financial Aid & Scholarships, prior to making any changes to their program of study or course load.
19. Students who withdraw before November 1 will forfeit their Academic Grant renewal.
20. Students who forfeit their Academic Grant will have their grant cancelled and their transcript notation removed if forfeited in first year of payment only. Students must return the Academic Grant funding to their McMaster Student Account.
21. Forfeiture of a renewable Academic Grant also cancels all future instalments of the Academic Grant.
22. Students wishing to defer the benefits of an Academic Grant renewal to the next academic year should make the request in writing to the Office of the Registrar, Student Financial Aid & Scholarships. Approval is not automatic and deferments are not normally granted for more than one academic year.
23. Students holding renewable Academic Grants who choose to accelerate their program and to complete their degree earlier than normal by completing Spring/Summer courses and who wish to employ the benefits of their renewable Academic Grant to defray the tuition and compulsory fees for those courses should make the request in writing to the Office of the Registrar, Student Financial Aid & Scholarships.

24. The University may choose not to grant an In-Course Academic Grant in the absence of a suitable candidate; may choose to limit the number of recipients selected where funding is limited; may choose to limit the number of recipients selected where too few suitable candidates exist; and/or may choose to generate applicant pools for awards by application, where complete applications have not been received.
25. The University may remove specific In-Course Academic Grants from the University Calendar, may revise the terms and stated value and/or suspend the granting of In-Course Academic Grants (e.g. donor funds).
26. In-Course Academic Grants supported by donor funds may have additional eligibility and renewal requirements.

ENTRANCE BURSARY REGULATIONS

1. Entrance Bursaries are non-repayable grants allocated on the basis of demonstrated financial need, which may also include a minimum expectation of academic achievement or other miscellaneous criteria.
2. Entrance Bursaries are available to students admitted on the basis of high school admission requirements.
3. Entrance Bursaries are available to full-time and part-time students entering Level I of their first baccalaureate degree program.
4. ~~Any~~ Entrance Bursaries requiring full-time status are available to students enrolled in a full-time OSAP eligible full-time course load or equivalent in both the fall and winter terms.
5. Students who have enrolled at any post-secondary institution after graduation from high school are not eligible for Entrance Bursaries, unless:
 - i. They are completing a certificate or diploma at McMaster University as a requirement of admission (e.g. the McMaster English Language Diploma), and/or
 - ii. They have withdrawn from post-secondary studies before attending or before the deadline to drop and add courses in their first term of study.
6. Entrance Bursaries are available to students who are Canadian Citizens or Permanent Residents of Canada regardless of where they completed their high school education.
7. Entrance Bursaries are allocated on the basis of financial need, as demonstrated through a completed full-time OSAP application, for the academic year in which the student is entering Level I of their program.
8. Entrance Bursaries are allocated in adherence with the Ministry of Advanced Education and Skills Development (MAESD) Training, Colleges and Universities (MTCU) policies, procedures and guidelines in place for the given academic year. The MAESD-MTCU Student Access Guarantee (SAG) currently specifies bursary amounts and payment deadlines for students in high tuition programs (e.g. Engineering, Business).
9. ~~Since Entrance Bursary funds are limited, and many students demonstrate financial need, bursary funding is unable to be allocated to all students who demonstrate financial need.~~
10. Students may receive more than one Entrance Bursary to fill their Student Access Guarantee obligation or to meet the total bursary amount for their level of financial need.
11. In some cases, students may receive more than one Entrance Bursary (e.g. where a student meets a particular donor fund requirement or applies via a separate earned merit application process). In these cases, the bursary is awarded to the eligible student who demonstrates the greatest financial need as determined by the Office of the Registrar, Student Financial Aid & Scholarships.

12. Entrance Bursaries may specify a minimum admission average requirement and may consider one or more McMaster University calculated admission averages. An admission audition or portfolio score or equivalent may be included in the calculation of an average. Final grades for courses completed after June 30th in the year of admission application will not be considered in assessing eligibility for Entrance Bursaries.
13. Entrance Bursaries may also consider other forms of earned merit. In order to evaluate earned merit, students may need to complete one or more additional requirements including, but not limited to, submitting an application.
14. In order to be considered for an Entrance Bursary by application, students must submit a completed application by the specified deadline date.
15. Entrance Bursary applications which meet eligibility criteria are forwarded to a selection committee for review and ranking.
16. The greater calculated financial need is used to break any tie.
17. Students may receive a maximum of one Entrance Bursary by application.
18. Students must be enrolled ~~in~~ in at least the full-time OSAP eligible course load used to determine their eligibility for the Entrance Bursary to have the Entrance Bursary payment processed.
19. All Entrance Bursary payments are disbursed through the McMaster Student Account and are applied to outstanding charges. A few exceptions to this regulation may be approved by the Office of the Registrar, Student Financial Aid & Scholarships.
20. All Entrance Bursaries are disbursed September through the end of December.
21. Registration in, or transfer to, another program of study and/or a change in course load may result in forfeiture or adjustment in the value of the Entrance Bursary. Students are advised to consult with the Office of the Registrar, Student Financial Aid & Scholarships, prior to making any changes to their program of study or course load.
22. Students who withdraw before November 1 may see an adjustment in the value of their Entrance Bursary or see the full amount returned to the University.
23. Any adjustment made to a student's account, in order to return all or a portion of an Entrance Bursary to the University, will be calculated on the balance available at the time of the adjustment and will not put a student's account into deficit.
24. Some Entrance Bursaries may be renewable (see In-Course and Renewal Bursary Regulations).
25. The University may choose not to grant an Entrance Bursary in the absence of a suitable candidate; may choose to limit the number of recipients selected where funding is limited; may choose to limit the number of recipients selected where too few suitable candidates exist; and/or may choose to generate applicant pools for bursaries by application, where complete applications have not been received.
26. The University may remove specific Entrance Bursaries from the University Calendar, may revise the terms and stated value and/or suspend the granting of Entrance Bursaries (e.g. donor funds).
27. Entrance Bursaries supported by donor funds may have additional eligibility requirements.

EXCHANGE BURSARY REGULATIONS

1. Exchange Bursaries are non-repayable grants intended to assist students who otherwise would not be able to participate in exchange opportunities due to financial hardship.
2. Exchange Bursaries are allocated on the basis of demonstrated financial need, which may also include a minimum expectation of academic achievement or other miscellaneous criteria for students approved for exchange.

3. Exchange Bursaries are available to full-time and part-time students enrolled in Level II or above of their first undergraduate degree program, at the time of bursary application and selection, who are returning to McMaster to continue their studies.
4. Exchange Bursaries requiring full-time status are available to students enrolled in a full-time OSAP eligible course load or equivalent at the time of bursary application and selection.
5. Exchange Bursaries are only available to students who are Canadian Citizens, Permanent Residents, Convention Refugees and Protected Persons of Canada.
6. Exchange Bursaries are allocated on the basis of financial need, as demonstrated through a completed Canadian federal and/or provincial government student aid application (e.g. full-time OSAP) or completed standard University need profiles and an Exchange Bursary Application for the academic year in which the student is being considered.
7. Exchange Bursaries are allocated according to financial need, with higher bursary amounts assigned to students demonstrating higher levels of financial need. Bursary amounts are set by the Office of the Registrar, Student Financial Aid & Scholarships.
8. Exchange Bursary funds are limited.
9. Students are limited to one Exchange Bursary in their first undergraduate degree program.
10. The greater demonstrated financial need is used to break any tie.
11. Exchange Bursaries may consider one or more McMaster University calculated averages (e.g. Cumulative Grade Point Average).
12. Exchange Bursaries may specify a minimum average requirement.
13. Exchange Bursaries may also consider other forms of earned merit. In order to evaluate earned merit, students may need to complete one or more additional requirements including, but not limited to, submitting an application.
14. In order to be considered for an Exchange Bursary by application, students must submit a completed application by the specified deadline date.
15. Exchange Bursary applications which meet eligibility criteria are forwarded to a selection committee for review and ranking.
16. Students must be enrolled in at least the course load used to determine their eligibility for the Exchange Bursary to have the Exchange Bursary payment processed.
17. All Exchange Bursary payments are disbursed through the McMaster Student Account and are applied to outstanding charges. A few exceptions to this regulation may be approved by the Office of the Registrar, Student Financial Aid & Scholarships.
18. Exchange Bursaries are typically disbursed no later than the end of April.
19. Exchange Bursaries are available to students participating in an approved formal exchange program during the academic year immediately following the application deadline.
20. It is the responsibility of Exchange Bursary recipients to make all exchange arrangements. Recipients are required to assess travel risks, have a plan of action in place for emergencies, and ensure they have proper medical and other insurance in place prior to departure.
21. Exchange Bursaries will not be issued for travel to areas deemed as 'do not travel areas' per Global Affairs Canada.
22. Exchange Bursary recipients may be required to complete a risk assessment and/or safety component and/or waiver prior to departure as dictated by other University policies and must attend mandatory Exchange Pre-Departure Orientation sessions and complete Terms for Participation Forms, Liability Waivers, and Statement of Responsibilities Forms.
23. Students who do not participate in their formal exchange as identified on their application will forfeit their bursary.
24. Registration in, or transfer to, another program of study and/or a change in course load may result in forfeiture of an Exchange Bursary. Students are advised to consult with the Office of the

- Registrar, Student Financial Aid & Scholarships, prior to making any changes to their program of study or course load.
25. Students who forfeit their Exchange Bursary must return the full bursary amount to their McMaster Student Account.
26. The University may choose not to grant an Exchange Bursary in the absence of a suitable candidate; may choose to limit the number of recipients selected where funding is limited; may choose to limit the number of recipients selected where too few suitable candidates exist; and/or may choose to generate applicant pools for bursaries by application where complete applications have not been received.
27. The University may remove specific Exchange Bursaries from the University Calendar, may revise the terms and stated value and/or suspend the granting of Exchange Bursaries.
28. Exchange Bursaries supported by donor funds may have additional eligibility requirements.

IN-COURSE and RENEWAL BURSARY REGULATIONS

1. In-Course Bursaries are non-repayable grants, allocated on the basis of demonstrated financial need, which may also include a minimum expectation of academic achievement or other miscellaneous criteria.
2. In-Course Bursaries are available to full-time and part-time students enrolled in an undergraduate degree program, excluding the Physician Assistant and M.D. Programs. A limited number of bursaries are also available to true part-time students enrolled in diploma and certificate programs offered through McMaster's Centre for Continuing Education, who have completed at least 50% of that course work on a part-time basis.
3. ~~Any~~ In-Course Bursaries requiring full-time status are available to students enrolled in an OSAP eligible full-time course load or equivalent in both the fall and winter terms.
4. Second degree students are eligible for In-Course Bursaries
5. In-Course Bursaries are available to students who are Canadian Citizens, Permanent Residents, Convention Refugees and Protected Persons of Canada.
6. Students who are not Canadian Citizens, Permanent Residents, Convention Refugees or Protected Persons of Canada, who are enrolled in Level II or higher, are eligible for a limited number of In-Course Bursaries for International students.
7. In-Course Bursaries are allocated on the basis of financial need, as demonstrated through a completed Canadian federal and/or provincial government student aid application (e.g. full-time OSAP), completed standard University need profiles and/or discussions with designated staff on campus (e.g. a Student Loans Officer) who confirm the need for bursary assistance through submission of additional supporting documentation, for the academic year in which the student is being considered.
8. In-Course Bursaries are allocated in adherence with the Ministry of ~~Advanced Education and Skills Development (MAESD)~~ Training, Colleges and Universities (MTCU) policies, procedures and guidelines in place for the given academic year. The ~~MAESD-MTCU~~ Student Access Guarantee (SAG) currently specifies bursary amounts and payment deadlines for students in high tuition programs (e.g. Engineering, Business).
9. In-Course Bursaries for non-SAG students are allocated according to financial need based on government student aid entitlements, or equivalent, with higher bursary amounts assigned to students demonstrating higher levels of financial need. Bursary amounts are set by the Office of the Registrar, Student Financial Aid & Scholarships annually.

10. ~~Since In-Course Bursary funds are limited, and many students demonstrate financial need, bursary funding is unable to be allocated to all students who demonstrate financial need.~~
11. Students may receive more than one In-Course or Renewal Bursary to cover their Student Access Guarantee obligation or up to the total bursary amount for which they are eligible.
12. In some cases, students may receive more than one bursary (e.g. where a student meets a particular donor fund requirement or applies via a separate earned merit application process). In these cases, the bursary is awarded to the eligible student who demonstrates the greatest financial need as determined by the Office of the Registrar, Student Financial Aid & Scholarships.
13. The greater demonstrated financial need is used to break any tie.
14. In-Course Bursaries may consider one or more McMaster University calculated averages (e.g. [GPA Cumulative Grade Point Average](#)).
15. In-Course Bursaries may specify a minimum average requirement.
16. In-Course Bursaries may also consider other forms of earned merit. In order to evaluate earned merit, students may need to complete one or more additional requirements including, but not limited to, submitting an application.
17. In order to be considered for an In-Course Bursary by application, students must submit a completed application by the specified deadline date.
18. In-Course Bursary applications which meet eligibility criteria are forwarded to a selection committee for review and ranking.
19. Students must be enrolled in [at least](#) the course load used to determine their eligibility for the In-Course Bursary to have the In-Course Bursary payment processed.
20. Students must meet the renewal requirements specified in the terms of their Entrance or In-Course Bursary to receive a renewal payment.
21. All In-Course Bursary payments are disbursed through the McMaster Student Account and are applied to outstanding charges. A few exceptions to this regulation may be approved by the Office of the Registrar, Student Financial Aid & Scholarships.
22. MAPS bursary payments are disbursed in the fall, winter and spring/summer terms, once the drop and add period for the term has passed. All In-Course Bursaries are typically disbursed no later than mid-February (the [MAESD-MTCU](#) winter term payment deadline).
23. Forfeiture of a renewable Entrance or In-Course Bursary also cancels all future instalments of the bursary.
24. Students wishing to defer the benefits of bursary renewal to the next academic year should make the request in writing to the Office of the Registrar, Student Financial Aid & Scholarships. Approval is not automatic and deferments are not normally granted for more than one academic year.
25. Students holding a renewable Entrance or In-Course Bursary who choose to accelerate their program and to complete their degree earlier than normal by completing Spring/Summer courses and who wish to employ the benefits of their renewable bursary to defray the tuition and compulsory fees for those courses should make the request in writing to The Office of the Registrar, Student Financial Aid & Scholarships.
26. Registration in, or transfer to, another program of study and/or a change in course load may result in forfeiture or adjustment in the value of the In-Course Bursary. Students are advised to consult with the Office of the Registrar, Student Financial Aid & Scholarships, prior to making any changes to their program of study or course load.
27. Students who withdraw may see an adjustment in the value of their In-Course or Renewal Bursary or see the full amount returned to the University.

28. Any adjustment made to a student's account, in order to return all or a portion of an In-Course or Renewal Bursary to the University, will be calculated on the balance available at the time of the adjustment and will not put a student's account into deficit.
29. The University may choose not to grant an In-Course Bursary in the absence of a suitable candidate; may choose to limit the number of recipients selected where funding is limited; may choose to limit the number of recipients selected where too few suitable candidates exist; and/or may choose to generate applicant pools for bursaries by application, where complete applications have not been received.
30. The University may remove specific In-Course Bursaries from the University Calendar, may revise the terms and stated value and/or suspend the granting of In-Course Bursaries (e.g. donor funds).
31. In-Course Bursaries supported by donor funds may have additional eligibility requirements.

EMERGENCY BURSARY REGULATIONS

1. An Emergency Bursary is a non-repayable grant sometimes available to enrolled students who find themselves in extreme circumstances or are experiencing unexpected financial hardship.
2. Students with emergency needs must meet with a representative in the Office of the Registrar, Student Financial Aid & Scholarships, during drop-in counselling hours to discuss their financial circumstances. Indigenous students may choose to meet with representatives in Indigenous Student Services to discuss their financial circumstances.
3. Students are required to complete a bursary application.
4. Students may be required to submit supporting documentation to confirm financial need and/or extreme circumstances, as determined by the Office of the Registrar, Student Financial Aid & Scholarships.
5. All Emergency Bursary payments are disbursed through the McMaster Student Account.
6. The University may remove specific Emergency Bursaries from the University Calendar, may revise the terms and stated value and/or suspend the granting of Emergency Bursaries (e.g. donor funds).
7. Emergency Bursaries supported by donor funds may have additional eligibility requirements.

WORK PROGRAM REGULATIONS

1. Work Programs provide meaningful employment opportunities, with approved University employers, to students who demonstrate financial need.
2. Students with completed full-time Canadian federal and/or provincial government student aid applications (e.g. [full-time OSAP](#)) with a calculated entitlement of at least \$1 demonstrate financial need for the purpose of Work Program participation.
3. Students without government aid applications, including Indigenous students, International students, students with government aid restrictions, students with permanent disabilities studying at a lesser course load, Nursing students at the Mohawk site, and students on Social Assistance who complete a standard University need profile and show at least \$1 in need demonstrate financial need for the purpose of Work Program participation.
4. Students who meet with designated staff on campus (e.g. a Student Loans Officer) who confirm the need for Work Program assistance through submission of additional supporting documentation demonstrate financial need for the purpose of Work Program participation.
5. International Students with a valid study permit are able to participate in Work Programs.

6. Students wishing to participate in the fall and/or winter terms must be enrolled in the terms in which they wish to participate and must submit a complete Fall/Winter Work Program application through Mosaic by the specified deadline date.
7. Students wishing to participate in the summer term must have been in a ~~an~~ full-time OSAP eligible course load in the preceding fall or winter term and must submit a complete Summer Work Program application through Mosaic by the specified deadline date.
8. Students are encouraged to apply for Work Program Approval as soon as the Work Program applications open, as there are more students interested in participating in Work Programs than jobs available.
9. Students approved for Work Program participation are provided a Work Program Approval notification in Mosaic.
10. Students approved for Work Program participation apply for approved positions posted under Career Opportunities in Mosaic. Job posting dates are advertised on the Office of the Registrar, Student Financial Aid & Scholarships website.
11. Students review approved positions and apply for those for which they feel they are qualified.
12. Students must provide a copy of their Work Program Approval when they apply to a position with a prospective employer.
13. Prospective employers review job applications and invite students to participate in their employee selection and hiring process. University employers use their own criteria for selecting eligible Work Program students for interview and/or hire.
14. Approval for Work Program participation does not guarantee the student will be hired for an approved Work Program position.
15. Approved Work Program students are restricted to accepting one Fall/Winter position and one Summer Work position in a given academic year.
16. Once hired, students may work no earlier than the published start date of the Work Program and no later than the published end date of the Work Program.
17. Employers and students must adhere to all applicable employment legislation and McMaster Human Resources' policies.
18. Students must maintain satisfactory work performance and attendance.
19. University employers have the right to terminate student employment where work performance and/or attendance is unsatisfactory.
20. Students are advised that employers may or may not recognize University mid-term recesses as a scheduled break from work and may or may not be able to accommodate requests for time off. Students should discuss work requirements with their employers.
21. Students must report enrolment status and work program earnings, as required, by their government aid program.
22. Students earn at least minimum wage and are paid by the hiring employer through Payroll.
23. The Office of the Registrar, Student Financial Aid & Scholarships, provides partial reimbursement of an approved Work Program student's salary to the employer from operating monies and donor trust funds.
24. The University may choose to no longer offer Work Programs and may choose to limit the number of approved participants due to funding limitations.
25. The University may remove specific Work Program funds from the University Calendar, may revise the terms and stated value and/or suspend the allocation of Work Program funds (e.g. donor funds).
26. Work Program participation supported by donor funds may have additional eligibility requirements.

FALL/WINTER SPECIFIC REGULATIONS

1. The Fall/Winter Work Program is available to students who are Canadian Citizens, Permanent Residents, Conventional Refugees and Protected Persons of Canada enrolled in OSAP eligible Graduate and Medicine degree programs.
2. The Fall/Winter Work Program is available to students who are Canadian Citizens, Permanent Residents, Conventional Refugees and Protected Persons of Canada in OSAP eligible Undergraduate degree programs (including Nursing students at the Mohawk Site). Students who are not Canadian Citizens, Permanent Residents, Conventional Refugees or Protected Persons of Canada, in OSAP eligible Undergraduate degree programs (excluding Nursing students at the Mohawk Site), may participate in Level II or above.
3. Students may work no more than 10 hours per week on average, during the fall and/or winter terms, through an approved Work Program.
4. To maintain Fall/Winter Work Program eligibility, students must be enrolled in a full-time OSAP eligible course load or equivalent in the term(s) in which they would like to participate in the Work Program, from the time of application through approval, hiring and start of employment.
5. Students must remain enrolled in the term(s) in which they participate in the Work Program, from start of employment to end of employment. Should a student drop all classes in a term or withdraw from the institution, their Fall/Winter Work Program participation ends on the date of withdrawal.

SUMMER SPECIFIC REGULATIONS

1. The Summer Work Program is open to students who are Canadian Citizens, Permanent Residents, Conventional Refugees and Protected Persons of Canada enrolled in OSAP eligible Medicine programs.
2. The Summer Work Program is available to students who are Canadian Citizens, Permanent Residents, Conventional Refugees and Protected Persons of Canada in OSAP eligible Undergraduate degree programs (including Nursing students at the Mohawk Site) beginning in Level I.
3. In order to be eligible to participate in the Summer Work Program, students must be returning to continue their studies the following academic year (i.e. their degree will not be conferred in the June of the Summer Work Program term nor in the November immediately following the Summer Work Program).
4. Summer work positions may be part-time or full-time. Students may work no more than 40 hours per week during the summer term.

MICHAEL G. DEGROOTE SCHOOL OF MEDICINE AID and AWARD REGULATIONS

EMERGENCY BURSARY REGULATIONS FOR SCHOOL OF MEDICINE STUDENTS

1. An Emergency Bursary is a non-repayable grant sometimes available to students enrolled in the M.D. Program who find themselves in extreme circumstances or are experiencing unexpected financial hardship.
2. Students with emergency needs must meet with the designated representative from their M.D. Program Office to discuss their financial circumstances.
3. Students are required to complete a bursary application.

4. Students may be required to submit supporting documentation to confirm financial need and/or extreme circumstances, as determined by their M.D. Program Office.
5. The M.D. Program Office determines eligibility for emergency support.
6. All Emergency Bursary payments are disbursed through the McMaster Student Account.

MEDICINE (M.D.) BURSARY REGULATIONS

1. M.D. Bursaries are non-repayable grants, allocated on the basis of demonstrated financial need, which may also include a minimum expectation of academic achievement or other miscellaneous criteria.
2. M.D. Bursaries are available to students in good standing enrolled in the M.D. Program.
3. M.D. Bursaries are available to students who are Canadian Citizens, Permanent Residents, Convention Refugees or Protected Persons of Canada.
4. Students who are not Canadian Citizens, Permanent Residents, Convention Refugees or Protected Persons of Canada are not eligible for M.D. Bursaries.
5. M.D. Bursaries are allocated on the basis of highest financial need, as demonstrated through a completed Canadian federal and/or provincial government student aid application (e.g. full-time OSAP), completed standard University need profiles and/or discussions with designated staff on campus (e.g. the M.D. Program Office) who confirm the need for bursary assistance through submission of additional supporting documentation, for the academic year in which the student is being considered.
6. M.D. Bursaries are allocated in adherence with the Ministry of ~~Advanced Education and Skills Development (MAESD)~~Training, Colleges and Universities (MTCU) policies, procedures and guidelines in place for the given academic year. The ~~MAESD-MTCU~~ Student Access Guarantee (SAG) currently specifies bursary amounts and payment deadlines for M.D. Program students. M.D. Program students who are eligible for SAG will receive bursary support without need of an application.
7. M.D. Program students may receive more than one M.D. Bursary up to the amount for which they are eligible.
8. The greater demonstrated financial need is used to break any tie.
9. M.D. Bursaries may also consider other forms of earned merit. In order to evaluate earned merit, students may need to complete one or more additional requirements.
10. In order to be considered for an M.D. Bursary that is a named donor bursary, students must submit a completed application by the specified deadline date.
11. All M.D. Bursary applications are evaluated for eligibility, and reviewed and ranked according to level of financial need. ~~An awards~~A selection committee may be struck depending on the ~~award~~ bursary and donor requirements.
12. Students must be enrolled in the M.D. Program to have the M.D. Bursary payment processed.
13. If an M.D. Bursary is renewable, students must meet the renewal requirements specified in the bursary terms to receive a renewal payment.
14. All M.D. Bursary payments are disbursed through the McMaster Student Account and are applied to outstanding charges. A few exceptions to this regulation may be approved by the M.D. Program Office.
15. All M.D. Bursaries are typically disbursed no later than the end of November.
16. Forfeiture of a renewable M.D. Bursary also cancels all future instalments of the bursary.
17. Change in course load may result in forfeiture or adjustment in the value of the M.D. Bursary. Students are advised to consult with their M.D. Program Office prior to making any changes to their course load.

18. Students who withdraw or take a leave of absence from the program may see an adjustment in the value of their M.D. Bursary or see the full amount returned to the University.
19. Any adjustment made to a student's account, in order to return all or a portion of an M.D. Bursary to the University, will be calculated on the balance available at the time of the adjustment and will not put a student's account into deficit.
20. The University may choose not to grant an M.D. Bursary in the absence of a suitable candidate; may choose to limit the number of recipients selected where funding is limited; may choose to limit the number of recipients selected where too few suitable candidates exist; and/or may choose to generate applicant pools for bursaries by application, where complete applications have not been received.
21. The University may remove specific M.D. Bursaries from the University Calendar, may revise the terms and stated value and/or suspend the granting of M.D. Bursaries (e.g. donor funds).
22. M.D. Bursaries supported by donor funds may have additional eligibility requirements.

MEDICINE (M.D.) AWARD REGULATIONS

1. M.D. Awards are monetary awards allocated on the basis of specific criteria, which may include a minimum expectation of academic achievement, earned merit or other miscellaneous criteria.
2. M.D. Awards are available to students in good standing enrolled in the M.D. Program.
3. M.D. Awards are available to students who are Canadian Citizens, Permanent Residents, Convention Refugees or Protected Persons of Canada.
4. Students who are not Canadian Citizens, Permanent Residents, Convention Refugees or Protected Persons of Canada are not eligible for M.D. Awards.
5. M.D. Program students may receive more than one M.D. Award up to the amount for which they are eligible as determined by the M.D. Program Office.
6. M.D. Awards may also consider other forms of earned merit. In order to evaluate earned merit, students may need to complete one or more additional requirements, including but not limited to, submitting an application.
7. In order to be considered for an M.D. Award that is a named donor award, students must submit a completed application by the specified deadline date.
8. All M.D. Award applications are evaluated for eligibility, and reviewed and ranked according to specific criteria. A selection committee may be struck depending on the award and donor requirements.
9. Students must be enrolled in the M.D. Program to have the M.D. Award payment processed.
10. If an M.D. Award is renewable, students must meet the renewal requirements specified in the award terms to receive a renewal payment.
11. All M.D. Award payments are disbursed through the McMaster Student Account and are applied to outstanding charges. A few exceptions to this regulation may be approved by the M.D. Program Office.

12. All M.D. Awards are typically disbursed no later than the end of November.

13. Forfeiture of a renewable M.D. Award also cancels all future instalments of the award.

14. Change in course load may result in forfeiture or adjustment in the value of the M.D. Award. Students are advised to consult with their M.D. Program Office prior to making any changes to their course load.

15. Students who withdraw or take a leave of absence from the program may see an adjustment in the value of their M.D. Award or see the full amount returned to the University.

16. Any adjustment made to a student's account, in order to return all or a portion of an M.D. Award to the University, will be calculated on the balance available at the time of the adjustment and will not put a student's account into deficit.

17. The University may choose not to grant an M.D. Award in the absence of a suitable candidate; may choose to limit the number of recipients selected where funding is limited; may choose to limit the number of recipients selected where too few suitable candidates exist; and/or may choose to generate applicant pools for awards by application, where complete applications have not been received.

18. The University may remove specific M.D. Awards from the University Calendar, may revise the terms and stated value and/or suspend the granting of M.D. Awards (e.g. donor funds).

~~22.~~ 19. M.D. Awards supported by donor funds may have additional eligibility requirements.

PHYSICIAN ASSISTANT PROGRAM BURSARY REGULATIONS

1. Physician Assistant Bursaries are non-repayable grants, allocated on the basis of demonstrated financial need, which may also include a minimum expectation of academic achievement or other miscellaneous criteria.
2. Physician Assistant Bursaries are available to students enrolled in the Physician Assistant Program.
3. Physician Assistant Bursaries are available to students who are Canadian Citizens, Permanent Residents, Convention Refugees or Protected Persons of Canada.
4. Physician Assistant Bursaries are automatically allocated on the basis of financial need as demonstrated through a completed full-time OSAP application.
5. Physician Assistant Bursaries are allocated in adherence with the Ministry of ~~Advanced Education and Skills Development~~ Training, Colleges and Universities (MTCU) (MAESD) policies, procedures and guidelines in place for the given academic year. The ~~MAESD-MTCU~~ Student Access Guarantee (SAG) currently specifies bursary amounts and payment deadlines for Physician Assistant Bursaries.
6. Physician Assistant Program students may receive more than one bursary up to the amount for which they are eligible.
7. The greater demonstrated financial need is used to break any tie.
8. Students must be enrolled in the Physician Assistant Program to have a bursary payment processed.

9. If a Physician Assistant Bursary is renewable, students must meet the renewal requirements specified in the bursary terms to receive a renewal payment.
10. All Physician Assistant Bursary payments are disbursed through the McMaster Student Account and are applied to outstanding charges. A few exceptions to this regulation may be approved by the Office of the Registrar, Student Financial Aid & Scholarships.
11. All Physician Assistant Bursary payments are typically disbursed no later than the end of November.
12. Forfeiture of a renewable Physician Assistant Bursary also cancels all future instalments of the bursary.
13. Students wishing to defer the benefits of bursary renewal to the next academic year should make the request in writing to the Physician Assistant Program Office. Approval is not automatic and deferments are not normally granted for more than one academic year.
14. Registration in, or transfer to, another program of study and/or a change in course load may result in forfeiture or adjustment in the value of the Physician Assistant Bursary.
15. Students who withdraw may see an adjustment in the value of their Physician Assistant Bursary or see the full amount returned to the University.
16. Any adjustment made to a student's account, in order to return all or a portion of a Physician Assistant Bursary to the University, will be calculated on the balance available at the time of the adjustment and will not put a student's account into deficit.
17. The University may choose not to grant a Physician Assistant Bursary in the absence of a suitable candidate; may choose to limit the number of recipients selected where funding is limited; may choose to limit the number of recipients selected where too few suitable candidates exist; and/or may choose to generate applicant pools for bursaries by application, where complete applications have not been received.
18. The University may remove specific Physician Assistant Bursaries from the University Calendar, may revise the terms and stated value and/or suspend the granting of Physician Assistant Bursaries (e.g. donor funds).
19. Physician Assistant Bursaries supported by donor funds may have additional eligibility requirements.