

November 7, 2017

TO: Members of Undergraduate Council

FROM: Tamara Bates  
Governance Advisor and Assistant University Secretary

RE: **Notice of Meeting**

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The next meeting of Undergraduate Council will be held on **Tuesday, November 14, 2017 at 2:30 p.m., in the Council Room, Gilmour Hall (GH 111)**. The items of business to be discussed are outlined on the agenda provided with this meeting notice.

Should you be unable to attend the meeting, please notify the University Secretariat at extension 24337 or e-mail [univsec@mcmaster.ca](mailto:univsec@mcmaster.ca)

**McMaster University  
UNDERGRADUATE COUNCIL**

**Tuesday, November 14, 2017 at 2:30 p.m.  
in the Council Room (GH 111)**

**A G E N D A**

- I MINUTES of the meeting of September 12, 2017 and October 3, 2017 (forthcoming – for approval)
- II BUSINESS ARISING
  - i. Proposed Revisions to the *Undergraduate Course Management Policies* (attached – for approval)
- III CHAIR’S REMARKS
- IV RECOMMENDATION TO PAUSE THE WORK OF THE AD HOC COMMITTEE ON A MAJOR AND TWO MINORS PATHWAY (attached – for approval)
- V REPORT FROM THE AWARDS COMMITTEE (attached - for approval/information)
  - For Approval
    - i. Revisions to the Awards Regulations in the Undergraduate Calendar
    - ii. Changes to Award Terms
    - iii. New Bursaries
  - For Information
    - iv. Award Value Changes
- VI REPORT FROM THE CERTIFICATES AND DIPLOMAS COMMITTEE (attached – for approval)
  - i. Revisions to Certificate and Diploma Programs – Name Changes
    - a. Associate Certificate in Project Management
    - b. Advanced Certificate in Project Management
    - c. Associate Certificate in Business Analysis
    - d. Advanced Certificate in Business Analysis
    - e. Associate Certificate of Completion Enterprise Business Architecture for the Public Sector
    - f. Advanced Certificate of Completion Enterprise Business Architecture for the Public Sector
  - ii. Closure of Certificate and Diploma Programs
    - a. Addiction Careworker Diploma
    - b. Addiction Studies Certificate
  - iii. Establishment of New Certificate and Diploma Programs
    - a. Professional Addiction Studies Diploma
    - b. Professional Addiction Studies Certificate
- VII REPORT FROM THE CURRICULUM AND ADMISSIONS COMMITTEE (attached – for approval)
  - i. Revisions to the General Academic Regulations for the *2018-2019 Undergraduate Calendar*
- VIII OTHER BUSINESS



## Policies, Procedures and Guidelines

Complete Policy Title:  
**Undergraduate Course Management Policies**

Policy Number (if applicable):  
**N/A**

Approved by:  
**Senate**

Date of Most Recent Approval:  
**June 4, 2014**

Supersedes/Amends Policies dated:

- **Senate Resolutions on Course Outlines – last revised date: June 14, 1995**
- **Guidelines for Student Evaluation – last revised date: March 10, 2004**
- **Examination Ban – last revised date: March 1995**
- **Academic Integrity Statement for Course Outlines – last revised date: April 13, 2005**
- **Turnitin.com Guidelines – last revised date: April 13, 2005**
- **Retention of Examination Papers and Other Graded Materials – last revised date: May 13, 2009**
- **Undergraduate Course Management Policies – last revised date: April 9, 2014**

Responsible Executive:  
**Associate Vice-President (Faculty)**

Enquiries:  
[University Secretariat](#)

**DISCLAIMER:** *If there is a Discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails.*

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## UNDERGRADUATE COURSE MANAGEMENT POLICIES

### PURPOSE

This document brings together policies approved by the Senate of McMaster University related to the management of undergraduate courses. These policies are intended to communicate clearly the University's expectations with regard to the responsibilities of both students and instructors and to assist students in planning ahead and managing their time and resources accordingly. Each section addresses a separate issue and the appendices provide additional useful information.

This policy summarizes instructor responsibilities in regard to undergraduate courses. The University expects instructors to clearly communicate their course expectations so students are able to plan ahead and manage their time accordingly. Additionally, undergraduate students should normally be assessed more than once and receive feedback early enough to make decisions.

Section A	Course Outlines
Section B	Due Date Restrictions
Section C	Maximum Value of Academic Assessments
Section D	Early Feedback
Section E	Returning Marked Work and the Posting of Grades
Section F	Retention of Examination Papers and Other Graded Material
Section G	Authenticity/Plagiarism Detection
Section H	Accommodations and Petitions
Section I	Conflict of Interest
Related Policies	

Appendix I	Components of a Course Outline
Appendix II	Approved statements language for information to be included for inclusion in course outlines
Appendix III	McMaster University Grading Scale
Appendix III	Examples of course outlines

### SECTION A: COURSE OUTLINES

A course outline sets the expectations for students and what they can expect in terms of instruction the course experience they will receive, the format in which the course will be delivered and the knowledge and skills that can be gained. The outline introduces the course and the instructor and sets out the expectations of the instructor so that students are aware of how they will learn, what level of participation will be expected and how they will be assessed. Instructors are responsible for ensuring course outlines are compliant with all policies.

1. Since Calendar descriptions of courses are necessarily brief, instructors are required to provide students with a more detailed course outline describing the administrative and academic details of the course. Such outlines are to be made available to students at the beginning of the course and must be kept on file for 10 years in the department administering the course. Instructors are encouraged to make

course outlines available as soon as possible, but at the very least two weeks before the start of classes.

2. Students will expect the course to unfold as described in the course outline and will plan their time and resources accordingly. As questions or concerns during the course will be referred back to the course outline, instructors are encouraged to anticipate issues that might arise and specify how those issues will be addressed (e.g., late submission of assignments, missed tests).
3. If it becomes necessary to make changes to some part of the course during the term, reasonable notice and communication between the instructor and students is critical. Students should be provided with an explanation and an opportunity to comment. The instructor is encouraged to use multiple communication methods with students (e.g. class announcements, ~~message sent to an~~ e-mail message sent to the class through Mosaic, ~~list~~, message posted on the course web-site or A2L, etc.).

The arrangement proposed in the course outline should not be interpreted in a way that discourages flexibility in course presentation and organization exclusive of grade weighting. If an instructor wishes to reserve decisions to be made as the course progresses, that intention should be stated in the course outline [for example, ~~see the final paragraph on page 11 which begins, "At certain points in the course it may make good sense to modify the schedule. The instructor may~~ reserves the right to modify elements of the course and will notify students accordingly (in class, on the course website)]....."]).

Any changes related to evaluation must be made in consultation with the Department Chair.

The University reserves the right to change dates and/or deadlines etc. for any or all courses in the case of an extreme circumstance, such as an emergency situation or labour disruption.

4. Instructors must include the following in their course outlines:
  - a) the Academic Integrity statement, and
  - b) the Academic Accommodation of Students with Disabilities statement, and
  - c) the Requests for Relief for Missed Academic Term Work statement, and
  - d) the Academic Accommodation for Religious, Indigenous or Spiritual Observances statement, and
  - e) the Extreme Circumstances statement.

Instructors are asked to make announcements encouraging students to discuss the implementation of their accommodations with you as soon as possible.

Courses requiring online access/work or courses which will be checking student work for plagiarism, should include the "Language for Use in Courses with an On-Line Element" and/or the "Authenticity/Plagiarism Detection Language" statements in the course outline.

All of the above statements can be found in Appendix II of this policy.

5. Instructors must ensure course outlines include the components shown in Appendix I.

<b>Administrative Details</b>	
<ul style="list-style-type: none"> <li>• Contact information</li> <li>• Office hours or how/when available</li> <li>• Session and term of the class</li> </ul>	<i>If applicable include:</i> <ul style="list-style-type: none"> <li>• TA and/or Course Coordinator contact information</li> <li>• Website address or alternative methods of communication</li> </ul>
<b>Course and Learning Objectives</b>	
<ul style="list-style-type: none"> <li>• List of course and learning objectives (by the end of the course, what should the students know, be able to do, value, demonstrate, etc.)</li> </ul>	
<b>Materials &amp; Fees</b>	
<ul style="list-style-type: none"> <li>• List of all required materials e.g. textbooks, materials (calculators (use McMaster standard calculator), art supplies, etc).</li> <li>• Any additional expenses which may be required (e.g., digital learning resources, trips)</li> </ul>	
<b>Course Overview and Assessment</b>	
<ul style="list-style-type: none"> <li>• A clear breakdown of the course requirements or expectations including the weight given to each and due date (if possible)</li> <li>• How work is to be submitted</li> <li>• Policy on missed work, extensions, and late penalties</li> </ul>	<i>If applicable include:</i> <ul style="list-style-type: none"> <li>• <b>Final exam (specify if a final is included, and whether it tests cumulative knowledge)</b></li> <li>• Weekly breakdown of class topics and readings</li> <li>• Attendance requirements</li> <li>• Class participation expectations</li> <li>• Group work expectations and how group work will be evaluated</li> <li>• Grade adjustment techniques</li> <li>• Where possible, include the criteria to be used in evaluating a student's work</li> </ul>
<b>Additional statements – see Appendix I</b>	
<ul style="list-style-type: none"> <li>• Academic Integrity statement – see Appendix I</li> <li>• Academic Accommodation of Students with Disabilities statement – see Appendix I</li> <li>• Requests for Relief for Missed Academic Term Work statement</li> <li>• RISO policy statement</li> <li>• Notice regarding possible course modification</li> <li>• Any other policy relevant to the course</li> </ul>	<i>If applicable include:</i> <ul style="list-style-type: none"> <li>• Authenticity/Plagiarism statement – see Appendix I</li> <li>• On line statement for courses requiring online access or work – see Appendix I</li> <li>• Reference to Research Ethics</li> </ul>

For sample course outlines please see Appendix III.

**SECTION B: DUE DATE RESTRICTIONS**

Academic assessments and due dates are described in course outlines except where other University policies apply, e.g., SAS accommodations, deferred exams, etc. Restrictions are placed on due dates to enable students to plan their work load.

1. Due dates for all term work must be on or before the final day of classes for courses with a final examination. For courses with no final examination, academic assessments can be due on or before the final date of examinations.
2. Test, quizzes, exams and take home exams worth more than 10% cannot be assigned or due during the last 5 days of classes plus the day(s) between the end of classes and the beginning of examinations. Assignments worth more than 10% that are assigned at the beginning of the course and noted on the course outline can be due during this time period, provided students are given sufficient additional detail to enable them to work on the assignment in advance of the due date.
3. Academic assessments cannot be due during the December holiday break or the fall and winter mid-term recesses, with the exception of deferred exams scheduled by the Office of the Registrar.

**SECTION C: MAXIMUM VALUE OF ACADEMIC ASSESSMENTS**

1. Student learning in undergraduate courses should be assessed on more than one occasion. To that end, no single academic obligation (e.g., essay, test, examination, etc.) should have a value of more than 75% of the final grade without approval from the Department Chair or Associate Dean's Office. Clinical, placement, thesis and capstone courses are exempt.
2. For students requiring relief from an academic obligation, it is at the discretion of the instructor to determine the nature of the relief. In cases such as this, students can be offered the choice of another assessment or the option of writing a final examination which may be worth more than 75% of the course grade.

**SECTION D: EARLY FEEDBACK**

~~When students are aware of their progress early in a course they can make informed decisions.~~

- ~~1. All students should receive feedback regarding their progress prior to the final date by which a student may cancel the course without academic penalty.~~
- ~~2. For the majority of undergraduate courses this feedback must equal a minimum of 10% of the final grade.~~
- ~~3. For supervised study, thesis, capstone, inquiry, and independent research/study courses, clear and early feedback must also be provided.~~

1. All students must receive feedback regarding their progress prior to the final date by which a student may cancel the course without failure by default.
2. For Level I and Level II courses, this feedback must equal a minimum of 20% of the final grade.
3. For Level III courses and above, this feedback must equal a minimum of 10% of the final grade.
4. For courses where it is difficult to achieve a numeric grade due to the design of the course (e.g., supervised study, thesis, capstone, inquiry, independent research/study, experiential courses, etc.), clear and early feedback must be provided.
5. When academic obligations are completed by the due dates in the course outline, early feedback will be received by the final date by which a student can cancel a course without failure by default. Students who use the MSAF process and other petitionable accommodations may not receive feedback by the early feedback deadline.

### **SECTION C: ASSESSMENT BAN**

#### **1. Purpose:**

The Assessment Ban is intended to enable students to continue to attend classes and start preparing for examinations held during the official University examination period. The Assessment Ban does not apply to the M.D., B.H.Sc. (Midwifery), B.H.Sc. (Physician Assistant), or to Levels 2 and above of the Medical Radiation Sciences programs

- a) There is a university-wide ban on examinations and tests in the final week of classes: see below for exemptions. Each year the dates will be listed in the SESSIONAL DATES section of the *Undergraduate Calendar*. The ban covers the last five days of classes plus the day or days between the end of classes and the beginning of exams.

#### **2. Application:**

- a) Assignments worth more than 10% of the final course grade that are assigned at the beginning of term and noted on the course outline can be due during the Assessment Ban period.
- b) Assignments worth more than 10% of the final course grade cannot be assigned during the Assessment Ban period.
- c) Tests and exams cannot be scheduled during the Assessment Ban period.
- d) Take home exams worth more than 10% of the final course grade cannot be assigned or due during the Assessment Ban period.

#### **3. Exemptions:**

- a) Tests, including lab tests, are exempt when:



- ~~the test is held in the normal class or lab time slot **AND**~~
- ~~the test is worth no more than 10% of the final course grade.~~
- b) ~~Requests for a waiver of the ban must be approved by the Faculty or Program Office before being considered by Undergraduate Council.~~

## SECTION E: RETURNING MARKED WORK AND THE POSTING OF GRADES

It is always preferable to return marked work or grades directly to students **either electronically or physically**. However, if there is a need to return marked work to students in an indirect manner or to post grades, the work must be returned and the grades posted in a manner designed to protect the anonymity of the students. All posting of final grades will note that the grades are unofficial until released by the Office of the Registrar.

## SECTION F: RETENTION OF EXAMINATION PAPERS AND OTHER GRADED MATERIAL

Department Chairs (or Director of a School or Program) are responsible for ensuring that final examinations and all other graded material not meant to be returned to students, and the instructor's record of how the final grades in a course were determined, are retained for at least one year after last use, and remain accessible to the Department Chair for that period.

This policy applies to all instructors. Sessional lecturers and those retiring or otherwise leaving the service of the University must notify their immediate supervisor of the on-campus storage location of the material.

## SECTION G: AUTHENTICITY/PLAGIARISM DETECTION **TURNITIN.COM**

1. McMaster University approves the use of **software to check authenticity of academic work Turnitin.com** for the following reasons:
  - a) prevention – if students know their academic work is being checked for plagiarism, they will **hopefully** use proper citation methods
  - b) protection of honest students and their work
  - c) detection – with the type of technology in common use today, it is necessary to use a detection tool which checks academic work against the internet, **scholarly publications and previously submitted assignments to McMaster and other institutions.**
2. Guidelines for the use of Turnitin.com:
  - a) **papers/assignments should be submitted via Avenue to Learn (A2L) or Turnitin.com may be subject to a plagiarism and similarity check using an interface with to Turnitin.com only with the student's knowledge;**
  - b) the instructor should indicate that Turnitin.com will be used in the course outline and/or on the assignment details;
  - c) the use of Turnitin.com cannot be mandatory\*. If a student refuses to submit **their his or her** work to **A2L or Turnitin.com for plagiarism detection, he or she** they cannot be compelled to do so and should not be penalized. Instructors are advised to accept **an electronic and/or** hard copy of the

assignment and grade it as per normal methods. The assignment can be subjected to a Google search or some other kind of **detection method** ~~search engine~~ if the instructor wishes.

- \* Some students object to the use of Turnitin.com because of ownership issues. All work submitted to Turnitin.com becomes part of their database and is used to check authenticity of other student's assignments. Some students object to their work being put in the database and others object to their work being used by Turnitin.com.

## SECTION H: ACCOMMODATIONS AND PETITIONS

1. Instructors are expected and required to support all McMaster University Policies. As per the Policy on Academic Accommodation of Students with Disabilities, instructors cannot ask or require medical notes from students. A student may be allowed modifications to academic obligations, including deadlines, under the following circumstances:
  - (a) ***Accommodation on the basis of disability, religion, family status, or other human rights-related grounds.*** Accommodation decisions are normally made through a collaborative process involving the student, Student Accessibility Services (SAS) (if disability related), the instructor, and possibly the Faculty Office and/or the Equity and Inclusion Office (EIO).<sup>1</sup>
  - (b) ***Relief from the consequences of missed term work or examinations based on compelling personal, family or medical circumstances.*** A student may self-declare an illness or other personal situation granting themselves relief from academic work under certain conditions using the McMaster Student Absence Form (MSAF) process. For all other compelling circumstances, the student is required to request relief from their Faculty Office. If the petition is granted, the faculty office will notify the instructor of the time period for which the student has been granted an approved absence. It is at the discretion of the instructor to determine the nature of the relief, bearing in mind re-weighting one component of the grade to 75% of the final grade or more is discouraged without approval from the Department Chair or Associate Dean's Office.
2. Instructors are encouraged, where possible, to design Academic Obligations (assessments) in a manner that anticipates the need for modifications for some students and that protects the academic integrity of the course. For example, preparing and scheduling a make-up mid-term test, anticipating that deadlines may need to be extended, preparing a deferred exam, etc.
3. Instructors are encouraged to adopt Universal Design principles and practices to ensure the course is accessible and that assessments are designed with flexibility where possible. The MacPherson Institute located in Mills Library is available to assist instructors.
4. If a student brings an informal request directly to the instructor, the instructor is encouraged to re-direct the student to the appropriate office. Usually the correct office is the Faculty/Program Office,

<sup>1</sup> Accommodations may or may not affect the academic obligations outlined in the course outline. For example, an accommodation may be that the student receive the course material in an alternate format or bring a service animal to class.

except in the case of disability related or other human rights- related requests, in which case students should be directed to SAS. Any request to instructors for additional modification beyond what has been formally granted, should be directed back to the appropriate office.

## SECTION I: CONFLICT OF INTEREST GUIDELINES

Faculty members and University officers normally shall not take part in any proceedings at any level which affect the academic standing of an immediate family member (spouse, common-law partner, parent, in-law, sibling, child or step-child). Such proceedings include admission, scholarships, financial assistance and reviewing. There shall be no restriction against a student registering in a course taught by an immediate family member. In all such cases, however, the instructor must inform his/her Department Chair who shall ensure that arrangements are made for an appropriate assessment of the student's performance involving a qualified person or persons other than the instructor.

## RELATED POLICIES:

1. The Freedom of Information and Protection of Privacy Act (FIPPA) applies to universities. Instructors should take care to protect student names, student numbers, grades and all other personal information at all times. For example, the submission and return of assignments and the posting of grades must be done in a manner that ensures confidentiality - see <http://www.mcmaster.ca/univsec/fippa/fippa.cfm>
2. [Academic Integrity Policy](#)
3. [Academic Accommodation of Students with Disabilities Policy](#)
4. [Student Code of Rights & Responsibilities](#)
5. [Research Ethics Policy](#)
6. ~~Risk Management Policy for field trips~~ — see [Field Trip and Electives Planning and Approval Program Safety During Academic or Research Field Work??](#)
7. [Conflict of Interest Guidelines – Undergraduate Studies and Graduate Studies](#)
8. ~~[Rights and Responsibilities of Undergraduate Students During Work Stoppages that Substantially Disrupt Academic Activities](#)~~ — Work Stoppages that Substantially disrupt Academic Activities, Rights and Responsibilities of Undergraduate Students
9. Storm Emergency Policy and Procedures
10. Fair Dealing Policy
11. Guidelines for Digital Learning Resources

## APPENDIX I: COMPONENTS OF A COURSE OUTLINE

<b>Administrative Details</b>	
<ul style="list-style-type: none"> <li>Contact information</li> <li>Office hours or how/when available</li> <li>Session and term of the class</li> </ul>	<p><i>If applicable include:</i></p> <ul style="list-style-type: none"> <li>TA and/or Course Coordinator contact information</li> <li>Website address or alternative methods of communication</li> </ul>
<b>Course and Learning Objectives</b>	
<ul style="list-style-type: none"> <li>List of course and learning objectives (by the end of the course, what should the students know, be able to do, value, demonstrate, etc.)</li> </ul>	
<b>Materials &amp; Fees</b>	
<ul style="list-style-type: none"> <li>List of all required materials e.g. textbooks, materials (calculators (use McMaster standard calculator), art supplies, etc).</li> <li>Any additional expenses which may be required (e.g., digital learning resources, trips)</li> </ul>	
<b>Course Overview and Assessment</b>	
<ul style="list-style-type: none"> <li>A clear breakdown of the course requirements or expectations including the weight given to each and due date (if possible)</li> <li>How work is to be submitted</li> <li>Policy on missed work, extensions, and late penalties</li> </ul>	<p><i>If applicable include:</i></p> <ul style="list-style-type: none"> <li><b>Final exam (specify if a final is included, and whether it tests cumulative knowledge)</b></li> <li>Weekly breakdown of class topics and readings</li> <li>Attendance requirements</li> <li>Class participation expectations</li> <li>Group work expectations and how group work will be evaluated</li> <li>Grade adjustment techniques</li> <li>Where possible, include the criteria to be used in evaluating a student's work</li> </ul>
<b>Additional statements – see Appendix I</b>	
<ul style="list-style-type: none"> <li>Academic Integrity statement –see Appendix I</li> <li>Academic Accommodation of Students with Disabilities statement –see Appendix I</li> <li>Requests for Relief for Missed Academic Term Work statement</li> <li>RISO policy statement</li> <li>Notice regarding possible course modification</li> <li>Any other policy relevant to the course</li> </ul>	<p><i>If applicable include:</i></p> <ul style="list-style-type: none"> <li>Authenticity/Plagiarism statement –see Appendix I</li> <li>On-line statement for courses requiring online access or work –see Appendix I</li> <li>Reference to Research Ethics</li> </ul>

## APPENDIX II: APPROVED LANGUAGE FOR COURSE OUTLINES

### 1. ACADEMIC INTEGRITY LANGUAGE FOR COURSE OUTLINES

You are expected to exhibit honesty and use ethical behaviour in all aspects of the learning process. Academic credentials you earn are rooted in principles of honesty and academic integrity.

Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage. This behaviour can result in serious consequences, e.g. the grade of zero on an assignment, loss of credit with a notation on the transcript (notation reads: "Grade of F assigned for academic dishonesty"), and/or suspension or expulsion from the university.

It is your responsibility to understand what constitutes academic dishonesty. For information on the various types of academic dishonesty please refer to the Academic Integrity Policy, located at [www.mcmaster.ca/academicintegrity](http://www.mcmaster.ca/academicintegrity).

The following illustrates only three forms of academic dishonesty:

1. Plagiarism, e.g. the submission of work that is not one's own or for which other credit has been obtained.
2. Improper collaboration in group work.
3. Copying or using unauthorized aids in tests and examinations.

### 1. TURNITIN.COM AUTHENTICITY/PLAGIARISM DETECTION LANGUAGE FOR COURSE OUTLINES

In this course we will be using a web-based service (Turnitin.com) to reveal authenticity and ownership of student submitted work. Students will be expected to submit their work electronically either directly to Turnitin.com or via Avenue to Learn (A2L) plagiarism detection (a service supported by Turnitin.com) and in hard copy so that it can be checked for academic dishonesty. Students who do not wish to submit their work through A2L and/or to Turnitin.com must still submit an electronic and/or hardcopy copy to the instructor. No penalty will be assigned to a student who does not submit work to Turnitin.com or A2L. All submitted work is subject to normal verification that standards of academic integrity have been upheld (e.g., on-line search, other software, etc.). To see the Turnitin.com Policy, please go to [www.mcmaster.ca/academicintegrity](http://www.mcmaster.ca/academicintegrity).

### 2. LANGUAGE FOR USE IN COURSES WITH AN ON-LINE ELEMENT

In this course we will be using X. Students should be aware that, when they access the electronic components of this course, private information such as first and last names, user names for the McMaster e-mail accounts, and program affiliation may become apparent to all other students in the same course. The available information is dependent on the technology used. Continuation in this course will be deemed consent to this disclosure. If you have any questions or concerns about such disclosure please discuss this with the course instructor.

X = e-mail, Avenue to Learn (A2L), LearnLink, WebCT, web pages, capa, Moodle, ThinkingCap, etc.

### 3. ACADEMIC ACCOMMODATION OF STUDENTS WITH DISABILITIES LANGUAGE

Students with disabilities who require academic accommodation must contact Student Accessibility Services (SAS) to make arrangements with a Program Coordinator. Academic accommodations must be arranged for each term of study. Student Accessibility Services can be contacted by phone 905-525-9140 ext. 28652 or e-mail [sas@mcmaster.ca](mailto:sas@mcmaster.ca). For further information, consult McMaster University's Policy for Academic Accommodation of Students with Disabilities.

### 5. REQUESTS FOR RELIEF FOR MISSED ACADEMIC TERM WORK McMaster Student Absence Form (MSAF)

In the event of an absence for medical or other reasons, students should review and follow the Academic Regulation in the Undergraduate Calendar "Requests for Relief for Missed Academic Term Work".

### 6. ACADEMIC ACCOMMODATION FOR RELIGIOUS, INDIGENOUS OR SPIRITUAL OBSERVANCES (RISO)

Students requiring academic accommodation based on religious, indigenous or spiritual observances should follow the procedures set out in the RISO policy. Students requiring a RISO accommodation should submit their request, including the dates/times needing to be accommodated and the courses which will be impacted, to their Faculty Office normally within 10 working days of the beginning of term in which they anticipate a need for accommodation or to the Registrar's Office prior to their examinations. Students should also contact their instructors as soon as possible to make alternative arrangements for classes, assignments, and tests.

### 7. EXTREME CIRCUMSTANCES

The Instructor and University reserves the right to modify elements of the course during the term. The University may change the dates and deadlines for any or all courses in extreme circumstances (e.g., severe weather, labour disruptions, etc.). Changes will be communicated through regular McMaster communication channels, such as McMaster Daily News, A2L and/or McMaster email. If either type of modification becomes necessary, reasonable notice and communication with the students will be given with explanation and the opportunity to comment on changes. It is the responsibility of the student to check their McMaster email, the McMaster Daily News website and course websites weekly during the term and to note any changes.

## APPENDIX III: MCMASTER UNIVERSITY GRADING SCALE

Grade	Equivalent Grade Point	Equivalent Percentages
A+	12	90-100
A	11	85-89
A-	10	80-84
B+	9	77-79
B	8	73-76
B-	7	70-72
C+	6	67-69
C	5	63-66
C-	4	60-62
D+	3	57-59
D	2	53-56
D-	1	50-52
F	0	0-49

**APPENDIX III: SAMPLE #1****HISTORY 1B03****The Americas and the World: From the Colonial Period to the Twentieth Century****FALL 2006**

Professor Anita Holiday  
 007 Chester New Hall, x. 12345  
 bondjames@mcmaster.ca  
 Office Hours: ~~Wednesday, 1:00-2:00 or by appointment.~~

**Lectures:** ~~Monday, Thursday, 12:30-1:20, TSH/B128~~

**Important Note:**

~~This course uses WebCT to post the course outline, assignments, and other notices. Go to <http://webCT.mcmaster.ca> to find out how to log on to the course's home page.~~

**Course Description:**

~~This course examines the creation and nature of the Atlantic world, from the Columbian encounter in the fifteenth century to the middle of the nineteenth century and the emergence of new political and social organizations. In bringing together the histories of Europe, Africa, and the Americas, the course prepares students to undertake more specialized studies in the history of the Atlantic world. Readings include articles written by leading scholars in the field of Atlantic history as well as primary sources. The course will be organized in weekly lectures and discussions.~~

**Course Objectives:**

- ~~By the end of this course students should be able to,~~
- ~~• define, describe and analyse key events and themes in the history of the Americas~~
  - ~~• demonstrate critical reading skills, particularly in the area of evaluating historical arguments and interpretations~~
  - ~~• apply historical research skills introduced in class~~
  - ~~• demonstrate verbal communication skills through regular discussions~~

**Required Texts:**

~~These are available at Titles, the university bookstore.~~

- ~~1. Timothy J. Shannon, *Atlantic Lives: A Comparative Approach to Early America* New York: Pearson Longman, 2004.~~
- ~~2. Carol Berkin and Betty S. Anderson, *The History Handbook*. Boston: Houghton Mifflin, 2003.~~
- ~~3. Philip D. Curtin, *The Rise and Fall of the Plantation Complex: Essays in Atlantic History*. 2<sup>nd</sup> edition. New York: Cambridge University Press, 1999; 1990.~~
- ~~4. Sidney W. Mintz, *Sweetness and Power: The Place of Sugar in Modern History*. New York: Penguin Books, 1986.~~
- ~~5. Courseware package.~~



**Course Evaluation:*****Tutorial Participation* ————— 15%**

Students are expected to attend every tutorial and to be prepared to discuss the assigned weekly readings. Students must participate regularly to receive a good grade in this section of the course; attendance alone will not be enough. Students who have a legitimate and documented reason for missing a tutorial must submit a brief paper based on the readings for that week to receive participation credit for the missed class. (These papers should be approximately 750 words in length, or around 3 pages.) The tutorial leader will set the assignment. This assignment is in addition to the discussion paper that may also be due in the tutorial.

***Note about changing tutorials:***

If you need to change tutorials, contact Joe Smith or Jane Doe in the History Department office, CNH, 6<sup>th</sup> floor (next to the elevators).

***Library Assignment* ————— 5%**

A library class will be held on September 28<sup>th</sup>, during the lecture period, in TSH/B128. Attendance is mandatory. A library assignment will be distributed during this session and must be completed and submitted during tutorial the following week.

***Discussion Papers* ————— 20% (2 x 10%)**

Students are to submit **two (2)** brief discussion papers. The papers should be 3-4 pages in length (or approximately 850 to 1,000 words). In each paper, students will respond to a question based on the course readings. These papers are designed to help students with the weekly readings and to help them participate in the tutorial discussions. The papers are due at the beginning of the tutorial. Late papers will not be accepted, unless students have a legitimate and documented reason.

Discussion paper 1 is due in lecture, October 12<sup>th</sup>.

Discussion paper 2 is due in tutorial, in the week of October 30<sup>th</sup>.

***Discussion paper 1:*** Answer question 4, p. 124, in Shannon. In answering this question, you must develop and prove an argument. The paper must be properly referenced, with footnotes and a bibliography (these are not included in the required page length). More detail to follow in class.

***Discussion paper 2:*** Compare the arguments and main themes in the articles by Beckles and Galenson. In this paper, you must develop and prove an argument. The paper must be properly referenced, with footnotes and a bibliography (these are not included in the required page length). More detail to follow in class.

***Essay* ————— 30%**

Students will submit a paper based on Sidney Mintz's *Sweetness and Power* (the assignment will be distributed later in the term). The papers should be 7-8 pages in length (or approximately 1,750 to 2,000 words).

This assignment is due November 23<sup>rd</sup>.

***Final Examination* ————— 30%**

The final examination will be held during the examination period at the end of semester.

**Written Work and Late Submissions:**

All written work will be marked on grammar, clarity of writing, and organization, as well as content and analysis. More details about the marking scheme are posted on the course website. All essays must be properly referenced, with footnotes and a bibliography. Use the Turabian (Chicago) style for referencing; examples can be found at [McMaster University Library Guides](#) or in Berkin and Anderson, chapter 11. Students are encouraged to visit the Centre for Student Development to improve their essay skills (MUSC B107; x24711). For information about the Writing Clinic and the Centre's other services, visit the Centre's website: <http://csd.mcmaster.ca>. Chapter 12 in Berkin and Anderson is also useful.

All written work must be submitted in tutorial, on the due date. Do not submit essays by email and do not slide them under the instructor's door. Late assignments will be penalized 5% a day (weekends will count as one day). Late penalties will not be waived unless your Faculty/Program Office advises the instructor that you have submitted to that office the appropriate documentation to support your inability to submit the work by the due date.

**Academic Integrity:**

You are expected to exhibit honesty and use ethical behaviour in all aspects of the learning process. Academic credentials you earn are rooted in principles of honesty and academic integrity.

Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage. This behaviour can result in serious consequences, e.g. the grade of zero on an assignment, loss of credit with a notation on the transcript (notation reads: "Grade of F assigned for academic dishonesty"), and/or suspension or expulsion from the university.

It is your responsibility to understand what constitutes academic dishonesty. For information on the various types of academic dishonesty please refer to the Academic Integrity Policy, located at <http://www.mcmaster.ca/academicintegrity>

The following illustrates only three forms of academic dishonesty:

1. Plagiarism, e.g. the submission of work that is not one's own or for which other credit has been obtained.
2. Improper collaboration in group work.
3. Copying or using unauthorized aids in tests and examinations.

**Academic Accommodation of Students with Disabilities:**

Students who require academic accommodation must contact Student Accessibility Services (SAS) to make arrangements with a Program Coordinator. Academic accommodations must be arranged for each term of study. Student Accessibility Services can be contacted by phone 905-525-9140, ext. 2865 or e-mail [sas@mcmaster.ca](mailto:sas@mcmaster.ca). For further information, consult McMaster University's Policy for [Academic Accommodation of Students with Disabilities](#).

At certain points in the course it may make good sense to modify the schedule outlined below. The instructor reserves the right to modify elements of the course and will notify students accordingly (in class and post any changes to the course website).

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## SCHEDULE OF READINGS AND LECTURES

~~September 7~~ — ~~Introduction to course~~  
~~\_\_\_\_\_~~ ~~No tutorials this week~~

~~September 11~~ — ~~Europe before 1492~~

~~September 14~~ — ~~First Contacts: Africans and Europeans~~

~~\_\_\_\_\_~~ ~~No tutorials this week~~

~~\_\_\_\_\_~~ ~~Reading:~~

~~\_\_\_\_\_~~ ~~"Introduction: What is Atlantic History?," in Shannon, pp. 1-5~~

~~\_\_\_\_\_~~ ~~Carol Berkin and Betty S. Anderson, *The History Handbook*. Boston: Houghton Mifflin, 2003, pp. 1-24~~

~~September 18~~ — ~~European Expansion~~

~~September 21~~ — ~~The Caribbean Experiment~~

~~\_\_\_\_\_~~ ~~No tutorials this week.~~

~~\_\_\_\_\_~~ ~~Reading:~~

~~\_\_\_\_\_~~ ~~Curtin, chapters 1, 2, 3~~

~~September 25~~ — ~~The Conquest of Mexico and South America~~

~~September 28~~ — ~~Library class. Attendance is mandatory.~~

~~\_\_\_\_\_~~ ~~Note: Tutorials start this week.~~

~~\_\_\_\_\_~~ ~~Reading:~~

~~\_\_\_\_\_~~ ~~David Watts, "Early Hispanic New World Agriculture, 1492-1509" (courseware)~~

~~\_\_\_\_\_~~ ~~Berkin and Anderson, pp. 36-45.~~

~~October 2~~ — ~~Exploitation and Settlement in Spanish America~~

~~October 5~~ — ~~Competition for the Americas~~

~~\_\_\_\_\_~~ ~~Tutorial Reading:~~

~~\_\_\_\_\_~~ ~~Curtin, chapters 4 and 5~~

~~\_\_\_\_\_~~ ~~Shannon, pp. 107-125.~~

~~\_\_\_\_\_~~ ~~\*Discussion paper 1 due in tutorial [changed to Oct 12<sup>th</sup>]~~

~~October 9~~ — ~~Thanksgiving. No class.~~

~~October 12~~ — ~~Buccaneers and the Balance of Power in the Americas~~

~~\_\_\_\_\_~~ ~~Reading:~~

~~\_\_\_\_\_~~ ~~Curtin, chapter 7~~

~~\_\_\_\_\_~~ ~~Marcus Rediker, "'Under the Banner of King Death': The Social World of Anglo-American Pirates, 1716-1726" (courseware)~~

~~\_\_\_\_\_~~ ~~\*Note: no tutorials this week.~~

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October 16 ————— **The Reformation and English Exploration**

October 19 ————— **The Dutch and the French in the Americas**

————— **Tutorial Reading:**

————— Shannon, pp. 127-147.

————— **\*\*Tutorials should discuss the questions on pp. 145-6.**

October 23 ————— **Atlantic Economies**

October 26 ————— **Colonies of Exploitation and Settlement**

————— **Tutorial Readings:**

————— Hilary Beckles, "A 'Riotous and Unruly Lot': Irish Indentured Servants and Freemen in the English West Indies, 1644-1713" (courseware) David Galenson, "Economic Aspects of the Growth of Slavery in the Seventeenth-century Chesapeake" (courseware)

————— **\*Discussion paper 2 due in tutorial [changed to week of Oct 30<sup>th</sup>]**

October 30 ————— **Settling the Colonies: European Migration**

November 2 ————— **Africa and the Slave Trade**

————— **Tutorial Reading:**

————— Curtin, chapter 3, 9.

————— Shannon, pp. 65-83.

————— **\*\*Tutorials should discuss the questions on p. 82.**

November 6 ————— **Agriculture and Slavery**

November 9 ————— **Cultural Exchanges**

————— **Tutorial Reading:**

————— Curtin, chapters 6, 8, 10

————— Mintz, "Introduction," and chapters 1-3.

November 13 ————— **Africa, Slavery and Europe**

November 16 ————— **Resistance to Slavery**

————— **Tutorial Reading:**

————— Mintz, chapters 4-5

November 20 ————— **The American Revolution and the Atlantic World**

November 23 ————— **The Spread of Revolution: France and St. Domingue**

————— **Tutorial Reading:**

————— Curtin, chapters 11, 12

————— Shannon, pp. 208-228.

————— **\*\*Tutorials should discuss questions on p. 227.**

————— **\*Note: The essay is due on November 23<sup>rd</sup>**

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~~November 27~~ — ~~The Spread of Revolution: Spanish America~~

~~November 30~~ — ~~The End of Slavery~~

~~Tutorial Reading:~~

~~Curtin, 13, 14~~

~~John Thornton, "'I am the Subject of the King of Congo': African Political Ideology and the Haitian Revolution" (courseware) Stanley Engerman, "Emancipations in Comparative Perspective: A Long and Wide View" (courseware)~~

~~\*\*Tutorials should compare the arguments and main themes in the articles by Thornton and Engerman. What factors led to the end of slavery?~~

~~December 4~~ — ~~Summary and Review~~

**APPENDIX III: SAMPLE #2**

**Physics 1B03**  
**Sections 1–3**  
**Course Outline for Term 1 2006–2007**

Home page: <http://www.physics.mcmaster.ca/phys1b03/>

This course is an introduction to the physics of particles and waves. We begin by studying the classical mechanics of point particles with a particular emphasis on work and energy. The course then continues with the physics of waves, especially the wave properties of light, and an exploration of the physical properties of fluids. Applications in the life sciences are included. The application of these ideas in modern physics is the main subject matter of Physics 1B03.

**Instructors:**

Sections 1, 2	I. Loveteaching	ABB 002	45678	<a href="mailto:asdf@mcmaster.ca">asdf@mcmaster.ca</a>	Office Hours Wednesdays 12:00–2:00
Sections 3	R. U. Sleeping	ABB 003	56789	<a href="mailto:jklh@mcmaster.ca">jklh@mcmaster.ca</a>	Office Hours Thursdays 9:30–11:30

**Required Texts:**

Physics for Scientists and Engineers with Modern Physics, A Strategic Approach, Randall D. Knight,  
 Pearson/Addison Wesley, 2004.  
 Physics 1B03 Practical Exercises & Supplementary Material, September 2005.

**Calculator:**

Only the McMaster Standard Calculator will be permitted in tests and examinations. This is available at the McMaster Bookstore.

**Course Aims:**

- To come to appreciate that equations don't solve physics problems—ideas solve physics problems!
- To move beyond being able to recite the laws of mechanics to being able to use them.
- To understand that a wide range of problems can be tackled with a few basic concepts.

**Course Objectives:**

By the end of this course students will be able to:

- Define, describe and apply the laws of mechanics
- Demonstrate a conceptual approach to problem solving in physics
- Apply basic physics concepts to solve a wide range of problems
- Use common language to explain solutions to physics problems

**Format:**

- Each class meets three times per week. The format is similar to that of inquiry courses in which the topics will be discussed amongst the members of the class.
- There will be assignments most weeks. We will be using the software tool called Computer Assisted Personalized Approach (CAPA). This tool generates individualized assignments for you to print. Later, you can enter your answers which the program will grade. CAPA is accessed through WebCT.

- There will be two tests on the evenings of the weeks indicated below. You will be informed of the actual time and location at a later date.
- The material studied in class is supported by practical exercises. There are practical sessions every week each lasting 2 hours. All the sessions are in BSB B114.

**Marking Scheme:**

Assignments	7.5%
Tests	30%
Class Activity & Quiz	5%
Practical Exercises	12.5%
Exam	45%

**Missed Lab Work:**

Lab work missed due to illness or personal circumstances may be made up. You must submit appropriate documentation (e.g. note from physician) to your Faculty/Program office. It is your responsibility to follow up with the lab supervisor. No mark will be entered for the missed work unless the Faculty/Program office gives its approval.

**Academic Dishonesty:**

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*In case of discrepancy between the online and handout version of the course outline, the handout version shall be taken as correct.*

**Schedule of Topics:**

Week		Topic	Chapters	Practical Exercise
begins	Number			
Sep 4	1	Kinematics	1	
Sep 11	2	Uncertainties, Kinematics	2 & 4	Uncertainties / Data Studio
Sep 18	3	Newton's Laws	5.1-5.4, 5.6	Kinematics in One Dimension
Sep 25	4	Newton's Laws	6.1-6.3, 8	Forces I
Oct 2	5	Momentum; TEST1—Oct 6, 2005	9.1-9.5	Forces II
Oct 9	6	Momentum; Energy;	9 & 10.1-10.6	No lab
Oct 16	7	Energy; Work	10 & 11.1-11.5, 11.9	No lab
Oct 22	8	Work, Simple Harmonic Motion	11 & 14.1-14.6	Impulse and Momentum
Oct 30	9	Simple Harmonic Motion, Waves	14 & 20.1-20.5	Conservation of Energy
Nov 6	10	Waves, Superposition; TEST2—Nov 10, 2005	20 & 21.1-21.8	Simple Harmonic Motion
Nov 13	11	Superposition, Interference	21 & 22.1-22.2	Waves, Reflection and Superposition
Nov 20	12	Interference, Fluids	22 & 15.1-15.5	Interference of Two Waves
Nov 27	13	Fluids	15	Interference of Light Waves
Dec 4	14	Fluids; Catch-up, review	15	





November 6, 2017

TO: Undergraduate Council

FROM: Dr. Susan Searls-Giroux  
Chair, Undergraduate Council and Vice-Provost (Faculty)

**RE: Pausing the work of the Ad Hoc Committee on a Major and Two Minors Pathway**

---

At its meeting on September 12, 2017, Undergraduate Council formed the Ad Hoc Committee on a Major and Two Minors Pathway (M2M) as part of the next steps arising from the Committee on Programming in the Arts and Science Faculties (PASF) recommendations. The M2M Ad Hoc Committee commenced work immediately and met bi-weekly in an effort to meet its reporting deadline of February 1, 2018.

As the M2M Ad Hoc Committee undertook its mandate, it became apparent that the project timeline was very ambitious. Despite agreement in principle to explore the degree pathway with an eye towards implementation, concerns about the practicalities of doing so pervaded early discussions. The October 26, 2017 M2M Ad Hoc Committee meeting was cancelled until these concerns could be discussed at the decanal level.

On November 6, 2017, the Joint Arts and Science Committee (JASC) met to consider these concerns and possible ways forward for the M2M Ad Hoc Committee. JASC recognized that those leading and supporting the project are many of the same individuals who have participated in other recent initiatives to advance undergraduate education at McMaster University, some of which are still working through governance approval and execution phases. For example, those implementing the Credit/No-Credit Course Option (Discovery Credits) (official name still to be determined) overlap considerably with those who would be exploring a M2M pathway.

In recognition of the many factors impacting the M2M Ad Hoc Committee's ability to successfully fulfill its mandate at the current time, JASC supported temporarily pausing its work. While this work is paused, the University Secretariat will complete an audit of the work done to date and evaluate the terms of reference to ensure the M2M Ad Hoc Committee mandate reflects shared priorities and membership reflects stakeholders. Undergraduate Council will consider any recommended adjustments when it revisits resuming the work of the M2M Ad Hoc Committee in Spring 2018.

**Motion:**

**That Undergraduate Council temporarily pause the work of the Ad Hoc Committee on a Major and Two Minors Pathway, effective immediately, and that it revisit this decision no later than April 30, 2018.**

**Attachment:**

1. Ad Hoc Committee on a Major and Two Minors Pathway Terms of Reference and Membership

**Undergraduate Council Ad Hoc Committee on a Major and Two Minors Pathway**  
*(as of September 14, 2017)*

**Terms of Reference**

The Committee on Programming in the Arts and Sciences Faculties (PASF) has recommended that Undergraduate Council create a new pathway, consisting of a major and two minors, leading to an Honours Bachelor of Arts or an Honours Bachelor of Science degree. The Undergraduate Council Ad Hoc Committee on a Major and Two Minors Pathway is asked to consider the option of a major and two minors degree pathway and to make recommendations on the academic and other requirements such a pathway would involve. The Ad Hoc Committee is asked, particularly, to:

A	<ol style="list-style-type: none"> <li>1. Consult with other institutions regarding their experiences with the major and two minors pathway.</li> <li>2. Make recommendations to the University Registrar regarding how program names might appear on degree parchments. (Effective beginning with the 2017 Spring Convocations, degree designations and program names will be printed with on degree parchments; minors and specialisations will not be included.)</li> </ol>
B	<ol style="list-style-type: none"> <li>3. Consult with the Ministry, Quality Council, and the IQAP Office regarding what approvals may be necessary for the proposed new pathway.</li> <li>4. Consult with the Undergraduate Council Ad Hoc Committee on Academic Structures for Student Success regarding that Ad Hoc Committee's development of nomenclature and definitions of terms such as "major" "double major" and "minor" to ensure consistency.</li> </ol>
C	<ol style="list-style-type: none"> <li>5. Discuss opportunities to encourage the Faculties of Business, Engineering and Health Sciences to participate in this pathway. Are there opportunities for students to follow a major and two minors pathway that leads to an Honours Bachelor of Commerce, Bachelor of Engineering, or Honours Bachelor of Health Sciences?</li> </ol>
D	<ol style="list-style-type: none"> <li>6. Recommend regulations or thresholds for determining the degree awarded for combinations that include components from both Bachelor of Arts and Bachelor of Science programming. For example, would a student pursuing a major in Physics and minors in English and History necessarily receive an Honours Bachelor of Science degree? Similarly, which degree would a student pursuing a double major program in Sociology and Biology receive?</li> <li>7. Make recommendations on the identification of the "home" Faculty for students pursuing majors and minors from different Faculties. For example, should a student pursuing a major in Biology and minors in Economics and Sociology necessarily be a Science student or could they be a Social Sciences student? Similarly, what would be the "home" Faculty of a student pursuing a double major program in Political Science and Philosophy?</li> <li>8. Recommend processes and procedures to enable Faculty Offices to continue to provide excellent academic advisement for students.</li> </ol>
E	<ol style="list-style-type: none"> <li>9. Set requirements to ensure academic rigour in a major and two minors pathway, for example, setting minimum unit counts of Level III and Level IV courses and ensuring that a major and two minors pathway will meet the established degree level expectations for honours programs.</li> <li>10. Review and consider the composition of minors. Currently, minors are a collection of courses rather than a set of prescribed courses, which is an important feature that distinguishes minors from certificates and diplomas. Minors consist of 24 units, of which, in most cases, a maximum of 6 units can be Level I courses. Consider requiring students to apply to minors at the outset rather than declaring them (at the outset or prior to graduation).</li> <li>11. Develop recommendations regarding the allocation of courses within the major and two minors pathway. For example, minors currently allow 12 units to be double counted towards programs requirements; the possible effect of using cross-listed courses to satisfy requirements, etc.</li> <li>12. Consider and make recommendations on an optional capstone/project course, or some other method of providing students the ability to bring together the three fields of study.</li> </ol>
F	<ol style="list-style-type: none"> <li>13. Anticipate and make recommendations regarding program alternatives and options for students who decide they no longer wish to pursue the major and two minors pathway, do not complete the requirements for one or more components, or who wish to make changes to the major and minors they are have selected.</li> </ol>

Reporting: report to be submitted to Undergraduate Council by February 1, 2018.

## **Membership**

**Voting Members:** (minimum 5 members, a majority of members must be members of Undergraduate Council – membership should ensure representation from the Faculties of Humanities, Science and Social Sciences)

Dr. Gary Warner (Chair)	An elected faculty representative (to Undergraduate Council), an Associate Dean, or a knowledgeable faculty member of the University
Dr. Susan Searls Giroux	Chair of Undergraduate Council (Ex Officio)
Dr. Michael Farquharson/Acting	Associate Dean (Academic), Faculty of Science
Dr. Lori Campbell	Associate Dean (Academic), Faculty of Social Sciences
Dr. Todd Alway	Faculty member, Faculty of Social Sciences
Ms Melissa Pool	University Registrar
Dr. Sean Corner†	Faculty member, Faculty of Humanities
Dr. Bhagwati Gupta†	Faculty member, Faculty of Science
Ms Navneet Bedi	Undergraduate Student Representative, Faculty of Humanities
Ms Adina Silver	Undergraduate Student Representative, Faculty of Science
Ms Tamara Bates	Governance Advisor & Assistant University Secretary (non-voting)

**Consultants:** Members of key groups/units will be included as permanent consultants to the Ad Hoc Committee. The Ad Hoc Committee can also invite other individuals to specific meetings for consultation as needed.

Dr. Stacey Ritz	Assistant Dean (Bachelor of Health Sciences Program)
Dr. Sue McCracken	Associate Dean (Academic), Faculty of Business
Ms Lori Goff/Ms Amy Gullage	IQAP Office
Ms Lori Goff or Ms Amy Gullage	IQAP Office
Ms Jackie Osterman	Assistant Dean (Studies), Faculty of Humanities
Ms Joanne Smith	Assistant Dean (Studies), Faculty of Science
Ms Lynn Giordano	Assistant Dean (Studies), Faculty of Social Sciences
Ms Bernadette Belan	Registrar's Office (Scheduling)
Ms Trish Sullivan	Registrar's Office (Systems)
Ms Sophia Holness	Mosaic/University Technology Services
Ms Andrea Thyret-Kidd	Office of the Provost

### **Ad Hoc Committee on a Major and Two Minors Pathway**

COMMITTEE MEMBERS		
<b>Dr. Gary Warner (Chair)</b>	<b>Acting Director</b>	<b>Arts &amp; Science Program</b>
Dr. Susan Searls Giroux	Vice-Provost (Faculty)	
Dr. Michael Farquharson/Acting	Associate Dean (Academic)	Faculty of Science
Dr. Lori Campbell	Associate Dean (Academic)	Faculty of Social Sciences
Dr. Sean Corner†	Faculty Member	Faculty of Humanities
Dr. Bhagwati Gupta†	Faculty Member	Faculty of Science
Dr. Todd Alway	Elected Faculty Member	Faculty of Social Sciences
Ms Melissa Pool	University Registrar	Registrar's Office
<i>Ms Nanveet Bedi</i>	Undergraduate Student Representative	Faculty of Humanities
Ms Adina Silver	Undergraduate Student Representative	Faculty of Science
CONSULTANTS		
Dr. Stacey Ritz	Assistant Dean (Bachelor of Health Sciences Program)	Faculty of Health Sciences
Dr. Sue McCracken	Associate Dean (Academic)	Faculty of Business
Ms Lori Goff/Ms Amy Gullage		IQAP Office
Ms Jackie Osterman	Assistant Dean (Studies)	Faculty of Humanities
Ms Joanne Smith	Assistant Dean (Studies)	Faculty of Science
Ms Lynn Giordano	Assistant Dean (Studies)	Faculty of Social Sciences
Ms Bernadette Belan	Senior Associate Registrar, Scheduling and Examinations	Registrar's Office
Ms Trish Sullivan	Senior Associate Registrar, Systems & Records	Registrar's Office
Ms Sophia Holness	Senior Manager, Mosaic Sustainment Organization	Mosaic/University Technology Services
Ms Andrea Thyret-Kidd		Office of the Provost

† Members external to Undergraduate Council



UNIVERSITY SECRETARIAT

- Board of Governors
- Senate

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<http://www.mcmaster.ca/univsec>

## REPORT TO UNDERGRADUATE COUNCIL FROM THE UNDERGRADUATE COUNCIL AWARDS COMMITTEE

### FOR APPROVAL

#### I Revisions to the Awards Regulations in the Undergraduate Calendar (Attachment I)

At its meeting of November 7, 2017, the Undergraduate Council Awards Committee approved, for recommendation to Undergraduate Council, proposed revisions to the Awards Regulations for the Undergraduate Calendar. Following approval of the revised *University Aid and Awards Policy*, the Undergraduate Council Ad Hoc Committee to Review the Undergraduate Awards Policy conducted a thorough review of the Awards Regulations in the Undergraduate Calendar. Details of the changes are outlined in Attachment I.

#### II Terms of Award (Attachment II)

At the same meeting the Undergraduate Council Awards Committee approved the following for recommendation to Undergraduate Council.

- i. Changes to Terms of Award
  - The Ontario Professional Engineers Foundation for Education Entrance Scholarship
  - The Ontario Professional Engineers Foundation for Education Gold Medal
  - The Ontario Professional Engineers Foundation for Education Undergraduate Scholarship
  - The Lorie Scott Nursing Scholarship
- ii. New Bursaries
  - The Knight Family Bursary
  - The Lori Ostrander Memorial Bursary

The Undergraduate Council Awards Committee now recommends,

**that Undergraduate Council approve changes to four terms of award and two new bursaries, as set out in Attachment II.**

### FOR INFORMATION

#### III Award Value Changes (Attachment II)

Also at the same meeting, the Awards Committee received, for information, six award value changes.

**Undergraduate Council  
November 14, 2017**



UNIVERSITY SECRETARIAT

- Board of Governors
- Senate

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<http://www.mcmaster.ca/univsec>

## REPORT TO THE UNDERGRADUATE COUNCIL AWARDS COMMITTEE FROM THE UNDERGRADUATE COUNCIL AD HOC COMMITTEE TO REVIEW THE UNDERGRADUATE AWARDS POLICY

### FOR APPROVAL

In December 2015, the Undergraduate Council Executive Committee struck the Ad Hoc Committee to Review the Undergraduate Awards Policy. The Ad Hoc Committee was struck to review the policy as a whole and to give particular consideration to ensuring and promoting access and equity in the administration of entrance awards under the *Undergraduate Awards Policy*. Further, once the Ad Hoc Committee had begun its work, a request from the School of Graduate Studies to include graduate awards in the policy revisions was approved. As there were a number of changes to be made to the policy, the Ad Hoc Committee decided to make the revisions to the policy in two stages. The first stage included revisions to the overall structure of the policy, the general regulations or terms and conditions for awards, the addition of graduate awards in the policy, and clarification of terms and processes. The revised *University Aid and Awards Policy* was approved by Senate in May 2017. The second phase addresses the specific eligibility requirements for awards, entrance awards in particular, and the Award regulations that appear in the Undergraduate Calendar and Graduate Calendar.

The attached proposed revisions to the Award Regulations are the result of the second phase of the revisions and include revisions to the Undergraduate Calendar. Changes to the Graduate Calendar will be submitted through Graduate Council as required. The Award Regulations have been significantly restructured, making it difficult to present a redlined version of the current regulations. As a result, a clean copy of the revised Awards Regulations are presented followed by the Award Regulations currently set out in the *2017-2018 Undergraduate Calendar* for comparison.

Among the significant changes are:

- a) Program regulations for Entrance and In-Course Academic Grants, Entrance and In-Course Bursaries, School of Medicine Bursaries, Physician Assistant Bursaries, Work Programs and Financial Awards that were not previously published in the Undergraduate Calendar have been defined.
- b) A definition of gender as it relates to determining eligibility for donor aid and awards has been included.
- c) Reasonable minimum supporting documentation requirements have been set out for aid and awards by application, including reducing the requirement for letters of reference to those that are University-wide, or renewable, or exceed a value of \$2000 or at the discretion of the Office of the Registrar, Student Financial Aid & Scholarships.

- d) New aid and award maximums to ensure wide distribution of aid and awards have been established.
- e) Regulations related to privacy and record retention have been clearly defined.
- f) Clarity has been provided to allow defined maximums to control aid and award allocations to both full-time and part-time students.
- g) The 'and no failures' requirement has been removed from the regulations and calculated averages have been included as a method of determining award eligibility.
- h) The definition of "full-time" for award terms that specify full-time enrollment as an eligibility requirement, the definition of "full-time" has been adjusted.
- i) For Entrance Awards:
  - a. The regulation requiring students to be considered for an entrance award only if not more than 2 years have elapsed since they completed their secondary school diploma has been removed.
  - b. The requirement to enrol in 24 units or more to receive their award disbursement has also been eliminated to benefit students with permanent disabilities and others requiring studies at a reduced course load. The donor/award terms may include more specific requirements for a given award.
  - c. The eligibility requirements for Entrance Awards have been expanded to include completion of a certificate or diploma program (e.g. the McMaster English Language Diploma Program) at McMaster University if such a program is a requirement of admission. Students will be considered for Entrance Awards once they are enrolled in a Level 1 program (that is, once they have cleared their admission conditions).
  - d. An admission audition or portfolio score or equivalent has been included in the calculation of the minimum 80% admission average required for Entrance Awards (e.g. for Music awards that are based on auditions).
- j) Regulations for Indigenous Student Entrance Awards and Academic Grants have been defined. These new awards will help to address issues raised by the Indigenous Education Council. The new regulations allow students entering McMaster from various educational pathways and from non-Canadian high schools to be eligible for entrance awards and expand the definition of citizenship.
- k) The forfeiture rules associated with In-Course Awards have been made consistent and now allow students to access to their In-Course Awards as long as they do not graduate before or Transfer to Graduate in the Fall Term and are continuing their studies at McMaster.
- l) For Travel and Exchange Awards:
  - a. Eligibility requirements now include both full- and part-time students.
  - b. The minimum Grade Point Average required for Travel Awards has been reduced to 7.0 (from 8.0) on a minimum of 18 graded units to align with the minimum requirement for participation in Exchange programs.
  - c. Information on health and safety and references to other University policies related to travel have been included.
- m) For Community Contribution Awards
  - a. A minimum Grade Point Average of 4.0 on a minimum of 18 graded units has been established.
  - b. A minimum of 75 hours or more of community contribution (volunteer hours) during the year leading up to the application deadline has been introduced.

- n) Students who graduate at a Fall Convocation ceremony will now be considered for Graduated Awards (including awards by application) at the following Spring Convocation.

The revised Awards Regulations are intended to go into effect with the *2018-2019 Undergraduate Calendar*. Once approved, the revised regulations for Entrance Awards only will be implemented during the 2017-2018 Academic Year so the Entrance Awards may be disbursed in September 2018.

The Undergraduate Council Ad Hoc Committee to Review the Undergraduate Awards Policy now recommends,

**that the Undergraduate Council Awards Committee approves, for recommendation to Undergraduate Council, revisions to the Awards Regulations, for inclusion in the 2018-2019 Undergraduate Calendar, as set out in the attached.**

**Undergraduate Council Awards Committee  
October 31, 2017**



## **REGULATIONS FOR AID and AWARDS (Draft at November 8, 2017)**

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 requirements for Aid and Awards by application typically include –
  - A complete signed application or application cover page (for online Aid applications)
  - 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 (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, 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. 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 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 30<sup>th</sup> 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.
15. Students must enrol in the fall term to have an Entrance Award payment processed.
16. 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.
17. Entrance Awards are typically disbursed no later than the end of September.
18. Entrance Award 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 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.
20. Students who withdraw before November 1 will forfeit their Entrance Award.
21. 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.
22. Some Entrance Awards are renewable (see In-Course Award and Renewals Regulations).
23. 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.
24. 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.
25. 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).
26. 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 grade requirement 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 30<sup>th</sup> 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 Grade Point Average require a minimum 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 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 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 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 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 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 30<sup>th</sup> 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 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 the 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 grade requirement for their program to be eligible for an Indigenous Student Entrance Award.
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 30<sup>th</sup> 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. 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 the 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 of 8.0 calculated on at least 18 graded units or the prior academic year Fall-Winter Average of at least 9.5 on the basis of graded units in an OSAP eligible course load.
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 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 of 8.0, or a minimum Fall-Winter Average of 9.5 from the prior academic year based on their OSAP eligible course load or equivalent. An OSAP application 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 the 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 an 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 an 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 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) policies, procedures and guidelines in place for the given academic year. The MAESD 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 30<sup>th</sup> 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 the 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.

#### **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. 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) policies, procedures and guidelines in place for the given academic year. The MAESD 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).
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 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 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. 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 an 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 an 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. 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) policies, procedures and guidelines in place for the given academic year. The MAESD 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 committee may be struck depending on the award 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.

#### **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 OSAP application.
5. Physician Assistant Bursaries are allocated in adherence with the Ministry of Advanced Education and Skills Development (MAESD) policies, procedures and guidelines in place for the given academic year. The MAESD 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.

# Student Financial Aid & Scholarships

## STUDENT FINANCIAL AID

OFFICE OF THE REGISTRAR, STUDENT FINANCIAL AID & SCHOLARSHIPS

Gilmour Hall, Room 120

McMaster University

Hamilton, Ontario, L8S 4L8

Telephone: (905) 525-9140, ext. 24319

<http://sfas.mcmaster.ca/>

**SFAS@MCMASTER.CA**

SENIOR ASSOCIATE REGISTRAR

Tracie Long

ASSISTANT REGISTRAR

Leanne Ruiz

### QUESTIONS? SEE ASK MCMASTER ON OUR WEBSITE

The Office of the Registrar, Student Financial Aid & Scholarships aims to assist students in being financially successful during their studies at McMaster University. Information about the Ontario Student Assistance Program (OSAP) and other financial aid programs offered by the Provincial and Federal governments, and the University, can be found on the McMaster website at <http://sfas.mcmaster.ca>. The online applications for OSAP for Full-time Students and OSAP for Part-time Students are available at <https://osap.gov.on.ca>. Apply for University aid and scholarships by completing the online aid application in Mosaic.

A financial plan is an essential part of preparing for your university career. Talking with parents, family members, a banking representative or financial aid counselors to research financial options is recommended. Students are encouraged to apply for OSAP. Financial stress can affect your academic performance. Enter each year with a plan and budget accordingly to ensure success! Student Loans and Awards Officers are available to assist you. Please check our website for office hours and further details.

The Undergraduate Award Policy is currently under review. Students should verify the information in the Calendar against the policy to ensure they have the most current and complete information.

To view the undergraduate Awards Policy, go to

[http://www.mcmaster.ca/policy/AdminAcad/AcadAdmin/UG\\_Awards.pdf](http://www.mcmaster.ca/policy/AdminAcad/AcadAdmin/UG_Awards.pdf)

## MCMASTER WORK PROGRAMS

McMaster Work Programs offer part-time fall-winter jobs, and part-time and full-time summer jobs to students demonstrating financial need to help them to meet costs not recognized under regular federal and provincial financial aid programs. Application details are available in Mosaic. Further information about our Work Programs is available at <http://sfas.mcmaster.ca>

## EMERGENCY BURSARIES

Assistance in the form of emergency bursaries is sometimes available to students who have extreme circumstances. Drop-in counselling with a Student Loans & Awards Officer is available through the Office of the Registrar, Student Financial Aid & Scholarships.

## BURSARIES

Bursaries are granted on the basis of demonstrated financial need according to the principles of the Province of Ontario's Student Access Guarantee. They are intended to supplement a student's own financial contribution, parental assistance, government aid and personal loans/lines of credit to help the student to complete the academic year.

Application procedures and deadlines are available from the Office of the Registrar, Student Financial Aid & Scholarships, Gilmour Hall, Room 120 or on our web site at <http://sfas.mcmaster.ca/>. Applications are available on Mosaic. The University reserves the right not to grant a bursary in the absence of a suitable candidate, or to suspend granting of a bursary in years in which insufficient investment income is available due to fluctuations in investment markets. Where the terms become impossible to fulfill through obsolescence, then the University may amend the terms to carry out the nearest possible intent of the donor while still ensuring that the benefit of such a bursary continues.

Bursaries are listed in alphabetical order.

### BURSARY LEGEND

<b>AS</b> Arts & Science	<b>H</b> Humanities
<b>AT</b> Athletic	<b>N</b> Nursing
<b>B</b> Business	<b>R</b> Regional
<b>CS</b> Community Service	<b>S</b> Science
<b>D</b> Students registered with Student Accessibility Services	<b>SS</b> Social Sciences
<b>E</b> Engineering	<b>T</b> Travel
<b>EX</b> Exchange	<b>U</b> University-wide
<b>HS</b> Health Sciences	

## THE COMMUNITY CONTRIBUTION AWARDS

The Community Contribution Awards represent recognition for contribution to the University or the community-at-large. To be eligible for consideration for a Community Contribution Award, students must be enrolled in Level II, III, IV or V of a first or second baccalaureate program. Eligible candidates must be enrolled and in good standing as a student of McMaster University.

A student may receive only one Community Contribution Award per year, but may be considered for the same or a different award the following year.

These awards have no monetary benefit but a notation will appear on the student's transcript. The recipient of a Community Contribution Award may be eligible to receive the corresponding donor bursary if financial need is demonstrated. Further information on our bursary program can be found at <http://sfas.mcmaster.ca>. The Community Contribution Awards are awarded by a Selection Committee based on an application. Applications are available on Mosaic.

## UNDERGRADUATE ACADEMIC AWARDS

<http://sfas.mcmaster.ca>

**AWARDS@MCMASTER.CA**

OFFICE OF THE REGISTRAR, STUDENT FINANCIAL AID & SCHOLARSHIPS

Gilmour Hall, Room 120

McMaster University

Hamilton, Ontario, L8S 4L8

Telephone: (905) 525-9140, ext. 24319

### QUESTIONS? SEE ASK MCMASTER ON OUR WEBSITE

The University Senate, acting on behalf of generous benefactors and donors to the University, bestows academic awards on entering, in-course and graduating students to encourage and recognize high levels of scholarship.

In recognizing such scholastic achievement, the University requires all recipients of academic awards to fulfill a set of general conditions, in addition to meeting the particular terms attached to individual academic awards. The general conditions and terms have been established to ensure equity in competition and a high academic standing. Any interpretation of the conditions attaching to academic awards is solely the prerogative of the Undergraduate Council.

The University reserves the right not to grant an award in the absence of a suitable candidate, or to limit the number of awards where too few suitable candidates exist. The University also reserves the right to withdraw, or amend the terms of, any award, and/or to suspend granting of an award or to adjust the stated value of an award in years in which insufficient investment income is available due to fluctuations in investment markets.

Where the terms of such award become impossible to fulfill through obsolescence, then the University may amend the terms of same to carry out the nearest possible intent of the donor while still ensuring that the benefit of such award continues.

In accordance with the Freedom of Information and Protection of Privacy Act and McMaster University's Statement on the Collection of Personal Information and the Protection of Privacy, where notice is given, the University is permitted to publish an individual's name, Faculty, program and award information. McMaster University publishes the names of recipients of scholarships listed in the Undergraduate Calendar, in the University's Convocation program and other award publications. Further information can be found in the Collection and Disclosure of Personal Information section of this Calendar.

**The Undergraduate Award Policy is currently under review. Students should verify the information in the Calendar against the policy to ensure they have the most current and complete information.**

**To view the undergraduate Awards Policy, go to [http://www.mcmaster.ca/policy/AdminAcad/AcadAdmin/UG\\_Awards.pdf](http://www.mcmaster.ca/policy/AdminAcad/AcadAdmin/UG_Awards.pdf)**

### Award Legends

UNDERGRADUATE AWARDS AND GRANTS			
FACULTY (SHOWN BESIDE AWARD TITLE)		CATEGORY OF AWARD AND GRANT (SHOWN BESIDE AWARD VALUE)	
A	Arts & Science	B	In-course Awards
B	Business	C	Part-time Awards
E	Engineering	D	Specific Achievement Awards
H	Humanities	E	Graduand Awards
HSc	Health Sciences	F	Second Degree Awards
O	Open to all students	G	Academic Grants

S	Science	H	Travel/Formal Exchange by application
SS	Social Sciences	* Open to all undergraduate second baccalaureate degree students	

**TERMINOLOGY**

An explanation of the terminology used to describe Academic Awards is provided in the sections of the Calendar described below. Please refer to the Glossary section of this Calendar for definitions of Continuing Students, Grade Point Average (GPA), Level, Post-Degree Students, Review and Reviewing Period.

**Baccalaureate Degrees** are those listed in the *Degrees and Programs* section of this calendar, the abbreviations of which start with the letter B, such as B.A., B.Com.

**Failures** are determined by reviewing period, not by Fall/Winter terms. They include failures in *Extra* courses.

**A Full-time Student** for scholarship purposes is an undergraduate student who is enrolled in at least 24 units in the Fall/Winter terms, including *Extra* Courses.

**Graduand Awards** are granted to eligible students on the completion of their graduating term.

**In-Course Awards** are granted to eligible students, based on academic achievement in other than their graduating term.

**Part-time Awards** are referred to under Category C. To be eligible for these awards, students must have been enrolled in at least 50% of all units attempted at McMaster, while fulfilling the University's definition of a part-time student as described in the *Glossary* section of this Calendar.

**Reviewing Period** for scholarship purposes, normally refers to work completed during the Fall/Winter terms. Please refer to the *Glossary* section of this Calendar.

**Session**, for scholarship purposes, refers to the Fall and Winter terms.

**Fall-Winter Average** is a weighted average based on the grades attained in the Fall and Winter terms. Overload courses and Extra courses are included in the average.

**GENERAL CONDITIONS FOR ACADEMIC AWARDS**

- The University Academic Awards listed below are provided exclusively for students entering, enrolled in, or graduating from baccalaureate degree programs at McMaster University. Continuing Students, Post-degree Students, and students enrolled in the McMaster Medical program are not eligible for these awards.
- To ensure a wide distribution of the limited number of awards, there are restrictions on the number of awards that a student may receive. An eligible student may be granted:
  - non-monetary awards such as books and medals; and
  - a travel or exchange scholarship; and
  - an award granted on the basis of an application to the Undergraduate Award Selection Committee; and
  - awards continued from a previous year (including entrance scholarships), except as provided by the particular terms of an award; and
  - either one (major) award greater than or equal to the value of a Senate Scholarship (\$800 in 2015-2016) and one (minor) award of less than the value of a Senate Scholarship; or two awards of less than the value of a Senate Scholarship; and
  - an academic grant (including an academic grant continued from a previous year)

When a student is eligible to be considered for an award, but may not receive it because of the conditions listed above, the next eligible student will be granted the award.

- Awards such as books and medals will be disbursed directly to the student.
- The monetary benefits of awards, other than those listed in item #3 above, will be disbursed only if the recipient is enrolled in a baccalaureate degree program, or a specific program when explicitly required by the terms of the award, or in exchange units in the case of an exchange scholarship, at

McMaster University in the next Fall/Winter term after the award was earned and will be credited to the student's University account.

- Amounts in excess of the student's monetary obligation to the University will be disbursed directly to the student after October.
- Awards credited to the student's University account are not refundable to the student if there is an outstanding balance.
- Students wishing to defer the benefits of an award to the next academic year (other than an award for entering students) should apply to the Office of the Registrar, Student Financial Aid & Scholarships. Approval of applications is not automatic, and deferments are not normally granted for more than one calendar year.
- Students holding four-year scholarships who choose to accelerate their program and to complete their degree earlier than normal by completing Spring/Summer term courses and who wish to employ the benefits of their award to defray the academic fees for such courses should apply to the Office of the Registrar, Student Financial Aid & Scholarships. Approval of applications is not automatic.
- Appeals on the basis of exceptional circumstances must be submitted in writing to the Office of the Registrar, Student Financial Aid & Scholarships. To submit an appeal, students must provide a covering letter outlining the situation and include relevant documentation which might include a letter of support from the Associate Dean/Director of the program and medical documentation if appropriate. The appeal should be addressed to the Undergraduate Council Awards Committee c/o the Student Awards Officer in Gilmour Hall, Room 120.
- The particular terms for University Academic Awards are listed in *Awards for Entering Students, Awards for In-Course, Graduand, Part-Time and Second Degree Students and Academic Grants for In-Course Students*.

**CATEGORIES OF AWARDS**

- Awards for Entering Students
- Awards for In-Course, Graduand, Part-time and Second Degree Students
- Academic Grants for In-Course Students

**CONDITIONS FOR AWARD CATEGORIES**

The award category of an award is displayed after the value. Example: \$1,000 (A)

**AWARDS FOR STUDENTS ENTERING LEVEL 1 AWARD CATEGORY A (A)****AWARD CATEGORY A**

- These awards are provided exclusively for those qualifying for admission, enrolled in 24 units or more of a Level I first baccalaureate degree in the Fall/Winter terms.
- A student who has enrolled at any post-secondary institution after graduation from secondary school will not be considered for an entrance award. An exception may be granted to students who withdrew before they actually attended another institution or before the deadline to drop or add courses.
- Canadian citizens and permanent residents are eligible for an entrance award regardless of where they complete their secondary school education.
- Students completing their final year of secondary school in Canada are also eligible. International students studying outside Canada are not eligible for these entrance awards.
- To be considered for an entrance award, students must obtain a minimum final average of 80% or equivalent in the secondary school credits required for University admission to their program of study and must apply for admission to the University not more than two years after completion of their secondary school diploma.
- Final admission average for entrance awards is calculated using the prerequisites for program of study plus the next best Grade 12 U or M courses to a total of six final grades completed by June 30th.
- Registration in, or transfer to, another program of study at any time 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 and their Faculty Advisors prior to making any changes to their program of study or course load.

8. Students who withdraw or drop below 24 units before November 1 will lose their entrance award.
9. Recipients of a renewable entrance award must complete a minimum of 24 units in the Fall/Winter terms, obtain a Fall-Winter Average of at least 9.5, or as specified in the terms of the award, with no failures, and register in 24 units or more in the subsequent Fall/Winter terms in order to retain the next installment of the award.
10. Co-op/Internship students are eligible to retain their entrance award provided they meet the minimum course load requirement for their program of study as defined in the Undergraduate Calendar; however funding will be deferred until they return to full-time study.
11. Once an entrance award is lost, it will not be reinstated.
12. Students are eligible for a maximum of two entrance awards in this category: one Honour Award plus, if eligible, one other.
13. In addition to meeting the General Conditions, entrance award recipients will begin their studies in the next Fall/Winter terms. Students wishing to defer the benefits of an award to the following academic year should apply to the Office of the Registrar, Admissions for deferral of both admission and scholarship. Approval of applications is not automatic, and deferrals are not normally granted for more than one academic year. Students wishing to defer subsequent instalments of renewable entrance awards should apply to the Office of the Registrar, Student Financial Aid & Scholarships.

#### **AWARDS FOR IN-COURSE STUDENTS**

##### **AWARD CATEGORY B - THESE AWARDS ARE BASED ON COMPETITION ACROSS THE UNIVERSITY OR WITHIN A FACULTY OR PROGRAM.**

1. These awards are provided exclusively for first baccalaureate degree students enrolled in 24 units or more during the Fall/Winter terms qualifying on the basis of work included at the May review (or deferred examinations resulting there from) in other than their graduating term.
2. Students choosing to graduate at the subsequent Fall Convocation will retain the transcript notation and monetary value of any donor-funded awards (e.g. The Accenture Inc. Scholarship). Recipients of University awards (e.g. Dr. H. L. Hooker Scholarships) will retain the transcript notation but forfeit the monetary benefit of the awards.
3. Students choosing to withdraw after the May review will retain the transcript notation but forfeit the monetary benefit of all awards.
4. In addition to meeting the General Conditions, a student must remain enrolled in 24 units or more during the Fall/Winter terms immediately prior to the May review and obtain a Fall-Winter Average of 9.5 and have no failures.
5. A Fall-Winter Average, the weighted average of the grades in all courses taken during the fall/winter, will be used to determine academic standing for the awards listed below, unless otherwise stated in the terms of a particular award.
6. Enrolled units and calculated averages (e.g. Grade Point Average) may be used to break any ties in an award competition.
7. Co-op/Internship students are eligible for in-course awards provided they meet the minimum course load requirement for their program of study as defined in the Calendar.
8. Students who participate in a formal exchange program are eligible for in-course awards on the basis of 15 units completed in one term at McMaster. In order to be considered, students should identify themselves to their Faculty by October 15 when they return to study the following Fall/Winter terms. Students on exchange for the full year may not be eligible. See *Awards for Travel/Formal Exchange (H)* for additional conditions related to travel and exchange awards.

#### **AWARDS FOR PART-TIME, IN-COURSE STUDENTS**

##### **AWARD CATEGORY C - THE FOLLOWING AWARDS ARE BASED ON COMPETITION ACROSS THE UNIVERSITY OR WITHIN A FACULTY OR PROGRAM.**

1. These awards are provided exclusively for part-time first baccalaureate degree students who have completed a minimum of 18 units and who qualify on the basis of work included at the May review in other than their graduating term.
2. In addition to meeting the General Conditions, a student must obtain, at the most recent review, a Grade Point Average of at least 8.0 and no failures.
3. Enrolled units and calculated averages (e.g. Fall-Winter Average) may be used to break any ties in an award competition.
4. A student is only eligible for one award per year in this category.

#### **SPECIFIC ACHIEVEMENT AWARDS ALL UNDERGRADUATE STUDENTS**

##### **AWARD CATEGORY D - THE FOLLOWING AWARDS ARE GRANTED BASED ON COMPETITION ACROSS THE UNIVERSITY OR WITHIN A FACULTY OR PROGRAM.**

1. These awards are provided for all undergraduate first baccalaureate degree students qualifying on the basis of achievement during the Spring/Summer or Fall/Winter terms immediately preceding the May review (or deferred examinations resulting therefrom). Students must have completed a minimum of 18 units to be reviewed. Normally, these awards will be granted to In-Course students. A number of awards under this category are also listed under Category F for Second Degree Students.
2. In addition to meeting the General Conditions, a student must obtain, at the most recent review, a Grade Point Average of at least 8.0 and no failures.
3. Enrolled units and calculated averages (e.g. Fall-Winter Average) may be used to break any ties in an award competition.
4. An award flagged in the Undergraduate Calendar with an \* indicates that the award is open to second baccalaureate degree students.

#### **AWARDS FOR GRADUATING STUDENTS**

##### **AWARD CATEGORY E - THE FOLLOWING AWARDS ARE BASED ON COMPETITION ACROSS THE UNIVERSITY OR WITHIN A FACULTY OR PROGRAM.**

1. These awards, which are granted after the May review, are provided exclusively for graduating students qualifying on the basis of achievement in their first baccalaureate degree program.
2. In addition to meeting the General Conditions, a student must obtain:
  - a. Grade Point Average of at least 8.0;
  - b. no failures in the courses last taken equal to:
    - i. either the number of units specified in the Calendar for the final level of their program;
    - ii. or, if the Calendar does not specify the program work by individual levels, the final 24 units of work.

#### **AWARDS FOR SECOND BACCALAUREATE DEGREE STUDENTS**

Awards open to second degree students are flagged with an asterisk following the award name.

#### **ACADEMIC GRANTS FOR IN-COURSE STUDENTS**

##### **AWARD CATEGORY G - THE FOLLOWING AWARDS ARE GRANTED BASED ON COMPETITION WITHIN A FACULTY OR PROGRAM.**

1. Academic Grants are provided exclusively for students enrolled in 24 units or more during the previous Fall and Winter terms in a baccalaureate degree program at McMaster University.
2. Students must be enrolled in the current fall/winter terms in 24 units or more and demonstrate financial need.
3. Entrance grants will be awarded to students with high admission averages of 80% or greater, and demonstrated financial need. The greater financial need will be used to break any tie.

4. In-course grants will be awarded to students with high averages in the previous Fall/Winter terms of 9.5 or greater with no failures and demonstrated financial need. The greater financial need will be used to break any tie.
5. Entrance and in-course grants are awarded in November to currently enrolled students who have complete OSAP applications for the current Fall/Winter terms.
6. A student may receive only one academic grant per Fall/Winter terms and will remain eligible for bursaries and scholarships.

McMaster Honour Awards are supported by the following:

#### **AWARDS FOR TRAVEL/FORMAL EXCHANGE**

#### **AWARD CATEGORY H - THESE AWARDS ARE BASED ON COMPETITION ACROSS THE UNIVERSITY OR WITHIN A FACULTY OR PROGRAM. TO BE ELIGIBLE, STUDENTS ARE REQUIRED TO SUBMIT AN APPLICATION.**

1. These awards, which are granted in March, are provided exclusively for first baccalaureate degree students who were enrolled in 24 units or more qualifying on the basis of work completed during the prior academic year at the May review (or deferred examinations resulting therefrom), in other than their graduating term.
2. Students must be enrolled in 24 units or more at the time of application and must return to study.
3. Students must have obtained a Grade Point Average of 8.0 and had no failures in the previous Fall/Winter terms to be considered. Previous summer grades and the Fall grades of the current term are also considered.
4. Students normally participate in exchange programs in their third year. Approval of their Associate Dean/Director is required.
5. Students participating in summer travel must be enrolled in level 2 or above at the time of application.
6. Summer travel scholarship funding will be disbursed by the end of April to assist with travel expenses. Students who make the decision not to travel as per their application must return the funds to the University and will forfeit their award.
7. Exchange and Fall/Winter travel scholarship funds will be disbursed after the drop and add period in September, once they have enrolled in their exchange or Fall/Winter courses. Students who do not go out on exchange or travel as per their application must return the funds to the University and will forfeit their award.
8. Students choosing to withdraw after the May review will retain the transcript notation but forfeit the monetary benefit. Students who transfer to graduate may retain the monetary benefit.
9. Students are required to submit a report of their travel experience by November 1st following their return to study to the Awards Officer in the Office of the Registrar, Student Financial Aid & Scholarships, Gilmour Hall, Room 120.

### **Awards for Entering Students**

#### **The McMaster President's Awards (A)**

McMaster University will reward students with the highest academic standing in their final year of secondary school. Students must obtain a final admission average of 95% or higher to their program of study. No application is required.  
Value: \$2,500

#### **The McMaster Honour Awards (A)**

McMaster University will reward students with high academic standing in their final year of secondary school. Honour Awards are based on the final admission average to the program of study. No application is required.

- 90 - 94.99% \$1,000
- 85 - 89.99% \$750
- 80 - 84.99% \$500



**OFFICE OF THE REGISTRAR, STUDENT FINANCIAL AID & SCHOLARSHIPS**  
**To Undergraduate Council Awards Committee**  
**October 31, 2017**

### CHANGES TO AWARD TERMS FOR APPROVAL

#### **The Ontario Professional Engineers Foundation for Education Entrance Scholarship**

Established in 1961 by the Ontario Professional Engineers Foundation for Education. Two scholarships to be awarded, one to a female student and one to a male student, enrolled in a CEAB (Canadian Engineering Accreditation Board) accredited program in the Faculty of Engineering who have demonstrated a combination of high academic achievement and exhibit characteristics of leadership. Recipients must have an Ontario Secondary School Diploma with overall final admission average of at least 90 percent.

#### **The Ontario Professional Engineers Foundation for Education Gold Medal**

Established in 1961 by the Ontario Professional Engineers Foundation for Education. To be awarded to the graduate of a CEAB (Canadian Engineering Accreditation Board) accredited program in the Faculty of Engineering of a program in Engineering who attains the highest Cumulative Grade Point Average.

#### **The Ontario Professional Engineers Foundation for Education Undergraduate Scholarship**

Established in 1961 by the Ontario Professional Engineers Foundation for Education. Four Eight scholarships to be awarded to students enrolled in a CEAB (Canadian Engineering Accreditation Board) accredited program in the Faculty of Engineering with high academic achievement who, in the judgment of the Faculty of Engineering, have demonstrated leadership in professional affairs and involvement in extracurricular activities.

#### **The Lorie Scott Nursing Scholarship**

Established in 2014 by Lorie Scott, B.Sc.N. (Class of '79) CD. To be awarded to a student in the B.Sc.N program in the School of Nursing who has completed at least Level I with notable academic standing and who, in the judgment of the School of Nursing has successfully completed a Canadian project with a strong teaching focus and has also demonstrated significant commitment to the local community. Preference will be given to students working on projects with a strong teaching focus.

### PROPOSED NEW BURSARIES FOR APPROVAL

#### **The Knight Family Bursary**

Established in 2017 as a tribute to the generous spirit of Dorothy M.L. and Peter S. Knight who, despite never having the opportunity to benefit from higher education, did everything they could to support others in their educational pursuits. A variable number of bursaries to be granted to students enrolled in any program who demonstrate financial need.

#### **The Lori Ostrander Memorial Bursary**

Established in 2017 by the bequest of Dr. Albert Ostrander in memory of his late wife, Mrs. Lori Ostrander (nee Maude Lorene Hewitt), who completed her nursing training at Hamilton General Hospital in the 1940s. To be granted to students enrolled in the School of Nursing who demonstrate financial need.





**OFFICE OF THE REGISTRAR, STUDENT FINANCIAL AID & SCHOLARSHIPS**  
**To Undergraduate Council Awards Committee**  
**October 31, 2017**

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**FOR INFORMATION**

**AWARD VALUE CHANGES**

**The Joan Frances Bowling Entrance Scholarships**

Value: ~~\$1,600~~ \$1,800

**The Merrill Francis Gage Entrance Scholarship**

Value: ~~\$900~~ \$1,000

**The Newcombe Prize in Peace Studies**

Value: ~~\$300~~ \$800

**The Ontario Professional Engineers Foundation for Education Entrance Scholarship**

Value: ~~\$1,000~~ \$1,500 each

**The Frank Thorolfson Memorial Scholarships**

Value: ~~\$1,000~~ \$1,500

**The Victor Wilson Scholarship**

Value: ~~\$1,000~~ \$1,500



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## REPORT TO UNDERGRADUATE COUNCIL FROM THE UNDERGRADUATE COUNCIL CERTIFICATES AND DIPLOMAS COMMITTEE

### FOR APPROVAL

#### I Revisions to Certificate and Diploma Program – Name Changes (Attachment I)

- i. Associate Certificate in Project Management
- ii. Advanced Certificate in Project Management
- iii. Associate Certificate in Business Analysis
- iv. Advanced Certificate in Business Analysis
- v. Associate Certificate of Completion Enterprise Business Architecture for the Public Sector
- vi. Advanced Certificate of Completion Enterprise Business Architecture for the Public Sector

At its meeting of October 31, 2017, the Undergraduate Council Certificates and Diplomas Committee approved, for recommendation to Undergraduate Council, name changes to certificate and certificate of completion programs offered by the Centre for Continuing Education in partnership with Global Knowledge. The names of the programs are not consistent with McMaster's *Senate Policy on Diplomas and Certificates* and have been revised in compliance with the Policy.

The Undergraduate Council Certificates and Diplomas Committee now recommends,

**that Undergraduate Council approve the proposed names changes to the *Associate Certificate in Project Management* to *Certificate of Completion in Project Management, Level 1*; to the *Advanced Certificate in Project Management* to *Certificate of Completion in Project, Management, Level 2*; to the *Associate Certificate in Business Analysis* to *Certificate of Completion in Business Analysis, Level 1*; to the *Advanced Certificate in Business Analysis* to *Certificate of Completion in Business Analysis, Level 2*; to the *Associate Certificate of Completion Enterprise Business Architecture for the Public Sector* to *Certificate of Completion in Enterprise Business Architecture for the Public Sector, Level 1*; to the *Advanced Certificate of Completion Enterprise Business Architecture for the Public Sector* to *Certificate of Completion in Enterprise Business Architecture for the Public Sector, Level 2*, as recommended by the Centre for Continuing Education and set out in Attachment I.**

#### II Closure of Certificate and Diploma Programs (Attachment II)

- i. Addiction Careworker Diploma
- ii. Addiction Studies Certificate

At the same meeting, the Certificates and Diplomas Committee approved, for recommendation to Undergraduate Council, the closure of the Addiction Careworker

Diploma program and the Addiction Studies Certificate program. These two programs have a longstanding history as very successful, flagship programs at the Centre for Continuing Education. However, there have been significant changes in the field, most notably an increased emphasis on professionalization, that have required substantial revision of the programs. In order to best facilitate and signal these changes, it was determined that the current programs would be closed and two new programs will be developed. The proposal is to close the program following the final intake date of February 15, 2017; students in the program will have 18 months to complete the program as it winds down. Students who have completed less than 50% of the current program may transfer into the new program.

The Undergraduate Council Certificates and Diplomas Committee now recommends,

**that Undergraduate Council approve the closure of the *Addiction Careworker Diploma* program and the *Addiction Studies Certificate* program, effective February 16, 2017, as recommended by the Centre for Continuing Education and set out in Attachment II.**

### **III Establishment of New Certificate Programs (Attachment III)**

- i. Professional Addiction Studies Diploma
- ii. Professional Addiction Studies Certificate

At the same meeting, Undergraduate Council Certificates and Diplomas Committee approved, for recommendation to Undergraduate Council, information about the establishment of two new programs, a Professional Addiction Studies Diploma and a Professional Addiction Studies Certificate. These on-line programs will replace the above noted Addiction Careworker Diploma and Addiction Studies Certificate programs. Admission to each of these new programs requires an undergraduate degree in a related field or a minimum of two years of relevant work experience. The diploma program focuses attention on the importance of trauma in the addiction field and consists of ten three-unit courses (eight required and two electives). The certificate program consists of five three-unit courses.

The Undergraduate Council Certificates and Diplomas Committee now recommends,

**that Undergraduate Council approve the establishment of a *Professional Addiction Studies Diploma* program and a *Professional Addiction Studies Certificate* program, effective September 1, 2017, as recommended by the Centre for Continuing Education and set out in Attachment III.**

**Undergraduate Council  
November 14, 2017**

**To:** Certificates and Diplomas Committees

**From:** Lorraine Carter, Centre for Continuing Education

**Re:** Re-Naming of Global Knowledge Certificates

**Date:** October 31, 2017

The Centre for Continuing Education maintains a partnership with Global Knowledge. Based on this partnership, students who complete their studies through Global Knowledge receive certificates that include the McMaster University name. To date, these certificates have been called Associate and Advanced Certificates.

Through this submission, we are requesting name changes for six certificates. The details regarding these certificates and the requested name changes are provided below.

Global Knowledge Certificate	Requirements	Name Changes Requested to Align with Revised Certificates and Diplomas Policy (May 2017)	Effective Date
<b>Associate Certificate in Project Management</b>	<p>Complete 3 courses in a 2 year time frame</p> <p>Requirements:</p> <p>2868 + 1 core + 1 core OR 1 elective</p> <p>Min # days = 9 Min # hours = 62</p> <p>Exam – Y Pass – 70% In class participation – 90%</p>	Certificate of Completion in Project Management, Level 1	Jan 1, 2018
<b>Advanced Certificate in Project Management</b>	<p>Complete 7 courses in 4 year time frame</p> <p>Requirements:</p> <p>18 days of training 3 core cores + electives</p> <p>Exams – Y Pass – 70% In class participation – 90%</p>	Certificate of Completion in Project, Management Level 2	Jan 1, 2018

<b>Associate Certificate in Business Analysis</b>	<p>Complete 4 courses in a 2 year time frame</p> <p>Requirements:</p> <p>2919 + 2964+2783 or 2868 or 2819 + 1 core course</p> <p>Min # days = 10 Min # hours = 70</p> <p>Exam – Y Pass – 70% In class participation – 90%</p>	Certificate of Completion in Business Analysis, Level 1	Jan 1, 2018
<b>Advanced Certificate in Business Analysis</b>	<p>Complete 7 courses in 4 year time frame</p> <p>Requirements:</p> <p>18 days of training 5 core + 2</p> <p>Exams – Y Pass – 70% In class participation – 90%</p>	Certificate of Completion in Business Analysis, Level 2	Jan 1, 2018
<b>Associate Certificate of Completion Enterprise Business Architecture for the Public Sector</b>	<p>Complete 5 courses in 2 years</p> <p>Requirements:</p> <p>8974 + 8975 and either 8976 and 8977 or 8978 and 8979</p> <p>Plus any core or elective courses greater than 2 days</p> <p>Exams – Y Pass – 70% In class participation – 90%</p>	Certificate of Completion in Enterprise Business Architecture for the Public Sector, Level 1	Jan 1, 2018
<b>Advanced Certificate of Completion Enterprise Business Architecture for the Public Sector</b>	<p>Complete 8 courses in 4 years</p> <p>Requirements:</p> <p>18 days of training 5 core + 3 electives</p>	Certificate of Completion in Enterprise Business Architecture for the Public Sector, Level 2	Jan 1, 2018

	<p>Exams – Y</p> <p>Pass – 70%</p> <p>In class participation – 90%</p>		
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Date: September 26, 2017

To: Dr. Lori Campbell, Chair, Certificate and Diploma Committee

From: Dr. Lorraine Carter, Director, Centre for Continuing Education

Cc: Christie McGaghran, Program Manager, Centre for Continuing Education

Re: Addiction Education Program (Certificate and Diploma)

I am writing to request your support in the closure of the Addiction Careworker Diploma and Addiction Studies Certificate program offered through the Centre for Continuing Education (CCE). In its place we propose to launch a fully revised Certificate and Diploma program aligned to meet the current needs of addiction professionals.

#### History

CCE has offered studies in addiction since the 1980s. Courses and formal programming have undergone various transformations over the decades while the Academic Submission for the current Addiction Certificate and Diploma program was approved in 2001. Since 2001, the program has undergone regular updates to the curriculum to keep abreast with emerging trends and changing needs in the addiction field.

#### Description of the Current Program

The Addiction Careworker Diploma is a series of 10 courses including six core courses and four electives. In the Addiction Studies Certificate, the student completes any 15 units of study.

#### Diploma Core Courses (all required)

- ADD 827 Introduction to Addiction (3 units)
- ADD 828 Problem Management Skills for Helpers (3 units)
- ADD 829 Concepts and Dimensions of Group Work Practice (3 units)
- ADD 830 Solution Focused Approaches in Addiction Counselling (3 units)
- ADD 874 Pharmacology and Drug Abuse (2 units)
- ADD 862 Case Management and Report Writing (2 units)

## Skill Development Elective Courses (4 units required)

- ADD 888 Assessment of Addictive Behaviour (2 units)
- ADD 876 Concurrent Disorders in Addiction (2 units)
- ADD 122 Counselling Techniques in Addiction Practice (2 units)
- ADD 899 Crisis Intervention (2 units)
- ADD 899 Diversity and Special Issues (2 units)
- ADD 498 Self-Help/Mutual-Aid (2 units)
- ADD 471 EAP II: Counselling for the Workplace: Principles of EAP Intervention (2 units)
- ADD 895 Treatment of Addictive Behaviour (2 units)
- ADD 812 Understanding & Preventing Relapse (2 units)
- ADD 803 The Whole Person: Application of Personality Theories in Addiction (2 units)

## General Elective Courses (4 units required]

- ADD 813 Adult Children of Alcoholics (2 units)
- ADD 831 Co-Dependency as an Addiction: A Critical Review (2 units)
- ADD 470 EAP I: Wellness & Work: Introduction to Employee Assistance Programs (2 units)
- ADD 832 Older Canadians and Substance Abuse (2 units)
- ADD 831 Professional Ethics and Helping (2 units)
- ADD 406 Program Development (2 units)
- ADD 894 Youth and Addiction (2 units)
- ADD 101 Independent Study (2 units)
- ADD 400 Practical Experience Elective (2 units)
- ADD 879 Working with Families & Addiction (2 units)
- ADD 121 Working with Problem Gambling (2 units)
- ADD 892 Working with Women & Addiction (2 units)

Current Situation

The current Certificate and Diploma program is in a good position. We have earned a reputation as an education leader in addiction studies. Due to the online course format we have used in the program, we have attracted a national audience and are well-known by employers across Canada. There is a relationship between the program and the main certifying body, the Canadian Addiction Counsellor Certification Federation. In particular, the Diploma has been recognized as meeting the educational requirements for its primary addiction counsellor certification. Enrollment is steady and strong.

However, over the past few years, the addiction field has undergone significant professional reflection and rebranding. This is due, in part, to the Psychotherapy Act and the interests of many addiction workers to professionalize the field and have their own regulation or certification to oversee the profession (the field is currently unregulated). The results are that employers are requiring greater education when they are hiring addiction counsellors and a push for more job-ready applicants who require less workplace training.



Although the current program remains strong at this time, the field is changing at a fairly rapid pace and the program will become outdated in the near future. We feel that this is the ideal time to launch a newly revised Certificate and Diploma program to meet the changing needs of graduates and employers alike.

### Research Process

A review of the Addiction Education program offered through the Centre for Continuing Education was undertaken early in 2016. The first stage of the review included a scan of potential competitors with comparable programs, review of enrolment and student demographic trends, program effectiveness interviews with instructors and employers, and a survey of graduates of the program.

As a result of the findings, it was determined that a small working group would be struck composed of instructors teaching in the program and community agencies/organizations who have employed graduates of the program and are familiar with the current challenges of working with people with addictions. The task of the working group was to examine (i) the current program with respect to the appropriateness of the program-level learning outcomes and (ii) the existing courses with respect to their potential to accomplish the intended outcomes of the program.

The working group was composed of seven individuals who met on ten occasions between December 2016 and June 2017. Discussion was facilitated by an outside consultant. As a result of these discussions, the program-level learning outcomes were re-written, and the program's courses were redesigned to align with the revised outcomes. Other important work undertaken by the working group was consideration of alignment of the program with the criteria of the Canadian Addictions Counsellors Certification Federation (CACCF) as well as discussion of including a practical, hands-on experience for students in the program.

### Results

Most significantly, a change is required in the application requirements to the program to ensure that our graduates have an existing foundation in a related field such as health, counselling, mental health, community and social services, community justice, law enforcement, or public health. This is a result of employers seeking applicants who are trained in a specific profession, but who also possess specific addiction training. At the same time, the afore-mentioned areas of study do not address addiction in enough depth to meet employers' needs. Additionally, employers no longer value a stand-alone diploma in addiction studies as enough to work in the field.

The current program includes 28 course offerings. These courses need to be condensed and reconfigured to a more manageable program offering. As the courses are redesigned, we propose to reflect themes and content that have become mainstream in the industry since the current certificate and diploma were developed in 2001. Examples of these focus areas include trauma informed care, concurrent disorders, contemporary treatment approaches, behavioural and process addictions.

### New Direction

The proposed changes to the current program are significant and progressive. We feel that rather than making revisions to the existing curriculum, it is appropriate to redesign the program learning outcomes and corresponding course outcomes from the ground up. A program submission for the Certificate and Diploma committee is being submitted at this time.

### Program Phase Out

We recommend that the Addiction Careworker Diploma and Addiction Studies Certificate program be phased out over 18-24 months. We will restrict program enrollment commencing February 15, 2018 so that new students can complete within a reasonable time.

Every effort will be made to ensure that students, who are currently enrolled, have the opportunity to complete their certificate or diploma before the present program is retired.

The following steps will be taken to communicate the closure of the program and manage the wind down phase:

- Instructors will be informed and consulted regarding course scheduling for the wind down period.
- An email will be sent to all students who have been enrolled in the Addiction Careworker Diploma or Addiction Studies Certificate program and have taken a course since September 2012 (five years).
- Students will be given a period of 18 months to complete the program. Courses will be scheduled to maximize student completion.
- Communication about the closure of the program will be posted on the CCE website, indicating that new applications will be received until February 15, 2018. It will be clearly communicated that the current program will be closing and that students have a window of 18 months from mid-February 2018 to complete all program requirements (18 months is a typical length of time taken for the diploma completion).
- Existing students will be informed of the option of transferring to the proposed new Certificate or Diploma in fall 2018, provided that they meet the new entrance requirements. Transfer of courses already completed in the current program will be facilitated. Students must have completed no more than 50% of the current program in order to be eligible for transfer.

CCE is committed to helping all current students complete either the Addiction Careworker Diploma or Addiction Studies Certificate program, if that is their wish. We are also committed to working with our instructors to maintain good relationships and to garner their support in creating a smooth and professional wind down of the program and transition to the proposed new program.

In summary, CCE wishes to inform the Certificate and Diploma committee of its plan to close the current Addiction Careworker Diploma and Addiction Studies Certificate program in order to initiate our scheduling and communications plan for the new program.

I trust that you will support our decision to approve the closure of the Addiction Careworker Diploma and Addiction Studies Certificate program. We look forward to presenting the proposal for a new Certificate and Diploma program in professional addiction studies.

Sincerely,

A handwritten signature in cursive script that reads "Lorraine Carter".

Lorraine Carter  
Director, Centre for Continuing Education  
1 James Street North (OJN), 3<sup>rd</sup> Floor



## Centre for Continuing Education Program Approval

<b>A. Department &amp; Program Information (Complete all fields):</b>	
Academic Designation:	Certificate and Diploma
Program Name:	Professional Addiction Studies
Name of Representative:	Christie McGaghran, Program Manager
Proposed Date/Term of Program Start:	Fall 2018 (September 2018)
Date of Submission:	September 26, 2017
<b>B. Faculty Statement (Required):</b>	
Refer to attached letter of support from Associate Dean, Dr. Lori Campbell, Faculty of Social Sciences.	
<b>C. Academic Merit (Complete all fields; write "not applicable" as needed):</b>	
i. Program Overview:	<p>The Professional Addiction Studies diploma program will consist of 10 three unit courses (42 hours); eight required courses and two elective courses (30 units). Upon successful completion of the required 10 courses, participants will receive the McMaster University Diploma in Professional Addiction Studies.</p> <p style="text-align: center;">***</p> <p>The Professional Addiction Studies certificate program will consist of five three unit courses (42 hours). Students must complete five courses (15 units) of their personal choice from the full list of program offerings. Upon successful completion of the five courses, participants will receive the McMaster University Certificate in Professional Addiction Studies.</p> <p style="text-align: center;">***</p> <p>Students are given a five-year period to complete all required components of either the certificate or diploma program. This requirement is based on the changing skills and knowledge of an evolving field.</p>

	<p>Program content is based on areas of knowledge and skills for addiction professionals identified in the competencies of the Canadian Addiction Certification Federation (CACCF). CACCF provides the certification called International Certified Alcohol and Drug Counsellor (ICADC). In addition, program content is derived from consultations with other industry experts in addiction and mental health.</p> <p>In the diploma program, the required courses provide holistic information about various aspects of addiction that are explored in greater depth in other courses. In recognition of the prominence of trauma in the addiction field, a trauma-informed lens is used throughout the program.</p> <p>Program learning objectives and specific course outcomes align with the ICADC's eleven skills and knowledge domains: i) Pharmacology; ii) Signs and Symptoms; iii) Human Development; iv) Family Counselling; v) Individual Counselling; vi) Group Counselling; vii) Treatment Approaches in Counselling; viii) Special Populations; ix) Case Management; x) Professional Ethics, and xi) Other Alcohol and Drug Knowledge. Each course will bridge theory and practical experience through a combination of experiential learning (i.e. case studies, role play, practice demonstration, mock assessments, sample report writing, discussions, and presentations) and traditional teaching methods. Emerging trends, theories, and practices will be incorporated into the coursework to ensure that program content is current and relevant.</p> <p>Students without prior work experience in the addiction field will be strongly encouraged to complete the optional Field Experience elective. This course consists of a 375 hour student placement with written assignments and two evaluations conducted by the host agency.</p> <p>Subject matter experts and program instructors will be researchers and practitioners in the field who will, in their courses, emphasize the knowledge and skills required for employment in the field of addiction and mental health.</p>
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	The program will be delivered in an online format. There are no pre-requisite courses for this program.
ii. Learning Objectives:	<p>The Professional Addiction Studies diploma program provides an opportunity for individuals seeking to enter the field of addiction to enhance their knowledge and skills required for employment and professional certification. The program also serves as professional development for those working in fields such as mental health, counselling, law enforcement, nursing, social work, child and family services.</p> <p>Program objectives are based on the ICADC's eleven skills and knowledge domains, as well as on feedback from consultation with industry professionals.</p> <p>Specifically, successful participants will be able to:</p> <ul style="list-style-type: none"> <li>• assess a broad spectrum of variables that lead to and influence addiction in order to support those living with and those affected by addiction from a strength-based perspective;</li> <li>• recognize knowledge limitations and scope of professional practice, including awareness of when referrals to other professionals are required and the role of multidisciplinary care in relation to addiction;</li> <li>• differentiate distinct theoretical and applied approaches pertaining to the application of screening, assessment and treatment approaches;</li> <li>• explain the relationship(s) between addiction and mental health, the complexities of working with individuals experiencing concurrent disorders, and the need for holistic care in situations where trauma is involved;</li> <li>• use evidence-informed practice across a continuum of treatment modalities in order to support diverse populations and provide culturally-safe care;</li> <li>• communicate effectively and appropriately, both verbally and in writing, within recognized professional and industry standards;</li> <li>• translate theory to practice in the support of individuals, groups, families, and communities;</li> <li>• act, at all times, in a professional and ethical manner that</li> </ul>

	<p>reflects sensitivity to the nature of addiction and is in compliance with relevant laws;</p> <ul style="list-style-type: none"> <li>• apply counseling and therapy-based treatments to be used in client-care</li> </ul> <p>The Professional Addiction Studies certificate program draws its learning objectives from the same list as the diploma. However, students will select 15 units of study based on their individual learning needs, thereby customizing the specific grouping of outcomes.</p>
iii. Meeting Learning Objectives:	<p>The Professional Addiction Studies diploma program will use a series of eight required and two elective courses to achieve the stated program objectives. Individual course objectives are mapped to the overall program objectives. The delivery format and teaching methods have been selected to optimize achievement of the learning objectives.</p>
iv. Program Admission Requirements:	<p>Students who wish to enter the Certificate or Diploma in Professional Addiction Studies are required to meet the following admission criteria based on their education and/or work experience:</p> <ol style="list-style-type: none"> <li>1) Undergraduate degree or three-year college diploma in a related field. Relevant fields of study include psychology, social work, health, social sciences, public health, community and social services, child and youth studies.</li> <li>2) OR, a minimum of 2 years of full-time (4,000 hours) supervised experience of relevant professional experience in fields such as addiction, mental health, social and community services, nursing, law enforcement/criminal justice, first responders.</li> </ol> <p>Students in the existing Addiction Careworker Diploma and Addiction Studies Certificate program will be eligible to transfer to the Professional Addiction Studies program, provided they meet the above admission requirements. To be eligible for transfer, such students must have completed no more than 50% of the current</p>

	<p>program. This option will be available to students in the Addiction Careworker Diploma and Addiction Studies Certificate for 18 months following the notice of closure of these programs. Existing students will also be given the opportunity to complete the current Certificate or Diploma program within an 18 month period.</p>
v. Program Pre-requisites (if applicable):	CCE will implement a formal application to assess program entrance requirements.
vi. Program Completion Requirements:	Students must complete 10 courses (8 core courses and 2 electives; 30 units) in order to qualify for the Diploma in Professional Addiction Studies. In the Certificate in Professional Addiction Studies, students must complete 15 units of study from the program offerings.
viii. Program Delivery Format:	All program courses will be delivered online. Delivery activities will include instructor presentations, readings, group discussions, and practical application activities. Where possible, simulation activities will be used to enhance experiential education.
ix. Student Evaluations (Grading Process):	Each course will include several evaluation components. The evaluations may consist of assignments, case studies, presentations, role play, recorded counselling demonstrations, reports, individual or group projects, class participation, or a combination thereof. Where appropriate, evaluations will be structured to assess participants' level of competency in achieving overall learning objectives.
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 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 the 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:	<p>Upon enrolment to the Diploma program, a student may receive up to a maximum of 12 units of advanced credit (4 courses). The courses used for such credit must be equivalent to the McMaster courses that they replace; specifically,</p> <ul style="list-style-type: none"> <li>• Courses must have an 80% content/curricula overlap and a similar number of equivalent to classroom hours;</li> <li>• Courses must be listed on an official transcript from an accredited academic institution with a minimum grade of C-; and,</li> <li>• Courses must be taken within the last 5 years.</li> </ul> <p>Advanced standing will not be available for the Certificate program.</p>
<b>D. Statement of Financial Viability:</b>	
<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 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).</p> <p><i>Lorraine Carter, Director, Centre for Continuing Education, September 2017</i></p>	
<b>E. Statement of Administrative Responsibilities:</b>	
<p>The human and systems infrastructure to support the following functions exists within CCE. Costs will be fully covered by tuition, with the exception of the first year of the program, when the start-up will be subsidized by CCE.</p> <p>Responsibilities for the programs are as follows:</p> <ul style="list-style-type: none"> <li>• Budget development and monetary responsibilities</li> <li>• Program and Course Development</li> <li>• Course Registrations/Administration</li> <li>• Supervision of Instructors to ensure University policies and practices are adhered to; course are taught according to program requirements and standards</li> <li>• Marketing and Promotions</li> </ul> <p><i>Faculty of Social Sciences</i></p> <p>The Faculty of Social Sciences 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 Faculty of Social Sciences will receive an annual stipend at the end of each fiscal year during which the program records a surplus.</p>	

<b>F. Listing of Courses</b>			
<b>Course Name</b>	<b>Required/Elective</b>	<b>Academic Units</b>	<b>Proposed Term</b>
Introduction to Addiction	Required	3.0 units	Fall 2018
Pharmacology	Required	3.0 units	Fall 2018
Counselling Skills for Addiction Professionals	Required	3.0 units	Fall 2018
Addiction Treatment: Theories, Models and Applications for Professional Practice	Required	3.0 units	Winter 2019
Group Work and Mutual Aid	Required	3.0 units	Winter 2019
Assessment and Treatment Planning	Required	3.0 units	Winter 2019
Human Development in Context: Understanding the Person with Addiction Issues	Required	3.0 units	Spring 2019
Families and Addiction	Required	3.0 units	Spring 2019
Trauma Informed Care in Addiction	Elective	3.0 units	Spring 2019
Contemporary Treatment Approaches	Elective	3.0 units	Fall 2019
Concurrent Disorders	Elective	3.0 units	Fall 2019
Working with Compulsive Behaviours	Elective	3.0 units	Fall 2019
Diversity and Inclusive Practice	Elective	3.0 units	Winter 2020
Counselling in the Work Environment: Creating Workplace Wellness	Elective	3.0 units	Winter 2020
Field Experience	Elective	3.0 units	Winter 2020
<p>Notes: Courses may be taken in any order; however, the following order is recommended:</p> <ul style="list-style-type: none"> <li>• Introduction to Addiction should be the first course completed;</li> <li>• The following required courses are recommended to be completed prior to taking an elective credit: <ul style="list-style-type: none"> <li>-Introduction to Addiction</li> <li>-Pharmacology and Drug Abuse</li> <li>-Addiction Treatment: Theories, Models and Applications for Professional Practice</li> <li>-Assessment and Treatment Planning</li> <li>-Counselling Skills for Addiction Professionals</li> </ul> </li> </ul>			

- Counselling Skills for Addiction Professionals should be taken prior to Contemporary Treatment Approaches.
- Field Experience should be taken near the end of the program - preferably as the last course.

Required courses have been chosen to align with the educational requirements for professional certification.

### **Course Descriptions:**

#### Required courses:

#### **Introduction to Addiction (3 units)**

This course provides an overview of addiction from a holistic standpoint through the examination of both theory and the continuum of helping interventions currently used in Canada. The course also explores the prevention and treatment continuum in Canada along with providing an introduction to ethical and legal issues an addiction professional will face.

#### **Pharmacology (3 units)**

This course provides an in-depth examination of the unique attributes of each of the four groupings of psychoactive agents: depressants (including opioids), stimulants, hallucinogens and psychotherapeutic agents, including psychoactive affects and the effects of the withdrawal process. The relationship between psychoactive drug pharmacology and how drugs are classified as licit or illicit will also be examined.

#### **Counselling Skills for Addiction Professionals (3 units)**

This course provides the foundational counselling concepts and practice skills required when supporting individuals in the field of addiction. The focus will be on applying communication skills within the stages of interviewing. Emphasis will be placed on how to engage clients and to cultivate the helping relationship. A basic model of crisis intervention will be examined for a variety of crisis situations that are common in the field of addiction work. Through use of experiential learning and audiovisual demonstrations, students will practice counselling skills using frameworks such as TTM and MI. With the integration of counselling concepts and techniques, students will develop a personal counselling approach.

#### **Addiction Treatment: Theories, Models and Applications for Professional Practice (3 units)**

This course is designed to help answer the question “what really works in the treatment of addiction?” It offers a review of what we know to date about best practices in the treatment of addiction. A template will be offered on how to engage the client throughout the counseling process, with the focus on the client as the most important agent of change. Case management is integral in the counselling work and will be explored in detail with the aim to develop effective strategies. Attention will also be given to students developing a personal wellness plan that reflects understanding of worker burnout and/or vicarious trauma.

**Group Work and Mutual Aid (3 units)**

This course will explore theories and models of group intervention, with emphasis on developmental stages of groups and their application to work in addiction settings. Group dynamics, process and goals will be explored. An exploration of mutual aid and its function in the addiction field will include comparing and contrasting professionally led with peer facilitated group processes.

**Assessment and Treatment Planning (3 units)**

Using a bio-psycho-social-spiritual framework, this course provides students with the foundational skills needed to accurately screen and assess addiction and compulsive behavior issues. Students will develop an individualized treatment plan that considers a client's strengths and unique needs. Students will learn to develop effective clinical documentation and report writing skills.

**Human Development in Context: Understanding the Person with Addiction Issues (3 units)**

This course examines the developmental changes across the human lifespan and the reciprocal relationships they have with addiction. There will be a review of personality theories and how the integration of these theoretical perspectives can provide a more holistic understanding of the person with addiction issues. Students will learn about treatment interventions specific to each theory. The assessment and treatment process is explored from a bio-psycho-social-spiritual lens.

**Families and Addiction (3 units)**

The course offers a systemic approach to working with families and addiction. The influence of substance use on family dynamics and the concept of co-dependency and its relevance in the context of treatment will be examined. How ethnic and cultural issues, age, gender, mental health and family violence differentially impacts the family's overall functioning will be examined. Students will practice effective ways to engage families in treatment, conduct assessments, and set treatment goals.

**Elective Courses:****Trauma Informed Care in Addiction (3 units)**

This course provides students with the opportunity to develop knowledge about the impact of trauma and implications for treatment of individuals who use substances and or engage in other compulsive behaviours. Students will explore trauma informed practices that are being used in screening, assessment and treatment of individuals. Given the potential for vicarious trauma, the development of a well thought out personal and professional self-care plan will be a focus of this course.

**Contemporary Treatment Approaches (3 units)**

This is a practice oriented course. The course provides a hands-on approach to counselling work with individuals with addiction issues. Several contemporary treatment approaches will be reviewed with a focus on developing knowledge and practicing specific counselling skills,

such as: Solution-Focused, Strength-Based, Cognitive Behavioural Therapy, Dialectical Behavioural Therapy and Mindfulness principles with clients with an addiction issue. There is also an emphasis on how to engage mandated clients and individuals reluctant to change. Relapse indicators and assessment tools, treatment planning and strategies from a variety of perspectives will also be covered in this course.

**Concurrent Disorders (3 units)**

This course prepares students to understand the complexity of mental health disorders and substance use, and the interactional relationships between them. Students will learn the prevalence of concurrent disorders, the importance of screening for both mental health and substance use, and the benefits of treating both concurrently.

**Working with Compulsive Behaviours (3 units)**

This course provides an overview of various compulsive behaviours, including their development, treatment, impact on brain functioning, and distinct strategies for intervening with individuals and their support systems. Emerging issues and trends will be explored.

**Diversity and Inclusive Practice (3 units)**

In this course, student will gain knowledge and skills for working with diverse populations with substance use concerns, including ethnic and cultural diversity, sexual diversity, indigenous persons, and various marginalized groups. This course is designed to explore the learner's own social location as well as increase knowledge and skills for working with various diverse populations. Examination of barriers to accessing services as well as specialized treatment programs developed to meet unique needs will be undertaken.

**Counselling in the Work Environment: Creating Workplace Wellness (3 units)**

Using a holistic conceptualization of wellness, this course examines the role of Employee Assistance Programming (EAP) in offering assistance through the workplace. Topics covered include addiction and mental health issues in the workplace, program development, and short term counselling approaches including crisis intervention and critical incident stress management.

**Field Experience (3 units)**

Students without prior employment in addiction work will substantially benefit from practical work experience in the field. This field experience opportunity will assist the student in developing an awareness of their role as an addiction professional. This course integrates the academic learning in the Professional Addiction Studies program with the practical experience of a clinical setting. Students will have the opportunity to observe and practice a wide range of skills presented in the academic courses, thereby facilitating a transfer directly to the workplace. Students will secure their own placement, in consultation with the Centre for Continuing Education. The course requires a total of 375 hours of practical experience which may be accomplished over a 12-month timespan. Students planning to use this practical experience toward the 300 hours of supervised clinical experience required for

ICADC/CCAC certification through the CACCF are strongly recommended to request prior approval from the CACCF, as strict definitions are in place to meet these hours. Although it is recommended that students wait until the end of the program to complete the field experience, the minimum pre-requisite courses prior to registering for the placement are:

- Introduction to Addiction

- Pharmacology

- Counselling Skills for Addiction Professionals

- Assessment and Treatment Planning



**Associate Dean  
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Date: September 25, 2017

To: Certificate and Diploma Committee, Undergraduate Council and Senate

From: Lori Campbell, Associate Dean (Academic), Faculty of Social Sciences

RE: Proposal for Professional Addiction Studies Program

I have reviewed the Professional Addiction Studies program submission presented by the Centre for Continuing Education. I have determined that it meets all the criteria set out by the Undergraduate Council in its guidelines for certificates and diplomas and we, therefore, endorse this submission with the support of the Faculty of Social Sciences.

I have had the proposal reviewed by Dr. Mat Savelli, Assistant Professor in the Department of Health, Aging and Society. His conclusion is that the objectives of the proposed program are viable, that the courses included in it will fulfill the stated objectives and meet Undergraduate Council's criteria for the designation of "Certificate" and "Diploma". I concur with this assessment.

The Faculty of Social Sciences is pleased to have a high quality program such as the Professional Addiction Studies program to meet the needs of people wanting to work in this field. We support this CCE program as their academic affiliates, providing both the initial submission review and overview of ongoing curriculum issues. Additionally, we have provided CCE with the guidelines needed by their students for possible use of the advanced standing rules for students entering our degree programs using credit from completion of this program.

Very best regards,

Lori Campbell, Ph.D.

Associate Dean (Academic) Faculty of Social Sciences

Cc: Lorraine Carter, Director, CCE

Dan Piedra, Assistant Director, CCE



DATE: 23/09/2017

TO: Dr. Lori Campbell, Associate Dean, Faculty of Social Sciences

FROM: Mat Savelli, Dept of Health, Aging & Society

SUBJECT: Evaluation of Professional Addiction Studies, Program Proposal for the Centre for Continuing Education (CCE)

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Dear Lori,

I have had the chance to review the proposal for the revised Professional Addiction Studies that will be offered through the Centre for Continuing Education (CCE). Having examined the proposed program submission document, it seems clear that the program meets the standards that we would expect for 3-unit academic courses.

The program's requirements and the content covered in each course are of sufficient intellectual calibre and would likely be 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 Professional Addiction Studies program. Please do not hesitate to let me know if you require any other information.

Sincerely,

Mat Savelli  
Assistant Professor (CLA), Dept of Health, Aging, and Society

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



## REPORT TO UNDERGRADUATE COUNCIL FROM THE UNDERGRADUATE COUNCIL CURRICULUM AND ADMISSIONS COMMITTEE

### FOR APPROVAL

#### **Revised General Academic Regulations for Inclusion in the 2017-2018 Undergraduate Calendar**

At its meeting of October 24, 2017, the Undergraduate Council Curriculum and Admissions Committee approved, for recommendation to Undergraduate Council, revisions to the General Academic Regulations. The Undergraduate Council Ad Hoc Committee on Academic Structures for Student Success (CASS) was given a mandate that included review of the *General Academic Regulations*, which had not been revised since the early 1990s. The CASS Report, the direction of which was approved by Undergraduate Council on October 3, 2017, recommended a number of new and revised regulations which have been included in the attached. These include:

- Moving the last day for cancelling courses without failure by default to one week later in the term – Undergraduate Council approved this recommended change to the Sessional Dates effective as of the *2017-2018 Undergraduate Calendar*.
- Changes to the early feedback regulations – this regulation is part of the *Undergraduate Course Management Policies* and has been revised in that document; changes to the General Academic Regulations reflect the changes to that Policy.
- Introduction of a regulation for repeating courses – a course may be repeated twice (for three attempts in total) and the grade. Grades for all attempts will be included on the transcript, but only the grade earned on the most recent attempt will be included in the GPA and units will be counted only once toward degree requirements.
- Revisions to the policy on access to undergraduate courses – this policy has been rewritten for clarity and to ensure that it is not interpreted as a ‘graduation guarantee’.

In addition to these changes, the credit in courses by special assessment (challenge examinations) policy was reviewed and moved, without changes, from the Admission Requirements section of the Undergraduate Calendar to the General Academic Regulations. Some definitions that appeared in the Glossary section were also moved to the General Academic Regulations and two new definitions from the awards regulations review by the Ad Hoc Committee to Review the Undergraduate Awards Policy were also included. Some definitions (highlighted) must still be further revised for clarity and consistency; these will be brought forward at a later date.

No other changes were made to the regulations. The language was reviewed and revised for clarity. Text that provided information and instruction only, that is, was not a regulation, was removed. The General Academic Regulations section was considerably restructured and reorganised to ensure that information was grouped appropriately. The review was conducted with the intention that the final material will be presented in an on-line format and links to other sections of the Calendar, policies, and other McMaster websites have been added.

The regulations for the Credit/No-Credit Course Option (Discovery Credits) have yet to be added.

The Undergraduate Council Curriculum and Admissions Committee now recommends,

**that Undergraduate Council approve, for recommendation to Senate, the revised General Academic Regulations, for inclusion in the 2018-2019 Undergraduate Calendar, as outlined in the attached.**

**Undergraduate Council:**  
November 14, 2017

## GENERAL ACADEMIC REGULATIONS:

This section outlines the general undergraduate academic regulations of the University. Students must read and comply with both these regulations and those set out by their Faculty elsewhere in this Undergraduate Calendar, as applicable. In the event of a conflict between the Faculty's program regulations and the General Academic Regulations, the program regulations take precedence.

Since the Academic Regulations are continually reviewed, the University reserves the right to change the regulations in this section of the Calendar. The University also reserves the right to cancel the academic privileges of a student at any time should the student's scholastic record or conduct warrant so doing.

Faculties are authorized to use discretion in special situations by taking into account past practice, the spirit of the regulations, and extraordinary circumstances. Students who believe their situations warrant special consideration should consult the appropriate [Faculty/Program Office](#).

### Academic Commitments

Students should expect to have academic commitments (e.g., classes, labs, tests, examinations, etc.) Monday through Saturday, normally 8:30 a.m. to 10:00 p.m., but not on Sunday or statutory holidays, as outlined in the [Sessional Dates](#). Students are responsible for meeting all course requirements, including final examinations, as scheduled. Students who require accommodations to meet religious, Indigenous or spiritual observances ([hotlink to RISO](#)) must make their requests within 10 working days from the beginning of the start of term to their [Faculty/Program office](#).

### Sessional Dates

The academic year is divided into terms, as shown below. Most undergraduate students register for the **Fall** and **Winter** terms, which run from September to December and January to April respectively. The **Spring/Summer** term starts at the beginning of May and ends in early August.

Undergraduate Sessional Dates, as approved by Senate:

- [2017 Fall Term](#)
- [2018 Winter Term](#)
- [2017-2018 Courses Spanning both Terms](#)
- [2018 Spring Session](#)
- [2018 Summer Session](#)
- [2018 Spring/Summer Term: Full-Term Courses](#)

#### *2017 Fall Term (62 days)*

Item	Date(s)

<b>Enrolment Begins</b>	<i>To be announced</i>
<b>Classes begin</b>	Tuesday, September 5
<b>Last day for enrolment and course changes</b>	Wednesday, September 13
<b>Mid-term recess(es)</b>	Monday, October 9 to Sunday, October 15
<b>Last day for withdrawing from courses without failure by default</b>	Friday, November 10
<b>Test and Examination Restriction</b>	Thursday, November 30 to Thursday, December 7
<b>Classes end</b>	Wednesday, December 6
<b>Final Examinations</b>	Friday, December 8 to Thursday, December 21
<b>Deferred examinations</b>	Tuesday, February 20 to Friday, February 23

**2018 Winter Term (62 days)**

<b>Item</b>	<b>Date(s)</b>
<b>Enrolment Begins</b>	<i>To be announced</i>
<b>Classes begin</b>	Thursday, January 4*
<b>Last day for enrolment and course changes</b>	Friday, January 12
<b>Mid-term recess(es)</b>	Monday, February 19 to Sunday, February 25
<b>Last day for withdrawing from courses without failure by default</b>	Friday, March 16
<b>Good Friday: No classes or examinations</b>	Friday, March 30
<b>Test and Examination Restriction</b>	Tuesday, April 3 to

	Tuesday, April 10
<b>Classes end</b>	Monday, April 9
<b>Final Examinations</b>	Wednesday, April 11 to Thursday, April 26
<b>Deferred examinations</b>	Monday, June 18 to Thursday, June 21

*\*The University re-opens on Tuesday, January 2, 2018 after the December holidays; classes begin January 4.*

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**2017-2018 Courses Spanning both Terms (124 days)**

<b>Item</b>	<b>Date(s)</b>
<b>Enrolment begins</b>	<i>To be announced</i>
<b>Classes begin</b>	Tuesday, September 5
<b>Last day for enrolment and course changes</b>	Wednesday, September 13
<b>Mid-term recess(es)</b>	Monday, October 9 to Sunday, October 15 and, Monday, February 19 to Sunday, February 25
<b>Last day for withdrawing from courses without failure by default</b>	Friday, March 16
<b>Good Friday: No classes or examinations</b>	Friday, March 30
<b>Test and Examination Restriction</b>	Tuesday, April 3 to Tuesday, April 10
<b>Classes end</b>	Monday, April 9
<b>Mid-Term Tests Level (I)</b>	Friday, December 8 to Thursday, December 21

<b>Final Examinations</b>	Wednesday, April 11 to Thursday, April 26
<b>Deferred examinations</b>	Monday, June 18 to Thursday, June 21

***2018 Spring Session (34 days)***

<b>Item</b>	<b>Date(s)</b>
<b>Classes begin</b>	Monday, April 30
<b>Last day for enrolment and course changes</b>	Monday, May 7
<b>Victoria Day: No classes</b>	Monday, May 21
<b>Last day for withdrawing from courses without failure by default</b>	Wednesday, May 30
<b>Classes end</b>	Friday, June 15
<b>Final Examinations</b>	<i>As arranged by instructor in class time</i>
<b>Deferred Examinations</b>	<i>2018 Fall Mid-Term Recess Period</i>

***2018 Summer Session (34 days)***

<b>Item</b>	<b>Date(s)</b>
<b>Classes begin</b>	Monday, June 18
<b>Last day for enrolment and course changes</b>	Monday, June 25
<b>Canada Day: No classes</b>	Monday, July 2
<b>Last day for withdrawing from courses without failure by default</b>	Wednesday, July 18
<b>Classes end</b>	Friday, August 3

<b>Civic Holiday: No classes</b>	Monday, August 6
<b>Final Examinations</b>	<i>As arranged by instructor in class time</i>
<b>Deferred Examinations</b>	<i>2018 Fall Mid-Term Recess Period</i>

### ***2018 Spring/Summer Term: Full-Term Courses (68 days)***

<b>Item</b>	<b>Date(s)</b>
<b>Classes begin</b>	Monday, April 30
<b>Last day for enrolment and course changes</b>	Monday, May 7
<b>Victoria Day: No classes</b>	Monday, May 21
<b>Canada Day: No classes</b>	Monday, July 2
<b>Last day for withdrawing from courses without failure by default</b>	Wednesday, July 18
<b>Classes end</b>	Friday, August 3
<b>Civic Holiday: No classes</b>	Monday, August 6
<b>Final Examinations</b>	<i>As arranged by instructor in class time</i>
<b>Deferred Examinations</b>	<i>2018 Fall Mid-Term Recess Period</i>

## **Student Responsibilities**

### **Academic**

McMaster University provides many resources to help students achieve their academic goals, including the Undergraduate Calendar, program advisement reports and academic advisors. The University endeavours to enable students to enrol in required courses so that their program admission requirements and course requisites can be met in a timely manner. The University

reserves the right to change a student's enrolment in classes should the need occur (e.g. low enrolment, urgent timetable changes, etc.).

Students must assume certain responsibilities. They include:

- meeting admission requirements and application deadlines for their intended program(s) of study
- selecting and completing courses in an order that meets requisite and program requirements
- becoming familiar with and respecting University [Sessional Dates](#), the [General Academic Regulations](#) and their [Faculty/Program specific regulations](#) and the Regulations for Aid and Awards as found in the appropriate section of this Calendar.

Students who do not follow these guidelines may experience academic consequences such as cancellation of course enrolment, completion of courses that are not counted toward their degree, or delayed graduation.

In addition to the responsibilities listed above, students are expected to:

- know and follow the [Senate Policies](#)
- keep their [student account](#) in good standing, paying all charges on time
- be aware that changes to course load and program may affect eligibility for government and University [aid and awards](#) (e.g. OSAP, work programs, bursaries, scholarships, etc.)
- consult with [Student Accessibility Services](#) in a timely manner to make disability related accommodation requests

## Communication

It is the student's responsibility to:

- maintain current contact information with the University, including address, phone numbers, and emergency contact information
- use the university provided e-mail address or maintain a valid forwarding e-mail address
- regularly check the official University communications channels, including the Mosaic Student Centre. Official University communications are considered received if sent by postal mail, by fax, or by e-mail to the student's designated primary e-mail account via their @mcmaster.ca account
- accept that forwarded e-mails may be lost and that e-mail is considered received if sent via the student's @mcmaster.ca account

## Academic Obligations

Due dates and evaluations are described in course outlines except where other University policies apply, e.g., SAS accommodations, deferred exams, etc. When students are aware of their progress early in a course they can make informed decisions. Restrictions are placed on academic obligations to enable students to plan their work schedules.

1. Student learning in undergraduate courses should be assessed on more than one occasion. To that end, no single academic obligation (e.g., essay, test, examination, etc.) should have a value of more than 75% of the final grade without approval from the Department Chair or Associate Dean's Office. Clinical, placement, thesis and capstone courses are exempt.

2. For students requiring relief from an academic obligation, it is at the discretion of the instructor to determine the nature of the relief. In cases such as this, students can be offered the choice of another assessment or the option of writing a final examination which may be worth more than 75% of the course grade.

### **Early Feedback:**

3. All students must receive feedback regarding their progress prior to the final date by which a student may cancel the course without failure by default.

4. For Level I and Level II courses, this feedback must equal a minimum of 20% of the final grade.

5. For Level III courses and above, this feedback must equal a minimum of 10% of the final grade.

6. For courses where it is difficult to achieve a numeric grade due to the design of the course (e.g., supervised study, thesis, capstone, inquiry, independent research/study, experiential courses, etc.), clear and early feedback must be provided.

7. When academic obligations are completed by the due dates in the course outline, early feedback will be received by the final date by which a student can cancel a course without failure by default. Students who use the MSAF process and other petitionable accommodations may not receive feedback by the early feedback deadline.

### **Restrictions:**

8. Due dates for all term work must be on or before the final day of classes for courses with a final examination. For courses with no final examination, academic assessments can be due on or before the final date of examinations.

9. Test, quizzes, exams and take home exams worth more than 10% cannot be assigned or due during the last 5 days of classes plus the days(s) between the end of classes and the beginning of examinations. Assignments worth more than 10% that are assigned at the beginning of the course and noted on the course outline, can be due during this time period, provided students are given sufficient additional detail to enable them to work on the assignment in advance of the due date.

10. Academic obligations cannot be due during the December holiday break or the fall and winter mid-term recesses, with the exception of deferred exams scheduled by the Office of the Registrar.



## **Residence Requirements**

Most students complete all undergraduate work at McMaster University. However, students who complete work at other universities must meet the minimum requirements set out below.

To obtain any four- or five-level, first undergraduate degree:

- at least two levels (approximately 60 units of work) beyond Level I, including the final level, must be completed at McMaster University.

To obtain a three-level, first undergraduate degree:

- the final level and at least one other level (a minimum of approximately 60 units of work) must be completed at McMaster University,
- or,
- the final level (approximately 30 units of work) including at least 18 units of program-specific requirements must be completed at McMaster University.

Courses taken at another university on a Letter of Permission will not count toward the residence requirements.

All course work for a second bachelor's degree must be completed at McMaster University.

## **McMaster University Statement on the Collection of Personal Information and the Protection of Privacy**

McMaster University collects and retains personal information of students, alumni and other parties, including but not limited to faculty, staff, visiting academics and private citizens using services provided by McMaster University, under the authority of the *McMaster University Act, 1976*. This information is used for the academic, administrative, employment-related, safety and security, financial and statistical purposes of the University, including for the administration of admissions, registration, awards and scholarships, convocation, alumni relations and other fundamental activities related to being a member of the University community, a user of services provided by McMaster or an attendee of, or applicant to, a public post-secondary institution in the Province of Ontario. The information will be used, among other things, to admit, register and graduate students, record academic achievement, issue library cards and, where applicable, local transit passes, to provide access to information systems and to operate academic, financial, athletic, recreational, residence, alumni and other University programs. Additionally, this information may be shared with other institutions of higher education in order to administer collaborative programs. Information on admissions, registration and academic achievement may also be disclosed and used for statistical and research purposes by the University, other post-secondary educational institutions and the federal and provincial governments. The names of alumni, their Faculty and program, award information, degree(s) awarded and date of graduation

is considered public information and may be published by McMaster University. In addition, student photographs posted by the University in the form of individual pictures or class pictures may be publicly displayed. Aside from the foregoing, the information you provide and any other information placed in a student record, or in a personnel record, will be protected and used in compliance with Ontario's *Freedom of Information and Protection of Privacy Act (RSO 1990)* and will be disclosed only in accordance with this Act. If you have any questions about the collection and use of this information please contact the University Registrar, University Hall, Room 209, Student Records, Gilmour Hall, Room 108, or the University Secretary, Gilmour Hall, Room 210, McMaster University.

McMaster University may also collect personal information from other relevant sources including, without limitation, the Ontario Universities' Application Centre, secondary schools, colleges, universities and other institutions previously attended, including third-party services and test score providers where the items collected form a part of the application or admission process to a university program.

Furthermore, McMaster is required to disclose personal information such as Ontario Education Numbers, student characteristics and educational outcomes to the Ministry of Advanced Education and Skills Development (the "MAESD"; formerly known as the Ministry of Training, Colleges, and Universities). The Ministry collects this data for purposes such as planning, allocating and administering public funding to colleges, universities and other post-secondary educational and training institutions and to conduct research and analysis, including longitudinal studies, and statistical activities conducted by or on behalf of the Ministry for purposes that relate to post-secondary education and training. Any information collected by McMaster for the purposes of self-identification as a member of a specific group (i.e. First Generation, First Nations, etc.) may be subject to disclosure to the MAESD by McMaster and collected by the MAESD pursuant to its statutory authority. Further information on how the MAESD uses personal information is available on the ministry's website (<http://www.tcu.gov.on.ca/>).

In addition to collecting personal information for the purposes noted above, McMaster University collects specific and limited personal information on behalf of the McMaster Student Union, the McMaster Association of Part-time Students and/or the McMaster Graduate Students Association. These constituent student groups use personal information for the purpose of membership, administration, elections, annual general meetings, health plans and other related matters only. Please contact the relevant Student Union or Association office if you have questions about this collection, use and disclosure of your personal information and their respective privacy policies.

*September 2015*

## **Notification of Disclosure of Personal Information to Statistics Canada**

Statistics Canada is the national statistical agency. As such, Statistics Canada carries out hundreds of surveys each year on a wide range of matters, including education. In order to carry out such studies, Statistics Canada asks all colleges and universities to provide data on students and graduates. Institutions collect and provide to Statistics Canada student identification information (student's name, student ID number), student contact information (address and telephone number), student demographic characteristics, enrolment information, previous education and labour force activity.

The *Federal Statistics Act* provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The information may be used only for statistical purposes, and the confidentiality provisions of the Statistics Act prevent the information being released in any way that would identify a student. Students who do not wish to have their information used are able to ask Statistics Canada to remove their identification and contact information from the national database. For further information, please see Statistics Canada's web site at: <http://www.statcan.ca> or write to the Postsecondary Section, Centre for Education Statistics, 17th Floor, R.H. Coats Building, Tunney's Pasture, Ottawa, K1A 0T6.

## **Record Retention**

When individuals apply for admission to and enrolment in programs at McMaster they accept the University's right to collect pertinent personal information. This information is needed to assess qualifications for entry, establish records of performance in programs and courses, provide the basis for University aid and awards and governmental student aid programs, and to assist the University in the academic and financial administration of its affairs. All documentation submitted to the University in support of applications for admission, residence accommodation, University aid and awards, appeals and/or petitions becomes the property of the University.

All application documents are normally destroyed at the end of each admission cycle for applicants who are not accepted, or who do not enrol following acceptance. For applicants who become McMaster students, their application documents are normally destroyed five years after the last term of their enrolment at the University (regardless of whether or not they graduate).

Supporting documentation relevant to government student aid programs (e.g., OSAP) is kept per the retention policies of the Federal and/or Provincial governments. Supporting documentation, by aid year, relevant to the administration of online aid applications, as well as University aid and awards, will normally be destroyed after seven years.

All information needed to produce official transcripts is maintained permanently.

## Second Bachelor's Degree Programs

For admission to a second undergraduate degree program a student must hold a first undergraduate degree. A second degree is not available in all degrees and/or subject areas. See [University Graduates Applying for a Second Bachelor's Degree](#).

1. All work for the second degree must be completed at McMaster University.
2. Second degree programs may not be available where there is substantial overlap in the requirements of the first degree. See individual Faculty/Program regulations or consult [Faculty/Program Offices](#) for exclusions or further information.
3. Extra courses taken while enrolled in a first degree program, or courses completed as a Continuing Student, may, with the approval of the Faculty, be applied to the second degree program.
4. Students must meet the same regulations for continuation and graduation as are applied to students enrolled in a first degree program.
5. Credit from the first two degrees cannot be applied to a third undergraduate degree. To obtain a third undergraduate degree students must complete all program requirements, i.e. approximately 90 units for a three-level degree and approximately 120 units for a four-level degree.

## Requirements for Second Bachelor's Degree Programs

- **Honours Degree following a Three-Level Degree in the Same Subject:** For consideration into an Honours B.A. or B.Sc. degree program following a three-level degree in the same subject, a GPA of at least 5.0 in the first degree program is required. For consideration into all other eligible degree programs, a GPA of at least 6.0 in the first degree program is required. If admitted, at least 30 units beyond the first degree, including all program requirements, must be completed.
- **B.A. or B.Sc. in Another Subject:** For consideration, students must meet the admission requirements for the program. If admitted, at least 30 units beyond the first degree, including all program requirements, must be completed. Students are not eligible for a second B.A. or B.Sc. degree in a program in which they have been awarded a [minor](#), however, they may apply for an honours second degree in that subject.
- **Honours B.A., Honours B.A.Sc., Honours B.Sc. or Honours B.H.Sc. in Another Subject:** For consideration, students must meet the admission requirements for the program and have a GPA of at least 5.0. If admitted, at least 60 units beyond the first degree, including all program requirements, must be completed.
- **B.M.R.Sc.:** For consideration, students must meet the admissions requirements for the program. If admitted, students will be required to complete a minimum of 24 units during Level I of the program. Some of these units may be extra to the degree requirements.
- **B. Eng., B.Tech., and B.A.Sc.:** For consideration, students must meet the admission requirements for the program. If admitted, students must complete at least 60 units beyond the first degree including all program requirements.

### **McMaster Students Studying at Another University: Letter of Permission (LOP) and Exchange (Study Abroad)**

McMaster students who wish to complete courses at another university for transfer credit towards their McMaster degree must be in [good academic standing](#).

Grades obtained in courses at another university will not be included in the calculation of McMaster averages, which may affect consideration for in-course academic awards.

Courses taken at another university cannot be used to satisfy McMaster's [Residence Requirements](#).

Students may take up to six units at another university toward a [Minor](#).

#### **Letter of Permission (LOP):**

Students must obtain necessary approval in advance from their [Faculty/Program Office](#).

Upon completion of course work, if a grade of 60% or better is obtained, the transcript designation reads T indicating *transfer credit*. If less than a 60% grade is attained, the transcript designation reads NC indicating *no credit*. If the student withdraws from the course, the transcript designation reads W indicating *withdrawn*.

Students who do not to use their Letter of Permission or drop the course must supply the [Faculty/Program Office](#) with a certified letter from the host university, otherwise a grade of NC will be placed on the transcript.

#### **Exchange (Study Abroad):**

Students must obtain necessary approvals in advance from both their [Faculty/Program Office](#) and [International Student Services](#).

Upon completion of course work, if a passing grade (as determined by the host university) is obtained, the transcript designation reads T indicating *transfer credit*. If less than a passing grade is attained, the transcript designation reads NC indicating *no credit*. If the student withdraws from the course(s), the transcript designation reads W indicating *withdrawn*.

Students who return from Exchange prior to completion of course work must supply the [Faculty/Program Office](#) with a proof of withdrawal from the host university, otherwise grades of NC will be placed on the transcript.

#### **Credit in Courses by Special Assessment (Challenge Examinations)**

Students who have acquired knowledge at a different type of institution or in a manner that makes assessment of their qualifications difficult are permitted to seek degree credit through special assessment (Challenge for Credit).

Challenge for credit is not intended to give credit for skills or knowledge gained through high school, college or previous university instruction. The special assessment may include one or

more of the following: written examinations, papers, essays, submissions of a substantial body of work, or portfolios, or laboratory tests. Credit can be granted only for those courses listed in the current McMaster calendar. Not all courses in all disciplines are available for challenge. Faculties and departments are free to determine which, if any, of their courses are open for special assessment. Challenges are assessed on a pass/fail basis. The passing grade for a challenge appears on the transcript as COM (Complete) and is not used in computing averages or evaluating honours or scholarship standing, but is counted as a course attempt. Unsuccessful attempts will be noted on the transcript as a grade of F. Special Assessment is not available for a course taken previously and a course may be attempted only once by special assessment. Once you have registered for a course by such means (known as challenge exams) the registration may not be cancelled and you may not withdraw from the course.

Waivers of prerequisites only (i.e. no degree credit) will be at the discretion of the department.

### **Voluntary Withdrawal from the University**

Students who wish to permanently or temporarily withdraw from the University must consult their [Faculty/Program Office](#).

Students in receipt of government student aid (e.g., OSAP) and/or University aid or awards should contact the Office of the Registrar, [Student Financial Aid & Scholarships](#).

### **Petitions for Special Consideration**

The University wishes to assist students with legitimate difficulties. It also has the responsibility to ensure that degree, program and course requirements are met in a manner that is equitable to all students. Students may submit, in a prompt and timely manner, a Petition for Special Consideration to the [Faculty/Program office](#) in those instances where a student acknowledges that the rules and regulations of the University have been applied fairly, but is requesting that an exception to the regulations be made because of special circumstances. Petitions should be submitted in a prompt and timely manner for the relevant term, but no later than July 31 immediately following the Fall/Winter Term or November 15 immediately following the Spring/Summer Term.

Two forms are available in the Offices of the [Faculty/Program office](#):

#### **Petition for Special Consideration (Form A):**

The [Petition for Special Consideration \(Form A\)](#) is submitted for a variety of issues, including, when a student wishes to have a leave of absence or seeks to depart from University requirements based on compelling medical or personal reasons; or a student believes that an adverse ruling or decision about their academic performance, such as failing a course, or being required to withdraw from a program for failure to meet program requirements, should be waived because of compelling medical or personal circumstances.

### **Petition for Special Consideration: Request for Deferred Examination (Form B):**

The [Petition for Special Consideration: Request for Deferred Examination \(Form B\)](#) is used when a student misses an examination because of compelling medical or personal reasons.

1. Once a student has completed an examination, no special consideration will be granted.
2. A student who misses an examination because of compelling medical or personal reasons may submit a [Petition for Special Consideration: Request for Deferred Examination \(Form B\)](#) to the [Faculty/Program Office](#), normally within five working days of the missed examination.
3. If the reason is medical, the approved [McMaster University Medical Form](#) must be used. The student must be seen by a doctor at the earliest possible date, normally on or before the date of the missed exam and the doctor must verify the duration of the illness. Relief will not be available for minor illnesses. If the reason is non-medical, appropriate documentation with verifiable origin covering the relevant dates must be submitted, normally within five working days.
4. In deciding whether or not to grant a petition, the adequacy of the supporting documentation, including the timing in relation to the due date of the missed work and the degree of the student's incapacitation, will be taken into account.
5. It is the student's responsibility to check *Mosaic Student Center > Deferred Exam Approvals* or with the [Faculty/Program Office](#) for a decision on the request for a deferred examination. If the deferred examination is granted, the student will be informed officially by means of the notation **DEF** which will appear against the relevant course on the student's academic record and via *Mosaic > Student Centre > View My Grades*.
6. Deferred examinations are written during the next official University [deferred examination period](#). Default of the deferred examination will result in a fail for that examination.
7. Students who have been granted more than one deferred examination may be required by their [Faculty/Program Office](#) to reduce their course load during the term in which the deferred examinations are being written. The decision on a reduced load will be made and communicated with the decision on the request for deferred examinations.
8. At the discretion of the [Faculty/Program Office](#), students who have been granted one or more deferred examinations, may not be allowed to enrol in a subsequent term until all deferred examinations have been completed and the [Academic Standing](#) calculated. Students will be notified of this decision by their [Faculty/Program Office](#).
9. Students who will be living more than 160 kilometres from Hamilton during the deferred examination period and wish to write their approved deferred examination at an institution other than McMaster must submit a [Request to Write Deferred Examination Off-campus Form](#) at least 15 working days prior to the [deferred examination period](#). Students are responsible for making arrangements for a presider to conduct the deferred examination at an outside institution and for paying any fees such as invigilation and return courier.
10. The authority to grant any petitions lies with the [Faculty/Program Office](#) and is discretionary. It is imperative that students make every effort to meet the originally-scheduled course requirements and it is a student's responsibility to write examinations as scheduled.

Decisions made on Petitions for Special Consideration are final. In accordance with the [Student Appeal Procedures](#), decisions made on Petitions for Special Consideration cannot be appealed to



the Senate Board for Student Appeals. However, should students believe a decision violates their human rights, they may wish to consult McMaster's Policy on [\*Discrimination and Harassment: Prevention & Response\*](#) and visit one of the four intake offices ([Equity and Inclusion Office](#), [Student Support & Case Management](#), [Employee/Labour Relations](#), [Professionalism Office in Faculty of Health Sciences](#)) to initiate a complaint.

### **Requests for Relief for Missed Academic Term Work**

The University recognizes that students periodically require relief from academic work for medical or other personal situations. This academic regulation aims to manage these requests by taking into account the needs and obligations of students, instructors and administrators. It is the prerogative of the instructor of the course to determine the appropriate relief for missed term work in his/her course.

Any concerns regarding the granting of relief should be directed to the respective [Faculty/Program Office](#). Requests for relief should be made with a commitment to academic integrity in mind. Requests that deviate from this commitment will be handled under the [Academic Integrity Policy](#) and [Code of Student Rights and Responsibilities](#), where appropriate.

1. Relief for missed academic work worth less than 25% of the final grade resulting from medical or personal situations lasting up to three calendar days:
  - Use the [McMaster Student Absence Form \(MSAF\)](#) on-line self-reporting tool. No further documentation is required.
  - Students may submit requests for relief using the MSAF once per term.
  - An automated email will be sent to the course instructor, who will determine the appropriate relief. Students must immediately follow up with their instructors. Failure to do so may negate the opportunity for relief.
  - The MSAF cannot be used to meet a religious obligation or to celebrate an important religious holiday.
  - The MSAF cannot be used for academic work that has already been completed/attempted.
  - An MSAF applies only to work that is due within the period for which the MSAF applies, i.e. the 3-day period that is specified in the MSAF; however, all work due in that period can be covered by one MSAF.
  - The MSAF cannot be used to apply for relief for any final examination or its equivalent. See [Petitions for Special Consideration](#).
2. For medical or personal situations lasting more than three calendar days, and/or for missed academic work worth 25% or more of the final grade, and/or for any request for relief in a term where the MSAF has been used previously in that term:
  - Students must report to their Faculty/Program Office to discuss their situation and will be required to provide appropriate supporting documentation (see [Documentation Requirements](#)).



- If warranted, the Faculty/Program Office will approve the absence, and the instructor will determine appropriate relief.

## Documentation Requirements

If the reason for a request for relief is medical, the approved [McMaster University Medical Form](#) covering the relevant dates must be submitted. The student must be seen by a doctor at the earliest possible date, normally on or before the date of the missed work and the doctor must verify the duration of the illness.

If the reason is non-medical, appropriate documentation with verifiable origin covering the relevant dates must be submitted, normally within three working days.

In some circumstances, students may be advised to submit a [Petition for Special Consideration \(Form A\)](#) seeking relief for missed academic work. In deciding whether or not to grant a petition, adequacy of the supporting documentation, including the timing in relation to the due date of the missed work and the degree of the student's incapacitation, may be taken into account. Failure to do so may negate the opportunity for relief.

If the petition is approved, the [Faculty/Program Office](#) will notify the instructor(s) recommending relief. It is the prerogative of the instructor of the course to determine the appropriate relief for missed term work in their course.

## Examinations ([link to Registrar Office Examinations page](#))

Examinations conducted by the Office of the Registrar will appear in the Mosaic Student Centre and may be scheduled in the morning, afternoon, or evening, Monday through Saturday. Other instructor-scheduled tests and examinations may be held throughout each term in compliance with [Academic Obligations – Restrictions](#).

Full details regarding examination procedures conducted by the Office of the Registrar are found in the [Undergraduate Examinations Policy](#).

McMaster student photo identification cards are required at all examinations.

Examinations are not rescheduled for purposes of travel. Students must be available for the entire examination period as listed in the [Sessional Dates](#) section.

The Office of the Registrar will reschedule final examinations within the examination period for the reasons listed below. Application to reschedule examinations must be made at least 10 working days before the scheduled examination period. Failure to meet the stated deadline may result in the denial of the application.

- Conflict with religious obligations
- More than one examination scheduled at the same time

- Three examinations in one calendar day (midnight to midnight).
- Three consecutive examinations over two days (e.g., December 14th at 4:00 pm and 7:30 pm and December 15<sup>th</sup> at 9:00 am).

Students who miss a final examination for medical or personal reasons may submit a [Petition for Special Consideration: Request for Deferred Examination \(Form B\)](#) to their Faculty/Program Office, normally within five working days of the missed examination.

Students who begin a final examination, but are unable to complete it for medical reasons, may submit a [Petition for Special Consideration \(Form A\)](#) to their Faculty/Program Office, normally within five working days of the examination.

Students with disabilities are required to inform [Student Accessibility Services](#) of accommodation needs for examinations on or before the [last date for withdrawal from a course without failure by default](#). This allows sufficient time to verify and arrange appropriate accommodation.

## **Request to Write Deferred Examinations at an Off-Campus Location**

Students living more than 160 kilometers from Hamilton during the deferred examination period and wishing to write their approved deferred examination at an institution other than McMaster must submit a [Request to Write Deferred Examination Off-campus Form](#) at least 15 working days prior to the deferred examination period.

If the deferred examination is written at an off-campus location, any fees incurred are the responsibility of the student. This includes the fee to courier the written examinations back to the Office of the Registrar, Scheduling and Examinations.

For information regarding application for Deferred Examination, see [Petitions for Special Consideration: Requests for Deferred Examinations \(Form B\)](#).

## **Academic Evaluations**

### **Grading System**

The results of all courses attempted will appear on the transcript. The method for determining final grades will be given in the course outline. Unless otherwise specified in the course outline, course results determined on a percentage scale will be converted to an official letter grade, as indicated in the following equivalent percentage scale.

Grade	Equivalent Grade Point	Equivalent Percentages
A+	12	90-100
A	11	85-89

A-	10	80-84
B+	9	77-79
B	8	73-76
B-	7	70-72
C+	6	67-69
C	5	63-66
C-	4	60-62
D+	3	57-59
D	2	53-56
D-	1	50-52
F	0	0-49 – Failure

**Non-Numeric Grades and Notations:**

AUD – Audit

CAN – Cancelled

COM – Complete

CR - Credit

F – Fail

INC – Incomplete

IP – In Progress

MT – Multi-Term

NC – No Credit

NMR – No Mark Received

P – Pass

T – Transfer Credit

W – Withdrawn

XCH – Exchange

Notations

DEF

EXTRA

REPEAT

UPGRADE

## **Withdrawn**

After the [last day for enrolment and course changes](#), students may withdraw from courses until the last day to withdraw without failure by default. Withdrawn courses will be shown on the student's transcript with a grade of W. After the last day to withdraw without failure by default, the student will remain enrolled, whether or not they fulfil any further academic obligations, and a final grade will be assigned.

## **DEF**

Courses with the notation DEF have been approved for a deferred examination.

## **Extra**

Courses designated as “Extra” at the time of registration by the Faculty Office are not included as units toward completion of a student's program. The grades obtained in such courses will not be included in the computation of the GPA. However, they will be included in the computation of the *Fall-Winter Average*.

## **Unused**

Courses designated as “Unused” cannot be used to fulfil the requirements for the student's current degree program. The grades obtained in such courses will be included in the computation of all averages.

## **Graded Units**

Graded units refer to the units completed and assigned a letter or grade point on the 12 point grading scale and does not include courses assessed on a pass/fail, credit/no credit, complete/incomplete, etc.

## **Pass/Fail Courses**

Courses evaluated on a Pass/Fail basis are not included in the calculation of averages. The earned units are counted towards degree requirements.

## **Multi-Term Fall/Winter Courses**

Codes for multi-term Fall/Winter courses have an A/B suffix. Part A must always be taken in the Fall Term immediately preceding Part B. Neither Part A nor B of a multi-term course has academic credit independent of both parts being successfully completed. Students who drop or withdraw from Part A must also withdraw from B.

Upon completion of the Fall Term, a grade of MT indicating *multi-term* will be assigned to Part A and the final grade will be assigned to Part B. Students who withdraw from Part B are not eligible to receive academic credit for Part A.

## Fall-Winter Average

The fall-winter average is a weighted average based on the grades attained in the Fall and Winter Terms. [Overload](#) courses and [Extra](#) courses are included in the Fall-Winter Average.

## Grade Point Average (GPA)

The grade point average (GPA) is the weighted average based on the grades obtained in all courses taken. Failed courses are included in the GPA calculation, with the exception of courses graded on a [Pass/Fail](#) basis.

The GPA is calculated by multiplying the grade points achieved in each course by the number of units in each course, totaling these results, and then dividing this result by the total number of course units.

Example of a GPA calculation, using the grade points and units for courses attempted:

Grade	Grade Points		Units	TotalPoints	
A-	10	x	6	=	60
C+	6	x	3	=	18
B	8	x	6	=	48
B+	9	x	3	=	27
F	0	x	<u>6</u>	=	<u>0</u>
<b>Total</b>			<b>24</b>		<b>153</b>

To calculate Average:  $153 \div 24 = 6.4$

## Term GPA

The Term GPA is the weighted average based on final grades obtained in courses attempted in the term. Failed courses are included in the Term GPA calculation, with the exception of courses graded on a [Pass/Fail](#) basis.

## Cumulative GPA

The Cumulative GPA is the weighted average based on final grades obtained in all courses attempted during the student's undergraduate career. Failed courses are included in the Cumulative GPA calculations, with the exception of courses graded on a [Pass/Fail](#) basis.

## Honour Lists

Students are reviewed for Deans' Honour Lists (DHL) and Provost's Honour List (PHL) each time a minimum of 30 units (may not exceed 6 units graded as pass/fail) have been completed. Subsequent assessments are based on all units completed since the previous review.

Students will be named to the Deans' Honour List when a minimum average of 9.5 is achieved.

Students will be named to the Provost's Honour List when an average of 12.0 is achieved.

## With Distinction

Graduation *With Distinction* standing is awarded when a minimum [GPA](#) of 9.5 is achieved in a degree program. In this case, the Latin phrase *summa cum laude* ("with highest honour") will appear on the graduate's diploma.

## Transcripts

A [transcript](#) summarizes a student's academic career at McMaster University and is available by electronic request through [Mosaic](#). Transcript requests will not be processed for students with outstanding financial accounts at the University or those under investigation for an academic integrity violation.

## Credentials

A credential is a body of academic work or collection of course work that stands on its own and for which a parchment is issued. McMaster credentials include certificates, diplomas and degrees. A single course is permitted to be counted toward a maximum of two credentials.

## Minors

Students enrolled in a four- or five-level program (with the exception of the Medical Radiation Sciences programs) are eligible to obtain a Minor in another subject area, provided that the subject area is not integral to the requirements of their degree program. At least 18 units must be completed at McMaster. Students who wish to receive a Minor must consult the appropriate department section of the calendar. McMaster also offers [Interdisciplinary Minors and Thematic Areas](#). To apply for a Minor, students must complete the Minor/Certificate Application in addition to their online [Graduation Information Centre](#) (GIC) application. The student's Faculty will verify that the requirements have been met and, if successful, the [transcript](#) will indicate that a Minor has been obtained. Minors cannot be revoked once approved.

## Overload Work

Students wishing to take more units than prescribed for their Level/program in the Fall/Winter Term or more than 12 units in the Spring/Summer Term (no more than 6 units in either session

of that term) must seek permission from their Faculty/Program Office. Normally, a [Fall/Winter Average](#) of at least 7.0 in the immediately preceding [review period](#) will be required if an overload is to be permitted. Additional academic [fees](#) will be assessed for overload work.

### **Repeating Courses**

Effective September 1, 2018, students may repeat a course twice (i.e. attempting the course three times). Students should note, for the purposes of this regulation, cross-listed and equivalent courses count as attempts. Grades from every attempt will appear on the academic [transcript](#). The [GPA](#) calculation will include only the grade earned on the most recent attempt. Units earned will be counted once toward the student's program requirements, regardless of the number of times the course is repeated.

### **Auditing Courses**

Students currently enrolled in a degree program wishing to audit a course must obtain approval from the course instructor and their [Faculty/Program Office](#). Additionally:

- course requisites must be met
- academic obligations (assignments, test, examinations, etc.) are not completed
- a grade of AUD (audit) will be assigned
- units will not be earned nor applied toward the student's program requirements
- tuition [fees](#) apply
- students will not be permitted to enrol for credit in the course after the [Last Day for enrolment and course changes](#)
- students enrolled in a course for credit will not be permitted to change the course to 'audit' after the [Last Day for enrolment and course changes](#)

Non-McMaster students wishing to audit a course must enrol as a [Listener](#).

### **OSAP Eligible Course Load**

OSAP Eligible Course Load or equivalent refers to the 60% minimum course load per term (40% minimum course load per term for students with permanent disabilities) required to be eligible for full-time OSAP government student aid funding.

### **Academic Standing Review:**

Each year in May and August (and after deferred examinations) academic standing is reviewed and determined for students who have:

- attempted at least 18 units of work since the last review, or
- may be eligible to graduate.

In the academic standing review, three determinations are made:

- whether a student may graduate

- whether a student may continue at the University
- whether a student may continue in a program.

### **Academic Standings:**

#### **Good Standing**

A student who satisfies the [minimum requirements](#) to continue in their program without restriction.

#### **May Continue in Program - Academic Probation**

Academic probation is assigned when a student:

- achieves a [GPA](#) between 3.0 and 3.4. If at any future [academic standing review](#) their GPA falls below 3.5, the academic standing assigned will be [May Not Continue at the University](#).
- returns to studies after being [Reinstated](#). If at any future [academic standing review](#) their GPA falls below 3.5, the academic standing assigned will be [Required to Withdraw from the University](#).

#### **May Continue in Program - Program Probation**

Program Probation is assigned when a student's [GPA](#) falls below the minimum requirements to remain in their program. Failure to achieve [Good Standing](#) at the next [academic standing review](#) will result in their removal from the program. See Faculty specific [Minimum Requirements for Entering and Continuing in a Program Beyond Level I](#).

#### **May Not Continue in Program**

This standing is assigned to:

- students who fail to achieve the minimum GPA to remain in the program, or
- students previously on [Program Probation](#) who fail to achieve [Good Standing](#).

To continue at the University, the student must apply to transfer to another program.

#### **May Not Continue in Faculty**

May Not Continue in Faculty is assigned when:

- a student enrolled in a program in the Faculty of Engineering or Business has achieved a GPA between 3.0 and the minimum requirements to remain in their Faculty, or
- a student enrolled in a program in the Faculty of Business in Level II or above receives a grade of F in more than 6 units.



To continue at the University, the student must apply to transfer to another program or continue as a *transition* student for one reviewing period.

### **May Not Continue at University**

May Not Continue at University is assigned when:

- a student achieves a GPA below 3.0, or
- a student previously on Academic [Probation](#) fails to achieve [Good Standing](#).

The student cannot enroll in courses at the University unless granted [Reinstatement](#).

### **Required to Withdraw from University**

A student who at any time received a standing of [Academic Probation](#) and at a future [academic standing review](#) achieves a GPA below 3.5 will be Required to Withdraw from the University. The student will be unable to apply for [Reinstatement](#) for at least 12 months.

### **Reinstatement**

Students must contact the [Office of the Registrar](#) to apply for reinstatement within the application deadlines. Reinstatement is not guaranteed.

If reinstatement is granted, the student is placed on [academic probation](#) and their [GPA](#) is re-set to 0.0 on zero units. At the discretion of the Faculty, the student may retain credit for courses successfully completed. If at any [academic standing review](#) after reinstatement the student's [GPA](#) falls below 3.5, the student will be [required to withdraw from the University](#).

The student must complete a minimum of 60 units of work after reinstatement to be eligible for [Graduation with Distinction](#) or other recognition based on the [GPA](#).

## **Level I Registration and Academic Standing Requirements**

### **Minimum Requirements for Entering and Continuing in a Program Beyond Level I**

#### **Graduation**

The following minimum [GPA](#) are required to graduate:

- B.A. – 3.5
- B.A. (Honours) – 5.0

- B.S.W. (Honours), B.A. /B.S.W. and B.S.W. – 6.0
- B.Arts Sc. and B.Arts Sc. (Honours) – 5.0
- B.A.Sc. (Faculty of Engineering) – 4.0
- B.A.Sc. (Honours) (Faculty of Science) – 5.0
- B.Com. – 4.0
- B.Com. (Honours) – 5.0
- B.Eng., B.Eng.Biosciences, B.Eng.Mgt., B.Eng.Society – 4.0
- B.F.A. (Honours) – 5.0
- B.H.Sc. -6.0
- B.H.Sc. (Honours) – 5.0
- B.H.Sc. (Midwifery) –
- B.H.Sc. (PA) –
- B.M.R.Sc.\* – 4.5
- B.Mus. (Honours) – 5.0
- B.Sc. – 3.5
- B.Sc. (Honours) – 5.0
- B.Sc.Kin. (Honours) – 5.0
- B.Sc.N. – 5.0
- B.Tech – 3.5

*\* All requirements must be completed within five years from the time of registration in Level II.*

Students who intend to graduate must complete the online [Graduation Information Centre](#) form by the appropriate deadline in their final term of study. Students wishing to graduate with a [Minor](#) must complete the application in the [Minor/Certificate Application Centre](#).

Degrees will be conferred at the Convocation immediately following the completion of the degree. Students unable to attend the convocation ceremony who wish to attend a later ceremony should consult the [Policy on Deferral of Attendance at Convocation](#) and must contact the [Office of the Registrar](#) within the prescribed deadlines.

### **Parchments, Diplomas and Certificates**

Diplomas will not be released to students with an outstanding financial account with the University.

Diplomas are held for a period of 12 months following the Convocation date before being destroyed. Students requesting diplomas after this period are required to pay a replacement [fee](#).

Graduates may request a duplicate or replacement degree parchment, diploma or certificate ([fees](#) apply.)

- A duplicate copy will be issued when requested by a graduate or when the original document has been lost or destroyed.

- The words *duplicate copy* or *reissued* will be affixed to all degree parchments, diplomas or certificates requested in this manner and will bear the signatures of the current Chancellor, President and Vice-Chancellor, and Registrar.
- Damaged parchments must be returned to the Office of the Registrar before the new parchment, diploma or certificate is issued.

## GENERAL ACADEMIC REGULATIONS:

### Academic Commitments

Students should expect to have academic commitments (e.g., classes, labs, tests, examinations, etc.) Monday through Saturday, normally 8:30 a.m. to 10:00 p.m., but not on Sunday or statutory holidays, as outlined in the [Sessional Dates](#). Students are responsible for meeting all course requirements, including final examinations, as scheduled. Students who require accommodations to meet a religious, Indigenous or spiritual obligation or to celebrate an important religious holiday observances ([hotlink to RISO](#)) must should make their requests within 10 working days from the beginning of as soon as possible after the start of term to their Faculty/Program office.

The Sessional Dates have been moved into the General Academic Regulations document.

### Sessional Dates

The academic year is divided into terms, as shown below. Most undergraduate students register for the **Fall** and **Winter** terms, which run from September to December and January to April respectively. The **Spring/Summer** term starts at the beginning of May and ends in early August.

#### *On this page:*

Undergraduate Sessional Dates, as approved by Senate:

- [2017 Fall Term](#)
- [2018 Winter Term](#)
- [2017-2018 Courses Spanning both Terms](#)
- [2018 Spring Session](#)
- [2018 Summer Session](#)
- [2018 Spring/Summer Term: Full-Term Courses](#)

#### *2017 Fall Term (62 days)*

Item	Date(s)
<del>Registration</del> Enrolment Begins	<i>To be announced</i>
Classes begin	Tuesday, September 5
Last day for <del>registration</del> enrolment and course changes in registration	Wednesday,

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	September 13
Mid-term recess(es)	Monday, October 9 to Sunday, October 15
Last day for <del>cancelling</del> withdrawing from courses without failure by default	Friday, November 10
<b>Test and Examination Restriction Assessment Ban</b> (See Undergraduate Course Management Policies)	Thursday, November 30 to Thursday, December 7
Classes end	Wednesday, December 6
Final Examinations	Friday, December 8 to Thursday, December 21
Deferred examinations	Tuesday, February 20 to Friday, February 23

### *2018 Winter Term (62 days)*

Item	Date(s)
<del>Registration</del> Enrolment Begins	<i>To be announced</i>
Classes begin	Thursday, January 4*
Last day for <del>registration</del> enrolment and course changes in registration	Friday, January 12
Mid-term recess(es)	Monday, February 19 to Sunday, February 25
Last day for <del>cancelling</del> withdrawing from courses without failure by default	Friday, March 16
Good Friday: No classes or examinations	Friday, March 30
<b>Test and Examination Restriction Assessment Ban</b> (See Undergraduate Course Management Policies)	Tuesday, April 3 to Tuesday, April 10

<b>Classes end</b>	Monday, April 9
<b>Final Examinations</b>	Wednesday, April 11 to Thursday, April 26
<b>Deferred examinations</b>	Monday, June 18 to Thursday, June 21

*\*The University re-opens on Tuesday, January 2, 2018 after the December holidays; classes begin January 4.*

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### *2017-2018 Courses Spanning both Terms (124 days)*

Item	Date(s)
<del>Registration</del> <b>Enrolment Begins</b>	<i>To be announced</i>
<b>Classes begin</b>	Tuesday, September 5
<b>Last day for <del>registration</del> enrolment and course changes in registration</b>	Wednesday, September 13
<b>Mid-term recess(es)</b>	Monday, October 9 to Sunday, October 15 and, Monday, February 19 to Sunday, February 25
<b>Last day for <del>cancelling</del> withdrawing from courses without failure by default</b>	Friday, March 16
<b>Good Friday: No classes or examinations</b>	Friday, March 30
<b>Test and Examination Restriction Assessment Ban</b> (See Undergraduate Course Management Policies)	Tuesday, April 3 to Tuesday, April 10
<b>Classes end</b>	Monday, April 9
<b>Mid-Term Tests Level (I)</b>	Friday, December 8 to Thursday, December

	21
<b>Final Examinations</b>	Wednesday, April 11 to Thursday, April 26
<b>Deferred examinations</b>	Monday, June 18 to Thursday, June 21

*2018 Spring Session (34 days)*

Item	Date(s)
<b>Classes begin</b>	Monday, April 30
<b>Last day for <del>registration</del> enrolment and course changes in <del>registration</del></b>	Monday, May 7
<b>Victoria Day: No classes</b>	Monday, May 21
<b>Last day for <del>cancelling</del> withdrawing from courses without failure by default</b>	Wednesday, May 30
<b>Classes end</b>	Friday, June 15
<b>Final Examinations</b>	<i>As arranged by instructor in class time</i>
<b>Deferred Examinations</b>	<i>2018 Fall Mid-Term Recess Period</i>

*2018 Summer Session (34 days)*

Item	Date(s)
<b>Classes begin</b>	Monday, June 18
<b>Last day for <del>registration</del> enrolment and course changes in <del>registration</del></b>	Monday, June 25
<b>Canada Day <del>Observation</del>: No classes</b>	Monday, July 2

<b>Last day for <del>cancelling</del> withdrawing from courses without failure by default</b>	Wednesday, July 18
<b>Classes end</b>	Friday, August 3
<b>Civic Holiday: No classes</b>	Monday, August 6
<b>Final Examinations</b>	<i>As arranged by instructor in class time</i>
<b>Deferred Examinations</b>	<i>2018 Fall Mid-Term Recess Period</i>

### *2018 Spring/Summer Term: Full-Term Courses (68 days)*

<b>Item</b>	<b>Date(s)</b>
<b>Classes begin</b>	Monday, April 30
<b>Last day for <del>registration</del> enrolment and course changes in <del>registration</del></b>	Monday, May 7
<b>Victoria Day: No classes</b>	Monday, May 21
<b>Canada Day Observation: No classes</b>	Monday, July 2
<b>Last day for <del>cancelling</del> withdrawing from courses without failure by default</b>	Wednesday, July 18
<b>Classes end</b>	Friday, August 3
<b>Civic Holiday: No classes</b>	Monday, August 6
<b>Final Examinations</b>	<i>As arranged by instructor in class time</i>
<b>Deferred Examinations</b>	<i>2018 Fall Mid-Term Recess Period</i>

## **Student Academic Responsibility Responsibilities**

### **Academic**

*General Academic Regulations Track Changes Version, Oct. 2017*



~~In its commitment to helping students achieve their academic goals, through the following McMaster University makes available numerous tools and resources, including the Undergraduate Calendar, advisement reports and academic advisors. However, students must assume certain responsibilities. They include:~~

McMaster University provides many resources to help students achieve their academic goals, including the Undergraduate Calendar, program advisement reports and academic advisors. The University endeavours to enable students to enrol in required courses so that their program admission requirements and course requisites can be met in a timely manner. The University reserves the right to change a student's enrolment in classes should the need occur (e.g. low enrolment, urgent timetable changes, etc.).

Students must assume certain responsibilities. They include:

- meeting admission requirements and application deadlines for their intended a program(s) of study
- ~~applying to that program by the stated deadline~~
- ~~selecting courses that meet the program requirements~~
- ~~completing courses in an order that meets prerequisite requirements~~
- selecting and completing courses in an order that meets requisite and program requirements
- becoming familiar with and respecting University [Sessional Dates](#), the [General Academic Regulations](#) and their [Faculty/Program /School specific regulations](#) and the Regulations for Aid and Awards as found in the appropriate section of this Calendar.

~~Experience has shown that s~~ Students who do not follow these guidelines may experience academic consequences such as cancellation of registration in courses, course enrolment, completion of courses that are not counted toward their degree, or delayed graduation.

In addition to the responsibilities listed above, students are expected to:

- ~~become familiar with and respect~~ know and follow the [Senate Policies](#)
- keep their [student account](#) in good standing, paying all charges on time by their respective due dates
- be aware that changes to course load and program may affect eligibility for government and University aid and awards (e.g. OSAP, work programs, bursaries, scholarships, etc.)  
~~Please contact the Office of the Registrar, Student Financial Aid & Scholarship, if you have questions about changes to your eligibility.~~
- consult with [Student Accessibility Services](#) in a timely manner to make the necessary disability related accommodation requests for special needs

### **Student Communication Responsibility**

It is the student's responsibility to:

- maintain current contact information with the University, including address, phone numbers, and emergency contact information
- use the university provided e-mail address or maintain a valid forwarding e-mail address
- regularly check the official University communications channels, including the Mosaic Student Centre. Official University communications are considered received if sent by postal mail, by fax, or by e-mail to the student's designated primary e-mail account via their @mcmaster.ca alias account
- accept that forwarded e-mails may be lost and that e-mail is considered received if sent via the student's @mcmaster.ca alias account

### **Academic Regulations** This section has been moved and now serves as the introduction to the General Academic Regulations.

This section outlines the general undergraduate academic regulations of the University. Students must read and comply with both these regulations and those set out by their Faculty elsewhere in this Undergraduate Calendar, as applicable. In the event of a conflict between the Faculty's program regulations and the General Academic Regulations, the program regulations take precedence.

~~The regulations which follow are the general regulations of the University. You should read both these general academic regulations and your Faculty regulations which may be more specific. They appear in the Faculty sections of this Calendar.~~

Since the Academic Regulations are continually reviewed, the University reserves the right to change the regulations in this section of the Calendar. This University also reserves the right to cancel the academic privileges of a student at any time should the student's scholastic record or conduct warrant so doing.

~~In the event there is a conflict between the program regulations and the general regulations in this chapter, the program regulations take precedence.~~

Faculties are authorized to use discretion in special situations by taking into account past practice, the spirit of the regulations, and extraordinary circumstances. Students who believe their situations warrant special consideration should consult the appropriate [Faculty/Program Office of the Associate Dean](#).

~~The Academic Regulations listed below are effective as of September 1993. These regulations apply to all undergraduate students admitted or readmitted to the University from September 1993 onward.~~

The language in the Academic Obligations section below is proposed language in the Undergraduate Course Management Policy. A working group in 2016-17 reviewed and drafted most of the language and UGC is expected to review/approve in the fall of 2017. The Early Feedback section was re-written by CASS, with expected review and approval by UGC in the fall of 2017. The group working on the academic regulations re-write noted the Undergraduate Course Management Policy is a policy written for faculty members/instructors and is unlikely to be seen by students. The language should be included in the General Academic Regulations.

### **Academic Obligations**

Due dates and evaluations are described in course outlines except where other University policies apply, e.g., SAS accommodations, deferred exams, etc. When students are aware of their progress early in a course they can make informed decisions. Restrictions are placed on

academic obligations to enable students to plan their work schedules.

1. Student learning in undergraduate courses should be assessed on more than one occasion. To that end, no single academic obligation (e.g., essay, test, examination, etc.) should have a value of more than 75% of the final grade without approval from the Department Chair or Associate Dean's Office. Clinical, placement, thesis and capstone courses are exempt.

2. For students requiring relief from an academic obligation, it is at the discretion of the instructor to determine the nature of the relief. In cases such as this, students can be offered the choice of another assessment or the option of writing a final examination which may be worth more than 75% of the course grade.

#### **Early Feedback:**

3. All students must receive feedback regarding their progress prior to the final date by which a student may cancel the course without failure by default.

4. For Level I and Level II courses, this feedback must equal a minimum of 20% of the final grade.

5. For Level III courses and above, this feedback must equal a minimum of 10% of the final grade.

6. For courses where it is difficult to achieve a numeric grade due to the design of the course (e.g., supervised study, thesis, capstone, inquiry, independent research/study, experiential courses, etc.), clear and early feedback must be provided.

7. When academic obligations are completed by the due dates in the course outline, early feedback will be received by the final date by which a student can cancel a course without failure by default. Students who use the MSAF process and other petitionable accommodations may not receive feedback by the early feedback deadline.

#### **Restrictions:**

8. Due dates for all term work must be on or before the final day of classes for courses with a final examination. For courses with no final examination, academic assessments can be due on or before the final date of examinations.

9. Test, quizzes, exams and take home exams worth more than 10% cannot be assigned or due during the last 5 days of classes plus the days(s) between the end of classes and the beginning of examinations. Assignments worth more than 10% that are assigned at the beginning of the course and noted on the course outline, can be due during this time period, provided students are given sufficient additional detail to enable them to work on the assignment in advance of the due date.

10. Academic obligations cannot be due during the December holiday break or the fall and winter mid-term recesses, with the exception of deferred exams scheduled by the Office of the Registrar.

#### **University Regulations**

#### **Residence Requirements**

*General Academic Regulations Track Changes Version, Oct. 2017*

~~While in~~ Most students will complete all their undergraduate work at McMaster University, the minimum requirements set out below apply to ~~However,~~ students who take part of their work complete work at other institutions universities must meet the minimum requirements set out below.

~~In order to~~ To obtain any four- or five-level, first undergraduate degree, you must complete

- at least two of the levels (approximately 60 units of work) beyond Level I, including the final level, must be completed at McMaster University.

To obtain a three-level, first undergraduate degree, you may satisfy the residence requirements either:

- by completing the final level and at least one other level (a minimum of approximately 60 units of work) must be completed at McMaster University;
- or,
- by completing the final level (approximately 30 units of work) at McMaster University, including at least 18 units of program- specific courses. requirements must be completed at McMaster University.

The work used to satisfy the residence requirements must be completed at McMaster University; work Courses taken at another university on a Letter of Permission will not count toward the minimum residence requirements.

All the course work for a second bachelor's degree must be completed at McMaster University.

**ENROLMENT** Committee believes most of the Enrolment section is not a regulation but rather instructions to students – exceptions are noted. The information is being conveyed to students through websites, instructions, etc.

### **Policy on Access to Undergraduate Courses**

McMaster's policy on access to Undergraduate courses is designed to ensure that resources are properly managed while enabling students to enrol in required courses so that their program admission requirements and course requisites can be met, and that their program of study is not extended. Moved to the first section of the regs.

1. Enrolment capacities are set on all undergraduate courses taking into account enrolment projections along with resources, enrolment trends and type of course (required or elective).
2. If need exceeds approved capacity, enrolment capacities for courses will be reviewed and may be adjusted.
3. Faculties and Department Offices are responsible for determining which courses require seats to be reserved. These reserved seats must be managed so that students are able to complete program admission requirements, meet course requisites and enrol in courses required to meet their program of studies in a timely manner.
4. Where students are selecting from a list of required courses, access to a specific course is not guaranteed when there is another course available to meet a specific degree requirement.

5. The University reserves the right to change a student's enrolment in classes should the need occur (e.g. low enrolment, urgent timetable changes, etc). Moved to the Student Responsibilities Academic Section.

### **Enrolment:**

The purpose of enrolment is to officially record your program and courses. Information on how to enrol is available online at: <http://registrar.mcmaster.ca/category/enrol/>. You must enrol in courses during the official registration period designated for each session or term. You are responsible for ensuring that you're enrolment information is complete, and that your course selections meet the requirements of your degree. Academic counselling is available from your Faculty or Program Office to assist you in course selections.

### **Admission to Programs**

Admission to and transfer between programs must be approved by the Office of the Associate Dean of your Faculty.

### **Selection of Courses**

~~*Before you select the courses you wish to take, please read the requirements for your program in the appropriate Faculty sections of this Calendar.*~~ You are responsible for ensuring that your course selection meets the requirements of your degree. If you fail to meet the program requirements, you will not be eligible to graduate. Select the courses required for your program; then select your electives. Ensure that you have completed the courses which are listed as **prerequisites**, have completed or chosen courses that are listed as **co-requisites** and that permissions have been obtained, if required. If you do not have the course requisites, you will not be able to take the course selected.

### **Multi-Term Fall/Winter Courses Policy** This section moved to the Academic Evaluations section.

Codes for multi-term Fall/Winter courses have an A/B suffix. Part A must always be taken in the Fall Term immediately preceding Part B. Neither Part A nor B of a multi-term course has academic credit independent of both parts being successfully completed. Students who drop or withdraw from Part A must also withdraw from B.

Upon completion of the Fall Term, a grade of MT indicating *multi-term* will be assigned to Part A and the final grade will be assigned to Part B. Students who withdraw from Part B are not eligible to receive academic credit for Part A.

~~Prior to Spring/Summer Term 2015:~~

~~All undergraduate courses had course codes of 4 alpha-numeric digits and were administered as a singular course (e.g. ENGLISH 2G06 CANADIAN LITERATURE).~~

~~Effective Spring/Summer Term 2015:~~

~~All undergraduate course codes will retain the 4 alpha-numeric digits. Courses that span more than one term (e.g. both Fall and Winter terms), will have the characters A and B added to the code. Therefore, all courses with an additional A/B suffix are multi-term courses. (e.g. ENGLISH 2G06A/B CANADIAN LITERATURE). The A/B S suffix (e.g. HTHSCI 3A15 A/B S) indicates that the course may be delivered as either a multi-term course or within a single term.~~

~~Neither Part A nor Part B of a multi-term course has academic credit or value independent of both parts being successfully completed. Students who drop or cancel the 'A' portion of a course are not eligible to receive academic credit for the 'B' portion (and vice-versa). Part A must always precede Part B and both must be taken sequentially within the same academic year. Upon completion of the first Term, the 'A' portion of the course will be included on the transcript with a grade designation of MT (Multi Term). Final grades will not be determined until both A and B components have been completed.~~

~~The last day for adding or dropping as well as the last day for cancelling without failure by default for multi-term courses are reflected in the [Sessional Dates](#).~~

**Changes to Enrolment Withdrawal from Courses** **Moved to Academic Evaluations section**

~~The last day for adding or dropping courses is approximately one week after classes begin for each term. (please see the tables in the [Sessional Dates](#) section for the relevant dates for each term of the academic year.). After the above-mentioned period, the [last day for enrolment and course changes](#), you students may withdraw from courses until the last day to withdraw without failure by default. Withdrawn courses will be shown on the student's ~~your~~ transcript with a W notation grade of W. After the last day to withdraw without failure by default, this date, you the student will remain enrolled, whether or not you they attend classes fulfil any further academic obligations, and a final grade will be assigned. Your transcript will show a grade of F for any course not successfully completed. Changes to your course load may also affect your fees and your eligibility for scholarships and financial aid such as OSAP.~~

~~You are responsible for ensuring that your course selection meets the requirements of your degree. You should review your personal advisement report on the working day following each time you drop or add courses, and contact an Academic Advisor in the Office of the Associate Dean of your Faculty if you have questions. Changes to your course load may also affect your fees and your eligibility for scholarships and financial aid such as OSAP. Limit on Level I Courses: In most Faculties, you may not obtain credit in more than 42 units of Level I courses in a three-level program, or more than 48 units in a four-level program.~~

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## Eligibility for Awards

See [Undergraduate Academic Awards](#) chapter in this Calendar for more information.

## Overload Work This section has been moved to the Academic Evaluations section.

~~If you~~ Students wishing to take more ~~than the normal number of~~ units than prescribed for their Level/program in the Fall/Winter Term or more than 12 units in the Spring/Summer Term (no more than 6 units in either session of that term) ~~a Level, you may~~ must seek ~~do so only with the~~ permission of ~~from~~ their Faculty/Program Office of the Associate Dean of your Faculty. Normally, a [Fall/Winter Average](#) of at least 7.0 in the immediately preceding [review period](#) will be required if an overload is to be permitted. Additional academic [fees](#) will be assessed for overload work. For further information please visit <http://www.memaster.ca/bms/student/>.

## ~~Load in Spring/Summer Term~~ This section has been moved to the Academic Evaluations section.

~~If you wish to take more than 12 units in the Spring/Summer term, or more than six units in either session of that term, you may do so only with the permission of the Office of the Associate Dean of your Faculty.~~

## ~~Repetition of Courses~~ This section has been moved to Academic Evaluations.

~~Students may repeat courses that have been failed or for which credit has been obtained a number of times, with the exception of the students in the Faculty of Business who may only repeat courses with permission of the Student Experience Academic Office (DSB 112) or for which they have failed. The grades for all attempts appear on the transcript and enter into the computation of the Grade Point Average. However, only one successful attempt will enter into the computation of credit earned towards your degree.~~

## Repeating Courses

Effective September 1, 2018, students may repeat a course twice (i.e. attempting the course three times). Students should note, for the purposes of this regulation, cross-listed and equivalent courses count as attempts. Grades from every attempt will appear on the academic [transcript](#). The [GPA](#) calculation will include only the grade earned on the most recent attempt. Units earned will be counted once toward the student's program requirements, regardless of the number of times the course is repeated.



## Auditing Courses This section has been moved to Academic Evaluations.

If you are a ~~Students~~ currently enrolled student in a degree program and you do not wish to have credit for a course, you may, with the audit a course must obtain approval from the course instructor of the Chair of the Department and the Office of the Associate Dean, audit the course, and their ~~Faculty/Program Office~~. Additionally: You must satisfy the prerequisite for the course, but will not complete assignments nor write the final examinations. You will not be permitted to enrol for credit in the course after the enrolment deadline for the term has passed. Please see Financial Information. <http://www.mcmaster.ca/bms/student/> for any applicable fees.

- course requisites must be met
- academic obligations (assignments, test, examinations, etc.) are not completed
- a grade of AUD (audit) will be assigned
- units will not be earned nor applied toward the student's program requirements
- tuition fees apply
- students will not be permitted to enrol for credit in the course after the [Last Day for enrolment and course changes](#)
- students enrolled in a course for credit will not be permitted to change the course to 'audit' after the [Last Day for enrolment and course changes](#)

Non-McMaster students wishing to audit a course must enrol as a [Listener](#).

Note: The Financial Information section includes a section titled "Listeners" but nothing titled "Auditing".

## Letters of Permission

If you are in good academic standing at McMaster and if you wish to attend another university to take courses for credit towards a McMaster degree, you must obtain permission ahead of time. To do this you must seek a *Letter of Permission* from the Office of the Associate Dean. This request can be initiated in the Student Centre in Mosaic. Please take note of any conditions that might apply, including the requirement of a grade of at least C- for transfer credit. You should note that the grades obtained in courses taken at another university will not be included in the calculation of averages nor count toward the load required for Undergraduate awards. Students taking courses on a Letter of Permission must continue to carry the course load specified by aid and awards programs at McMaster should they wish to be considered.

## McMaster Students Studying at Another University: Letter of Permission (LOP) and Exchange (Study Abroad)



McMaster students who wish to complete courses at another university for transfer credit towards their McMaster degree must be in [good academic standing](#).

Grades obtained in courses at another university will not be included in the calculation of McMaster averages, which may affect consideration for in-course academic awards.

Courses taken at another university cannot be used to satisfy McMaster's [Residence Requirements](#).

Students may take up to six units at another university toward a [Minor](#).

#### **Letter of Permission (LOP):**

Students must obtain necessary approval in advance from their [Faculty/Program Office](#).

Upon completion of course work, if a grade of 60% or better is obtained, the transcript designation reads T indicating *transfer credit*. If less than a 60% grade is attained, the transcript designation reads NC indicating *no credit*. If the student withdraws from the course, the transcript designation reads W indicating *withdrawn*.

Students who do not use their Letter of Permission or drop the course must supply the [Faculty/Program Office](#) with a certified letter from the host university, otherwise a grade of NC will be placed on the transcript.

#### **Exchange (Study Abroad):**

Students must obtain necessary approvals in advance from both their [Faculty/Program Office](#) and [International Student Services](#).

Upon completion of course work, if a passing grade (as determined by the host university) is obtained, the transcript designation reads T indicating *transfer credit*. If less than a passing grade is attained, the transcript designation reads NC indicating *no credit*. If the student withdraws from the course(s), the transcript designation reads W indicating *withdrawn*.

Students who return from Exchange prior to completion of course work must supply the [Faculty/Program Office](#) with a proof of withdrawal from the host university, otherwise grades of NC will be placed on the transcript.

#### **Voluntary Withdrawal from the University**

Students who wish to permanently or temporarily withdraw from the University must consult their [Faculty/Program Office](#).

Students in receipt of government student aid (e.g., OSAP) and/or University aid or awards should contact the [Office of the Registrar, Student Financial Aid & Scholarships](#).

~~If you wish to withdraw from the University, you must consult the appropriate Office of the Associate Dean. Your student identity card must be surrendered to the Office of the Associate~~  
*General Academic Regulations Track Changes Version, Oct. 2017*

Dean. Your course record will be handled as outlined above in [Changes to Enrolment](#). If you are in receipt of government (e.g. OSAP) and/or University aid or awards, please also contact the Office of the Registrar, Student Financial Aid & Scholarships.

**Transfer of Credit between Faculties** Committee believes the language in the calendar regarding transferring programs and transfer credit is not a general regulation. Information on this belongs in the Faculty sections.

Transfer of credit between Faculties is handled by the Office of the Associate Dean to which you wish to transfer. It is possible that full credit may not be given at the time of transfer between Faculties and additional courses may need to be taken.

### **Transfer between Programs**

If you wish to transfer from one program to another, you should discuss the possibility with the appropriate Office of the Associate Dean to which you wish to transfer. It is possible that full credit may not be given at the time of transfer between Faculties and additional courses may need to be taken.

**Reinstatement** Moved to follow the Academic Standing Section.

### **A. May Not Continue at the University**

If you are ineligible to continue at the University (i.e. the Academic Standing on your last grade report was *May Not Continue at University*) and you wish to apply for reinstatement to a particular program, please contact the Office of the Registrar to obtain the appropriate application form. Students are considered for reinstatement for September entry or for May entry only.

You will be required to submit the following information along with your application:

- A brief summary of the circumstances relevant to your lack of academic success.
- Reasons for selection of program indicated.
- Reasons for selection of courses/program indicated.
- Activities since last enrolled at the University, including all academic work. You should provide evidence that you will now be able to succeed in a post-secondary program. Please refer to the website of the Faculty offering your selected program for further advice.

**If applicable, you should support your application with appropriate documentation** (e.g. from a doctor, lawyer, therapist).

**Reinstatement is not guaranteed.** There is limited room for students who have been unsuccessful in their previous studies.

If at any review after reinstatement your Grade Point Average (GPA) falls below 3.5, **you will be required to withdraw from the University for a period of at least 12 months.**

## **B. Required to Withdraw from University**

If you are required to withdraw from the University because your GPA falls below 3.5 at any review after reinstatement, you may apply for reinstatement only after you have been away from the University for a period of at least 12 months. Please contact the Office of the Registrar to obtain the appropriate application form and follow the procedure above.

### **Calculation of Grade Point Average Following Reinstatement after Poor Academic Performance:**

Effective September 1997, if you are reinstated at the University, your Grade Point Average will be reset to 0.0 on zero units, although you may (at Faculty discretion) retain credit for prior work. If you are reinstated, you will be on academic probation. You must complete a minimum of 60 units of work after reinstatement to be eligible for Graduation with Distinction or other recognition based on the Grade Point Average.

Students must contact the [Office of the Registrar](#) to apply for reinstatement within the application deadlines. Reinstatement is not guaranteed.

If reinstatement is granted, the student is placed on [academic probation](#) and their [GPA](#) is re-set to 0.0 on zero units. At the discretion of the Faculty, the student may retain credit for courses successfully completed. If at any [academic standing review](#) after reinstatement the student's [GPA](#) falls below 3.5, the student will be [required to withdraw from the University](#).

The student must complete a minimum of 60 units of work after reinstatement to be eligible for [Graduation with Distinction](#) or other recognition based on the [GPA](#).

## **Study Abroad — See Section McMaster Students Studying at Another University: Letter of Permission (LOP) and Exchange (Study Abroad)**

If you ~~Students who~~ wish to engage in international study internationally, you may do so either by:

- ~~participating in one of the formal exchange programs that exist between McMaster and a number of universities in other countries;~~
- ~~participating in one of the programs available through specific Faculties; or,~~
- ~~independent study abroad.~~

For details on the programs available and information on how to apply, please contact your Academic Advisor and/or the International Student Services Office.

Formal exchange programs are those in which McMaster has an agreement with another institution, involving a temporary exchange of students. As an exchange student, you enrol and pay your tuition fees, and supplementary fees at McMaster. No tuition is paid at the foreign institution. If you are interested in participating in a formal exchange program, you can obtain further information and an application form from the **International Student Services Office**. Applications are normally due mid-January for exchanges expected to begin the following September. Admission is by selection. A registration checklist is available to assist you in making all necessary arrangements.

McMaster also offers other programs which allow you to spend all or part of your third year of a four-year program at another institution. You enrol but do not pay tuition at McMaster. These programs are not available at universities with which McMaster University has a formal exchange agreement. For more information on these programs, please see your Academic Advisor or the **International Student Services Office**.

Students must recognize and accept the fact that in many countries of the world, especially the newly-emerging nations, change may be the only constant. There are no guarantees that certain courses will be offered or that housing will be as one might expect. Spending time on an exchange program or an independent study abroad program offers an opportunity to develop one's adaptability and resourcefulness in the face of new situations. McMaster University cannot be held accountable for unforeseen changes in the host country.

For information about programs and universities, please contact the **International Student Services Office**.

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## **Academic Standing and Program Requirements**

### **Academic Standing**

#### **Academic Standing Review:**

Each year in May and August (and after deferred examinations) Academic standing is reviewed and determined in May and August each year for students who have:

- have attempted at least 18 units of work since the last review, or
- may be eligible to graduate at the next Convocation.

In the review of academic standing review, three determinations sets of decisions are made:

- whether a student may graduate;
- whether a student may continue at the University; and,
- whether a student may continue in a program.

#### **Academic Standings:**

##### **Good Standing**

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A student who satisfies the [minimum requirements](#) to continue in their program without restriction.

### **May Continue in Program - Academic Probation**

Academic probation is assigned when a student:

- achieves a [GPA](#) between 3.0 and 3.4. If at any future [academic standing review](#) their GPA falls below 3.5, the academic standing assigned will be [May Not Continue at the University](#).
- returns to studies after being [Reinstated](#). If at any future [academic standing review](#) their GPA falls below 3.5, the academic standing assigned will be [Required to Withdraw from the University](#).

### **May Continue in Program - Program Probation**

Program Probation is assigned when a student's [GPA](#) falls below the minimum requirements to remain in their program. Failure to achieve [Good Standing](#) at the next [academic standing review](#) will result in their removal from the program. See Faculty specific [Minimum Requirements for Entering and Continuing in a Program Beyond Level I](#).

### **May Not Continue in Program**

This standing is assigned to:

- students who fail to achieve the minimum GPA to remain in the program, or
- students previously on [Program Probation](#) who fail to achieve [Good Standing](#).

To continue at the University, the student must apply to transfer to another program.

### **May Not Continue in Faculty**

May Not Continue in Faculty is assigned when:

- a student enrolled in a program in the Faculty of Engineering or Business has achieved a GPA between 3.0 and the minimum requirements to remain in their Faculty, or
- a student enrolled in a program in the Faculty of Business in Level II or above receives a grade of F in more than 6 units.

To continue at the University, the student must apply to transfer to another program or continue as a [transition student](#) for one reviewing period. [Engineering and Business Faculties provide a definition for transition student in their faculty pages](#).

### **May Not Continue at University**

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May Not Continue at University is assigned when:

- a student achieves a GPA below 3.0, or
- a student previously on Academic Probation fails to achieve Good Standing.

The student cannot enroll in courses at the University unless granted Reinstatement.

### Required to Withdraw from University

A student who at any time received a standing of Academic Probation and at a future academic standing review achieves a GPA below 3.5 will be Required to Withdraw from the University. The student will be unable to apply for Reinstatement for at least 12 months.

### Minimum Requirements to Continue at the University

All students must maintain a Grade Point Average (GPA) of at least 3.5 at each review to continue at the University. Under certain circumstances, as described below, students may be allowed to continue on academic probation for one reviewing period with a GPA of 3.0 to 3.4. If your GPA is less than 3.0, you may not continue at the University.

**Level I Registration and Academic Standing Requirements** This section is controlled by the Faculty/Program offices, committee did not review.

**Minimum Requirements for Entering and Continuing in a Program Beyond Level I** This section is controlled by the Faculty/Program offices, committee did not review.

**Minors** Moved to Academic Evaluations section.

If you are Students enrolled in a four- or five-level program (with the exception of the Medical Radiation Sciences programs which is a three-level program offered over a four-year period); you are eligible to obtain a Minor in another subject area, provided that the subject area is not integral to the requirements of their your degree program. At least 18 units must be completed at McMaster. You should check the calendar requirements statement for your program in the case of Science programs, or check with your Faculty in the case of other programs, for subject areas that are excluded from consideration as a Minor in your program. If you Students who wish to receive a Minor, you should must check the information under consult the heading Minor in the appropriate department's listing section of the calendar. McMaster also offers many different minors including those in Archaeology, Globalization Studies and Jewish Studies (see Interdisciplinary Minors and Thematic Areas.) You will be responsible for ensuring that you enrol in the required Minor courses. Normally, you must complete a minimum of 24 units in the Minor subject. No more than six of these units can be at Level I, unless otherwise stated in the specific requirements of the minor. At least 18 units must be completed at McMaster.

In the final year of your program, when you complete your profile in the [To apply for a Minor](#), students must complete the Minor/Certificate Application in addition to their online [Graduation Information Centre \(GIC\)](#) application. ; you must indicate your desire to receive a Minor in the chosen subject. The student's Faculty Reviewing Committee will verify that the requirements have been met and, if successful, If you are successful, your the [transcript](#) will indicate that a contain a designation for Minor has been obtained in that area. Minors cannot be revoked once approved. (see *Note 3 under Second Bachelor's Degree Programs.*)

The [Specialized Minor in Commerce for Students Completing a Single Honours B.A. in Humanities](#) requires an application for admission after Level I. See the [Faculty of Humanities](#) section for more information.

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## Second Bachelor's Degree Programs

For admission to a second undergraduate degree program you a student must hold a first undergraduate degree. whether it be a three-level, four-level, or five-level degree. The minimum admission requirements and program of study for the second degree depend on the subject areas of the two degrees. A second degree is not available in all degrees and/or subject areas. See [University Graduates Applying for a Second Bachelor's Degree.](#)

1. All work for the second degree must be completed at McMaster University.
2. A second degree is not available in all subject areas. See individual Faculty/Program regulations or consult Faculty/Program Offices for exclusions or further information.
3. You will not be admitted to a Second degree programs may not be available where there is substantial overlap in the requirements of the first degree. See individual Faculty/Program regulations or consult [Faculty/Program Offices](#) for exclusions or further information.
4. Minors will not be revoked to permit later registration in a three-year second degree in the same subject. Students may return for a second degree in a subject in which they have obtained a Minor, but only at the Honours level. (See Minors)
5. Extra courses taken while you are enrolled in a first degree program, or courses completed as a Continuing Student, may, with the approval of the Faculty, be applied to the second degree program.
6. You Students must meet the same standard regulations for continuation and graduation as are applied to students enrolled in a first degree program.
7. Credit from the first two degrees cannot be applied to a third undergraduate degree. To obtain a third undergraduate degree you students must take the complete program complete all program requirements, i.e. approximately 90 units for a three-level degree and approximately 120 units for a four-level degree.

### Requirements for Second Bachelor's Degree Programs

- **Honours Degree following a Three-Level Degree in the Same Subject:** For consideration entry into an Honours B.A. or B.Sc. degree program following a three-level degree in the same subject, a [Grade Point Average GPA](#) of at least 5.0 in the first degree program is required. For entry consideration into all other eligible degree programs, a [Grade Point Average GPA](#) of at least 6.0 in the first degree program is required. If admitted, you must take at least 30 units beyond the

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first degree, including all Honours program requirements specified for the program, must be completed. In some Faculties, this includes a minimum number of units of work in the discipline.

- **B.A. or B.Sc. in Another Subject:** For consideration entry, you students must meet the admission requirements for the program. If admitted, you must complete at least 30 units beyond the first degree, including all program requirements, must be completed. In some Faculties, this includes a minimum number of units of work in the discipline. Students are not eligible for a second B.A. or B.Sc. degree in a program in which they have been awarded a minor, however, they may apply for an honours second degree in that subject.
- **Honours B.A., Honours B.A.Sc., Honours B.Sc. or Honours B.H.Sc. in Another Subject:** For consideration entry, you students must meet the admission requirements for the program and have a Grade Point Average GPA of at least 5.0. for admission to applicable Honours B.Sc. programs, applicable Honours B.A.Sc. programs or applicable Honours B.A. programs. If admitted, you must complete at least 60 units beyond the first degree, including all Honours program requirements, must be completed. specified for the program.
- **B.M.R.Sc.:** For consideration, students must meet the admissions requirements for the program. If admitted, students will be required to complete a minimum of 24 units during Level I of the program. Some of these units may be extra to the degree requirements.
- **B. Eng., B.Tech., and B.A.Sc.:** For consideration entry, you students must meet the admission requirements for the program. If admitted, you students must complete at least 60 units beyond the first degree including all program requirements.

## Notes

1. All work for the second degree must be completed at McMaster University.
2. A second degree is not available in all subject areas. You will not be admitted to a second degree program where there is substantial overlap in the requirements. See individual Faculty/Program regulations or consult Faculty/Program Offices for exclusions or further information.
3. Minors will not be revoked to permit later registration in a three-level second degree in the same subject. Students may return for a second degree in a subject in which they have obtained a Minor, but only at the Honours level. (See Minors)
4. Extra courses taken while you are enrolled in a first degree program, or courses completed as a Continuing Student, may, with the approval of the Faculty, be applied to the second degree program.
5. You must meet the same standards for continuation and graduation as are applied to students enrolled in a first degree program.
6. Credit from the first two degrees cannot be applied to a third undergraduate degree. To obtain a third undergraduate degree you must take the complete program. i.e. approximately 90 units for a three-level degree and approximately 120 units for a four-level degree.

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**Credit in Courses by Special Assessment (Challenge Examinations)** This section comes from the Admissions pages. The Admissions pages will need to be adjusted and reference the regulation here.



If you ~~Students who~~ have acquired knowledge at a different type of institution or in a manner that makes assessment of ~~you're their~~ qualifications difficult, ~~you may be~~ **are** permitted to seek degree credit through special assessment (Challenge for Credit).

Challenge for credit is not intended to give credit for skills or knowledge gained through high school, college or previous university instruction. The special assessment may include one or more of the following: written examinations, papers, essays, submissions of a substantial body of work, or portfolios, or laboratory tests. Credit can be granted only for those courses listed in the current McMaster calendar. Not all courses in all disciplines are available for challenge. Faculties and departments are free to determine which, if any, of their courses are open for special assessment. Challenges are assessed on a pass/fail basis. The passing grade for a challenge appears on the transcript as COM (Complete) and is not used in computing averages or evaluating honours or scholarship standing, but is counted as a course attempt. Unsuccessful attempts will be noted on the transcript **as a grade of F**. Special Assessment is not available for a course taken previously and a course may be attempted only once by special assessment. Once you have registered for a course by such means (known as challenge exams) the registration may not be cancelled and you may not withdraw from the course.

Waivers of prerequisites only (i.e. no degree credit) will be at the discretion of the department.

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### **Deans' Honour List Evaluations Section.**

**DHL and PHL has been moved to the Academic**

~~Each year outstanding students with a minimum average of 9.5 on at least 30 units are named to the Deans' Honour List. Students will be assessed at the reviewing period (either after the Fall and Winter terms or Spring/Summer term) when a minimum of 30 units (may not exceed 6 units that are pass/fail) has been completed since the previous Deans' Honour List review. At each review the assessment will be based on all units completed since the previous Deans' Honour List review.~~

### **Provost's Honour Roll**

~~Each year outstanding students with a 12.0 average on at least 30 units (usually their Fall Winter Average) are named to the Provost's Honour Roll. Students will always be assessed at the same time and using the same average calculation as applied to the Deans' Honour List assessment (may not exceed 6 units that are pass/fail). (See [Deans' Honour List](#) section above)~~

### **Honour Lists**

Students are reviewed for Deans' Honour Lists (DHL) and Provost's Honour List (PHL) each time a minimum of 30 units (may not exceed 6 units graded as pass/fail) have been completed. Subsequent assessments are based on all units completed since the previous review.

Students will be named to the Deans' Honour List when a minimum average of 9.5 is achieved.

Students will be named to the Provost's Honour List when an average of 12.0 is achieved.

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## Petitions for Special Consideration

The University wishes to assist students with legitimate difficulties. It also has the responsibility to ensure that degree, program and course requirements are met in a manner that is equitable to all students. Students may submit, in a prompt and timely manner, a Petition for Special Consideration to the ~~Office of the Associate Dean of their Faculty (Faculty office)~~ **Faculty/Program Office** in those instances where a student acknowledges that the rules and regulations of the University have been applied fairly, but is requesting that an exception to the regulations be made because of special circumstances. Petitions should be submitted in a prompt and timely manner for the relevant term, but no later than ~~July 31~~ July 31 immediately following the ~~Fall/Winter term~~ or ~~November 15~~ November 15 immediately following the Spring/Summer ~~term~~.

Two forms are available in the Offices of the **Faculty/Program Office**: ~~Associate Deans (Faculty office)~~:

### Petition for Special Consideration (Form A):

The **Petition for Special Consideration (Form A)** is submitted for a variety of issues, including, when a student wishes to have a leave of absence or seeks to depart from University requirements based on compelling medical or personal reasons; or a student believes that an adverse ruling or decision about ~~his/her~~ **their** academic performance, such as failing a course, or being required to withdraw from a program for failure to meet program requirements, should be waived because of compelling medical or personal circumstances.

### Petition for Special Consideration: Request for Deferred Examination (Form B):

The **Petition for Special Consideration: Request for Deferred Examination (Form B)** is used when a student misses an examination because of compelling medical or personal reasons.

### Notes:

1. Once a student has completed an examination, no special consideration will be granted.  
**\*[separated into 2 points rather than 1]\***
2. A student who misses an examination because of compelling medical or personal reasons may submit a **Petition for Special Consideration: Request for Deferred Examination (Form B)** to the **Faculty/Program Office**, normally within five working days of the missed examination.
3. If the reason is medical, the approved **McMaster University Medical Form** must be used. The student must be seen by a doctor at the earliest possible date, normally on or before the date of the missed exam and the doctor must verify the duration of the illness. Relief will not be available for

- minor illnesses. If the reason is non-medical, appropriate documentation with verifiable origin covering the relevant dates must be submitted, normally within five working days.
4. In deciding whether or not to grant a petition, the adequacy of the supporting documentation, including the timing in relation to the due date of the missed work and the degree of the student's incapacitation, will be taken into account.
  5. It is the student's responsibility to check *Mosaic Student Center > Deferred Exam Approvals* or with the [Faculty/Program Office](#) of the Associate Dean for a decision on the request for a deferred examination. If the deferred examination is granted, the student will be informed officially by means of the notation [DEF](#) which will appear against the relevant course on the student's academic record and via *Mosaic > Student Centre > View My Grades*.
  6. Deferred examinations are written during the next official University [deferred examination period](#). Examination and deferred examination dates appear in the [Sessional Dates](#) section of this Calendar. Default of the deferred examination will result in a fail for that examination.
  7. Students who have been granted more than one deferred examination may be required by their [Faculty/Program Office](#) to reduce their course load during the term in which the deferred examinations are being written. The decision on a reduced load will be made and communicated with the decision on the request for deferred examinations.
  8. At the discretion of the [Faculty/Program Office](#), students who have been granted one or more deferred examinations, may not be allowed to enrol in a subsequent term or session until all deferred examination(s) have been completed and the [Academic Standing](#) calculated. Students will be notified of this decision by their [Faculty/Program Office](#).
  9. Students who will be living more than 160 kilometres from Hamilton during the deferred examination period and wish to write their approved deferred examination at an institution other than McMaster must submit a [Request to Write Deferred Examination Off-campus Form \(PDF\)](#) at least ~~15 working days prior~~ 15 working days prior to the [deferred examination period](#). Students are responsible for making arrangements for a presider to conduct the deferred examination at an outside institution and for paying any fees such as invigilation and return courier.
  10. The authority to grant any petitions lies with the [Faculty/Program Office](#) and is discretionary. It is imperative that students make every effort to meet the originally-scheduled course requirements and it is a student's responsibility to write examinations as scheduled.

Decisions made on Petitions for Special Consideration are final. In accordance with the [Student Appeal Procedures](#), decisions made on Petitions for Special Consideration cannot be appealed to the Senate Board for Student Appeals. However, should students believe a decision violates their human rights, they may wish to consult McMaster's Policy on [Discrimination and Harassment: Prevention & Response](#) and visit one of the four intake offices ([Equity and Inclusion Office](#), [Student Support & Case Management](#), [Employee/Labour Relations](#), [Professionalism Office in Faculty of Health Sciences](#)) to initiate a complaint. However, if a student believes that a decision is a violation of his/her human rights, he or she must contact the office of the Human Rights and Equity Services in room 212 of the McMaster University Student Centre, to initiate a complaint.

## Requests for Relief for Missed Academic Term Work

The University recognizes that students periodically require relief from academic work for medical or other personal situations. This academic regulation aims to manage these requests by

taking into account the needs and obligations of students, instructors and administrators. It is the prerogative of the instructor of the course to determine the appropriate relief for missed term work in his/her course.

Any concerns regarding the granting of relief should be directed to the respective [Faculty/Program Office](#). Requests for relief should be made with a commitment to academic integrity in mind. Requests that deviate from this commitment will be handled under the [Academic Integrity Policy](#) and ~~Student~~ [Code of Student Rights and Responsibilities](#) Conduct, where appropriate.

**~~1. Relief for missed academic work worth less than 25% of the final grade resulting from medical or personal situations lasting up to three calendar days:~~**

Relief for missed academic work worth less than 25% of the final grade resulting from medical or personal situations lasting up to three calendar days:

- Use the [McMaster Student Absence Form \(MSAF\)](#) on-line self-reporting tool. No further documentation is required.
- Students may submit requests for relief using the MSAF once per term.
- An automated email will be sent to the course instructor, who will determine the appropriate relief. Students must immediately follow up with their instructors. Failure to do so may negate the opportunity for relief.
- The MSAF cannot be used to meet a religious obligation or to celebrate an important religious holiday.
- The MSAF cannot be used for academic work that has already been completed/attempted.
- An MSAF applies only to work that is due within the period for which the MSAF applies, i.e. the 3-day period that is specified in the MSAF; however, all work due in that period can be covered by one MSAF.
- The MSAF cannot be used to apply for relief for any final examination or its equivalent. See [Petitions for Special Consideration](#) above.

**~~2. For medical or personal situations lasting more than three calendar days, and/or for missed academic work worth 25% or more of the final grade, and/or for any request for relief in a term where the MSAF has been used previously in that term:~~**

For medical or personal situations lasting more than three calendar days, and/or for missed academic work worth 25% or more of the final grade, and/or for any request for relief in a term where the MSAF has been used previously in that term:

- Students must report to their [Faculty/Program Office](#) to discuss their situation and will be required to provide appropriate ~~supporting documentation~~ supporting documentation (see [Documentation Requirements](#) below).
- If warranted, the [Faculty/Program Office](#) will approve the absence, and the instructor will determine appropriate relief.

## Documentation Requirements

If the reason for a request for relief is medical, the approved [McMaster University Medical Form](#) covering the relevant dates must be submitted. The student must be seen by a doctor at the earliest possible date, normally on or before the date of the missed work and the doctor must verify the duration of the illness.

If the reason is non-medical, appropriate documentation with verifiable origin covering the relevant dates must be submitted, normally within three working days.

In some circumstances, students may be advised to submit a [Petition for Special Consideration \(Form A\)](#) seeking relief for missed academic work. In deciding whether or not to grant a petition, adequacy of the supporting documentation, including the timing in relation to the due date of the missed work and the degree of the student's incapacitation, may be taken into account. Failure to do so may negate the opportunity for relief.

If the petition is approved, the [Faculty/Program Office](#) will notify the instructor(s) recommending relief. It is the prerogative of the instructor of the course to determine the appropriate relief for missed term work in ~~his/her their~~ course.

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## Examinations ([link to Registrar Office Examinations page](#))

~~The Office of the Registrar schedules and conducts most final examinations, and December mid-year examinations for full-year multi-term Level I courses. See the [Sessional Dates](#) section in the Calendar. Examinations conducted by the Office of the Registrar will appear in the Mosaic Student Centre and during these dates may be scheduled in the morning, afternoon, or evening, Monday through Saturday. Other instructor-scheduled tests and examinations may be held throughout each term in compliance with the [Academic Obligations - Restrictions](#) Assessment Ban.~~

## ~~Assessment Ban~~

### ~~1. Purpose:~~

~~The Assessment Ban is intended to enable students to continue to attend classes and start preparing for examinations held during the official University examination period. There is a university-wide ban on examinations and tests in the final week of classes: see below for exemptions. Each year the dates will be listed in the [Sessional Dates](#) section of the Undergraduate Calendar.~~

## **2. Application:**

- a. ~~Assignments worth more than 10% of the final course grade cannot be assigned during the examination ban period.~~
- b. ~~Tests and exams cannot be scheduled during the examination ban period.~~
- c. ~~Take home exams worth more than 10% of the final course grade cannot be due during the examination ban period.~~

## **3. Exemptions:**

- a. ~~Tests, including lab tests, are exempt when they have the following characteristics:~~
  - ~~The test is held in the normal class or lab time slot;~~
  - ~~The test is worth no more than 10% of the final course grade.~~
- b. ~~Requests for a waiver of the ban must be approved by the Faculty or Program Office before being considered by Undergraduate Council.~~

**Note:** ~~The Assessment Ban does not apply to the M.D., B.H.Sc. (Midwifery), B.H.Sc. (Physician Assistant), or to Levels 2 and above of the Medical Radiation Sciences programs.~~

Full details regarding examination procedures conducted by the Office of the Registrar are found in the [Undergraduate Examinations Policy](#).

## **Examinations Conducted by the Office of the Registrar**

McMaster student photo identification cards are required at all examinations.

~~If you arrive at an examination without presenting a proper McMaster Student I.D. card you will not be admitted to the room and will be required (before being seated) to obtain a single use supplemental photo for that exam only; a \$30.00 fee applies. No additional time is given to compensate for examination time missed.~~

- ~~You may only use books, papers or instruments during an examination if they are specifically prescribed on the examination paper. No examinations books or supplies are to be removed from the room.~~
- ~~Conversation or any form of communication between students is forbidden in the examination room.~~
- ~~All mobile phones, smart phones, smart watches and web accessible electronic devices must be turned off and must not be in the student's possession during the exam.~~
- ~~No food is permitted and drinks must be in a spill proof container.~~
- ~~The University is not responsible for lost or stolen articles.~~
- ~~Items (including back packs) that are not required to write the examination should not be brought into the examination as they must be left at the side of the room at your own risk.~~

- ~~Handbags or small personal belongings may be placed underneath your chair but not on your desk.~~
- ~~You are expected to use the washroom before or after and not during an examination.~~
- ~~You are responsible for writing the correct examination from the right instructor at the place and time indicated on your personal examination timetable in [Mosaie](#).~~
- ~~Students arriving late will be admitted only within the first 30 minutes of the start time of the exam and will not be given extra time.~~

Examinations are not rescheduled for purposes of travel. ~~You~~ **Students** must be available for the entire examination period as listed in the [Sessional Dates](#) section.

~~The Office of the Registrar will reschedule final examinations within the examination period for the reasons listed below. Application to reschedule examinations and where applicable, acceptable documentation must be supplied must be made at least 10 working days before the scheduled examination period. Failure to meet the stated deadline may result in the denial of the application. special arrangements. Examinations will be rescheduled only for: Special examination arrangements may be made upon application to the Office of the Registrar, Scheduling and Examinations, in some circumstances, such as:~~

- Conflict with religious obligations
- More than one examination scheduled at the same time
- Three examinations in one calendar day (midnight to midnight). ~~Examples follow:~~
  - ~~9:00am, 12:30pm and 4:00pm~~
  - ~~12:30pm, 4:00pm and 7:30pm~~
  - ~~9:00am, 4:00pm and 7:30pm~~
  - ~~9:00am, 12:30pm and 7:30pm~~
- Three consecutive examinations over two days (e.g., December 14th at 4:00 pm and 7:30 pm and December 15<sup>th</sup> at 9:00 am). ~~Examples follow:~~

~~and where applicable, acceptable documentation must be supplied.~~

~~If you~~ **Students who miss** miss a final examination for medical or personal reasons ~~you~~ may submit a [Petition for Special Consideration: Request for Deferred Examination \(Form B\)](#) with supporting documentation to their ~~Office of the Associate Dean of your Faculty/Program Office,~~ normally within five working days of the missed examination

~~If you~~ **Students who** begin a final examination, but are unable to complete it for medical reasons, ~~you~~ may submit a [Petition for Special Consideration \(Form A\)](#) with supporting documentation to their ~~Office of the Associate Dean of your Faculty/Program Office,~~ normally within five working days of the examination.

Students with disabilities are required to inform [Student Accessibility Services](#) of accommodation needs for examinations on or before the [last date for withdrawal from a course without failure by default](#). This allows sufficient time to verify and arrange appropriate accommodation. ~~Failure to meet the stated deadline may result in the denial of special~~



~~accommodation. See *Academic Facilities, Student Services and Organizations*, Student Accessibility Services section of this Calendar, or contact that office.~~

## **Request to Write Deferred Examinations at an Off-Campus Location**

Students living more than 160 kilometers from Hamilton during the deferred examination period and wishing to write their approved deferred examination at an institution other than McMaster must submit a [Request to Write Deferred Examination Off-campus Form \(PDF\)](#) at least ~~15~~ **15 working days** 15 working days prior to the deferred examination period.

If the deferred examination is written at an off-campus location, any fees incurred are the responsibility of the student. This includes the fee to courier the written examinations back to the Office of the Registrar, Scheduling and Examinations.

~~Deferred Examination dates appear in the [Sessional Dates](#) section of this Calendar.~~

For information regarding application for Deferred Examination, see [Petitions for Special Consideration: Requests for Deferred Examinations \(Form B\)](#).

## **~~GRADES~~ Academic Evaluations**

### **Grading System**

The results of all courses attempted will appear on ~~your~~ **the** transcript. The method for determining ~~your~~ final grades will be given in the course outline. Unless otherwise specified in ~~the~~ course outline, course results determined on a percentage scale will be converted to an official letter grade, as indicated in the ~~following~~ equivalent percentage scale: ~~which follows.~~  
~~The results of all courses attempted will appear on your transcript as letter grades.~~

- ~~• Before submitting a failing grade, your instructor reassesses whatever examples of your work are available.~~
- ~~• To satisfy prerequisite requirements, a grade of at least D- is required, unless otherwise stated.~~
- You retain credit for all courses with grades of D- or better, except in those programs for which a higher grade is specified in the program regulations. (This bullet point is a program regulation and programs need to convey this information in their regulations when it applies.)**

**~~Since September 1982, the grading scale has been:~~**

Grade	Equivalent Grade Point	Equivalent Percentages
A+	12	90-100
A	11	85-89
A-	10	80-84

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B+	9	77-79
B	8	73-76
B-	7	70-72
C+	6	67-69
C	5	63-66
C-	4	60-62
D+	3	57-59
D	2	53-56
D-	1	50-52
F	0	0-49 – Failure

#### Non-Numeric Grades and Notations: **Added from the transcript legend**

AUD – Audit

CAN – Cancelled

COM – Complete

CR - Credit

F – Fail

INC – Incomplete

IP – In Progress

MT – Multi-Term

NC – No Credit

NMR – No Mark Received

P – Pass

T – Transfer Credit

W – Withdrawn

XCH – Exchange

#### Notations

DEF

EXTRA

REPEAT

UPGRADE

#### **DEF**

Courses with the notation DEF have been approved for a deferred examination.

### **Extra** Moved from the Glossary

Extra-Courses are those courses designated as “Extra” at the time of registration as “Extra” by the Faculty Office, which are not included as units toward completion of a student’s program. The grades obtained in such courses will not be included in the computation of the GPA. However, they will be included in the computation of the [Fall-Winter Average](#).

### **Unused**

Courses designated as “Unused” cannot be used to fulfil the requirements for the student’s current degree program. The grades obtained in such courses will be included in the computation of all averages.

### **Graded Units**

Graded units refer to the units completed and assigned a letter or grade point on the 12 point grading scale and does not include courses assessed on a pass/fail, credit/no credit, complete/incomplete, etc.

### **Pass/Fail Courses**

~~Pass/Fail Courses:~~ Courses evaluated on a Pass/Fail basis are not included in the calculation of averages. The earned units are counted towards degree requirements.

**The definitions for averages shown below have been moved from the glossary. The Weighted Average Example was already in this section.**

~~**Full-load Average (FA)** is based on the successful completion of a [Full Load](#) of course units (see [Full Load definition](#)), and includes only courses taken in the Fall/Winter session. [Overload](#) units (those above Full Load) and [Extra](#) courses taken during the Fall/Winter session are included in the FA.~~

### **Fall-Winter Average**

The fall-winter average is a weighted average based on the grades attained in the Fall and Winter Terms. [Overload](#) courses and [Extra](#) courses are included in the Fall-Winter Average.

### **Grade Point Average (GPA)**

The grade point average (GPA) is the weighted average based on the grades obtained in all courses taken. Failed courses are included in the GPA calculation, with the exception of courses graded on a [Pass/Fail](#) basis.

The GPA ~~**Weighted Average**~~ is calculated by multiplying the grade points achieved in each course by the number of units in each course, totaling these results, and then dividing this result by the total number of course units.

Example of a **Weighted Average GPA** calculation, using the grade points and units for courses completed:  
completed: attempted:

Course Grade	Grade Points		Course Units		Total Points
A-	10	x	6	=	60
C+	6	x	3	=	18
B	8	x	6	=	48
B+	9	x	3	=	27
F	0	x	6	=	0
		<b>Total</b>	<b>24</b>		<b>153</b>

To calculate Average:  $153 \div 24 = 6.4$

### Term GPA

The Term GPA is the weighted average based on final grades obtained in courses attempted in the term. Failed courses are included in the Term GPA calculation, with the exception of courses graded on a Pass/Fail basis.

### Cumulative GPA

The Cumulative GPA is the weighted average based on final grades obtained in all courses attempted during the student's undergraduate career. Failed courses are included in the cumulative GPA calculations, with the exception of courses graded on a Pass/Fail basis.

### OSAP Eligible Course Load

OSAP Eligible Course Load or equivalent refers to the 60% minimum course load per term (40% minimum course load per term for students with permanent disabilities) required to be eligible for full-time OSAP government student aid funding.

**Graduation** Graduation with Distinction has been moved to Academic Evaluations.

Graduation With Distinction standing will be is awarded if when a minimum Grade Point Average (GPA) of 9.5 is achieved in a degree program. In this case, the Latin phrase *summa cum laude* ("with highest honour") will appear on the graduate's diploma.

The following minimum GPA Grade Point Averages are required to graduate:

- B.A. – 3.5
- B.A. (Honours) – 5.0
- B.S.W. (Honours), B.A. /B.S.W. and B.S.W. – 6.0
- B.Arts Sc. and B.Arts Sc. (Honours) – 5.0
- B.A.Sc. (Faculty of Engineering) – 4.0
- B.A.Sc. (Honours) (Faculty of Science) – 5.0
- B.Com. – 4.0
- B.Com. (Honours) – 5.0
- B.Eng., B.Eng.Biosciences, B.Eng.Mgt., B.Eng.Society – 4.0
- B.F.A. (Honours) – 5.0
- B.H.Sc. -6.0
- B.H.Sc. (Honours) – 5.0
- B.H.Sc. (Midwifery) –
- B.H.Sc. (PA) –
- B.M.R.Sc.\* – 4.5
- B.Mus. (Honours) – 5.0
- B.Sc. – 3.5
- B.Sc. (Honours) – 5.0
- B.Sc.Kin. (Honours) – 5.0
- B.Sc.N. – 5.0
- B.Tech – 3.5

*\* All requirements must be completed within five years from the time of registration in Level II.*

~~Please see the graduation regulations for individual Health Sciences programs in the *Faculty of Health Sciences* section.~~

~~If, at the time of graduation, you Students who fail to meet the requirements for an Honours degree, you may seek to transfer to another program.~~

~~If you are enrolled in Level III of an Honours program and wish to transfer to a three level degree program to be eligible for graduation at the next Convocation, you must submit your request through your Mosaic Student Centre by May 15 for Spring Convocation, and by October 15 for Fall Convocation (if these dates fall on a Saturday or a Sunday, the next business day will be the deadline). If permission is granted, you must complete your profile in the online *Graduation Information Centre*.~~

~~If you are scheduled to graduate from a three level program and wish to be considered to transfer to Level IV of an Honours program rather than graduate, you must submit your request through your Mosaic Student Centre by May 15 for Spring Convocation, and by October 15 for Fall Convocation (if these dates fall on a Saturday or a Sunday, the next business day will be the deadline). The decision regarding your eligibility to transfer will appear in your submitted service request in the Mosaic Student Centre. If you are not eligible to transfer, you will graduate from your three level program as scheduled.~~

The graduation information struck out above should be pared down and put into faculty pages (if relevant).

~~During the term in which you~~ Students who intend to graduate ~~who expect to complete their your~~ graduation requirements, you must complete your profile in the online [Graduation Information Centre](#) form by the appropriate deadline in their final term of study, ~~available at~~ <http://registrar.mcmaster.ca/grad>. If you wish to ~~Students wishing to graduate with~~ receive a Minor in addition to your major program of studies, you must complete the application in the [Minor/Certificate Application Centre](#). ~~indicate this in your profile in the Graduation Information Centre as well.~~

Degrees will be conferred ~~Students will graduate with their degree~~ You must take the degree at the Convocation **immediately** immediately following the completion of the appropriate degree work. Students unable to attend the convocation ceremony who wish to attend a later ceremony should consult the [Policy on Deferral of Attendance at Convocation](#) and must contact the [Office of the Registrar](#) within the prescribed ~~time~~ deadlines.

~~These next two bullet points have been moved to the Parchments, Diplomas and Certificates section:~~ Diplomas will not be released to students with an outstanding account with the University.

~~Diplomas are held for a period of 12 months following the Convocation date before being destroyed. Students requesting diplomas after this period are required to pay a replacement fee.~~

### **~~Duplicate and Replacement~~ Parchments, Diplomas and Certificates**

Diplomas will not be released to students with an outstanding [financial](#) account with the University.

Diplomas are held for a period of 12 months following the Convocation date before being destroyed. Students requesting diplomas after this period are required to pay a replacement [fee](#).

Graduates may request, a duplicate or replacement degree parchment, diploma or certificate ([fees](#) apply.)

- A duplicate copy will be issued when [requested by a graduate](#) ~~a student requires~~ or when the original document has been lost or destroyed.
- The words *duplicate copy* or *reissued* will be affixed to all degree parchments, diplomas or certificates requested in this manner and will bear the signatures of the current Chancellor, President and Vice-Chancellor, and Registrar.
- Damaged parchments must be returned to the Office of the Registrar before the new parchment, diploma or certificate is issued.

## *Records Policy*

### **Transcripts** This language is now in the Academic Evaluations section.

A transcripts summarizes a student's academic career at McMaster University and are is available by electronic request through [Mosaic](#). Academic terms do not appear on transcripts until the first day of classes in the term has passed. Transcripts are only released for students in good standing; transcript requests will not be processed for students with outstanding financial accounts at the University or those under investigation for an academic integrity violation.

Transcripts summarize a student's academic career at McMaster University and are available by electronic request through [Mosaic](#). Please contact the Office of the Registrar for questions related to transcript requests.

#### **Transcripts**

Office of the Registrar, Services  
Room 108, Gilmour Hall  
McMaster University  
L8S 4L8  
Phone: (905) 525-4600  
Fax: (905) 527-1105  
<http://registrar.mcmaster.ca/services/transcripts>

**NOTE:** Academic terms do not appear on transcripts until the first day of classes in the term has passed.

There is no charge for transcripts; however, charges for rush, fax or courier services apply (<http://registrar.mcmaster.ca/category/services/transcripts/>) and are due at the time of order. Requests received by mail or fax must include credit card information along with the signature of the student and card owner (if different from the student). Please allow five to seven business days for processing; mail delivery times vary and are beyond the control of the University.

### **Credentials** This language comes from the Senate Policy on Diplomas and Certificates and is now in the Academic Evaluations section.

A credential is a body of academic work or collection of course work that stands on its own and for which a parchment is issued. McMaster credentials include certificates, diplomas and degrees. A single course is permitted to be counted toward a maximum of two credentials.

**Record Retention Policy** **This section has been moved to much earlier in the regulations.**

When you individuals apply for admission to McMaster University and enrolment in programs at McMaster the University, you they accept the University's right to collect pertinent personal information. This information is needed to assess your qualifications for entry, establish records of performance in programs and courses, provide the basis for University aid and awards and governmental student aid programs funding, and to assist the University in the academic and financial administration of its affairs. All documentation that you submitted to the University in support of applications for admission, residence accommodation, or financial University aid and awards, or any appeals and/or petitions, becomes the property of the University. You are notified of your academic performance in courses through the Mosaic Student Centre > View My Grades

All application documents are normally destroyed at the end of each admission cycle for applicants who are not accepted, or who do not enrol following acceptance. For applicants who become McMaster students, their application documents are normally destroyed five years after the last term of their enrolment at the University (regardless of whether or not they graduate).

Supporting documentation relevant to government student aid programs (e.g., OSAP) is kept per the retention policies of the Federal and/or Provincial governments. Supporting documentation, by aid year, relevant to the administration of online aid applications, as well as University aid and awards, will normally be destroyed after seven years.

All information needed to produce official transcripts is maintained permanently. If you are not accepted, or if you fail to enrol following acceptance, your documentation is normally destroyed at the end of each admissions cycle. If you reapply, you must resubmit any previous documentation and any additional academic information.

Supporting documentation relevant to your admission to, and performance at, the University will normally be eliminated five years after the end of your enrolment at the University (regardless of whether you graduate).

Supporting documentation relevant to government student aid (e.g. OSAP) is kept per the retention policies of the Federal and/or Provincial governments. Supporting documentation, by aid year, relevant to the administration of online aid applications, as well as University aid and awards, will normally be eliminated after seven years.

**McMaster University Statement on the Collection of Personal Information and the Protection of Privacy** **This section has been moved to much earlier in the regulations.**

McMaster University collects and retains personal information of students, alumni and other parties, including but not limited to faculty, staff, visiting academics and private citizens using services provided by McMaster University, under the authority of the *McMaster University Act, 1976*. This information is used for the academic, administrative, employment-related, safety and security, financial and statistical purposes of the University, including for the administration of admissions, registration, awards and scholarships, convocation, alumni relations and other fundamental activities related to being a member of the University community, a user of services provided by McMaster or an attendee of, or applicant to, a public post-secondary institution in the Province of Ontario. The information will be used, among other things, to admit, register and graduate students, record academic achievement, issue library cards and, where applicable, local transit passes, to provide access to information systems and to operate academic, financial, athletic, recreational, residence, alumni and other University programs. Additionally, this information may be shared with other institutions of higher education in order to administer collaborative programs. Information on admissions, registration and academic achievement may also be disclosed and used for statistical and research purposes by the University, other post-secondary educational institutions and the federal and provincial governments. The names of alumni, their Faculty and program, award information, degree(s) awarded and date of graduation is considered public information and may be published by McMaster University. In addition, student photographs posted by the University in the form of individual pictures or class pictures may be publicly displayed. Aside from the foregoing, the information you provide and any other information placed in a student record, or in a personnel record, will be protected and used in compliance with Ontario's *Freedom of Information and Protection of Privacy Act (RSO 1990)* and will be disclosed only in accordance with this Act. If you have any questions about the collection and use of this information please contact the University Registrar, University Hall, Room 209, Student Records, Gilmour Hall, Room 108, or the University Secretary, Gilmour Hall, Room 210, McMaster University.

McMaster University may also collect personal information from other relevant sources including, without limitation, the Ontario Universities' Application Centre, secondary schools, colleges, universities and other institutions previously attended, including third-party services and test score providers where the items collected form a part of the application or admission process to a university program.

Furthermore, McMaster is required to disclose personal information such as Ontario Education Numbers, student characteristics and educational outcomes to the Ministry of Advanced Education and Skills Development (the "MAESD"; formerly known as the Ministry of Training, Colleges, and Universities). The Ministry collects this data for purposes such as planning, allocating and administering public funding to colleges, universities and other post-secondary educational and training institutions and to conduct research and analysis, including longitudinal studies, and statistical activities conducted by or on behalf of the Ministry for purposes that relate to post-secondary education and training. Any information collected by McMaster for the purposes of self-identification as a member of a specific group (i.e. First Generation, First Nations, etc.) may be subject to disclosure to the MAESD by McMaster and collected by the MAESD pursuant to its statutory authority. Further information on how the MAESD uses personal information is available on the ministry's website (<http://www.tcu.gov.on.ca/>).

*General Academic Regulations Track Changes Version, Oct. 2017*



In addition to collecting personal information for the purposes noted above, McMaster University collects specific and limited personal information on behalf of the McMaster Student Union, the McMaster Association of Part-time Students and/or the McMaster Graduate Students Association. These constituent student groups use personal information for the purpose of membership, administration, elections, annual general meetings, health plans and other related matters only. Please contact the relevant Student Union or Association office if you have questions about this collection, use and disclosure of your personal information and their respective privacy policies.

*September 2015*

**Notification of Disclosure of Personal Information to Statistics Canada** **This section has been moved to much earlier in the regulations.**

Statistics Canada is the national statistical agency. As such, Statistics Canada carries out hundreds of surveys each year on a wide range of matters, including education. In order to carry out such studies, Statistics Canada asks all colleges and universities to provide data on students and graduates. Institutions collect and provide to Statistics Canada student identification information (student's name, student ID number), student contact information (address and telephone number), student demographic characteristics, enrolment information, previous education and labour force activity.

The *Federal Statistics Act* provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The information may be used only for statistical purposes, and the confidentiality provisions of the Statistics Act prevent the information being released in any way that would identify a student. Students who do not wish to have their information used are able to ask Statistics Canada to remove their identification and contact information from the national database. For further information, please see Statistics Canada's web site at: <http://www.statcan.ca> or write to the Postsecondary Section, Centre for Education Statistics, 17th Floor, R.H. Coats Building, Tunney's Pasture, Ottawa, K1A 0T6.

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