

UNDERGRADUATE COUNCIL
Tuesday, December 11, 2018 at 2:30 p.m.
Gilmour Hall, Council Room (Room 111)

AGENDA

Page

1. MINUTES OF PREVIOUS MEETING – OCTOBER 30, 2018

Approval

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- a. [Minutes - October 30, 2018](#)

2. BUSINESS ARISING

3. CHAIR'S REMARKS

4. REPORT FROM THE AWARDS COMMITTEE

Approval

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- a. [Report from the Awards Committee](#)

5. REPORT FROM THE CERTIFICATES AND DIPLOMAS COMMITTEE

Approval

35 - 74

- a. [Report from the Certificates and Diplomas Committee](#)

6. REPORT FROM THE CURRICULUM & ADMISSIONS COMMITTEE

Approval

75 - 144

- a. [Report from the Curriculum and Admissions Committee](#)

7. AD HOC COMMITTEE ON CERTIFICATES, DIPLOMAS, AND MICROCREDENTIALS

Approval

145 - 146

- a. [Terms of Reference - Ad Hoc Committee on Certificates, Diplomas, and Microcredentials](#)

8. OTHER BUSINESS

**REPORT TO UNDERGRADUATE COUNCIL
FROM THE
UNDERGRADUATE COUNCIL AWARDS COMMITTEE
FOR APPROVAL**

I Terms of Award

At its November 13, 2018 meeting, the Undergraduate Council Awards Committee approved the following for recommendation to Undergraduate Council. Details of the following are contained in Attachment I of the circulated report.

i. New Awards

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

ii. New Bursaries

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

iii. Removal of Awards from the Undergraduate Calendar

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

The Undergraduate Council Awards Committee now recommends,

that Undergraduate Council approve four new awards, five new bursaries, and the removal of one award from the *Undergraduate Calendar*, as set out in the attached.

II Revisions to Awards Regulations for the 2019-2020 Undergraduate Calendar

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

The Undergraduate Council Awards Committee now recommends,

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

**Undergraduate Council
December 11, 2018**



OFFICE OF THE REGISTRAR, STUDENT FINANCIAL AID & SCHOLARSHIPS
To Undergraduate Council
From Undergraduate Awards Committee
December 11, 2018

PROPOSED NEW AWARDS FOR APPROVAL

The Bain-Peart Award

Established in 2018 by the Estate of Helen Jean Bain. To be awarded to students entering Level II of an Arts & Science Program who have demonstrated outstanding academic achievement and who, in the judgement of the Program, have made a significant contribution to the program. The award is tenable for up to 3 years provided the student remains enrolled full-time and achieves a Fall-Winter Average of 9.5.

Value: \$2,000

The Konrad Group Digital Innovation Scholarship

Established in 2018 by Konrad Group, a global digital agency, to support students who have a passion for digital technology. To be awarded to students enrolled in Level III or above in an Engineering or Business program who attain high averages and demonstrate an interest in pursuing a career in digital technology.

Value: \$2,500

The Walters Inc. Scholarship

Established in 2018 by Walters Inc. To be awarded to students who have completed Level IV of a Civil Engineering and Management program and attained high averages.

Value: \$5,000

In-Course and Renewal Academic Grants

The Alan Renner Academic Grant

Established in 2018 by Alan Renner, B.A. (Class of '63) to encourage students to pursue their goals and aspirations. To be awarded to students enrolled in an Economics program in the Faculty of Social Sciences who attained high averages and demonstrate financial need.

Value: \$1,000

PROPOSED NEW BURSARIES FOR APPROVAL

The Bain-Peart Bursaries

Established in 2018 by the Estate of Helen Jean Bain. To be granted to students enrolled in Level II or above in an Arts & Science Program who demonstrate financial need.

The Mort Nelson Family Bursary

Established in 2018 by Mort Nelson (Classes of '62 & '72) and family in memory of Professor Evelyn Nelson to support students pursuing their academic and professional goals. To be granted to students enrolled in Level II or above of a Mathematics program who demonstrate financial need.

This is Canada Fund

Established in 2018 by Frank Palin, B.Sc. Honours Biology (Class of '92), B.Sc. Honours Geography (Class of '95), in support of his belief that all students should have the opportunity to pursue their educational goals. To be granted to international students enrolled in any program who demonstrate financial need.

The Zeuner Family Bursary

Established in 2018 by Alf Zeuner, B.Eng. (Class of '80) and M.Eng. Engineering Physics (Class of '84) in honour of the Zeuner Family. To be awarded to a student entering a full-time program in the Faculty of Engineering who demonstrates financial need. Preference is to be given to a student who permanently resides in Hamilton. This award is renewable for three years at the same value, provided the student remains enrolled full-time in the Faculty of Engineering.

Submitted by the Faculty of Health Sciences

The Joseph and Edith Nagy Bursary

Established in 2018 by Jo-Anne Ferns in memory of her parents who always held medical doctors in high regard and were grateful for their cardiology and oncology care. To be granted to students enrolled in the Michael G. DeGroote School of Medicine who demonstrate financial need. Preference will be given to students who demonstrate professionalism and compassion.

In-Course Awards, Academic Grants and Bursaries Removed from the Undergraduate Calendar for Approval

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

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

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

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

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

Application Requirements

Some Aid and Awards require students to submit an application:

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

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

Gender Criteria

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

Maximums

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

An eligible entering student may receive:

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

An eligible in-course or graduating student may receive:

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

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

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

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

Review of Aid and Award Decisions

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

Privacy

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

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

ENTRANCE AWARD REGULATIONS

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

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

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

INDIGENOUS STUDENT ENTRANCE AWARD REGULATIONS

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

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

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

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

IN-COURSE and RENEWAL AWARD REGULATIONS

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

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

TRAVEL and EXCHANGE AWARD REGULATIONS

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

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

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

COMMUNITY CONTRIBUTION AWARD REGULATIONS

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

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

GRADUATING STUDENT AWARD REGULATIONS

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

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

ENTRANCE ACADEMIC GRANT REGULATIONS

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

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

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

INDIGENOUS STUDENT ENTRANCE ACADEMIC GRANT REGULATIONS

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

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

IN-COURSE and RENEWAL ACADEMIC GRANT REGULATIONS

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

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

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

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

ENTRANCE BURSARY REGULATIONS

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

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

EXCHANGE BURSARY REGULATIONS

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

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

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

IN-COURSE and RENEWAL BURSARY REGULATIONS

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

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

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

EMERGENCY BURSARY REGULATIONS

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

WORK PROGRAM REGULATIONS

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

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

FALL/WINTER SPECIFIC REGULATIONS

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

SUMMER SPECIFIC REGULATIONS

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

MICHAEL G. DEGROOTE SCHOOL OF MEDICINE AID and AWARD REGULATIONS

EMERGENCY BURSARY REGULATIONS FOR SCHOOL OF MEDICINE STUDENTS

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

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

MEDICINE (M.D.) BURSARY REGULATIONS

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

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

MEDICINE (M.D.) AWARD REGULATIONS

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

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

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

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

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

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

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

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

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

PHYSICIAN ASSISTANT PROGRAM BURSARY REGULATIONS

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

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

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

Report from the Committee's meeting of November 13, 2018.

FOR APPROVAL

I. Establishment of New Certificate and Diploma Programs

a. Concurrent Certificate in Immunology, Microbiology, & Virology

The Undergraduate Council Certificates and Diplomas Committee now recommends,

that Undergraduate Council approve the establishment of a *Concurrent Certificate in Immunology, Microbiology & Virology*, as recommended by the Faculty of Health Sciences.

b. Concurrent Certificate in Biomedical Sciences

The Undergraduate Council Certificates and Diplomas Committee now recommends,

that Undergraduate Council approve the establishment of a *Concurrent Certificate in Biomedical Sciences*, as recommended by the Faculty of Health Sciences.

c. Concurrent Certificate in Professional French

The Undergraduate Council Certificates and Diplomas Committee now recommends,

that Undergraduate Council approve the establishment of a *Concurrent Certificate in Professional French*, as recommended by the Faculty of Humanities.

d. Business of Golf and Resort Management Certificate

The Undergraduate Council Certificates and Diplomas Committee now recommends,

that Undergraduate Council approve the establishment of a *Business of Golf and Resort Management Certificate*, as recommended by the Centre for Continuing Education.

e. Certificate in Advanced Strategic Marketing Techniques

The Undergraduate Council Certificates and Diplomas Committee now recommends,
that Undergraduate Council approve the establishment of a *Certificate in Advanced Strategic Marketing Techniques*, as recommended by the Centre for Continuing Education.

II. Revisions to Certificate and Diploma Programs

a. McMaster English Language Development Diploma

The Undergraduate Council Certificates and Diplomas Committee now recommends,
that Undergraduate Council approve revisions to the *McMaster English Language Development Diploma*, as recommended by the Faculty Humanities.

b. Diploma in Music Performance

The Undergraduate Council Certificates and Diplomas Committee now recommends,
that Undergraduate Council approve revisions to the *Diploma in Music Performance*, as recommended by the Faculty Humanities.

c. Concurrent Certificate in Leadership & Cross-Cultural Literacy

The Undergraduate Council Certificates and Diplomas Committee now recommends,
that Undergraduate Council approve revisions to the *Concurrent Certificate in Leadership & Cross-Cultural Literacy*, as recommended by the Faculty Humanities.

d. Concurrent Ethics and Policy for Technological Innovation Certificate

The Undergraduate Council Certificates and Diplomas Committee now recommends,
that Undergraduate Council approve revisions to the *Concurrent Ethics and Policy for Technological Innovation Certificate*, as recommended by the Faculty Humanities.

e. Certificate in Business Technology Management

The Undergraduate Council Certificates and Diplomas Committee now recommends,
that Undergraduate Council approve revisions to the *Certificate in Business Technology Management*, as recommended by the Faculty of Business.

f. **Marketing Diploma**

The Undergraduate Council Certificates and Diplomas Committee now recommends,

that Undergraduate Council approve revisions to the *Marketing Diploma*, as recommended by the Centre of Continuing Education.

**Undergraduate Council
December 11, 2018**

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

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

1. Certificate Overview

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

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

2. Academic Merit

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

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

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

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

1. *Course List A – Foundational Immunology*

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

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

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

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

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

m. MOLBIOL 4P03 – Medical Microbiology

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

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

3. Resources

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

Faculty of Health Sciences

Proposal for a Concurrent Certificate in Biomedical Sciences

1. Certificate Overview

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

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

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

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

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

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

2. Academic Merit

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

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

3. *9-12 units from*

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

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

3. Resources

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

HUMANITIES
French



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PROPOSAL FOR A CONCURRENT CERTIFICATE IN PROFESSIONAL FRENCH

Certificate Overview

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

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

Objectives

By completing the certificate students will

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

Admission

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

Requirements (18 units)

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

Notes

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

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

Statement of Academic Responsibility

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

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



Centre for Continuing Education Program Approval

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

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

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

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

D. Statement of Financial Viability:

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

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

E. Statement of Administrative Responsibilities:

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

Responsibilities for the programs are as follows:

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

The School of Business

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

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

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

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

Full Course Listing (select 5 courses):

Retail Management in Golf Operations

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

Entrepreneurship in the Golf Industry

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

Golf Club Governance

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

Finance for Non-Financial Managers in the Golf Industry

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

Strategic Management in Golf Operations

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

Human Resources Management in Golf Operations

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

Business Law for Golf Managers

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

Marketing Management in Golf Operations

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

Hospitality Management

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

Golf Course Design & Construction - Turf Management

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



DATE: October 30, 2018

TO: Certificate and Diploma Committee

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

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

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

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

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

Sincerely,

Dr.

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

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



Centre for Continuing Education Program Approval

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

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

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

E. Statement of Administrative Responsibilities:

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

Responsibilities for the programs are as follows:

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

DeGroote School of Business

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

F. Listing of Courses

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

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

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

Marketing Financials (3 units):

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

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

International Marketing (3 units):

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

Innovative Marketing Strategies (3 units):

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

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

Marketing Analytics (3 units):

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



DATE: October 30, 2018

TO: Certificate and Diploma Committee

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

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

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

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

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

Sincerely,

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

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



DeGroote School of Business

1280 Main Street West
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Tel: 905.525.9140
Fax: 905.521.8995
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DATE: October 30, 2018

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

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

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

Dear Susan,

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

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

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

Sincerely,

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

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



MELD (McMaster English Language Development Diploma)

1.0 REVISIONS TO EXISTING PROGRAMS:

Bridging Program: McMaster English Language Development Diploma (MELD) Program

Department of Linguistics and Languages (Faculty of Humanities)

Phone: (+1) 905.525.9140 Ext. 23718

Email: meld@mcmaster.ca

Web: <http://meld.mcmaster.ca>

Students who meet the academic admission requirements for their choice of Level 1 program, but do not meet McMaster's English Language Proficiency requirement may be admitted to the MELD bridging program which has been developed for international students, providing them with a supportive environment in which they can succeed. The diploma is a two-term, full-time intensive bridging program in English language development, acculturation and engagement.

Students accepted into MELD are given a conditional offer of admission to their program of choice, pending successful completion of the MELD diploma. Once the diploma in MELD has been successfully completed, the student may register in the program to which he/she was given conditional admission and will have completed 6 units of degree credit courses in Linguistics that may be applied as electives to that program. In exceptional circumstances, MELD will consider transfers from other McMaster programs.

Program

Term 1 (September - December)

- MELD 1A03 - Academic Writing and Integrity
- MELD 1B03 - English Phonetics and Pronunciation
- MELD 1C03 - Academic Reading and Listening Skills
- MELD 1D03 - Social Perspectives on Language
- MELD 1L00 – Linguistics Lab 1
- MELD 1M00 – Mentorship Lab 1
- LINGUIST 1Z03 - Structure of Modern English I (degree credit course)

Term 2 (January - April)

- MELD 1AA3 - Advanced Academic Writing
- MELD 1BB3 - Advanced Speaking and Presentation Skills
- MELD 1CC3 - Advanced Academic Reading Skills
- MELD 1DD3 - Academic Success
- MELD 1LL0 – Linguistics Lab 2
- MELD 1MM0 – Mentorship Lab 2
- LINGUIST 1ZZ3 - Structure of Modern English II (degree credit course)

Please visit meld.mcmaster.ca for more information or email meld@mcmaster.ca.

Rationale: *Inclusion of new mentorship and linguistics labs as distinct non-credit requirements.*

2.0 NEW COURSES:

2.1 MELD 1M00 – Mentorship Lab 1

0 unit(s)

Compulsory weekly mentorship meetings aimed at promoting cultural awareness.

One hour; one term

Prerequisite(s): Registration in the McMaster English Language Development Diploma (MELD) program

2.2 MELD 1MM0 – Mentorship Lab 2

0 unit(s)

Compulsory weekly mentorship meetings aimed at promoting cultural awareness.

One hour; one term

Prerequisite(s): Registration in the McMaster English Language Development Diploma (MELD) program

2.3 MELD 1L00 – Linguistics Lab 1

0 unit(s)

Compulsory weekly meetings for academic support for the degree credit course in MELD. This hour is in addition to three hours (lecture) of the credit course.

One hour; one term

Prerequisite(s): Registration in the McMaster English Language Development Diploma (MELD) program

2.4 MELD 1LL0 – Linguistics Lab 2

0 unit(s)

Compulsory weekly meetings for academic support for the degree credit course in MELD. This hour is in addition to three hours (lecture) of the credit course.

One hour; one term

Prerequisite(s): Registration in the McMaster English Language Development Diploma (MELD) program

Rationale for all new course additions: These non-credit courses will replace the tutorial sections assigned to alternate MELD courses (MELD 1D03/1DD3, 1B03/1BB3) historically. These tutorials have run independently of the courses themselves, creating confusion among students and instructors. This change will address the confusion and scheduling challenges of offering these additional hours of linguistics and mentorship support.

3.0 REVISIONS TO EXISTING COURSES:

3.1 MELD 1A03 - Academic Writing and Integrity

3 unit(s)

A writing course that focuses on the development of grammatically, lexically and stylistically appropriate English for writing summaries and short academic texts. Includes workshops a focus on academic integrity.

Four hours; one term

Prerequisite(s): Registration in the McMaster English Language Development Diploma (MELD) program

3.2 MELD 1AA3 - Advanced Academic Writing

3 unit(s)

A writing course that focuses on the development of the appropriate language (grammar, vocabulary, style) and structure for essays and analysing charts/graphs. Includes workshops a focus on documenting sources and citation styles.

Four hours; one term

Prerequisite(s): Registration in the McMaster English Language Development (MELD) Diploma program

3.3 MELD 1B03 - English Phonetics and Pronunciation

3 unit(s)

This course offers an overview of the principal differences in varieties speech features of contemporary spoken Standard English, with a focus on Canadian English. Students are given opportunities to examine and practise their spoken language skills for a variety of contexts, in English through short individual and collaborative presentations and are introduced to academic presentations.

Four hours; one term

Prerequisite(s): Registration in the McMaster English Language Development Diploma (MELD) program

3.4 MELD 1BB3 - Advanced Speaking and Presentation Skills

3 unit(s)

Students build appropriate speaking skills through a variety of individual and collaborative speaking and presentation exercises, based on academic content (oral reports, article summaries, audio/video blogs recordings, formal presentations.)

Four hours; one term

Prerequisite(s): Registration in the McMaster English Language Development Diploma (MELD) program

3.5 MELD 1C03 - Academic Reading and Listening Skills

3 unit(s)

In this course students summarize and critically evaluate (both orally and in writing) a variety of texts in advanced English. The texts to be evaluated are both written and spoken represent a range of academic disciplines.

Five Four hours; one term

Prerequisite(s): Registration in the McMaster English Language Development Diploma (MELD) program

3.6 MELD 1D03 - Social Perspectives on Language

3 unit(s)

An exploration of a variety of language registers and styles. Topics explored through role playing, the collaboration of peer to peer mentors, and guest speakers. Through introductory lectures on sociolinguistic aspects of English, students develop socio-pragmatic awareness of communication, and listening and note-taking strategies for university lectures. This course also covers general strategies for academic success.

Four hours; one term

Prerequisite(s): Registration in the McMaster English Language Development Diploma (MELD) program

3.7 MELD 1DD3 - Academic Success - Advanced Academic Listening Skills

3 unit(s)

This course covers a variety of aspects of the university system and strategies for dealing with challenges that may arise, such as note-taking, time management, and studying for exams. Students build on the lecture-listening skills developed in 1D03 by moving through advanced academic content, representing a range of disciplines. The focus is on oral academic communication (e.g., discussions) and the development of superior listening, note-taking and studying skills.

Four hours; one term

Prerequisite(s): Registration in the McMaster English Language Development Diploma (MELD) program

Rationale for all course revisions: Minor changes to titles and/or descriptions to best reflect current course content.



Diploma in Music Performance

The Diploma is intended to recognize a concentration and achievement in the area of music performance.

Students should contact the Academic Counsellor for Music in the School of the Arts for direction on completing the requirements.

Notes

1. Lesson fees: Lesson fees are charged over and above tuition for MUSIC 2EE6 A/B, MUSIC 3EE6 A/B, MUSIC 3SS3, MUSIC 4EE9 A/B, and MUSIC 4SS3.
2. MUSIC 4E09 A/B and MUSIC 4EE9 A/B must be taken over and above the total number of units required for a McMaster degree. Because these courses may not be used for credit towards any McMaster degree, students pursuing the Diploma must plan their work to accommodate nine extra units.
3. Registration in MUSIC 4E09 A/B and MUSIC 4EE9 A/B requires permission of the School of the Arts. An overall Grade Point Average of at least 8.0 will be required for admission to these courses.

Admission

Students should meet with the Academic Counsellor for Music in the School of the Arts as early as possible in their degree program, but no later than the April before MUSIC 4E09 A/B or MUSIC 4EE9 A/B has begun. However, the application for MUSIC 4E09 A/B or MUSIC 4EE9 A/B will be considered the formal application to be admitted to the diploma program, even though some of the requirements will have been completed in earlier years.

Requirements

The Diploma will require completion of **24 units** as follows:

12 units

- MUSIC 2E06 A/B - Solo Performance or
- MUSIC 2EE6 A/B - Solo Performance
- MUSIC 3E06 A/B - Solo Performance or
- MUSIC 3EE6 A/B - Solo Performance

3 units

from

- MUSIC 3SS3 - Special Studies in Chamber Music or Accompanying I
- MUSIC 4SS3 - Special Studies in Chamber Music or Accompanying II
- MUSIC 1GA3 A/B - Ensemble Performance: Accompanying
- MUSIC 1GB3 A/B - Ensemble Performance: McMaster Concert Band
- MUSIC 1GC3 A/B - Ensemble Performance: McMaster University Choir
- MUSIC 1GF3 A/B - Ensemble Performance: McMaster University Flute Ensemble
- MUSIC 1GJ3 A/B - Ensemble Performance: McMaster Jazz Band
- MUSIC 1GP3 A/B - Ensemble Performance: McMaster Percussion Ensemble
- MUSIC 1GR3 A/B - Ensemble Performance: McMaster Chamber Orchestra
- MUSIC 1GW3 A/B - Ensemble Performance: McMaster Women's Choir

9 units

- MUSIC 4E09 A/B - Solo Performance, Diploma or
- MUSIC 4EE9 A/B - Solo Performance, Diploma

Note

The Diploma will be awarded at the fall convocation of the Centre for Continuing Education following the completion of all requirements.

Rationale: The Diploma in Music Performance is open to program and non-program students. Providing an alternate option for the MUSIC 3SS3/4SS3 course will allow additional flexibility in meeting this requirement, and most notably for non-program students.



Concurrent Certificate in Leadership & Cross-Cultural Literacy

Faculty of Humanities

Chester New Hall, Room 107

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

humanities@mcmaster.ca

The Certificate fills a critical need for undergraduate students to learn about and develop professional skills that are highly desirable for the pursuit of graduate studies, professional programs, and employment opportunities, following undergraduate studies. A key objective of the course sequence is to help students develop leadership skills within a rigorous academic framework that balances both theory and practice.

Certificate Requirements

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

Requirements

15 units total

3 units

from

Ethics Requirement

- PHILOS 2D03 - Bioethics
- PHILOS 2N03 - Business Ethics
- PHILOS 2TT3 - Ethical Issues in Communication
- PHILOS 2YY3 - Introduction to Ethics

12 units

Leadership & Cross-Cultural Literacy Requirement

- HUMAN 3CM3 - Leadership: Cross-Cultural Mentoring Lab
- HUMAN 3LM3 - Foundations of Leadership
- HUMAN 4LC3 - Leadership Capstone: Theory and Practice
- HUMAN 4RM3 - Leadership: Relationship Management

Note

1. Eligible Wilson Leadership Scholars may replace HUMAN 4LC3 - Leadership Capstone: Theory and Practice with HUMAN 4LW3 – Wilson Leadership Scholar Capstone A/B toward this certificate requirement.

Rationale: Updating of course title. Inclusion of note that Wilson Leadership Scholars may complete the capstone requirement with a comparable capstone course, open only to these students.



Concurrent Ethics and Policy for Technological Innovation Certificate (EPTIC)

Department of Philosophy

University Hall, Room 310, ext. 24275

<http://philos.humanities.mcmaster.ca/>

The Ethics and Policy for Technological Innovation Certificate (EPTIC) is designed to prepare undergraduate students from health sciences, engineering, business, humanities, science, and social science to work together on teams to identify and resolve the ethical, institutional, and policy challenges posed by novel technologies that are highly promising but also potentially socially disruptive. The Certificate will recognize students for having gained core subject matter competencies and experience as members of such interdisciplinary research teams under the direction of faculty and staff associated with the McMaster University Institute for Ethics and Policy Innovation (IEPI).

Certificate Requirements

Any student in an undergraduate program at McMaster may declare the certificate at the time of graduation and upon satisfaction of each of the following requirements:

1. The student must be accepted by the Ethics and Policy for Technological Innovation Certificate Committee (the EPTIC Selection Committee). The EPTIC Selection Committee will consider supplemental applications soon after the end of Winter term of each academic year, but only from students who are enrolled in an undergraduate program at McMaster University and who have completed PHILOS 2D03 or 2YY3 and either (or both) PHILOS 2S03 or PHILOS 2G03. The EPTIC Selection Committee's selections will be made on the basis of the student's cumulative grades and answers to the supplemental application questions.
2. The student must complete 15 units in accordance with the following requirements.

Requirements

15 units total

3 units

from

- PHILOS 2D03 – Bioethics
- PHILOS 2YY3 - Introduction to Ethics

3 units

from

- PHILOS 2G03 - Social and Political Issues
- PHILOS 2S03 - History of Political Philosophy

3 units

from

- PHILOS 2N03 - Business Ethics

- PHILOS 2TT3 - Ethical Issues in Communication
- ~~PHILOS 2YY3 - Introduction to Ethics~~
- PHILOS 3C03 - Advanced Bioethics
- PHILOS 3CC3 - Advanced Ethics

3 units

from

- ~~PHILOS 3C03 - Advanced Bioethics~~
- ~~PHILOS 3CC3 - Advanced Ethics~~
- PHILOS 3I03 - Philosophy and Feminism
- PHILOS 3L03 - Environmental Philosophy
- PHILOS 3N03 - Political Philosophy
- PHILOS 3Q03 - Philosophy of Law

3 units

- PHILOS 4V03 - Multidisciplinary Workshop in the Ethics and Policy of Technological Innovation

Notes

1. Students accepted and enrolled in the Justice, Political Philosophy, and Law Honours BA Program are not eligible to apply for the Certificate.
2. Any student seeking a Philosophy Honours BA may satisfy no more than 2 courses (6 units) of the Philosophy Honours BA Program requirements with courses that the student has also designated as counting toward the satisfaction of the Certificate's requirements.
3. Students who declare the certificate are precluded from declaring a philosophy minor.
4. Transfer credits will not be accepted in lieu of PHILOS 4V03. Students accepted into the certificate program are free to request transfer credit in lieu of any other certificate course requirement. The student may submit such a request to the Selection Committee (via philadm@mcmaster.ca) at any time.
5. Note that selection by the selection committee is distinct from the successful declaration of the certificate, and a student's selection does not imply that the candidate has satisfied all certificate requirements. It is the student's responsibility to make sure that at the time of graduation, all requirements of the certificate as enumerated above have been fulfilled.

Rationale: Minor changes have been made to the distribution of how the concurrent certificate's requirements may be met, so as to increase flexibility of offerings and balance of ethics/socio-political philosophy requirements.

FACULTY OF BUSINESS

**BUSINESS TECHNOLOGY MANAGEMENT
(BTM) CERTIFICATE REQUIREMENTS TO
THE CERTIFICATES AND DIPLOMA
COMMITTEE**

NOVEMBER 2018

Certificate in Business Technology Management (BTM)

Notes

The courses comprising the BTM certificate will count as elective courses for students enrolled in the Honours Commerce (B.Com.) program.

SFWRTECH 3IT3 and SFWRTECH 3PR3 are anti-requisites.

Admission

Enrolment in the Honours Commerce (B.Com.) program is required for admission to the certificate.

Requirements

27 units total

21 units

COMMERCE 3KD3 - Database Design Management and Applications
COMMERCE 3KE3 - Management of Enterprise Data Analytics
COMMERCE 4KF3 - Project Management
COMMERCE 4KG3 - Data Mining and Business Intelligence
COMMERCE 4KH3 - Strategies for Electronic and Mobile Business
SFWRTECH 3OS3 - Operating Systems

and one of:

SFWRTECH 3IT3 - Fundamentals of Networking
SFWRTECH 3PR3 - Procedural and Object Oriented Programming Concepts

6 units

from

COMMERCE 3KA3 - System Analysis and Design
COMMERCE 4BK3 - The Management of Technology
COMMERCE 4KI3 - Business Process Management
COMMERCE 4MH3 - Electronic Marketing
SFWRTECH 3CS3 - Computer Security
SFWRTECH 3OS3 - Operating Systems
SFWRTECH 3RQ3 - Software Requirements and Specification

~~SFWRTECH 4NI3 - Advanced Networking Infrastructure~~
~~SFWRTECH 4SD3 - Software Design~~
~~SFWRTECH 4WP3 - Advanced Web Programming~~

Rationale: *We are recommending that SFWR TECH 4NI3 “Advanced Networking Infrastructure” be removed from the list of elective courses as that course is no longer offered.*

We are recommending that SFWR TECH 4WP3 “Advanced Web Programming” be removed from the list of elective courses as that course has been found too advanced for our Commerce students. Students who have taken this course have found it too intense and difficult. The Director of the Software Technology program at the W. Booth School of Engineering Practice and Technology (Dr. Seshasai Srinivasan) agrees that this course be removed as an elective course for the Certificate.

Undergraduate Certificate & Diploma Committee Course Submission

A. Department & Program Information (Complete all fields):	
Department:	Centre for Continuing Education
Program Name:	Marketing Diploma
Name of Representative:	Christine Stevens-Gopsill, Program Manager
Nature of Submission/ <i>This request is to establish the course as a pre-req for another course rather than a formal course revision.</i>	Course revision
Effective Date:	Spring 2019
Submission Date:	October 2018
B. Course Details (Complete all fields):	
Course Title:	Introduction to Marketing
Is this course currently offered? Yes Existing Course Code: MKT 101	
Course Unit Value:	3 units
List Course Pre-requisites (if applicable):	
Cross listed courses (if applicable): Business Administration, concentration in Marketing	
C. Course Revision (Complete applicable fields):	
Revised Course Title:	No changes
Revised Course Description:	The current course description (below) remains the same . This course builds on the Introduction to Marketing (MKT 819)

Undergraduate Certificate & Diploma Committee Course Submission

	<p>course and will teach the basics of creating and communicating effective Marketing Plans by covering different aspects of such a plan like high level strategy, customer profiling, market analysis, tactics, growth strategies, and implementation. The course takes a tools-based approach to the development of the Marketing Plan. An emphasis is also placed upon digital marketing techniques such as SEO, social media strategy, email, and content strategy. The primary focus of the course has the students working in teams on a Marketing Plan for 3 different early-stage companies. reflecting a common circumstance, where Marketing Strategy & Planning is very important in securing and keeping early customers, but where budgets can be notoriously small. The course finishes with the presentation of the Marketing Plan created by teams. In addition to this practical experience there will be a combination of lectures, discussions, presentations, and a learning journal.</p>
Revised Unit Value:	3 units
<p>Revised Course Learning Objective(s): *no changes</p>	
<p>Revised Course Content (major topics): *no changes</p>	
<p>Rationale for Request to Pre-req Status:</p> <p>Marketing Plans and Implementation (MKT 101) requires a student to have the foundational knowledge found in Introduction to Marketing (MKT 819).</p> <p>Introduction to Marketing (MKT 819) will, therefore, be set-up as a pre-requisite for Marketing Plans and Implementation (MKT 101).</p>	
<p>E. Course Cancellation (Complete all fields):</p>	

Rationale for Cancellation: N/A

F. Statement from Faculty

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

FOR APPROVAL

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

At its meetings of November 20 and November 21, 2018, the Undergraduate Council Curriculum and Admissions Committee approved, for recommendation to Undergraduate Council, curriculum revisions for inclusion in the *2019-2020 Undergraduate Calendar*.

Arts and Science Program	(Attachment I)
Faculty of Business	(Attachment II)
Faculty of Engineering	(Attachment III)
Faculty of Health Sciences	(Attachment IV)
Faculty of Humanities	(Attachment V)
Faculty of Science	(Attachment VI)
Faculty of Social Sciences	(Attachment VII)
Admission and Application Requirements	(Attachment VIII)

The Undergraduate Council Curriculum and Admissions Committee now recommends,

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

The Undergraduate Council Curriculum and Admissions Committee now recommends,

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

The Undergraduate Council Curriculum and Admissions Committee now recommends,

that Undergraduate Council approve, for recommendation to Senate, four program name changes:

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

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

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

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

for inclusion in the 2019-2020 Undergraduate Calendar, as recommended by the Faculty of Social Sciences and set out in Attachment VII.

The Undergraduate Council Curriculum and Admissions Committee now recommends,

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

The Undergraduate Council Curriculum and Admissions Committee now recommends,

that Undergraduate Council approve curriculum revisions for inclusion in the 2019-2020 Undergraduate Calendar, as outlined in Attachments I to VII.

**Undergraduate Council
December 11, 2018**

REPORT TO SENATE

ARTS & SCIENCE PROGRAM SUMMARY OF MAJOR CURRICULUM CHANGES FOR 2019-2020

This report highlights substantive changes being proposed. For a complete review of all changes, please refer to the November 2019 Arts & Science Program Report to Undergraduate Council for changes to the 2019-2020 Undergraduate Calendar, found at https://artsci.mcmaster.ca/wp-content/uploads/2018/11/2019-20-Arts-Science-Undergraduate-Curriculum-Report_20-Nov-final.pdf.

NEW PROGRAMS:

N/A

PROGRAM CLOSURES:

N/A

MAJOR REVISIONS:

N/A

REPORT TO UNDERGRADUATE COUNCIL

ARTS & SCIENCE PROGRAM SUMMARY OF CURRICULUM CHANGES FOR 2019-2020

This report highlights substantive changes being proposed. For a complete review of all changes, please refer to the November 2019 Arts & Science Program Report to Undergraduate Council for changes to the 2019-2020 Undergraduate Calendar, found at https://artsci.mcmaster.ca/wp-content/uploads/2018/11/2019-20-Arts-Science-Undergraduate-Curriculum-Report_20-Nov-final.pdf.

ARTS & SCIENCE PROGRAM

- Housekeeping changes
- Minor changes to program requirements that reflect the addition and deletion of courses
- 3 new courses
- 5 deleted courses
- 1 slightly revised course description and housekeeping changes to 4 course listings

INTERDISCIPLINARY MINOR IN SUSTAINABILITY

- Minor revisions to the Interdisciplinary Minor in Sustainability description and notes
- Revisions to 2 courses on the Interdisciplinary Minor in Sustainability Course List
- Addition of 9 courses to the Interdisciplinary Minor in Sustainability Course List
- Deletion of 3 courses from the Interdisciplinary Minor in Sustainability Course List

INTERDISCIPLINARY MINOR IN COMMUNITY ENGAGEMENT

- Minor revisions to the Interdisciplinary Minor in Community Engagement description
- Revisions to 3 courses on the Interdisciplinary Minor in Community Engagement Course List
- Addition of 6 courses to the Interdisciplinary Minor in Community Engagement Course List
- 2 new courses

**FACULTY OF BUSINESS
REPORT TO SENATE
SUMMARY OF MAJOR CURRICULUM CHANGES FOR 2019-2020
ACADEMIC CALENDAR**

This report highlights substantive changes being proposed to the Undergraduate curriculum. For a complete review of all changes, please refer to the Faculty of Business Curriculum Report for Changes to the 2019-2020 Undergraduate Calendar, located electronically at: <http://ug.degrootemcmaster.ca/curriculum-report/>

New Programs

N/A

Program Closures

N/A

Major Revisions

N/A

**FACULTY OF BUSINESS
REPORT TO UNDERGRADUATE COUNCIL
SUMMARY OF CURRICULUM CHANGES FOR 2019-2020 ACADEMIC
CALENDAR**

NOVEMBER 2018

This report highlights substantive changes being proposed to the Undergraduate curriculum. For a complete review of all changes, please refer to the Faculty of Business Curriculum Report for Changes to the 2019-2020 Undergraduate Calendar, located electronically at: <http://ug.degroote.mcmaster.ca/curriculum-report/>

Below is a summary of the proposed changes for approval by the Faculty of Business. Full proposals and course outlines can be found in the appendices beginning on page 14.

REVISIONS TO MCMASTER GENERAL ACADEMIC REGULATIONS

School of Business Section

Update wording to reflect policy changes in the DeGroot School of Business (Faculty of Business) Academic Regulations section. Removing the restrictions that prevented students who were ineligible to continue in the program from taking Business 1 courses and reapplying to the Faculty.

REVISIONS TO DEGROOTE SCHOOL OF BUSINESS (FACULTY OF BUSINESS) – ACADEMIC REGULATIONS

Repeated Courses

Align with policy change listed in current McMaster General Academic Regulations section. Removed redundant wording that is covered in the McMaster General Academic Regulations.

Faculty Notes

Edits to Note 4 to include Integrated Business & Humanities students and remove references to courses no longer offered.

NEW COURSES

- INNOVATE 3ZZ3 – Imagining and Shaping the Future

REVISIONS TO EXISTING COURSES

- Commerce 2FA3 – Introduction to Finance - Pre-requisite change
- Commerce 2MA3 – Introduction to Marketing - Pre-requisite change
- Commerce 2OC3 – Operations Management - Pre-requisites change
- Commerce 2QA3 – Applied Statistics for Business - Pre-requisite change
- Commerce 3QA3 – Management Science for Business - Pre-requisite change
- Commerce 4BN3 – Leadership Development - Pre-requisite change
- Commerce 4KG3 – Data Mining and Business Intelligence - Pre-requisite change

- Commerce 4QC3 – Decision Modelling Using Spreadsheets – Name change
- Commerce 4SH3 – Case Competition and Presentation Skills - Pre-requisite change
- Revise pre-requisites for electives to include IBH students
- Add access to Commerce electives for students in the Innovation Minor

REVISIONS TO EXISTING MINORS

- Minor in Innovation - Add Commerce 3MC3, 3MD3 and 4SA3.

REVISIONS TO EXISTING CERTIFICATES

- Certificate in Business Technology Management (BTM) – Removing SFWR TECH 4NI3 and SFWR TECH 4WP3 from elective courses.

COURSE DELETIONS

- COMMERCE 4AJ3 - Financial Reporting and Analysis
- Commerce 3FF3 – Financial Management for Sports Organizations

REVISIONS TO MCMASTER GENERAL ACADEMIC REGULATIONS

School of Business

Business I

For specific admission requirements to Commerce II see Program Notes under the heading Programs in the *School of Business* section of this Calendar.

If you are not admitted to Commerce II at the end of Business I, you have the following options available to you.

If your cumulative Grade Point Average is 3.5 or greater, ~~although you may not continue into a Commerce program either now or in the future,~~ you are still in good standing at the University. You may continue at the University in a program outside the School of Business or as a *transition* student in Business. To continue in a program outside the School of Business you must apply for admission to that program through the Office of the Associate Dean appropriate for that program. You should consult that office for more details.

If you are not admitted to another Faculty you may enrol in the School of Business as a transition student for one reviewing period. During that period you cannot take ~~upper-year~~ Commerce courses, ~~and you will not be eligible for consideration for admittance to Commerce II or re-admittance to Business I.~~ The purpose of your registration as a transition student is to make yourself eligible for admission to a ~~degree program outside the School of Business.~~ If you have a cumulative Grade Point Average of 3.0 to 3.4, you will be on academic probation and may continue at the University for one reviewing period as a transition student in the School of Business but will not be permitted to take any ~~upper-year~~ Commerce courses. ~~At the end of your probation period you will not be eligible for consideration for Commerce II or re-admittance to Business I.~~ The purpose of the probation period is to make yourself eligible for a ~~degree program outside the School of Business.~~

If you have a cumulative Grade Point Average of less than 3.0 at the end of Business I you may not continue at the University either on a full-time or part-time basis.

Rationale: *Allow eligible students the opportunity to apply to the Faculty of Business as well as other Faculties.*

REVISIONS TO DEGROOTE SCHOOL OF BUSINESS – ACADEMIC REGULATIONS

Repeated Courses

~~Any failed course must be repeated if it is a required course for the program, or must be repeated or replaced if it is not required. The grades for both the failed course and its repetition or replacement, as appropriate, will be included in the calculation of a student's GPA. Students are permitted to repeat no more than two courses in which passing grades have been obtained. Only one repeat attempt per course is allowed. 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 the degree.~~

Business I students may not repeat a passed course in order to qualify for entry into Commerce II. Continuing students who have graduated in the last five years from a DeGroot undergraduate Business program, may apply to repeat ~~up to two~~ courses, ~~one attempt each~~, subject to space availability.

Rationale: *To align with new McMaster policy and remove redundant text (repeat rules covered in General Academic Regulations)*

Faculty Notes

Graduates of a McMaster's Honours Bachelor of Commerce programs, or one of the Engineering and Management programs may take, as part-time students, Level III and IV Commerce courses (not previously taken, to a maximum of 18 units), space permitting ~~excluding COMMERCE 4AG3*, 4AH3*, 4AJ3*, with the permission of the Academic Programs Office (See the Admission Requirements section of this Calendar under the heading Continuing Students).~~

~~*These courses are available as BUS&COM 500, BUS&COM 501, BUS&COM 503, through the School of Business, subject to sufficient enrolments and availability of qualified instructors.~~

Rationale: *To include Integrated Business & Humanities students and remove references to courses no longer offered*

**FACULTY OF ENGINEERING
REPORT TO SENATE
SUMMARY OF MAJOR CURRICULUM CHANGES FOR 2018-19**

This report highlights substantive changes being proposed. For a complete review of all changes, please refer to the Faculty of Engineering Curriculum Report for changes to the 2019-20 Undergraduate Calendar, found at:
<http://macdrive.mcmaster.ca/d/10ad10a0f02240cfbb5b/>

NEW PROGRAMS

None

PROGRAM CLOSURES

None

MAJOR REVISIONS

None

▲ ▲ ▲ ▲ ▲ ▲

**FACULTY OF ENGINEERING
REPORT TO UNDERGRADUATE COUNCIL
SUMMARY OF CURRICULUM CHANGES FOR 2017-18**

This report highlights substantive changes being proposed. For a complete review of all changes, please refer to the Faculty of Engineering Curriculum Report for changes to the 2017-18 Undergraduate Calendar, found at: <https://macdrive.mcmaster.ca/d/b1797fb597/>

FACULTY OF ENGINEERING (General)

- None
- Engineering 1**
 - One new course

CHEMICAL ENGINEERING

- Revision of program requirements
- Twenty-seven course description changes
- Three course deletion
- Four new courses

CIVIL ENGINEERING

- Revision of program requirements
- Twelve course description changes
- Two new courses
- Two course deletions

COMPUTING AND SOFTWARE

- Computer Science
 - Revision of program requirements
 - Four course description changes
 - Three new course
- Mechatronics
 - Revision of program requirements
 - One course description changes
 - One new course
- Software Engineering
 - Revision of program requirements
 - Phasing out Software Engineering (Embedded Systems) approved in 2017-18
 - Eight course description changes

ELECTRICAL AND COMPUTER ENGINEERING

- Revision of program requirements
- Phasing out Electrical and Biomedical Engineering approved in 2017-18
 - Ten course description changes
- Three new courses
- One course unit change
- One course re-numbering
- One course deletion

ENGINEERING PHYSICS

- Revision of program requirements
- Thirty course description changes
- Five new course
- Four course deletion

ENGINEERING AND MANAGEMENT

- Two course description changes
- Revision of program requirements

Minor in Innovation

- Three new courses
- Three course description changes
- Revision to the minor requirements

ENGINEERING AND SOCIETY

- Nine course description revisions
- One new course

MATERIALS ENGINEERING

- Twenty-six course descriptions revisions
- Five new course
- One course deletion

MECHANICAL ENGINEERING

- Ten course description revisions
- One new course

W. BOOTH SCHOOL OF ENGINEERING PRACTICE AND TECHNOLOGY

- 4 – year programs
 - Minor revision of program requirements
 - Admission editorial revisions
- Degree Completion programs (DCP)
 - Minor revision of program requirements
- One hundred-eight description changes
- Seven course deletions
- Sixteen new courses

INTEGRATED BIOMEDICAL ENGINEERING HEALTH SCIENCES

- Revision of program requirements – Each of the department specific Engineering and Biomedical programs are listed under each department
- Fifteen course description changes
- Three new courses
- One course unit change

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

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

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

NEW PROGRAMS

NONE

PROGRAM CLOSURES

NONE

MAJOR REVISIONS

UNDERGRADUATE MEDICAL PROGRAM

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

Revision to The COMPASS Curriculum

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

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

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

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

Curriculum Plan – COMPASS Curriculum [see subsequent pages]

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

[Current Curriculum Outline]

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

[Proposed Curriculum Outline]

Jan	Feb	March	April	May	June	July	August	September	October	November	December														
2	4	6	8	10	12	14	16	18	20	22	24	26	28	30	32	34	36	38	40	42	44	46	48	50	52
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~~The first conceptual theme addressed in the curriculum is that of oxygen supply and exchange. In addressing problems that arise from inspired air right through to oxygen at the cellular level, students will learn much related to the respiratory, hematologic and cardiovascular systems.~~

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

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

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

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

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

Medical Foundation 2

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

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

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

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

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

Medical Foundation 3

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

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

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

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

Medical Foundation 4

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

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

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

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

Medical Foundation 5 Integration Foundation

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

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

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

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

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

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

The Clerkship

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

RATIONALE: *Correction of vague pronoun reference.*

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

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

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

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

Electives

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

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

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

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

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

RATIONALE: *Reworded for clarity*

MD/PhD Program

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

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

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

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

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

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

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

RATIONALE: Reworded for clarity

Canadian Resident Matching Service (CaRMS)

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

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

REVISION TO THE ADMISSION FOR THE MEDICAL PROGRAM

Admission and Registration

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

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

Admission Policy and Procedure

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

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

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

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

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

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

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

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

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

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

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

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

Academic Eligibility Requirements

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

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

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

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

RATIONALE: *Clarification of information*

Indigenous Applicants

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

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

RATIONALE: *Clarification of wording re. MCAT*

REPORT TO UNDERGRADUATE COUNCIL

FACULTY OF HEALTH SCIENCES SUMMARY OF CURRICULUM CHANGES FOR 2019-2020

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

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

FACULTY OF HEALTH SCIENCES

- Update Faculty list
- Update Overview
- Update Undergraduate Health ~~Professional~~ Sciences Programs
- New Courses – 2
- Course revisions - 1

BACHELOR OF HEALTH SCIENCES (HONOURS) PROGRAM

- Revision to Program Overview
 - Specializations and Focus Areas
 - Concurrent Certificate in Biomedical Sciences
 - Concurrent Certificate in Immunology, Microbiology & Virology
 - Global Health
 - Personal Qualities
- Revision to Admission Procedures and Requirements
 - Revision to Admission Procedures
 - Transfer Applicants
 - Second Degree Applicants
 - Concurrent Certificate in Biomedical Sciences
 - Concurrent Certificate in Immunology, Microbiology & Virology
 - Global Health
- Revision to Admission Requirements:
 - Transfer Applicants
- Revision to Academic Regulations
 - Concurrent Certificates
 - Letters of Permission
- Revision to Curriculum
 - Bachelor of Health Sciences (Honours)(B.H.Sc.)
 - Note
 - Level I-IV
 - Bachelor of Health Sciences (Honours) - Biomedical Sciences Specialization (B.H.Sc.)
 - Note
 - Level II
 - Bachelor of Health Sciences (Honours) - Child Health Specialization (B.H.Sc.)

- Note
 - Level II
- Bachelor of Health Sciences (Honours) - Global Health Specialization (B.H.Sc.)
 - Notes
 - Requirements
- New Courses - 9
- Course Changes - 36
- Course Deletions - 4
- Appendix A - Praxis Pathways Curriculum
- Appendix B - Proposal for a Concurrent Certificate in Biomedical Sciences
- Appendix C - Proposal for a Concurrent Certificate in Immunology, Microbiology & Virology

HONOURS BIOLOGY AND PHARMACOLOGY CO-OP PROGRAM

- New Contact Section
- New Program Overview
- New Admission Procedures and Requirements
- Revision to Admission
- Revision to Program Notes
- Revision to Requirements
 - Level V
- Course Changes - 4
- Course Deletions - 1

HONOURS BACHELOR OF HEALTH SCIENCES IN BIOMEDICAL DISCOVERY AND COMMERCIALIZATION PROGRAM

- Revision to Contact Information
- Revision to Program Overview
- Revision to Academic Regulations
 - Minor
 - Graduation
- New Courses - 1

INTEGRATED BIOMEDICAL ENGINEERING AND HEALTH SCIENCES PROGRAM (IBEHS)

- Revision to Contact Information
- HESE
 - Level II-V
- New Courses - 1
- Course Changes - 16

UNDERGRADUATE MEDICAL PROGRAM

- Revision to Contact Information
- Revision to the COMPASS CURRICULUM
- Revision to the Curriculum Plan

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

BACHELOR OF SCIENCE NURSING PROGRAM

- Revision to Contact Information
- Revision to B.Sc. N. Program Preamble
 - The B.Sc.N. Program
- Revision to Admission Requirements
 - Admission Policy, Procedure and Requirements
 - Admission Requirements
 - Non-Academic Requirement for all Streams
 - * CPR Certification
 - B.Sc.N. Accelerated (F) Stream - McMaster Site Admission Requirements
 - Offers of Admission
 - Revision to Academic Regulations
 - Transfer Credits/Course Exceptions
 - Reintegration to Professional Practice
- Revision to Non-Academic Regulations
 - CPR Certification
- Revision to Program Requirements
 - Basic (A) Stream (B.Sc.N.) – McMaster, Conestoga and Mohawk Sites
 - Requirements effective 2018
 - Requirements effective 2009 to 2017
 - Accelerated (F) Stream (B.Sc.N.) – McMaster Site
 - Requirements effective 2016-2017
 - Post Diploma R.P.N. (E) Stream B.Sc.N.
 - Requirements effective 2019-2020
 - Requirements effective 2018 - 2019
- New Courses - 3
- Changes to Existing Courses – 55

- Course Deletions - 6

BACHELOR OF HEALTH SCIENCES MIDWIFERY PROGRAM

- Revision to Contact Information
- Revision to Admission Procedures & Requirements
 - Mature Applicants
- Revision to Financial Information
- Revision to Academic Regulation
 - Probation
 - Graduation Requirements
- Revision to Requirements
 - Level I - III
- New Courses - 1
- Course Changes - 2

BACHELOR OF HEALTH SCIENCES PHYSICIAN ASSISTANT PROGRAM

- Revision to Financial Information

REPORT TO UNDERGRADUATE COUNCIL

FACULTY OF HUMANITIES SUMMARY OF CURRICULUM CHANGES FOR 2019-20

This report highlights substantive changes being proposed. For a complete review of all changes, please refer to the November 2018 Faculty of Humanities Report to Undergraduate Council for changes to the 2019-2020 Undergraduate Calendar, found at <http://www.humanities.mcmaster.ca/about/faculty-meetings/>

1. SCHOOL OF THE ARTS

- **Studio Art:**
 - Addition of course to optional list
 - Minor revision to 5 existing course descriptions (ART 2DG3, 2IS3, 2PG3, 2PM3, 2SC3)
- **Art History:**
 - Updating of 2 course descriptions (ARTHIST 2A03, 3XX3)
- **Music:**
 - Addition to course list in each program (Combined Honours B.A., B.A., B.Mus., B. Mus. (Music Cognition))
 - Updating of program and admission notes for Music Cognition program
 - Minor revisions to Music Cognition requirements
 - Minor revision to 8 existing course descriptions (MUSIC 2B03, 2CA3, 2DA3, 2MC3, 2MH3, 3J03, 4Z03, MUSICCOG 4MP3)
- **Theatre & Film Studies:**
 - Updating of all program course lists to reflect current offerings
 - Minor revision to 2 existing courses (THTRFLM 3L03, 4A06)
 - Deletion of 1 course (THTRFLM 3M03)
 - Minor updates to departmental notes

2. CLASSICS

- Addition of 1 new course (CLASSICS 3ER3)
- Minor revision to 1 existing course (CLASSICS 2E03)
- Deletion of 1 course (CLASSICS 3Z03)
- Revision to departmental notes' course elective listings

3. COMMUNICATION STUDIES AND MULTIMEDIA

- **Communication Studies:**
 - Updating of program course lists
 - Addition of 1 new course (CMST 3Z03)
 - Deletion of 1 course (CMST 3C03)
- **Multimedia:**
 - Updating of program course lists
 - Revision to 1 existing course (MMEDIA 2G03)

4. DEPARTMENT OF ENGLISH AND CULTURAL STUDIES

- Updating of all program course lists to reflect current offerings
- Addition of program notes to all programs, and as reflected in minor program changes
- Addition of 14 new courses (ENGLISH 1F03, 1G03, 1H03, 2KA3, 3NN3, 3SS3, 3TT3, 3UU3, 4DL3, 4QA3, 4RL3, 4ST3, 4Y03, 4YY3)
- Revision to 4 existing courses (ENGLISH 1CS3, 3GF3, 3GG3, 4Y06)

- Deletion of 8 existing courses (ENGLISH 1A03, 1AA3, 1C06, 3C06, 3RL6, 4AA3, 4CL3, 4FF3)

5. DEPARTMENT OF FRENCH

- Minor revision to all program and minor requirements
- Addition of notes and course addition to Combined Math program option
- Addition of 1 new course (FRENCH 3I13)
- Revision to 4 existing courses (FRENCH 2JJ3, 3C03, 4A03, 4P06)
- Deletion of 1 course (FRENCH 2H03)
- Minor revision to departmental notes' course area listings
- Proposal for new Concurrent Certificate in Professional French (*as submitted to Certificates & Diplomas Committee*)

6. DEPARTMENT OF HISTORY

- Revision to all program notes and requirements
- Addition of 3 new courses (HISTORY 2GR3, 4MM3, 4NN3)
- Minor revision to 30 existing courses (HISTORY 2KK3, 3N03, 3XX3, 4G03, 4QQ3, 4AW3, 4CE3, 4CM3, 4CZ3, 4E03, 4FF3, 4H03, 4HH3, 4HP3, 4I03, 4JJ3, 4K03, 4KK3, 4L03, 4LJ3, 4LP3, 4P03, 4PP3, 4QR3, 4RP3, 4RP6 A/B, 4S03, 4SC3, 4SS3, 4YY3 /B)
- Deletion of 4 courses (HISTORY 3G03, 4A06, 4CR3, 4W03)
- Updating of departmental notes

7. FACULTY OF HUMANITIES

- Updating of program language pertaining to degree programs, second language proficiency, deferred term work, Letter of Permission, and Immersion/Student Abroad options
- Addition of 2 new courses (HUMAN 3D12, 4LW3)

8. DEPARTMENT OF LINGUISTICS AND LANGUAGES

- Updating of program notes and course lists of all Cognitive Science and Linguistics programs
- Addition of 4 new courses (GERMAN 2P03, LINGUIST 3SL3, RUSSIAN 2G03, 2H03)
- Revision to 8 existing courses (CHINESE 1Z06 A/B, LINGUIST 1A03, 1AA3, 2D03, 2DD3, 2S03, 2SL3, 3F03)
- Deletion of 3 courses (JAPANESE 3Z03, 3ZZ3, 4I13)
- Updating of departmental notes

9. PEACE STUDIES

- Updating of program and minor course list options
- Addition of 7 new courses (PEACEST 2LS3, 3GG3, 3Q03, 3XX3, 4GG3, 4MA3, 4MB3)
- Deletion of 5 courses (PEACEST 3HH3, 3Z03, 4E03, 4K03, 4M06 A/B)

10. DEPARTMENT OF PHILOSOPHY

- Updating of JPPL program course lists
- Addition of notes and course addition to Combined Math program option
- Addition of 2 new courses (PHILOS 4YE3 A/B, 4YY3)
- Revision to 16 existing courses (PHILOS 2CT3, 3YY3, 3C03, 3CC3, 3Q03, 4D03, 4F03, 4V03, 4A03, 4C03, 4I03, 4K03, 4Q03, 4S03, 4XP3 A/B, 4XX3)
- Deletion of 1 course (PHILOS 4B03)

11. WOMEN'S STUDIES

- No applicable changes

FACULTY OF SCIENCE REPORT TO SENATE

SUMMARY OF MAJOR CURRICULUM CHANGES FOR 2019-2020

Below, is the summary of substantive curriculum changes being proposed by the Faculty of Science. For a complete review of all changes, refer to the November, 2018, Report of the Academic Planning and Policy Committee for changes to the 2018-2019 Undergraduate Calendar, found at:

<http://macdrive.mcmaster.ca/f/08789f87898b4cda81b0/?dl=1>

Additionally, substantive amendments to existing course capacities and categories are included for information and can be found in the *Changes to Existing Courses* sections of the Departments and Schools.

1.0 NEW PROGRAMS:

- None

2.0 PROGRAM CLOSURES/MERGER:

- None

3.0 MAJOR REVISIONS:

- None

FACULTY OF SCIENCE
REPORT TO UNDERGRADUATE COUNCIL
SUMMARY OF CURRICULUM CHANGES FOR 2019-2020

Below, is the summary of substantive curriculum revisions being proposed by the Faculty of Science. For a complete review of all changes, refer to the November 2018, Report of the Academic Planning and Policy Committee for changes to the 2018-2019 Undergraduate Calendar, found at:

<http://macdrive.mcmaster.ca/f/08789f87898b4cda81b0/?dl=1>

Additionally, substantive amendments to existing course capacities and categories are included for information and can be found in the *Changes to Existing Courses* sections of the Departments and Schools.

1.0 Faculty of Science

Admission Requirements:

- Effective September 2020, admission requirements to Level I Honours Kinesiology will specifically include Grade 12 Calculus and Vectors U.

Introductory Section:

- no substantive changes.

Level I Programs:

- A notification will be included in the Level I Medical Radiation Sciences program to indicate that the Radiation Therapy Specialization will be reinstated, effective September 2020.
- Appropriate Level I Program requirements/recommendations as well as the *Science I Course List* have been updated to reflect changes to offerings.

Science Courses:

- SCIENCE 2P03, offered collaboratively with ENGINEER 1P03, has been introduced. Within the Faculty of Science, this course will be administered by the Department of Biology.
- SCIENCE 3IF0, 3IG0, 3IH0 have been introduced for better administration of internships lasting 8, 12, and 16 months.
- SCIENCE 2M03, 3IS0, and 3IS3 have been deleted.

2.0 Department of Biochemistry and Biomedical Sciences

- Effective September 2021, admission to the Biomedical Research Specialization will be moved from Level II to III.
- Three new offerings have been introduced: BIOCHEM 3LA3, 3MI3, 3Z03.

3.0 Department of Biology

- The Honours Biology and Environmental Sciences program requirements have been modified to increase course options while ensuring prerequisites are met for upper level courses.
- Two courses have been introduced: BIOLOGY 3ET3 and 4IR3.

4.0 Department of Chemistry and Chemical Biology

- Program requirements for Honours Chemical Biology (including Co-op) and Honours Chemistry (including Co-op) have been amended to reflect course changes, including, the replacement of CHEM 2AA3 with 2A03, changes made to organic chemistry offerings, and the introduction of 6- and 12-unit theses.
- CHEMBIO 2OD3, 2OG3, 4G12, 4RP6 have been introduced.
- CHEM 2A03, 2OG3, 4G12, 4RP6 have been introduced.
- CHEMBIO 2AA3, 2OA3, 2OB3, 4G03, 4GG9 have been deleted.
- CHEM 2LA3, 2OC3, 4G09 have been deleted.

5.0 School of Geography and Earth Sciences

- ENVIRSC 3ME3 will become a requirement for the Honours Environmental Sciences and Honours Geography and Environmental Sciences programs resulting in all Honours programs offered by School having a required field component.
- Nine units have been introduced: GEOG 2EK3 (cross-listed with INDIGST 2D03), GEOG 3EG3 (cross-listed with POLSCI 3GC3), and GEOG 4US3.
- GEOG 3TP3 and 3ME3 have been deleted.

6.0 School of Interdisciplinary Science

Integrated Science (iSci)

- ISCI/ARTSSCI 3IE1, 3IE2, 3IE3 have been renamed EXPLORE 3IE1, 3IE2, 3IE3.
- ISCI/SCIENCE 3IS0, 3IS3 have been renamed EXPLORE 3IS0, 3IS3.

Life Sciences

- Enrollment in Level IV LIFESCI seminars will require preregistration balloting.
- LIFESCI 1D03 will be introduced to replace both LIFESCI 1E03 and MEDRADSC 1C03.
- LIFESCI 4D15, 4E03, 4J03 will be introduced.
- Three new offerings to support the area of Science Communication (SCICOMM) have been introduced: SCICOMM 2A03, 2M03, 3P03.
- LIFESCI 1E03 has been deleted.

Medical Radiation Sciences

- The Radiation Therapy Specialization will be reinstated in September 2020.
- MEDRADSC 3ZZ0 and 3AA3 have been introduced.
- MEDRADSC 1C03 and 3DD3 have been deleted.

7.0 Department of Kinesiology

- KINESIOL 3HN3 has been introduced.
- KINESIOL 3P03, 4CC3, 4L03, 4T03 have been deleted.

8.0 Department of Mathematics and Statistics

- Effective September 2019, for all Honours Mathematics and Statistics programs, with the exception of Hons Actuarial and Financial Mathematics, students will be required to complete MATH 1C03 (by the end of Level II) and three units selected from a Scientific Communication Course List.
- STATS 3DS3 has been introduced.

9.0 Department of Physics and Astronomy

- Effective September 2020, admission to Honours Medical and Biological Physics will be amended to reflect the introduction of LIFESCI 1D03.
- PHYSICS 3QI3 has been introduced.

10.0 Department of Psychology, Neuroscience & Behaviour

Human Behaviour

- Requirements for the Honours Human Behaviour program have been amended to reflect the need for students to complete three units of research methods and three units of statistics and the restructuring of a few Level III and IV offerings.
- Requirements for the Honours Human Behaviour – Autism and Behavioural Sciences Specialization have been amended to reflect the addition of HUMBEHV 3CB3 (needed for external certification) and the Non-Violence Crisis Intervention requirement moving from a three-unit course to a one-day (zero-unit) workshop.
- Requirements for the Honours Human Behaviour – Early Childhood Education Specialization have been amended to reflect new offerings.
- Nine new offerings have been introduced: HUMBEHV 3CB3, 3IP3, 3MD3, 3RS3, 3ST3, 4CB3, 4IP3, 4RP6, 4SC6.
- HUMBEHV 2NV3 and 3HB3 have been deleted.

Neuroscience

- No substantive changes made.

Psychology, Neuroscience & Behaviour (PNB)

- PSYCH 1FF3, a fully on-line version of PSYCH 1XX3, and PSYCH 3WA3 have been introduced.
- PSYCH 3CD3 has been deleted.

REPORT TO SENATE

FACULTY OF SOCIAL SCIENCES

SUMMARY OF MAJOR CURRICULUM CHANGES FOR 2019-2020

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

1.0 NEW PROGRAMS: NA

2.0 NEW MINORS:

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

Minor in Health, Well-Being and Religion

Requirements

24 units total

15 units:

9-12 units

from

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

3-6 units

from

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

9 Units

from

- Religious Studies at Levels II, III, IV

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

3.0 PROGRAM CLOSURES: N/A

4.0 MAJOR REVISIONS:

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

The program name changes are as follows:

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

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

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

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

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

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

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

Admission

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

Notes

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

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

Requirements

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

30 units
from

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

12 units

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

3 units

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

6 units

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

18 units

Global Citizenship Experiential requirement

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

3 units

- POLSCI 4GC3 - Advanced Issues in Global Citizenship

9 units

- From the Global Citizenship Level IV Course List

0-3 units

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

36-39 units

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

Global Citizenship Level III Course List

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

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

Global Citizenship Level IV Course List

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

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

Faculty of Social Sciences
REPORT TO UNDERGRADUATE COUNCIL SUMMARY
OF CURRICULUM CHANGES FOR 2019-2020

This report highlights substantive changes being proposed. For complete review of the changes, please refer to the November 2018 Faculty of Social Sciences Report to Undergraduate Council for changes to the 2019-20 Undergraduate Calendar, found at <http://socialsciencesmcmaster.ca/faculty/UndergradCurriculumReport.pdf>

1. Faculty of Social Sciences

- Addition of 2 new courses (SOCSCI 1TR3, 1SR3)
- Revision to prerequisites for 3 courses (SOCSCI 1RM3, 1SS3, 1T03) to now include Economics 1 or Health and Society 1.
- Change in mult-term offering and prerequisite for 1 course (SOCSCI 3F03)
- Revisions to Departmental Notes.
- Language introduced to clarify minors and concurrent certificates

2. Department of Anthropology

- Addition of 5 new courses:
 - 2 new cross-listed courses with Indigenous Studies courses (ANTHROP 2DA3, 3PA3)
 - 1 new cross-listed course with the Institute of Globalization and the Human Condition (ANTHROP 3HH3)
 - Addition of 2 new courses based on instructor interest (ANTHROP 2MA3, 4DD3)
- Revision to 12 existing courses:
 - 4 title and/or description changes (ANTHROP 2HH3, 3BB3, 3Y03, 4GG3)
 - 2 with capacity and/or delivery methods changes (ANTHROP 1AA3, 2FF3)
 - Removal of supplementary fee from 2 courses (ANTHROP 3CA3, 3R03)
 - 4 with prerequisite changes (ANTHROP 3W03, 4H03, 4HH3, 4KK3)
- Deletion of 1 course (ANTHROP 3R03)

3. Department of Economics

- Changes in all Economics programs and the Minor to reflect the addition of ECON 2Z03 and 2ZZ3 and the removal and phasing out of ECON 2G03 and 2GG3.
- Changes to the alternate admission requirements outlined in the Notes for all of the Honours programs in Economics to include ECON 2Z03 and 2ZZ3 in the average for admission.
- Changes to the Notes in the Combined Honours Economics and Another Subject program
- The Honours Economics and Computer Science program is introducing an enrolment limit for Level 2 entry.
- Addition of 3 new courses (ECON 2Z03, 2ZZ3, 3BE3)

- Revisions to 21 courses to include the new Econ 2Z03 as a prerequisite (ECON 3B03, 3C03, 3D03, 3E03, 3EE3, 3G03, 3HH3, 3K03, 3Q03, 3S03, 3T03, 3W03, 3Y03, 3Z03, 4A03, 4AA3, 4F03, 4FF3, 4G03, 4T03, 4TT3).
 - Revision to antirequisite of 1 course (ECON 2GG3)
 - Deletion of 3 courses (ECON 2F03, 2G03, 2X03)
- 4. School of Geography and Earth Sciences**
- Updating of the Human Geography subfields with new courses and course deletions.
 - All course changes are reported through the Faculty of Science.
- 5. Department of Health, Aging & Society**
- Revisions to the course lists for all Honours programs in Aging and Society and Health and Society.
 - Housekeeping to update Notes in all programs to reflect new courses.
 - Addition of 6 new courses (HLTHAGE 2M03, 3M03, 3S03, 4U03, 4V03, 4W03)
 - Revisions to 3 existing courses including title changes or minor edits (HLTHAGE 2J03, 3YY3, 4F03)
- 6. Indigenous Studies Program**
- Addition of 3 new courses (INDIGST 2K03, 3S03, 4B03)
 - Revisions to prerequisites of 2 existing courses (INDIGST 2B03, 2P03)
 - Deletion of 1 course (INDIGST 4SH3)
- 7. Institute for Globalization and the Human Condition**
- Revision to 1 existing course to add a new cross-listing with an Anthropology course (GLOBALZN 3A03)
- 8. School of Labour Studies**
- Housekeeping changes to course lists and required course selections for all Labour Studies programs based on new course additions.
 - Revisions to 2 existing courses including a title change and a prerequisite change (LABRST 3K03, 4F03)
 - Temporary withdrawal of 1 course (LABRST 3T03)
- 9. Department of Political Science**
- Introduction of a new Honours Political Science Specialization in Global Citizenship (B.A.)
 - Addition of 5 new courses (POLSCI 2PF3, 4GC3, 4PE3, 4PO3, 4ZZ3)
 - Revisions to 36 existing courses:
 - 1 course with description change (POLSCI 4KB3)
 - 1 cross-listing (POLSCI 3GC3)
 - 17 changes to antirequisites (POLSCI 2D03, 2I03, 2J03, 2M03, 2NN3, 2XX3, 3FG3, 3LL3, 3NN3, 3PR3, 3Z03, 4FF3, 4GG3, 4JS3, 4LC3, 4NN3, 4QQ3)
 - 14 changes to reference the Notes (POLSCI 2O06 A/B, 3B03, 3EE3, 3G03, 3GG3, 3H03, 3I03, 3J03, 3JJ3, 3K03, 3KK3, 3Q03, 3V03, 3X03)
 - 3 prerequisite changes (POLSCI 4D06 A/B, 4KK3, 4O06 A/B, 4QQ3)
 - Departmental notes – housekeeping
 - Additions to Fields of study – housekeeping to reflect course additions
- 10. Psychology, Neuroscience & Behaviour**
- Housekeeping changes to all programs to reflect addition of 2 new courses (PSYCH 1FF3, PSYCH 3WA3)
 - All course changes are reported through the Faculty of Science

11. Department of Religious Studies

- Name change of all Honours BA, Combined Honours BA, BA programs and Minor in Department of Religious Studies to "Society, Culture, Religion".
- Housekeeping throughout the document to reflect this name change in all Honours BA, Combined Honours BA, and BA programs and the Minor.
- Addition of 12 new courses:
 - 4 courses due to instructor interests (RELIGST 2WX3, 2UD3, 4AE3, 4SC3).
 - 8 courses as a result of cross-listing with language courses, Arabic, Sanskrit and Hebrew with Religious Studies Courses (ARABIC 2AA3, 2AR3, RELIGST 2HC3, 2HD3, 3HC3, 3HD3, 3SA6 A/B, 4B06 A/B)
- Revisions to 15 existing courses:
 - Addition of cross-listings with 8 courses (HEBREW 2A03, 2B03, 3A03, 3B03, RELIGST 2AA3, 2AR3, SANSKRIT 3A06 A/B, 4B06 A/B)
 - Change to title and/or course description for 3 courses (RELIGST 2WW3, 3F03, 3JB3)
 - Prerequisite changes to 4 courses (RELIGST 4I03, 4N03, 4P03, 4RP3)
- Deletion of 2 courses (RELIGST 3AU3, 2H03)

12. School of Social Work

- Addition of 2 new courses (SOCWORK 3I03, 4QQ3)
- Revision of the title of 1 existing course (SOCWORK 2BB3)
- Deletions of 2 courses (SOCWORK 3Q03, 4I03)

13. Social Psychology Program

- Revisions to course lists with the addition of new courses from other departments.

14. Department of Sociology

- Revision to 31 existing courses with change in prerequisite to include SOCIOL 1C03 (SOCIOL 2BB3, 2CC3, 2DD3, 2EE3, 2FF3, 2GG3, 2HH3, 2I03, 2JJ3, 2KK3, 2L03, 2LL3, 2PP3, 2QQ3, 2R03, 2RR3, 2SS3, 2T03, 2TT3, 2UU3, 3HH3, 3J03, 3K03, 3MM3, 3NN3, 3U03, 3X03, 3Z03, 4DD3, 4XX3).

15. Interdisciplinary Minors

- **Interdisciplinary Minor in Archaeology**
 - Minor changes to course list

Office of the Registrar
Undergraduate Curriculum Report
to
Undergraduate Council
for the 2019-2020 Undergraduate Calendar
-Revised-

Revisions for the following sections:

- Admission Requirements
- Application Procedures
- General Academic Regulations

November 2018

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Admission Requirements

1. Admission from Secondary Schools

All Level 1 programs have enrollment limits and admission is by selection.

A. Ontario

General Requirements (For all Level I Programs)

To be considered for admission, you must satisfy the general requirements of the university and the specific subject requirements for the program to which you applied plus any specified supplementary application/on-line assessment/audition/portfolio required by some programs at the university.

If you are an applicant from an Ontario secondary school you must meet the following minimum requirements:

1. An Ontario Secondary School Diploma (OSSD) with acceptable standing; AND
2. An overall average in completed Grade 12 U and/or M courses which meets or exceeds the minimum set by the specific program to which you applied; AND
3. Satisfactory completion of six Grade 12 U and/or M courses including the subject requirements for your chosen program.

Note: Music External (Conservatory) 4M is acceptable as a credit and the mark obtained can be included in the calculation of your admission average. Alternatively, you may submit certificates from a recognized conservatory of music in Grade 8 practical and Grade 2 theory to your secondary school for one Grade 12M credit.

Admission Average Range

The Admission Average Range used to determine eligibility for consideration is calculated using the best six Grade 12 U and/or M grades, including those for all of the required subjects. **McMaster calculates averages to two decimal points and we do not round up averages. Please Note:** Grade 12 Co-op courses are not eligible to be used as one or more of the required prerequisite courses used to calculate admissibility and/or the admission average. See *Early Conditional Admission* and *Final Admission* below for specific details. Estimated admission average ranges for our Level I Programs can be found at: <http://future.mcmaster.ca> and click on *Admission Requirements*.

Early Conditional Admission

Early **conditional** admission may be granted annually to qualified applicants with strong academic standing. Early **conditional** admission is based on:

1. six appropriate midterm/interim Grade 12 U and/or M grades, OR
2. at least three final Grade 12 U and/or M grades PLUS enrollment in the appropriate additional three Grade 12 U and/or M courses.
3. In some cases, Grade 11 marks may be considered in extending early conditional offers of admission.

If you do not receive an offer of admission in March, you will automatically be reassessed for admission until May 15 after additional Grade 12 U and/or M grades are received from your secondary school. Due to enrollment limits, McMaster may not be able to consider additional grade data for admission purposes received after May 15.

The University reserves the right to withdraw a conditional offer of admission due to any of the following:

1. You do not meet the minimum final average prescribed for your chosen program; OR
2. You do not receive an OSSD; OR
3. You do not complete six Grade 12 U and/or M courses including all required subjects; OR
4. You do not successfully accept your offer of admission at the Ontario Universities' Application Centre (OUAC) by the response deadline indicated on your offer letter; OR

5. You do not meet any other condition stipulated on your conditional offer of admission; OR
6. You attend a post-secondary institution prior to beginning your studies at McMaster; OR
7. Your offer of admission to the university was secured through fraudulent means. **Please note the University's statements regarding application fraud at the end of the Admission section of this calendar.**

Minimum Final Average

If you are a secondary school applicant who receives a conditional offer of admission, you will be required to achieve an overall average calculated to two decimal points (on six (6) final grades including all required courses for your desired program) as indicated on your offer of conditional admission.

If your final average falls below this level (or its equivalent), your offer of admission will be rescinded/revoked and your registration will be cancelled.

The required minimum final average will vary from year to year and by program. This average will be stated clearly on the offer of conditional admission.

Supplementary Application Forms and Extenuating Circumstances Situations

Certain Level I programs including Arts & Science, Bachelor of Health Sciences (Honours), Integrated Business and Humanities (IBH), Integrated Biomedical Engineering & Health Sciences (iBiomed) (regular and co-op), Engineering 1 (regular and co-op), Honours Integrated Science, and Nursing have **mandatory online supplementary application forms or online assessments** which must be completed by specific deadline dates. Applicants to Nursing must complete a **mandatory on-line assessment (CASPer™)** on the dates specified each year. See *Application and Documentation Deadlines*, for specific deadline dates. Applicants to Engineering 1 (regular and co-op) and Integrated Biomedical Engineering and Health Sciences (regular and co-op) must complete a **mandatory on-line assessment (2016 © Kira Talent)** by February 1 each year. See *Application and Documentation Deadlines*, for specific deadline dates. Applicants to Integrated Business and Humanities must complete a **mandatory on-line assessment (2016 © Kira Talent) and submit a personal resume** by February 1 each year. Applicants to Business 1 may elect to complete an optional supplemental form prior to February 1 to let the program know more about themselves. The form is available for on-line submission: <https://ug.degroote.mcmaster.ca/apply/optional-supplemental-application/>

McMaster does not normally use **optional** supplementary application forms. Applicants will be notified if the program they applied to decides to use an optional supplementary application form.

Applicants with special circumstances whose average falls slightly below the required admission average range may forward a letter to the Office of the Registrar, **Admissions** explaining the nature of their extenuating circumstances.

In some cases, the university may request letters of recommendation, personal history or other additional information to aid in the admission process.

Offers of Admission for Secondary School Graduates

Applicants may be eligible for final admission if they have fulfilled the requirements for their OSSD and have final grades in six Grade 12 U and/or M courses. If you fulfill the requirements for your chosen program by the end of February, you may be granted an offer of **final admission**.

The University reserves the right to withdraw an offer of final admission due to any of the following:

1. You do not successfully accept your offer of admission at the Ontario Universities' Application Centre (OUAC) by the response deadline indicated on your offer letter; OR
2. You attend a post-secondary institution prior to beginning your studies at McMaster.
3. Your offer of admission to the university was secured through fraudulent means. **Please note the University's statements regarding application fraud at the end of the Admission section of this calendar.**

Deferral of Admission

McMaster does not normally grant a deferral of an offer of admission unless special extenuating circumstances exist. Each case is evaluated on its own merits.

All requests for deferral of both admission and scholarship should be made in writing to:

Office of the Registrar, Admissions
McMaster University
Gilmour Hall 109, 1280 Main St. W.
Hamilton, Ontario L8S 4L8

by September 1 of the application year, outlining the reasons for the request. If a deferral is granted, it is conditional upon the student not attending a secondary or post-secondary institution during the deferral period.

Subject Requirements for Specific Level I Programs

McMaster University offers the following Level I programs:

Arts & Science I, Automation Engineering Technology 1 (B.Tech.), Automotive and Vehicle Engineering Technology I (B.Tech.), Biotechnology I (B.Tech.), Business I, Chemical & Physical Sciences Gateway, Computer Science I (regular and co-op), Economics I (Effective September 2019), Engineering I (regular and co-op), Environmental and Earth Sciences Gateway, Honours Health and Society I (Effective September 2019), Health Sciences I, Humanities I, Honours Integrated Science (Level I), Honours Kinesiology (Level I), Integrated Biomedical Engineering & Health Sciences I (regular and co-op), Integrated Business & Humanities I, Life Sciences Gateway, Mathematics and Statistics Gateway, Medical Radiation Sciences (Level I), Midwifery I, Music I, Nursing I, Social Sciences I, and Studio Art I.

ARTS AND SCIENCE I

You are required to complete a **mandatory Supplementary Application Form** which must be submitted electronically via the web at <https://artsi.mcmaster.ca/prospective-students/supplementary-application/>. The information provided enters into the selection process. A minimum overall average of 88% or higher is required for application consideration.

The following are the minimum Grade 12 U and M requirements:

1. English U
2. One of Advanced Functions U or Calculus and Vectors U (Calculus and Vectors U is strongly recommended)
3. Completion of four additional U or M courses, to total six courses, of which two must be at the U level

AUTOMOTIVE AND VEHICLE TECHNOLOGY I CO-OP (B.TECH.), BIOTECHNOLOGY I CO-OP (B.TECH.), PROCESS AUTOMATION TECHNOLOGY I CO-OP (B.TECH.)

The following are the minimum Grade 12 U and M requirements:

1. English U
2. Calculus and Vectors U
3. Chemistry U
4. Physics U
5. Completion of two additional U or M courses to total six courses

Note: Applicants are also expected to have completed Advanced Functions U.

BUSINESS I

The following are the minimum Grade 12 U and M requirements:

1. English U
2. Two of Advanced Functions U, Calculus and Vectors U, and Mathematics of Data Management U
3. Completion of three additional U or M courses to total six courses

Note: Applicants without Calculus and Vectors 4U will be required to take an equivalent Calculus course in Level 1. Applicants without Data Management U will be required to take an equivalent Stats course in Level 1. Applicants to Business 1 may elect to complete an

optional supplemental form prior to February 1 to let the program know more about themselves. The form is available for on-line submission: <https://ug.degroote.mcmaster.ca/apply/optional-supplemental-application/>

COMPUTER SCIENCE I, COMPUTER SCIENCE I CO-OP

The following are the minimum Grade 12 U and M requirements:

1. English U
2. Calculus and Vectors U
3. Two of: Biology U, Chemistry U, Physics U, Earth and Space U, Computer and Information Science M (or Computer Science U), or Computer Engineering M (or Computer Engineering Technology M)
4. Completion of two additional U or M courses to total six courses

Note: Applicants are also expected to have completed *Advanced Functions U*.

ECONOMICS I (Effective September 2019)

The following are the minimum Grade 12 U and M requirements:

1. English U
2. Two of Advanced Functions U, Calculus and Vectors U, and Mathematics of Data Management U
3. Completion of three additional U or M courses to total six courses

Note: Applicants without Calculus and Vectors 4U will be required to take an equivalent Calculus course in Level 1. Applicants without Data Management U will be required to take an equivalent Stats course in Level 1.

ENGINEERING I, ENGINEERING I CO-OP

Admission to Engineering 1 (regular and co-op) is by selection. A minimum average range in the high 80s is required for application consideration. Applicants must complete a **mandatory on-line assessment (2016 © Kira Talent)** by the February 1 deadline as specified each year. See *Application and Documentation Deadlines*, for specific deadline dates.

The following are the minimum Grade 12 U and M requirements:

1. English U
2. Calculus and Vectors U
3. Chemistry U
4. Physics U
5. Completion of two additional U or M courses to total six courses

Note: Applicants are also expected to have completed *Advanced Functions U*.

ENVIRONMENTAL AND EARTH SCIENCES I

The following are the minimum Grade 12 U and M requirements:

1. English U
2. One of Advanced Functions U or Calculus and Vectors U
3. One of Biology U, Chemistry U
4. One of Advanced Functions U, Biology U, Calculus and Vectors U, Chemistry U, Physics U
5. Completion of two additional U or M courses to total six courses

HONOURS HEALTH AND SOCIETY I (Effective September 2019)

The following are the minimum Grade 12 U and M requirements:

1. English U
2. Completion of five additional U or M courses to total six courses

HONOURS HEALTH SCIENCES I

The selection method is by consideration of academic and a **mandatory on-line Supplementary Application Form (due mid-February) submitted electronically via the web; details at <https://bhsc.mcmaster.ca/>**. A minimum overall average of 90% or higher is required for application consideration. The Supplementary Application must be completed and submitted on-line by the specified deadline date. A review of the mandatory Supplementary Application is a very important component of the admission process. Applicants who do not complete the Supplementary Application will not be considered for admission.

The following are the minimum Grade 12 U and M requirements:

1. English U
2. One of Advanced Functions U, Calculus and Vectors U, or Mathematics of Data Management U
3. Biology U
4. Chemistry U
5. One U or M non-math/non-science course (**Note:** courses in technological education, science or mathematics are not acceptable)
6. Completion of one additional U or M course in any subject area to total six courses

HUMANITIES I

The following are the minimum Grade 12 U and M requirements:

1. English U
2. Completion of additional U or M courses to total six courses

The Faculty of Humanities strongly recommends that you select at least one Grade 12 U or M course from Humanities subjects (Art, Drama, English, French, Français, other languages, History and Music). **Note:** In addition to Requirement 1 above, Biology U is strongly recommended for students planning to enter a Cognitive Science of Language program.

HONOURS INTEGRATED SCIENCE I

Candidates are required to complete a mandatory **Supplementary Application Form** which must be submitted electronically via the web at <http://www.science.mcmaster.ca/isci/prospective-students>. The information provided in the supplementary application enters into the selection process. Only applicants with high academic standing will be selected. Successful candidates must present a minimum average in the high 80's.

The following are the minimum Grade 12 U and M requirements:

1. English U
2. Advanced Functions U
3. Calculus and Vectors U
4. Two of Biology U, Chemistry U, Physics U
5. Completion of one additional U or M course to total six courses

HONOURS KINESIOLOGY I

The following are the minimum Grade 12 U and M requirements:

1. English U
2. One of Advanced Functions U or Calculus and Vectors U
3. Biology U
4. Completion of three additional Grade 12 U or M courses to total six courses. Grade 12 U courses strongly recommended include Calculus and Vectors U and Exercise Science U. Applicants without Calculus and Vectors MCV4U will be required to take an equivalent Calculus course in Level I.

INTEGRATED BIOMEDICAL ENGINEERING AND HEALTH SCIENCES (IBEHS) I / INTEGRATED BIOMEDICAL ENGINEERING AND HEALTH SCIENCES (IBEHS) I CO-OP

Admission to Integrated Biomedical Engineering and Health Sciences 1 (regular and co-op) is by selection. A minimum overall average of 90% or higher is required for application consideration. Applicants must complete a **mandatory on-line assessment (2016 © Kira Talent)** by February 1 as specified each year. See *Application and Documentation Deadlines*, for specific deadline dates. The following are the minimum Grade 12 U and M requirements:

1. English U
2. Calculus and Vectors U

3. Biology U
4. Chemistry U
5. Physics U
6. Completion of one additional U or M course to total six courses

INTEGRATED BUSINESS AND HUMANITIES I

Admission to Integrated Business and Humanities 1 is by selection. A minimum overall average of 88% or higher is required for application consideration. Applicants must complete a **mandatory on-line assessment (2016 © Kira Talent)** by February 1 each year. The following are the Minimum Grade 12 U and M requirements:

1. English U
2. Calculus and Vectors U
3. Data Management U
4. Completion of three additional U and M courses to total six courses.

Note: Applicants are also expected to have completed Advanced Functions U.

LIFE SCIENCES I

The following are the minimum Grade 12 U and M requirements:

1. English U
2. Advanced Functions U or Calculus and Vectors U
3. Biology U
4. One of Advanced Functions U, Calculus and Vectors U, Chemistry U or Physics U
5. Completion of two additional U or M courses to total six courses

MATHEMATICS AND STATISTICS I

The following are the minimum Grade 12 U and M requirements:

1. English U
2. Advanced Functions U
3. Calculus and Vectors U
4. Completion of three additional U or M courses to total six courses

MEDICAL RADIATION SCIENCES I

Students considering the Medical Radiation Sciences I program should refer to the *Regulations for License to Practice and Functional Demands* in the Medical Radiation Sciences program in the *Faculty of Science* section of this calendar.

The following are the minimum Grade 12 U and M requirements:

1. English U
2. Advanced Functions U
3. Calculus and Vectors U
4. Biology U
5. Chemistry U
6. Completion of one additional U or M course to total six courses

NOTE: *Effective September 2018, admission to Level II of the Medical Radiation Sciences - Radiation Therapy Specialization will be suspended. Reinstatement of the program will be reviewed on an annual basis. A decision regarding future continuation will be made no later than September 2020.*

MIDWIFERY I

Places in the Midwifery program are very limited and the admission process is highly competitive. Admission to the Midwifery Education Program is by selection. **Application to the Midwifery program must be completed by February 1.** In recent years an average range in the mid to high 80's has been required to move forward to the admissions interview stage. Interviews are by-invitation only.

The following are the minimum Grade 12 U and M requirements:

1. English U
2. Biology U
3. Chemistry U
4. Completion of additional U or M courses to total six courses
5. To be eligible to apply students must obtain a minimum grade of 75% in each of the three required courses listed in points 1, 2, and 3 above AND an overall average, including the required courses, that is acceptable to the Program.

MUSIC I

The academic requirements are the same as for Humanities I. In addition, applicants to Music I or to the B.A. in Music must successfully complete a **music audition/examination** consisting of:

1. Demonstration of technique (a level equivalent to at least honours standing in Grade 8 of the Royal Conservatory of Music)
2. Performance (approximately 20 minutes duration) of two or three varied pieces of your choice (approximately Grade 8 honours level), including at least one from the 20th century
3. Ear test appropriate to the Grade 8 performance level
4. Written examination on rudiments of theory (Grade 2 level)
5. Interview

For comprehensive details, visit <https://sota.humanities.mcmaster.ca/undergraduate-programs/music/>

Auditions take place between February and April. You must make arrangements with the School of the Arts for your audition at sota@mcmaster.ca.

NURSING I

NURSING CONSORTIUM (CONESTOGA)

NURSING CONSORTIUM (MOHAWK)

Students interested in a McMaster (B.Sc.N.) Nursing degree have **three location options: McMaster University, Mohawk College or Conestoga College**. Each of the three sites offers the four-year program which uses the problem-based learning and small group tutorial educational model. For more information about the Mohawk and Conestoga College sites refer to the B.Sc.N. (A) Stream the School of Nursing, *Faculty of Health Sciences* portion of the Calendar. For full application instructions see http://fhs.mcmaster.ca/nursing/education_undergrad_bscn.html as well as the *Application Procedures* section of this Calendar.

Admission to Nursing 1 at all sites is by selection. A minimum overall average of 85% or higher is normally required for application consideration. Additionally, applicants to Nursing must complete a **mandatory on-line assessment (CASPer™)** on the dates in February as specified each year.

The following are the minimum Grade 12 U and M requirements:

1. English U
2. One of Advanced Functions U, Calculus and Vectors U, Mathematics of Data Management U
3. Biology U
4. Chemistry U
5. Completion of two additional U or M courses to total six courses

The selection method is by academic qualifications (minimum overall average range of 85% or higher is required for consideration) and a **mandatory, online, 90-minute computer-based assessment of personal characteristics called CASPer™**. Applicants who do not complete the CASPer™ test will not be considered for admission.

Health requirements for admission to Nursing 1: During the registration process, you must file with the University information pertaining to your state of health and immunization. Detailed instructions will be provided after acceptance into the program.

Students considering the Nursing 1 program should refer to the document Requisite Skills and Abilities for nursing practice in Ontario at the College of Nurses of Ontario www.cno.org.

CHEMICAL & PHYSICAL SCIENCES I

The following are the minimum Grade 12 U and M requirements:

1. English U
2. Advanced Functions U

3. Calculus and Vectors U
4. Chemistry U
5. Physics U
6. Completion of one additional U or M courses to total six courses

SOCIAL SCIENCES I

The following are the minimum Grade 12 U and M requirements:

1. English U
2. Completion of additional U or M courses to total six courses

Advanced Functions U or Calculus and Vectors U is strongly recommended for students planning to enter programs in Economics or Psychology, Neuroscience and Behaviour. Biology U is recommended for students planning to enter a program in Psychology, Neuroscience and Behaviour.

STUDIO ART I

The following are the minimum Grade 12 U and M requirements:

1. English U
2. Completion of additional U or M courses to total six courses

McMaster offers Studio Art as a direct-entry level I program leading to a Bachelor of Fine Arts (BFA) degree. Admission to this program is by selection and requires a **mandatory portfolio interview** with the School of the Arts
http://sota.mcmaster.ca/undergraduate/studio_art.html.

You must make arrangements for your portfolio interview with the School of the Arts at sota@mcmaster.ca.

B. Other Canadian Provinces and Territories

Subject Requirements for Level I Programs

In addition to the minimum requirements below, satisfactory completion of the specified subject requirements for the program to which you applied is also required. Please refer to our website <http://future.mcmaster.ca> for more details.

Averages used to determine eligibility for admission and residence are calculated to two decimal points based on the minimum provincial requirements, including the prerequisite courses for the program to which you have applied.

Early Conditional Admission

Applications are reviewed for conditional admission as soon as all required documents, with sufficient course and grade data, are received by the Office of the Registrar, Admissions. All Canadian applicants should ensure that their **schools** (vs. the Provincial Ministry for those provinces where transcripts are issued by the Ministry), **forward interim/midyear school grade reports showing marks for all courses taken during the Grade 11 and 12 years as well as all course registrations for the current academic year**, as soon as they are available. The terms and conditions of the offer of admission are stated clearly on the offer letter. The Provincial Ministry final transcript confirming final grades and graduation status will be required at the end of the school year. **Students from all other provinces where transcripts are issued by their high schools should have their schools forward the appropriate interim mid-year transcripts and final transcripts confirming graduation.**

Applicants are required to meet the following minimum requirements including the specified subject requirements (not listed below) for their chosen program. For a complete listing of our specific course requirements by province and Level I program you may refer to our web site: <http://future.mcmaster.ca/admissions/admission-requirements/>

Alberta, Northwest Territories and Nunavut

Grade 12 high school diploma with five acceptable academic courses numbered 30 or 31, including English Language Arts 30-1.

British Columbia and Yukon

Grade 12 high school diploma with four acceptable Grade 12 academic courses (or equivalent), including English 12 or English 12 First Peoples. The Provincial Exam in English 12 or English 12 First Peoples is required and the blended mark with the reported high school grade will be used to calculate averages. In addition, students must achieve a passing grade in English 12/English 12 First Peoples in the Provincial Examination. ~~In addition, students must achieve a passing grade in English 12/English 12 First Peoples in the Provincial Examination.~~

Manitoba

Grade 12 high school diploma with five acceptable Grade 12 academic courses numbered 40A or 40S, including one of English 40S or Anglais 40S.

New Brunswick

Grade 12 high school diploma with five acceptable Grade 12 academic courses numbered 120, 121, or 122, including English 121 or 122.

Newfoundland and Labrador

Grade 12 high school diploma with eleven acceptable Grade 12 academic credits at the 3000 level, including English 3201.

Nova Scotia

Grade 12 high school diploma with five acceptable Grade 12 academic courses (university preparatory Academic or Advanced), including English 12.

Prince Edward Island

Grade 12 high school diploma with five acceptable Grade 12 academic courses numbered 611 or 621, including English 621.

Québec

Grade 12 Diploma with six acceptable Grade 12 academic courses in the 600 series including English

OR

Year I CEGEP with twelve appropriate academic courses, including two English/Anglais 603 or two English 604 courses. Students completing Year II or III CEGEP who will or have achieved the DEC may be considered for advanced credit in their chosen program. The *côte de rendement* (R Score) is used for admission consideration.

Saskatchewan

Grade 12 high school diploma with five acceptable Grade 12 academic courses numbered 30, including both English A30 and B30.

C. International Baccalaureate Diploma

Applicants who have completed or will be completing the International Baccalaureate Diploma will be considered for admission to Level I, provided the completed diploma program includes the subject requirements of the program desired. Advanced credit of up to 18 units of study will be considered for Higher Level (HL) courses based on the achievement of final IB Diploma grades of 5 or greater.

For more information please refer to <http://future.mcmaster.ca/admission/admission-requirements/>

D. Advanced Placement (A.P.) Courses/Examinations

Applicants who have completed AP courses will be considered for admission to a Level I program. Applicants who have completed A.P. exams through the College Board in acceptable courses and achieve a minimum grade of 4 will be considered for up to 18 units of advanced credit. **PLEASE NOTE:** A.P. results from students who have completed the examinations as a challenge and have not taken the course at high school will not be considered as having completed the required prerequisite courses for admission consideration. For all students who have completed the full AP courses and the AP examinations through the College Board, an official copy of the final *Advanced Placement Examination Results Report* from the College Board is required as part of the admission and advanced credit evaluation process. For more information please refer to <http://future.mcmaster.ca/admission/admission-requirements/> <https://future.mcmaster.ca/admission/requirements/>

E. Other International Secondary School Qualifications

See the admission requirements for applicants from the more common international educational systems below. For all other education systems from around the world, please visit our website for the specific minimum requirements for your country's educational system. Required subjects would be the same as required for Ontario and other Canadian students:

future.mcmaster.ca/admission/admission-requirements/ <https://future.mcmaster.ca/admission/requirements/>

Applicants must arrange for official high school transcripts to be sent to McMaster University directly from their high school well in advance of the session to which they are applying. The equivalent of first-class standing will be required for admission consideration. Documents in a language other than English should be accompanied by notarized English translations. You will be considered for admission on an individual basis and you will not be allowed to attend the University until we have received official evidence that all conditions attached to your Offer of Admission have been fulfilled.

McMaster University may require students presenting documents that will form the basis of their admission to the university, from schools outside of North America, to have those documents authenticated via WES Canada <http://www.wes.org/ca/index.asp>. Students will be supplied with specific information in their official Offer of Admission letter.

American High School Curriculum

Applicants from the continental United States of America or international schools offering the American high school curriculum must satisfactorily complete a secondary school diploma with a minimum overall average of at least 80% in the Grade 12 academic program of an accredited American high school/International American Curriculum high school and must present all prerequisite courses for their chosen program. Admission is competitive and many programs will require grades/averages well above the minimum 80% for admission consideration. For complete requirements for American Curriculum applicants, please visit our website:

future.mcmaster.ca/admission/admission-requirements/ <https://future.mcmaster.ca/admission/requirements/>

McMaster programs that have specific math and/or science prerequisites require Advanced Placement subjects only for those requirements. Non A.P. courses will not be deemed sufficient to meet the program prerequisites in the math and science subjects for students coming from American style curriculum schools. If applicants believe that their schools' locally developed curriculum in math and science subjects is equivalent to all of the topics covered in A.P. level courses, then the applicant must provide the Office of the Registrar, Admissions with a detailed and comprehensive syllabus supplied by their school for each course that they are seeking equivalency to A.P. level courses.

American Curriculum applicants must also present results from the Critical Reading and Mathematics components of **SAT I** with a minimum combined score of 1200 (minimum 580 Critical Reading, 520 Mathematics) OR a minimum combined score for the **Redesigned SAT** result of at least 1200 as a combined score with a minimum of 600 in each section OR from **ACT** with a minimum composite score of 27.

General Certificate of Education (G.C.E.)

Applicants from the General Certificate of Education system require a minimum of five G.C.E. subjects **at least** two of which must be at the Advanced A2 Level with the balance of the subjects at the IGCSE/GSCE (Ordinary Level). Advanced Level subjects must be appropriate to your chosen program.

Note: Many programs may require a minimum of **three** Advanced A2 Level courses.

For program specific requirements please refer to <http://future.mcmaster.ca/admission/admission-requirements/>
<https://future.mcmaster.ca/admission/requirements/>

Other Countries or Educational Systems

For admission requirements from other education systems, please visit <http://future.mcmaster.ca/admission/admission-requirements/>
<https://future.mcmaster.ca/admission/requirements/> to view our country-specific Admissions Requirements.

F. Home Schooled Applicants

Home schooled applicants who in addition to their home schooling experience have completed six Grade 12 U and M courses at an Ontario Ministry of Education inspected and approved school, or equivalent courses from another recognized academic jurisdiction may be considered for their program of choice providing they present the appropriate prerequisite courses on official transcripts from accredited schools and meet the required admission average. McMaster University is the sole arbiter of what is considered as equivalent level education and equivalent courses.

All other home schooled applicants may apply for admission consideration to Humanities I or Social Sciences I by presenting the following:

1. List of home school credentials including but not limited to structured curriculum completed through ACE (Accelerated Christian Education Program) or other such programs.
2. Portfolio of written work; normally, evidence of appropriate intellectual maturity is expected.
3. Results of standardized tests such as SAT, ACT. Applicants must also present results from the Critical Reading and Mathematics components of **SAT I** with a minimum combined score of 1200 (minimum 580 Critical Reading, 520 Mathematics) OR a minimum combined score for the **Redesigned SAT** result of at least 1200 as a combined score with a minimum of 600 in each section OR from **ACT** with a minimum composite score of 27.

Interested applicants should contact the Office of the Registrar for further information regarding admission criteria.

G. Prior-Year Secondary School Graduates

Applicants who have previously completed a secondary school diploma and have not attended a post-secondary institution since graduation, may be considered for admission by presenting satisfactory standing in six required Grade 12 U and M courses (or equivalent) as identified in the *Subject Requirements For Specific Level I Programs* section in this calendar.

If you have attended a post-secondary institution after high school graduation, you would not be considered as an applicant from secondary school. See *Admission/Transfer From Post-Secondary Institutions* section in this calendar.

2. Admission/Transfer from Post-Secondary Institutions

A. From Universities

Most McMaster programs have enrollment limits and admission is by selection. Possession of the minimum admission requirements does not guarantee admission. Admission will be considered on a case by case basis and is not guaranteed.

When you transfer to McMaster University, you will normally receive credit for courses in which you have obtained at least a C- standing (as per the McMaster grading scale). Assessment of courses for transfer credit is subject to the guidelines of the individual Faculties.

As a transfer student, you must also satisfy the Residence Requirements set out in the General Academic Regulations section of this Calendar. **The University will not accord to you privileges which would not be granted by your own university.**

Grades obtained in courses taken at another university will not be included in McMaster's Grade Point Average, and, therefore, cannot be used to raise your standing.

If you have been required to withdraw from another university and have fulfilled your period of suspension, you may apply for admission. However, you must present a letter of explanation and clarification concerning your past academic performance. You may also be asked to provide academic documentation for proof of further academic achievement which is both current and relevant.

B. From Colleges of Applied Arts and Technology

Most McMaster programs have enrollment limits and admission is by selection. **Possession of the minimum admission requirements does not guarantee admission.** Admission will be considered on a case by case basis and is not guaranteed.

See the minimum admission requirements for Level I programs as listed below. You are considered for admission on an individual basis.

For information regarding the amount of available transfer credits when transferring from a College of Applied Arts and Technology, refer to the heading *Transfer Credits* in this section.

Arts and Science

1. Completion of a two or three-year diploma.
2. Successful completion of Grade 12 English U and one of Advanced Functions or Calculus and Vectors U.
3. Admission is by selection upon review of the mandatory supplementary application and college and high school transcripts to determine eligibility.

Note: Exceptional grades are normally required for admission consideration.

Bachelor of Technology

Automotive and Vehicle Engineering Technology I Co-op

Biotechnology I Co-op

Process Automation Engineering Technology I Co-op

1. Completion of a two or three-year diploma program in a related discipline.
2. A minimum cumulative GPA between ~~3.0 (75%) and 3.2 (80%)~~ **75% and 80%.**
3. Direct entry into Level III may be possible for graduates of specific three-year Advanced Diploma programs. All related diploma programs are considered on a case-by-case basis.
4. Completion of Grade 12 Calculus and Vectors U, Chemistry U and Physics U.

B. Tech. (Degree Completion Program)

1. Applicants to the Bachelor of Technology Degree Completion Programs must demonstrate successful completion of a related, advanced ~~three-year~~ diploma from an Ontario College of Applied Arts and Technology, or equivalent, with a minimum of 75% cumulative average.
2. Applicants with 70% or greater in related, advanced diploma post-secondary academic programs may be admitted to the Certificate programs.
3. **Applicants who graduated more than 10 years ago from related advanced diploma post-secondary academic programs will be considered on a case by case basis for admission.**

4. All applicants to the B.Tech. Degree Completion Programs are required to complete and submit an on-line supplementary form (in lieu of a resume) as part of the application/admission process: https://www.eng.mcmaster.ca/sites/default/files/uploads/booth/real_supplementary_form.pdf

Business

1. Completion of a minimum of a two or three-year diploma
2. A cumulative GPA of at least 80% or better.
3. Successful completion of two of the following Ontario (or equivalent) Math courses: Grade 12 Advanced Functions U, Grade 12 Calculus & Vectors U or Grade 12 Math of Data Management U course courses.

Note: Admissible applicants with completed two year or three-year diploma programs with cumulative admission averages exceeding 80% may be considered for 12-30 units of transfer credit.

Chemical and Physical Sciences

1. Completion of a minimum of a two or three-year diploma program.
2. A minimum cumulative GPA of 80%.
3. Completion of Grade 12 Advanced Functions U, Calculus and Vectors U, Chemistry U and Physics U.
4. Admission is by selection upon review of high school and college transcripts to determine eligibility.
5. Application will be reviewed for transfer credits.

Computer Science (Regular and Co-Op)

1. Completion of a minimum of a two-year Engineering Technician or three-year Technologist diploma program.
2. A minimum cumulative GPA of 80%.
3. Successful completion of Grade 12 Calculus and Vectors U and two of Grade 12 Earth & Space Science U, Computer Engineering Technology M, Computer & Information Science U or M, Biology U, Chemistry U or Physics U.

Engineering (Regular and Co-Op)

1. Completion of a three-year Engineering Technology diploma program.
2. A cumulative GPA of at least 85% or better.
3. Successful completion of Grade 12 Calculus and Vectors U, Chemistry U and Physics U.
4. Successful applicants may be eligible for up to 30 18 units of transfer credits. Technician programs are not recognized as eligible for admission consideration to Engineering I.

Environmental and Earth Sciences

1. Completion of a minimum of a two-year diploma.
2. A minimum cumulative GPA of at least 80%.
3. Completion of Grade 12 Advanced Functions U or Calculus and Vectors U; and Biology U or Chemistry U; and one of Advanced Functions U, Calculus and Vectors U, Biology U, Chemistry U or Physics U.
4. Admission is by selection upon review of high school and college transcripts to determine eligibility.

Bachelor of Health Sciences (Honours)

Admission is not assessed based on CAAT achievement. It is based on high school admission criteria only.

Humanities

1. Completion of a Certificate program or at least one year of work in a diploma program.
2. A minimum cumulative GPA of 80%.

3. Transfer credit will be reviewed on a case-by-case basis.

OR

1. Completion of a two or three-year diploma program.
2. A minimum cumulative GPA of 75%.
3. Application will be reviewed for transfer credit.

Honours Integrated Sciences

Admission is not assessed based on CAAT achievement. It is based on high school admission criteria only.

Honours Kinesiology

1. Completion of a minimum of a two or three-year diploma program.
2. A minimum cumulative GPA of 88%.
3. Successful completion of Grade 12 courses in Advanced Functions U or Calculus and Vectors U; and Biology U.
4. Admission is by selection upon review of high school and college transcripts to determine eligibility.

Note: All students accepted into this program will be required to complete the Level I required Kinesiology courses.

Integrated Biomedical Engineering and Health Sciences (Regular and Co-op)

Admission is not assessed based on CAAT achievement. It is based on high school admission criteria only.

Integrated Business and Humanities

Admission is not assessed based on CAAT achievement. It is based on high school admission criteria only.

Life Sciences

1. Completion of a minimum of a two or three-year diploma program.
2. A minimum cumulative GPA of 88%.
3. Completion of Grade 12 Advanced Functions U or Calculus and Vectors U; and Biology U; and one of Advanced Functions U, Calculus and Vectors U, Chemistry U or Physics U.
4. Admission is by selection upon review of high school and college transcripts to determine eligibility.

Mathematics and Statistics

1. Completion of a minimum of a two or three-year diploma program.
2. A minimum cumulative GPA of 80%.
3. Completion of Grade 12 Advanced Functions U and Calculus and Vectors U.
4. Admission is by selection upon review of high school and college transcripts to determine eligibility.

Medical Radiation Sciences

Admission is not assessed based on CAAT achievement. It is based on high school or prior university degree study admission criteria only. Students with the appropriate admission criteria who have also completed a two or three-year college diploma program with a minimum Grade Point Average of at least 80% may be considered for up to 6 units of unspecified credits for the college work.

Note: Effective September 2018, admission to Level II of the Medical Radiation Sciences - Radiation Therapy Specialization will be suspended. Reinstatement of the program will be reviewed on an annual basis. A decision regarding future continuation will be made no later than September 2020.

Midwifery

For admission requirements see Midwifery Program (B.H.Sc.) in the *Faculty of Health Sciences* section.

Music

1. Completion of a three-year diploma program in Applied Music from Mohawk College.
2. A minimum cumulative GPA of 75%. (Audition will be waived and, depending on grades achieved, applicants may receive up to 63 units of advanced credit.) **OR**
3. Completion of one year of a diploma program with a cumulative average of 80% or completion of a one-year Certificate in a relevant discipline and successful Music audition **OR**
4. Completion of a two-year diploma or two years of a three-year diploma program with a minimum cumulative average of 75% and successful Music audition.
5. Transfer credits will be reviewed on a case-by-case basis.

Nursing

1. Completion of an approved Ontario one-year certificate in Pre-Health sciences as full-time studies. See approved Pre-Health college programs at: <http://future.mcmaster.ca/admission/admission-requirements> <https://future.mcmaster.ca/admission/requirements/>
2. Applicants who have completed previous university degree studies will NOT be considered based on a previous or subsequent Pre-Health certificate from college.
3. A minimum cumulative GPA equivalent to the required high school admission average of 3.4 (85%) ~~85%~~.
4. Completion of at least two semesters in length and includes at least one full (two semesters) or two half courses in each of Biology, Chemistry, English and Mathematics. ~~Applications will not be considered from applicants who possess credit only in the required subjects.~~
5. The selection method is by academic qualifications (minimum overall average range of 85% or higher is required for consideration) and a **mandatory, online, 90-minute computer-based assessment of personal characteristics called CASPer™**. Applicants who do not complete the CASPer™ test will not be considered for admission.
6. Transfer credit will not be granted for any pre-health science courses.

Social Sciences

1. Completion of a Certificate program or at least one year of work in a diploma program.
2. A minimum cumulative GPA of 80%.
3. Transfer credit will be reviewed on a case-by-case basis.

OR

1. Completion of a two or three-year diploma program.
2. A minimum cumulative GPA of 75%.
3. Application will be reviewed for transfer credit.

Studio Art (B.F.A.)

1. Completion of a Certificate program or at least one year of work in a diploma program.
2. A minimum cumulative GPA of 80%.
3. Transfer credit will be reviewed on a case-by-case basis.

OR

1. Completion of a two or three-year diploma program.
2. A minimum cumulative GPA of 75%.
3. Application will be reviewed for transfer credit.

4. Submission of a mandatory Portfolio is required. Selection for the program will be based on a combination of the Portfolio interview quality of college and high school grades and relevance of previous college work to the program. Please review portfolio requirements on the School of the Arts website: http://sota.mcmaster.ca/undergraduate/studio_art.html

C. University Graduates Applying for a Second Bachelor's Degree

All programs have enrollment limits and admission is by selection. If you have a first non-Honours degree, you may apply to take an Honours second degree in the same subject area or a second degree in another discipline. Please note the following exceptions: B.Arts Sc.(Arts & Science), B.Com. (Bachelor of Commerce), B.Com. (Honours), B.H.Sc. (Bachelor of Health Sciences (Honours)), B.Sc. (Honours) in Integrated Science (ISCI), Honours B.Sc. Kinesiology, Integrated Biomedical Engineering and Health Sciences, and Integrated Business and Humanities and any Honours Multimedia program cannot be done as second degree programs. Honours Music is only available as a second degree to students whose first degree is **not** a BA in Music. The requirements are set out in the *General Academic Regulations* section of this Calendar.

If you wish to enter a Second Bachelor's Degree in a subject area from the Faculty of Science, please note that admission to all limited enrollment programs, with the exception of Medical Radiation Sciences I, may not be possible. Second Degree applicants to all Science programs, except Medical Radiation Sciences I, are not eligible to apply to or be admitted to any of the other first year Science programs. Second Degree applicants must have already completed all first year requirements for the second year program they wish to apply to, with the exception of Medical Radiation Sciences I. See *Limited enrollment Programs* in the *Faculty of Science* section of this Calendar for a list of programs. Please contact the Office of the Associate Dean of Science (Academic) for further information (see the *Application Procedures* section).

If you are a McMaster graduate or potential graduate, you may be able to use the McMaster University Returning Student application (see the *Application Procedures* section).

D. Continuing Students

At McMaster, a *Continuing Student* is defined as a graduate from an undergraduate program, who wishes to take more undergraduate courses, either out of general interest or to upgrade or obtain courses required for future applications to graduate studies or other professional programs. To be eligible to take courses as a Continuing Student you will be expected to have an undergraduate university degree and at least a C average, with no failures, in your final year's work (or the equivalent, in the case of a degree taken through part-time studies), and academic records which are satisfactory to the Department and the Office of the Associate Dean of the appropriate Faculty. *Please Note: not all courses are available to Continuing students and course prerequisites for selected courses must be met. Also note that admission as a Continuing student does not guarantee registration in courses of interest to the student.

McMaster Graduates

If you are a graduate of a McMaster undergraduate degree program and wish to become a Continuing Student, you do not need to apply for admission. Graduates who have not attended courses for more than two years will need to contact the Office of the Registrar prior to attempting to enrol for courses.

Graduates from Other Universities

As a Continuing Student with a non-McMaster degree, you must apply formally for admission in the first instance. In subsequent sessions, you will only be required to enrol.

Acceptance as a Continuing Student carries no implications with respect to acceptance in the School of Graduate Studies. If you plan to proceed to a graduate degree you should apply directly to the specific department of your program of interest.

E. From Six Nations Polytechnic

McMaster University, along with four other universities, partnered with Six Nations Polytechnic to offer university courses in the community of Six Nations. The courses offered are eligible for transfer credit at any of the universities within the consortium. For more information please contact the Indigenous Student Services at 905-525-9140, ext. 27459 or indigservices@mcmaster.ca.

F. From Post-Secondary Institutions with Religious Affiliation

Undergraduate general academic studies taken at colleges with religious affiliation that are member institutions of specific accredited associations will be considered for admission and transfer credit on a case by case basis. Applicants from a non-accredited postsecondary institution with religious affiliation will be considered for admission based on completion of a Grade 12 high school diploma.

3. Other Categories of Admission

A. Part-time Admission

Students interested in beginning studies on a part-time basis should review the requirements and information found in the following sections of this Calendar:

- Admission Requirements
- Application Procedures
- General Academic Regulations
- Sessional Dates
- Program descriptions found in the specific Faculty sections

Applicants who wish to pursue undergraduate studies on a part time basis at McMaster must meet one of the admissions criteria outlined in the sections above. If applicants do not meet any of these criteria, they may qualify for *Mature Student Admission* as outlined under the heading *Mature Student Admission* below.

Detailed information can be found on our website: <http://future.mcmaster.ca/admission/process/105pt>.

B. Mature Students (Admission)

If you do not qualify for admission consideration under one of the above categories, McMaster will assess your eligibility as a mature student. You may be considered for limited admission, provided both of the following conditions are satisfied:

1. You have not attended secondary school or college on a full-time basis for at least two years.
2. You have never attended university.

Applicants admitted as mature students will not be granted transfer credit. Programs in the Faculties of Humanities and Social Sciences have no specific course requirements for mature student admission. The following Level I programs have specific course requirements that mature applicants must present from secondary school, as outlined:

- **Business I:** requires one Grade 12 U Mathematics course (or equivalent).
- **Chemical and Physical Sciences I:** requires satisfactory standing in four Grade 12 U mathematics and science courses (or equivalent) as specified under the heading *Subject Requirements For Specific Level I Programs*.
- **Environmental and Earth Sciences I:** requires satisfactory standing in three Grade 12 U mathematics and science courses (or equivalent) as specified under the heading *Subject Requirements For Specific Level I Programs*.
- **Life Sciences I:** requires satisfactory standing in three Grade 12 U mathematics and science courses (or equivalent) as specified under the heading *Subject Requirements For Specific Level I Programs*.
- **Mathematics and Statistics I:** requires satisfactory standing in two Grade 12 U mathematics courses -- Advanced Functions U and Calculus and Vectors U as specified under the heading *Subject Requirements For Specific Level I Programs*.
- **Midwifery I: does not offer mature admission directly to the program.** However, students interested in Midwifery may be admitted as a mature student to another program in order to complete a minimum of six university courses (18 units) in their program of admission before applying to the Midwifery Education Program.
- **Nursing I does not offer mature admission directly to the program.** However, students interested in Nursing may be admitted as a mature student to another program in order to complete university prerequisite courses for later consideration for admission to Nursing I. Possession of the minimum admission requirements does not guarantee an offer of admission. Contact the School of Nursing for more details.

The following programs do not admit under the category of Mature Students: Arts & Science I, Automotive and Vehicle Technology I (B.Tech.), Biotechnology I (B.Tech.), Computer Science I, Engineering I, Health Sciences I, Honours Integrated Science I, Honours Kinesiology I, Integrated Biomedical Engineering and Health Sciences I, Integrated Business and Humanities I, Midwifery I, Medical Radiation Sciences I, Nursing I, and Process Automation Technology I (B.Tech.).

If admitted to a program as a mature student, you may register to take up to 18 units of course work (normally Level I courses) during the Fall/Winter session with no more than nine units in each term (three courses). Within the first 18 units, mature students will be limited to taking three units in each term of the Spring/Summer session.

Upon completion of 18 units, your performance will be reviewed according to the general academic regulations of the university. (See Level I *Registration and Academic Standing Requirements under General Academic Regulations*).

C. Visiting Students (Letter of Permission - For Credit at Another University)

If you are a student currently attending another university, you may apply to take McMaster courses for credit at your own/home institution. Please note, not all courses are available for credit outside McMaster and all are subject to enrollment limits, so it is important that all applicants adhere to McMaster application deadlines.

You must initially apply through the Ontario Universities' Application Centre (OUAC) and **send your Letter of Permission and an official transcript from your home institution directly to the Office of the Registrar, Admissions**. Upon receipt, your transcript will be reviewed to ensure you have met the prerequisites for courses you plan to take at McMaster. **Approval of your application as a Visiting Student does not guarantee your enrollment in a course.**

Subsequent requests to take courses on a Letter of Permission do not require another application; however you must send an updated Letter of Permission and a current official transcript from your home institution to the Office of the Associate Dean of the Faculty offering the course at McMaster. If you are attempting to register in courses offered by more than one Faculty, you must obtain approval from each Office of the Associate Dean.

D. Graduates of McMaster Certificate/Diploma Programs

If you have completed certificate or diploma programs from McMaster, you may be granted advanced credit up to maximum specified by Undergraduate Council upon successful completion of the certificate/diploma program. Faculties will take into account the subject matter of both the certificate and degree programs. The credit will normally be applied against your elective courses. For more information concerning the amount of advanced credit granted, please refer to the *Certificate and Diploma Programs* section of this Calendar.

E. Post-Degree Students

If you are a university graduate or a person with professional qualifications who wishes to take one or more graduate courses but not proceed to an advanced degree, you may apply to McMaster as a post-degree student. To enroll as a post-degree student, you must apply to the appropriate departments and have your admission and registration approved by the School of Graduate Studies for each session in which you wish to take courses. You will register and pay fees as a graduate student.

Acceptance as a post-degree student carries no implications with respect to admission to advanced degrees, and even if such admission is granted subsequently, credit toward the advanced degree will not normally be granted for the work previously taken.

F. Listeners

If you are uncertain about degree courses, you may register as a listener in a degree course, but not for credit. You attend all classes, but do not complete any of the essays, tests and other formal requirements. You do not receive a grade for courses that you attend. Some students have eased their way into degree study with this option, subsequently applying for admission and enrolling in further courses for credit. Please note not all courses are available to Listeners. Please see

<http://www.mcmaster.ca/bms/student/index.htm> for any applicable fees. For more information please contact the Office of the Registrar.

Written permission to attend must be obtained from the instructor delivering the course. An I.D. card cannot be issued until permission has been obtained.

G. Enrichment Program for Secondary School Students

If you are an outstanding Grade 12 student and wish to enroll in a university-level course while completing Grade 12 U and M courses in your final year of study, you may apply for the Enrichment Program. For more information contact the Office of the Registrar at (905) 525-4600.

H. Former McMaster Degree Students (Returning Students)

Readmission

If you are a former McMaster student who voluntarily withdrew from an undergraduate program **more than five years ago** (and have not attended another university or completed a college diploma elsewhere) and you wish to return to your studies, then you must apply for Readmission. Students from the School of Nursing must apply for Readmission regardless of time elapsed following voluntary withdrawal.

If you were enrolled (have a record of course enrolment) within the last five years and you left the university in good academic standing (and have not attended another university or completed a college diploma elsewhere), then it is not necessary for you to apply for Readmission. Normally, you will be permitted to enrol in your previous program or another program for which you qualify. You must contact the Office of the Registrar directly in order to have your status reactivated prior to enrollment: (905) 525-4600.

Reinstatement

See the *General Academic Regulations* section in this Calendar.

Second McMaster Degree

See *University Graduates Applying for a Second Bachelor's Degree* in this section of the Calendar.

Continuing Studies

See Continuing Students in this section of the Calendar.

4. Transfer Credits

A. General Policy on the Transfer of University Course Credits

To facilitate program completion by undergraduate students seeking to transfer course credit from an accredited university to McMaster, the University has implemented the following principles:

1. Acceptance of transfer credits from accredited universities shall be based on the recognition that, while learning experiences may differ in a variety of ways, their substance may be essentially equivalent in terms of their content and rigour. Insofar as possible, acceptance of transfer credit shall allow for the maximum recognition of previous learning experience in university-level courses;

2. Subject to degree, grade and program requirements, any course offered for credit by an accredited university shall be accepted for credit by McMaster when there is an essential equivalency in course content. However, no course for which a grade of less than C- (60%) has been achieved will be considered.
3. Evaluation of all possible transfer credits available at the time of admission must be completed within one year of the date of admission to the University.

B. From Colleges of Applied Arts and Technology

Normally, if you are a well-qualified graduate of a three-year program and the college work is appropriate to your chosen university program, you could receive up to 30 units of transfer credit. If you have completed a two-year program and performed well, transfer credit will be reviewed on a case-by-case basis.

Credit beyond this may be given on an individual basis where the college and university programs are in similar areas, and where your academic record warrants special consideration.

In the granting of credit, attention will be given to:

1. your performance in the college program;
2. the duration of the college program;
3. the program taken at the college and the program to which entry is sought;
4. your secondary school record.

Each case will be considered individually on its own merits for the program desired.

C. Advanced Credit

Subject to the discretion of the Faculty, advanced credit may be granted if you have completed the International Baccalaureate (I.B.) Diploma, the Advanced Placement (A.P.) Program and the College Board examinations or the General Certificate of Education (G.C.E.) and you have met the minimum requirements prescribed. Advanced credit may shorten your degree program at McMaster.

D. 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 (ie. no degree credit) will be at the discretion of the department.

5. English Language Proficiency

If you have been asked to meet our English Language Proficiency requirement, you must demonstrate English language proficiency by achieving the minimum requirements as specified by McMaster. The university reserves the right to require applicants with an English Language Proficiency score disparate from their English prerequisite subject grade to present further evidence of achievement. You may review acceptable tests of English Language Proficiency and minimum score requirements on our web site <http://future.mcmaster.ca/admission/admission-requirements/language/>. It is your responsibility to make all arrangements

regarding the writing of the English Language Proficiency tests and to have the official score report forwarded to the Office of the Registrar, Admissions directly from the testing center in a timely manner.

At the discretion of the university, you may be exempted from this requirement if you meet one of the following requirements:

- i. Attended immediately prior to application to McMaster, in full-time academic studies (non-ESL), an accredited Secondary School (High School) or Post-Secondary College in an English-speaking country for at least four years, **OR**
- ii. Attended immediately prior to application to McMaster, in full-time academic studies (non-ESL), an accredited English medium Secondary School (High School) or Post-Secondary College for at least four years,* **OR**
- iii. Attended immediately prior to application to McMaster, in full-time academic studies (non-ESL), an accredited English medium University for at least one year, **OR**
- iv. Resided in an English speaking country for at least four years immediately prior to application to McMaster.

*Please note that the Undergraduate MD program requires a minimum of three years of study at an English-medium university. More information about the admission requirements for Medicine at McMaster can be found at: <http://www.fhs.mcmaster.ca/mdprog>.

Statements for Application Fraud

If McMaster concludes based on reasonable grounds that the applicant has falsified any information presented to the University as part of his or her application, without limiting any other rights of McMaster available at law, McMaster reserves the right to revoke the offer and, subject to applicable law and University Policy, to terminate a student's registration.

Without limiting McMaster's General Statement on Collection of Personal Information and Protection of Privacy, please take note that McMaster University collects and retains personal information of applicants for admissions to McMaster University under the authority of The McMaster University Act, 1976. This information may be used for the administration of admissions and registration and, subject to McMaster University policies (as may be amended or revoked from time to time), McMaster may disclose any evidence of misrepresentation, fraud or falsification of admissions documentation to other educational institutions, to government agencies, to law-enforcement agencies and to other relevant third parties. The information you provide on any application for admissions 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.

Bridging Program: McMaster English Language Development Diploma (MELD) Program

Department of Linguistics and Languages (Faculty of Humanities)

Phone: (+1) 905.525.9140 Ext. 23718

Email: meld@mcmaster.ca

Web: <http://meld.mcmaster.ca>

Students who meet the academic admission requirements for their choice of Level 1 program, but do not meet McMaster's English Language Proficiency requirement may be admitted to the MELD bridging program which has been developed for international students, providing them with a supportive environment in which they can succeed. The diploma is a two-term, full-time intensive bridging program in English language development, acculturation and engagement.

Students accepted into MELD are given a conditional offer of admission to their program of choice, pending successful completion of the MELD diploma. Once the diploma in MELD has been successfully completed, the student may register in the program to which he/she was given conditional admission and will have completed 6 units of degree credit courses in Linguistics that may be applied as electives to that program. In exceptional circumstances, MELD will consider transfers from other McMaster programs.

Program

Term 1 (September - December)

- MELD 1A03 - Academic Writing and Integrity

- MELD 1B03 - English Phonetics and Pronunciation
- MELD 1C03 - Academic Reading and Listening Skills
- MELD 1D03 - Social Perspectives on Language
- LINGUIST 1Z03 - Structure of Modern English I (degree credit course)

Term 2 (January - April)

- MELD 1AA3 - Advanced Academic Writing
- MELD 1BB3 - Advanced Speaking and Presentation Skills
- MELD 1CC3 - Advanced Academic Reading Skills
- MELD 1DD3 - Academic Success
- LINGUIST 1ZZ3 - Structure of Modern English II (degree credit course)

Please visit meld.mcmaster.ca for more information or email meld@mcmaster.ca.

McMaster English Readiness for Graduate Excellence Certificate

MERGE (the McMaster English Readiness for Graduate Excellence Certificate) is an intensive 10-week summer Academic English preparatory program, intended for graduate and professional students. Admission requirements include successful completion of an undergraduate degree and English language proficiency minimum requirements of **TOEFL iBT 90** or **IELTS 6.5** (with minimum category requirements). Target English proficiency upon program completion will be an **IELTS score of 7-7.5** or **Common European Framework Reference for Languages (CEFR) level C2.1**, in keeping with graduate English proficiency admission requirements.

Students in MERGE will complete a program that includes intensive practice of academic English (listening, reading, writing, speaking), with an emphasis on professional development. The MERGE certificate does not require current or conditional admission to a McMaster University graduate program and program completion does not guarantee admission to a graduate program of study in and of itself. As a stand-alone program, the MERGE certificate coursework cannot be utilized for advanced standing or credit towards degree studies.

Certificate Requirements

- MERGE 100 - Advanced Reading and Writing for Graduate Studies (6 units)
- MERGE 200 - Advanced Listening and Speaking for Graduate Studies (3 units)
- MERGE 300 - Presentation Skills & Lecture Series (3 units)
- MERGE 400 - Professional Development (3 units)

Application Procedures

HOW TO APPLY

1. Determine the appropriate application form and/or procedures. (See *Categories of Admission* below.)
2. Determine application deadline. (See *Application and Documentation Deadlines* in this section.)
3. Refer to the Admission Requirements and specific Faculty sections of this Calendar for further information.
4. Complete and submit your application as directed.
5. Submit all required documentation to McMaster. (See *Documents* in this section.)
6. Once your application has been received, McMaster's Office of the Registrar, Admissions will provide you with an acknowledgment of receipt of your application plus further instructions/details about tracking your application.

1. Categories of Admission

A. Current Ontario High School Students

You should complete the 101 application if you meet ALL of the following requirements:

- You are taking courses during the day at an Ontario secondary school (this includes students returning for second semester and graduated students returning to upgrade one or more courses)
- You have not, at some point, been out of secondary school for more than seven consecutive months
- You will have received or expect to receive your Ontario Secondary School diploma (OSSD) with six 4U/M courses at the end of the current year
- You have not attended a postsecondary (college/university/career college) institution
- You are applying to the first year of an undergraduate degree program or diploma program at an Ontario university
- You are under 21 years of age.

Use the Undergraduate 101 on-line application at www.ouac.on.ca/101/. Please consult with your secondary school guidance office regarding this application process.

B. All Other Canadian High School Students

If you are currently attending secondary school outside of Ontario or have recently completed a secondary school diploma in any Canadian province or territory

- Use the OUAC 105D on-line application at www.ouac.on.ca/105/.

C. High School Students with International Qualifications

If you are currently attending or have recently completed a secondary school program outside of Canada, and you are not a Canadian citizen nor Permanent Resident of Canada

- Use the OUAC 105F on-line application at www.ouac.on.ca/105/.

D. University/College Transfer/Continuing Students

If you are currently registered in or have completed an undergraduate degree program at another university and wish to attend McMaster **OR**

If you are currently registered in or have attended or completed a college diploma program and wish to attend McMaster

- Use the OUAC 105 on-line application at www.ouac.on.ca/105/. Applicants residing in Canada (Canadian citizens, permanent residents or applicants studying in Canada on a student permit or other visa) should use the **105D** form. Applicants currently residing outside of Canada who are not Canadian citizens nor Permanent Residents should use the **105F** form.

E. Nursing Consortium Programs

If you are interested in applying to McMaster's Nursing (B.Sc.N). program at the Mohawk College or Conestoga College sites

- Apply on-line through the Ontario College Application Services (OCAS) at www.ocas.on.ca/.

F. Previous McMaster Degree Students (Returning Students)

1. **Readmission:** If you are a former McMaster student with a record of course enrolment, who was in good standing and who voluntarily withdrew from an undergraduate program more than five years ago (providing you have not attended another university nor received a college diploma since last registered at McMaster). If you are a former Nursing student, you must apply for readmission regardless of the amount of time that has elapsed. Apply on-line at: future.mcmaster.ca/admission/process/returning/
2. **McMaster Second Degree:** If you are a McMaster graduate or potential graduate at the end of your current academic term and wish to pursue a second undergraduate degree (providing you have not attended another university nor received a college diploma since last registered at McMaster).
 - Use the McMaster Returning Student Application to apply on-line at future.mcmaster.ca/admission/process/returning/
3. **Reinstatement:** If you are a former McMaster student who was required to withdraw from studies at McMaster.
 - Obtain the *Reinstatement Request Form* from the Office of the Registrar, Gilmour Hall, Room 108, McMaster University, Hamilton, Ontario, L8S 4L8.
4. **Continuing Student:** If you are a McMaster graduate from an undergraduate program and wish to become a Continuing Student.
 - You do not need to apply for admission.

G. Visiting Students (Letter of Permission - For Credit at Another University)

If you are currently enrolled at another university and wish to attend McMaster to take courses on a Letter of Permission for credit at that university

- Use the OUAC 105 on-line application at www.ouac.on.ca/105/

H. Part-Time Degree Studies at McMaster Only

If you wish to begin undergraduate studies on a part-time basis (enrolled in less than 18 units of study)

- Use the OUAC 105 on-line application at www.ouac.on.ca/105/.

I. Post-Degree Studies

If you wish to register as a post-degree student (taking graduate courses but not proceeding to an advanced degree)

- Contact the Graduate Studies Office, Gilmour Hall, Room 212, McMaster University, Hamilton, Ontario, L8S 4L8 for information on how to apply to the appropriate academic department(s).

J. Medical Program

See the heading *Admission Policy for the Medical Program* in the *Faculty of Health Sciences* section of this Calendar.

2. Documents

A. Required Documents

A complete application includes: an application form, relevant transcripts and all other documentation stipulated in the *Admission Requirements* and specific Faculty sections of this Calendar, in letters from the appropriate Faculty and/or in letters from Office of the Registrar, Admissions.

You must provide McMaster with transcripts of marks and/or certificates from all secondary and post-secondary institutions you have attended. **When you are requested to provide an OFFICIAL transcript, then aAn official transcript is a signed and sealed record of all academic achievement issued and sent by an academic institution directly to McMaster University, Office of the Registrar, Admissions.**

If you are currently attending secondary school, please see your guidance counselor to request that your **current Grade Report showing all courses you will be completing in Grade 12** transcript be sent by your school to McMaster. If you have previously attended secondary school in another province, you may need to submit a request for a transcript containing your secondary school marks from the Ministry or Department of Education in that province **if it is not normally provided by your high school.**

Where documentation from a school outside of Canada is in a language other than English, you must provide official transcripts in the original language as well as official, notarized English translations.

For specific document submission requirements and processes/procedures, please review:
<https://future.mcmaster.ca/admission/documents/>

If McMaster concludes based on reasonable grounds that the applicant has falsified any information presented to the University as part of his or her application, without limiting any other rights of McMaster available at law, McMaster reserves the right to revoke the offer and, subject to applicable law and University Policy, to terminate a student's enrolment.

Without limiting McMaster's General Statement on Collection of Personal Information and Protection of Privacy, please take note that McMaster University collects and retains personal information of applicants for admissions to McMaster University under the authority of *The McMaster University Act, 1976*. This information may be used for the administration of admissions and registration and, subject to McMaster University policies (as may be amended or revoked from time to time), McMaster may disclose any evidence of misrepresentation, fraud or falsification of admissions documentation to other educational institutions, to government agencies, to law-enforcement agencies and to other relevant third parties. The information you provide on any application for admissions 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.

B. Retention of Documents

All documentation submitted in support of your application for admission **becomes the property of the University and is not returnable.**

If you are not accepted, or you fail to enroll following acceptance, your documentation will be destroyed at the end of the admissions cycle. If you reapply, you must submit any new academic information in addition to the documentation submitted previously.

3. Application and Documentation Deadlines

All programs have enrolment limits and may become full prior to published deadlines. Therefore, applying early and submitting all of the required documentation in support of your application in a timely manner may improve your chances of consideration for admission.

Application fees are non-refundable so we strongly advise you to review our admission requirements carefully before applying, to determine your academic eligibility for consideration for admission. See the *Admission Requirements* section of this

Calendar for information about the academic requirements. The University reserves the right, at its sole discretion, not to accept, process or adjudicate applications or amendments to applications to any program at any time.

Equal consideration deadline: February 1.

Fall and Winter Terms

PROGRAM	APPLICATIONS	MANDATORY SUPPLEMENTARY APPLICATIONS
Arts & Science	February 1	February 1
Biomedical Discovery & Commercialization (Level III entry)	February 1	February 1
Engineering 1 (Regular and Co-op)	January 45 16	Kira© Assessment Assessment dates available February 1 to February 14 after payment via: http://www.eng.mcmaster.ca/future/apply.html
Health Sciences I	January 47 16	Mid February Details at http://bhsc.mcmaster.ca
Health Sciences (Above Level I)	April 1	Early May Details at http://bhsc.mcmaster.ca
Honours Integrated Science I	February 1	February 1
Integrated Biomedical Engineering & Health Sciences 1 (Regular and Co-op)	January 47 16	February 1 Online Kira© Assessment
Integrated Business & Humanities	February 1	February 1 Online Kira© Assessment
Midwifery (including submission of all transcripts)	February 1	N/A
Physician Assistant (including submission of all official transcripts) Note: This program is not open to International Applicants. This program is open to Canadian citizens and present Permanent Residents of Canada only.	February 1	February 1
Social Work	December 1	March 1
Nursing I: Secondary School Applicants	February 1	CASPer™ Assessment Available dates for mandatory participation: January 24, 2018, February 11, 2018, and February 22, 2018

		For full detail regarding required the CASPer™ Assessment: http://nursing.mcmaster.ca/prospective-students/admission
Nursing university transfer applicants from programs other than Nursing and applicants from college pre-health programs (including submission of all official transcripts)	February 1	CASPer™ Assessment Available dates for mandatory participation: January 24, 2018, February 11, 2018, and February 22, 2018 For full detail regarding required the CASPer™ Assessment: http://nursing.mcmaster.ca/prospective-students/admission
Nursing Basic-Accelerated Stream (above level I) (including submission of all official transcripts)	February 1	CASPer™ Assessment Available dates for mandatory participation: January 24, 2018, February 11, 2018, and February 22, 2018 For full detail regarding required the CASPer™ Assessment: http://nursing.mcmaster.ca/prospective-students/admission

All Other McMaster Programs for Fall and Winter Terms

***February 1:** ~~Equal consideration deadline.~~ All applications to first-year Level I programs from current secondary school applicants (with no previous postsecondary experience) received on or before February 1, with all supporting official documentation received no later than February 15, will be given equal consideration in the admission process. Applications received on or before February 1 with all supporting official documentation received no later than February 15 from applicants with no postsecondary experience will be reviewed for admission pending space availability in the program. All applications received after February 1 will be considered only if there is space available in the program.

Post-February 1: All applications will be considered on a first-come, first-served basis depending on the availability of space in the program.

April 1: The final date to apply for admission and submit all required documentation for admission consideration is April 1. This final deadline applies to all International and Domestic applicants.

	APPLICATION DEADLINE	SUPPORTING DOCUMENTATION DEADLINE
Ontario High School Applicants (Recommended)	January 16	April 1
Equal Early Consideration Deadline* (see above)	February 1	February 15
Domestic Applicants	April 1	April 1
International Applicants	April 1	April 1
B.Tech. Degree Completion Program Only - January Entry	November 15	November 15

Spring/Summer Term

	DOMESTIC DEADLINE	INTERNATIONAL DEADLINE
May Entry (Term 1 or 3)	April 1	April 1
Supporting Documentation for May Entry	April 1	April 1
June Entry (Term 2)	May 15	May 15
Supporting Documentation for June Entry	May 15	May 15

Former McMaster Students: Re-admission / Re-instatement Deadlines for Fall and Winter Terms

	DOMESTIC DEADLINE	INTERNATIONAL DEADLINE
Re-instatement Deadline	June 30	June 30
Re-admission Deadline	July 15	July 15
Nursing Deadline	February 1	February 1

Academic Counselling for Admitted Students

If you are offered admission to a program at McMaster, you will be asked to confirm that you have accepted the offer of admission and will attend the University. Your admission will include information regarding acceptance procedures for the offer of admission, specified deadline for your acceptance and registration procedures. Offer of admission acceptance deadlines specified in your Offer of Admission letter are strictly enforced. Please ensure that you accept your offer of admission as directed well before the specified deadline date.

If you are admitted to Level I, your Faculty may also arrange a visit to the University so you may meet with a Faculty advisor to set up your program. Although attendance at the summer counselling and registration sessions is not compulsory, you are strongly advised to participate. If you cannot attend one of these sessions, counselling will be provided in September.

If you are offered admission above Level I, you may arrange for academic counselling with the Office of the Associate Dean of the Faculty offering the program, or the Office of the Director of the program.

4. Review of Admission and Re-Admission Decisions

No appeal procedure shall be available for decisions on admission or re-admission to the University. Such decisions may be reviewed within the following framework:

- a. An applicant to the University who believes that the admission or re-admission decision, or, in the case of a transfer student the decision to grant credits, is incorrect, or based on incorrect or incomplete information, may, **within one week of receiving the decision**, request a review of that decision by writing to the Senior Associate Registrar, Undergraduate Admissions, stating why she/he thinks the decision should be reviewed.
- b. The Senior Associate Registrar, Undergraduate Admissions, shall determine whether the information on which the decision was based was incomplete or incorrect and, if so, shall refer the request for review to the appropriate Faculty Committee. That Committee shall make a final decision and report it to the Senior Associate Registrar, Undergraduate Admissions, who shall then convey the decision in writing to the student. The Senior Associate Registrar, Undergraduate Admissions may, at his/her discretion, supply reasons.

Enquiries: Application Procedures

Please direct your enquiries about Application Procedures to:

Office of the Registrar, Admissions

Gilmour Hall, Room 109
McMaster University
Hamilton, Ontario, L8S 4L8
Telephone: (905) 525-4600
<http://ask.mcmaster.ca>

General Academic Regulations

Graduation

The following minimum Cumulative 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.BME., B.Eng.Biosciences, B.Eng.Mgt., B.Eng.Society - 4.0
 B.F.A. (Honours) - 5.0
 B.H.Sc. - ~~5.0~~ 3.5
 B.H.Sc. (Honours) - 5.0
 B.H.Sc. (Midwifery) - 6.0
 B.H.Sc. (Honours) (HESE Specialization) - 4.0
 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

RATIONALE: The minimum Cumulative GPA for a three-year BHSc degree is incorrect and should be changed to 3.5. It is (and has been) listed incorrectly in the BDC and BHSc program sections.

AD HOC COMMITTEE ON CERTIFICATES, DIPLOMAS AND MICROCREDENTIALS
(Undergraduate Council/Graduate Council)

TERMS OF REFERENCE

Mandate

With new credentialing approaches gaining acceptance in academic and public spaces, McMaster has an opportunity to help its students effectively demonstrate the different forms of knowledge they are acquiring as undergraduate students, graduate students and adult learners.

A more modular learning approach has emerged in the digital space known as micro credentials, sometimes referred to as badges, which some of the largest global companies are using to train potential employees. Various universities such as the University of Calgary and Université de Montréal are also involved in the development, delivery and recognition of micro-credentials. The current Senate Policy on Diplomas and Certificates provides some unique modes of acknowledging and packaging academic and non-academic learning activities in ways that help our students verify their knowledge, skills and competencies to an employer. But it lacks adequate modularity, stackability and portability to fully cover all the learning offered through McMaster University, which a badging strategy could help.

Based on the above, an ad hoc committee, governed by McMaster's Undergraduate and Graduate Councils, with the participation of McMaster's Centre for Continuing Education and overseen by the University Secretariat is tasked with considering how micro credentials should be used on campus and to make recommendations for changes to the Senate Policy on Diplomas and Certificates and other policies as required to facilitate implementation.

Requirements of the committee

The Ad Hoc Committee formed will be asked to:

- Undertake an environmental scan to identify practices by other universities and consult relevant literature on badging and micro credentials
- Make recommendations as to whether McMaster should offer micro credentials as a form of recognition for learning activities that alone are insufficient to merit the issuance of a certificate or diploma as currently defined
- Define a micro credential(or credentials) in terms of academic and non-academic learning activities, and recommend how it may be considered to be modular, stackable, and portable.
- Consider the impact of these different credentials on institutional quality assurance, accreditation, and MTCU regulations including financial aid implications
- Recommend the appropriate level of records administration and the responsibility for credential production and verification.

- Define the scope and measure of academic and non-academic learning constituting a micro credential
- Recommend revisions to the appropriate sections of the current Policy on Certificates and Diplomas
- Recommend regulations on the appearance of McMaster's name and logo/crest in relation to micro credentials for consideration by the Senate Committee on University Ceremonials and Insignia

Proposed Membership

- Vice-Provost (Faculty) or designate (Co-chair)
- Vice-Provost and Dean of Graduate Studies or designate (Co-chair)
- Two members appointed by and from Undergraduate Council
- Two members appointed by and from Graduate Council
- Director, CCE, or designate
- University Registrar or designate
- One undergraduate student
- One graduate student
- One adult learner
- University Secretary or designate (non-voting, consultant)

The Committee has the authority to appoint consultants when required.