

AGENDA

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

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Academic Colleagues

February 16-17, 2021: Zoom Meeting

Evening meeting, Tuesday, February 16, 2020, 6:00 – 8:00 pm

Conversation with Alison Flynn, Associate Professor, Department of Chemistry and Biomolecular Sciences, University of Ottawa, on the topic of online learning

Dr. Alison Flynn joined the colleagues for a conversation on the topic of “Online Learning: Lessons Learned and the Future of Education after the Pandemic.” As a relatively new medium for education that has expanded rapidly in response to pandemic-related school closures, online learning presents several key challenges that Dr. Flynn believes should be addressed: 1) Ensuring equitable access to technology and making online spaces fair and inclusive; 2) Maintaining a sense of community both inside and outside of class; 3) Focusing on the desired goals and outcomes of online learning and tailoring the experience in a way that makes the most of the online setting, while promoting academic integrity.

Dr. Flynn listed access to technology, internet service and working space as material obstacles that students face, but family and work obligations at home can also limit students’ access to online courses. She stressed the importance of building community in online courses, and of prioritizing consideration of mental health, wellness and resilience throughout the curriculum.

As universities move forward post-pandemic, they may wish to maintain an online or hybrid model of education. Dr. Henderson noted the difference between online learning, where courses are designed to be conducted online, and remote learning, where an in-person class is simply moved online or streamed. Ideally, online courses should be developed to make the most of the medium, and offer learning outcomes that cannot be obtained by simply surfing the web. Instructors can use growth and goals modules to help students measure their achievements. They should clearly communicate their expectations for academic integrity, and the disciplinary ramifications of dishonesty.

Many Colleagues agreed that online learning is here to stay in some form, probably in a blended/bimodal form, and that faculty and students would benefit from more formal training in online teaching and learning.

Colleagues discussed how student and faculty attitudes towards online learning have evolved as the pandemic has progressed. The sense of achievement many felt after completing their first full semester online has shifted to burnout as the pandemic continues without a fixed end point. Several mentioned the importance of checking in regularly with students and holding regular town halls to hear campus perspectives.

Colleagues meeting, Wednesday, February 17, 2021

1. Update on Strategic Plan (Steve Orsini)

COU President and CEO Steve Orsini presented the updated COU Strategic Plan.

2. COU Update (Cecilia Brain)

COVID-19

COU is doing a survey of universities to collect data on their capacity to support COVID-19 vaccination efforts. This includes, among other things, freezers available to store vaccines and personnel that can perform and assist with vaccinations. COU will communicate its findings to the government and convey that universities stand ready to contribute to the effort.

COU continues to advocate to expand the number of university health programs that can be exempt from the 10-person limit for in-person training. There is confusion about the criteria that was used to select programs. For example, nutrition and speech language pathology are exempt from the 10-person limit, but dentistry and optometry are not.

Strategic Management Agreements

Early in the pandemic, the ministry agreed to de-couple SMA3 performance-based evaluations from funding to respond to the instability created by COVID. The government also indicated that all other elements of the performance-based model will continue as planned. This includes data reporting, calculation of minimum performance targets, and performance evaluation.

The Year 1 evaluations for SMA3 have concluded and minimum allowable targets for Year 2 have been established. Year 1 performance results are expected to be published on the ministry's website in late-Spring 2021.

Mental Health

On February 9, the ministry announced that it will provide an additional \$7 million in one-time funding to support Ontario's students in publicly-assisted colleges and universities. Institutions will receive a fixed base amount of \$100,000 plus an enrolment share top-up. Universities will have flexibility on how to spend these funds to address mental health needs but the government notes the importance of virtually delivered mental health services and other hybrid models and its expectation that universities will work to ensure that the needs of vulnerable and diverse groups (Indigenous, racialized, LGBTQ students and students with disabilities) are met through these supports.

Equity, Diversity and Inclusion

The Ontario Human Rights commissioner wrote to universities in December inquiring about policies and approaches to EDI. COU responded with a letter detailing some of the steps and approaches taken by the sector. Executive Heads have also proposed setting up a special committee on EDI and the plan is to leverage the Senior Equity Officers Reference Group as well as representatives from other COU affiliates.

Micro-credentials

On December 17, 2020, the provincial government filed a new regulation that outlines the process by which student financial assistance for micro-credential programs will be assessed and distributed. The OCAV Micro-credential Working Group is working on developing policy recommendations and advocacy on this file, including trying to help the Ministry land on a definition of micro-credentials and encouraging the Ministry not to superimpose burdensome regulatory frameworks—either related to tuition or to quality control.

The Working Group is drafting a letter that will be sent by COU to the ministry seeking clarification and further information about the emerging micro-credential framework. It will also propose a joint sector-ministry technical working group to develop micro-credential policy and programming.

Financial Sustainability

The ministry has recently increased its interest in the financial health of universities and on transparency regarding universities' financial information. COU has reiterated that the Ontario university sector is one of the most transparent. Publically available information includes the individual financial reports of all universities, Ontario and Canada standardized financial reports (COFO and CAUBO) and financial health indicators/benchmarks developed in collaboration with MCU.

COU continues to advocate for adequate revenue for universities as well as affordability and access for students.

3. Pre-Council meetings planning

Colleagues selected the topic of "Building Back Better" as the theme for the meeting preceding the Council meeting on April 1.

4. Committee Reports

Board of Directors

Please see attached report.

Quality Council

Please see attached report.

Attachments:

Report to COU Academic Colleagues from the Quality Council

Erika Chamberlain (Western), February 2021

Apart from our normal business of approving new programs, reviewing audits and cyclical program reviews, etc, the following items of business might be of interest to Academic Colleagues.

Quality Assurance During a Pandemic: The Quality Council received and reviewed feedback from COU institutions on their quality assurance processes during the pandemic. Generally speaking, quality assurance processes have experienced only minor delays, with external reviews taking place virtually rather than on-site. Some institutions expressed concerns about workload (both of QA staff and academic leaders), technological challenges, and difficulties created by the working-from-home environment.

Also of interest were responses relating to pandemic-related program adjustments (eg compassionate grading schemes, changes to work placement programs, library access, etc). The Secretariat will determine how best to share this information and best practices with Key Contacts; it appears that a number of institutions are already sharing this information with each other through various channels.

Quality Assurance Framework – Protocols: The Protocols document of the new Quality Assurance Framework has been subject to consultation and is nearing completion. This is the document that sets out the specific procedures to be followed for new program approvals, cyclical program reviews, and audits. It includes flow charts and examples, as well as an explanation of how the processes of the Appraisal Committee and Audit Committee interact with the final decision-making of the Quality Council.

Micro-Credentials: The introduction of micro-credential programs is giving rise to questions regarding quality assurance, which normally only applies to degree or diploma programs. It may create particular issues where micro-credential programs can be “laddered” or “stacked” into an existing degree program. Does this create a new program or major modification, and if so, at what point should it be reviewed? There is the potential that new programs will be created without undergoing the normal quality assurance process. At the same time, one of the advantages of micro-credentials is their flexibility. They have the potential to reach new groups of students and improve access to higher education, so they should not be unduly stifled.

The Quality Council’s [2019-20 Annual Report](#) was published in late fall.

REPORT TO SENATE
from the
UNDERGRADUATE COUNCIL

FOR APPROVAL

I Aid and Awards Revisions for the 2021-2022 Undergraduate Calendar

At its March 2, 2021 meeting, the Undergraduate Council reviewed Aid and Awards Revisions for the 2021-2022 Undergraduate Calendar. Details of the revisions are contained within the circulated report.

It is now recommended,

that Senate approve revisions to Student Financial Aid & Scholarships for inclusion in the 2021-2022 Undergraduate Calendar, as set out in the attached.

II Revisions to Certificate and Diploma Programs

a. Human Resources Management Program

At the same meeting, the Undergraduate Council reviewed revisions to the Human Resources Management Program. Details of the revisions are contained within the circulated report.

It is now recommended,

that Senate approve revisions to the Human Resources Management Program, as set out in the attached.

III Policy on Requests for Relief for Missed Academic Term Work

At the same meeting, the Undergraduate Council reviewed and approved the new Policy on Requests for Relief for Missed Academic Term Work. Details of the revisions are contained within the circulated report.

It is now recommended,

that Senate approve the new Policy on Requests for Relief for Missed Academic Term Work as set out in the attached, effective May 1, 2021.

IV Addenda to Curriculum Revisions for Inclusion in the 2021-2022 Undergraduate Calendar

At the same meeting, the Undergraduate Council reviewed and approved the following curriculum revisions for inclusion in the 2021-2022 Undergraduate Calendar.

Faculty of Business
Faculty of Science
General Academic Regulations

It is now recommended,

that Senate approve revisions to DeGroote School of Business (Faculty of Business) Academic Regulations for inclusion in the 2021-2022 Undergraduate Calendar, as recommended by the Faculty of Business, and set out in the attached.

It is now recommended,

that Senate approve major revisions to the Honours Mathematics and Computer Science program for inclusion in the 2021-2022 Undergraduate Calendar, as recommended by the Faculty of Science, and set out in the attached.

It is now recommended,

that Senate approve major revisions to the Integrated Science program for inclusion in the 2021-2022 Undergraduate Calendar, as recommended by the Faculty of Science, and set out in the attached.

It is now recommended,

that Senate approve revisions to the General Academic Regulations for inclusion in the 2021-2022 Undergraduate Calendar as set out in the attached.

FOR INFORMATION

V Terms of Award

At the same meeting, the Undergraduate Council reviewed for approval: a) five new bursaries, and b) the removal of two awards.

a) New Bursaries

The Gary and Esther Davis Bursary
The Ranjit Singh Deshwar Bursary
The Darren Farwell Bursary
The Frank Gue & Family Bursary
The Dr. John Yoosun Lee Downsview Entrance Bursary

b) Awards Removed

The Austin Noronha Bursary
The Bill Stankovic Bursary

VI Addenda to Curriculum Revisions for Inclusion in the 2021-2022 Undergraduate Calendar

At the same meeting, the Undergraduate Council reviewed for approval, curriculum revisions from the following:

Faculty of Humanities

Faculty of Business

Documents detailing items for information are available for review on the [Secretariat's website](#).

Senate: March 10, 2021

MEMORANDUM

To: Undergraduate Council Awards Committee

From: Liz Way
Senior Associate Registrar
Office of the Registrar, Aid & Awards

Date: February 2, 2021

Re: Revisions for 2021/22 Undergraduate Calendar

The Office of the Registrar, Aid & Awards submits the following revisions for the 2021/22 Undergraduate Calendar for your consideration and approval:

1. An update to the introductory information for the Office of the Registrar, Aid & Awards to include terminology and requirements reflecting the implementation of the new Aid & Awards policy.
2. An update to record retention requirements per Internal Audit
3. An update of references to reflect the use of the online Aid & Awards application system, AwardSpring
4. Regulation updates including:
 - Increase the minimum threshold for Community Contribution Awards from 75 to 100 hours
 - Update Entrance Awards regulations to consist of the newly established McMaster University Award of Excellence, McMaster University Achievement Awards and McMaster Brighter World Entrance Awards
 - Update to Travel and Exchange Award and Bursary Exchange Regulations to include University advisories as a rationale for non-issuance of Travel and Exchange Awards
 - Inclusion of deferral statement for Travel and Exchange Award and Bursary Exchange Regulations
 - Inclusion of meals cards and points of support in Emergency Bursary Regulations
 - Other revisions to improve readability

The draft copies of the relevant 2021/22 Undergraduate Calendar sections are attached for your review.

Aid & Awards

OFFICE OF THE REGISTRAR, AID & AWARDS

Gilmour Hall, Room 120

McMaster University

Hamilton, Ontario, L8S 4L8

<https://registrar.mcmaster.ca/financial-aid/aid-awards/>

SENIOR ASSOCIATE REGISTRAR AID & AWARDS

~~Tracie Long~~ Elizabeth Way

ASSISTANT REGISTRAR GOVERNMENT AID PROGRAMS

Rita Mukherjee

The Office of the Registrar, Aid & Awards delivers government and University aid and award programs that support access, financial wellness and excellence at the post-secondary level. Our academic grant, award, bursary and work programs encourage and support diversity and inclusivity in the recruitment, retention, and recognition of students, including those from equity-seeking groups. Aid & Awards administers government student aid, such as the Ontario Student Assistance Program (OSAP) and the US Direct Loans Program, is administered on behalf of various federal and provincial governments. University aid and awards programs include academic grants, awards, bursaries and work programs. For more information about our programs and services, visit <https://registrar.mcmaster.ca/aid-awards/>.

Regulations for Aid and Awards

The University promotes access to available Aid and Awards and supports the financial wellbeing of students seeks to maximize opportunities for students in the delivery of aid and award programs, while ensuring equity, and consistency and transparency in administration. In doing so, the 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, Aid & Awards, 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 Undergraduate 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.
- 3.2. Requirements for Aid and Awards by application typically include:
 - o An online application, submitted electronically through Mosaic AwardSpring with a completed and signed consents and declaration cover page; or a completed signed paper-based application form
 - o A completed common application submitted through AwardSpring for awards requiring a nomination
 - o A statement of eligibility
 - o An opportunity for applicants, particularly from equity-seeking groups, to voluntarily offer a narrative about their lived experiences
 - o A curriculum vitae/academic resume
 - o A transcript (McMaster University transcripts may be unofficial)
 - o 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, Aid & Awards
- 4.3. The University may choose to audit and verify any or all information provided to complete an Aid or Award Application.
- 6.4. Application records and supporting documentation is are used by the Office of the Registrar, Aid & Awards, Award Chairs and Selection Committees for the sole purpose of administering Aid and Award programs, including, but not limited to, determining student eligibility.
- 6.5. 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.
- 7.6. All application records and supporting documentation remain the property of McMaster University.

Commented [LT1]: With supporting docs now uploaded into awardspring or macdrive...the extended deadline to deliver a paper app to the office is no longer required

Commented [LT2]: Internal audit confirmed documentation and applications need only be retained for the duration of our appeal period.

Commented [LT3]: This is true in all cases including AwardSpring apps.

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.

Equity-Seeking Groups

Equity-seeking groups include Indigenous persons, members of racialized communities, women, and persons with disabilities. Indigenous, Black and Latinx students, students with disabilities and women in STEM fields are most underrepresented in universities as a consequence of individual bias and systemic barriers.

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. thea McMaster Honour Award of Excellence); and
- b. One Entrance Award, including those supporting Black, Racialized, Indigenous and International students, 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 solely 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; 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 government 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, Aid & Awards 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, Aid & Awards 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. When providing information to donors and others concerning award recipients (including publications such as convocation programs and award booklets), the release of such information shall comply with the The Freedom of Information and Protection of Privacy Act (FIPPA) and McMaster the 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, Aid & Awards 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-recognition of participating-University-wide Selection-selection Committee-committee~~ members.
6. Students with concerns regarding Aid and Award privacy, are asked to write to the Senior Associate Registrar, Aid & Awards.

Entrance Bursaries

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 1 of their first baccalaureate degree program.
4. 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, Convention Refugees, or Protected Persons 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 1 of their program.
8. Entrance Bursaries are allocated in adherence with the Ministry of Colleges and Universities (MCU) policies, procedures and guidelines in place for the given academic year. The MCU Student Access Guarantee (SAG) currently specifies bursary amounts and payment deadlines for students in high tuition programs (e.g. Engineering, Business).
9. Entrance Bursary funds are limited.
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, Aid & Awards.
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~~ 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~~ 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 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, Aid & Awards.
20. ~~All~~ Entrance Bursaries are typically 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, Aid & Awards, prior to making any changes to their program of study or course load.
22. Students withdrawing from courses without failure by default in the Fall term 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 consider the balance available at the time of the adjustment and may put a student's account into deficit.
24. Some Entrance Bursaries may be renewable (see In-Course and Renewal Bursary Regulations).
25. The University may choose not to grant an Entrance Bursary in the absence of a suitable candidate; may choose to limit the number of recipients selected where funding is limited; may choose to limit the number of recipients selected where too few suitable candidates exist; and/or may choose to generate applicant pools for bursaries by application, where complete applications have not been received.
26. The University may remove specific Entrance Bursaries from the University Calendar, may revise the terms and stated value and/or suspend the granting of Entrance Bursaries (e.g. donor funds).
27. Entrance Bursaries supported by donor funds may have additional eligibility requirements.

In-Course Bursaries

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, M.D., and Nursing Programs (at the Mohawk site). 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. 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 2 or higher, are eligible to be considered 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 Colleges and Universities (MCU) policies, procedures and guidelines in place for the given academic year. The MCU 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, Aid & Awards annually.
10. In-Course Bursary funds are limited.
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, Aid & Awards.
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. 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~~ To evaluate earned merit, students may need to complete one or more additional requirements including, but not limited to, ~~submitting~~ submission of an application.
17. ~~In order to~~ 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, Aid & Awards.
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 MCU 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, Aid & Awards. 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, Aid & Awards.
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, 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 consider the balance available at the time of the adjustment and may 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.

Bursaries for the Michael G. DeGroote School of Medicine

Michael G. DeGroote School of Medicine Aid Regulations Emergency Bursary Regulations for School of Medicine (M.D) 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 Colleges and Universities (MCU) policies, procedures and guidelines in place for the given academic year. The MCU 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~~ To evaluate earned merit, students may need to complete one or more additional requirements.
10. ~~In order to~~ 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, reviewed and ranked according to level of financial need. A selection committee may be struck depending on the 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, consider the balance available at the time of the adjustment and may 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.

Work Programs

McMaster 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 who reside in Canada for the duration of their period of employment 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-AwardSpring by the specified deadline date.
7. Students wishing to participate in the summer term must have been in a full-time OSAP eligible course load in the preceding fall or winter term and must submit a complete Summer Work Program application through Mosaic-AwardSpring 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.
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 website <https://registrar.mcmaster.ca/aid-awards/>.
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 and guidelines.
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, Aid & Awards, 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.

McMaster Work Programs

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 2 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.

Fall/Winter Work Programs

Application details are available in [MosaicAwardSpring](#). Further information about our Work Programs is available at <https://registrar.mcmaster.ca/aid-awards/>.

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, [International students](#) and Protected Persons of Canada in OSAP eligible Undergraduate degree programs (including Nursing students at the Mohawk Site) beginning in Level 1.
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~~44 hours per week during the summer term.

Entrance Academic Grants

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 full-time on the basis of high school admission requirements.
3. Entrance Academic Grants are available to full-time and part-time students entering Level 1 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, ~~Convention Refugees, or Protected Persons of Canada regardless of where they completed their high school education~~ 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. International students are not eligible for Academic Grants.~~
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 ~~1-1~~ 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. 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~~ 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~~ 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~~ **demonstrated through** by a completed **Canadian federal and/or provincial government student aid application (e.g. full-time OSAP) or a completed standard University need profile application** for the academic year in which the student is entering Level 1 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, Aid & Awards.
19. Entrance Academic Grants are **typically** 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 prior to making any changes to their program of study or course load.
22. Students withdrawing from courses without failure by default in the Winter term 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.

In-Course Academic Grants

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 who are not in their graduating term.
3. 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 Cumulative Grade Point Average of 8.0 calculated on at least 18 graded units or a Fall-Winter Average of 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~~ 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~~ 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 that are automatically assessed 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. **In-Course Academic Grants by application may use a full-time OSAP application or a standard University need profile.**
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 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, Aid & Awards.
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, prior to making any changes to their program of study or course load.
19. Students withdrawing from courses without failure by default in the Winter term 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, Aid & Awards. Approval is not automatic and deferrals 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, Aid & Awards.
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.

Indigenous Student Entrance Academic Grants

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 1 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 1 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 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 1 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. 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~~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~~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 1 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, Aid & Awards.
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 prior to making any changes to their program of study or course load.
20. Students withdrawing from courses without failure by default in the Winter term 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.

Community Contribution Awards

Community Contribution Awards 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 2 or above of their first undergraduate degree program at the time of award application and selection.
3. Community Contribution Awards requiring full-time status are available to students enrolled full-time or equivalent in both fall and winter terms.
4. 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 **which had a significant community impact of at least 75-100 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, Aid & Awards 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 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.
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.

Entrance Awards

Entrance Awards 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 1 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 ~~all domestic and international 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~~ Students may receive a maximum of one Entrance Award granted solely on the basis of academic merit (e.g. a McMaster ~~Honour University Award of Excellence or Achievement 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. 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. See International Student Entrance Awards section.~~
- 7.6. Entrance Awards first consider one or more McMaster University calculated admission and scholarship averages (e.g. final admission average).
- 8.7. 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.
- 9.8. Averages for Entrance Awards are calculated using the course grades that form the basis for admission to the Level 1 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.
- 10.9. Entrance Awards may also consider other forms of earned merit. ~~In order to~~ 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.
- 11.10. ~~In order to~~ To be considered for an Entrance Award by application, students must submit a complete application by the specified deadline date.
- 12.11. Entrance Award applications which meet eligibility criteria are forwarded to a selection committee for review and ranking.
- 13.12. Students must enrol in the fall term to have an Entrance Award payment processed.
- 14.13. 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, Aid & Awards.
- 15.14. Entrance Awards are typically disbursed no later than the end of September.
- 16.15. Entrance Award recipients will have their awards noted on their University transcript.
- 17.16. 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 prior to making any changes to their program of study or course load.
- 18.17. Students withdrawing from courses ~~on or before the last day for withdrawing from courses without failure by default in~~ the Fall term will forfeit their Entrance Award.
- 19.18. 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.
- 20.19. Some Entrance Awards are renewable (see In-Course Award and Renewals Regulations).
- 21.20. 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.
- 22.21. 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.
- 23.22. 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).
- 24.23. Entrance Awards supported by donor funds may have additional eligibility requirements.

President's Awards and Honour Awards The McMaster University Award of Excellence and Achievement Award Entrance Awards Program

McMaster University offers the following award programs to level 1 students:

- The McMaster Brighter World Entrance Awards
- The McMaster University Award of Excellence
- The McMaster University Achievement Awards

The McMaster Brighter World Entrance Awards celebrate the achievements of Black students entering a Level 1 program. Brighter World Entrance Awards require an application. Award values and application requirements are set annually and are published at <https://registrar.mcmaster.ca/entrance-awards->

An unlimited number of President's Awards and Honour Awards The McMaster University Award of Excellence is automatically assessed on the basis of final admission averages. No application is required. Students in the top 10% of their Faculty based on final admission average to their program will receive a \$3000 award. The estimated and final admission average cut-offs for each Faculty are set annually and are published at <https://registrar.mcmaster.ca/entrance-awards/>. value awarded corresponds to the final admission average range in which the Level 1 entering student's average falls:

President's Award	95.0 — 100.00%
Honour Award	90.0 — 94.99%
Honour Award	88.0 — 89.99%

The McMaster University Achievement Awards are automatically assessed. No application is required. Students who are not in the top 10% of their Faculty based on final admission average to their program will be considered for an Achievement Award. The Achievement Award value and the final admission average cut-off for each Faculty are set annually and are published at <https://registrar.mcmaster.ca/entrance-awards->

The President's Awards McMaster Brighter World, McMaster University Award of Excellence and McMaster Achievement Award Programs and the Honour Awards program are generously supported by the following funds:

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Graduating Student Awards

Graduating Student Awards 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. Graduating Student Awards requiring full-time status are available to students enrolled full-time or equivalent in both the fall and winter terms.
4. 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 ~~MosaicAwardSpring~~, students with degrees conferred at Fall Convocation are only able to apply for Graduating Student Awards by application the following spring using ~~paper-pdf~~ application forms available through the Office of the Registrar at <https://registrar.mcmaster.ca/aid-awards/>.
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~~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~~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, Aid & Awards.
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 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 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.

In-Course Awards

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. In-Course Awards requiring full-time status are available to students enrolled full-time or equivalent in both the fall and winter terms.
4. 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~~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~~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, Aid & Awards.
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 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 withdrawing from courses without failure by default 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, Aid & Awards. 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, Aid & Awards.
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.

Part-Time In-Course Awards

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. In-Course Awards requiring full-time status are available to students enrolled full-time or equivalent in both the fall and winter terms.
4. 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~~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~~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, Aid & Awards.
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 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 withdrawing from courses without failure by default 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, Aid & Awards. 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, Aid & Awards.
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.

In Course Awards-Second Degree Eligible

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. In-Course Awards requiring full-time status are available to students enrolled full-time or equivalent in both the fall and winter terms.
4. 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~~ 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~~ 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, Aid & Awards.
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 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 withdrawing from courses without failure by default 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, Aid & Awards. 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, Aid & Awards.
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.

Awards for Physician Assistant Education Program

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. In-Course Awards requiring full-time status are available to students enrolled full-time or equivalent in both the fall and winter terms.
4. 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~~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~~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, Aid & Awards.
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 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 withdrawing from courses without failure by default 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, Aid & Awards. 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, Aid & Awards.
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.

Awards for the Michael G. DeGroote School of Medicine

Michael G. DeGroote School of Medicine 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~~ 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~~ 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 consider the balance available at the time of the adjustment and may 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).
19. M.D. Awards supported by donor funds may have additional eligibility requirements.

Travel and Exchange Awards

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 2 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. 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, Aid & Awards.
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 when University advisories and/or official global travel advisories have been issued to avoid non-essential travel outside Canada and 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 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 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.

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Exchange Bursaries

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 2 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, Aid & Awards.
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, Aid & Awards.
18. Exchange Bursaries are typically disbursed no later than the end of ~~April~~ May.
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 when University advisories and/or official global travel advisories have been issued to avoid non-essential travel outside Canada and 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. Exchange bursaries are granted for a specific period of travel; deferrals are not normally granted. Students deferring exchange plans to another academic year should reapply in the next cycle.
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 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.

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Emergency Bursaries

Emergency Bursary Regulations

1. An Emergency Bursary ~~and meal cards are~~ is a non-repayable grant ~~sometimes that may be~~ 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 ~~from~~ in the Office of the Registrar, during drop-in counselling hours to discuss their financial circumstances. ~~Other referral networks exist on campus to support students in crisis, such as Indigenous students may choose to meet with representatives in~~ Security Services, Indigenous Student Services and Student Support and Case Management 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, Aid & Awards.
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.

TO: Certificate and Diploma Committee

FROM: Sue McCracken, Associate Dean, Academic, DeGroote School of Business

SUBJECT: Revisions to Wellness in the Workplace (HRM 941) course, Human Resources Management Program, McMaster Continuing Education

DATE: February 1, 2021

I have reviewed the proposed revisions to the course Wellness in the Workplace (HRM 941) offered as part of the Human Resources Management program by Continuing Education. The revisions involve the course description and learning outcomes.

The intellectual rigour of the revised course is comparable to that of undergraduate degree courses and aligns with industry trends. Both students and professional associations will benefit from the revisions.

Since the course meets all criteria as set out in the Senate Policy on Certificates and Diplomas, I am pleased to recommend these revisions to the Committee for approval.

Sincerely,



Susan McCracken | Associate Dean (Academic), PhD, CPA, CA
Professor in Accounting
DeGroote School of Business | McMaster University
1280 Main Street West, Hamilton Ontario L8S 4M4
905.525.9140 ext. 23993 | smccrac@mcmaster.ca



CONTINUING
EDUCATION

TO: Dr. Susan McCracken, DeGroote School of Business
FROM: Dr. Catherine Connelly, DeGroote School of Business
SUBJECT: Evaluation of Revisions to HRM 941, Wellness in the Workplace,
McMaster Continuing Education
DATE: February 1, 2021

I have reviewed the proposed revisions for HRM 941, Wellness in the Workplace, which is offered as part of the Human Resources Management program by McMaster Continuing Education.

The proposed changes to the course are appropriate, and the course continues to meet the standards necessary for an academic course of 3.0 units. The course will continue to meet the minimum requirements set out in the Senate Policy on Certificates and Diplomas.

In closing, I am in support of the proposed changes to HRM 941.

Sincerely,

A handwritten signature in black ink, appearing to read "C. Connelly", followed by a period.

Catherine E. Connelly, PhD
Canada Research Chair and Professor of organizational behavior
Chair, Human Resources & Management Area
DeGroote School of Business, McMaster University
1280 Main St. W., Hamilton, Ontario, Canada, L8P 3M6
connell@mcmaster.ca

Cc: Susan McCracken, Associate Dean, DeGroote School of Business

Undergraduate Certificate & Diploma Committee Course Submission

A. Department & Program Information (Complete all fields):	
Department:	McMaster Continuing Education
Program Name:	Human Resources Management Program
Name of Representative:	Nathalie Vallée, Program Manager
Nature of Submission:	Course revision
Effective Date:	May 2021
Submission Date:	January 27th, 2021
B. Course Revision #1	
Current Course Title:	Wellness in the Workplace
Is this course currently offered? Yes	
Existing Course Code: HRM 941	
Course Unit Value:	3 units
List Course Pre-requisites (if applicable): N/A	
Revised Course Description:	This course will focus on health and wellness concepts, program management strategies, interventions, and perspectives on wellness in the workplace. We will examine why workplace wellness programs make sense as a return on investment for employers and provide insight into the process of designing, managing, and evaluating a wellness program. We will explore strategies that impact health and wellness and identify the types of interventions used to operationalize a workplace wellness program.

<p>Revised Course Learning Outcomes:</p>	<p>By the end of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. Curate a library of resources that can be used to create holistic workplace wellness programs. 2. Create a proposal outlining the need for workplace wellness programs using a holistic wellness approach. 3. Plan the design, delivery, management, and evaluation of a workplace wellness program using a holistic wellness approach. 4. Explain how workplace wellness programs are changing in response to environmental impacts and emerging trends.
<p>Rationale for Revision:</p> <p>The course description and learning outcomes require revision in order to reflect various curricular components and assessment strategies in the course. Some language changes are also included in order to better align with industry practice.</p>	

Complete Policy Title

**Policy on Requests for Relief for Missed
Academic Term Work**

Policy Number (if applicable):

Approved by

Senate

Date of Most Recent Approval

XXXXX, 2021
effective May 1, 2021

Date of Original Approval(s)

Supersedes/Amends Policy dated

Responsible Executive

Provost and Vice-President (Academic)

Policy Specific Enquiries

[Provost and Vice-President \(Academic\)](#)

General Policy Enquiries

[Policy \(University Secretariat\)](#)

DISCLAIMER:

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

PREAMBLE

1. The University recognizes that students periodically require relief from academic work for medical or other personal situations. This Policy aims to manage these requests by taking into account the needs and obligations of students, instructors and administrators. It is the prerogative of the instructor of the course to determine the appropriate relief for missed term work in their course. Any concerns regarding the granting of relief should be directed to the respective [Faculty/Program Office](#).
2. Requests for relief should be made with a commitment to academic integrity in mind. Requests that deviate from this commitment will be handled under the [Academic Integrity Policy](#) and/or [Code of Student Rights and Responsibilities](#), where appropriate.

Exclusions

3. This Policy **cannot** be used:
 - a) for academic work that has already been completed or work that has been attempted (which **includes** the viewing and/or partial completion of on-line assessments (quizzes, tests, etc.);
 - b) to seek an accommodation to meet religious, Indigenous or Spiritual Observances (see the [Policy on Academic Accommodation for Religious, Indigenous and Spiritual Observances](#));
 - c) to seek an accommodation related to a permanent or temporary disability, or a retroactive accommodation (see the policy [Academic Accommodation of Students with Disabilities](#)); or
 - d) to apply for relief for any final examination or its equivalent (see [Petitions for Special Consideration](#) in the Undergraduate Calendar).

McMaster Student Absence Form (MSAF)

4. The McMaster Student Absence Form (MSAF) is a **Mosaic tool** that, for the purpose of this Policy:
 - a) is used to allow students to submit Self-Report (Type A) requests for relief; and
 - b) is used by Faculty/Program Offices for Administrative Report (Type B) requests to:
 - (i) manage requests for relief; and
 - (ii) communicate with students and instructors about these requests.
5. The MSAF is available in the [MOSAIC](#) Student Center (in the drop-down menu under OTHER ACADEMICS).

REQUESTS FOR RELIEF: SELF-REPORT (TYPE A)

6. Self Report (Type A) requests for relief are for:
 - a) missed academic work worth less than 25% of the final grade, resulting from medical or personal situations lasting up to three (3) calendar days.
7. Students are expected to use the MSAF tool to make Self Report (Type A) requests, which:
 - a) may only be submitted once per Term;
 - b) requires no supporting documentation; and
 - c) applies only to work that is due within the period for which the request applies, i.e. the 3-day period that is specified in the MSAF; however, all work due in that period can be covered by one request.
8. An email will be sent to the course instructor(s) to inform them of the request.
9. The instructor will determine the appropriate relief for the Self-Report (Type A) request.
10. Students must immediately follow up with their instructor(s) after submitting the Self-Report (Type A) request. Failure to do so may negate the opportunity for relief.

REQUESTS FOR RELIEF: ADMINISTRATIVE REPORT (TYPE B)

11. Administrative Report (Type B) requests for relief are for:
 - a) medical or personal situations lasting more than three (3) calendar days; and/or
 - b) missed academic work worth 25% or more of the final grade; and/or
 - c) any request for relief in a Term where the MSAF tool has been used previously in that Term.
12. Students must report to their [Faculty/Program Office](#) to discuss their situation and will be required to provide appropriate supporting documentation (see Documentation Requirements below).
13. If warranted, the Faculty/Program Office will process the relief request and will notify the instructor(s) and the student.
14. The instructor will determine the appropriate relief for these Administrative Report (Type B) requests.
15. Students must immediately follow up with their instructor(s) after being notified their request has been processed. Failure to do so may negate the opportunity for relief.

Documentation Requirements

16. If the reason for a request for relief is medical, the approved McMaster University Medical Form covering the relevant dates must be submitted. The student must be seen by a health care practitioner at the earliest possible date, normally on or before the date of the missed work and the health care practitioner must verify the duration of the illness.
17. If the reason is non-medical, appropriate documentation with verifiable origin covering the relevant dates must be submitted, normally within three (3) business days.
18. In some circumstances, students may be advised to submit a [Petition for Special Consideration](#).

Privacy

19. All personal information, including supporting documentation (e.g. personal health information) requested by the University to facilitate relief requests shall be handled in accordance with the [Freedom of Information and Protection of Privacy Act](#).

**REPORT TO THE FACULTY OF BUSINESS FROM THE
UNDERGRADUATE CURRICULUM AND POLICY COMMITTEE
FOR THE 2021-2022 ACADEMIC CALENDAR
JANUARY 2021**

Summary of Proposed Changes

**FACULTY OF BUSINESS
REPORT TO SENATE
SUMMARY OF MAJOR CURRICULUM CHANGES FOR 2021-2022
ACADEMIC CALENDAR**

JANUARY 2021

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 2021-2022 Undergraduate Calendar, located electronically at: <http://ug.degroote.mcmaster.ca/curriculum-report/>

New Programs

Program Closures

Major Revisions

**FACULTY OF BUSINESS
REPORT TO UNDERGRADUATE COUNCIL
SUMMARY OF CURRICULUM CHANGES FOR 2021-2022 ACADEMIC CALENDAR**

JANUARY 2021

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 2021-2022 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 29.

REVISIONS TO ADMISSION REQUIREMENTS

- N/A

REVISIONS TO MCMASTER GENERAL ACADEMIC REGULATIONS

- N/A

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

- Program for Students who Enter Business 1 in September 2021 or Later
- Programs for Students who Enter Business 1 in September 2020
- Programs for Students who Entered Business 1 in September 2016-2019
- Programs for Students who Entered the Integrated Business and Humanities Program in 2019 or Later
- Programs for Students who Entered the Integrated Business and Humanities Program Prior to 2019
- International / Cross-Cultural List
- Honours Commerce with Internship

REVISIONS TO EXISTING MINORS

- Minor in Finance
- Minor in Information Systems
- Specialized Minor in Commerce for Students Completing a Single Honours B.A. in Humanities

NEW COURSES

- **COMMERCE 2NG3** – Negotiations

REVISIONS TO EXISTING COURSES

- **COMMERCE 1DA3** – Business Data Analytics
- **COMMERCE 2DA3** – Decision Making with Analytics
- **COMMERCE 2GR0 A/B** – DeGroote Student Experience and Development II
- **COMMERCE 2FA3** – Introduction to Finance
- **COMMERCE 3FI3** - Market Trading with Options and Futures
- **COMMERCE 3AC3** – Intermediate Financial Accounting II
- **COMMERCE 3MC3** – Applied Marketing Management
- **COMMERCE 3QA3** – Management Science for Business
- **COMMERCE 4BG3** – Public Sector Collective Bargaining
- **COMMERCE 4KF3** – Project Management
- **COMMERCE 4SD3** – Commercial Law
- **COMMERCE 4SG3** – Sustainability: Corporations and Society
- **COMMERCE 4SM3** – Sports Management

- **COMMERCE 4SX3** - Special Topics in Strategic Management
- **IBH 2AE3** – Critical Thinking

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

A. Programs for Students who Enter Business I in September 2021 or Later

Program Notes

1. To be considered for entry into the Honours Commerce Program, a Business I student must have met all of the following:
 - o achieved a GPA of at least 5.0 on a minimum of 24 units of course work for Business I and these must include all required courses of the Business I program;
 - o successfully completed all Business I required courses (See Business I Requirements). An exception to this condition is that no more than a single failure of a Business I required course is allowed for students with a GPA of at least 5.0 on a minimum of 24 units of course work for Business I. These students must successfully complete the failed course at the earliest possible opportunity or they will not be able to continue in the program;
 - o successfully completed ALL required units of Business I course work and successfully completed enough units of elective course work where the total of successful units of course work equals 24 units.
2. Students seeking a Minor in Mathematics and Statistics must take MATH 1A03 and should refer to the Faculty of Science section of this Calendar for the requirements for a Minor in Mathematics and Statistics. Students neither seeking this Minor nor planning on a transfer to the Faculty of Science, are advised to take MATH 1MM3.
3. Transfer students may be admitted from other universities or from other Faculties within McMaster University. Academic requirements for admission of transfer students will be more demanding than those for Business I students.
4. Courses that are cross-listed with Commerce courses are considered Commerce electives for the purposes of fulfilling program requirements. This is the case regardless of the course-code the student has enrolled under.
5. Non-Commerce students may enrol in specific upper-year Commerce courses if they have been accepted into a Specialized Minor offered by the Faculty of Business or can demonstrate that they are pursuing an interdisciplinary minor for which the specific Commerce courses are included.

Business I

Level I: 30 Units

Students admitted to Business I must complete 30 units as follows:

1 course

- **COMMERCE 1GR0 A/B** - DeGroote Student Experience and Development I

15 units

- **COMMERCE 1AA3** - Introductory Financial Accounting
- **COMMERCE 1BA3** - Organizational Behaviour
- **COMMERCE 1DA3** - Business Data Analytics
- **COMMERCE 1E03** - Business Environment and Organization
- **COMMERCE 1MA3** - Introduction to Marketing

6 units

- **ECON 1BB3** - Introductory Macroeconomics
- **ECON 1B03 (or 1BX3)** - Introductory Microeconomics for Business Students

3 units

from

- **MATH 1A03** - Calculus For Science I
 - **MATH 1LS3** - Calculus for the Life Sciences I
 - **MATH 1MM3** – Applied Calculus
- (See Program Note 2 regarding the Minor in Mathematics)

6 units

- Non-Commerce electives to total 30 units

Honours Commerce

Requirements for continuation in the Honours B.Com. Program are specified in the General Academic Regulations section of this Calendar.

Students who are currently registered in this program should refer to their advisement reports in Mosaic Student Centre or contact the Student Experience - Academic Office (DSB-112) to discuss their program requirements.

Requirements

Level II: 30 Units

1 course

- COMMERCE 2GR0 A/B - DeGroote Student Experience and Development II

24 units

- COMMERCE 2AB3 - Managerial Accounting I
- COMMERCE 2BC3 - Human Resource Management and Labour Relations
- COMMERCE 2DA3 - Decision Making with Analytics
- COMMERCE 2FA3 - Introduction to Finance
- COMMERCE 2FB3 - Managerial Finance
- COMMERCE 2KA3 - Information Systems in Business
- COMMERCE 2OC3 - Operations Management
- COMMERCE 2NG3 - Negotiations

6 units

- Electives from non-Commerce courses

Level III: 30 Units

1 course

- COMMERCE 3GR0 A/B - DeGroote Student Experience and Development III

3 units

- COMMERCE 3MC3 - Applied Marketing Management

12 units

- Electives from Commerce courses

6 units

- Electives from non-Commerce courses

9 units

- Open electives

Level IV: 30 Units

9 units

- COMMERCE 4GR3 - DeGroote Student Experience and Development IV
- COMMERCE 4PA3 - Business Policy: Strategic Management
- COMMERCE 4SA3 - International Business

6 units

- Electives from non-Commerce courses

15 units

- Open electives

Honours Commerce with Internship

Admission

Enrolment in this program is limited. Applications for admission into the Honours B.Com. with Internship will be accepted at the end of the Spring/Summer term and prior to the start of the Fall term (specific deadline dates will vary each year and will be communicated in the Undergraduate Faculty of Business Bulletin, OSCARplus and on DeGroote's website).

Only full-time Honours B.Com. students in good standing with a minimum cumulative Grade Point Average of 7.0 at the time of application, who have completed all Level II required courses (and who will have at least 18 units of course work left to complete following their internship) and have passed COMMERCE 2IN0 - Career Development Course, will be eligible to apply for the Honours B.Com. with Internship degree program. Selection into the program will be based on academic achievement, statement of interest, work and volunteer experience and interview.

Program Notes

1. To remain in the Honours B.Com. with Internship program, students must maintain a cumulative Grade Point Average of 7.0, and remain in good academic standing.
2. Only students completing an approved 16-month internship will enrol in COMMERCE 4IC0.
3. Students should refer to the table below to plan their enrolment for their work term.

Work Term	Spring/Summer	Fall	Winter	Spring/Summer
16-month	COMMERCE 4IA0	COMMERCE 4IB0	COMMERCE 4IC0	COMMERCE 4ID0
12-month beginning Spring term	COMMERCE 4IA0	COMMERCE 4IB0	COMMERCE 4ID0	-
12-month beginning Fall term	-	COMMERCE 4IA0	COMMERCE 4IB0	COMMERCE 4ID0

Requirements

Level I: 30 Units

30 units

Completed prior to admission in the program

Level II: 30 Units

30 units

Completed prior to admission in the program

Level III: 30 Units

1 course

- COMMERCE 3GR0 A/B - DeGroote Student Experience and Development III

3 units

- COMMERCE 3MC3 - Applied Marketing Management

12 units

- Electives from Commerce courses

6 units

- Electives from non-Commerce courses

9 units

- Open electives

Level IV: Work term

Commerce Internship Work Term (12-16 months)

Work term

3-4 courses

from

- COMMERCE 4IA0 - Internship 1
- COMMERCE 4IB0 - Internship 2
- COMMERCE 4IC0 - Internship 3 (see *Note 2* above.)
- COMMERCE 4ID0 - Internship Final Term (see *Note 3* above.)

Level V: 30 Units

9 units

- COMMERCE 4GR3 - DeGroote Student Experience and Development IV
- COMMERCE 4PA3 - Business Policy: Strategic Management
- COMMERCE 4SA3 - International Business

6 units

- Electives from non-Commerce courses

15 units

- Open electives

Commerce (B.Com.)

Requirements for continuation in the B.Com. Program are specified in the *General Academic Regulations* section of this Calendar.

Students who are currently registered in this program should refer to their advisement reports or contact the Student Experience - Academic Office (DSB-112) to discuss their program requirements.

Requirements

Level III: 30 Units

1 course

- COMMERCE 3GR0 A/B - DeGroote Student Experience and Development III

3 units

- COMMERCE 3MC3 - Applied Marketing Management

6 units

from

- Electives from Commerce Courses

12 units

- Electives from non-Commerce courses

9 units

- Open electives

Level IV: 30 units

9 units

- COMMERCE 4GR3 - DeGroote Student Experience and Development IV
- COMMERCE 4PA3 - Business Policy: Strategic Management
- COMMERCE 4SA3 - International Business

9 units

- Electives from non-Commerce courses

12 units

- Open electives

AB. Programs for Students who Enter Business I in September 2020 or Later

Program Notes

1. To be considered for entry into the Honours Commerce Program, a Business I student must have met all of the following:
 - o achieved a GPA of at least 5.0 on a minimum of 24 units of course work for Business I and these must include all required courses of the Business I program;
 - o successfully completed all Business I required courses (See Business I Requirements). An exception to this condition is that no more than a single failure of a Business I required course is allowed for students with a GPA of at least 5.0 on a minimum of 24 units of course work for Business I. These students must successfully complete the failed course at the earliest possible opportunity or they will not be able to continue in the program;
 - o successfully completed ALL required units of Business I course work and successfully completed enough units of elective course work where the total of successful units of course work equals 24 units.

2. Students seeking a Minor in Mathematics and Statistics must take MATH 1A03 and should refer to the Faculty of Science section of this Calendar for the requirements for a Minor in Mathematics and Statistics. Students neither seeking this Minor nor planning on a transfer to the Faculty of Science, are advised to take MATH 1M03.
3. Transfer students may be admitted from other universities or from other Faculties within McMaster University. Academic requirements for admission of transfer students will be more demanding than those for Business I students.
4. Courses that are cross-listed with Commerce courses are considered Commerce electives for the purposes of fulfilling program requirements. This is the case regardless of the course-code the student has enrolled under.
5. Non-Commerce students may enrol in specific upper-year Commerce courses if they have been accepted into a Specialized Minor offered by the Faculty of Business or can demonstrate that they are pursuing an interdisciplinary minor for which the specific Commerce courses are included.

Business I

Level I: 30 Units

Students admitted to Business I must complete 30 units as follows:

1 course

- COMMERCE 1GR0 A/B - DeGroote Student Experience and Development I

15 units

- COMMERCE 1AA3 - Introductory Financial Accounting
- COMMERCE 1BA3 - Organizational Behaviour
- COMMERCE 1DA3 - Business Data Analytics
- COMMERCE 1E03 - Business Environment and Organization
- COMMERCE 1MA3 - Introduction to Marketing

6 units

- ECON 1BB3 - Introductory Macroeconomics
- ECON 1BX3 - Introductory Microeconomics for Business Students

3 units

from

- MATH 1A03 - Calculus For Science I
 - MATH 1LS3 - Calculus for the Life Sciences I
 - MATH 1M03 - Calculus for Business, Humanities and the Social Sciences
- (See *Program Note 2* regarding the Minor in Mathematics)

0-3 units

- MATH 1F03 - Introduction to Calculus and Analytic Geometry (for those students without Grade 12 Calculus and Vectors U or equivalent)

3-6 units

- Non-Commerce electives to total 30 units

Honours Commerce

Requirements for continuation in the Honours B.Com. Program are specified in the General Academic Regulations section of this Calendar.

Students who are currently registered in this program should refer to their advisement reports in Mosaic Student Centre or contact the Student Experience - Academic Office (DSB-112) to discuss their program requirements.

Requirements

Level II: 30 Units

1 course

- COMMERCE 2GR0 A/B - DeGroote Student Experience and Development II

21 units

- COMMERCE 2AB3 - Managerial Accounting I
- COMMERCE 2BC3 - Human Resource Management and Labour Relations
- COMMERCE 2DA3 - Decision Making with Analytics
- COMMERCE 2FA3 - Introduction to Finance
- COMMERCE 2FB3 - Managerial Finance
- COMMERCE 2KA3 - Information Systems in Business
- COMMERCE 2OC3 - Operations Management

6 units

- Electives from non-Commerce courses

3 units

- Open electives

Level III: 30 Units

1 course

- COMMERCE 3GR0 A/B - DeGroote Student Experience and Development III

6 units

- COMMERCE 3MC3 - Applied Marketing Management
- COMMERCE 3S03 - Management Skills Development

12 units

- Electives from Commerce courses

6 units

- Electives from non-Commerce courses

6 units

- Open electives

Level IV: 30 Units

9 units

- COMMERCE 4GR3 - DeGroote Student Experience and Development IV
- COMMERCE 4PA3 - Business Policy: Strategic Management
- COMMERCE 4SA3 - International Business

6 units

- Electives from non-Commerce courses

15 units

- Open electives

Honours Commerce with Internship

Admission

Enrolment in this program is limited. Applications for admission into the Honours B.Com. with Internship will be accepted at the end of the Spring/Summer term and prior to the start of the Fall term (specific deadline dates will vary each year and will be communicated in the Undergraduate Faculty of Business Bulletin, OSCARplus and on DeGroote's website).

Only full-time Honours B.Com. students in good standing with a minimum cumulative Grade Point Average of 7.0 at the time of application, who have completed **all** Level II **required courses** (and who will have at least 18 units of course work left to complete following their internship) and have passed COMMERCE 2IN0 – Career Development Course, will be eligible to apply for the Honours B.Com. with Internship degree program. Selection into the program will be based on academic achievement, statement of interest, work and volunteer experience and interview.

Program Notes

1. To remain in the Honours B.Com. with Internship program, students must maintain a cumulative Grade Point Average of 7.0, and remain in good academic standing.
2. Only students completing an approved 16-month internship will enrol in COMMERCE 4IC0.
3. Students should refer to the table below to plan their enrolment for their work term.

Work Term	Spring/Summer	Fall	Winter	Spring/Summer
16-month	COMMERCE 4IA0	COMMERCE 4IB0	COMMERCE 4IC0	COMMERCE 4ID0
12-month beginning Spring term	COMMERCE 4IA0	COMMERCE 4IB0	COMMERCE 4ID0	-
12-month beginning Fall term	-	COMMERCE 4IA0	COMMERCE 4IB0	COMMERCE 4ID0

Requirements

Level I: 30 Units

30 units

Completed prior to admission in the program

Level II: 30 Units

30 units

Completed prior to admission in the program

Level III: 30 Units

1 course

- COMMERCE 3GR0 A/B - DeGroote Student Experience and Development III

6 units

- COMMERCE 3MC3 - Applied Marketing Management
- COMMERCE 3S03 - Management Skills Development

12 units

- Electives from Commerce courses

6 units

- Electives from non-Commerce courses

6 units

- Open electives

Level IV: Work term

Commerce Internship Work Term (12-16 months)

Work term

3-4 courses

from

- COMMERCE 4IA0 - Internship 1
- COMMERCE 4IB0 - Internship 2
- COMMERCE 4IC0 - Internship 3 (see *Note 2* above.)
- COMMERCE 4ID0 - Internship Final Term (see *Note 3* above.)

Level V: 30 Units

9 units

- COMMERCE 4GR3 - DeGroote Student Experience and Development IV
- COMMERCE 4PA3 - Business Policy: Strategic Management
- COMMERCE 4SA3 - International Business

6 units

- Electives from non-Commerce courses

15 units

- Open electives

Commerce (B.Com.)

Requirements for continuation in the B.Com. Program are specified in the *General Academic Regulations* section of this Calendar.

Students who are currently registered in this program should refer to their advisement reports or contact the Student Experience - Academic Office (DSB-112) to discuss their program requirements.

Requirements

Level III: 30 Units

1 course

- COMMERCE 3GR0 A/B - DeGroote Student Experience and Development III

6 units

- COMMERCE 3MC3 - Applied Marketing Management
- COMMERCE 3S03 - Management Skills Development

6 units

from

- Electives from Commerce Courses

12 units

- Electives from non-Commerce courses

6 units

- Open electives

Level IV: 30 units

9 units

- COMMERCE 4GR3 - DeGroote Student Experience and Development IV
- COMMERCE 4PA3 - Business Policy: Strategic Management
- COMMERCE 4SA3 - International Business

9 units

- Electives from non-Commerce courses

12 units

- Open electives

BC. Programs for Students who Entered Business I in September 2016-2019

Program Notes

1. Students have only one opportunity to be reviewed for entry to a Commerce program. Other options may be pursued through the Student Experience - Academic Office (DSB-112).
2. To be considered for entry into the Honours Commerce Program, a Business I student must have met all of the following:
 - achieved a GPA of at least 5.0 on a minimum of 24 units of course work for Business I (on first attempts only) and these must include all required courses of the Business I program;
 - successfully completed, on first attempts only, all Business I required courses (See *Business I Requirements*). An exception to this condition is that no more than a single failure of a Business I required course is allowed for students with a GPA of at least 5.0 on a minimum of 24 units of course work for Business I. These students must successfully complete the failed course at the earliest possible opportunity or they will not be able to continue in the program;
 - successfully completed ALL required units of Business I course work and successfully completed enough units of elective course work where the total of successful units of course work equals 24 units.
3. Refer to Workload under the Academic Regulations section in the School of Business for information on full-time and part-time Business I course loads.
4. Students seeking a Minor in Mathematics and Statistics must take MATH 1A03 (or 1LS3) and should refer to the Faculty of Science section of this Calendar for the requirements for a Minor in Mathematics and Statistics. Students neither seeking this Minor nor planning on a transfer to the Faculty of Science, are advised to take MATH 1M03.
5. Transfer students may be admitted from other universities or from other Faculties within McMaster University. Academic requirements for admission of transfer students will be more demanding than those for Business I students.
6. Courses that are cross-listed with Commerce courses are considered Commerce electives for the purposes of fulfilling program requirements. This is the case regardless of the course-code the student has enrolled under.
7. Students who have been granted Faculty permission to take COMMERCE 4EL3 in Level III Commerce will have this course applied against the program requirements for Level IV Commerce as three of the six required units of Level III or IV Commerce courses. See the *DeGroote School of Business (Faculty of Business)* program requirements section of this calendar.

Business I

Level I: 30 units

Students admitted to Business I must complete 30 units as follows:

1 course

- COMMERCE 1DE0 - Business I Orientation

9 units

- COMMERCE 1AA3 - Introductory Financial Accounting
- COMMERCE 1BA3 - Organizational Behaviour
- COMMERCE 1E03 - Business Environment and Organization

6 units

- ECON 1B03 - Introductory Microeconomics
- ECON 1BB3 - Introductory Macroeconomics

3 units

from

- MATH 1A03 - Calculus For Science I

- MATH 1LS3 - Calculus for the Life Sciences I
- MATH 1M03 - Calculus for Business, Humanities and the Social Sciences
(See *Program Note 4* regarding the Math Minor)

0-3 units

- MATH 1F03 - Introduction to Calculus and Analytic Geometry (for those students without Grade 12 Calculus and Vectors U or equivalent)

0-3 units

- STATS 1L03 - Probability and Linear Algebra (for those students without Grade 12 Mathematics of Data Management U or equivalent)

9-12 units

- Electives to total 30 units. See also the *International/Cross-Cultural/Language Menu*

Honours Commerce

Requirements for continuation in the Honours B.Com. Program are specified in the *General Academic Regulations* section of this Calendar.

Students who are currently registered in this program should refer to their advisement reports in Mosaic Student Centre or contact the Student Experience - Academic Office (DSB-112) to discuss their program requirements.

Requirements

Level II: 30 units

24 units

- COMMERCE 2AB3 - Managerial Accounting I
- COMMERCE 2BC3 - Human Resource Management and Labour Relations
- COMMERCE 2FA3 - Introduction to Finance
- COMMERCE 2KA3 - Information Systems in Business
- COMMERCE 2MA3 - Introduction to Marketing
- COMMERCE 2OC3 - Operations Management
- COMMERCE 2QA3 - Applied Statistics for Business
- COMMERCE 3FA3 - Managerial Finance

6 units

- Electives from non-Commerce courses (See also the *International/Cross-Cultural/Language Menu*).

Level III: 30 units

9 units

- COMMERCE 3MC3 - Applied Marketing Management
- COMMERCE 3QA3 - Management Science for Business
- COMMERCE 3S03 - Management Skills Development

12 units

- Level III or IV Commerce courses

9 units

- Electives from non-Commerce courses (See also the *International/Cross-Cultural/Language Menu*.)

Level IV: 30 units

6 units

- COMMERCE 4PA3 - Business Policy: Strategic Management
- COMMERCE 4SA3 - International Business

15 units

from

- Level III or IV Commerce courses
- Electives from non-Commerce courses

9 units

- Electives from non-Commerce courses (See also the *International/Cross-Cultural/Language Menu*).

Honours Commerce with Internship Admission

Enrolment in this program is limited. Applications for admission into the Honours B.Com. with Internship will be accepted at the end of the Spring/Summer term and prior to the start of the Fall term (specific deadline dates will vary each year and will be communicated in the Undergraduate Faculty of Business Bulletin, OSCARplus and on DeGroot's website).

Only full-time Honours B.Com. students in good standing with a minimum cumulative Grade Point Average of 7.0 at the time of application, who have completed all Level II required courses (and who will have at least 18 units of course work left to complete following their internship) and have passed COMMERCE 2IN0 - Career Development Course, will be eligible to apply for the Honours B.Com. with Internship degree program. Selection into the program will be based on academic achievement, statement of interest, work and volunteer experience and interview.

Program Notes

4. To remain in the Honours B.Com. with Internship program, students must maintain a cumulative Grade Point Average of 7.0, and remain in good academic standing.
5. Only students completing an approved 16-month internship will enrol in COMMERCE 4IC0.
6. Students should refer to the table below to plan their enrolment for their work term.

Work Term	Spring/Summer	Fall	Winter	Spring/Summer
16-month	COMMERCE 4IA0	COMMERCE 4IB0	COMMERCE 4IC0	COMMERCE 4ID0
12-month beginning Spring term	COMMERCE 4IA0	COMMERCE 4IB0	COMMERCE 4ID0	-
12-month beginning Fall term	-	COMMERCE 4IA0	COMMERCE 4IB0	COMMERCE 4ID0

Requirements

Level I: 30 Units

30 units

Completed prior to admission in the program

Level II: 30 Units

30 units

Completed prior to admission in the program

Level III: 30 Units

9 units

- COMMERCE 3MC3 - Applied Marketing Management
- COMMERCE 3QA3 - Management Science for Business
- COMMERCE 3S03 - Management Skills Development
-

12 units

- Electives from Commerce courses

9 units

- Electives from non-Commerce courses (See also the *International/Cross-Cultural/Language Menu*.)

Level IV: Work term

Commerce Internship Work Term (12-16 months)

Work term

3-4 courses

from

- COMMERCE 4IA0 - Internship 1
- COMMERCE 4IB0 - Internship 2
- COMMERCE 4IC0 - Internship 3 (see *Note 2* above.)
- COMMERCE 4ID0 - Internship Final Term (see *Note 3* above.)

Level V: 30 Units

6 units

- COMMERCE 4PA3 - Business Policy: Strategic Management
- COMMERCE 4SA3 - International Business

6 units

- Electives from non-Commerce courses (See also the *International/Cross-Cultural/Language Menu*.)

15 units

- Open electives

Commerce (B.Com.)

Requirements for continuation in the B.Com. Program are specified in the *General Academic Regulations* section of this Calendar.

Students who are currently registered in this program should refer to their advisement reports in Mosaic Student Centre or contact the Student Experience - Academic Office (DSB-112) to discuss their program requirements.

Requirements

Level III: 30 units

9 units

- COMMERCE 3MC3 - Applied Marketing Management
- COMMERCE 3QA3 - Management Science for Business
- COMMERCE 3S03 - Management Skills Development

3 units

from

- Level III or IV Commerce courses

18 units

- Electives from non-Commerce courses (See also the *International/Cross-Cultural/Language Menu*).

Level IV: 30 units

6 units

- COMMERCE 4PA3 - Business Policy: Strategic Management
- COMMERCE 4SA3 - International Business

9 units

from

- Level III or IV Commerce courses
- Electives from non-Commerce courses

15 units

- Electives from non-Commerce courses (See also the *International/Cross-Cultural/Language Menu*).

CD. Programs for Students who Entered the Integrated Business & Humanities Program (IBH Program) in 2019 or Later

Integrated Business and Humanities

Program Notes

1. Students cannot take elective work until Level III of the program.
2. Students have only one opportunity to be reviewed for entry to Level II. Other options may be pursued through the Student Experience - Academic Office (DSB-112.)
3. To be considered for entry into Level II of the IBH Program, students must have met all of the following:
 - o achieved a cumulative GPA of at least 5.0 on a minimum of 24 units of the required course work for Level I (on first attempts only.)
 - o cannot have failed more than one required course. These students must successfully complete the failed course at the earliest possible opportunity or they will not be able to continue in the program.
4. Students are responsible for ensuring that their course selection is meeting the requirements of their degree.

Requirements

Level I: 30 Units

24 units

- IBH 1AA3 - Financial Accounting
- IBH 1AB3 - Perspectives on Canadian Business
- IBH 1AC3 - Introduction to Language and Society
- IBH 1AD3 - IBH in the Community
- IBH 1BA3 - Leadership Coaching 1
- IBH 1BB3 - Insight and Inquiry: Questions to Change the World
- IBH 1BC3 - Fundamentals of Ethics
- IBH 1BD3 - Introduction to Peace Studies for IBH

6 units

- ECON 1BB3 - Introductory Macroeconomics
- ECON 1BX3 - Introductory Microeconomics for Business Students

Level II: 30 Units

30 units

- IBH 2AA3 - Introduction to Marketing
- IBH 2AB3 - Information Systems in Management
- IBH 2AC3 - Talent Management
- IBH 2AD3 - Statistical Data Analysis
- IBH 2AE3 - Critical Thinking
- IBH 2AF3 - Global Business Experience
- IBH 2BA3 - Managerial Accounting
- IBH 2BB3 - Introduction to Finance
- IBH 2BD3 - Moral Issues
- IBH 2BF3 - History of Capitalism

Level III: 30 Units

27 units

- IBH 3AA3 - Relationship Management
- IBH 3AB3 - Applied Marketing Management
- IBH 3AC3 - Corporate Finance
- IBH 3AD3 - Cross-Cultural Communication
- IBH 3BA3 - Understanding Entrepreneurship and Social Entrepreneurship From a Historical and Theoretical Lens
- IBH 3BB3 - Organizational Strategy
- IBH 3BC3 - Poverty, Privilege and Protest in Canadian History
- IBH 3BD3 - Interpersonal Communication
- IBH 3BE3 - Operations Management

3 units

- Open electives

Level IV: 30 Units

12 units

- IBH 4AA3 - Leadership: Fostering Effective Communication Through Visual Literacy
- IBH 4BA3 - Leadership Effectiveness: Building Personal and Organizational Success
- IBH 4AB6 A/B - Social Entrepreneurship Capstone

18 units

- Open electives

Integrated Business and Humanities with Internship Program

Admission

Enrolment in this program is limited. Applications for admission into the Integrated Business and Humanities with Internship will be accepted at the end of the Spring/Summer term and prior to the start of the Fall term (specific deadline dates will vary each year and will be communicated in the Undergraduate Faculty of Business Bulletin, OSCARplus and on DeGroote's website).

Only full-time IBH students in good standing with a minimum cumulative Grade Point Average of 7.0 at the time of application, who have completed all Level II required courses (and who will have at least 18 units of course work left to complete following their internship) and have passed COMMERCE 2IN0 - Career Development Course, will be eligible to apply for the Integrated Business and Humanities with Internship degree program. Selection into the program will be based on academic achievement, statement of interest, work and volunteer experience and interview.

Program Notes

1. To remain in the Integrated Business and Humanities with Internship program, students must maintain a cumulative GPA of 7.0, and remain in good academic standing.
2. Only students completing an approved 16-month internship will enrol in COMMERCE 4IC0.
3. Students should refer to the table below to plan their enrolment for their work term.

Work Term	Spring/Summer	Fall	Winter	Spring/Summer
16-month	COMMERCE 4IA0	COMMERCE 4IB0	COMMERCE 4IC0	COMMERCE 4ID0
12-month beginning Spring term	COMMERCE 4IA0	COMMERCE 4IB0	COMMERCE 4ID0	-
12-month beginning Fall term	-	COMMERCE 4IA0	COMMERCE 4IB0	COMMERCE 4ID0

Requirements

Level I: 30 Units

30 units

Completed prior to admission in the program

Level II: 30 Units

30 units

Completed prior to admission in the program

Level III: 30 Units

27 units

- IBH 3AA3 - Relationship Management
- IBH 3AB3 - Applied Marketing Management
- IBH 3AC3 - Corporate Finance
- IBH 3AD3 - Cross-Cultural Communication
- IBH 3BA3 - Understanding Entrepreneurship and Social Entrepreneurship From a Historical and Theoretical Lens
- IBH 3BB3 - Organizational Strategy
- IBH 3BC3 - Poverty, Privilege and Protest in Canadian History
- IBH 3BD3 - Interpersonal Communication
- IBH 3BE3 - Operations Management

3 units

- Open electives

Level IV: Work term

Commerce Internship Work Term (12-16 months)

Work term

3-4 courses

from

- COMMERCE 4IA0 - Internship 1
- COMMERCE 4IB0 - Internship 2
- COMMERCE 4IC0 - Internship 3 (See *Note 2* above.)
- COMMERCE 4ID0 - Internship Final Term (See *Note 3* above.)

Level V: 30 Units

12 units

- IBH 4AA3 - Leadership: Fostering Effective Communication Through Visual Literacy
- IBH 4BA3 - Leadership Effectiveness: Building Personal and Organizational Success
- IBH 4AB6 A/B - Social Entrepreneurship Capstone

18 units

- Open electives

DE. Programs for Students who Entered the Integrated Business & Humanities Program (IBH Program) Prior to 2019

Integrated Business and Humanities

Program Notes

1. Students cannot take elective work until Level III of the program.
2. Students have only one opportunity to be reviewed for entry to Level II. Other options may be pursued through the Student Experience - Academic Office (DSB-112.)
3. To be considered for entry into Level II of the IBH Program, students must have met all of the following:
 - achieved a cumulative Grade Point Average of at least 5.0 on a minimum of 24 units of the required course work for Level I (on first attempts only.)
 - cannot have failed more than one required course. These students must successfully complete the failed course at the earliest possible opportunity or they will not be able to continue in the program.
4. Students are responsible for ensuring that their course selection is meeting the requirements of their degree.

Requirements

Level I: 30 units

Students admitted to the Integrated Business & Humanities Program must complete 30 units as follows:

24 units

- IBH 1AA3 - Financial Accounting
- IBH 1AB3 - Perspectives on Canadian Business
- IBH 1AC3 - Introduction to Language and Society
- IBH 1AD3 - IBH in the Community
- IBH 1BA3 - Leadership Coaching 1
- IBH 1BB3 - Insight and Inquiry: Questions to Change the World
- IBH 1BC3 - Fundamentals of Ethics
- IBH 1BD3 - Introduction to Peace Studies for IBH

6 units

- ECON 1B03 - Introductory Microeconomics
- ECON 1BB3 - Introductory Macroeconomics

Level II: 30 units

30 units

- IBH 2AA3 - Introduction to Marketing
- IBH 2AB3 - Information Systems in Management
- IBH 2AC3 - Talent Management
- IBH 2AD3 - Statistical Data Analysis
- IBH 2AE3 - Critical Thinking
- IBH 2BA3 - Managerial Accounting
- IBH 2BB3 - Introduction to Finance
- IBH 2BC3 - Operations Management
- IBH 2BD3 - Moral Issues
- IBH 2BE3 - Canadian Business History: the Canadian Experience in International Perspective

Level III: 30 Units

24 units

- IBH 3AA3 - Relationship Management
- IBH 3AB3 - Applied Marketing Management
- IBH 3AC3 - Corporate Finance
- IBH 3AD3 - Cross-Cultural Communication
- IBH 3BA3 - Understanding Entrepreneurship and Social Entrepreneurship From a Historical and Theoretical Lens
- IBH 3BB3 - Organizational Strategy
- IBH 3BC3 - Poverty, Privilege and Protest in Canadian History
- IBH 3BD3 - Interpersonal Communication

6 units

- Open electives

Level IV: 30 units

12 units

- IBH 4AA3 - Leadership: Fostering Effective Communication Through Visual Literacy
- IBH 4BA3 - Leadership Effectiveness: Building Personal and Organizational Success
- IBH 4AB6 A/B - Social Entrepreneurship Capstone

18 units

- Open electives

Integrated Business and Humanities with Internship Program

Admission

Enrolment in this program is limited. Applications for admission into the Integrated Business and Humanities with Internship will be accepted at the end of the Spring/Summer term and prior to the start of the Fall term (specific deadline dates will vary each year and will be communicated in the Undergraduate Faculty of Business Bulletin, OSCARplus and on DeGroote's website).

Only full-time IBH students in good standing with a minimum cumulative Grade Point Average of 7.0 at the time of application, who have completed all Level II required courses (and who will have at least 18 units of course work left to complete following their internship) and have passed COMMERCE 2IN0 - Career Development Course, will be eligible to apply for the Integrated Business and Humanities with Internship degree program. Selection into the program will be based on academic achievement, statement of interest, work and volunteer experience and interview.

Program Notes

4. To remain in the Integrated Business and Humanities with Internship program, students must maintain a cumulative GPA of 7.0, and remain in good academic standing.
5. Only students completing an approved 16-month internship will enrol in COMMERCE 4IC0.
6. Students should refer to the table below to plan their enrolment for their work term.

Work Term	Spring/Summer	Fall	Winter	Spring/Summer
16-month	COMMERCE 4IA0	COMMERCE 4IB0	COMMERCE 4IC0	COMMERCE 4ID0
12-month beginning Spring term	COMMERCE 4IA0	COMMERCE 4IB0	COMMERCE 4ID0	-
12-month beginning Fall term	-	COMMERCE 4IA0	COMMERCE 4IB0	COMMERCE 4ID0

Requirements

Level I: 30 Units

30 units

Completed prior to admission in the program

Level II: 30 Units

30 units

Completed prior to admission in the program

Level III: 30 Units

24 units

- IBH 3AA3 - Relationship Management
- IBH 3AB3 - Applied Marketing Management
- IBH 3AC3 - Corporate Finance
- IBH 3AD3 - Cross-Cultural Communication
- IBH 3BA3 - Understanding Entrepreneurship and Social Entrepreneurship From a Historical and Theoretical Lens
- IBH 3BB3 - Organizational Strategy
- IBH 3BC3 - Poverty, Privilege and Protest in Canadian History
- IBH 3BD3 - Interpersonal Communication

6 units

- Open electives
-

Level IV: Work term

Commerce Internship Work Term (12-16 months)

Work term

3-4 courses

from

- COMMERCE 4IA0 - Internship 1
- COMMERCE 4IB0 - Internship 2
- COMMERCE 4IC0 - Internship 3 (See Note 2 above.)
- COMMERCE 4ID0 - Internship Final Term (See Note 3 above.)

Level V: 30 Units

12 units

- IBH 4AA3 - Leadership: Fostering Effective Communication Through Visual Literacy
- IBH 4BA3 - Leadership Effectiveness: Building Personal and Organizational Success
- IBH 4AB6 A/B - Social Entrepreneurship Capstone

18 units

- Open electives

INTERNATIONAL CROSS-CULTURAL LIST

International/Cross-Cultural/Language Menu for Students in the Honours Bachelor of Commerce and Bachelor of Commerce Programs

The School of Business emphasizes the importance of breadth of knowledge. Students who entered Business I prior to September, 2020 are required to take courses in a variety of business disciplines, thus giving them a sound understanding of business functions and their relationships. They also obtain exposure to international and cross-cultural issues. This will provide them with the knowledge needed for the world of global organizations. Prior to graduation, students who entered prior to September 2020 are required to successfully complete **two courses** from an International/Cross-Cultural/Language menu. **Note:** Students who participate in an official McMaster University exchange are required to successfully complete one course from an International/Cross-Cultural/Language menu prior to graduation. Students must satisfy the normal prerequisites for the courses listed on the menu. Students follow the menu requirements of the Calendar in force when they enter Business I, however, when a later Calendar expands the menu options, students may choose from those additional courses as well.

The menu for 2021-2022 ~~2020-21~~ is as follows:

- All Anthropology courses
- All courses in the Faculty of Humanities open to Commerce students, with the exception of all Multimedia courses, PHILOS 2N03 and English courses other than those listed below.
- All Indigenous Studies courses
- All Political Science courses, except POLSCI 4O06 A/B
- All Religious Studies and Society, Culture, and Religion courses
- **All SCAR (Society, Culture & Religion) courses**
- CSCT 1CS3
- ECON 3H03 - International Monetary Economics
- ECON 3HH3 - International Trade
- ECON 3T03 - Economic Development
- ENGLISH 1CS3 - Studying Culture: A Critical Introduction
- ENGLISH 2C03 - Contemporary Canadian Fiction
- ENGLISH 3D03 - Science Fiction
- ENGLISH 3EE3 - African American Literature
- ENGLISH 3Y03 - Children's Literature
- ENVSOCTY 1HA3 - Society, Culture and Environment (or GEOG 1HA3)
- ENVSOCTY 1HB3 - Population, Cities and Development (or GEOG 1HB3)
- ENVSOCTY 3RW3 - Regional Geography of a Selected World Region (or GEOG 3RW3)
- ENVSOCTY 3UR3 - Urban Social Geography (or GEOG 3UR3)
- SOCIOL 3Z03 - Ethnic Relations
- All courses included under the Peace Studies Minor (See *Minor in Peace Studies* in the Faculty of Humanities section of this Calendar)

Rationale: Updated to reflect new course code offering of SCAR courses (Society, Culture and Religion). This aligns with other references and course codes throughout the University.

Honours Commerce with Internship

Admission

Enrolment in this program is limited. Applications for admission into the Honours B.Com. with Internship will be accepted at the end of the Spring/Summer term and prior to the start of the Fall term (specific deadline dates will vary each year and will be communicated in the Undergraduate Faculty of Business Bulletin, OSCARplus and on DeGroote's website).

Only full-time Honours B.Com. students in good standing with a minimum cumulative Grade Point Average of 7.0 at the time of application, who have completed **all Level II required courses** (and who will have at least 18 units of course work left to complete following their internship) and have passed COMMERCE 2IN0 - Career Development Course, will be

eligible to apply for the Honours B.Com. with Internship degree program. Selection into the program will be based on academic achievement, statement of interest, work and volunteer experience and interview.

Program Notes

1. To remain in the Honours B.Com. with Internship program, students must maintain a cumulative Grade Point Average of 7.0, and remain in good academic standing.
2. Only students completing an approved 16-month internship will enrol in COMMERCE 4IC0.
3. Students should refer to the table below to plan their enrolment for their work term.

Work Term	Spring/Summer	Fall	Winter	Spring/Summer
16-month	COMMERCE 4IA0	COMMERCE 4IB0	COMMERCE 4IC0	COMMERCE 4ID0
12-month beginning Spring term	COMMERCE 4IA0	COMMERCE 4IB0	COMMERCE 4ID0	-
12-month beginning Fall term	-	COMMERCE 4IA0	COMMERCE 4IB0	COMMERCE 4ID0

Requirements

Level I: 30 Units

30 units

Completed prior to admission in the program

Level II: 30 Units

30 units

Completed prior to admission in the program

Level III: 30 Units

1 course

- COMMERCE 3GR0 A/B - DeGroote Student Experience and Development III

6 units

- COMMERCE 3MC3 - Applied Marketing Management
- COMMERCE 3S03 - Management Skills Development

12 units

- Electives from Commerce courses

6 units

- Electives from non-Commerce courses

6 units

- Open electives

Level IV: Work term

Commerce Internship Work Term (12-16 months)

Work term

3-4 courses

from

- COMMERCE 4IA0 - Internship 1
- COMMERCE 4IB0 - Internship 2
- COMMERCE 4IC0 - Internship 3 (see *Note 2* above.)
- COMMERCE 4ID0 - Internship Final Term (see *Note 3* above.)

Level V: 30 Units

9 units

- COMMERCE 4GR3 - DeGroote Student Experience and Development IV
- COMMERCE 4PA3 - Business Policy: Strategic Management
- COMMERCE 4SA3 - International Business

6 units

- Electives from non-Commerce courses

15 units

- Open electives

Integrated Business and Humanities with Internship Program

Admission

Enrolment in this program is limited. Applications for admission into the Integrated Business and Humanities with Internship will be accepted at the end of the Spring/Summer term and prior to the start of the Fall term (specific deadline dates will vary each year and will be communicated in the Undergraduate Faculty of Business Bulletin, OSCARplus and on DeGroote's website).

Only full-time IBH students in good standing with a minimum [cumulative Grade Point Average](#) of 7.0 at the time of application, who have completed all Level II required courses (and who will have at least 18 units of course work left to complete following their internship) and have passed [COMMERCE 2IN0 - Career Development Course](#), will be eligible to apply for the Integrated Business and Humanities with Internship degree program. Selection into the program will be based on academic achievement, statement of interest, work and volunteer experience and interview.

REVISIONS TO EXISTING MINORS

Minor in Finance

The School of Business will admit a maximum of 30 students to the Minor in Finance each year. Admission decisions are made on behalf of the Undergraduate Recruitment, Admissions, and Student Affairs Committee of the DeGroote School of Business.

Notes

1. The Minor is not open to students registered in any Commerce or Engineering and Management program.
2. ~~For admission, students must complete an application for admission to the Minor by using the Service Request function in the Student Centre in Mosaic before April 30th.~~
3. To apply for admission into the minor, students must email their interest to the Business Faculty Office at buscom@mcmaster.ca before April 30th each year. Students seeking the Minor must have completed ECON 1B03 and 1BB3 with an average of at least 7.0.
4. Students seeking to obtain the Minor must complete both ECON 2B03 and 2H03 before undertaking any Level III or Level IV Finance courses.
5. For the purposes of this Minor, all courses listed as anti-requisite for COMMERCE 2QA3 in the Course Listings section of the Undergraduate Calendar will be accepted as a substitute for ECON 2B03.
6. For those taking COMMERCE 2FA3 ~~and/or 3FA3~~, it is strongly recommended that MATH 1MM3 (or 1M03) be completed.
7. ~~COMMERCE 4FW3 and COMMERCE 4FP3 do not count towards the Minor.~~

Requirements

30 units total

6 units

- ECON 1B03 (or 1BX3) – Introductory Microeconomics
- ECON 1BB3 – Introductory Macroeconomics

6 units

- ECON 2B03 – Analysis of Economic Data
- ECON 2H03 – Intermediate Macroeconomics I
(See Notes 4 and 5 above)

9 units
from

- COMMERCE 1AA3 – Introductory Financial Accounting
- COMMERCE 2FA3 – Introduction to Finance (or ECON 2I03)

- COMMERCE 2FB3 - Managerial Finance (or 3FA3)
- 9 units
- Levels III, IV Finance courses (See Note 7)

Rationale: Commerce 4FW3 and 4FP3 are added as excluded courses for this Minor, aligning with wording that is currently part of these course descriptions. Updated reference to MATH 1M03 to reflect new MATH 1MM3 course. The admission notes were an addition from the previously approved December 2020 curriculum submission.

Minor in Information Systems

The School of Business will admit a maximum of 30 students to the Minor in Information Systems each year. Admission decisions are made on behalf of the Undergraduate Recruitment, Admissions, and Student Affairs Committee of the DeGroote School of Business.

Notes

1. The Minor is not open to students registered in Commerce or Engineering and Management.
2. ~~For admission, students must complete an application for admission to the Minor by using the Service Request function in the Student Centre in Mosaic before April 30th.~~
To apply for admission into the minor, students must email their interest to the Business Faculty Office at buscom@mcmaster.ca before April 30th each year.
3. Students seeking the Minor must have completed, with a minimum grade of B-, one of COMPSCI 1BA3, ~~1MA3~~, 1JC3, 1TA3, ECON 1B03, 1BX3 or ECON 1BB3.

Requirements

24 - 25 units total

3-4 units

from

- COMPSCI 1JC3 - Introduction to Computational Thinking
- ~~COMPSCI 1MA3~~
- COMPSCI 1TA3 - Elementary Computing and Computer Use
- ENGINEER 1D04 - Engineering Computation

3 units

from

- ECON 1BB3 - Introductory Macroeconomics
- ~~ECON 1BX3 - Introductory Microeconomics for Business Students~~
- ECON 1B03 (or 1BX3) – Introductory Microeconomics

3 units

- COMMERCE 2KA3 - Information Systems in Business

6 units

from

- COMMERCE 3KA3 - System Analysis and Design
- COMMERCE 3KD3 - Database Design Management and Applications
- COMMERCE 3KE3 - Management of Enterprise Data Analytics

9 units

from

- COMMERCE 4KF3 - Project Management
- COMMERCE 4KH3 - Strategies for Electronic and Mobile Business
- COMMERCE 4KI3 - Business Process Management
- COMMERCE 4KX3 - Special Topics in Information Systems

Rationale: Updating Information Systems Minor to remove old courses. Admission additions are carried forward from the previously approved December 2020 curriculum submission for consistency.

Specialized Minor in Commerce for Students Completing a Single Honours B.A. in Humanities

The Specialized Minor in Commerce for Humanities students is administered by the DeGroote School of Business. A maximum of 30 students will be admitted each year to this Specialized Minor.

Notes

1. For admission, Humanities students (Level 1) must complete an application for admission to the Minor by using the Service Request function in the Student Centre in Mosaic during the Program/Plan Selection process in April.
2. Students must also be admitted to a Single Honours B.A. in one of the following programs: Art History, Classics, Cognitive Science of Language, Communication Studies, English and Cultural Studies, French, History, Justice, Political Philosophy and Law, Linguistics, Multimedia, **Media Arts**, Philosophy, or Theatre & Film Studies.
3. Students seeking the Specialized Minor in Commerce for Humanities must have completed ECON 1B03, and one of MATH 1MM3 (or 1M03) or ECON 1BB3.
4. Students must have a Grade Point Average of at least 6.0 to be considered for entry into the Minor.
5. Students planning to apply to the accelerated MBA program at McMaster are strongly encouraged to consult with MBA Admissions at the Ron Joyce Centre regarding admission requirements. In addition to meeting all other admission criteria students must complete, with a minimum grade of B-, the following courses:
 - all three of ECON 1B03, 1BB3, and **MATH 1MM3 (or 1M03)**;
 - all level 1 and 2 Commerce courses listed below with the exception of COMMERCE 2DA3;
 - COMMERCE 3MC3

Requirements

33 units total

6 units

- COMMERCE 1AA3 - Introductory Financial Accounting
- COMMERCE 1BA3 - Organizational Behaviour
- COMMERCE 1DA3 - Business Data Analytics
- COMMERCE 1MA3 - Introduction to Marketing

18 units

from

- COMMERCE 2AB3 - Managerial Accounting I
- COMMERCE 2BC3 - Human Resource Management and Labour Relations
- COMMERCE 2DA3 - Decision Making with Analytics
- COMMERCE 2FA3 - Introduction to Finance
- COMMERCE 2FB3 - Managerial Finance
- COMMERCE 2KA3 - Information Systems in Business
- COMMERCE 2OC3 - Operations Management
- COMMERCE 3MC3 - Applied Marketing Management
- COMMERCE 3S03 - Management Skills Development

3 units

from

- HUMAN 3LM3 - Foundations of Leadership
- or
- HUMAN 3CM3 - Leadership: Cross-Cultural Mentoring Lab

6 units

- Level III or IV Commerce courses

Rationale: Updating to reflect new MATH 1MM3 course. The inclusion of 'Media Arts' aligns with the program name change from the Department of Communication Studies and Multimedia and Faculty of Business from the December 2020 curriculum submission.

NEW COURSES

COMMERCE 2NG3 - Negotiations

3 unit(s)

The purpose of this course is to provide students with foundational knowledge on the theories and practice of negotiation and its sub-processes; they will also learn important skills on the use of strategies and tactics, conflict resolution, and the tenets of ethical bargaining. Embracing experiential learning, students will take part in case studies and exercises to deepen their knowledge of the skills required in negotiations.

Lectures (two hours); tutorial (one hour)

Prerequisite(s): COMMERCE 1BA3; and registration in any Bachelor of Commerce Program

Antirequisite(s): COMMERCE 3S03, IBH 3AA3

***Rationale:** 3S03 sought to provide students with more general management skills, however, these skills are currently being developed in cognate courses (i.e., 1BA3, 1GR0, 2GR0, 3GR0) and other workshops available to the students. The new 2S03 course will build on the communication, conflict management, and team dynamic skills covered in these courses, in the context of deepening students' skills in negotiation. These are skills that are highly valuable in the market but are thinly treated in DeGroote's undergraduate curriculum. This course will deepen students' understanding of the theories of negotiation, as well as foster the development of practical negotiation skills that can be applied in a variety of professional settings. They will familiarize themselves with the literature on negotiations, as well as learn about how negotiations take place in practice through hands-on exercises (e.g., negotiating job offers, applying conflict resolution practices).*

Given that we are suggesting that this course move to students' second year, and that the curriculum involve interpersonal and team dynamics (through many exercises and groupwork), another benefit of this course would be that it develops a richer atmosphere encouraging relationship-building and collegiality across students.

There is also a critical thinking component to this course. While providing students with an opportunity to learn state-of-the-art negotiation skills, a key strategy in the course design will involve exploring how to ensure that one's negotiation practices meet high standards for ethics and for preserving interpersonal relationships. In doing so, students will need to debunk "commonly held wisdom" surrounding negotiations. In doing so, they will be pushed to deeply reflect on their negotiation styles and on whether their instincts align with the literature on what constitutes ethical bargaining practices. This critical thinking component will not only help students to engage in more analytic thinking when engaging in professional negotiations, but will help students to become better citizens in the workplace.

REVISIONS TO EXISTING COURSES

COMMERCE 1DA3 - Business Data Analytics

3 unit(s)

The main emphasis will be on the applications of statistical data analysis in business. Students learn different aspects of working with and making sense of data and learn how to use data to provide insight into different business problems. Some examples include the application of visualization, probabilities, confidence intervals, hypothesis testing, simple and multiple regressions, etc. Application of data analysis techniques in business problems will be introduced and practiced using software (through a course project).

Lectures (three hours), tutorials (one hour)

Antirequisite(s): COMMERCE 2QA3, IBH 2AD3, ARTSSCI 2R03, ECON 2B03, HTHSCI 1F03, NURSING 2R03, SOCSCI 2J03, STATS 2B03, 2MB3, 3J04, 3N03, 3Y03

Rationale: Anti-requisites have been updated to reflect courses that have overlapping statistic content.

COMMERCE 2DA3 – Decision Making with Analytics

The course will study five widely used quantitative management science tools (problem modelling, linear programming, decision analysis, simulation, and waiting lines) used in business data analytics when conditions are reasonably certain or somewhat uncertain. All five tools are implemented in Excel. The course is taught through lectures, computer work with Excel, lecture notes and textbook readings, practice problems, and online podcasts.

Lectures (three hours), tutorials (one hour)

Prerequisite(s): COMMERCE 1DA3 (or 2QA3), IBH 2AD3, ARTSSCI 2R03, ECON 2B03, HTHSCI 1F03, NURSING 2R03, SOCSCI 2J03, STATS 2B03, 2MB3, 3J04, 3N03, 3Y03 or one of STATS 2MB3, 3J04, 3N03 or 3Y03; and registration in any four or five level program or applicable minor (see *Faculty Note 2.*)

Rationale: *Anti-requisites have been updated to reflect courses that have overlapping statistic content.*

COMMERCE 2FA3 - Introduction to Finance

3 unit(s)

This course introduces the main instruments and institutions in the Canadian financial system. The basic concepts and models of modern financial theory are introduced through lectures and 'hands-on' problem solving. Topics include: the time value of money, capital budgeting, the trade-off between risk and return and security valuation.

Lectures (two hours), tutorial (one hour)

Prerequisite(s): COMMERCE 1AA3 and ECON 1B03 (or ECON 1BX3); one of MATH 1A03, 1LS3, 1MM3, 1M03, 1N03, 1X03, 1ZA3 or 1Z04; and registration in any four or five level program or applicable minor (see *Faculty Note 2.*)

Antirequisite(s): IBH 2BB3; Not open to students with credit or registration in ECON 2I03

Rationale: *Update the prerequisites to recognize ECON 1BX3 as satisfying the Econ 1B03 prerequisite ("Econ 1B03 or Econ 1BX3"). The Economics department will be deleting 1BX3 and revert back to 1B03. Updated to reflect addition of new MATH 1MM3 course.*

Commerce 2GR0 A/B – DeGroote Student Experience and Development II

0 unit(s)

This course builds on 1GR0 and continues to provide experiential activities for students to develop (or enhance) and apply foundational knowledge of highly sought skills in the workplace such as critical thinking, collaboration, communication and self-management. Further, this course offers career development tools and learning experiences that facilitate students' success in the Business Program and their careers. Students will gain strategies for academic success, and knowledge of the various services and opportunities available to them within the university.

Course will consist of in-person and online learning experiences such as presentations, videos, resources, self-assessment, workshops, competitions, conferences, etc.

Prerequisite(s): Registration in Level II or above in the Honours Bachelor of Commerce Program

Rationale: *Providing description for the second in a required series of orientation and development courses*

COMMERCE 3FI3 - Market Trading with Options and Futures

3 unit(s)

This experiential course develops practical skills in trading financial securities - money market instruments, bonds, equities, indices, ETFs, currencies, commodities, and their corresponding derivatives options focusing on trading strategies that minimize market exposure through risk management measurement. The course uses industry tools such as Thomson Reuters Refinitiv and Bloomberg Professional.

Lectures (three hours)

Prerequisite(s): COMMERCE 2FB3 (or 3FA3) or IBH 3AC3; and registration in any Bachelor of Commerce or Engineering and Management program or relevant minor (see *Faculty Note 2.*)

Rationale: *In course description, wording is reflected to replace 'options' with 'derivatives' and replace 'measurement' with 'management'.*

COMMERCE 3AC3 - Intermediate Financial Accounting II

3 unit(s)

A second course in intermediate financial accounting dealing with reporting issues that relate to liabilities and owners' equity. In particular, the concepts of recognition, measurement and disclosure of such items as bonds, taxes, leases and pensions as well as the phenomenon of off-balance sheet financing are examined.

Lectures (three hours), tutorial (one hour)

Prerequisite(s): COMMERCE 1AA3 or IBH 1AA3 ~~COMMERCE 3AB3~~; and registration in any Bachelor of Commerce or Engineering and Management program or relevant minor (see *Faculty Note 2.*)

Rationale: *Removing reference to Commerce 3AB3, as Commerce 3AB3 and 3AC3 can be completed in either order or concurrently.*

COMMERCE 3QA3 - Management Science for Business

3 unit(s)

This course is a study of analytical approaches that assist managerial decision-making; it provides coverage of decision theory and an introduction to optimization methods, computer simulation and the general approach of management science.

Lectures (three hours), ~~tutorial (one hour)~~

Prerequisite(s): COMMERCE 2QA3 or IBH 2AD3; and registration in any Bachelor of Commerce program; or one of ELECENG 3TQ3, 3TQ4, STATS 2MB3, 3J04, 3N03, 3Y03, ENGPYHS 3W04 (or 3W04 A/B) and registration in any Engineering and Management program

Rationale: *Remove tutorial, not required for this class.*

COMMERCE 4BG3 - Public Sector Collective Bargaining

3 unit(s)

This course examines unionization and collective bargaining for employees in the public sector. Topics include: bargaining issues, bargaining outcomes and impasse resolution.

Prerequisite(s): COMMERCE 2BC3 or IBH 2AC3; and registration in any Bachelor of Commerce or Engineering and Management program or relevant minor (see *Faculty Note 2.*). COMMERCE 4BC3 is also recommended.

~~**Cross-list(s):** LABRST 4C03~~

Rationale: *This course has already been removed in other Calendar versions, this class is no longer cross-listed with LABRST 4C03.*

COMMERCE 4KF3 - Project Management

3 unit(s)

Topics include: project selection, project organization structures, life cycles, planning, estimation, budgeting, resource allocation, contracting, project management software, reporting and controlling issues and conflict management.

Lectures and online (three hours)

Prerequisite(s): Registration in level ~~II~~ **III** or above in any Bachelor of Commerce or Engineering and Management program or relevant minor (see *Faculty Note 2.*)

Antirequisite(s): COMMERCE 4QF3

Rationale: *Remove level requirement, not required for this course.*

COMMERCE 4SD3 - Commercial Law

3 unit(s)

This course emphasizes those areas of law which are most relevant to business activity. Particular attention is given to the law relating to contracts and business organizations. Other areas of study include: sources of law, the judicial process, real and personal property, torts, agency, credit and negotiable instruments.

Lectures (three hours)

Prerequisite(s): Registration in level ~~II~~ ~~III~~ or above in any Bachelor of Commerce or Engineering and Management program or Level IV of the Justice, Political Philosophy, and Law Program or relevant minor (see *Faculty Note 2.*)

Rationale: Allow students in Level II or above to enrol in this course.

COMMERCE 4SG3 - Sustainability: Corporations and Society

3 unit(s)

The goal of this course is to familiarize students with a variety of sustainability related concepts including the triple bottom line, resilience, stakeholder engagement, the tragedy of the commons, sustainability and technology, and sustainable business models. Using cases, simulations, guest speakers, a group project and reflection, students will sharpen their ability to critically analyze and debate complex and systemic issues from an informed position. Students will emerge from this course understanding both the challenges and opportunities inherent in sustainability.

Lectures (three hours)

Prerequisite(s): Registration in ~~Level II~~ or above ~~Level III~~ or ~~IV~~ of a four or five year program or instructor permission

Rationale: Allow students in Level II or above to enrol in this course.

COMMERCE 4SM3 - Sports Management

3 unit(s)

This course emphasizes management principles as they relate to the business of sports. Students are introduced to the following sports management issues: marketing and advertising of sports events and brands, understanding of legal and ethical issues in sport, media and promotion, sponsorship and event management, sports equipment and product management, recreational sports management and other related areas. There is an emphasis on developing and improving communication skills as much of the course content will be case-based. An overview is provided with regard to career opportunities in the sports management field.

Lectures (three hours)

Prerequisite(s): Registration in Level ~~II~~ ~~IV~~ or above in any Bachelor of Commerce or Engineering and Management program or relevant minor (see *Faculty Note 2.*)

Rationale: Allow students in Level II or above to enrol in this course.

COMMERCE 4SX3 - Special Topics in Strategic Management

3 unit(s)

Various topics in business are considered. They will vary depending upon recent developments in the field and upon the interests of the instructor. The topics to be included are announced at the time of the course offering.

Lectures (three hours)

Prerequisite(s): Registration in level ~~II~~ ~~III~~ or above in any Bachelor of Commerce or Engineering and Management program or relevant minor (see *Faculty Note 2.*)

Rationale: Allow students in Level II or above to enrol in this course.

IBH 2AE3 - Critical Thinking

3 unit(s)

This course aims to develop students' skills in identifying and evaluating various kinds of reasoning frequently encountered in everyday life. Likely topics covered in the course include typical reasoning patterns, methods for identifying and classifying reasoning when reading, methods for assessing the quality of reasoning, and fallacies or cognitive biases that can negatively impact reasoning.

Critical thinking essentially distinguishes between the capacity and quality of human thought. That is, it essentially denies that thought is merely the ability to process information and to make judgments with respect to it. Rather, critical thinking attests that there are certain modes of thinking that we can cultivate to clearly and carefully understand, evaluate, and communicate information. This course introduces students to such modes of thought. In order to facilitate such an introduction the course will be guided by four intellectual virtues that

critical thinking fundamentally involves:

- 1) humility (the ability to admit limitations, ignorance, or confusion, etc.);
- 2) carefulness (the ability to identify and avoid mistakes and errors in reasoning);
- 3) thoroughness (the ability to think clearly and distinctly, providing sufficient justification for claims), and
- 4) open mindedness (the ability judge fairly, empathetically, and with sensitivity to alternative beliefs).

~~Within these guidelines course topics will include the nature, limitations and justifications of knowledge, cognitive errors, formal and informal fallacies of reasoning, the structure of arguments, deductive and inductive reasoning, basic propositional and categorical logic, and sociocultural criticism.~~

Lectures (three hours), tutorial (one hour)

Prerequisite(s): Registration in Level II of the Integrated Business and Humanities Program.

Rationale: *The course instructor requested the change to reflect how she teaches this course in the IBH program.*



**RECOMMENDATION FOR CHANGE IN
UNDERGRADUATE CURRICULUM FOR 2021-2022
New Course Proposal**

**DeGroote School of Business
McMaster University**

1. All sections of this form must be completed.
2. This form must be completed for all course changes.
3. If the committee has any questions regarding this proposal, who should be contacted?

Instructor or Chair Name: **Dr. Sean O'Brady**
Extension: **obradys@mcmaster.ca**

4. A faculty representative will be required to attend the DeGroote Undergraduate Curriculum & Calendar Committee meeting and the DeGroote Faculty of Business meeting at which this recommendation for change in undergraduate curriculum is to be discussed.

Submitted by which area group (select one):

- ☐ Strategic Management
- ☐ Marketing
- ☐ Health Policy and Management
- ☐ Accounting and Financial Management Services
- ☐ Finance and Business Economics
- ☒ Human Resources and Management
- ☐ Information Systems
- ☐ Operations Management
- ☐ Joint Areas (please specify):

Proposed Course Details:

Course Title: Negotiations
Instructor(s): **Dr. Sean O'Brady**
Prerequisites: 1BA3; and registration in any Bachelor of Commerce Program
Antirequisites: Commerce 3S03

Course Code: **2NG3**
Credit Value: **3**

Rationale: Explain briefly the reasons behind the recommendation. If the course is being re-named, give the old and new titles, and old and new course numbers. If the course is to be cancelled, state the rationale.

Old title: Management Skills Development

New title: Negotiations

Rationale

3SO3 sought to provide students with more general management skills, however, these skills are currently being developed in cognate courses (i.e., 1BA3, 1GR0, 2GR0, 3GR0) and other workshops available to the students. The new 2SO3 course will build on the communication, conflict management, and team dynamic skills covered in these courses, in the context of deepening students' skills in negotiation. These are skills that are highly valuable in the market but are thinly treated in DeGroote's undergraduate curriculum. This course will deepen students' understanding of the theories of negotiation, as well as foster the development of practical negotiation skills that can be applied in a variety of professional settings. They will familiarize themselves with the literature on negotiations, as well as learn about how negotiations take place in practice through hands-on exercises (e.g., negotiating job offers, applying conflict resolution practices).

Given that we are suggesting that this course move to students' second year, and that the curriculum involve interpersonal and team dynamics (through many exercises and groupwork), another benefit of this course would be that it develops a richer atmosphere encouraging relationship-building and collegiality across students.

There is also a critical thinking component to this course. While providing students with an opportunity to learn state-of-the-art negotiation skills, a key strategy in the course design will involve exploring how to ensure that one's negotiation practices meet high standards for ethics and for preserving interpersonal relationships. In doing so, students will need to debunk "commonly held wisdom" surrounding negotiations. In doing so, they will be pushed to deeply reflect on their negotiation styles and on whether their instincts align with the literature on what constitutes ethical bargaining practices. This critical thinking component will not only help students to engage in more analytic thinking when engaging in professional negotiations, but will help students to become better citizens in the workplace.

Course Description: Provide a brief description to be included in the Undergraduate Calendar (max. 6 lines).

The purpose of this course is to provide students with foundational knowledge on the theories and practice of negotiation and its sub-processes; they will also learn important skills on the use of strategies and tactics, conflict resolution, and the tenets of ethical bargaining. Embracing experiential learning, students will take part in case studies and exercises to deepen their knowledge of the skills required in negotiations.

Prerequisites: 1BA3, 1GR06

Antirequisites: none

Statement of purpose (How does the course fit into the Faculty's programme?):

Our AACSB requirements stipulate that students must develop competencies in interpersonal and communication skills. Our students have also expressed that they would like to learn more about negotiations (a popular course in our MBA program).

We have therefore developed a course that will provide students with an opportunity to develop their communication and interpersonal skills while learning about the theoretical and practical aspects of negotiation and conflict resolution.

Class size (please provide context if below standard class-size: 45

Half the course instruction will be through asynchronous videos, while the remainder will consist of in-person experiential exercises (e.g., negotiation with other students, negotiation with teams of other students, negotiation with the TA). The smaller course size is necessary to make these exercises manageable.

A smaller class size is already in effect with this course's predecessor (3SO3).

Method of presentation of course material:

Each week, students will watch 1.5 hours of asynchronous videos recorded by Dr. Sean O’Brady (broken into shorter segments). These videos will cover the theoretical aspects of negotiation, in a topical and engaging way.

The next 1.5 hours of class time will be spent doing in-person experiential exercises, as described above.

Method of evaluation (exams, essays, assignments, group projects, class participation, etc.):

Midterm exam	25%
Negotiation simulation	15%
Negotiation diary	15%
Participation	10%
Final exam (integrative)	35%

To prevent overlap, is a similar course being offered elsewhere on campus? If so, please attach any relevant correspondence with the other area(s) or department(s)? **x not offered elsewhere**

If the proposed course is to be **cross-listed** in another department/faculty, please attach relevant correspondence with the department/faculty. **x not cross-listed elsewhere**

If this course is intended primarily for students **outside the DeGroote School of Business**, have you the support of the department concerned? **x not intended for students outside the faculty**

A **draft course outline** is attached to this form. ☒ Yes it is included.

Configuration for Mosaic Course Catalog

Class Component(s) required for Scheduling:

*Check all that apply to a maximum of 3. All components used in the catalog **must be scheduled** or students won’t be able to enrol in the course. For example, if a course is approved with lecture and tutorial components and the tutorial is not scheduled, students will not be able to enrol into the course. The components configured in Mosaic should also match the calendar description (i.e. if the phrase “Three hours (lectures, tutorials); one term” is used, then lectures and tutorials should be used in Mosaic.)*

☒ Lecture ☐ Tutorial ☐ Lab ☐ Seminar ☐ Field Study ☐ Independent Study ☐ Placement

☐ Project ☐ Thesis ☐ Work Experience

Default section size:

45

(For the primary component, how many seats per section would an average offering of this course have? This can be adjusted later.)	
Note regarding Personal Interest Courses (PIC):	
All undergraduate courses will be eligible for PIC unless they use a field study, independent study, placement or thesis component. Additionally, students are not eligible to use the PIC option for required (program) courses.	
Is a Registrar-scheduled exam required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
What is the grading basis for the course?	<input checked="" type="checkbox"/> Standard (A+ to F) <input type="checkbox"/> Pass/Fail <input type="checkbox"/> Other (specify):
Is this course repeatable for credit?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, to a maximum of units.
Is permission required to enrol in the course?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes; department permission <input type="checkbox"/> Yes; instructor permission
Is this a multi-term (A/B) course?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Commerce 2NG3
Negotiations
Fall 2022 Course Outline

Human Resources & Management Area
DeGroote School of Business
McMaster University

COURSE OBJECTIVES

The purpose of this course is to provide students with foundational knowledge about the theories and practice of negotiation, such as the process and sub-processes of negotiations; they will also learn important skills such as strategies and tactics, conflict resolution, and the tenets to ethical bargaining. Embracing experiential learning, students will take part in case studies and exercises to deepen their knowledge of and skill in negotiations.

INSTRUCTOR AND CONTACT INFORMATION

Online Lectures/In-Class Workshops
Dr. Sean O'Brady
Instructor
obradys@mcmaster.ca
Office: DSB 406

Office Hours: By appointment
Tel: (905) 905-525-9140 ext. 24250
Class Location: Zoom

Student TA
TBD
XXX@mcmaster.ca

COURSE ELEMENTS

Credit Value: 3	Leadership: Yes	IT skills: No	Global view: Yes
A2L: Yes	Ethics: Yes	Numeracy: No	Written skills: Yes
Participation: Yes	Innovation: No	Group work: Yes	Oral skills: Yes
Evidence-based: Yes	Experiential: Yes	Final Exam: Yes	Guest speaker(s): Yes

COURSE DESCRIPTION

This course will explore:

- The processes and sub-processes of negotiation, and how they relate to conflict and cooperation
- The art of formulating negotiation strategies and tactics
- How personality, emotions, and interpersonal relationship influence bargaining dynamics and outcomes
- The role of power and ethics in shaping negotiation dynamics and outcomes
- Differences between single party and multi-party negotiations
- Negotiations in a changing world that is increasingly virtual and multi-cultural

LEARNING OUTCOMES

Upon successful completion of this course, students will be able to:

- Demonstrate knowledge of the negotiation theories, processes, and sub-processes, and how they interrelate.
- Explain how personality, emotions, power, ethics, virtual context, cultural differences, and interpersonal relationships influence bargaining dynamics and outcomes.
- Formulate and apply successful negotiation strategies and tactics (for teams and individuals), and explain why some strategies are unsuccessful.

COURSE MATERIALS AND READINGS

Thompson, L. (2020). *The Heart and Mind of the Negotiator, 7th Edition*. Upper Saddle River, NJ: Pearson Education, Inc.

Courseware: current articles and cases, to be determined.

BREAKDOWN OF CLASS ACTIVITIES

ACTIVITY	DELIVERY	DESCRIPTION	TOOL(S)
Lectures (video)	Asynch	Online sessions by instructor (1.5 hrs weekly)	Avenue to Learn
Exercises / group discussions	Synch	Exercises and group discussions in-class	Provided by instructor in-class
Negotiation simulation	Synch	Mock negotiation simulation	Zoom or in-person
Negotiation diary	Asynch	Updated throughout semester	Microsoft Word
Readings	Asynch	Mandatory course readings	Avenue to Learn

COURSE OVERVIEW AND ASSESSMENT

Missed tests/exams will receive a grade of zero unless the student has submitted and been approved for a Notification of Absence or MSAF. Late assignments will be penalized 10% for each day they are late. Your final grade will be calculated as follows:

COMMUNICATION AND FEEDBACK

Students who wish to correspond with instructors or TAs directly via email must send messages that originate from their official McMaster University email account. This protects the confidentiality and sensitivity of information as well as confirms the identity of the student. Emails regarding course issues should NOT be sent to the Area Administrative Assistants. All students must receive feedback regarding their progress prior to the final date by which a student may cancel the course without failure by default.

- *For Level 1 and Level 2 courses, this feedback must equal a minimum of 20% of the final grade.*

- *For Level 3 courses and above, this feedback must equal a minimum of 10% of the final grade.*

Instructors may solicit feedback via an informal course review with students by Week #4 to allow time for modifications in curriculum delivery.

EVALUATION

GRADE COMPONENT	WEIGHT	DESCRIPTION
Participation	10%	Based on participation in exercises and case discussions in-class
Midterm	25%	Completion of a timed exam in Avenue to Learn
Negotiation Simulation	15%	Participation in a simulated job offer negotiation
Negotiation log/diary	15%	Submission of a 11-page report what students learned in class (1/session)
Final Exam	35%	Completion of a timed exam in Avenue to Learn in the exam period (integrative)

REQUESTING RELIEF FOR MISSED ACADEMIC WORK

In the event of an absence for medical or other reasons, students should review and follow the Academic Regulation in the Undergraduate Calendar “Requests for Relief for Missed Academic Term Work” and the link below;

<http://ug.degroote.mcmaster.ca/forms-and-resources/missed-course-work-policy/>

ACADEMIC INTEGRITY

You are expected to exhibit honesty and use ethical behaviour in all aspects of the learning process. Academic credentials you earn are rooted in principles of honesty and academic integrity. **It is your responsibility to understand what constitutes academic dishonesty.**

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

For information on the various types of academic dishonesty please refer to the [Academic Integrity Policy](https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/), located at <https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/>

The following illustrates only three forms of academic dishonesty:

- plagiarism, e.g. the submission of work that is not one's own or for which other credit has been obtained.
- improper collaboration in group work.
- copying or using unauthorized aids in tests and examinations.

AUTHENTICITY/PLAGIARISM DETECTION

Some courses may use a web-based service (Turnitin.com) to reveal authenticity and ownership of

student submitted work. For courses using such software, students will be expected to submit their work electronically either directly to Turnitin.com or via an online learning platform (e.g. A2L, etc.) using plagiarism detection (a service supported by Turnitin.com) so it can be checked for academic dishonesty.

Students who do not wish their work to be submitted through the plagiarism detection software must inform the Instructor before the assignment is due. No penalty will be assigned to a student who does not submit work to the plagiarism detection software.

All submitted work is subject to normal verification that standards of academic integrity have been upheld (e.g., on-line search, other software, etc.). For more details about McMaster's use of Turnitin.com please go to www.mcmaster.ca/academicintegrity.

COURSES WITH AN ON-LINE ELEMENT

Some courses may use on-line elements (e.g. e-mail, Avenue to Learn (A2L), LearnLink, web pages, capa, Moodle, ThinkingCap, etc.). Students should be aware that, when they access the electronic

components of a course using these elements, private information such as first and last names, user names for the McMaster e-mail accounts, and program affiliation may become apparent to all other students in the same course.

The available information is dependent on the technology used. Continuation in a course that uses on-line elements will be deemed consent to this disclosure. If you have any questions or concerns about such disclosure please discuss this with the course instructor.

ONLINE PROCTORING

Some courses may use online proctoring software for tests and exams. This software may require students to turn on their video camera, present identification, monitor and record their computer activities, and/or lock/restrict their browser or other applications/software during tests or exams. This software may be required to be installed before the test/exam begins.

CONDUCT EXPECTATIONS

As a McMaster student, you have the right to experience, and the responsibility to demonstrate, respectful and dignified interactions within all of our living, learning and working communities. These expectations are described in the [Code of Student Rights & Responsibilities](#) (the “Code”). All

students share the responsibility of maintaining a positive environment for the academic and personal growth of all McMaster community members, **whether in person or online**.

It is essential that students be mindful of their interactions online, as the Code remains in effect in virtual learning environments. The Code applies to any interactions that adversely affect, disrupt, or interfere with reasonable participation in University activities. Student disruptions or behaviours that interfere with university functions on online platforms (e.g. use of Avenue 2 Learn, WebEx or Zoom for delivery), will be taken very seriously and will be investigated. Outcomes may include restriction or removal of the involved students’ access to these platforms.

ACADEMIC ACCOMMODATION OF STUDENTS WITH DISABILITIES

Students with disabilities who require academic accommodation must contact [Student Accessibility Services](#) (SAS) at 905-525-9140 ext. 28652 or sas@mcmaster.ca to make arrangements with a Program Coordinator. For further information, consult McMaster University’s [Academic Accommodation of Students with Disabilities](#) policy.

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

Students requiring academic accommodation based on religious, indigenous or spiritual observances should follow the procedures set out in the [RISO](#) policy. Students should submit their request to their Faculty Office **normally within 10 working days** of the beginning of term in which they anticipate a need for accommodation or to the Registrar's Office prior to their examinations. Students should also contact their instructors as soon as possible to make alternative arrangements for classes, assignments, and tests.

COPYRIGHT AND RECORDING

Students are advised that lectures, demonstrations, performances, and any other course material provided by an instructor include copyright protected works. The Copyright Act and copyright law protect every original literary, dramatic, musical and artistic work, **including lectures** by University instructors.

The recording of lectures, tutorials, or other methods of instruction may occur during a course. Recording may be done by either the instructor for the purpose of authorized distribution, or by a student for the purpose of personal study. Students should be aware that their voice and/or image

may be recorded by others during the class. Please speak with the instructor if this is a concern for you.

EXTREME CIRCUMSTANCES

The University reserves the right to change the dates and deadlines for any or all courses in extreme circumstances (e.g., severe weather, labour disruptions, etc.). Changes will be communicated through regular McMaster communication channels, such as McMaster Daily News, A2L and/or McMaster email.

RESEARCH USING HUMAN SUBJECTS

All researchers conducting research that involves human participants, their records or their biological material are required to receive approval from one of McMaster's Research Ethics Boards before (a)

they can recruit participants and (b) collect or access their data. Failure to comply with relevant policies is a research misconduct matter. Contact these boards for further information about your requirements and the application process.

McMaster Research Ethics Board (General board): <https://reo.mcmaster.ca/>

Hamilton Integrated Research Ethics Board (Medical board): <http://www.hireb.ca/>

ACKNOWLEDGEMENT OF COURSE POLICIES

Your enrolment in Commerce 2SO3 will be considered to be an implicit acknowledgement of the course policies outlined above, or of any other that may be announced during lecture and/or on A2L. **It is your responsibility to read this course outline, to familiarize yourself with the course policies and to act accordingly.**

Lack of awareness of the course policies **cannot be invoked** at any point during this course for failure to meet them. It is your responsibility to ask for clarification on any policies that you do not understand.

COURSE SCHEDULE

Commerce 2SO3 **Negotiations** **Fall 2022 Course Schedule**

WEEK	DATE	ASSIGNMENT
Session 1 <i>Introduction to negotiation</i>	Week 1	Readings: Thompson, L. (2020). <i>The Heart and Mind of the Negotiator, 7th Edition</i> . Upper Saddle River, NJ: Pearson Education, Inc. (Chapter 1) Exercise: TBD
Session 2 <i>Preparing for negotiations</i>	Week 2	Reading: Thompson, L. (2020). <i>The Heart and Mind of the Negotiator, 7th Edition</i> . Upper Saddle River, NJ: Pearson Education, Inc. (Chapter 2) Exercise: TBD
Session 3 <i>Distributive Negotiations: Claiming Value</i>	Week 3	Readings: Thompson, L. (2020). <i>The Heart and Mind of the Negotiator, 7th Edition</i> . Upper Saddle River, NJ: Pearson Education, Inc. (Chapter 3) Exercise: TBD
Session 4	Week	Readings: Thompson, L. (2020). <i>The Heart and Mind of the Negotiator, 7th Edition</i> . Upper Saddle River, NJ:

<i>Integrative Negotiations: Expanding the Pie</i>	4	Pearson Education, Inc. (Chapter 4) Exercise: TBD
Session 5	Week 5	Mid-term recess
Session 6 <i>The role of personality and emotions</i>	Week 6	Readings: Thompson, L. (2020). <i>The Heart and Mind of the Negotiator, 7th Edition</i> . Upper Saddle River, NJ: Pearson Education, Inc. (Chapters 5 and 6) Exercise: TBD
Session 7	Week 7	Online midterm on Avenue to Learn during regularly scheduled class time.
Session 8 <i>The role of trust and relationships</i>	Week 8	Readings: Thompson, L. (2020). <i>The Heart and Mind of the Negotiator, 7th Edition</i> . Upper Saddle River, NJ: Pearson Education, Inc. (Chapters 7) Exercise: TBD
Session 9 <i>Power, ethics, and negotiations</i>	Week 9	Readings: Thompson, L. (2020). <i>The Heart and Mind of the Negotiator, 7th Edition</i> . Upper Saddle River, NJ: Pearson Education, Inc. (Chapter 8) Exercise: TBD
Session 10 <i>Solving problems in negotiations</i>	Week 10	Readings: Thompson, L. (2020). <i>The Heart and Mind of the Negotiator, 7th Edition</i> . Upper Saddle River, NJ: Pearson Education, Inc. (Chapter 9) Exercise: TBD
Session 11 Multi-party negotiations	Week 11	Readings: Thompson, L. (2020). <i>The Heart and Mind of the Negotiator, 7th Edition</i> . Upper Saddle River, NJ: Pearson Education, Inc. (Chapter 10) Exercise: TBD
Session 12 Cross-cultural negotiations	Week 12	Readings: Thompson, L. (2020). <i>The Heart and Mind of the Negotiator, 7th Edition</i> . Upper Saddle River, NJ: Pearson Education, Inc. (Chapter 11) Exercise: TBD
Session 13 Negotiating in a virtual world	Week 13	Readings: Thompson, L. (2020). <i>The Heart and Mind of the Negotiator, 7th Edition</i> . Upper Saddle River, NJ: Pearson Education, Inc. (Chapter 12) Exercise:

		TBD
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RECOMMENDATION FOR CHANGE IN UNDERGRADUATE CURRICULUM FOR 2021-2022 Course and Calendar Change Proposal Form

DeGroote School of Business McMaster University

5. All sections of this form must be completed.
6. This form must be completed for all course changes.
7. If the committee has any questions regarding this proposal, who should be contacted?

Instructor's Name: **Manish Verma**
Extension: **x 27438**

8. A faculty representative will be required to attend the DeGroote Undergraduate Curriculum & Calendar Committee meeting and the DeGroote Faculty of Business meeting at which this recommendation for change in undergraduate curriculum is to be discussed.

Submitted by which area group (select one):

- ☐ Strategic Management
- ☐ Marketing
- ☐ Health Policy and Management
- ☐ Accounting and Financial Management Services
- ☐ Finance and Business Economics
- ☐ Human Resources and Management
- ☐ Information Systems
- ☒ Operations Management
- ☐ Student Experience Office
- ☐ Joint Areas (please specify):

Nature of recommendation (check whichever is applicable):

- ☐ Course cancellation
- ☐ Change in delivery (blended/online/etc)
- ☒ Change in prerequisites / corequisites
- ☐ Change in course title
- ☐ Change in credit value: from credits to credits
- ☐ Change in Academic Calendar Text
- ☐ Other:

Current Course Description

Course Title: **Business Data Analytics**

Course Code: **COMMERCE
1DA3**

Rationale: Explain briefly the reasons behind the recommendation for change.

Anti-requisites have been updated to reflect courses that have overlapping statistic content.

Please copy and paste the text as it appears now in the calendar, and then provide a strikethrough edit as proposed.
Please visit <http://academiccalendars.romcmaster.ca> for the most complete version of this calendar.

COMMERCE 1DA3 - Business Data Analytics

3 unit(s)

The main emphasis will be on the applications of statistical data analysis in business. Students learn different aspects of working with and making sense of data and learn how to use data to provide insight into different business problems. Some examples include the application of visualization, probabilities, confidence intervals, hypothesis testing, simple and multiple regressions, etc. Application of data analysis techniques in business problems will be introduced and practiced using software (through a course project).

Lectures (three hours), tutorials (one hour)

Antirequisite(s): COMMERCE 2QA3, IBH 2AD3, ARTSSCI 2R03, ECON 2B03, HTHSCI 1F03, NURSING 2R03, SOCSOI 2J03, STATS 2B03, 2MB3, 3J04, 3N03, 3Y03



RECOMMENDATION FOR CHANGE IN UNDERGRADUATE CURRICULUM FOR 2021-2022 Course and Calendar Change Proposal Form

DeGroote School of Business McMaster University

9. All sections of this form must be completed.
10. This form must be completed for all course changes.
11. If the committee has any questions regarding this proposal, who should be contacted?

Instructor's Name:

Extension: x

12. A faculty representative will be required to attend the DeGroote Undergraduate Curriculum & Calendar Committee meeting and the DeGroote Faculty of Business meeting at which this recommendation for change in undergraduate curriculum is to be discussed.

Submitted by which area group (select one):

- ☐ Strategic Management
☐ Marketing
☐ Health Policy and Management
☐ Accounting and Financial Management Services
☐ Finance and Business Economics
☐ Human Resources and Management
☐ Information Systems
☒ Operations Management
☐ Student Experience Office
☐ Joint Areas (please specify):

Nature of recommendation (check whichever is applicable):

- ☐ Course cancellation
☐ Change in delivery (blended/online/etc)
☒ Change in prerequisites / corequisites
☐ Change in course title
☐ Change in credit value: from credits to credits
☐ Change in Academic Calendar Text
☐ Other:

Current Course Description

Course Title: **Decision Making With Analytics**

Course Code: **COMMERCE
2DA3**

Rationale: Explain briefly the reasons behind the recommendation for change.

Anti-requisites have been updated to reflect courses that have overlapping statistic content.

Please copy and paste the text as it appears now in the calendar, and then provide a strikethrough edit as proposed.
Please visit <http://academiccalendars.romcmaster.ca> for the most complete version of this calendar.

COMMERCE 2DA3 – Decision Making with Analytics

The course will study five widely used quantitative management science tools (problem modelling, linear programming, decision analysis, simulation, and waiting lines) used in business data analytics when conditions are reasonably certain or somewhat uncertain. All five tools are implemented in Excel. The course is taught through lectures, computer work with Excel, lecture notes and textbook readings, practice problems, and online podcasts.

Lectures (three hours), tutorials (one hour)

Prerequisite(s): COMMERCE 1DA3 (or 2QA3), IBH 2AD3, ARTSSCI 2R03, ECON 2B03, HTHSCI 1F03, NURSING 2R03, SOCSCI 2J03, STATS 2B03, 2MB3, 3J04, 3N03, 3Y03 or one of STATS 2MB3, 3J04, 3N03 or 3Y03; and registration in any four or five level program or applicable minor (see *Faculty Note 2.*)



RECOMMENDATION FOR CHANGE IN UNDERGRADUATE CURRICULUM FOR 2021-2022 Course and Calendar Change Proposal Form

DeGroote School of Business McMaster University

13. All sections of this form must be completed.
14. This form must be completed for all course changes.
15. If the committee has any questions regarding this proposal, who should be contacted?

Instructor's Name: **Trevor Chamberlain**
Extension: **x 23980**

16. A faculty representative will be required to attend the DeGroote Undergraduate Curriculum & Calendar Committee meeting and the DeGroote Faculty of Business meeting at which this recommendation for change in undergraduate curriculum is to be discussed.

Submitted by which area group (select one):

- ☐ Strategic Management
☐ Marketing
☐ Health Policy and Management
☐ Accounting and Financial Management Services
☒ Finance and Business Economics
☐ Human Resources and Management
☐ Information Systems
☐ Operations Management
☐ Student Experience Office
☐ Joint Areas (please specify):

Nature of recommendation (check whichever is applicable):

- ☐ Course cancellation
☐ Change in delivery (blended/online/etc)
☒ Change in prerequisites / corequisites
☐ Change in course title
☐ Change in credit value: from credits to credits
☐ Change in Academic Calendar Text
☐ Other:

Current Course Description

Course Title: **Introduction to Finance**

Course Code: **COMMERCE
2FA3**

Rationale: Explain briefly the reasons behind the recommendation for change.

Update the prerequisites to recognize ECON 1BX3 as satisfying the Econ 1B03 prerequisite (“Econ 1B03 or Econ 1BX3”). The Economics department will be deleting 1BX3 and revert back to 1B03. Updated to reflect new MATH 1MM3 course.

Please copy and paste the text as it appears now in the calendar, and then provide a strikethrough edit as proposed.
Please visit <http://academiccalendars.romcmaster.ca> for the most complete version of this calendar.

COMMERCE 2FA3 - Introduction to Finance

3 unit(s)

This course introduces the main instruments and institutions in the Canadian financial system. The basic concepts and models of modern financial theory are introduced through lectures and 'hands-on' problem solving. Topics include: the time value of money, capital budgeting, the trade-off between risk and return and security valuation.

Lectures (two hours), tutorial (one hour)

Prerequisite(s): COMMERCE 1AA3 and ECON 1B03 (or ECON 1BX3); one of MATH 1A03, 1LS3, 1MM3, 1M03, 1N03, 1X03, 1ZA3 or 1Z04; and registration in any four or five level program or applicable minor (see *Faculty Note 2.*)

Antirequisite(s): IBH 2BB3; Not open to students with credit or registration in ECON 2I03



RECOMMENDATION FOR CHANGE IN UNDERGRADUATE CURRICULUM FOR 2021-2022 Course and Calendar Change Proposal Form

DeGroote School of Business McMaster University

17. All sections of this form must be completed.
18. This form must be completed for all course changes.
19. If the committee has any questions regarding this proposal, who should be contacted?

Instructor's Name: **Dr. Sue McCracken**
Extension: **x 23993**

20. A faculty representative will be required to attend the DeGroote Undergraduate Curriculum & Calendar Committee meeting and the DeGroote Faculty of Business meeting at which this recommendation for change in undergraduate curriculum is to be discussed.

Submitted by which area group (select one):

- ☐ Strategic Management
☐ Marketing
☐ Health Policy and Management
☐ Accounting and Financial Management Services
☐ Finance and Business Economics
☐ Human Resources and Management
☐ Information Systems
☐ Operations Management
☒ Student Experience Office
☐ Joint Areas (please specify):

Nature of recommendation (check whichever is applicable):

- ☐ Course cancellation
☐ Change in delivery (blended/online/etc)
☐ Change in prerequisites / corequisites
☐ Change in course title
☐ Change in credit value: from credits to credits
☒ Change in Academic Calendar Text
☐ Other:

Current Course Description

Course Title: **DeGroote Student Experience and Development II**

Course Code: **COMMERCE
2GR0 A/B**

Rationale: Explain briefly the reasons behind the recommendation for change.

Providing description for the second in a required series of orientation and development courses

Please copy and paste the text as it appears now in the calendar, and then provide a strikethrough edit as proposed.
Please visit <http://academiccalendars.romcmaster.ca> for the most complete version of this calendar.

Commerce 2GR0 A/B – DeGroote Student Experience and Development II

0 unit(s)

This course builds on 1GR0 and continues to provide experiential activities for students to develop (or enhance) and apply foundational knowledge of highly sought skills in the workplace such as critical thinking, collaboration, communication and self-management. Further, this course offers career development tools and learning experiences that facilitate students' success in the Business Program and their careers. Students will gain strategies for academic success, and knowledge of the various services and opportunities available to them within the university.

Course will consist of in-person and online learning experiences such as presentations, videos, resources, self-assessment, workshops, competitions, conferences, etc.

Prerequisite(s): Registration in Level II or above in the Honours Bachelor of Commerce Program



RECOMMENDATION FOR CHANGE IN UNDERGRADUATE CURRICULUM FOR 2021-2022 Course and Calendar Change Proposal Form

DeGroote School of Business McMaster University

21. All sections of this form must be completed.
22. This form must be completed for all course changes.
23. If the committee has any questions regarding this proposal, who should be contacted?

Instructor's Name: **Trevor Chamberlain**
Extension: **x 23980**

24. A faculty representative will be required to attend the DeGroote Undergraduate Curriculum & Calendar Committee meeting and the DeGroote Faculty of Business meeting at which this recommendation for change in undergraduate curriculum is to be discussed.

Submitted by which area group (select one):

- ☐ Strategic Management
☐ Marketing
☐ Health Policy and Management
☐ Accounting and Financial Management Services
☒ Finance and Business Economics
☐ Human Resources and Management
☐ Information Systems
☐ Operations Management
☐ Student Experience Office
☐ Joint Areas (please specify):

Nature of recommendation (check whichever is applicable):

- ☐ Course cancellation
☐ Change in delivery (blended/online/etc)
☐ Change in prerequisites / corequisites
☐ Change in course title
☐ Change in credit value: from credits to credits
☒ Change in Academic Calendar Text
☐ Other:

Current Course Description

Course Title: **Market Trading with Options and Futures**

Course Code: **COMMERCE
3FI3**

Rationale: Explain briefly the reasons behind the recommendation for change.

In course description, wording is reflected to replace 'options' with 'derivatives' and replace 'measurement' with 'management'. The last sentence reflects the online nature of the course.

Please copy and paste the text as it appears now in the calendar, and then provide a strikethrough edit as proposed.

Please visit <http://academiccalendars.romcmaster.ca> for the most complete version of this calendar.

COMMERCE 3FI3 - Market Trading with Options and Futures

3 unit(s)

This experiential course develops practical skills in trading financial securities - money market instruments, bonds, equities, indices, ETFs, currencies, commodities, and their corresponding derivatives ~~options~~ focusing on trading strategies that minimize market exposure through risk ~~management measurement~~. The course uses industry tools such as Thomson Reuters Refinitiv and Bloomberg Professional.

Lectures (three hours)

Prerequisite(s): COMMERCE 2FB3 (or 3FA3) or IBH 3AC3; and registration in any Bachelor of Commerce or Engineering and Management program or relevant minor (see Faculty Note 2.)



RECOMMENDATION FOR CHANGE IN UNDERGRADUATE CURRICULUM FOR 2021-2022 Course and Calendar Change Proposal Form

DeGroote School of Business McMaster University

25. All sections of this form must be completed.
26. This form must be completed for all course changes.
27. If the committee has any questions regarding this proposal, who should be contacted?

Instructor's Name: **Khalid Nainar**
Extension: **x 23990**

28. A faculty representative will be required to attend the DeGroote Undergraduate Curriculum & Calendar Committee meeting and the DeGroote Faculty of Business meeting at which this recommendation for change in undergraduate curriculum is to be discussed.

Submitted by which area group (select one):

- ☐ Strategic Management
☐ Marketing
☐ Health Policy and Management
☒ Accounting and Financial Management Services
☐ Finance and Business Economics
☐ Human Resources and Management
☐ Information Systems
☐ Operations Management
☐ Student Experience Office
☐ Joint Areas (please specify):

Nature of recommendation (check whichever is applicable):

- ☐ Course cancellation
☐ Change in delivery (blended/online/etc)
☒ Change in prerequisites / corequisites
☐ Change in course title
☐ Change in credit value: from credits to credits
☐ Change in Academic Calendar Text
☐ Other:

Current Course Description

Course Title: **Intermediate Financial Accounting II**

Course Code: **COMMERCE
3AC3**

Rationale: Explain briefly the reasons behind the recommendation for change.

Removing reference to Commerce 3AB3, as Commerce 3AB3 and 3AC3 can be completed concurrently.

Please copy and paste the text as it appears now in the calendar, and then provide a strikethrough edit as proposed.
Please visit <http://academiccalendars.romcmaster.ca> for the most complete version of this calendar.

COMMERCE 3AC3 - Intermediate Financial Accounting II

3 unit(s)

A second course in intermediate financial accounting dealing with reporting issues that relate to liabilities and owners' equity. In particular, the concepts of recognition, measurement and disclosure of such items as bonds, taxes, leases and pensions as well as the phenomenon of off-balance sheet financing are examined.

Lectures (three hours), tutorial (one hour)

Prerequisite(s): COMMERCE 1AA3 or IBH 1AA3 ~~COMMERCE 3AB3~~; and registration in any Bachelor of Commerce or Engineering and Management program or relevant minor (see *Faculty Note 2.*)

RECOMMENDATION FOR CHANGE IN UNDERGRADUATE CURRICULUM FOR 2021-2022 Course and Calendar Change Proposal Form

DeGroote School of Business McMaster University

29. All sections of this form must be completed.
30. This form must be completed for all course changes.
31. If the committee has any questions regarding this proposal, who should be contacted?

Instructor's Name: **Sourav Ray**
Extension: x **22370**

32. A faculty representative will be required to attend the DeGroote Undergraduate Curriculum & Calendar Committee meeting and the DeGroote Faculty of Business meeting at which this recommendation for change in undergraduate curriculum is to be discussed.

Submitted by which area group (select one):

- ☐ Strategic Management
☒ Marketing
☐ Health Policy and Management
☐ Accounting and Financial Management Services
☐ Finance and Business Economics
☐ Human Resources and Management
☐ Information Systems
☐ Operations Management
☐ Student Experience Office
☐ Joint Areas (please specify):

Nature of recommendation (check whichever is applicable):

- ☐ Course cancellation
☐ Change in delivery (blended/online/etc)
☒ Change in prerequisites / corequisites
☐ Change in course title
☐ Change in credit value: from credits to credits
☐ Change in Academic Calendar Text
☐ Other:

Current Course Description

Course Title: **Applied Marketing Management**

Course Code: **COMMERCE
3MC3**

Rationale: Explain briefly the reasons behind the recommendation for change.

IBH students have their own version of this course, we can remove IBH 2AA3 from the pre-requisite.

Please copy and paste the text as it appears now in the calendar, and then provide a strikethrough edit as proposed.
Please visit <http://academiccalendars.romcmaster.ca> for the most complete version of this calendar.

COMMERCE 3MC3 - Applied Marketing Management

3 unit(s)

Builds upon material in COMMERCE 2MA3 but is more applied in nature and covers the 4 P's in greater depth. It also has a heavier industrial and service sector component, and relies more on practical, real world cases. A major field project (student teams working with companies) is a critical part of the course.

Lectures (three hours)

Prerequisite(s): COMMERCE 1MA3 (or 2MA3) ~~or IBH 2AA3~~; and registration in any Bachelor of Commerce or Engineering and Management program or relevant minor (see *Faculty Note 2.*)

Antirequisite(s): IBH 3AB3

RECOMMENDATION FOR CHANGE IN UNDERGRADUATE CURRICULUM FOR 2021-2022 Course and Calendar Change Proposal Form

DeGroote School of Business McMaster University

33. All sections of this form must be completed.
34. This form must be completed for all course changes.
35. If the committee has any questions regarding this proposal, who should be contacted?

Instructor's Name: **Manish Verma**
Extension: x **27438**

36. A faculty representative will be required to attend the DeGroote Undergraduate Curriculum & Calendar Committee meeting and the DeGroote Faculty of Business meeting at which this recommendation for change in undergraduate curriculum is to be discussed.

Submitted by which area group (select one):

- ☐ Strategic Management
☐ Marketing
☐ Health Policy and Management
☐ Accounting and Financial Management Services
☐ Finance and Business Economics
☐ Human Resources and Management
☐ Information Systems
☒ Operations Management
☐ Student Experience Office
☐ Joint Areas (please specify):

Nature of recommendation (check whichever is applicable):

- ☐ Course cancellation
☐ Change in delivery (blended/online/etc)
☐ Change in prerequisites / corequisites
☐ Change in course title
☐ Change in credit value: from credits to credits
☐ Change in Academic Calendar Text

☒ Other: **Remove tutorial**

Current Course Description

Course Title: **Management Science for Business**

Course Code: **COMMERCE
3QA3**

Rationale: Explain briefly the reasons behind the recommendation for change.

No required tutorial for this class, remove from Calendar

Please copy and paste the text as it appears now in the calendar, and then provide a strikethrough edit as proposed.
Please visit <http://academiccalendars.romcmaster.ca> for the most complete version of this calendar.

COMMERCE 3QA3 - Management Science for Business

3 unit(s)

This course is a study of analytical approaches that assist managerial decision-making; it provides coverage of decision theory and an introduction to optimization methods, computer simulation and the general approach of management science.

Lectures (three hours), ~~tutorial (one hour)~~

Prerequisite(s): COMMERCE 2QA3 or IBH 2AD3; and registration in any Bachelor of Commerce program; or one of ELECENG 3TQ3, 3TQ4, STATS 2MB3, 3J04, 3N03, 3Y03, ENGPYHS 3W04 (or 3W04 A/B) and registration in any Engineering and Management program

Rationale: *Remove tutorial, not required for this class.*



RECOMMENDATION FOR CHANGE IN UNDERGRADUATE CURRICULUM FOR 2021-2022 Course and Calendar Change Proposal Form

DeGroote School of Business McMaster University

37. All sections of this form must be completed.
38. This form must be completed for all course changes.
39. If the committee has any questions regarding this proposal, who should be contacted?

Instructor's Name: **Catherine Connelly**
Extension: **x 23954**

40. A faculty representative will be required to attend the DeGroote Undergraduate Curriculum & Calendar Committee meeting and the DeGroote Faculty of Business meeting at which this recommendation for change in undergraduate curriculum is to be discussed.

Submitted by which area group (select one):

- ☐ Strategic Management
☐ Marketing
☐ Health Policy and Management
☐ Accounting and Financial Management Services
☐ Finance and Business Economics
☒ Human Resources and Management
☐ Information Systems
☐ Operations Management
☐ Student Experience Office
☐ Joint Areas (please specify):

Nature of recommendation (check whichever is applicable):

- ☐ Course cancellation
☐ Change in delivery (blended/online/etc)
☒ Change in prerequisites / corequisites
☐ Change in course title
☐ Change in credit value: from credits to credits
☐ Change in Academic Calendar Text
☐ Other:

Current Course Description

Course Title: **Public Sector Collective Bargaining**

Course Code: **COMMERCE
4BG3**

Rationale: Explain briefly the reasons behind the recommendation for change.

This course has already been removed in other Calendar versions, this class is no longer cross-listed with LABRST 4C03.

Please copy and paste the text as it appears now in the calendar, and then provide a strikethrough edit as proposed.
Please visit <http://academiccalendars.romcmaster.ca> for the most complete version of this calendar.

COMMERCE 4BG3 - Public Sector Collective Bargaining

3 unit(s)

This course examines unionization and collective bargaining for employees in the public sector. Topics include: bargaining issues, bargaining outcomes and impasse resolution.

Prerequisite(s): COMMERCE 2BC3 or IBH 2AC3; and registration in any Bachelor of Commerce or Engineering and Management program or relevant minor (see *Faculty Note 2.*). COMMERCE 4BC3 is also recommended.

~~**Cross list(s): LABRST 4C03**~~



RECOMMENDATION FOR CHANGE IN UNDERGRADUATE CURRICULUM FOR 2021-2022 Course and Calendar Change Proposal Form

DeGroote School of Business McMaster University

41. All sections of this form must be completed.
42. This form must be completed for all course changes.
43. If the committee has any questions regarding this proposal, who should be contacted?

Instructor's Name: **Brian Detlor**
Extension: **x 23949**

44. A faculty representative will be required to attend the DeGroote Undergraduate Curriculum & Calendar Committee meeting and the DeGroote Faculty of Business meeting at which this recommendation for change in undergraduate curriculum is to be discussed.

Submitted by which area group (select one):

- ☐ Strategic Management
☐ Marketing
☐ Health Policy and Management
☐ Accounting and Financial Management Services
☐ Finance and Business Economics
☐ Human Resources and Management
☒ Information Systems
☐ Operations Management
☐ Student Experience Office
☐ Joint Areas (please specify):

Nature of recommendation (check whichever is applicable):

- ☐ Course cancellation
☐ Change in delivery (blended/online/etc)
☒ Change in prerequisites / corequisites
☐ Change in course title
☐ Change in credit value: from credits to credits
☐ Change in Academic Calendar Text
☐ Other:

Current Course Description

Course Title: **Project Management**

Course Code: **COMMERCE
4KF3**

Rationale: Explain briefly the reasons behind the recommendation for change.

Remove level requirement, not required for this course.

Please copy and paste the text as it appears now in the calendar, and then provide a strikethrough edit as proposed.
Please visit <http://academiccalendars.romcmaster.ca> for the most complete version of this calendar.

COMMERCE 4KF3 - Project Management

3 unit(s)

Topics include: project selection, project organization structures, life cycles, planning, estimation, budgeting, resource allocation, contracting, project management software, reporting and controlling issues and conflict management.

Lectures and online (three hours)

Prerequisite(s): Registration in ~~level III or above in~~ any Bachelor of Commerce or Engineering and Management program or relevant minor (see *Faculty Note 2.*)

Antirequisite(s): COMMERCE 4QF3



RECOMMENDATION FOR CHANGE IN UNDERGRADUATE CURRICULUM FOR 2021-2022 Course and Calendar Change Proposal Form

DeGroote School of Business McMaster University

45. All sections of this form must be completed.
46. This form must be completed for all course changes.
47. If the committee has any questions regarding this proposal, who should be contacted?

Instructor's Name: **Nick Bontis**
Extension: **x 23918**

48. A faculty representative will be required to attend the DeGroote Undergraduate Curriculum & Calendar Committee meeting and the DeGroote Faculty of Business meeting at which this recommendation for change in undergraduate curriculum is to be discussed.

Submitted by which area group (select one):

- ☒ Strategic Management
☐ Marketing
☐ Health Policy and Management
☐ Accounting and Financial Management Services
☐ Finance and Business Economics
☐ Human Resources and Management
☐ Information Systems
☐ Operations Management
☐ Student Experience Office
☐ Joint Areas (please specify):

Nature of recommendation (check whichever is applicable):

- ☐ Course cancellation
☐ Change in delivery (blended/online/etc)
☒ Change in prerequisites / corequisites
☐ Change in course title
☐ Change in credit value: from credits to credits
☐ Change in Academic Calendar Text
☐ Other:

Current Course Description

Course Title: **Commercial Law**

Course Code: **COMMERCE
4SD3**

Rationale: Explain briefly the reasons behind the recommendation for change.

Allow students in Level II or above to enrol in this course.

Please copy and paste the text as it appears now in the calendar, and then provide a strikethrough edit as proposed.
Please visit <http://academiccalendars.romcmaster.ca> for the most complete version of this calendar.

COMMERCE 4SD3 - Commercial Law

3 unit(s)

This course emphasizes those areas of law which are most relevant to business activity. Particular attention is given to the law relating to contracts and business organizations. Other areas of study include: sources of law, the judicial process, real and personal property, torts, agency, credit and negotiable instruments.

Lectures (three hours)

Prerequisite(s): Registration in ~~Level III or above and in~~ any Bachelor of Commerce or Engineering and Management program or Level IV of the Justice, Political Philosophy, and Law Program or relevant minor (see *Faculty Note 2.*)



RECOMMENDATION FOR CHANGE IN UNDERGRADUATE CURRICULUM FOR 2021-2022 Course and Calendar Change Proposal Form

DeGroote School of Business McMaster University

49. All sections of this form must be completed.
50. This form must be completed for all course changes.
51. If the committee has any questions regarding this proposal, who should be contacted?

Instructor's Name: **Nick Bontis**
Extension: **x 23918**

52. A faculty representative will be required to attend the DeGroote Undergraduate Curriculum & Calendar Committee meeting and the DeGroote Faculty of Business meeting at which this recommendation for change in undergraduate curriculum is to be discussed.

Submitted by which area group (select one):

- ☒ Strategic Management
☐ Marketing
☐ Health Policy and Management
☐ Accounting and Financial Management Services
☐ Finance and Business Economics
☐ Human Resources and Management
☐ Information Systems
☐ Operations Management
☐ Student Experience Office
☐ Joint Areas (please specify):

Nature of recommendation (check whichever is applicable):

- ☐ Course cancellation
☐ Change in delivery (blended/online/etc)
☒ Change in prerequisites / corequisites
☐ Change in course title
☐ Change in credit value: from credits to credits
☐ Change in Academic Calendar Text
☐ Other:

Current Course Description

Course Title: **Sustainability: Corporations and Society**

Course Code: **COMMERCE
4SG3**

Rationale: Explain briefly the reasons behind the recommendation for change.

Allow students in Level II or above to enrol in this course.

Please copy and paste the text as it appears now in the calendar, and then provide a strikethrough edit as proposed.
Please visit <http://academiccalendars.romcmaster.ca> for the most complete version of this calendar.

COMMERCE 4SG3 - Sustainability: Corporations and Society

3 unit(s)

The goal of this course is to familiarize students with a variety of sustainability related concepts including the triple bottom line, resilience, stakeholder engagement, the tragedy of the commons, sustainability and technology, and sustainable business models. Using cases, simulations, guest speakers, a group project and reflection, students will sharpen their ability to critically analyze and debate complex and systemic issues from an informed position. Students will emerge from this course understanding both the challenges and opportunities inherent in sustainability.

Lectures (three hours)

Prerequisite(s): Registration in **Level II or above** ~~Level III or IV~~ of a four or five year program or instructor permission



RECOMMENDATION FOR CHANGE IN UNDERGRADUATE CURRICULUM FOR 2021-2022 Course and Calendar Change Proposal Form

DeGroote School of Business McMaster University

53. All sections of this form must be completed.
54. This form must be completed for all course changes.
55. If the committee has any questions regarding this proposal, who should be contacted?

Instructor's Name: **Nick Bontis**
Extension: **x 23918**

56. A faculty representative will be required to attend the DeGroote Undergraduate Curriculum & Calendar Committee meeting and the DeGroote Faculty of Business meeting at which this recommendation for change in undergraduate curriculum is to be discussed.

Submitted by which area group (select one):

- ☒ Strategic Management
☐ Marketing
☐ Health Policy and Management
☐ Accounting and Financial Management Services
☐ Finance and Business Economics
☐ Human Resources and Management
☐ Information Systems
☐ Operations Management
☐ Student Experience Office
☐ Joint Areas (please specify):

Nature of recommendation (check whichever is applicable):

- ☐ Course cancellation
☐ Change in delivery (blended/online/etc)
☒ Change in prerequisites / corequisites
☐ Change in course title
☐ Change in credit value: from credits to credits
☐ Change in Academic Calendar Text
☐ Other:

Current Course Description

Course Title: **Sports Management**

Course Code: **COMMERCE
4SM3**

Rationale: Explain briefly the reasons behind the recommendation for change.

Allow students in Level II or above to enrol in this course.

Please copy and paste the text as it appears now in the calendar, and then provide a strikethrough edit as proposed.
Please visit <http://academiccalendars.romcmaster.ca> for the most complete version of this calendar.

COMMERCE 4SM3 - Sports Management

3 unit(s)

This course emphasizes management principles as they relate to the business of sports. Students are introduced to the following sports management issues: marketing and advertising of sports events and brands, understanding of legal and ethical issues in sport, media and promotion, sponsorship and event management, sports equipment and product management, recreational sports management and other related areas. There is an emphasis on developing and improving communication skills as much of the course content will be case-based. An overview is provided with regard to career opportunities in the sports management field.

Lectures (three hours)

Prerequisite(s): Registration in Level ~~II~~ **IV** or above in any Bachelor of Commerce or Engineering and Management program or relevant minor (see *Faculty Note 2*.)



RECOMMENDATION FOR CHANGE IN UNDERGRADUATE CURRICULUM FOR 2021-2022 Course and Calendar Change Proposal Form

DeGroote School of Business McMaster University

57. All sections of this form must be completed.
58. This form must be completed for all course changes.
59. If the committee has any questions regarding this proposal, who should be contacted?

Instructor's Name: **Nick Bontis**
Extension: **x 23918**

60. A faculty representative will be required to attend the DeGroote Undergraduate Curriculum & Calendar Committee meeting and the DeGroote Faculty of Business meeting at which this recommendation for change in undergraduate curriculum is to be discussed.

Submitted by which area group (select one):

- ☒ Strategic Management
☐ Marketing
☐ Health Policy and Management
☐ Accounting and Financial Management Services
☐ Finance and Business Economics
☐ Human Resources and Management
☐ Information Systems
☐ Operations Management
☐ Student Experience Office
☐ Joint Areas (please specify):

Nature of recommendation (check whichever is applicable):

- ☐ Course cancellation
☐ Change in delivery (blended/online/etc)
☒ Change in prerequisites / corequisites
☐ Change in course title
☐ Change in credit value: from credits to credits
☐ Change in Academic Calendar Text
☐ Other:

Current Course Description

Course Title: **Special Topics in Strategic Management**

Course Code: **COMMERCE
4SX3**

Rationale: Explain briefly the reasons behind the recommendation for change.

Allow students in Level II or above to enrol in this course.

Please copy and paste the text as it appears now in the calendar, and then provide a strikethrough edit as proposed.
Please visit <http://academiccalendars.romcmaster.ca> for the most complete version of this calendar.

COMMERCE 4SX3 - Special Topics in Strategic Management

3 unit(s)

Various topics in business are considered. They will vary depending upon recent developments in the field and upon the interests of the instructor. The topics to be included are announced at the time of the course offering.

Lectures (three hours)

Prerequisite(s): Registration in level ~~II~~ ~~III~~ or above in any Bachelor of Commerce or Engineering and Management program or relevant minor (see *Faculty Note 2*.)



RECOMMENDATION FOR CHANGE IN UNDERGRADUATE CURRICULUM FOR 2021-2022 Course and Calendar Change Proposal Form

DeGroote School of Business McMaster University

61. All sections of this form must be completed.
62. This form must be completed for all course changes.
63. If the committee has any questions regarding this proposal, who should be contacted?

Instructor's Name: **Megan Stotts**
Extension: **x 24125**

64. A faculty representative will be required to attend the DeGroote Undergraduate Curriculum & Calendar Committee meeting and the DeGroote Faculty of Business meeting at which this recommendation for change in undergraduate curriculum is to be discussed.

Submitted by which area group (select one):

- ☐ Strategic Management
☐ Marketing
☐ Health Policy and Management
☐ Accounting and Financial Management Services
☐ Finance and Business Economics
☐ Human Resources and Management
☐ Information Systems
☐ Operations Management
☐ Student Experience Office
☒ Joint Areas (please specify): **Department of Philosophy through IBH program**

Nature of recommendation (check whichever is applicable):

- ☐ Course cancellation
☐ Change in delivery (blended/online/etc)
☐ Change in prerequisites / corequisites
☐ Change in course title
☐ Change in credit value: from credits to credits
☐ Change in Academic Calendar Text
☒ Other: **Change in course description**

Current Course Description

Course Title: **Critical Thinking**

Course Code: **IBH 2AE3**

Rationale: Explain briefly the reasons behind the recommendation for change.

The course instructor requested this change to reflect how she teaches this course in the IBH program.

Please copy and paste the text as it appears now in the calendar, and then provide a strikethrough edit as proposed. Please visit <http://academiccalendars.romcmaster.ca> for the most complete version of this calendar.

~~Critical thinking essentially distinguishes between the capacity and quality of human thought. That is, it essentially denies that thought is merely the ability to process information and to make judgments with respect to it. Rather, critical thinking attests that there are certain modes of thinking that we can cultivate to clearly and carefully understand, evaluate, and communicate information. This course introduces students to such modes of thought. In order to facilitate such an introduction the course will be guided by four intellectual virtues that critical thinking fundamentally involves:~~

- ~~1) humility (the ability to admit limitations, ignorance, or confusion, etc.),~~
 - ~~2) carefulness (the ability to identify and avoid mistakes and errors in reasoning),~~
 - ~~3) thoroughness (the ability to think clearly and distinctly, providing sufficient justification for claims), and~~
 - ~~4) open-mindedness (the ability judge fairly, empathetically, and with sensitivity to alternative beliefs).~~
- ~~Within these guidelines course topics will include the nature, limitations and justifications of knowledge, cognitive errors, formal and informal fallacies of reasoning, the structure of arguments, deductive and inductive reasoning, basic propositional and categorical logic, and sociocultural criticism.~~

This course aims to develop students' skills in identifying and evaluating various kinds of reasoning frequently encountered in everyday life. Likely topics covered in the course include typical reasoning patterns, methods for identifying and classifying reasoning when reading, methods for assessing the quality of reasoning, and fallacies or cognitive biases that can negatively impact reasoning.



SCIENCE

Report to Undergraduate Council for the 2021-2022 Undergraduate Calendar

February, 2021

Approved by the Faculty of Science AP&PC February 8, 2021

FACULTY OF SCIENCE

Curriculum Revisions for 2021-22

Addendum

1.0 MAJOR REVISIONS:

1.1 Honours Mathematics and Computer Science (B.Sc.)

Admission Notes

1. For students entering the program as of September 2019, completion of MATH 1C03 is required by the end of Level II.
2. Students seeking admission to the program are strongly discouraged from taking MATH 1LS3 and 1LT3 as they do not cover all content needed for MATH 2X03.

Admission

Completion of any Level I program with a Grade Point Average of at least 5.0 including:
3 units from

- MATH 1A03 – Calculus For Science I
- MATH 1LS3 – Calculus for the Life Sciences I
- MATH 1X03 – Calculus for Math and Stats I
- MATH 1ZA3 – Engineering Mathematics I

(See Admission Note 2 above.)

3 units from the following courses, with a grade of at least C+

- MATH 1AA3 – Calculus For Science II
- MATH 1LT3 – Calculus for the Life Sciences II
- MATH 1XX3 – Calculus for Math and Stats II
- MATH 1ZB3 – Engineering Mathematics II-A

(See Admission Note 2 above.)

3 units from the following courses, with a grade of at least C+

- MATH 1B03 – Linear Algebra I
- MATH 1ZC3 – Engineering Mathematics II-B

3 units from

- COMPSCI 1MD3 – Introduction to Programming
- MATH 1MP3 – Introduction to Mathematical Scientific Computation

3 units from

- COMPSCI 1XC3 – CS P&E: Development Basics
- COMPSCI 1XD3 – CS P&E: Intro to SW Design Using Web Programming

Admission (Effective September 2021)

Completion of any Level I program with a Grade Point Average of at least 5.0 including:
3 units from

- MATH 1A03 - Calculus For Science I
- MATH 1LS3 - Calculus for the Life Sciences I
- MATH 1X03 - Calculus for Math and Stats I
- MATH 1ZA3 - Engineering Mathematics I

(See Admission Note 2 above.)

3 units from the following courses, with a grade of at least C+

- MATH 1AA3 - Calculus For Science II
- MATH 1LT3 - Calculus for the Life Sciences II
- MATH 1XX3 - Calculus for Math and Stats II
- MATH 1ZB3 - Engineering Mathematics II-A

(See Admission Note 2 above.)

3 units from the following courses, with a grade of at least C+

- MATH 1B03 - Linear Algebra I
- MATH 1ZC3 - Engineering Mathematics II-B

3 units

COMPSCI 1DM3 – Discrete Mathematics for CS

3 units from

- COMPSCI 1MD3 - Introduction to Programming
- MATH 1MP3 - Introduction to Mathematical Scientific Computation

3 units From

- COMPSCI 1XC3 – CS P&E: Development Basics
- COMPSCI 1XD3 – CS P&E: Intro to SW Design Using Web Programming

Admission (Effective September 2022)

Enrolment in this program is limited and possession of the published minimum requirements does not guarantee admission. Admission is by selection but requires, as a minimum, completion of any Level I program with a Grade Point Average of at least 5.0 including:

3 units from

- MATH 1A03 - Calculus For Science I
 - MATH 1LS3 - Calculus for the Life Sciences I
 - MATH 1X03 - Calculus for Math and Stats I
 - MATH 1ZA3 - Engineering Mathematics I
- (See Admission Note 2 above.)

3 units from the following courses, with a grade of at least C+

- MATH 1AA3 - Calculus For Science II
 - MATH 1LT3 - Calculus for the Life Sciences II
 - MATH 1XX3 - Calculus for Math and Stats II
 - MATH 1ZB3 - Engineering Mathematics II-A
- (See Admission Note 2 above.)

3 units from the following courses, with a grade of at least C+

- MATH 1B03 - Linear Algebra I
- MATH 1ZC3 - Engineering Mathematics II-B

3 units

COMPSCI 1DM3 – Discrete Mathematics for CS

3 units from

- COMPSCI 1MD3 - Introduction to Programming
- MATH 1MP3 - Introduction to Mathematical Scientific Computation

3 units From

- COMPSCI 1XC3 – CS P&E: Development Basics
- COMPSCI 1XD3 – CS P&E: Intro to SW Design Using Web Programming

Program Notes

1. To meet the prerequisites of required Level III COMPSCI courses, students are strongly encouraged to take COMPSCI 2LC3 and one of COMPSCI 2AC3 or 2ME3 in Level II.
2. For students entering the program as of September 2019, completion of MATH 1C03 is required by the end of Level II.

Core Course List

- MATH 2ET3* - Theory and Practice of Teaching Mathematics
- MATH 2LA3 - Applied Linear Algebra
- MATH 2R03 - Linear Algebra II
- MATH 2S03
- MATH 2T03
- MATH 3CY3 - Cryptography
- MATH 3DC3 - Discrete Dynamical Systems and Chaos
- MATH 3E03
- MATH 3EE3
- MATH 3F03 - Ordinary Differential Equations
- MATH 3FF3 - Partial Differential Equations
- MATH 3GR3 - Abstract Algebra

- MATH 3H03* - Number Theory
- MATH 3NA3 - Numerical Linear Algebra
- MATH 3Q03
- MATH 3QC3 - Introduction to Quantum Computing
- MATH 3T03 - Inquiry in Topology
- MATH 3TP3 - Truth and Provability
- MATH 3U03 - Combinatorics
- MATH 3V03 - Graph Theory

Scientific Communication Course List

- MATH 3CY3 - Cryptography
- MATH 3DC3 - Discrete Dynamical Systems and Chaos
- MATH 3ET3 A/B S - Mathematics Teaching Placement
- MATH 3G03 - Problem Solving
- MATH 3MB3 - Introduction to Modelling
- MATH 3QC3 - Introduction to Quantum Computing
- MATH 3TP3 - Truth and Provability
- MATH 3U03 - Combinatorics
- MATH 3V03 - Graph Theory
- MATH 3Z03 - Inquiry: History of Mathematics
- MATH 4FM3 - Financial Markets and Derivatives
- MATH 4MB3 - Mathematical Biology
- MATH 4P06 A/B S - Senior Research Project
- MATH 4W03 - Reading in Mathematics
- STATS 3A03 - Applied Regression Analysis with SAS
- STATS 3DS3 - Introduction to Data Science Theory
- STATS 3PG3 - Probability and Games of Chance
- STATS 4A03 - Time Series
- STATS 4M03 - Multivariate Analysis
- STATS 4P03 - Advanced Applied Statistics
- STATS 4T06 A/B - Senior Research Project
- STATS 4W03 - Reading in Statistics

Requirements

120 units total (Levels I to IV), of which no more than 48 units may be Level I

Level I: 30 Units

30 units

(See Admission above.)

Levels II-IV: 90 Units

0-3 units

- MATH 1C03 - Introduction to Mathematical Reasoning (if not completed in Level I)

6 units

- MATH 2X03 - Advanced Calculus I
- MATH 2XX3 - Advanced Calculus II

3 units

from

- MATH 2LA3 - Applied Linear Algebra
- MATH 2R03 - Linear Algebra II

3 units

from

- MATH 2C03 - Introduction to Differential Equations
- STATS 2D03 - Introduction to Probability

3 units

from

- MATH 3A03 - Real Analysis I
- MATH 3IA3 - Introduction to Analysis
- 3 units
- MATH 3X03 - Complex Analysis I
- 3 units
- from
- Core Course List
- 9 units
- from
- Levels III, IV, V Mathematics or Statistics courses including one course selected from the Scientific Communication Course List
- 12 units
- COMPSCI 2AC3 - Automata and Computability
- COMPSCI 2C03 - Data Structures and Algorithms
- COMPSCI 2LC3 - Logical Reasoning for Computer Science
- COMPSCI 2ME3 - Introduction to Software Development
- 6 units
- from
- COMPSCI 3AC3 - Algorithms and Complexity
- COMPSCI 3DB3 - Databases
- COMPSCI 3MI3 - Principles of Programming Languages
- COMPSCI 3SD3 - Concurrent Systems
- COMPSCI 3SH3 - Computer Science Practice and Experience: Operating Systems
- 12 units
- from
- Levels II, III, IV Computer Science Courses, including at least 6 units from Levels III, IV
- 27-30 units
- Electives

Requirements For Students Who Entered in September 2020 or Prior
120 units total (Levels I to IV), of which no more than 48 units may be Level I

Level I: 30 Units

30 units

(See Admission above.)

Levels II-IV: 90 Units

6 units

- MATH 2X03 – Advanced Calculus I
- MATH 2XX3 – Advanced Calculus II

3 units

from

- MATH 2LA3 – Applied Linear Algebra
- MATH 2R03 – Linear Algebra II

3 units

from

- MATH 2C03 – Introduction to Differential Equations
- STATS 2D03 – Introduction to Probability

9 units

- COMPSCI 2C03 – Data Structures and Algorithms
- COMPSCI 2DM3 – Discrete Mathematics with Applications I
- COMPSCI 2S03 – Principles of Programming

3 units

from

- COMPSCI 2FA3 – Discrete Mathematics with Applications II

- COMPSCI 2ME3 – Introduction to Software Development
- 0-3 units
- MATH 1C03 – Introduction to Mathematical Reasoning (if not completed in Level I)
- 3 units from
- MATH 3A03 – Real Analysis I
- MATH 3IA3 – Introduction to Analysis
- 3 units
- MATH 3X03 – Complex Analysis I
- 3 units from
- Core Course List
- 6 units from
- COMPSCI 3AC3 – Algorithms and Complexity
- COMPSCI 3DB3 – Databases
- COMPSCI 3MI3 – Principles of Programming Languages
- COMPSCI 3SD3 – Concurrent Systems
- COMPSCI 3SH3 – Computer Science Practice and Experience: Operating Systems
- 3 units from
- Levels II, III, IV Computer Science courses
- 9 units from
- Levels III, IV, V Mathematics or Statistics courses including one course selected from the Scientific Communication Course List
- 9 units from
- Levels III, IV Computer Science courses
- 27-30 units
- Electives

~~Requirements For Students Who Enter in September 2021~~

~~120 units total (Levels I to IV), of which no more than 48 units may be Level I~~

~~Level I: 30 Units~~

~~30 units~~

~~(See Admission above.)~~

~~Levels II-IV: 90 Units~~

~~0-3 units~~

- ~~• MATH 1C03 – Introduction to Mathematical Reasoning (if not completed in Level I)~~

~~6 units~~

- ~~• MATH 2X03 – Advanced Calculus I~~

- ~~• MATH 2XX3 – Advanced Calculus II~~

~~3 units~~

~~from~~

- ~~• MATH 2LA3 – Applied Linear Algebra~~

- ~~• MATH 2R03 – Linear Algebra II~~

~~3 units~~

~~from~~

- ~~• MATH 2C03 – Introduction to Differential Equations~~

- ~~• STATS 2D03 – Introduction to Probability~~

~~3 units~~

~~from~~

- ~~• MATH 3A03 – Real Analysis I~~

- MATH 3IA3—Introduction to Analysis
- 3 units
- MATH 3X03—Complex Analysis I
- 3 units
- from
- Core Course List
- 9 units
- from
- Levels III, IV, V Mathematics or Statistics courses including one course selected from the Scientific Communication Course List
- 12 units
- COMPSCI 2AC3—Automata and Computability
- COMPSCI 2C03—Data Structures and Algorithms
- COMPSCI 2LC3—Logical Reasoning for Computer Science
- COMPSCI 2ME3—Introduction to Software Development
- 6 units
- from
- COMPSCI 3AC3—Algorithms and Complexity
- COMPSCI 3DB3—Databases
- COMPSCI 3MI3—Principles of Programming Languages
- COMPSCI 3SD3—Concurrent Systems
- COMPSCI 3SH3—Computer Science Practice and Experience: Operating Systems
- 12 units
- from
- Levels II, III, IV Computer Science Courses, with at most 6 units from Level II
- 27-30 units
- Electives

Justification 1.1: Program will transition to be limited enrolment starting September 2022. Change to program requirements were housekeeping in nature.

1.2 Integrated Science Program

<https://science.mcmaster.ca/sis/undergraduate/iscl/iscl-home.html>

Notes Applicable to all Honours Integrated Science Programs

1. Beginning at Level II, Honours Integrated Science students may complete a concentration in one of the following areas:

- Biochemistry
- Biology
- Chemical Biology
- Chemistry
- Earth and Environmental Sciences
- Environmental Sciences
- Geography and Environmental Sciences
- Mathematics and Statistics
- Medical & Biological Physics
- Physics
- Psychology, Neuroscience & Behaviour

2. In addition to the content covered within the ISCI courses, completion of a concentration normally requires a minimum of 24 units in the other subject.

3. Level I iSci students are encouraged to review the specific program requirements of all concentrations they are considering in Level II. Specific program requirements for the above concentrations are available on the web site (<https://science.mcmaster.ca/sis/undergraduate/iscl/isclhome>).

[html](#)).

4. Effective September 2021, the Geography & Environmental Sciences concentration will be renamed the Environmental Sciences concentration. Students who enrolled prior to September 2021 will be given the choice to remain in the Geography and Environmental Sciences concentration or transfer to the Environmental Sciences concentration.

4.5. ISCI students, completing a concentration, are eligible to obtain a maximum of one minor, provided that the subject area is not integral to the requirements of the concentration. ISCI students not completing a concentration may be eligible for up to two minors provided that, for each minor, at least 12 units (above Level I) are elective to the degree. All students should consult the Academic Program Advisor.

6. Students may not proceed to the next level unless a Grade Point Average of at least 5.0 has been achieved and all required courses for their current level have been successfully completed including:

- Level I students must successfully complete all discipline-specific components of ISCI 1A24 before proceeding to Level II and enrolment in ISCI 2A18.
- Level I students who fail one or two discipline-specific components of ISCI 1A24 may have the opportunity to successfully complete equivalent courses before proceeding to Level II and enrolment in ISCI 2A18.
- Level I students who fail more than two discipline-specific components of ISCI 1A24 may not continue in the program. Such students may apply to transfer to a program for which they qualify.
- Level II students must successfully complete all discipline-specific components of ISCI 2A18 or make up any failed course work prior to proceeding to Level III and enrollment in ISCI 3A12.
- Level III students must successfully complete all discipline-specific components in ISCI 3A12 prior to proceeding to Level IV and enrolment in ISCI 4A12.

7. Students who have successfully completed the required ISCI courses and whose Grade Point Average is between 4.5 and 4.9, may remain in the program but will be placed on Program Probation for one reviewing period. Students may be on Program Probation only once during the program.

Justification 1.2: Program plan name change for Environmental Sciences concentration. The name should have changed when program changes were made in 2019-20 to Honours Environmental Sciences in the School of Earth, Environment & Society. Notes 6 & 7 created to provide maximum clarity regarding existing progression rules and restrictions regarding the ability to make up failed components of ISCI 1A24 and 2A18

General Academic Regulations

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

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

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

Academic Commitments

Students should expect to have academic commitments for instructional activities (e.g., lectures, labs, tutorials, etc.) Monday through Saturday, normally 8:30 a.m. to 10:30 p.m., but not on statutory holidays, as outlined in the Sessional Dates. Also, students may be required to write tests or examinations Monday through Sunday. Students are responsible for meeting all course requirements, including final examinations, as scheduled.

Academic Accommodations: Religious, Indigenous or Spiritual Observances

Students who require accommodations to meet religious, Indigenous or Spiritual Observances are expected to read the *Policy on Academic Accommodation for Religious, Indigenous and Spiritual Observances* ("RISO policy") and must make their requests within 10 working days from the beginning of the start of term to their Faculty/Program Office.

Academic Accommodations: Permanent Disability, Temporary Disability, and Retroactive Accommodation

Students seeking an accommodation related to a permanent or temporary disability, or a retroactive accommodation, are expected to read the *Academic Accommodation of Students with Disabilities* policy. Important excerpts from the current policy include:

- students are not to seek accommodation directly from their professors, instructors, and/or teaching assistants. Accommodation requests should be directed to Student Accessibility Services or the Faculty Office;
- students are not required to reveal their private medical information, such as the cause of the disability, diagnosis, symptoms or treatment (unless these clearly relate to the accommodation being sought) to register with Student Accessibility Services, or receive accommodations or supports;
- students may request interim accommodations for disabilities (this includes mental health disabilities) pending receipt of medical documentation;
- both Temporary and Permanent disabilities will be accommodated
 - **Permanent Disability** is where a functional limitation will occur for more than one academic term or as defined by a regulated health professional.
 - **Temporary Disability** may be a short-term injury or illness (such as mononucleosis, a broken limb or concussion) or an episodic condition (e.g. mental illness) where a functional limitation *generally* occurs within one academic term or less or as defined by a regulated health professional.
- requests for accommodation should be submitted in a prompt and timely manner. Requests made after a deadline has passed may be considered Retroactive Accommodations. A Retroactive Accommodation may be for either a Permanent or Temporary Disability when the request is made after the fact (e.g. after a course has been completed), as the result of the discovery or diagnosis of an existing disability of which the student was previously unaware.

Sessional Dates

Please visit the Sessional Dates page for important dates for this academic year.

Student Responsibilities

Academic

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

Students must assume certain responsibilities. They include:

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

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

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

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

Enrolment

Access to Undergraduate Courses

The University endeavours to enable students to enrol in required courses so that their program admission requirements, course requisites, and program progression can be achieved in a timely manner.

Enrolment capacities are set on all undergraduate courses taking into account enrolment projections along with resources and type of course (required or elective). Where students are selecting from a list of required courses, access to a specific course is not guaranteed when there is another course available to meet a specific degree requirement.

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

Justification:

This is a modified version of a statement inadvertently removed from Calendar. The need to refer students to this information continues to exist and became even more apparent when offerings were pivoted to on-line (as students assumed enrolment limits would be eliminated).

Communication

It is the student's responsibility to:

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

Due Date Restrictions

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

1. Due dates for all term work must be on or before the final day of classes for courses with a final examination. For courses with no final examination, academic assessments can be due on or before the final date of examinations.
2. Tests, quizzes, exams and take home exams worth more than 10% cannot be assigned or due during the last five days of classes plus the days(s) between the end of classes and the beginning of examinations. Assignments worth more than 10% that are assigned at the beginning of the course and noted on

the course outline, can be due during this time period, provided students are given sufficient additional detail to enable them to work on the assignment in advance of the due date.

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

Maximum Value of Academic Assessments

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

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

Early Feedback

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

2. For Level 1 and Level 2 courses, this feedback must equal a minimum of 20% of the final grade.

3. For Level 3 courses and above, this feedback must equal a minimum of 10% of the final grade.

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

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

Residence Requirements

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

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

- at least two levels (approximately 60 units of work) beyond Level 1, including the final level, must be completed at McMaster University.

To obtain a three-level, first undergraduate degree:

- the final level and at least one other level (a minimum of approximately 60 units of work) must be completed at McMaster University,

or,

- the final level (approximately 30 units of work) including at least 18 units of program- specific requirements must be completed at McMaster University.

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

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

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

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

in compliance with Ontario's *Freedom of Information and Protection of Privacy Act (RSO 1990)* and will be disclosed only in accordance with this Act. If you have any questions about the collection and use of this information please contact the University Registrar, University Hall, Room 209, Student Records, Gilmour Hall, Room 108, or the University Secretary, Gilmour Hall, Room 210, McMaster University.

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

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

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

June 2019

Notification of Disclosure of Personal Information to Statistics Canada

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

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

Record Retention

When individuals apply for admission to and enrolment in programs at McMaster they accept the University's right to collect pertinent personal information. This information is needed to assess qualifications for entry, establish records of performance in programs and courses, provide the basis for University aid and awards and governmental student aid programs, and to assist the University in the academic and financial administration of its affairs. All documentation submitted to the University in support of applications for admission, residence accommodation, University aid and awards, appeals and/or petitions becomes the property of the University. All application documents are normally destroyed at the end of each admission cycle for applicants who are not accepted, or who do not enrol following acceptance. For applicants who become McMaster students, their application documents are normally destroyed five years after the last term of their enrolment at the University (regardless of whether or not they graduate).

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

All information needed to produce official transcripts is maintained permanently.

Second Bachelor's Degree Programs

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

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

Requirements for Second Bachelor's Degree Programs

- **Honours Degree following a Three-Level Degree in the Same Subject:** For consideration into an Honours B.A., Honours B.Sc., or Honours B.A.Sc. degree program following a three-level degree in the same subject, a Cumulative GPA of at least 5.0 in the first degree program is required. For consideration into all other eligible degree programs, a Cumulative GPA of at least 6.0 in the first degree program is required. If admitted, at least 30 units beyond the first degree, including all program requirements, must be completed.
- **B.A. or B.Sc. in Another Subject:** For consideration, students must meet the admission requirements for the program. If admitted, at least 30 units beyond the first degree, including all program requirements, must be completed. Students are not eligible for a second B.A. or B.Sc. degree in a program in which they have been awarded a minor, however, they may apply for an honours second degree in that subject.
- **Honours B.A., Honours B.A.Sc., Honours B.Sc. or Honours B.H.Sc. in Another Subject:** For consideration, students must meet the admission requirements for the program and have a Cumulative GPA of at least 5.0. If admitted, at least 60 units beyond the first degree, including all program requirements, must be completed.
- **B.M.R.Sc.:** For consideration, students must meet the admissions requirements for the program. If admitted, students will be required to complete a minimum of 24 units during Level 1 of the program. Some of these units may be extra to the degree requirements.
- **B. Eng., B.Tech., and B.A.Sc.:** For consideration, students must meet the admission requirements for the program. If admitted, students must complete at least 60 units beyond the first degree including all program requirements.

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

1. McMaster students who wish to complete courses at another university for transfer credit towards their McMaster degree must be in good academic standing.
2. Grades obtained in courses at another university will not be included in the calculation of McMaster averages, which may affect consideration for in-course academic awards.
3. Courses taken at another university cannot be used to satisfy McMaster's Residence Requirements.
4. Students may take up to six units at another university toward a minor.

Letter of Permission (LOP):

1. Students must obtain necessary approval in advance from their Faculty/Program Office.
2. Upon completion of course work, if a grade of 60% or better is obtained, the transcript designation reads T indicating *transfer credit*. If less than a 60% grade is attained, the transcript designation reads NC indicating *no credit*. If the student withdraws from the course, the transcript designation reads W indicating *withdrawn*.
3. Students who do not to use their Letter of Permission or drop the course must supply the Faculty/Program Office with a certified letter from the host university, otherwise a grade of NC will be placed on the transcript.

Exchange (Study Abroad):

1. Students must obtain necessary approvals in advance from both their Faculty/Program Office and International Student Services.
2. Upon completion of course work, if a passing grade (as determined by the host university) is obtained, the transcript designation reads T indicating *transfer credit*. If less than a passing grade is attained, the transcript

designation reads NC indicating *no credit*. If the student withdraws from the course(s), the transcript designation reads W indicating *withdrawn*.

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

Credit in Courses by Special Assessment (Challenge Examinations)

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

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

Voluntary Withdrawal from the University

Students who wish to permanently or temporarily withdraw from the University must consult their Faculty/Program Office. Students in receipt of government student aid (e.g., OSAP) and/or University aid or awards should contact the Office of the Registrar, Aid & Awards.

Petitions for Special Consideration

The University wishes to assist students with legitimate difficulties. It also has the responsibility to ensure that degree, program and course requirements are met in a manner that is equitable to all students. Students may submit, in a prompt and timely manner, a Petition for Special Consideration to the Faculty/Program Office in those instances where a student acknowledges that the rules and regulations of the University have been applied fairly, but is requesting that an exception to the regulations be made because of special circumstances. Requests related to temporary or permanent disabilities, or for retroactive accommodations related to a disability are excluded from petitions and must be processed under the *Academic Accommodation of Students with Disabilities* policy. Petitions should be submitted in a prompt and timely manner for the relevant term, but no later than July 31 immediately following the Fall/Winter Term or November 15 immediately following the Spring/Summer Term. Two forms are available from your Faculty/Program Office:

Petition for Special Consideration (Form A):

The *Petition for Special Consideration (Form A)* is submitted for a variety of issues, including, when a student wishes to have a leave of absence or seeks to depart from University requirements based on compelling medical or personal reasons; or a student believes that an adverse ruling or decision about their academic performance, such as failing a course, or being required to withdraw from a program for failure to meet program requirements, should be waived because of compelling medical or personal circumstances. Requests related to temporary or permanent disabilities, or for retroactive accommodations related to a disability are excluded from petitions and must be processed under the *Academic Accommodation of Students with Disabilities* policy.

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

The *Petition for Special Consideration: Request for Deferred Examination (Form B)* is used when a student misses an examination because of compelling medical or personal reasons. Requests related to temporary or permanent disabilities, or for retroactive accommodations related to a disability are excluded from petitions and must be processed under the *Academic Accommodation of Students with Disabilities* policy.

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

medical, appropriate documentation with verifiable origin covering the relevant dates must be submitted, normally within five working days.

4. In deciding whether or not to grant a petition, the adequacy of the supporting documentation, including the timing in relation to the due date of the missed work and the degree of the student's incapacitation, will be taken into account.

5. It is the student's responsibility to check Mosaic Student Center > Deferred Exam Approvals or with the Faculty/Program Office for a decision on the request for a deferred examination. If the deferred examination is granted, the student will be informed officially by means of the notation DEF which will appear against the relevant course on the student's academic record and via Mosaic > Student Center > View My Grades.

6. Deferred examinations are written during the next official University deferred examination period. Default of the deferred examination will result in a fail for that examination.

7. Students who have been granted more than one deferred examination may be required by their Faculty/Program Office to reduce their course load during the term in which the deferred examinations are being written. The decision on a reduced load will be made and communicated with the decision on the request for deferred examinations.

8. At the discretion of the Faculty/Program Office, students who have been granted one or more deferred examinations, may not be allowed to enrol in a subsequent term until all deferred examinations have been completed and the Academic Standing calculated. Students will be notified of this decision by their Faculty/Program Office.

9. Students who will be living more than 160 kilometres from Hamilton during the deferred examination period and wish to write their approved deferred examination at an institution other than McMaster must submit a Request to Write Deferred Examination Off-campus Form at least 15 working days prior to the deferred examination period. Students are responsible for making arrangements for a presider to conduct the deferred examination at an outside institution and for paying any fees such as invigilation and return courier.

10. The authority to grant any petitions lies with the Faculty/Program Office and is discretionary. It is imperative that students make every effort to meet the originally-scheduled course requirements and it is a student's responsibility to write examinations as scheduled.

Decisions made on Petitions for Special Consideration are final. In accordance with the *Student Appeal Procedures*, decisions made on Petitions for Special Consideration cannot be appealed to the Senate Board for Student Appeals. However, should students believe that a decision may be a violation of their human rights, they may wish to contact the Equity and Inclusion Office to identify appropriate avenues of recourse as per the *Policy on Discrimination and Harassment: Prevention & Response*. Requests related to temporary or permanent disabilities, or for retroactive accommodations related to a disability, are excluded from Petitions for Special Consideration and, therefore, must be processed under the Academic Accommodation of Students with Disabilities policy.

Requests for Relief for Missed Academic Term Work (MSAF)

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

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

1. ~~Relief for missed academic work worth less than 25% of the final grade resulting from medical or personal situations lasting up to three calendar days:~~
 - ~~Use the McMaster Student Absence Form (MSAF) on-line self-reporting tool. No further documentation is required.~~
 - ~~Students may submit requests for relief using the MSAF once per term.~~
 - ~~An automated email will be sent to the course instructor, who will determine the appropriate relief. Students must immediately follow up with their instructors. Failure to do so may negate the opportunity for relief.~~
 - ~~The MSAF cannot be used to meet a religious obligation or to celebrate an important religious holiday.~~
 - ~~The MSAF cannot be used for academic work that has already been completed/ attempted.~~

- An MSAF applies only to work that is due within the period for which the MSAF applies, i.e. the 3-day period that is specified in the MSAF; however, all work due in that period can be covered by one MSAF.
 - The MSAF cannot be used to apply for relief for any final examination or its equivalent. See Petitions for Special Consideration.
2. For medical or personal situations lasting more than three calendar days, and/or for missed academic work worth 25% or more of the final grade, and/or for any request for relief in a term where the MSAF has been used previously in that term:
- Students must report to their Faculty/Program Office to discuss their situation and will be required to provide appropriate supporting documentation (see Documentation Requirements below).
 - If warranted, the Faculty/Program Office will approve the absence, and the instructor will determine appropriate relief.

Requests for Relief for Missed Academic Term Work

The University recognizes that students periodically require relief from academic work for medical or other personal situations. Students seeking relief for missed academic term work are expected to read the **Senate Policy on Requests for Relief for Missed Academic Term Work** (if there is a discrepancy between the calendar copy and the approved Policy, the Policy prevails.) The Policy aims to manage these requests by taking into account the needs and obligations of students, instructors and administrators. It is the prerogative of the instructor of the course to determine the appropriate relief for missed term work in their course. Any concerns regarding the granting of relief should be directed to the respective Faculty/Program Office.

The McMaster Student Absence Form (MSAF) is a Mosaic tool that:

- a) is used to allow students to submit Self-Report (Type A) requests for relief; and
- b) is used by Faculty/Program Offices for Administrative Report (Type B) requests to:
 - o manage requests for relief; and
 - o to communicate with students and instructors about these requests.

The MSAF is available in the MOSAIC Student Center (in the drop-down menu under *Other Academics*).

Self Report (Type A) requests for relief

- are for missed academic work worth **less than 25%** of the final grade, resulting from medical or personal situations **lasting up to three (3) calendar days**;
- are made using the MSAF tool in Mosaic;
- may only be submitted once per Term;
- requires no supporting documentation; and
- apply only to work that is due within the period for which the request applies, i.e. the three (3) day period that is specified in the MSAF; however, all work due in that period can be covered by one request

An email will be sent to the course instructor(s) to inform them of the request. The instructor will determine the appropriate relief for the Self-Report (Type A) request. Students must immediately follow up with their instructor(s) after submitting the Self-Report (Type A) request. Failure to do so may negate the opportunity for relief.

Administrative Report (Type B) requests for relief

- are for medical or personal situations lasting more than three (3) calendar days; and/or
- are for missed academic work worth 25% or more of the final grade; and/or
- are for any request for relief in a Term where the MSAF tool has been used previously in that Term

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

Facult/Program Office will process the relief request and will notify the instructor(s) and student. The instructor will determine the appropriate relief for the Administrative Report (Type B) requests. Students must immediately follow up with their instructor(s) after being notified their request has been processed. Failure to do so may negate the opportunity for relief.

The *Policy on Requests for Relief for Missed Academic Term Work* **cannot** be used:

- for academic work that has already been completed or work that has been attempted (which includes the viewing and/or partial completion of on-line assessments (quizzes, tests, etc.);
- to seek an accommodation to meet religious, Indigenous or Spiritual Observances (see the *Policy on Academic Accommodation for Religious, Indigenous and Spiritual Observances*);
- to seek an accommodation related to a permanent or temporary disability, or a retroactive accommodation (see the policy *Academic Accommodation of Students with Disabilities*); or
- to apply for relief for any final examination or its equivalent (see Petitions for Special Consideration).

Documentation Requirements

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

If the reason is non-medical, appropriate documentation with verifiable origin covering the relevant dates must be submitted, normally within ~~three working days~~ three (3) business days.

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

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

Justification:

To update the Calendar to reflect the recent creation of the Senate Policy on Requests for Relief for Missed Academic Term Work and to provide clarity on the management of the McMaster Student Absence (MSAF) and request for academic relief processes.

Late Withdrawal

McMaster University provides a Late Withdrawal option to assist students who have become irretrievably behind in a course. Students who have fallen behind with assignments and/or are not prepared to write final examinations (or equivalent) in one or more courses are encouraged to make use of this option and must contact their Academic Advisor in the Faculty/Program Office. Students will work with their Academic Advisor to discuss the situation and what steps they can take to prevent a recurrence.

The maximum number of units for which students may request a Late Withdrawal is 18 units throughout their undergraduate degree.

Students may request a Late Withdrawal, without petition, no later than the last day of classes in the relevant Term. However, it is important to note that:

- Requests for Late Withdrawal cannot be made in courses for which the final exam (or equivalent) has been attempted or completed. This also includes courses where a final grade has been assigned (e.g. clinical courses).
- Such requests will be cancelled or revoked if it is determined that the student attempted or completed the final exam (or equivalent).
- Students cannot use the Late Withdrawal option for courses in which they are under investigation or for which they have been found guilty of academic dishonesty.

Course(s) approved for Late Withdrawal will be:

- Assigned a non-numeric grade of LWD, in lieu of an alpha/numerical grade
- Excluded from the calculation of the GPA
- Ineligible for tuition refund

Approval of a late withdrawal is final, and requests to be re-enrolled in the withdrawn course(s) will not be considered. A withdrawal will not preclude students from enrolling in the course(s) in a subsequent term.

Examinations

(See also *Office of the Registrar (Examinations)*)

Examinations conducted by the Office of the Registrar will appear in the Mosaic Student Center and may be scheduled in the morning, afternoon, or evening, Monday through Sunday. Other instructor-scheduled tests and examinations may be held throughout each term in compliance with Academic Obligations: Restrictions. Full details regarding examination procedures conducted by the Office of the Registrar are found in the Undergraduate Examinations Policy.

McMaster student photo identification cards are required at all examinations.

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

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

- Conflict with religious obligations
- More than one examination scheduled at the same time
- Three examinations in one calendar day (midnight to midnight).
- Three consecutive examinations over two days (e.g., December 14th at 4:00 pm and 7:30 pm and December 15th at 9:00 am).

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

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

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

Request to Write Deferred Examinations at an Off-Campus Location

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

If the deferred examination is written at an off-campus location, any fees incurred are the responsibility of the student. This includes the fee to courier the written examinations back to the Office of the Registrar, Scheduling and Examinations (GH 114).

For information regarding application for Deferred Examination, see *Petition for Special Consideration: Request for Deferred Examination (Form B)*.

Academic Evaluations

Numeric Grading System

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

Grade	Equivalent Grade Point	Equivalent Percentages
A+	12	90-100
A	11	85-89
A-	10	80-84
B+	9	77-79
B	8	73-76

Grade	Equivalent Grade Point	Equivalent Percentages
B-	7	70-72
C+	6	67-69
C	5	63-66
C-	4	60-62
D+	3	57-59
D	2	53-56
D-	1	50-52
F	0	0-49 - Failure

Non-Numeric Grades and Notations:
Non-Numeric Grades

AUD	Audit
CAN	Cancelled
COM	Complete
CR	Credit
F	Fail
INC	Incomplete
IP	In Progress
LWD	Late Withdrawal
MT	Multi-Term
NC	No Credit
NMR	No Mark Received
P	Pass
T	Transfer Credit
W	Withdrawn
XCH	Exchange

Notations

DEF	Deferred Examination
EXTRA	Extra credits not used towards degree
REPEAT	Repeat of a previously failed course (under discontinued

	repeat regulations)
(R)	Repeat of a previous course (under current repeat regulations)
UPGRADE	Repeat of a previously passed course (under discontinued repeat regulations)

Withdrawn

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

DEF

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

Extra

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

Unused

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

Graded Units

Graded units refer to the number of units taken at McMaster for which a letter or Numeric Grade is earned. Graded units do not include courses assessed with a Non-Numeric Grade.

Pass/Fail Courses

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

Multi-Term Fall/Winter Courses

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

Cumulative Grade Point Average (Cumulative GPA)

The Cumulative GPA is the weighted average based on the Graded Units taken throughout the undergraduate career. The Repeating Courses regulation, effective September 1, 2018, will affect the calculation of subsequent Cumulative GPA.

Fall-Winter Average

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

Spring-Summer Average

The Spring-Summer Average is a weighted average based on the grades attained in the Spring and Summer Term. Overload courses and Extra courses are included in the Spring-Summer Average.

Term Grade Point Average (Term GPA)

The Term GPA is a weighted average based on the Graded Units taken in the term.

Weighted Average

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

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

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

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

Honour Lists

Students are reviewed for Deans' Honour Lists (DHL) and Provost's Honour List (PHL) each time a minimum of 30 units (may not exceed 6 units assessed with a non-numeric grade) have been completed. Subsequent assessments are based on all units completed since the previous review. Students will be named to the Deans' Honour List when a minimum average of 9.5 is achieved. Students will be named to the Provost's Honour List when an average of 12.0 is achieved.

With Distinction

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

Transcripts

A transcript summarizes a student's academic career at McMaster University and is available by electronic request through Mosaic. Students may request a transcript upon demand and free of charge in the Office of the Registrar, Student Services, Gilmour Hall Room 108. Transcript requests will not be processed for students with outstanding financial accounts at the University or those under investigation for an academic integrity violation.

Credentials

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

Minors

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

Overload Work

Students wishing to take more units than prescribed for their Level/program in the Fall-Winter Term or more than 12 units in the Spring-Summer Term (no more than 6 units in either session of that term) must seek permission from their Faculty/Program Office. Normally, a Fall-Winter Average of at least 7.0 in the immediately preceding review period will be required if an overload is to be permitted. Additional academic fees will be assessed for overload work.

OSAP Eligible Course Load

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

Repeating Courses

Effective September 1, 2018, students may repeat a course twice (i.e. attempt a course three times). Cross-listed courses count as attempts. Grades from every attempt will appear on the academic transcript. The Cumulative GPA will include only the grade earned on the most recent attempt. Units earned will be counted once toward the student's program requirements, regardless of the number of times the course is repeated. Prior to September 1, 2018 the grades from all attempts are included in the GPA calculation.

Auditing Courses

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

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

Non-McMaster students wishing to audit a course must enrol as a Listener.

Personal Interest Course (PIC)

McMaster University encourages interdisciplinary study and believes undergraduate studies provides an excellent opportunity to explore topics which are new and unfamiliar. Students, however, may be reluctant to take a course if they are unsure of their academic performance for fear of compromising their Cumulative GPA. The Personal Interest Course (PIC) option is designed to encourage students to explore interests outside of their program without affecting their Cumulative GPA.

1. A student can declare a PIC to signify they want an elective course to be assessed on a *Credit or No Credit (CR/NC)* grading scale.
2. To receive the grade of CR, the student must earn a final mark of at least 50%. Units earned from a successfully completed PIC will be counted in the units required for a student's degree as applicable.
3. Courses with a final grade of NC do not count as degree credits or as failures, nor are they included in the GPA calculation or averages. Please note, government student aid (e.g., OSAP) will consider a NC grade as a failure.
4. The PIC option is not available for any course that is considered a program requirement (which includes courses listed as possible required courses), independent study, thesis, field study or placement course, or on a list of required courses. Students are responsible for ensuring the course is an elective course for their program. Engineering students should note the PIC option is available only for complementary studies electives. For students in a Bachelor of Commerce program, only non-Commerce electives may be taken as a PIC.
5. Students may declare a maximum of 3 units of PIC per term to a maximum of 12 units per four- or five-level degree or a maximum of 9 units per three-level degree. A maximum of 6 units of PIC may be used to satisfy requirements toward a Minor.
6. The PIC option is available to undergraduate students registered in a program above Level 1, with a Cumulative GPA of at least 3.5, who are enrolled in a Program/Faculty which is participating in the PIC option. Exchange students should seek advice from the International Study Office and Faculty/Program Office. The PIC option is not available to students who
 - are enrolled in the School of Medicine, or

- are enrolled in a Program/Faculty which is not participating in the PIC option (see Faculty Academic Regulations), or
 - have graduated and are in a second degree or a non-degree program, e.g., continuing, etc.
7. If a percentage grade in a course is required for future applications to graduate or professional school, the PIC option should not be selected for that course. Students may not subsequently request to have a PIC grade recalculated to a numeric grade. Students must carefully review any government (e.g., OSAP) and University aid and award eligibility rules which may be affected by the use of the PIC option.
 8. If the student changes their program of study and a course taken as a PIC becomes a required course, the new Faculty/Program Office may accept the course grade of CR or NC or have the grade converted back into a numeric grade. If a grade is converted back into a numeric grade, there will be no retroactive reconsideration of aid and award.
 9. Students cannot use the PIC option for courses in which they have been found guilty of academic dishonesty. In these cases, the grade will be converted into a numeric grade.

Deadlines:

1. Students must declare a course as a PIC on Mosaic by the last day for enrollment and course changes date. The student progresses in the course as per normal, and has the option to withdraw from the course as per the normal procedures and deadlines.
2. If the student would rather keep the numeric grade, they must indicate the course is no longer a PIC on Mosaic by the final date in which a student can withdrawal from a course without failure by default and the numeric grade will appear on their transcript.

Academic Standing Review:

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

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

In the academic standing review, three determinations are made:

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

Academic Standings:

Good Standing

A student who satisfies the minimum requirements to continue in their program without restriction.

May Continue in Program - Academic Probation

Academic probation is assigned when a student:

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

May Continue in Program - Program Probation

Program Probation is assigned when a student's Cumulative GPA falls below the minimum requirements to remain in their program. Failure to achieve *Good Standing* at the next academic standing review will result in their removal from the program. See Faculty specific *Minimum Requirements for Entering and Continuing in a Program Beyond Level 1*.

May Not Continue in Program

This standing is assigned to:

- students who fail to achieve the minimum Cumulative GPA to remain in the program, or
- students previously on Program Probation who fail to achieve *Good Standing*.

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

May Not Continue in Faculty

May Not Continue in Faculty is assigned when:

- a student enrolled in a program in the Faculty of Engineering or Business has achieved a Cumulative GPA between 3.0 and the minimum requirements to remain in their Faculty, or
- a student enrolled in a program in the Faculty of Business in Level 2 or above receives a grade of F in more than 6 units.

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

May Not Continue at University

May Not Continue at University is assigned when:

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

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

Required to Withdraw from University

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

Reinstatement

Students must contact the Office of the Registrar to apply for reinstatement within the application deadlines. Reinstatement is not guaranteed.

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

The student must complete a minimum of 60 units of work after reinstatement to be eligible for Graduation With Distinction or other recognition based on the Cumulative GPA.

Level 1 Registration and Academic Standing Requirements

When you are admitted to McMaster University for a first degree, you will enrol in one of the following Level 1 programs: Automation Engineering Technology I Co-op (B.Tech.), Automotive and Vehicle Engineering Technology I Co-op, Arts & Science I, Biotechnology I Co-op, Business I, Chemical and Physical Sciences Gateway, Computer Science I, Economics I (effective 2019-2020), Engineering I, Environmental and Earth Sciences Gateway, Health Sciences I, Honours Health and Society I (effective 2019-2020), Humanities 1, Honours Integrated Science (Level I), Honours Kinesiology (Level I), Integrated Biomedical Engineering and Health Sciences (IBEHS) I, Integrated Business & Humanities I, Life Sciences Gateway, Mathematics and Statistics Gateway, Medical Radiation Sciences (Level I), Midwifery I, Music 1, Nursing I, Process Automation Technology I, Social Sciences I, and Studio Art 1. If you enter the University without Advanced Standing being granted, you must normally attempt a full load of Level 1 work before proceeding to the work of higher levels. If you are studying part-time, the Office of the Associate Dean has the discretion to permit you to take some of the work in the higher levels prior to having attempted the full load of Level 1. Decisions will be made on an individual basis, according to the special circumstances that apply in the particular case.

At any review during Level 1 before you complete the Level 1 work, as in the case of a part-time student, you must attain a GPA of at least 3.5 to continue at the University in good standing. If you attain a GPA of 3.0 to 3.4 you may remain at the University for one reviewing period, but will be placed on academic probation. You may be on academic probation only once during your University career. If your GPA is less than 3.0 you may not continue at the University.

At the review when you complete the Level 1 work, if you attain a GPA of at least 3.0 and have not previously been on academic probation, but fail to meet the admission requirements of any program, you may continue at the University for one additional reviewing period on academic probation. You will be enrolled in your original Faculty, and will be classified as a Level 1 transition student if your work may only qualify you to be considered for admission to a program in another Faculty. If, at the end of the next reviewing period, you again do not qualify for admission to a program, you may not continue at the University. If your GPA is less than 3.0 you may not continue at the University.

Students in Arts & Science I should refer to the Arts & Science Program regulations listed below.

Health Sciences I, Nursing I and Midwifery I students should refer to the program regulations listed in the Faculty of Health Sciences section in this Calendar.

Minimum Requirements for Entering and Continuing in a Program Beyond Level 1

Admission to the programs beyond Level 1 is based on performance in Level 1. You must meet both the minimum requirements to continue at the University, as described above, and program-specific requirements of each Faculty, as described in this Calendar.

Arts & Science Program

B.Arts Sc. (Honours) AND B.Arts Sc. Programs

You must have a Grade Point Average (GPA) of at least 6.0 to continue in the program. If your GPA is from 5.5 to 5.9, you may remain in the program, but will be placed on program probation for one reviewing period. You may be on program probation only once.

If your GPA is 3.5 to 5.4, you must transfer to another program for which you qualify, or enrol in the Arts & Science Program as a transition student for one reviewing period. During that period you cannot take Arts & Science Program courses. At the end of that period, you may apply for readmission to the Arts & Science Program.

If your GPA is 3.0 to 3.4, you will be placed on academic probation. You may continue in the program for one reviewing period as a transition student but cannot take Arts & Science Program courses. The purpose of this period is to prepare yourself for a program outside the Arts & Science Program. You may be on academic probation only once.

If your GPA is less than 3.0 you may not continue at the University.

School of Business

Business I

For specific admission requirements to the Honours B.Com. program, see *Program Notes* under the heading *Programs* in the *DeGroote School of Business* section of this Calendar.

If you are not admitted to the Honours B.Com. program 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, 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-level Commerce courses. The purpose of your registration as a transition student is to make yourself eligible for admission to a degree program. 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-level Commerce courses. The purpose of the probation period is to make yourself eligible for a degree program.

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.

H

onours B.Com. Program:

You must have a cumulative Grade Point Average of at least 5.0 to continue in the Honours B.Com. Program. Once admitted to Honours B.Com., if your cumulative GPA is 4.5 to 4.9, you may continue in the Honours B.Com. Program, but will be placed on program probation. You may be on program probation for only one reviewing period. If your GPA is a 3.5 to 4.4, you may transfer to the B.Com Program.

B.Com. Program:

You must have a cumulative Grade Point Average of at least 4.0 to continue in the B.Com. Program. If your GPA is 3.5 to 3.9, you are permitted to continue in the B.Com. Program on program probation for one reviewing period.

Integrated Business & Humanities:

To be admitted to Level 2 of the Integrated Business & Humanities (IBH) program, students must have completed at least 24 units of the required Level 1 courses with a minimum Cumulative Grade Point Average (GPA) of 5.0. In Level 2 and above, you must maintain a cumulative GPA of at least 5.0 to continue in the IBH program. If your cumulative GPA is 4.5 to 4.9, you may continue in the Integrated Business & Humanities program, but will be placed on program probation. You may be on program probation for only one reviewing period. If your cumulative GPA is a 3.5 to 4.4, you must transfer to another program for which you qualify, or enrol in the IBH program as a transition student for one reviewing period. During that period you cannot take IBH program courses. The purpose of this period is to prepare yourself for a program outside the IBH program. If your GPA is 3.0 to 3.4, you will be placed on academic probation. You may continue in the program for one reviewing period as a transition student but cannot take IBH program courses. The purpose of this period is to prepare yourself for a program outside the IBH program. You may be on academic probation only once.

If your GPA is less than 3.0 you may not continue at the University.

Faculty of Engineering

B.Eng., B.A.Sc. Programs

Admission to Level 2 Engineering programs requires completion of all 31 units of required Engineering I courses. Students must maintain a Cumulative Grade Point Average (GPA) of 4.0. Admission to Level 2 Honours Business

Informatics requires completion of the minimum requirements for these individual programs as stated within the Faculty of Engineering section in this Calendar. In Level 2 and above, you must maintain a GPA of at least 4.0 to continue in an Engineering program or in the Honours Computer Science or Honours Business Informatics programs. If you have a GPA of 3.0 to 3.9, you may not continue in the Faculty. If your GPA is less than 3.0, you may not continue at the University.

B.Tech. Programs

For specific minimum requirements, please see the descriptions for the individual programs within the Faculty of Engineering section in this Calendar.

Faculty of Health Sciences

For specific minimum requirements, please see the descriptions for the individual programs within the Faculty of Health Sciences section in this Calendar.

Faculties of Humanities and Social Sciences

Honours B.A. Programs; B.Mus. (Honours) Program; BFA (Honours) Program

You must have a Grade Point Average (GPA) of at least 5.0 to continue in an Honours B.A. program. If your GPA is 4.5 to 4.9, you may remain in the Honours program, but will be placed on program probation for one reviewing period. You may be on program probation only once. If your GPA is 3.0 to 4.4, you must transfer to another program for which you qualify. If your GPA is less than 3.0, you may not continue at the University.

Honours B.S.W., B.A./B.S.W. and B.S.W. Programs

You must have a Grade Point Average (GPA) of at least 6.0 to continue in an Honours B.S.W., B.A./B.S.W. or B.S.W. program. If your GPA is 5.5 to 5.9, you may remain in the program, but will be placed on program probation for one reviewing period. You may be on program probation only once. If your GPA is 3.0 to 5.4, you must transfer to another program for which you qualify. If your GPA is less than 3.0, you may not continue at the University.

B.A. Programs

You must have a Grade Point Average (GPA) of at least 3.5 to continue in, or graduate from, a three-level B.A. program. If your GPA is 3.0 to 3.4, you may remain in the program, but will be placed on academic probation. You may be on academic probation only once. If your GPA is less than 3.0, you may not continue at the University.

Faculty of Science

Honours B.Sc. Programs

Students must have a Grade Point Average (GPA) of at least 5.0 to continue in and graduate from an Honours B.Sc. program. Students with a GPA between 4.5 to 4.9, may remain in the Honours B.Sc. program, but will be placed on program probation. Students may be on program probation for only one reviewing period. Students with a GPA between 3.0 to 4.4, must transfer to another program for which they qualify. Students with a GPA below 3.0 may not continue at the University.

Honours B.Sc. Kinesiology Program

Students must complete Level I Honours Kinesiology (including KINESIOL 1A03, 1AA3, 1E03, 1F03, 1K03) with a Grade Point Average (GPA) of at least 6.0 to continue onto Level II Honours Kinesiology.

If, upon completion of Level I Honours Kinesiology (including KINESIOL 1A03, 1AA3, 1E03, 1F03, 1K03), students achieve a GPA between 5.5 and 5.9, they may enrol in Level II Honours Kinesiology but will be placed on program probation for one reviewing period. Students may be on program probation only once.

If, upon completion of Level I Honours Kinesiology, students who achieve a GPA between 3.5 and 5.4 and/or fail to successfully complete each of KINESIOL 1A03, 1AA3, 1E03, 1F03, 1K03, may enrol in Level II Kinesiology General and take Level II required Kinesiology courses (for which all prerequisites have been met). At the next review, such students must achieve a GPA of at least 6.0 including, successful completion of KINESIOL 1A03, 1AA3, 1E03, 1F03, 1K03, to transfer to the Honours Kinesiology program. Such students must attend a mandatory preregistration counselling session with an Academic Advisor. Students who fail to meet the minimum requirements for transfer to Honours Kinesiology, must transfer to a non-Kinesiology program for which they qualify.

Students with a GPA between 3.0 to 3.4, must transfer to another program to which they qualify. Students with a GPA below 3.0 may not continue at the University.

B.Sc. Programs

Students must have a Grade Point Average (GPA) of at least 3.5 to continue in a three-level B.Sc. program. Students with a GPA between 3.0 to 3.4, may continue on academic probation for one reviewing period. Students may be on academic probation only once. Students with a GPA below 3.0 may not continue at the University.

Honours B.A.Sc. Programs

Students must have a Grade Point Average (GPA) of at least 5.0 to continue in an Honours B.A.Sc. program. Students with a GPA between 4.5 to 4.9, may remain in the Honours B.A.Sc. program, but will be placed on program probation. Students may be on program probation for only one reviewing period. Students with a GPA between 3.0 to 4.4, must transfer to another program for which they qualify. Students with a GPA below 3.0 may not continue at the University. Graduation from an Honours B.A.Sc. program requires a Grade Point Average of at least 5.0.

M.R.Sc. Program

Students must complete all the course requirements prescribed for Level I Medical Radiation Sciences by the end of Winter Term of Level I, with a Grade Point Average (GPA) of at least 5.0 or permission of the Committee of Instruction (Chair Medical Radiation Sciences (Mohawk), Coordinator Medical Radiation Sciences (McMaster), Coordinator Radiation Therapy Specialization, Coordinator Radiography Specialization, Coordinator Ultrasonography Specialization). For additional program-specific regulations, see the School of Interdisciplinary Science (SIS) in the Faculty of Science section of this Calendar.

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. - 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

** All requirements must be completed within five years from the time of registration in Level 2.*

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

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

Parchments, Diplomas and Certificates

Diplomas will not be released to students with an outstanding financial account with the University. Diplomas are held for a period of 12 months following the Convocation date before being destroyed. Students requesting diplomas after this period are required to pay a replacement fee.

Graduates may request a duplicate or replacement degree parchment, diploma or certificate (fees apply). A duplicate copy will be issued when requested by a graduate or when the original document has been lost or destroyed.

The words *duplicate copy* or *reissued* will be affixed to all degree parchments, diplomas or certificates requested in this manner and will bear the signatures of the current Chancellor, President and Vice-Chancellor, and Registrar.

Damaged parchments must be returned to the Office of the Registrar before the new parchment, diploma or certificate is issued.

FACULTY OF HUMANITIES

UNDERGRADUATE CURRICULUM REPORT

TO UNDERGRADUATE COUNCIL

FOR THE 2021-22 CALENDAR

JANUARY 2021

Approved by The Faculty of Humanities' APC January 28, 2021

FACULTY OF HUMANITIES
CURRICULUM REVISIONS FOR 2021-22
Addendum

1.0 NEW COURSES:

1.1 GENDRST 3RR3 - 'Crippling' Performance: Deaf, Mad and Disabled Performance in Canada

3 unit(s)

This course will explore the history and culture of disabled, Mad and Deaf theatre and performance. Delving in Canada's rich 45 year history of disabled, Deaf and Mad theatre, the course will consider intersectionality, access and interdependence as core tenets of this milieu. This course is rooted in understandings of disability justice and will touch on the intermingling of disabled activism with performance and the current push for changes in the Canadian theatre landscape for Deaf, Mad and disabled creators.

Three hours; one term

Prerequisite(s): Registration in level II or above of any program

Cross-list(s): THTRFLM 3RR3

This course is administered by School of the Arts.

Enrolment: 30

Rationale: *This course will be cross-listed with Theatre & Film, the course lead.*

A Registrar-scheduled exam is not required.

1.2 HISTORY 3DS3 - World Shaping Events in Maritime History, 400 to the Present

3 unit(s)

A study of the global socio-economic, cultural and political impact of maritime communities, from the Polynesians and Chinese to the Ottomans and Europeans. Topics: ships and technology, navigation history, trade and plunder, enclaves/colonies, Atlantic slave trade, and naval warfare.

Lectures and discussion (three hours); one term

Prerequisite(s): Registration in Level II or above of any program

Enrolment: 100

Rationale: *The course's global span and specific subjects bear directly on globalization, diversity, the roots of inequality, and racism. The cross-cultural aspects of deep-sea trade will also be introduced.*

1.3 History 4TT3 - Interwar Europe, 1918-1939

3 units(s)

A seminar devoted to the examination of selected themes – cultural, diplomatic, economic, military, political, and social – in the history of interwar Europe.

Seminar (three hours); one term

Prerequisite(s): Registration in Level III or IV of any Honours program in History

Departmental permission required.

Enrolment:18

Rationale: *The department of history has three tenured faculty members whose research interests lie wholly or in part in the history of interwar Europe, yet we have no fourth-year seminar that allows for the expression of those interests. We expect that student demand for a course on inter-war Europe would be strong. Scholarly interest in the period remains intense, producing a richness of literature that few other areas are able to match. Students, likewise, are drawn by the developments of these years, from the failure of the post-war peace, to the rise of dictatorships, the Depression, and the coming of a new war.*

A Registrar-scheduled exam is not required.

1.4 THTRFLM 3RR3 - 'Crippling' Performance: Deaf, Mad and Disabled Performance in Canada

3 unit(s)

This course will explore the history and culture of disabled, Mad and Deaf theatre and performance. Delving in Canada's rich 45 year history of disabled, Deaf and Mad theatre, the course will consider intersectionality, access and interdependence as core tenets of this milieu. This course is rooted in understandings of disability justice and will touch on the intermingling of disabled activism with performance and the current push for changes in the Canadian theatre landscape for Deaf, Mad and disabled creators.

Three hours; one term

Prerequisite(s): Registration in level II or above of any program

Cross-list(s): GENDRST 3RR3

Enrolment: 30

Rationale: *This course brings important new perspective to the practice of performance in Canada, drawing on the history of Disabled and Mad theatre practitioners by bringing a new critical insight to the history and practice of theatre. This is an important, emerging field of study that is presently absent from our curriculum. This course is being offered on Dean's letter for the Spring/Summer 2021 session.*

A Registrar-scheduled exam is not required.

2.0 REVISIONS TO EXISTING COURSES:

2.1 GERMAN 2P03 - Modern Germany Through Film: ~~From the Horror Films of Berlin's Golden Twenties to Contemporary Multicultural Germany~~ Golden 20s - Avant Garde - Transnational Cinema (Taught in English)

3 unit(s)

Beginning with *film noir* in the early twentieth century, we will move from expressionist horror films (*Caligari*, *Mabuse*, *Nosferatu*) to the Golden Twenties in Berlin, and through the WWII period into contemporary popular culture.

Two hour lecture, two hour tutorial; one term

Prerequisite(s): Registration in Level II or above

Offered on rotation.

Rationale: *A more condensed course title is required.*

2.2 HISTORY 4JJ3 - U.S. Foreign Relations

3 unit(s)

Topics in the history of the United States Foreign relations in the modern era.

Seminar (~~two~~ three hours); one term

Prerequisite(s): Registration in Level III or IV of any Honours program in History

Departmental permission required.

Rationale: *As with the new HISTORY 4TT3, the instructor is requesting an additional hour of course time.*

2.3 HUMAN 4RM3 - ~~Leadership: Relationship Management~~ Boundaries and Bridges: Relationship Skills for Effective Leaders

3 unit(s)

In this course, collaborative team work, conflict management, negotiation, giving and receiving of feedback, and the communication of communicating vision and expectations ~~these are all~~ are viewed through the lens of effective key elements of leadership practice. Ultimately, succeeding in these areas is about managing relationships. Building upon the foundational elements of leadership already acquired, students will gain a deeper awareness of their own and others' motivations, strengths, filters, and responses to conflict, ~~of and of~~ how to apply this knowledge to communicate effectively as ethical and engaged leaders.

Three hours; one term

Prerequisite(s): HUMAN 3CM3 or 3LM3; and permission of the Associate Dean (Humanities) or

delegate Registration in level III or above of any program

Anti-requisite(s): HUMAN 4LM3

Rationale: The revised course title and prerequisite will better align with course expectations. Minor housekeeping changes are also being made to the description.

2.4 LINGUIST 4G03 - Language, Sex and Gender

3 unit(s)

This course investigates how patterns of language behaviour interact with social categories of gender and sexuality, and how speakers use language to express their gender and sexual identities.

Three hours; one term

Prerequisite(s): LINGUIST 2S03; and registration in Level IV of a program in Linguistics or Cognitive Science of Language, or permission of the department for students pursuing a minor in Women's Gender Studies

Rationale: Housekeeping.

2.5 THTRFLM 3P03 - Gender and Visual Culture

3 unit(s)

Students will explore ideas about representation, spectatorship and production in relation to issues of social difference, such as gender, race and class. Emphasis is on visuality in forms such as film, video, television, advertising, et cetera.

Lecture and discussion (two hours), plus one weekly film screening; one term

Prerequisite(s): Registration in Level III or above; and one of ARTHIST 2A03, CMST 2BB3, 2G03, 2H03, THTRFLM 1T03, 2FA3, WOMENST 1A03, 1AA3, 2AA3

Antirequisite(s): CMST 3BB3, WOMENST 3BB3

Cross-list(s): GENDRST 3BB3

Not open to students with credit or registration in WOMENST 3B03, if the topic was Images of Women: Reading Art, Media and Popular Culture.

This course is administered by Gender Studies.

Rationale: Alignment of prerequisite with course lead.

3.0 REVISIONS TO EXISTING PROGRAMS:

3.1 Minor in Gender Studies

A Minor in Gender Studies consists of 24 units including the courses listed below. If students wish to propose that a course not cross-listed and not on the course list be considered as a credit toward the Minor in Gender Studies, they may contact (905) 525-9140 x 24491 or visit CNH 321.

Notes:

1. Students must be aware that some courses in the Course Lists have their own disciplinary prerequisites. Given the multidisciplinary nature of the Gender Studies Minor, with its different approaches and expectations, it is the responsibility of the students in the Gender Studies Minor to meet other Faculties', departments' and programs' requirements.
2. Students who began their studies prior to September 2021 may declare this as the Women's Studies minor.

Requirements

24 units total

3 units

from

- GENDRST 1A03 - Gender, Race, Culture, Power
- GENDRST 1AA3 - Women Transforming the World

3 units

- GENDRST 2AA3 Feminist Thought

18 units
from

- GENDRST 1A03 - Gender, Race, Culture, Power (if not previously taken) or
- GENDRST 1AA3 - Women Transforming the World (if not previously taken)
- CMST 2H03 - Gender and Performance
- CMST 3RR3 - Race, Religion and Media
- ENGLISH 2KK3 - Studies in Women Writers
- ENGLISH 3A03 - Critical Race Studies
- ENGLISH 3AA3 - Theories of Gender and Sexuality
- ENGLISH 4QA3 - Queerness in the Archives: Lesbian and Gay Writing, Art and Activism in Canada, 1969-1989
- GENDRST 2BB3 - Images of the Divine Feminine
- GENDRST 3BB3 - Gender and Visual Culture
- GENDRST 3BW3 - Women in the Biblical Tradition
- GENDRST 3FF3 - Gender and Religion
- GENDRST 3RR3 - 'Crippling' Performance: Deaf, Mad and Disabled Performance in Canada
- HTHSCI 2T03 - Sex, Gender, & Health
- HISTORY 3W03 - Women in Canada and the U.S. to 1920
- HISTORY 3WW3 - Women in Canada and the U.S. from 1920
- INDIGST 3N03 - Indigenous Women: Land, Rights, and Politics
- LABRST 3E03 - Gender, Sexuality and Work
- LINGUIST 4G03 - Language, Sex and Gender
- PEACJUST 2B03 - Human Rights and Social Justice
- PEACEJUST 2CS3: Creating Social Change
- PHILOS 3I03 - Philosophy and Feminism
- RELIGST 2BN3
- WOMENST 2B03
- WOMENST 4D03

Rationale: Updating of relevant course list to include new course.

3.2 Combined Honours in History and Another Subject (B.A.), History (B.A.), Honours History (B.A.), Honours History and Mathematics (B.A.)

Course Lists for students who entered a History program prior to 2019-2020

Course List 6: Advanced Courses in Asia, Africa, Middle East and Global History

- ARTHIST 3Q03 - Colours of the World
- ARTHIST 3Z03 - The Silk Road in the First Millennium
- HISTORY 3B03
- HISTORY 3BB3
- HISTORY 3CP3
- HISTORY 3DD3 - Jews and Jesus
- HISTORY 3DS3 - World Shaping Events in Maritime History, 400 to the Present
- HISTORY 3EC3 - Chinese Intellectual Traditions
- HISTORY 3ES3
- HISTORY 3IG3
- HISTORY 3KK3 - The Vietnam War
- HISTORY 3L03

- HISTORY 3S03
- HISTORY 3SE3
- HISTORY 3TC3 - Science and Technology in World History
- HISTORY 3UA3 - The History of the Future
- HISTORY 3XX3 - Human Rights in History
- HISTORY 3ZZ3 - Judaism in the Modern World

Rationale: Updating of relevant course list to include new course.

3.3 Honours Theatre & Film Studies (B.A.), Combined Honours in Theatre & Film Studies and Another Subject (B.A.), Theatre & Film Studies (B.A.)

Course List 1

- THTRFLM 3AA3 - Modernist Drama and Theatre in Europe
- THTRFLM 3DD3 - Contemporary Canadian Drama and Theatre
- THTRFLM 3FF3 - Early Cinema History
- THTRFLM 3L03 - Cinema History from WWII
- THTRFLM 3M03
- THTRFLM 3P03 - Gender and Visual Culture
- THTRFLM 3U03 - Pleasure and Critique in Dramatic Performance
- THTRFLM 3QA3 - Documentary, Politics and Social Change
- THTRFLM 3RR3 - 'Crippling' Performance: Deaf, Mad and Disabled Performance in Canada

Rationale: Updating of relevant course list to include new course.

3.4 Interdisciplinary Minor in African and African Diaspora Studies

The Interdisciplinary Minor in African and African Diaspora Studies is made up of courses spanning across more than ~~15~~ **a dozen** departments. A Minor in African and African Diaspora Studies provides students with in-depth understanding of African and African-diaspora peoples and societies around the world. Students are required to complete a minimum of 24 units from the list below. No more than 6 units of Level 1 courses may be applied towards the completion of the Minor. Some of the courses below are cross-listed. It is the student's responsibility to check carefully for prerequisites, co-requisites and enrolment restrictions of all courses in this list.

~~Students wishing to pursue African and African Diaspora Studies may obtain further information from Dr. Bonny Ibhawoh (CNH 604, ext. 24153) or Dr. Juliet Daniel (LS 331, ext. 23765).~~

Course List

- ANTHROP 1AB3 - Introduction to Anthropology: Race, Religion, and Conflict
- ANTHROP 2E03 - Introduction to Biological Anthropology
- ANTHROP 3HI3 - Medical Anthropology
- ANTHROP 3ST3 – Science and Technology Studies in/of Africa
- ~~COLLAB 1G03 – Multiculturalism~~
- ~~COLLAB 3B03 – Sociology: Diversity and Inequality~~
- CMST 2Q03
- CMST 2R03
- CSCT 3A03
- CMST 3BB3
- CMST 3JJ3 - The Rise of the Music Industry
- CMST 3PM3 – Public Memory, Media, and African Diaspora Studies
- CMST 3RR3 - Race, Religion and Media
- CSCT 3R06 A/B

- ENGLISH 3A03 - Critical Race Studies
- ENGLISH 3GG3 - Theories of Decolonization and Resistance
- ENGLISH 3EE3 - African American Literature
- ENGLISH 3R06 A/B
- ENGLISH 3RR3
- ENGLISH 3V03 - Global Anglophone Literature and Film
- ENGLISH 4AA3
- ENGLISH 4WL3 – Globalization and Postcolonial Fiction
- FRENCH 2AC3 - Introduction to Francophone Literatures and Cultures
- WOMENST GENDRST 1A03 - Women, Culture, Gender, Race, Culture, Power
- HTHSCI 1C06 A/B - Working Across Difference in Midwifery
- HISTORY 1B03
- HISTORY 1BB3
- HISTORY 2AA3
- HISTORY 2CS3 - Caribbean Slavery in the Atlantic World
- HISTORY 2EN3 - Caribbean History
- HISTORY 2J03 - Africa up to 1800
- HISTORY 2JJ3 - Africa since 1800
- HISTORY 2U03
- HISTORY 3BB3
- HISTORY 3J03 - The United States in the 1960s
- HISTORY 3N03 - Poverty, Privilege and Protest in Canadian History
- HISTORY 3RC3
- HISTORY 3W03 - Women in Canada and the U.S. to 1920
- HISTORY 4A06 A/B
- HISTORY 4BB3
- HISTORY 4DD6 A/B
- HISTORY 4G03
- LABRST 1C03
- LABRST 2BB3
- LABRST 2J03 - Work and Racism
- LINGUIST 2S03 - Language and Society
- LINGUIST 4M03
- LINGUIST 4R03 - Cross-Cultural Communication
- MUSIC 2A03 - Music of the World's Cultures
- MUSIC 2I13 - Popular Music in North America and the United Kingdom: Post-World War II
- MUSIC 2U03 - Jazz
- ORIGINS 3F03
- PEACEST 2AA3
- PEACEST 2J03
- PEACEST 2JJ3
- PEACEST 3A03
- PEACEST 3E06 A/B
- PEACEST 4GG3

- PHILOS 3I03 - Philosophy and Feminism
- PHILOS 3T03 – Philosophy and Race
- POLSCI 3G03 - Ethnicity and Multiculturalism: Theory and Practice
- SOCWORK 4C03 - Critical Perspectives on Race, Racialization, Racism and Colonialism in Canadian Society
- SOCWORK 4U03 - Immigration, Settlement and Social Work
- SOCIOL 2E06 A/B
- SOCIOL 2FF3 - The Sociology of 'Race' and Ethnicity
- SOCIOL 3Z03 - Ethnic Relations
- SOCIOL 4A03 - Ethnic/Racial Tensions
- WOMENST 1A03 – ~~Women, Culture, Power~~
- WOMENST 3G03
- WOMENST 3H03

Notes

1. Students who have previously completed INSPIRE 3EL3 where the topic was *Topics in Black, African, and African Diaspora Studies*, or related subject matter, may include this course toward the minor's requirements.
2. With the permission of the African and African Diaspora Studies committee, some courses not listed may be substituted, if deemed appropriate in content. Students seeking such permission should first contact Dr. Alpha Abebe (abebea@mcmaster.ca).

Rationale: *Updating of course lists and notes to include new relevant courses and options for those completing the interdisciplinary minor.*

3.5 Specialized Minor in Commerce for Students Completing a Single Honours B.A. in Humanities

The Specialized Minor in Commerce for Humanities students is administered by the DeGroote School of Business. A maximum of 30 students will be admitted each year to this Specialized Minor.

Notes

1. For admission, Humanities students (Level 1) must complete an application for admission to the Minor by using the Service Request function in the Student Centre in Mosaic during the Program/Plan Selection process in April.
2. Students must also be admitted to a Single Honours B.A. in one of the following programs: Art History, Classics, Cognitive Science of Language, Communication Studies, English and Cultural Studies, French, History, Justice, Political Philosophy and Law, Linguistics, Multimedia, Philosophy, or Theatre & Film Studies.
3. Students seeking the Specialized Minor in Commerce for Humanities must have completed ECON 1B03, and one of MATH 1MM3 (or 1M03) or ECON 1BB3.
4. Students must have a Grade Point Average of at least 6.0 to be considered for entry into the Minor.
5. Students planning to apply to the accelerated MBA program at McMaster are strongly encouraged to consult with MBA Admissions at the Ron Joyce Centre regarding admission requirements. In addition to meeting all other admission criteria students must complete, with a minimum grade of B-, the following courses:
 - all three of ECON 1B03, 1BB3, and MATH 1MM3 (or 1M03);
 - all level 1 and 2 Commerce courses listed below with the exception of COMMERCE 2DA3;
 - COMMERCE 3MC3

Requirements

33 units total

6 units

- COMMERCE 1AA3 - Introductory Financial Accounting
- COMMERCE 1BA3 - Organizational Behaviour
- COMMERCE 1DA3 - Business Data Analytics
- COMMERCE 1MA3 - Introduction to Marketing

18 units
from

- COMMERCE 2AB3 - Managerial Accounting I
- COMMERCE 2BC3 - Human Resource Management and Labour Relations
- COMMERCE 2DA3 - Decision Making with Analytics
- COMMERCE 2FA3 - Introduction to Finance
- COMMERCE 2FB3 - Managerial Finance
- COMMERCE 2KA3 - Information Systems in Business
- COMMERCE 2OC3 - Operations Management
- COMMERCE 3MC3 - Applied Marketing Management
- COMMERCE 3S03 - Management Skills Development

3 units
from

- HUMAN 3LM3 - Foundations of Leadership
or
- HUMAN 3CM3 - Leadership: Cross-Cultural Mentoring Lab

6 units

- Level III or IV Commerce courses

Rationale: Updating of requirements to reflect new MATH 1MM3 course.



School of Graduate Studies

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L8S 4L8

Phone 905.525.9140
Ext. 23679
Fax 905.521.0689
<http://www.mcmaster.ca/graduate>

**REPORT TO SENATE
from
GRADUATE COUNCIL**

FOR INFORMATION

Faculty of Engineering

I. Change to Calendar Copy*

At its meeting on February 23rd, Graduate Council approved revisions to the calendar copy for Biomedical Engineering to highlight the new research areas within the program.

II. Change to Engineering Co-op Option

At the same meeting, Graduate Council approved revisions to the graduate co-op option for the Faculty of Engineering to change the maximum duration of a co-op/work placement for a Master's candidate from 8 months to 12 months and ensure seminar courses are exempted while on co-op.

Faculty of Humanities

III. Change to Comprehensive Examination

At the same meeting, Graduate Council approved revisions to the comprehensive examination for Ph.D. in English, changing the grading basis from graded to pass/fail.

IV. Change to Course Requirements

At the same meeting, Graduate Council approved revisions to the M.A. in English, reducing the course requirement from 8 courses to 7.

V. New Awards

At the same meeting, Graduate Council approved the following new awards:

Name of Fund: Rainbow Fund

Terms of Reference: To be granted to graduate students enrolled in any program who identify as LGBTQ2S+ students and demonstrate financial need.

Name of Fund: Ron and Helen Goodman Physics Travel Award

Terms of Reference: Established in 2020 by Dr. Ron H. Goodman (Ph.D. '64) and his wife, Hélène Goodman, in recognition of the value that conferences and discussions bring to the dynamic field of Physics. To be awarded by the School of Graduate Studies to Ph.D. students enrolled in the Department of Physics & Astronomy who, on the recommendation of the

Department of Physics & Astronomy, demonstrate excellence in academic achievement. Funds from this award are to be used by recipients to defer costs related to attendance at and/or participation in professional conferences or learning opportunities. Preference will be given to female students.

Name of Fund: Don Goellnicht Memorial Award

Terms of Reference: Established in 2020 in loving memory of Dr. Don Goellnicht by his family. The Department of English & Cultural Studies at McMaster was a significant part of Don's life. He completed his MA (1975-76), Ph.D. (1976-81), and SSHRC Postdoctoral Fellowship (1983-84) there before becoming a full-time faculty member (1984-2019). He will be greatly missed by many. To be awarded by the School of Graduate Studies on the recommendation of the Department of English and Cultural Studies to graduate student(s) entering or in a Master's program or Ph.D. English program in the Department of English and Cultural Studies who demonstrate(s) a commitment to humanitarianism and social advocacy.

Name of Fund: K. MacDonald Earth Sciences Graduate Scholarship

Terms of Reference: Established in 2020 by D. Keith MacDonald (Hons. B.Sc., Magna Cum Laude, Class of 1980). To be awarded to graduate students enrolled in an Earth & Environmental Sciences program who, on the recommendation of the School of Earth, Environment & Society, demonstrate academic and research excellence. The scholarship is renewable for one year, provided the student maintains good academic standing

*Also approved by the Faculty of Health Sciences

[Note: A complete file for the information items listed above is available in the Graduate Council office, cbryce@mcmaster.ca.]

REPORT TO THE SENATE
FROM THE
COMMITTEE ON APPOINTMENTS

Open Session (Regular)

On February 22, 2021, the Committee on Appointments approved the following recommendations and now recommends them to Senate for approval:

1. Terms of Reference

a. ToR – F.L. Johnson Chair in Women’s Reproductive Health Research

It is now recommended,

that Senate approve the proposed revisions to the F.L. Johnson Chair in Women’s Reproductive Health Research Terms of Reference, as circulated.

b. Associate Dean Research Innovation External Relations

It is now recommended,

that Senate approve the proposed revisions to the Associate Dean Research Innovation External Relations Terms of Reference, as circulated.

SENATE: FOR APPROVAL
March 10, 2021



January 26, 2021

Senate Committee on Appointments
c/o University Secretariat
Gilmour Hall, Room 210

Re: Revised Terms of Reference for the F.L. Johnson Chair in Women's Reproductive Health Research

On behalf of the Faculty of Health Sciences, I would like to recommend for approval revisions to the terms of reference for the F.L. Johnson Chair in Women's Reproductive Health Research.

The F.L. Johnson Fund for Research in Reproduction was established in the early 1980's following the retirement of Dr. F.L. Johnson, the founding Chair of the Department of Obstetrics and Gynecology and Chief of Obstetrics and Gynecology at Hamilton Civic Hospitals from 1958-1972. In 2018, the Department of Obstetrics and Gynecology transferred funds to create a fully endowed Chair, the F.L. Johnson Chair in Women's Reproductive Health Research, with matching funds provided from the Dean & Vice-President of the Faculty of Health Sciences.

The terms of reference for the Chair are being updated so that the position is officially aligned with the role of Department Chair of the Obstetrics and Gynecology.

Thank you for considering this recommendation. Enclosed please find a copy of the original and revised terms of reference.

Yours sincerely,

Paul M. O'Byrne, MB, FRCP(C), FRSC
Dean and Vice-President
Faculty of Health Sciences

Encl.

PO/bvd

TERMS OF REFERENCE

F.L. Johnson Chair in Women's Reproductive Health Research

General

The academic Department of Obstetrics and Gynecology, along with generous donors, have provided funding to support an endowed chair in the Faculty of Health Sciences. The Chair is named in honour of Dr. F.L. Johnson, founding Chair of the Department and the Chief of Obstetrics and Gynecology at Hamilton Civic Hospitals from 1958-1972, in recognition of the many contributions he made to the care of women and to medical education both locally and nationally.

In revising the terms of reference for this Chair, it is the intent of all parties that the Chair be directly associated with, and its tenure run concurrent with, an appointment to the position of Chair, Department of Obstetrics & Gynecology, McMaster University.

The incumbent will have demonstrated excellence in the area of women's reproductive health.

Details and Duties

The holder of the Chair shall be an individual with sufficient research, education and/or clinical experience.

Specifically, the chairholder will:

- Hold an appointment in the Department of Obstetrics and Gynecology in the Faculty of Health Sciences at McMaster University;
- Be an integral part of the institutional vision towards establishing and maintaining a world class program in women's reproductive health which exemplifies the central values of the University and the Department of Obstetrics and Gynecology;
- Contribute significantly to the body of scholarship in the area women's reproductive health through teaching, research and/or clinical work at McMaster University;
- Undertake the normal duties of a faculty member in the Faculty of Health Sciences and the Department of Obstetrics and Gynecology, including participation in the education programs of the Department.

Selection Process

- The Dean of the Faculty of Health Sciences will appoint an appropriate ad-hoc selection committee, which shall include, at a minimum, the Vice-Dean, Research among other leaders in the Faculty. The committee will forward its recommendation to the Senate Committee on Appointments.
- The selection committee will invite and receive nominations for the Chair and make recommendations for the appointment to the Dean and Vice-President of the Faculty of Health Sciences.
- The Dean and Vice-President will forward the ad hoc selection committee's recommendation to

the Senate Committee on Appointments.

Term

An appointment to the Chair shall be for up to five (5) years, with the understanding that renewal for additional terms is possible.

Acknowledgement

The incumbent will acknowledge that she/he holds the "*F.L. Johnson Chair in Women's Reproductive Health Research*" in all publications, lectures and any other activities supported through the fund.

January 2021

TERMS OF REFERENCE

F.L. Johnson Chair in Women's Reproductive Health Research

General

The academic Department of Obstetrics and Gynecology, along with generous donors, have provided funding to support an endowed chair in the Faculty of Health Sciences. The Chair is named in honour of Dr. F.L. Johnson, founding Chair of the Department and the Chief of Obstetrics and Gynecology at Hamilton Civic Hospitals from 1958-1972, in recognition of the many contributions he made to the care of women and to medical education both locally and nationally.

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The holder of the Chair shall be an individual with sufficient research, education and/or clinical experience.

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- Undertake the normal duties of a faculty member in the Faculty of Health Sciences and the Department of Obstetrics and Gynecology, including participation in the education programs of the Department.

Selection Process

The Dean of the Faculty of Health Sciences will appoint an appropriate ad-hoc selection committee, which shall include, at a minimum, the Associate Dean, Research and the Chair of the Department of Obstetrics and Gynecology. The committee will forward its recommendation to the Senate Committee on Appointments.

Term

An appointment to the Chair shall be for up to five (5) years, with the understanding that renewal for additional terms is possible.

Acknowledgement

The incumbent will acknowledge that she/he holds the *"F.L. Johnson Chair in Women's Reproductive Health Research"* in all publications, lectures and any other activities supported through the fund.

May 2018




MEMORANDUM

Date: February 18, 2021

To: Senate Committee on Appointments

Cc: Susan Tighe, Provost

From: Ishwar Puri, Dean and Professor 

SUBJECT: Terms of Reference - Associate Dean, Research, Innovation and External Relations

During the past two terms as Associate Dean, Research & External Relations, Dr. John Preston has worked closely with the Deanery, the Forge, and external stakeholders to foster a culture of innovation for our students and faculty in the Faculty of Engineering. In recognition of his efforts and the Faculty's desire to continue to cultivate a culture of innovation, the terms of reference for this academic leadership role has been revised to include innovation in its mandate.

The attached terms of reference for an Associate Dean, Research, Innovation and External Relations were approved at a Faculty of Engineering Meeting on January 26, 2021. The Faculty recommends to the Senate Committee on Appointments that the terms of reference for the Associate Dean, Research, Innovation and External Relations be approved.

We thank Dr. Preston for his contributions to supporting innovation at McMaster and look forward to future growth in this important area.

Thank you.

FACULTY OF ENGINEERING

Associate Dean, Research, Innovation and External Relations

Terms of Reference

1. Responsibility for the identification, coordination, promotion, and implementation of major research opportunities/initiatives for the Faculty of Engineering, as related to government-sponsored research programmes.
2. Responsibility for the identification, coordination, and promotion of strategic research partnerships with industrial/corporate partners.
3. Works with the Office of the Vice-President, Research on initiatives related to the commercialization of research results including development of intellectual property, creation of prototypes, creation of new startups, licensing to existing companies. Holds responsibility within the Faculty for establishing a culture of innovation.
4. Works with the Office of Associate Vice-President of International Affairs and holds responsibility for the Faculty's external relations with other academic institutions, organizations and networks, both nationally and internationally.
5. Works in conjunction with the University and Faculty Advancement offices to raise the profile of research undertaken by Engineering Faculty members within the University as well as provincially, nationally, and internationally. Also, works to bring the results of research to the attention of the media as desired.
6. Participates on Dean's Council, Dean's Advisory Board, and advises on issues related to research, innovation and external relations.
7. Establishes a set of performance indicators to enable benchmarking of the Faculty's research performance.
8. Chairs, as requested by the Dean, review committees and other Faculty committees from time to time, as needed.
9. Will discharge such other duties as may from time to time be assigned by the Dean.

**REPORT TO SENATE
FROM THE
UNIVERSITY PLANNING COMMITTEE**

1. UNIVERSITY PLANNING COMMITTEE BY-LAW REVISIONS

At its meeting of February 10, 2020, the University Planning Committee approved revisions to the by-laws.

The University Planning Committee now recommends,

that Senate approve, in principle, the amendments to the University Planning Committee Terms of Reference and refer the amendments to the By-Laws Committee for review.

**Senate: FOR APPROVAL
March 10, 2021**

February 4, 2021

TO: University Planning Committee
FROM: Andrea Thyret-Kidd, University Secretary
RE: Revisions to the UPC Terms of Reference

Attached please find proposed revisions to the UPC terms of reference based on the discussion at the last meeting.

The terms of reference now clarify that UPC follows the Board Election By-Laws. Also attached are revisions to the Board Election By-Laws that outline how UPC faculty member elections will be run. There are no proposed revisions to the Board Election By-Law for the non-teaching and student UPC members.

Please note that rather than having Senate Executive review nominations, the revisions propose that the Faculty Dean will review the faculty member nominations. It is a normal part of the Senate and Board election procedures for the Secretariat to work with the Dean's Offices to encourage nominations in order to ensure elections are held rather than acclamations.

Also attached are revised UPC Guidelines for Planning Reports based on feedback received from committee members

THE UNIVERSITY PLANNING COMMITTEE¹

114.

- a) The University Planning Committee shall consist of the following membership:

Ex Officio Members

Chancellor
Chair of the Board of Governors (or delegate)
Vice-Chair of the Board of Governors (or delegate)
President; ~~the~~
Provost, who shall be Chair
Vice-President (Administration)
Vice-President (Research)
Vice-Provost and Dean of Graduate Studies

Members

~~Five-Six~~ faculty members, one from each Faculty, no more than two from any one Faculty, elected for staggered three-year terms
One Faculty Dean elected annually (by and from the six Faculty Deans)
One non-teaching staff member, elected for a three-year term
One graduate student, elected for a two-year term
One undergraduate student, elected for a two-year term

Consultants

Associate Vice-President, Finance and Planning (Academic)
~~Associate Vice President (Institutional Research & Analysis)~~
Assistant Vice-President/Chief Facilities Officer

Observers

Dean and Vice-President (Health Sciences) or delegate; ~~unless elected;~~
Vice-President (University Advancement);
Vice-President (Students and Learning) and Dean of Students; ~~and~~
Chair of Undergraduate Council

- (i) One-half of the membership, excluding the *ex officio* members, shall constitute a quorum.

~~(ii)~~ The election of faculty, staff and student members to the University Planning Committee shall be conducted by the University Secretary and shall adhere to the Board of Governors Election By-

¹The University Planning Committee is a joint Board-Senate Committee and is the successor to the Board-Senate Committee on Academic Planning. It is also the successor to the Board-Senate Committee on Long-Range Planning named in *The McMaster University Act, 1976*. All references to the Board-Senate Committee on Long-Range Planning in *The McMaster University Act, 1976* shall be deemed henceforth to refer to its successor, the University Planning Committee.

~~Laws. Following a call for nominations from the appropriate University constituency. The Senate Executive Committee shall review the nominations and ensure that there are sufficiently many to require that an election be held; it may make any additional nominations it deems necessary to ensure an election. The counting of ballots in elections to the University Planning Committee shall be in accordance with the transferable vote system.~~

- b) The University Planning Committee's fundamental mandate is to co-ordinate academic and resource planning so that the Senate and the Board of Governors may be assured that any proposal presented for approval has academic merit that supports the mission of the University and that resources necessary for the implementation of any proposal have been appropriately assessed. In this context the University Planning Committee shall:
- (i) review the Plan for the University annually, and recommend revisions to it as necessary, for approval by the Senate and the Board of Governors;
 - (ii) review, for recommendation to the Senate and the Board of Governors, major initiatives (including those which are part of submissions to external agencies) that have significant resource implications, providing comment on how the proposals fit within the University Plan;
 - (iii) review and ~~approve~~receive annual planning reports as prescribed by the Provost from the Faculties, the School of Graduate Studies, the Vice-Provost (Faculty), the Associate Vice-President (Students and Learning) and Dean of Students, the University Registrar, the University Librarian, and other units (as appropriate) that report directly to the Provost, providing comment on how the plans relate to overall University planning and current budgeting. Approved plans are to be reported to the Senate and the Board of Governors for information;
 - (iv) review and ~~approve~~receive annual planning reports as prescribed by the Vice-President (Administration) from those administrative and service units that report directly to the Vice-President (Administration), providing comment on how the plans relate to overall University planning and current budgeting. Approved plans are to be reported to the Senate and the Board of Governors for information;
 - (v) review and ~~approve~~receive annually a report from the Vice-President (Research) on the major operations, institutes, and initiatives that receive significant support from the budget envelope of the Vice-President (Research), and on the anticipated impact of new funding opportunities (from federal, provincial, or private agencies or businesses) as they arise. Approved plans are to be reported to the Senate and the Board of Governors for information;

- (vi) receive annually from the Vice-President (University Advancement) a report on advancement efforts of the previous year and review, for recommendation to the Senate and the Board of Governors, future fund-raising priorities and their relationship to the University Plan;
- (vii) provide commentary, with reference to the University Plan and the McMaster University Campus Master Plan, to the relevant committee of the Board of Governors on proposals for capital development and other expenditures that fall outside the annual budget (such as those encompassed by the Capital Renewals process). For all major projects, the University Planning Committee will be provided with a total impact analysis that assesses the ongoing costs of maintenance, utilities, etc.;
- (viii) review, for recommendation to the Senate and the Board of Governors, the annual report on the *McMaster University Campus Master Plan*, including any updates, amendments and elaborations; and
- (ix) report to the Senate and the Board of Governors any matters of concern formally identified as such by a majority of the Committee.

115.

- a) The **Budget Committee** shall be a subcommittee of the University Planning Committee with membership drawn from the University Planning Committee as follows:

Ex Officio Members

President
Provost
Vice-President (Administration)

Members

Three faculty members (one of whom shall serve as Chair)
One member of the non-teaching staff
One graduate student
One undergraduate student

- (i) The Chair of the Budget Committee shall be elected annually by the University Planning Committee from among the faculty members on the University Planning Committee following nomination by the Chair of the University Planning Committee and a call for further nominations. The other two faculty members on the Budget Committee shall be selected subsequently by and from the ~~five~~^{six} faculty members on the University Planning Committee for service commencing July 1 or immediately following a vacancy. The Chair may vote on all questions.
- (ii) Two-thirds of the membership shall constitute a quorum. If more than two members are absent when a vote is taken on the final budget, the vote must be confirmed -electronically.

b) The Budget Committee shall:

- (i) review the budget framework prepared by the University administration in consultation with the Office of Institutional Analysis and Research, including any changes to the McMaster Budget Model; this framework (including the models and projections upon which it is based) will be provided to the Joint Administration / Faculty Association Committee to Consider University Financial Matters and to Discuss and Negotiate Matters Related to Terms and Conditions of Employment of Faculty (the Joint Committee) as will updates to the framework should these arise;
- (ii) receive and respond to budget submissions from all Faculties, areas, and units;
- (iii) make budget recommendations available to the University Planning Committee during development of the recommendations, for comment on whether those recommendations are congruent with the University Plan; deliver the final budget to the University Planning Committee in a timely fashion to ensure that it is in a position to make comments in advance of the budget being transmitted to other deliberative bodies;
- (iv) make budget recommendations available to the University Senate for comment before they are transmitted by the President to the Planning and Resources Committee of the Board of Governors;
- (v) deliver budget recommendations to the President of the University for transmittal to the Planning and Resources Committee of the Board of Governors. Any comments of the University Planning Committee and Senate shall be included in the material for the Board of Governors, along with the President's own comments; and
- (vi) hold all meetings of the Committee in Closed Session.

c) The **University Student Fees Committee** shall be a sub-committee of the University Planning Committee with the following membership:

Ex Officio Members

Associate Vice-President (Students and Learning) and Dean of Students – Co-Chair
Vice-Provost and Dean of Graduate Studies – Co-Chair
Associate Vice-President, Finance and Planning (Academic), Provost's Office
Executive Director, Education Services, Faculty of Health Sciences
Controller, Financial Services
University Registrar

Student Members

Graduate Student Representative – selected from applicants for a one-year term
Full-time Undergraduate Student Representative – selected from applicants for a one-year term
Part-time Undergraduate Student Representative – selected from applicants for a one-year term

*Student positions are renewable once.

Consultants

Director, Finance and Administration, Student Affairs

Associate Registrar and Graduate Secretary, School of Graduate Studies

Assistant Registrar, Government Aid Programs, Registrar's Office

Manager, Accounts Receivable, Financial Affairs

Two staff members from Financial Affairs (approved by the Committee annually)

Two staff members from Institutional Research and Analysis (approved by the Committee annually)

- d) The University Student Fees Committee shall:
- (i) recommend all revisions to tuition (undergraduate and graduate degree, diploma and certificate) and supplementary fees to the Budget Committee;
 - (ii) establish deadlines for the submission of all proposed tuition and supplementary fees to the University Student Fees Committee;
 - (iii) recommend policy guidelines to the Budget Committee that outline services and materials for which fees can be charged;
 - (iv) recommend policy guidelines to the Budget Committee for charging fees for existing and new programs that are not funded through grants from the Ministry of Training, Colleges and Universities;
 - (v) ensure that all proposed changes to existing student fees and all proposed new fees are reasonable, conform to government regulations and have been approved through appropriate processes within the University;
 - (vi) ensure that proposed changes to student fees are feasible and do not involve undue complications to calculate and administer; where appropriate, determining the most "*tax efficient*" method for students who are being charged these fees; and
 - (vii) hold all meetings of the Committee in Closed Session.

Revised: December 9, 2020

2. when deemed appropriate, review the policy and procedures relating to discrimination, harassment, and/or sexual violence and make recommendations, through the Senate Executive Committee, to the Senate and the Board on policy changes or new policies deemed necessary by the Panel.

The hearing of any case shall be before a Tribunal, consisting of three members of the Board-Senate Hearing Panel for Discrimination, Harassment, and Sexual Violence. These members shall be free of conflict of interest and shall be chosen by the Chair, or a Vice-Chair as appropriate, of the Hearing Panel in accordance with procedures approved by the Senate and the Board.

Hearings before a Tribunal of the Board-Senate Hearing Panel for Discrimination, Harassment, and Sexual Violence shall be conducted in accordance with the procedures approved by the Senate and the Board.

- | | | |
|---|-----|---|
| Conflict of Interest | 16. | At any meeting of the Board or of any committee of the Board, changes in remuneration of employees of the University shall be deemed not to be a proposed contract within the terms of Section 8, subsection 16 of the 1976 Act. |
| Board-Senate Committee to Recommend a President | 17. | From time to time, as required, the Board shall appoint five of its members to a Board-Senate Committee to Recommend a President, one of whom shall be from those appointed under Section 8 (1) (d) of the 1976 Act, one member from those elected under Section 8 (1) (i), one member from those elected under Section 8 (1) (f), and two members shall be from among the persons elected or appointed under Sections 8 (1) (b), 8 (1) (c) or 8 (1) (j) of the 1976 Act. |

BY-LAW NO. 2

being a by-law relating to the elections to the Board.

- | | | |
|-----------------------|----|--|
| Election by the Board | 1. | <ol style="list-style-type: none">(1) The term of office of each of the members to be elected under Section 8 (1) (b) of the 1976 Act shall end on June 30th of the last year of the designated term for which the member was elected so that the terms of not more than four members shall expire in any one year;(2) The candidates for election under Section 8 (1) (b) of the 1976 Act shall be nominated by the Nominating Committee of the Board or by individual members of the Board, provided that nominations of candidates by individual members shall be filed with the Chair of the Nominating Committee not later than three weeks preceding the date of the election, and the consent of the nominee shall be secured before such nomination is filed;(3) The Board shall conduct its election at a regular meeting in June of each year, having notified its members at least two months prior to the date of the election. In the event that more candidates than are required are nominated, |
|-----------------------|----|--|

voting shall be by secret ballot, and the candidates receiving the greatest number of votes shall be declared elected;

- (4) When two or more candidates receive the same number of votes and are thus prevented from being declared elected, a new election shall be held, confined to such candidates, under similar conditions to elect one candidate.

Election by
Teaching Staff

2.

- (1) The election of members by the teaching staff under Section 8 (1) (f) of the 1976 Act shall be held annually and completed by April 30th;
- (2) The terms of office of each member to be elected under Section 8 (1) (f) shall end on June 30th of the last year of the designated term for which the member was elected so that the terms of not more than two members shall expire in any one year;
- (3) A notice defining eligibility requirements shall be posted on the McMaster Daily News website [<http://dailynews.mcmaster.ca>] and on the University Secretariat's election website <https://secretariat.mcmaster.ca> throughout the nomination period;
- (4)
 - a) For seats on the Board of Governors, ~~Any~~ any member of the teaching staff may be nominated as a candidate for election provided the written consent of the nominee has been filed with the Secretary of the Board and the nomination paper has been signed by five members of the teaching staff;
 - b) Seats on the University Planning Committee are Faculty specific (one member from each Faculty). Teaching staff may be nominated as a candidate from their Faculty for election provided the written consent of the nominee has been filed with the Secretary of the Board and the nomination paper has been signed by three members of the teaching staff from the same Faculty as the candidate. The Dean of the Faculty shall review the nominations and make any additional nominations as deemed necessary to ensure an election. A separate election shall be held for each faculty seat and eligible voters will be from the relevant Faculty;
- (5) The nominations must be received by the Secretary of the Board not later than three weeks prior to the election. The Secretary of the Board shall, as soon as possible following the close of the election period, prepare a list of candidates whose eligibility has been validated by the Assistant Vice-President, Human Resources, such list to be posted on the McMaster Daily News website and on the University Secretariat's election website at least two weeks prior to the election;
- (6) Eligible voters may cast their votes via the link to MacVote provided by the University Secretariat, such votes to be cast no later than April 30, the precise dates to be determined by the Secretary of the Board. Detailed instructions

for the conduct of elections shall be posted on the University Secretariat election website.

- (7) The ballots shall be counted under the supervision of the Secretary of the Board. The candidate having the greatest number of votes using the transferable vote system shall be declared elected;
- (8) Where two or more candidates receive the same number of votes and are thus prevented from being declared elected, a new election shall be held, confined to such candidates, under similar conditions to elect one candidate.

**Election by
Undergraduate
Students**

3.

- (1) The nomination and election of a member by the undergraduate students under Section 8 (1) (g) of the 1976 Act, shall be conducted during the period January 15 – March 31 (primary election period). In the event that the undergraduate student position is vacant at the end of the first week of September, a secondary election shall be conducted and completed by October 31;
- (2) The term of a member to be elected under Section 8 (1) (g), during the primary election, shall commence on July 1 following the election, and the term of a member elected during the secondary election shall be deemed to have begun on the previous July 1;
- (3) Any undergraduate student whose registration has been recorded by the University Registrar as a student, as defined by the 1976 Act, is eligible to vote;
- (4) Any undergraduate student eligible to vote may be nominated as a candidate for election, provided written consent has been filed with the Secretary of the Board and the nomination paper has been signed by at least ten undergraduate students eligible to vote;
- (5) At the beginning of the election period a notice defining eligibility requirements shall be posted on the McMaster Daily News website and on the University Secretariat election website and shall be published at least once in "The Silhouette";
- (6) Nominations must be received by the Secretary of the Board not later than the end of the first week of February (the end of the first week of October)* in the year of election;
- (7) A list of eligible candidates whose status has been validated shall be posted, as soon as possible after the close of nominations, on the McMaster Daily News website and on the University Secretariat election website and published in at least one issue of "The Silhouette" at least ten days prior to the election

day(s). A copy of the campaign regulations (see Appendix I) will be provided to each candidate and posted on the University Secretariat election website;

- (8) Eligible voters may cast their votes via the link to MacVote provided by the University Secretariat, such votes to be cast no later than March 31 (October 31)*, the precise dates to be determined by the Secretary of the Board. Detailed instructions for the conduct of the election shall be posted on the University Secretariat election website;
- (9) The ballots shall be counted under the supervision of the Secretary of the Board. The candidate having the largest number of votes using the transferable vote system shall be declared elected;
- (10) Where two or more candidates receive the same number of votes and are thus prevented from being declared elected, a new election shall be held, confined to such candidates, under similar conditions to elect one candidate.

* Secondary election

Election by
Graduate Students

4.

- (1) The nomination and election of a member by the graduate students under Section 8 (1) (h) of the 1976 Act, shall be conducted during the period January 15 – March 31 (primary election period). In the event that the graduate student position is vacant at the end of the first week of September, a secondary election shall be conducted and completed by October 31;
- (2) The term of a member to be elected under Section 8 (1) (h) during the primary election shall commence on July 1 following the election, and the term of a member elected during the secondary election shall be deemed to have begun on the previous July 1;
- (3) Any graduate student, whose registration has been recorded by the University Registrar as a student, as defined by the 1976 Act, is eligible to vote and may be nominated as a candidate for election provided consent has been filed with the Secretary of the Board and the nomination paper has been signed by at least ten graduate students eligible to vote;
- (4) At the beginning of the election period a notice defining eligibility requirements shall be posted on the McMaster Daily News website and the University Secretariat election website and shall be published at least once in "The Silhouette";
- (5) Nominations must be received by the Secretary of the Board not later than the end of the first week of February (the end of the first week of October)* in the year of election;
- (6) A list of eligible candidates, whose status has been validated, shall be posted, as soon as possible after the close of nominations, on the McMaster Daily News website and the University Secretariat election website and published in at least one issue of "The Silhouette" at least ten days prior to the election

day(s). A copy of the campaign regulations (see Appendix I) will be provided to each candidate and posted on the University Secretariat election website;

- (7) Eligible Voters may cast their votes via the link to MacVote provided by the University Secretariat, such votes be cast no later than March 31 (October 31)*, the precise dates to be determined by the Secretary of the Board; Detailed instructions for the conduct of the election shall be posted on the University Secretariat election website.
- (8) The ballots shall be counted under the supervision of the Secretary of the Board. The candidate having the largest number of votes using the transferable vote system shall be declared elected;
- (9) Where two or more candidates receive the same number of votes and are thus prevented from being declared elected, a new election shall be held, confined to such candidates, under similar conditions to elect one candidate.

* Secondary election

Election by Non-Teaching Staff

5.

- (1) The election of a member by the non-teaching staff under Section 8 (1) (i) of the 1976 Act shall be completed by April 30 in any year in which an election is held;
- (2) The term of a member to be elected under Section 8 (1) (i) shall end on June 30th of the last year of the designated term for which the member was elected so that the term of not more than one member shall expire in any one year;
- (3) Any member of the non-teaching staff who is eligible to vote may be nominated as a candidate for election provided written consent has been filed with the Secretary of the Board and the nomination paper has been signed by at least ten members of the non-teaching staff eligible to vote;
- (4) A notice defining eligibility requirements shall be posted on the McMaster Daily News website and the University Secretariat's election website throughout the nomination period;
- (5) Nominations must be received by the Secretary of the Board not later than three weeks prior to the election. The Secretary of the Board shall, as soon as possible following the close of the nomination period, prepare a list of candidates whose eligibility has been validated by the University's Assistant Vice-President, Human Resources, such list to be posted on the McMaster Daily News website and the University Secretariat election website at least two weeks prior to the election;
- (6) Eligible voters may cast their votes via the link to MacVote provided by the University Secretariat, such votes to be cast no later than April 30, the precise dates to be determined by the Secretary of the Board of Governors. Detailed

instructions for the conduct of the election shall be posted on the University Secretariat's election website.

- (7) The ballots shall be counted under the supervision of the Secretary of the Board. The required number of candidate(s) having the greatest numbers of votes using the transferable vote system shall be declared elected.
- (8) Where two or more candidates receive the same number of votes and are thus prevented from being declared elected, a new election shall be held, confined to such candidates, under similar conditions.

**Electoral
Responsibilities of
the Secretary**

- 6. The Secretary of the Board shall be responsible for determining dates and implementing procedures, as necessary, to give effect to the by-laws of the Board governing the elections of members of the Board by and from the teaching staff, the non-teaching staff, undergraduate and graduate students.

**Listing of
Candidates**

- 7. When names of candidates are listed on any electoral documents, they shall be arranged in alphabetical order.

**Transferable Vote
System**

- 8. Whenever the by-laws provide for the counting of ballots by the transferable vote system, the following procedure shall be adopted.

Ballots shall be marked only with numerals 1, 2, 3, 4, etc. entered opposite the names of candidates in order of preference. Voters may leave blanks opposite the names of candidates for whom they do not wish to vote.

- (1) To elect a single member,

A - First Count

- (i) The number of ballots shall be counted to determine how many votes will constitute a majority which is one more than one-half the total number of ballots;
- (ii) A candidate who receives a majority of first choice votes shall be declared elected;
- (iii) On the first count, if no candidate has received a majority of the first choice votes, the candidate with the fewest number of first choice votes shall be eliminated from the count and such ballots shall be redistributed according to the second choice votes marked upon them.

B - Second Count

- (i) A candidate who receives a majority of first and second choice votes combined shall be declared elected;
- (ii) On the second count, if no candidate has received a majority of first choice and second choice votes combined, the ballots of the candidate with the next fewest number of votes shall be redistributed according to the next valid

choice vote marked upon them. The "next valid choice vote" shall not include a candidate who has already been eliminated.

C - Third Count

- (i) A candidate who receives a majority of first, second and next valid choice votes combined shall be declared elected;
 - (ii) On the third count if no candidate has received a majority of first, second and next valid choice votes combined, the above procedures shall be repeated as many times as necessary until one candidate has received a majority of votes.
- (2) To elect a second member:

The same procedure described in subsection 1 of this section shall be followed to elect a second member except that the candidate who has already received a majority of votes under subsection 1 of this section and has been declared elected shall not be included in the count. All ballots indicating the elected candidate as first choice shall be allotted to the candidate whom these ballots indicate as second choice. Whenever a vote in any ballot is for the elected candidate, the next valid choice vote shall be counted;

- (3) To elect a third member:

The same procedures described in subsection 1 and 2 of this section shall be followed, except that the two candidates elected shall not be included in the count. All ballots indicating the two elected candidates as choices shall be allotted to the candidate whom these ballots indicate as the next valid choice marked upon them;

- (4) To elect a fourth member:

The same procedures described in subsections 1, 2 and 3 of this section shall be followed except that the three candidates already elected shall not be included in the count.

**Vacancy of an
Elected Member**

9. When a vacancy occurs on the Board and the vacancy is that of an elected member whose term has six months or less to run, the Board may decide by resolution to fill the vacancy and shall so inform the constituency involved. If the Board so decides, it shall, at its next regular meeting, on the recommendation of the Nominating Committee of the Board, appoint a member from the relevant constituency to hold office until the following June 30th.

When a vacancy on the Board is that of a member whose term has more than six months remaining in it and the member has been elected under Section 8 (1) (f), or 8 (1) (i) of the 1976 Act, a special election shall be held as soon as practicable to fill the vacancy for the period remaining. Except as to the date of such election, the election procedures shall be those established in the Board By-laws for a regular election.

REPORT TO THE SENATE
FROM THE
COMMITTEE ON UNIVERSITY CEREMONIALS AND INSIGNIA

Open Session (Regular)

On February 24, 2021, the Committee on University Ceremonials and Insignia approved the following recommendation and now recommends it to Senate:

Proposed Parchment Design for Certificate of Professional Learning

It is now recommended,

that Senate approve the design of parchments for the Certificate of Professional Learning, as circulated.

For Approval
Senate: March 10, 2021



To: Ceremonials and Insignia Committee

From: Lorraine Carter, Director, McMaster Continuing Education

Re: Approval of design for new credential, Certificate of Professional Learning;
Certificate of Completion duplicate options

McMaster Continuing Education is seeking the Committee's approval of the proposed design for a new academic credential called Certificate of Professional Learning. This credential consists of nine academic units of study and was approved by Senate in Summer 2020. Please see the attachment.

Also, we would ask for the Committee's assistance on a second matter. In the present Certificate and Diploma policy, there are two designs for a Certificate of Completion: one with a largish maroon border and a second newer one that McMaster Continuing Education recommended and was approved by the Certificates and Diplomas Committee. This latter design is very helpful in that it can be used for single partner programs as well as programs with two or three partners. It is also appropriate for use as a Certificate of Attendance.

Unfortunately, when the newer design was approved, the former design was not eliminated. The outcome is that eligible learners are receiving different documents for the same credential.

With thanks.



McMaster University

Continuing Education awards

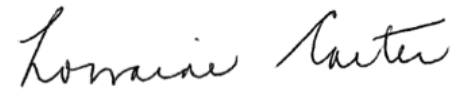
William A. McMaster

the Certificate of Professional Learning in

Risk Management

Dated this 31st day of May, 2021 at Hamilton, Ontario.


University Registrar


Director, McMaster Continuing Education

Reason for reprint:

Across the Stage:



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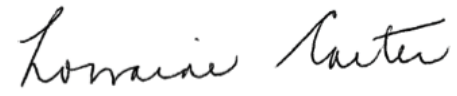
William B. McMaster

the Certificate in

Data Analytics

Dated this 1st day of June, 2021 at Hamilton, Ontario.


University Registrar


Director, McMaster Continuing Education

Reason for reprint:

Across the Stage:



McMaster University

Continuing Education awards

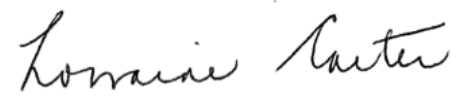
William C. McMaster

the Diploma in

Professional Addiction Studies

Dated this 30th day of November, 2021 at Hamilton, Ontario.


University Registrar


Director, McMaster Continuing Education

Reason for reprint:

Across the Stage: