McMaster University | University Secretariat

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UNDERGRADUATE COUNCIL

Tuesday, March 25, 2025 at 2:30 p.m.
Gilmour Hall, Council Room (Room 111)

AGENDA

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1. Call to Order

2. Minutes of the Previous Meeting - February 25, 2025
Approval

4 - 9 Minutes - Undergraduate Council - February 25, 2025

3. Business Arising

4. Chair's Remarks

5. Report from the Joint Committee on Certificates, Diplomas and Microcredentials
A. Schat
Approval/Information

10 - 11 Report from the Joint Committee on Certificates, Diplomas and Microcredentials

12 **1. Closure of the Health Information Fundamentals Diploma**
D. Piedra
Approval
Closure of the Health Information Fundamentals Diploma

13 - 21 **2. Revisions to the Health Informatics Diploma**
D. Piedra
Approval
Revisions to the Health Informatics Diploma
Support of Proposal for Health Informatics Diploma Program

22 - 30 **3. Report from the Faculty of Science: Revisions to Concurrent Certificate Programs & New Certificate of Completion Program**

R. da Silva
Approval/Information

a. Revisions to the Concurrent Certificate in Anti-Racism, Inclusion and Equity (ARIE) in Science
b. Revisions to the Concurrent Certificate in Scientific Computing
c. Science Leadership Certificate of Completion (for information only)

Report from the Faculty of Science

31 **5. New Non-Academic Microcredential Program: The Fundamentals of Music Care: Theory and Context**
D. Piedra
Information

The Fundamentals of Music Care: Theory and Context

32 **6. Revision to Non-Academic Microcredential Program: Cybersecurity for Privacy Professionals**
D. Piedra
Information

Revisions to Non-Academic Microcredential: Cybersecurity for Privacy Professionals

6. Report from the Curriculum & Admissions Committee
B. Marquis
Approval

33 - 34 Report from the Curriculum & Admissions Committee

35 - 53 **1. Addenda to Curriculum Revisions for the 2025-2026 Undergraduate Calendar**
R. da Silva, R. Whyte, K. McGarry
Approval

a. Faculty of Science
b. Faculty of Health Sciences
c. Faculty of Social Sciences

54 - 126 **2. Major Curriculum Revisions for Inclusion in the 2026-2027 Undergraduate Calendar**
A. Schat
Approval

Faculty of Business

7. Revisions to the Undergraduate Course Management Policy
C. Anderson
Approval

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Memo
Minister's Revised Directive on the Costs of Educational Material
Undergraduate Course Management Policy - Tracked
Undergraduate Course Management Policy - Clean

8. Other Business

9. Adjournment

Next Meeting - April 29, 2025

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Report to the Undergraduate Council
from the
Joint Committee on Certificates, Diplomas and Microcredentials

FOR APPROVAL

1. Closure of the Health Information Fundamentals Diploma

At its meeting on March 4, 2025, the Joint Committee on Certificates, Diplomas and Microcredentials reviewed and approved the closure of the Health Information Fundamentals Diploma.

It is recommended,

that the Undergraduate Council approve, for recommendation to the University Planning Committee and the Senate, the closure of the Health Information Fundamentals Diploma program, as circulated.

2. Revisions to the Health Informatics Diploma

At the same meeting, the Joint Committee on Certificates, Diplomas and Microcredentials reviewed and approved revisions to the Health Informatics Diploma.

It is recommended,

that the Undergraduate Council approve the proposed revisions to the Health Informatics Diploma, as circulated.

3. Report from the Faculty of Science: Revisions to Concurrent Certificate Programs & New Certificate of Completion Program

At the same meeting, the Joint Committee on Certificates, Diplomas and Microcredentials reviewed and approved the Report from the Faculty of Science, which included revisions to the Concurrent Certificate program in Anti-Racism, Inclusion and Equity (ARIE) in Science and the Concurrent Certificate program in Scientific Computing. The Committee also received the Science Leadership Certificate of Completion for information.

It is recommended,

that the Undergraduate Council approve the proposed revisions to the Concurrent Certificate in Anti-Racism, Inclusion and Equity (ARIE) in Science, for inclusion in the 2025-2026 Undergraduate Calendar, as circulated.

It is also recommended,
that the Undergraduate Council approve the proposed revisions to the Concurrent Certificate in Scientific Computing, for inclusion in the 2025-2026 Undergraduate Calendar, as circulated.

FOR INFORMATION

4. New Non-Academic Microcredential Program: The Fundamentals of Music Care: Theory and Context

At the same meeting, the Joint Committee on Certificates, Diplomas and Microcredentials reviewed the New Non-Academic Microcredential Program: The Fundamentals of Music Care: Theory and Context.

This item is for information only.

5. Revision to Non-Academic Microcredential Program: Cybersecurity for Privacy Professionals

At the same meeting, the Joint Committee on Certificates, Diplomas and Microcredentials reviewed the title revision from Cybersecurity Management to Cybersecurity for Privacy Professionals.

This item is for information only.

McMaster University | CONTINUING EDUCATION

CLOSURE OF ACADEMIC PROGRAM FOR MARCH 4, 2025 JOINT COMMITTEE ON CERTIFICATES, DIPLOMAS AND MICROCREDENTIALS COMMITTEE

To:	Dr. Aaron Schat, Chair, Joint Committee on Certificates, Diplomas and Microcredentials Committee
From:	Dan Piedra, McMaster Continuing Education (MCE)
Re:	Closure of Health Information Fundamentals Diploma
Date:	January 21, 2025

Effective September 1, 2025, McMaster Continuing Education (MCE) will close the Health Information Fundamentals Diploma program. Beginning then, no new students will be permitted to enroll.

This program was launched in the Fall 2021 and developed based on the Canadian College of Health Information Management's Health Information Fundamentals Curricular Standards. The program included two options: a certificate and a diploma. The reason for closing this program is due to a consistent decline in enrolment.

Existing students will be advised through several communications that they have until the end of December 2027 to complete any outstanding courses for the diploma.

Sincerely,

Dan Piedra

Assistant Director, McMaster Continuing Education

Cc. Dr. Robert Whyte, Kathleen Geelen

CONTINUING EDUCATION | McMaster University

Continuing Education Academic Program REVISION Submission – For Approval

Department & Program Information	
Program Plan Name:	Health Informatics
Academic Credential:	Diploma
Name of Representative:	Mahdi Eskandari, Program Manager
Effective Date:	2026-09-01
Date of Submission:	2025-03-04
Academic Merit:	
Program Overview:	The decision to revise the existing Health Informatics program was driven primarily by a need to update content and enhance the applied nature of learning assessments within the various courses that constitute the core of the program content. Specific decisions are the result of feedback from a program advisory committee. Two instructors and seven industry practitioners provided the necessary feedback. In addition to the constructive feedback from the program advisory committee, additional information, including enrolment and demographic data, an environmental scan of comparable programming at other institutions, and labour market information, was also captured and reviewed. The result is a Health Informatics (HI) program designed to develop and/or enhance the core competencies for professionals working in the field of health informatics. Courses will use a combination of applied learning (i.e. case studies, facilitated group discussions) and traditional teaching methods to cover the fundamental concepts in health informatics. Emerging trends, theories, practices and core competencies will be discussed to aid the learning process and ensure that course content is current and relevant. The program's instructors will be practitioners in the field and will emphasize the use of practical exercises and experiential learning techniques wherever possible. The revised Health Informatics Diploma will be 27 units of study consisting of a series of required and elective new/revised courses in the health informatics program along with some shared elective courses from the Health Analytics and Management Principles and Practices programs. This revised program will allow students to learn about the Canadian health system and the role of digital health. The purpose of the shared elective courses is to provide students with the opportunity to

	acquire a more in-depth knowledge of digital health competencies in the emerging Health Data Analytics and management areas. All revised Health Informatics courses will be aligned with the health informatics professional competencies of the Canadian digital health association.
Learning Objectives:	Upon completion of the program, students will be able to: 1. Explain the structure, functions, and healthcare delivery models of the Canadian health system and their application in digital health. 2. Analyze the role of health informatics and its impact on patient and provider experiences, population health, cost efficiency, and health equity. 3. Apply the fundamental concepts and regulatory frameworks of privacy, confidentiality, security, and ethics to health data, information, and systems. 4. Apply analytical and evaluation techniques and tools to interpret and visualize health data for various stakeholders. 5. Implement relevant health data standards and classifications for the adoption and use of health information systems, technology, and services. 6. Use the core principles and methodologies of project management within the context of digital health planning, delivery, evaluation, and value realization. 7. Research and propose creative and critical solutions that align with the professional roles of health informatics.
Meeting Learning Objectives:	The Health Informatics program uses a series of academic courses to achieve the stated program objectives. Individual course objectives are mapped to the overall program objectives. The delivery format and teaching methods are structured to have a maximum effect on achieving the learning objectives.
Program Admission Requirements:	The program will require an application for admission. In compliance with the Certificates, Diplomas & Microcredentials Policy, students who wish to enter the program must meet all of the following criteria: 1) Possess An undergraduate degree, diploma, or equivalent, from an accredited University or College. 2) Submission of an application form including: • A letter of Intent, • An updated resume, • Submission of Official Transcripts from granting degree/diploma university/college. 3) Be a mature student as defined in the Undergraduate Calendar or be deemed an exceptional case by the admissions committee for the program.

Program Pre-requisites (if applicable):	In order to ensure that students have the basic capabilities necessary to be successful in the program's academic courses, it is recommended that students have the following pre-requisite knowledge, skills, or course completion: • Knowledge and skills with introductory level courses in computer applications, such as spreadsheets, word processing and programming • Database knowledge • Knowledge and skills in statistics and mathematical literacy • If the applicant's first language is not English, they should meet the University's English language proficiency requirements.
Program Completion Requirements:	To qualify for a Diploma in Health Informatics, students must Complete all eight required courses (24 units) plus one elective (3 units) for a total of 27 units of study.
Program Delivery Format:	Program courses will be delivered online. The online format will include instructor lectures, presentations, group discussions, practical application activities, and assessments.
Student Evaluations (Grading Process):	Each course will include several evaluation components. The evaluations will consist of assignments, case studies, presentations, individual or group projects, class participation, or a combination thereof. Where appropriate, evaluations will be structured to evaluate a student's level of competency in achieving the overall program learning objectives. Grading will adhere to McMaster's academic grading scale.
Course Evaluation:	Students will complete a feedback evaluation for each course to assess content, delivery, materials, assessments, and instruction.
Course Instruction:	Instructors for courses will be selected from a pool of qualified external professionals. Selection will be based on academic background and/or experience. Instructors must have a Master's Degree (or equivalent) and/or significant professional experience and teaching within the field.
Credit Towards Degree Programme Studies:	The academic credit courses included in the program may be used for credit towards undergraduate degree studies following the normal academic rules as specified by the Faculty offering the degree.
Program Advanced Standing:	Students may be eligible to transfer up to a maximum of 9 units of study to the program. Approved course transfers are based on the following requirements: • Courses must have an 80% overlap in

	content/curricula and a similar number of classroom or contact hours. • Courses must have been taken within the last five years. • Courses must have been taken from an accredited academic institution and listed on an official transcript with a final grade of "C-" or better. Students who complete the Health Informatics diploma and wish to pursue a second diploma may transfer up to twelve units of eligible credit from the Health Informatics diploma to the second diploma, up to six units to a certificate. Students may only transfer courses taken through McMaster University Continuing Education once. If the number of courses being transferred to the diploma equals or exceeds the number of external transfer credits permitted, additional external transfers will not be accepted. Students who have completed a certificate and wish to continue and work toward a diploma within the same program may apply all of the eligible certificate courses to the diploma.

Statement of Financial Viability:

I have reviewed the business case and financial projections, which include enrolment projections and costs. This program's revenue sources include tuition and supplementary fees (MAPS). Expenses are typical and include significant upfront development and marketing costs and typical ongoing delivery costs (such as payment of instructors, honoraria for other guest facilitators, materials, marketing, advertising and administration).
Daniel Piedra, Assistant Director, McMaster Continuing Education

Statement of Administrative Responsibilities:

The staffing and systems infrastructure to support the following functions already exists within Continuing Education.
Continuing Education program responsibilities:

- budget development and monetary responsibilities
- program and course development
- course registrations/administration
- supervision of instructors to ensure all required policies and practices are adhered to, and courses are taught according to program requirements and standards
- promotions and marketing.

Faculty Alignment:
The Faculty of Health Sciences will act as an academic liaison and will collaborate with McMaster Continuing Education's request for ongoing academic review and curriculum assessment as per McMaster University's Certificates, Diplomas & Microcredentials Policy. The Faculty's *Statement of Academic Merit* is provided at the end of this document.

Listing of Courses			
Course Name	**Required/Elective**	**Unit Value**	**Content Hours**
The Canadian Health System and the Role of Digital Health	**Required**	**3.0**	**30 hours**
Course Description: This course presents an overview of the Canadian health system, focusing on its foundations, healthcare governance, and related regulations and functions. Learners will examine how Canada's health system and digital health are organized, funded, regulated, and managed across the different levels of government, including how information is used and shared within each level. Learners will also explore the impact of digital health and its potential to support the Canadian healthcare system by analyzing key barriers, drivers, and enablers. Understanding the Canadian health system is essential and an integral competency for professionals in digital health.			
Foundations in Health Informatics	**Required**	**3.0**	**30 hours**
Course Description: This course provides an overview of health informatics for the Canadian health system. Learners will explore the history, definition, components, application, and impact of health informatics. The foundational concepts presented in this course will be covered further in other courses. Specifically, the course will introduce health data, health information systems, decision support, health quality, evidence, privacy, confidentiality, ethics, and specialized areas within health informatics. **Course Co-requisite:** The Canadian Health System and the Role of Digital Health			
Health Information Systems and Technology	**Required**	**3.0**	**30 hours**
Course Description: This course explores the different types of information systems and technologies used in healthcare. Learners will examine the roles, needs, and workflows of stakeholders and partners within the digital health ecosystem. The course also introduces learners to the benefits and challenges of health information systems and examines how health information systems are designed, delivered, maintained, improved, and optimized in partnership with stakeholders and partners. **Course Pre-requisites:** The Canadian Health System and the Role of Digital Health, Foundations in Health Informatics			
Systems Analysis and Evaluation	**Required**	**3.0**	**30 hours**
Course Description: This course presents the technical foundations required for effective systems analysis design and implementation. The course will build on technical foundations by incorporating project management elements and managerial strategies for professionals involved in various stages of system design, analysis, and evaluation. Learners will explore approaches to systems analysis and design and apply the knowledge and skills to case studies and applications in health informatics. Students will also be introduced to human-computer interaction. **Course Pre-requisites:** The Canadian Health System and the Role of Digital Health, Foundations in Health Informatics			
Privacy, Confidentiality, and Security	**Required**	**3.0**	**30 hours**
Course Description: This course explores the critical landscape of privacy, confidentiality, and security in the healthcare sector. Learners will focus on access controls, security tools, and			

authentication mechanisms, and will examine various regulatory frameworks (e.g., PHIPA, FIPPA, and ePHIPA) as well as emerging regulations related to privacy and security breaches. Common threats and vulnerabilities, including cyberattacks and insider threats, will be explored along with mitigation strategies. Learners will also review ethical considerations, such as informed consent and the balance between data sharing and patient privacy, by assessing the risks and benefits of emerging technologies, future trends, and best practices. The course will discuss various security challenges faced by healthcare organizations, including the increasing sophistication of cyber threats and the need for robust risk assessments, incident response plans, and security tools.

Course Pre-requisites: The Canadian Health System and the Role of Digital Health, Foundations in Health Informatics

Health Data Standards and Classifications	**Required**	**3.0**	**30 hours**

Course Description: Understanding how data are shared and used across healthcare organizations is crucial in the planning and execution of any health information system. As improvements and increased efficiencies in the healthcare system depend upon the collection, coding, and classification of health data, it is important to understand the principles of data quality and have the knowledge and awareness about various data standards (e.g., HL7, SNOMED-CT, LOINC, ISO, and the ICD-10-CA classification) to support the management, planning, and delivery of health services, research, and education.

Course Pre-requisites: The Canadian Health System and the Role of Digital Health, Foundations in Health Informatics

Health Informatics Data Analytics	**Required**	**3.0**	**30 hours**

Course Description: This course focuses on the collection, analysis, distribution, and quality of health data and information within the Canadian healthcare system. Learners will review analytical techniques, use SPSS software to implement basic statistical tests, and examine program evaluation concepts, including logic models and indicators. Data visualization tools and techniques will be introduced to help interpret and present health data to diverse audiences. Additional topics, such as predictive and prescriptive analytics, big data tools, and business intelligence software, will also be covered.

Course Pre-requisites: The Canadian Health System and the Role of Digital Health, Foundations in Health Informatics

Digital Health Implementations	**Required**	**3.0**	**30 hours**

Course Description: This course focuses on project management essentials within the context of digital health implementations and transformations. Learners will review the core principles of project management, including the project life cycle, stakeholder engagement, initiating a project, and the processes of planning, executing, and closing a project. Utilizing approaches from project management, agile development, and iterative methods, learners will examine the fundamentals of selecting and applying appropriate methodologies for different projects and initiatives. Issues such as outsourcing, quality standards, cost, and risk management will also be discussed.

Course Pre-requisites: The Canadian Health System and the Role of Digital Health, Foundations in Health Informatics

Quality and Performance Evaluation	**Elective**	**3.0**	**30 hours**
Course Description: This course explores health informatics principles and practices as an integral part of quality improvement and performance management initiatives within the Canadian healthcare system. Learners will examine essential tools and methodologies for navigating a performance management pathway, including communicating health information, maintaining data quality and integrity, and achieving health, patient, and organizational outcomes. **Course Pre-requisites:** Not applicable			
HDA 101: Foundations of Health Data	**Elective**	**N/A***	**30 hours**
Course Description: This course focuses on understanding the different types of health data available within healthcare systems. Understanding where to source the data is fundamental to the application of analytics strategies. Students will examine how data is collected, stored, mined, analyzed and interpreted for purposes of reporting, quality, performance management, decision making and research. A review of particular data sources and repositories within national and provincial health systems will be addressed. **Course Pre-requisites:** Not applicable			
HDA 102: Statistics Analysis for Health Data	**Elective**	**N/A***	**30 hours**
Course Description: This course provides a foundation to explore health data through computing and statistical analysis. Focus is placed on the structure and applications of probability, statistics, computer simulation and data analysis as applied to various types of health data. In particular, students will investigate descriptive statistics, inferential statistics, linear regression and probability concepts, hypothesis testing and foundational statistical tools are applicable to data analysis. Common statistical and programming tools will be used. Students should have an introductory/basic understanding of statistics for this course. **Course Pre-requisites:** Not applicable			
HDA 103: Communicating with Data	**Elective**	**N/A***	**30 hours**
Course Description: This course introduces the fundamental principles, strategies and tools to synthesize and summarize information to stakeholders. Common visualization tools/software will be used in order to create meaningful and insightful presentations and visualization reports. Application activities using health data sets allow students to create visualizations, dashboards, and data models to present their analysis to varying audiences. **Course Pre-requisites:** Not applicable			
HDA 104: Predictive Analytics for Health Data	**Elective**	**N/A***	**30 hours**
Course Description: Building on the Statistical Analysis for Health Data course, this course presents an overview of the basic concepts and techniques in predictive analytics as applied to health data. Techniques covered in this course include: decision trees, classification rules, association rules, clustering, support vector machines, and instance-based learning. Examples and cases are discussed to gain hands-on experience. **Course Pre-requisites:** Not applicable			

MGT 203: Change Management	**Elective**	**3.0**	**36 hours**
Course Description: It is often said that change is the only constant in our turbulent world, especially in the highly competitive and increasingly globalized conduct of business. Change, and the disruption it often causes, are also cited as a common fear among managers. Developing a 'change mindset' will enable students to anticipate and respond positively to change by reframing challenges, influencing outcomes, and leading others who may lack this attribute. The knowledge, skills and confidence to 'manage' change of all kinds is essential for business, career and life success. **Course Pre-requisites:** Not applicable			

*****_Elective courses with "N/A's" are part of the Certificate of Completion in Health Analytics, which will be cross-listed in the Health Informatics program to expand the pool of elective courses for the learners. Learners in the Health Informatics program will receive an equivalent of 3 unit credits for completing one Health Analytics course._

DATE: January-16-25

TO: Certificate & Diploma Committee

FROM: Dr. Rob Whyte

Subject: Support of Proposal for Health Informatics Diploma Program, McMaster Continuing Education (MCE)

I have reviewed the revised Health Informatics program submission document presented by McMaster Continuing Education (MCE). I confirm that the revised program meets all the criteria set out by the Undergraduate Council in its guidelines for certificates and diplomas, and I, therefore, endorse this submission with the support of the Faculty of Health Sciences.

At my request, this proposal was reviewed by Dr. Lynn Martin, Teaching Professor, McMaster School of Nursing, Faculty of Health Sciences, who concluded that the proposed program structure, instructor requirements, admission recommendations, proposed course descriptions, and other program details meet the standards necessary to apply 3.0 units of advanced credit value to the required and elective courses and the updated Health Informatics program will continue to meet the Undergraduate Council's criteria for the designation of "Diploma". I concur with Dr. Lynn Martin's assessment.

Sincerely,

Rob Whyte, MD, MEd, FRCP(C)
Vice-Dean, Education
Faculty of Health Sciences
McMaster University

Cc: Dan Piedra, Assistant Director, MCE
Mahdi Eskandari, Program Manager, MCE

McMaster University

SCIENCE

Amendment

Submission to Undergraduate Council, Certificates, Diplomas & Microcredentials Committee for the 2025-26 Undergraduate Calendar

Originally approved by the General Faculty of the Faculty of Science on November 14, 2024

Amendment submitted March 4, 2025

Below, is the summary of amendments to new Concurrent Certificates being proposed by the Faculty of Science.

1. **Concurrent Certificate in Anti-Racism, Inclusion and Equity (ARIE) in Science**
2. **Concurrent Certificate in Scientific Computing**
3. **Science Leadership Certificate of Completion (For information only)**

1. **Concurrent Certificate in Anti-Racism, Inclusion and Equity (ARIE) in Science**

Administered by the Office of the Associate Dean, Undergraduate Studies in the Faculty of Science

The Concurrent Certificate in Anti-Racism, Inclusion and Equity (ARIE) in Science is administered by the Office of the Associate Dean, Undergraduate Studies in the Faculty of Science.
Burke Sciences Building, Room 136
science@mcmaster.ca

The Concurrent Certificate in Anti-Racism, Inclusion and Equity (ARIE) provides students with skills, knowledge, and opportunities to engage with these topics in the context of science disciplines. The ARIE Concurrent Certificate addresses the emerging priority of integrating principles of equity, diversity and inclusion into the science curriculum, and is strongly aligned with McMaster's primary strategic priority of inclusive excellence.

The certificate is aimed at all undergraduate students (from Level II and above) in the Faculty of Science and would also be open to students from other Faculties. We envision this certificate as enabling undergraduate students to reflect on and actively integrate constructs of anti-racism, equity, accessibility and social justice into their science education and degree programs.

Certificate Requirements

Any student in an undergraduate program at McMaster may declare the ARIE Certificate at the time of graduation providing they satisfy the following requirements.

Requirements

15 units total

9 units

- SCIENCE 2AR3 – Foundations in Science: Equity, Justice and Anti-Racism in Science
- SCIENCE 4AR6 – Inquiry in Equity, Justice and Anti-Racism in Science

3 units
from

- ANTHROP 2DA3 – Traditional Indigenous Ecological Knowledge
- ASTRON 2A03 – Perspectives on Indigenous and Eurocentric Astronomy
- ENVSOCTY 2EK3 – Traditional Indigenous Ecological Knowledge
- ENVSOCTY 3EN3 – Northern Environments and Societies
- ENVSOCTY 3RA3 – Human Geographies of Africa
- INDIGIST 2D03 – Traditional Indigenous Ecological Knowledge
- KINESIOL 1ED3 – Equity, Diversity and Inclusion in Physical Activity
- LIFESCI 4DD3 – Racism & Health Inequities in Science and Health Care

3 units
from

- ABLD 3BA3 – Topics in Black, African and African Diaspora Studies
- ABLD 3CD3 – Topics in Black Caribbean and its Diasporas
- ANTHROP 1AB3: Race, Religion and Social Justice

- ANTHROP 3TS3: Anthropology of Postcolonial Science and Technology
- ANTHROP 4LL3: Critical Global Health
- ARTSSCI 4CF3 - How Science Speaks to Power
- ARTSSCI 4HS3 - History of Science Inquiry
- HTHSCI 2T03 – Sex, Gender, & Health
- HTHSCI 3AH3 - Indigenous Health
- HTHSCI 3DA3 - Decolonizing and conceptualizing anatomy through arts practice
- HTHSCI 3PH3 - The Politics of Help
- HTHSCI 3RH3 - Racism and Health
- HTHSCI 3WT3 - What Trauma Teaches: Lessons from Listening
- HTHSCI 4IH3 - Indigenous Health Research
- HTHSCI 4SR3 - Global Sexual and Reproductive Health and Rights
- HTHSCI 4Y03 - Science, Culture and Identity
- INDIGST 1A03 – Introduction to Indigenous Studies
- INDIGST 1AA3 – Introduction to Contemporary Indigenous Studies
- INDIGST 1B03 - Reconciling What? Indigenous Relations in Canada
- LATAM 2A03 – Introduction to Latin American and Latinx Studies
- LATAM 3A03 – Critical Contemporary Issues in Latin American and Latinx Studies
- SCAR 2RD3: Religion and Diversity
- SCAR 3RB3: Ethnicity, Race and Religion
- SOCIOL 2FF3: The Sociology of Race and Ethnicity
- SOCIOL 3RI3: Racism and Racial Inequality
- WORKLABR 2J03: Work and Racism
- WORKLABR 3E03: Gender, Sexuality and Work

Justification: Addition of two courses from Arts & Science program

2. Concurrent Certificate in Scientific Computing
Administered by the Department of Physics & Astronomy

The *Concurrent Certificate in Scientific Computing* aims to provide students in scientific disciplines with the computational skills that are an important aspect of a career in science. The aim is to provide students with a strong foundation in scientific programming with applications of programming to the analysis of scientific data. The certificate is aimed at increasing the computational skills of undergraduate students (from Level II and above) in the Faculty of Science but would also be open to students from other Faculties.

Certificate Requirements
Any student in an undergraduate program at McMaster may declare the *Concurrent Certificate in Scientific Computing* at the time of graduation providing they satisfy the following requirements.

Requirements
18 units total, a minimum of 12 units must be from Levels III, IV

ASTRON 4X03 - Data Analysis Project Course
BIOCHEM 3BP3 – Practical Bioinformatics in the Genomics Era
BIOLOGY 3PG3 - Population Genetics
BIOLOGY 3SA3 - Applied Statistics for Biology
BIOLOGY 3S03 - An Introduction to Bioinformatics
BIOLOGY 3SS3 - Population Ecology
BIOPHYS 3G03 - Modelling Life
CHEM 3PC3 - Mathematical Tools for Chemical Problems
CHEM 3PA3 - Quantum Mechanics and Spectroscopy
CHEM 4PB3 - Computational Models for Electronic Structure and Chemical Bonding
DATASCI 2G03 - Scientific Computing
DATASCI 3ML3 - Introduction to Neural Networks and Machine Learning
ENVIRSC 2W03 - Physical Hydrology
ENVSOCTY 3MB3 - Data Analysis
ENVSOCTY 4GA3 - Applied Spatial Statistics
ENVSOCTY 4GS3 - GIS Programming
HTHSCI 3CB3 – Introduction to Computational Biology
HTHSCI 3CP3 – Research Project in Computational Biology
KINESIOL 4Z03 - Scientific Computing and Wearable Technology
LIFESCI 3LA3 - Introduction to Data Science
LIFESCI 3LX3 - Applied Biostatistics and Scientific Writing
MATH 1MP3 - Introduction to Mathematical Scientific Computation
MATH 2LA3 - Applications of Linear Algebra
MATH 3MB3 - Introduction to Modelling
MATH 3NA3 - Numerical Linear Algebra
MATH 4NA3* - Numerical Methods for Differential Equations
MOLBIOL 3Y03 - Plant Responses to the Environment
MOLBIOL 4ED3 - Evolutionary Developmental Biology
NEUROSCI 3MN3 - Computational Models in Neuroscience
PHYSICS 3P03 - Advanced Laboratory
PHYSICS 4G03 - Computational Physics
PNB 2A03 - Python for PNB
PNB 2XE3 - Descriptive Statistics and Research Methods

PNB 3A03 - Neuroimaging
PNB 3EE3 - Perception Laboratory
PNB 3XE3 - Inferential Statistics and Research Methods
PSYCH 4KK3 - Bayesian Inference
STATS 2DA3 - An Introduction to Data Science Methods
STATS 2MB3 - Statistical Methods and Applications
STATS 3A03 - Applied Regression Analysis with SAS
STATS 3DA3 - Data Science Methods
STATS 4CI3* - Computational Methods for Inference
STATS 4M03 - Multivariate Analysis

Justification: *Addition of courses as suggested by colleagues in Faculty of Health Sciences.*

Science Leadership Certificate of Completion
Program Proposal for Information Purposes

Department & Program Information	
Program:	Faculty of Science
Course Name:	Science Leadership Certificate of Completion
Credential:	Certificate of Completion (Non-Academic)
Name of Representative:	Maureen MacDonald & Maggie Cockburn
Effective Date:	September 2025
Date of Submission:	March 2025
Program Information:	
Program Overview	The Susan Cunningham Science Leadership Academy will provide meaningful opportunities for students to grow as science leaders and create science leadership community by connecting students of various levels, backgrounds, and stages of their personal and academic development. Through admission into the Academy, students will have the opportunity to earn a Science Leadership Certificate of Completion. The programming offered in the certificate will provide meaningful opportunities for Faculty of Science undergraduate and graduate students to grow as science leaders and create science leadership community by connecting students of various levels, backgrounds, and stages of their personal and academic development. Upon completion of this certificate, students will emerge not thinking of themselves as leaders of tomorrow, but will recognize their capacity to lead today.
Learning Objectives	– Develop self-awareness by identifying strengths and areas for improvement in interpersonal interactions. – Discover their potential as a leader, explore related career paths, and understand how leadership applies to their environment. – Cultivate a growth mindset through curiosity, exploration, and discovery in their personal and professional development. – Recognize that leadership is influence and develop communication and collaboration skills to make a meaningful impact. – Apply leadership principles through self-reflection, coaching, and goal-setting to navigate real-world challenges.

Meeting Learning Objectives	The delivery formats and teaching methods are structured to have a maximum effect on achievement of the learning objectives. A variety of approaches, such as workshops, modules & events will be used to support learning and meet objectives.
Program Admission Requirements	As part of their application, students will be asked to provide information on: • Why they are interested in developing their leadership, and their perspective on the impact of effective leadership. • Their goals and aspirations for their experience in the Susan Cunningham Science Leadership Academy. • How they intend to get involved in leadership on campus or in their broader communities—or how they are already involved. • How they have, or plan to, align their academic learning with their leadership aspirations (consider what course(s) they have taken, or might take in the future, that connect with and support their interest in leadership). The application process will have an associated rubric with weighting of the admission requirements and the applications will be assessed by a team that discussed the rubric and its weighting and has representation from across the Faculty of Science.
Program Pre-requisites	Students must be a declared Undergraduate (Level II and above) or Graduate student in the Faculty of Science. Students will be encouraged to consider enrollment in an academic course related to leadership (eg. courses available through the Wilson College Minor in Leadership and Civic Studies). Through the admissions process, students will have an opportunity to describe the potential connection between their academic experiences and their leadership aspirations. Both undergraduate and graduate students will be provided with a comprehensive list of McMaster University courses that have themes or components connected to leadership.
Course Completion Requirements	• 30 contact hours – as described in the course delivery format section below. Contact hours will be tracked and verified by the Program Coordinator.

	• Completion of an Individual/Personalized Leadership Development Plan.
Course Delivery Format	Students will engage in a series of workshops, modules, and events in a blended format, including in-person, hybrid, virtual, synchronous and asynchronous opportunities. The certificate program will also include 5, one-hour personalized professional coaching sessions for each participating student and guidance on the development and refinement of a personalized leadership development plan.
Student Evaluations (Grading Process)	Students will build a Leadership Development Plan that takes what they learn in coaching, workshops and modules and document how they will apply it to their specific leadership journey. Students will receive a Pass/Fail grade based on completed activities and completion of the 30 contact hours.
Course Evaluation	Students will receive coaching from the Certified Coaches throughout and feedback from the Program Coordinator on their leadership development plan and progress towards the contact hours requirement at the mid and end points of the program.
Course Instruction	Instruction and engagement will be facilitated by the Program Coordinator and include support from guest speakers, facilitators and Certified Coaches.
Course Details:	
This certificate program will invite applicants ranging from Level II undergraduate to graduate students in the Faculty of Science. A cohort of 25 students (with no pre-determined proportions of undergraduate and graduate students) will be selected for enrollment. The certificate program will run on an annual basis and follow the University academic calendar, September – April each year. Upon completion, students will receive the credential: Science Leadership Certificate of Completion.	

CONTINUING EDUCATION | McMaster University

Continuing Education – Proposal for Non-academic Microcredential (for information purposes)

Department & Microcredential Information	
Microcredential Name:	**The Fundamentals of Music Care: Theory and Context**
Credential:	Non-academic Microcredential
Name of Representative:	Monica Moryta
Date of Submission:	March 4, 2025
Microcredential Information	
Overview: The microcredential is a partnership between MUSIC CARE by Room 217 Foundation which has been providing in-person training in this field since 2009. This new online approach will allow us to expand our reach to various markets and educational settings, including recreational therapists, activity professionals, personal support workers, nurses, social workers, chaplains, volunteer and family caregivers, educators, students, and musicians.	
Learning Objectives: • Describe the goals of music care and how they can be applied to care settings • Discuss the context and impact of music care within a changing health care system • Situate music care as an approach rather than a scope of practice • Recognize various music fundamentals in care • Demonstrate a sensitivity to the impact of sound and music in care space • Utilize the music care strategies and brainstorm a proposal for a music care initiative in a real-life care setting • Build confidence using the voice as an instrument of care • Outline how musical strategies can be used for wellness and self-care	
Completion Requirements: To receive a non-academic Microcredential in The Fundamentals of Music Care: Theory and Context, learners must complete all content and evaluative components.	
Delivery Format Sessions will be delivered online using asynchronous activities.	
Credit Toward Another Credential: N/A	
Learner Evaluations (Grading Process) The final grade for learners will be “pass/fail.”	
Course Evaluation McMaster Continuing Education will distribute a post-course evaluation for learners to assess content, delivery, materials, and facilitation.	
Instructors/facilitators: McMaster Continuing Education selects facilitators from a pool of qualified professionals. Selection is based on academic background and/or experience within the program area.	

MICROCREDENTIAL (NON-ACADEMIC) TITLE CHANGE FOR MARCH 4, 2025 JOINT COMMITTEE ON CERTIFICATES, DIPLOMAS AND MICROCREDENTIALS COMMITTEE

To:	Dr. Aaron Schat, Chair, Joint Committee on Certificates, Diplomas and Microcredentials Committee
From:	Dan Piedra, McMaster Continuing Education (MCE)
Re:	Microcredential (Non-Academic) Title Change
Date:	January 22, 2025

This item is shared for information.

There has been a change in the title of a microcredential, non-academic that is offered jointly by the National Institutes of Health Informatics (NIHI) from Cybersecurity Management to Cybersecurity for Privacy Professionals.

Sincerely,

Dan Piedra

Assistant Director, McMaster Continuing Education

Cc. Patti Lago

McMaster University | University Secretariat

Gilmour Hall, Room 210
1280 Main Street West,
Hamilton, ON L8S 4L8

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Report to the Undergraduate Council
from the
Curriculum & Admissions Committee

FOR APPROVAL

1. Addenda to Curriculum Revisions for the 2025-2026 Undergraduate Calendar

At the meeting held on March 4, 2025, the Curriculum and Admissions Committee approved, for recommendation to Undergraduate Council, the minor addenda to curriculum revisions for inclusion in the *2025-2026 Undergraduate Calendar,* as proposed by the Faculties of Science, Health Sciences, and Social Sciences.

a. **Faculty of Science**
b. **Faculty of Health Science**
c. **Faculty of Social Sciences**

It is recommended,

that the Undergraduate Council approve the curriculum addenda proposed by the Faculties of Science, Health Sciences and Social Sciences for inclusion in the *2025-2026 Undergraduate Calendar*, as circulated.

2. Major Curriculum Revisions for Inclusion in the 2026- 2027 Undergraduate Calendar

At the same meeting, the Curriculum and Admissions Committee approved, for recommendation to the Undergraduate Council, major modifications to the existing Integrated Business and Humanities with Internship and Honours Commerce with Internship programs, for inclusion in the 2026-2027 Undergraduate Calendar, as proposed by the Faculty of Business. These revisions alter the internships into co-op programs.

It is recommended,

that the Undergraduate Council approve, for recommendation to the Senate, the establishment of the Integrated Business and Humanities with Co-op program as a major modification of the existing Integrated Business and Humanities with Internship program, as recommended by the Faculty of Business for inclusion in the *2026-2027 Undergraduate Calendar*, and as circulated.

It is also recommended,

that the Undergraduate Council approve, for recommendation to the Senate, the establishment of the Honours Commerce with Co-op program as a major modification of the existing Honours Commerce with Internship program, as recommended by the Faculty of Business for inclusion in the *2026-2027 Undergraduate Calendar*, and as circulated.

Undergraduate Council
For Approval
March 25, 2025

McMaster University

SCIENCE

Undergraduate Curriculum Amendment Report to Undergraduate Council, for the 2025-26 Undergraduate Calendar

Approved by the General Faculty of the Faculty of Science on February 27, 2025

March 4, 2025

FACULTY OF SCIENCE

REPORT TO UNDERGRADUATE COUNCIL

SUMMARY OF CURRICULUM AMENDMENTS FOR 2025-26

Below, is the summary of substantive curriculum revisions proposed by the Faculty of Science. For a complete review of all changes, refer to the November 2024, Report of the Academic Planning and Policy Committee for changes to the 2025-26 Undergraduate Calendar, found at:

https://macdrive.mcmaster.ca/f/5df62eef2aa648aca0aa/

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

Amendments as summarized below are captured in this document organized by Department/School.

1. **Department of Biology**
   - BIOLOGY 1A01 & 1A02 introduced as online alternatives to BIOLOGY 1A03.
   - Program requirement language updated to reflect new courses
   - Minor housekeeping changes

2. **Department of Chemistry and Chemical Biology**
   - Requirements for the Honours Chemical Biology and Honours Sustainable Chemistry programs updated to reflect course changes
   - Requirements for Minor in Chemical Biology updated to reflect course changes
   - Course modality updated for CHEM 2E03

3. **School of Earth, Environment & Society**
   - BIOLOGY 1A01 & 1A02 introduced as online alternatives to BIOLOGY 1A03.
   - Program requirement language updated to reflect new courses

4. **School of Interdisciplinary Science**

   Integrated Science (iSci)
   - Requirements in Integrated Science – Medical and Biological Physics concentrations updated to reflect replacement of BIOPHYS 1S03 course requirements. Addition of KINESIOL course option

   Life Sciences
   - Requirements for Honours Life Sciences programs, including Coop, updated to reflect additional course options and course changes
   - Minor housekeeping changes have been made to remove requirements no longer needed.
   - No substantive changes to BSc Life Sciences program.

   Medical Radiation Sciences
   - Admission statements updated as a result of housekeeping

5. **Department of Kinesiology**

- Minor housekeeping changes to modality of one new course and housekeeping change to existing course

6. Department of Mathematics and Statistics

- Requirement in Honours Mathematics and Physics updated to include new online PHYSICS course

7. Department of Physics and Astronomy

- Requirements for all Honours Physics programs have been updated to reflect new course offerings and changes in requirements
- Honours Medical and Biological Physics program requirements, including Coop, updated to reflect course changes and new course availability
- Requirements for Minor in Medical and Biological Physics updated to reflect new offerings
- New courses, PHYSICS 1V03 introduced

8. Department of Psychology, Neuroscience & Behaviour

Human Behaviour

- Revision of admission requirement, effective September 2026, requiring higher average on PSYCH courses required for admission

Neuroscience

- Program requirements updated to reflect new offerings and changes in requirements

Psychology, Neuroscience & Behaviour (PNB)

- Honours Psychology, Neuroscience and Behaviour program requirements updated to reflect new offerings and changes in requirements

9. Faculty of Science

Level I Programs:

- Addition of three new courses to Science 1 Course list and various gateway program requirements. Minor housekeeping changes

Courses:

- Introduction of 7 new 1-unit courses supporting science research experiences

FACULTY OF HEALTH SCIENCES

UNDERGRADUATE CURRICULUM REPORT TO UNDERGRADUATE COUNCIL

FOR THE 2025-2026 UNDERGRADUATE CALENDAR

October 9, 2024

APPROVED BY THE HEALTH SCIENCES EDUCATION COUNCIL (March 4, 2025)

APPROVED BY THE FACULTY OF HEALTH SCIENCES EXECUTIVE COUNCIL (Pending)

FACULTY OF HEALTH SCIENCES

CURRICULUM REVISIONS FOR 2025 – 26

Addendum

For a complete review of all changes, please refer to the Faculty of Health Sciences Curriculum Report for changes to the 2025-2026 Undergraduate Calendar, found at: 2025-2026 FHS Academic Calendar Final Draft.pdf

NEW PROGRAMS:
None

PROGRAM CLOSURES:
None

MAJOR CHANGES:
None

Elective Courses Available To Level I Students

The following is a list of courses available as electives to Level I students, provided that requisites have been satisfied, and subject to enrolment limitations.

Courses Available

- BIOCHEM 1MM3 - From Molecules to Medicine: Unlocking Biochemical Secrets in Health

- BIOLOGY 1A01 – Cellular and Molecular Biology – Laboratory Skill Development
- BIOLOGY 1A02 - Foundations and Applications of Cellular and Molecular Biology
- BIOLOGY 1A03 - Cellular and Molecular Biology §

- PHYSICS 1A03 - Introductory Physics §
- PHYSICS 1AA3 - Introduction To Modern Physics §
- PHYSICS 1C03 - Physics for the Chemical and Physical Sciences §
- PHYSICS 1CC3 - Modern Physics for the Chemical and Physical Sciences §
- PHYSICS 1V03 – Introductory Physics

Notes
§ Not acceptable for the six-unit complementary studies elective required in Engineering I or the three-unit complementary studies elective required in Integrated Biomedical Engineering and Health Sciences I.
** SCIENCE 1A03 is only available to students enrolled in a Level I program in the Faculty of Science.
◊ SOCSCI 1T03 and SOCSCI 1SS3 are only available to students registered in the Social Sciences I program.
∞ Engineering I students interested in entering the Engineering and Management program must take ECON 1B03 as one of their complementary studies electives.

Rationale: *This level I, open elective is to introduce students to the field of biochemistry and biomedical sciences. By exploring real-world applications students will gain critical insights into how biochemical and biomedical discoveries are being leveraged in human health and disease.*

Revisions to existing programs

1. Honours Bachelor of Health Sciences in Biomedical Discovery and Commercialization Program

5. Revisions to Program and Academic Regulations:

Bachelor of Health Sciences (Honours)
Bachelor of Health Sciences (Honours) - Biomedical Discovery and Commercialization (B.H.Sc.)

Admission
Enrolment in this program is limited and possession of the published minimum requirements does not guarantee admission. See *Academic Regulations* section of the Calendar for details. Admission is by selection and is based on completion of the supplementary application by the stated deadline and academic achievement, but requires, as a minimum, completion of Level II (or above) of a Science or Health Sciences program with a Grade Point Average of at least 8.0 and completion of the following courses:

6 units from
- BIOLOGY 1A01 – Cellular and Molecular Biology – Laboratory Skill Development
- BIOLOGY 1A02 - Foundations and Applications of Cellular and Molecular Biology
- BIOLOGY 1A03 - Cellular and Molecular Biology
- BIOLOGY 1M03 - Biodiversity, Evolution and Humanity

6 units
- CHEM 1A03 - Introductory Chemistry I
- CHEM 1AA3 - Introductory Chemistry II

Note
Students are eligible for admission with equivalent courses from another university. Successful completion of both CHEM 2OA3 - Organic Chemistry I and CHEM 2OB3 - Organic Chemistry II (or equivalent) is strongly recommended prior to entry into the program.
Program Notes
1. Students interested in pursuing a minor in Business should take COMMERCE 1AA3 and COMMERCE 2AB3 in place of COMMERCE 4AK3. For more information on completing a minor in Business, please refer to the *DeGroote School of Business (Faculty of Business)* section of the undergraduate calendar.
2. Students who have already completed COMMERCE 1AA3 will be required to complete COMMERCE 2AB3 instead of COMMERCE 4AK3.
3. Students interested in pursuing a minor in Business should take COMMERCE 1MA3 (or 2MA3) and COMMERCE 3MC3 in place of COMMERCE 3MD3. For more information on completing a minor in Business, please refer to the *DeGroote School of Business (Faculty of Business)* section of the undergraduate calendar.
4. Students who have already completed COMMERCE 1MA3 (or 2MA3) will be required to complete COMMERCE 3MC3 instead of COMMERCE 3MD3.
5. Students who entered the program in Fall 2022 or earlier will take BIOMEDDC 3C09 A/B. Students entering the program in Fall 2023 or later will take BIOMEDDC 3C06.

Honours Bachelor of Health Sciences in Biochemistry Programs

3. Revisions to Existing Courses: Fifteen

BIOCHEM 3GN3 - Biochemical and Molecular Foundations of Genetics

3 unit(s)

This course is designed to provide students with a comprehensive understanding of the biochemical and molecular mechanisms underlying genetic flow of information, gene structure, functionality, and inheritance mechanisms. Students will also be introduced to applied genomics and explore its practical applications in studying biological and biomedical phenomenon from metabolism, to development, and cancer.
Lectures (three hours); one term
Prerequisite(s): BIOLOGY 1A03 (or BIOLOGY 1A01 and 1A02), 1M03; or ISCI 1A24 A/B; and registration in an Honours Biochemistry program.

5. Revisions to Program and Academic Regulations:

Honours Biochemistry (B.H.Sc.)
~~On this Page:~~

- ~~Honours Biochemistry (B.H.Sc.)~~

Admission
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 6.0 including:

6 units

- BIOLOGY 1A01 – Cellular and Molecular Biology – Laboratory Skill Development
- BIOLOGY 1A02 - Foundations and Applications of Cellular and Molecular Biology
- BIOLOGY 1A03 - Cellular and Molecular Biology
- BIOLOGY 1M03 - Biodiversity, Evolution and Humanity

6 units

- CHEM 1A03 - Introductory Chemistry I
- CHEM 1AA3 - Introductory Chemistry II

3 units
from

- MATH 1A03 - Calculus For Science I
- MATH 1LS3 - Calculus for the Life Sciences I

3 units
from

- PHYSICS 1A03 - Introductory Physics
- PHYSICS 1C03 - Physics for the Chemical and Physical Sciences
- PHYSICS 1V03 – Introductory Physics

6 units
from

- Science I Course List

Note

A grade of at least C+ in four of BIOLOGY 1A03 (or BIOLOGY 1A01 and 1A02), 1M03, CHEM 1A03, 1AA3 and either MATH 1A03 or 1LS3 is required.

Program Notes

1. There are Level II and III prerequisites for many Level III and IV courses. The prerequisites should be considered when choosing Level II and III courses.
2. ~~Both CHEMBIO 2A03 and 2P03 are highly recommended for students interested in pursuing an undergraduate thesis or graduate studies in biophysical chemistry.~~
   ~~3~~2. Students who do not complete a research, thesis, or advanced biochemistry laboratory course (BIOCHEM 3A03, 3LA3, 3R06 A/B S, 4F09 A/B, 4T15 A/B, 4Z03) must complete BIOCHEM 4C03.
   ~~4~~3. Students considering transfer into Biochemistry in Level 3 should contact the BBS Educational Program Office - bbsug@mcmaster.ca for more information.
   4. Pedagogical research is eligible for 3 units of BIOCHEM 3R03 or 4Z03 project course credit. Students completing pedagogical research projects may not use other BIOCHEM project course codes for these purposes.

Rationale: Pedagogical research projects equip students with transferable research skills including (but not limited to): experimental design, data collection, data analysis, and technical writing skills. Additionally, students pursuing these projects have the opportunity to develop a deeper understanding of educational methodologies. These skills are valuable both in scientific research and a broader professional context. Students are limited to 3 units of pedagogical research over the course of their degree to ensure program learning outcomes are being met. Program note 2 removed as students will be appropriately advised by the Education Services office of appropriate course combinations; this level of description does not exist for other specializations.

Honours Biology & Pharmacology Co-op Program (B.H.Sc.)

Admission Requirements

Required courses include 6 units from Lists A (Biology), B (Chemistry) and C (Science). A required Level II course for admission is BIOLOGY 2A03 or HTHSCI 2F03 and HTHSCI 2FF3. Please note that BIOLOGY 2A03 may or may not be available as a spring course prior to September enrolment.

List A (Biology) *(6 units)* -BIOLOGY 1A03 (or BIOLOGY 1A01 and 1A02), BIOLOGY 1M03, BIOLOGY 1P03, ~~BIOLOGY 2B03, BIOLOGY 2C03, BIOLOGY 2EE3,~~ ~~BIOLOGY 3P03~~, ~~BIOLOGY 3S03~~, ~~HTHSCI 2E03, HTHSCI 2F03, HTHSCI 2FF3, HTHSCI 2K03, HTHSCI 2L03, HTHSCI 2LL3,~~ HTHSCI 1D0~~3~~6, HTHSCI 1H06, HTHSCI 1LL3,~~ HTHSCI 2H03~~ ISCI 1A24

List B (Chemistry) *(6 units)* - ~~CHEMBIO 2A03, CHEMBIO 2L03, CHEMBIO 2OD3, CHEMBIO 2OG3~~, ~~CHEMBIO 2P03, CHEMBIO 2Q03, CHEMBIO 2P03,~~ ~~CHEMBIO 3P03, BIOCHEM 2B03, BIOCHEM 2BB3, BIOCHEM 2EE3, BIOCHEM 3D03,~~ ~~BIOCHEM 3G03~~, ~~BIOCHEM 3H03, BIOCHEM 3CB3,~~ CHEM 1A03, CHEM 1AA3, CHEM 1E03, ~~CHEM 2E03,~~

~~CHEM 2II3, CHEM 2OA3, CHEM 2OB3, CHEM 2OD3, CHEM 2OG3~~ ISCI 1A24

List C (Science) *(6 units)* - ~~BIOCHEM 3G03, BIOLOGY 3P03,~~ BIOLOGY 2B03, BIOLOGY 2C03, BIOLOGY 2EE3, BIOLOGY 3S03, BIOCHEM 2B03, BIOCHEM 2BB3, BIOCHEM 2EE3, BIOPHYS 2A03, BIOTECH 2BC3, BIOTECH 2M03, BIOTECH 2MB3, CHEM 2E03, CHEM 2II3, CHEM 2OA3, CHEM 2OB3, CHEM 2OD3, CHEM 2OG3, CHEMBIO 2A03, CHEMBIO 2L03, CHEMBIO 2OD3, CHEMBIO 2OG3, CHEMBIO 2P03, CHEMBIO 2Q03, HTHSCI 2E03, HTHSCI 2F03, HTHSCI 2FF3, HTHSCI 2H03, HTHSCI 2K03, HTHSCI 2L03, HTHSCI 2LL3, ISCI 2A18, LIFESCI 2BP3, LIFESCI 2CC3, ~~LIFESCI 3AA3, LIFESCI 3BB3, LIFESCI 3M03, LIFESCI 3Q03,~~ MOLBIOL 2C03~~, MOLBIOL 3A03, MOLBIOL 3B03, MOLBIOL 3D03, MOLBIOL 3O03, MOLBIOL 3V03, ISCI 1A24, ISCI 2A18~~

Rationale: *Moved several BIOLOGY and CHEM courses from list A and B and added to list C. The purpose of the pre-req lists is to ensure applicants have taken courses beyond scientific foundational knowledge. List A and B will focus on foundational knowledge and List C will focus on knowledge gained afterwards-- a continuation of experience, skills and interest in science courses.*

Honours Biology and Pharmacology Co-op (B.H.Sc.)

Admission

Enrolment in this program is limited and possession of the published minimum requirements does not guarantee admission. Admission is by selection.

Selection will be based on academic achievement, a written statement of interest and an interview but requires, as a minimum, submission of an online application by the stated deadline, completion of Level II (or above) of a Science or Health Sciences program with a Grade Point Average of at least 5.0 on the McMaster 12-point scale (Note: normally, a Grade Point Average of at least 8.0 is required). Refer to the "**Apply**" tab on the Honours Biology and Pharmacology Co-op program website (https://biopharm.healthsci.mcmaster.ca/prospectivestudent/university-student/applying-to-biopharm/)for further information and important dates and deadlines. Applicants from other disciplines may also be a good fit depending on their educational background. Successful completion of courses from the following areas of study are strongly recommended: human or animal physiology, genetics, organic chemistry, cell biology, microbiology and biotechnology, ecology, bio-analytical chemistry, physical chemistry.
The program will be open to applicants who have completed equivalent Level I and/or II courses at another university. Applicants who have completed a University degree are also eligible to apply as a second degree student.

Admission Requirements

Required courses include 6 units from Lists A (Biology), B (Chemistry) and C (Science). A required Level II course for admission is BIOLOGY 2A03 or HTHSCI 2F03 and HTHSCI

2FF3. Please note that BIOLOGY 2A03 may or may not be available as a spring course prior to September enrolment.

List A (Biology) *(6 units)* - BIOLOGY 1A03 (or BIOLOGY 1A01 and 1A02), BIOLOGY 1M03, BIOLOGY 1P03, ~~BIOLOGY 2B03, BIOLOGY 2C03, BIOLOGY 2EE3,~~ ~~BIOLOGY 3P03~~, ~~BIOLOGY 3S03~~, ~~HTHSCI 2E03, HTHSCI 2F03, HTHSCI 2FF3, HTHSCI 2K03, HTHSCI 2L03, HTHSCI 2LL3,~~ HTHSCI 1D0~~3~~6, HTHSCI 1H06, HTHSCI 1LL3, ~~HTHSCI 2H03~~ ISCI 1A24

List B (Chemistry) *(6 units)* - ~~CHEMBIO 2A03, CHEMBIO 2L03,~~ ~~CHEMBIO 2OD3, CHEMBIO 2OG3~~, ~~CHEMBIO 2P03, CHEMBIO 2Q03,~~ ~~CHEMBIO 2P03,~~ ~~CHEMBIO 3P03, BIOCHEM 2B03, BIOCHEM 2BB3, BIOCHEM 2EE3, BIOCHEM 3D03,~~ ~~BIOCHEM 3G03~~, ~~BIOCHEM 3H03, BIOCHEM 3CB3,~~ CHEM 1A03, CHEM 1AA3, CHEM 1E03, ~~CHEM 2E03, CHEM 2II3,~~ ~~CHEM 2OA3, CHEM 2OB3,~~ ~~CHEM 2OD3, CHEM 2OG3~~ ISCI 1A24

List C (Science) *(6 units)* - ~~BIOCHEM 3G03, BIOLOGY 3P03,~~ BIOLOGY 2B03, BIOLOGY 2C03, BIOLOGY 2EE3, BIOLOGY 3S03, BIOCHEM 2B03, BIOCHEM 2BB3, BIOCHEM 2EE3, BIOPHYS 2A03, BIOTECH 2BC3, BIOTECH 2M03, BIOTECH 2MB3, CHEM 2E03, CHEM 2II3, CHEM 2OA3, CHEM 2OB3, CHEM 2OD3, CHEM 2OG3, CHEMBIO 2A03, CHEMBIO 2L03, CHEMBIO 2OD3, CHEMBIO 2OG3, CHEMBIO 2P03, CHEMBIO 2Q03, HTHSCI 2E03, HTHSCI 2F03, HTHSCI 2FF3, HTHSCI 2H03, HTHSCI 2K03, HTHSCI 2L03, HTHSCI 2LL3, ISCI 2A18, LIFESCI 2BP3, LIFESCI 2CC3, ~~LIFESCI 3AA3, LIFESCI 3BB3, LIFESCI 3M03, LIFESCI 3Q03,~~ MOLBIOL 2C03~~, MOLBIOL 3A03, MOLBIOL 3B03, MOLBIOL 3D03, MOLBIOL 3O03, MOLBIOL 3V03,~~ ~~ISCI 1A24, ISCI 2A18~~

Rationale: *Moved several BIOLOGY and CHEM courses from list A and B and added to list C. The purpose of the pre-req lists is to ensure applicants have taken courses beyond scientific foundational knowledge. List A and B will focus on foundational knowledge and List C will focus on knowledge gained afterwards-- a continuation of experience, skills and interest in science courses.*

Honours Health Sciences Program

Revisions to Existing Courses: Seventeen

HTHSCI 1I06 A/B - Cellular and Molecular Biology

6 unit(s)
Students will explore the molecular basis of cellular communication (gene expression, cellular signaling) underlying disease processes. A hybrid approach blending didactic and inquiry-based approaches will be used.
Two sessions per week (three hours each); two terms
Prerequisite(s): Grade 12 U Biology and registration in Health Sciences I
Co-requisite(s): WHMIS 1A00. Students registering in HTHSCI 1I06 A/B must also register in

WHMIS 1A00 when completing their registration.
Antirequisite(s): BIOLOGY 1A03 (or BIOLOGY 1A01 and 1A02), IBEHS 1EP6 A/B

HTHSCI 1ML3 - Introduction to Medical Laboratory Sciences

3 unit(s)
This course provides an introduction to the key disciplines in medical laboratory sciences including microbiology, pathology, clinical chemistry, genetics, hematology and coagulation, and transfusion medicine. Students will explore these disciplines, examine the ways that these laboratory sciences support health care, and be exposed to a range of career possibilities in these fields.
Two lectures, one tutorial; one term
Prerequisite(s): Credit or registration in one of BIOLOGY 1A03 (or BIOLOGY 1A01 and 1A02), HTHSCI 1I06 A/B, KINESIOL 1A03 or ISCI 1A24 A/B.

HTHSCI 3I03 - Introductory Immunology

3 unit(s)
An introduction to humoral and cellular immunity. The molecular and cellular basis of immunity, and an introduction to immunological techniques.
Two lectures, one tutorial; one term
Prerequisite(s): One of BIOLOGY 1A03 (or BIOLOGY 1A01 and 1A02), HTHSCI 1I06, IBEHS 1EP6, or ISCI 1A24 A/B, and registration in Level II or above.
Antirequisite(s): BIOTECH 3IV3

HTHSCI 3MB3 - Introduction to Bacteriology in Health Sciences

3 unit(s)
Through expert lectures and problem-based learning, students in this course will explore the bacteria in our environments and bodies, how they impact health and cause disease, and the challenges faced in the treatment of bacterial infection.
Two lectures, one tutorial; one term
Prerequisite(s): One of HTHSCI 1I06 A/B, IBEHS 1I06, BIOLOGY 1A03 (or BIOLOGY 1A01 and 1A02), or ISCI 1A24 A/B and registration in Level III or above
Antirequisite(s): HTHSCI 2HH3, HTHSCI 4KK3, BIOLOGY 2EE3

REPORT TO SENATE

FACULTY OF SOCIAL SCIENCES

ADDENDUM TO THE

SUMMARY OF MAJOR CURRICULUM CHANGES FOR 2025-2026

As Approved by

Faculty of Social Sciences Faculty Council on February 26, 2025

Below is the summary of substantive curriculum changes being proposed by the Faculty of Social Sciences in this Addendum.

1.0 NEW PROGRAMS: N/A

2.0 PROGRAM CLOSURES: N/A

3.0 MAJOR REVISIONS: N/A

Faculty of Social Sciences

Report to Undergraduate Council
ADDENDUM TO THE
SUMMARY OF MAJOR CURRICULUM CHANGES FOR 2025-2026

As Approved by

Faculty of Social Sciences Faculty Council on February 26, 2025

Department of Health Aging and Society

2.0 REVISIONS TO EXISTING PROGRAMS:

2.1 Introduction of a new Co-op Option for the Honours Aging and Society (B.A.) as follows:

Honours Aging and Society Co-op (B.A.)

Admission

Enrolment in this program is limited and possession of the published minimum requirements does not guarantee admission. Selection is based on academic achievement and an interview but requires, as a minimum, completion of any Level I program with a minimum Grade Point Average of 5.0 including a grade of at least C in HLTHAGE 1BB3. For continuation in the program, see the section on *Minimum Requirements for Entering and Continuing in a Program Beyond Level I* in the Faculty of Social Sciences Academic Regulations.

2.5 Introduction of a new Co-op Option for the Honours Health and Society (B.A.) as follows:

Honours Health and Society Co-op (B.A.)

Admission

Enrolment in this program is limited and possession of the published minimum requirements does not guarantee admission. Selection is based on academic

achievement and an interview but requires, as a minimum, completion of any Level I program with a minimum Grade Point Average of 5.0 including a grade of at least C in HLTHAGE 1AA3 or HLTHAGE 1ZZ3. For continuation in the program, see *Minimum Requirements for Entering and Continuing in a Program Beyond Level I*.

Rationale: 2.1 and 2.2: *These new Co-op options were already approved by Undergraduate Council in December 2024. Upon further review of the curriculum document, we noticed that the "interview" was not mentioned in the admission statements. The interview is a standard part of the admission criteria for co-op options in the Faculty of Social Sciences. This was an oversight/housekeeping issue and we wish to correct this for the upcoming calendar to ensure students see this component in the admission statements in addition to the information on our Faculty website.*

Department of Psychology, Neuroscience & Behaviour

2.0 REVISIONS TO EXISTING PROGRAMS:

2.1 Combined Honours in Psychology, Neuroscience & Behaviour and Another Subject (B.A.)

Admission

Enrolment in this program is limited and possession of the published minimum requirements does not guarantee admission. Selection is based on academic achievement but requires, as a minimum, completion of any Level I program with a Grade Point Average of at least 5.0; a grade of at least B- in PSYCH 1FF3 or 1XX3 (See *Note 7* below); credit in ~~one of~~ 3 units from BIOLOGY 1A03, 1A02, 1A01, 1M03, 1P03 or Grade 12 Biology U (See *Note 8* below); and credit in MATH 1LS3 or 1A03. (See *Note 1* below). Satisfaction of the admission requirements for the Honours program in the other subject.

Notes

8. It is recommended that students take BIOLOGY 1M03 in Level I, and 3 units from BIOLOGY 1A03, 1A02, 1A01 in Level II. (When completed together, BIOLOGY 1A01 and 1A02 serve as a substitute for BIOLOGY 1A03. These courses should be completed in the same term. If completed, both BIOLOGY 1A01 and BIOLOGY 1A02 would be required for admission).

2.2 Honours Psychology, Neuroscience & Behaviour (B.A.)

Admission

Enrolment in this program is limited and possession of the published minimum requirements does not guarantee admission. Selection is based on academic achievement but requires, as a minimum, completion of any Level I program with a Grade Point Average of at least 5.0; a grade of at least B- in PSYCH 1FF3 or 1XX3 (See *Note 4* below); credit in credit in ~~one of~~ 3 units from BIOLOGY 1A03, 1A02, 1A01, 1M03, 1P03 or Grade 12 Biology U (See *Note 5* below); and credit in MATH 1LS3 or 1A03. (See *Note 1* below).

Notes

5. It is recommended that students take BIOLOGY 1M03 in Level I, and 3 units from BIOLOGY 1A03, 1A02, 1A01 in Level II. (When completed together, BIOLOGY 1A01 and 1A02 serve as a substitute for BIOLOGY 1A03. These courses should be completed in the same term. If completed, both BIOLOGY 1A01 and BIOLOGY 1A02 would be required for admission).

2.3 Honours Psychology, Neuroscience & Behaviour - Mental Health Specialization (B.A.)

Effective September 2026, admission to the Honours Psychology, Neuroscience & Behaviour - Mental Health Specialization will be suspended. Last entry into Level II is September 2025. Students who had intended to enrol in this program should consider the Honours Psychology, Neuroscience & Behaviour program with a Minor in Mental

Health, Addiction and Society, or contact an Academic Advisor in the Office of the Associate Dean, Undergraduate Studies to discuss other options.

Admission

Enrolment in this program is limited and possession of the published minimum requirements does not guarantee admission. Selection is based on academic achievement but requires, as a minimum, completion of any Level I program with a Grade Point Average of at least 5.0; a grade of at least B- in PSYCH 1FF3 or 1XX3 (See *Note 4* below); credit in ~~one of~~ 3 units from BIOLOGY 1A03, 1A02, 1A01,1P03 or Grade 12 Biology U (See *Note 5* below); and credit MATH 1LS3 or 1A03 (See *Note 1* below).

Notes

5. It is recommended that students take BIOLOGY 1M03 in Level I, and 3 units from BIOLOGY 1A03, 1A02, 1A01 in Level II. (When completed together, BIOLOGY 1A01 and 1A02 serve as a substitute for BIOLOGY 1A03. These courses should be completed in the same term. If completed, both BIOLOGY 1A01 and BIOLOGY 1A02 would be required for admission).

2.4 Honours Psychology, Neuroscience & Behaviour - Music Cognition Specialization (B.A.)

Admission

Enrolment in this program is limited and possession of the published minimum requirements does not guarantee admission. Selection is based on academic achievement but requires, as a minimum, completion of any Level I program with a Grade Point Average of at least 5.0; a grade of at least B- in PSYCH 1FF3 or 1XX3 (See *Note 8* below); credit in in ~~one of~~ 3 units from BIOLOGY 1A03, 1A02, 1A01, 1P03 or Grade 12 Biology U (See *Note 9* below); credit in MATH 1LS3 or MATH 1A03 (See *Note 1* below); and credit in MUSIC 1A03 or 1AA3 (See *Note 2* below).

Notes

9. It is recommended that students take BIOLOGY 1M03 in Level I, and 3 units from BIOLOGY 1A03, 1A02, 1A01 in Level II. (When completed together, BIOLOGY 1A01 and 1A02 serve as a substitute for BIOLOGY 1A03. These courses should be completed in the same term. If completed, both BIOLOGY 1A01 and BIOLOGY 1A02 would be required for admission).

2.5 Psychology (B.A.)

Admission

Completion of any Level I program with a Grade Point Average of at least 3.5 and a grade of at least C- in PSYCH 1F03 or 1X03.

Notes

1. One of MHF4U -Advanced Functions, MCV4U - Calculus and Vectors, or MDM4U - Data Management is required. Students entering the program without one of these courses must complete one of MATH 1F03, 1K03, or STATS 1LL3 by the end of Level II. Completion in Level I is recommended.
2. SOCSCI 2J03 must be completed by the end of Level II.
3. PSYCH 1FF3 or 1XX3 and credit in 3 units from ~~one of~~ BIOLOGY 1A03, 1A02, 1A01, 1M03 or 1P03 or Grade 12 Biology U are recommended and serve as prerequisites for some upper-level Psychology courses. Students are encouraged to check requisites carefully.
4. When completed together, BIOLOGY 1A01 and 1A02 serve as a substitute for BIOLOGY 1A03
5. ~~4.~~ Students may take a maximum of 6 units from SOCPSY 3B03, 3C03, 3F03, 3H03, 3M03, 3OP3, 3ZZ3 towards the Psychology Course List.

Rationale for 2.1-2.5: *The Faculty of Science is embarking on an Online Learning Project to increase the number of courses that are offered in an alternate online modality. The Department of Biology is adding two new courses (BIOLOGY 1A01 and*

1A02) to the 2025-2026 calendar, and these courses are equivalent to BIOLOGY 1A03. The 2-unit theory course will be completely online. The labs will be completed in-person, on campus. The above changes incorporate this new alternate course sequence in the admission statement where appropriate, or in the case of 2.5, as course recommendations.

Faculty of Business

Undergraduate Curriculum Report to Undergraduate Council
FOR THE 2026-2027 UNDERGRADUATE CALENDAR

Approved by the Faculty of Business Faculty Feb 27, 2025

February 2025

Summary of Proposed Changes

FACULTY OF BUSINESS
REPORT TO SENATE
SUMMARY OF MAJOR CURRICULUM CHANGES FOR 2026-2027
ACADEMIC CALENDAR

February 2025

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 2026-2027 Undergraduate Calendar, located electronically at:
http://ug.degroote.mcmaster.ca/curriculum-report/

New Programs

- Integrated Business and Humanities with Co-op Program
- Honours Commerce with Co-op Program

Program Closures

- Honours Commerce with Internship Program
    - Not available to students who enter the program after September 2026
- Integrated Business and Humanities with Internship Program
    - Not available to students who enter the program after September 2026

Major Revisions

- N/A

FACULTY OF BUSINESS
REPORT TO UNDERGRADUATE COUNCIL
SUMMARY OF CURRICULUM CHANGES FOR 2026-2027 ACADEMIC CALENDAR

February 2025

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 2026-2027 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 53.

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

- Updated description of Faculty of Business Degree Programs in Faculty Regulations
- Updated description of Change of Program section in Faculty Regulations
- Notes and requirements for the Integrated Business and Humanities with Co-op program
- Notes and requirements for the Honours Bachelor's of Commerce with Co-op program

REVISIONS TO EXISTING MINORS

- N/A

REVISIONS TO EXISTING CERTIFICATES

- N/A

We are seeking to introduce new work integrated learning opportunities for students in our Honours Commerce and IBH programs. Students who enter these programs in 2025 will have the opportunity to pursue work integrated learning via either Co-op placements or the existing Internship placement. Program notes have been added to indicate that students who enter the IBH and Business 1 programs after 2026 will not have the internship program available to them.

DeGroote School of Business

Faculty of Business Degree Programs

Honours Bachelor of Commerce Program

The Honours Bachelor of Commerce (B.Com. (Honours) requires the completion of 120 units, including specific courses from each level of the program.

The Honours Bachelor of Commerce allows substantial concentration in business subjects beyond the essential core of studies. Students must apply and qualify for the Honours Bachelor of Commerce program. Please see the admission requirements below to qualify for the Honours Bachelor of Commerce program listed for each year of entry.

Honours Bachelor of Commerce Program with Internship **(Not available to students who enter Business I after September 2026)**

The Honours Bachelor of Commerce with Internship, B.Com. (Honours), requires the completion of 120 units, including specific courses from each level of the program and successful completion of an approved 12-16 month full-time internship. Enrolment in this program is limited and admission occurs following Level II. The internship is designed to provide students with an opportunity to engage in a career-oriented work experience with one host employer, following their third year of study, for a period of 12 - 16 months. Students compete for opportunities with participating employers through multiple recruitment cycles facilitated by Career & Professional Development office.

Bachelor of Commerce Program

The Bachelor of Commerce program requires the successful completion of 120 units, including specific courses from each level of the program. The Bachelor of Commerce program provides students with the same core business courses as the Honours Bachelor of Commerce, but focuses elective work on courses outside of the business discipline and Faculty.

Integrated Business and Humanities Program

The Integrated Business & Humanities program leads to an Honours Bachelor of Commerce degree. Students will be exposed to a variety of learning opportunities via coursework and co-curricular activities, with an emphasis on responsible leadership and management tactics for the changing global economy. The program also focuses on community engagement and sustainable business practices. The Integrated Business & Humanities program is a limited enrolment program and students begin the program in their first year of studies.

Integrated Business and Humanities Program with Internship **(Not available to students who enter the Integrated Business and Humanities Program after September 2026)**

The Integrated Business & Humanities program leads to an Honours Bachelor of Commerce degree and requires the completion of 120 units, including specific courses from each level of the program and successful completion of an approved 12-16 month full-time internship. Enrolment in this program is limited and occurs following Level II. The internship is designed to provide students with an opportunity to engage in a career-oriented work experience with one host employer, following their third year of study, for a period of 12 - 16 months. Students compete for opportunities with participating employers through multiple recruitment cycles facilitated by Career & Professional Development office.

Honours Bachelor of Commerce Program with Co-op

The Honours Bachelor of Commerce with Internship, B.Com. (Honours), requires the completion of 120 units, including specific courses from each level of the program and successful completion of three co-op work terms. Enrolment in this program is limited and admission occurs following Level I. The co-op program is designed to provide students with an opportunity to engage in a career-oriented work experience with host employers, following their second year of study, for a total of 12 – months (maximum 16 months). Students compete for opportunities with participating employers through multiple recruitment cycles facilitated by Career & Professional Development office.

Integrated Business and Humanities Program with Co-op

The Integrated Business & Humanities program leads to an Honours Bachelor of Commerce degree and requires the completion of 120 units, including specific courses from each level of the program and successful completion of three approved co-op work terms. Enrolment in this program is limited and occurs following Level I. The co-op is designed to provide students with an opportunity to engage in a career-oriented work experience with host employers, following their second year of study, for a total of 12 – months (maximum 16 months). Students compete for opportunities with participating employers through multiple recruitment cycles facilitated by Career & Professional Development office.

Engineering and Management Programs

In addition, the School of Business and the Faculty of Engineering offer nine five-level joint programs for the Bachelor of Engineering and Management (B.Eng.Mgt.) degree.

For the **Honours Arts & Science and Business program (B.Arts.Sc.)**, see *Arts & Science Program*.

For the **Certificate in Business Technology Management (BTM)**, see *Certificates and Diplomas: Concurrent Certificates*.

Change of Program

Business students may be permitted to transfer between programs, or students in other Faculties may apply to transfer to a program in the Faculty of Business, provided they have obtained a GPA of at least 5.0 and have completed the necessary admission requirements as described on the Faculty undergraduate website. However, students cannot transfer into the Honours Bachelor of Commerce with Co-op or Internship Program nor either of the Integrated Business and Humanities programs.

A. Programs for Students who Enter Business I in September 2026 or Later

Program Notes

1. **For entry into the Honours Commerce Program, a Business 1, student:**
   - **Must have a Grade Point Average (GPA) of at least 5.0**
   - **Must have passed a minimum of 24 units of course work for Business I**
   - **May repeat failed courses in order to qualify for Level II. Please refer to the McMaster Repeat Policy.**
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 1B03 - Introductory Microeconomics
- ECON 1BB3 - Introductory Macroeconomics

3 units

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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-A102) to discuss their program requirements.

Requirements

Level II: 30 Units

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1 course

- COMMERCE 2GR0 - 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 Management
- COMMERCE 2NG3 - Negotiations
- COMMERCE 2OC3 - Operations Management

6 units

- **Electives from non-Commerce courses**

Level III: 30 Units

---

1 course

- **COMMERCE 3GR0 - 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 Co-op Program

Admission

Enrolment in this program is limited. Applications for admission into the Honours B.Com. with Co-op Program 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 based on the academic calendar.

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 at least 24 units (and no more than 39 units will be eligible to apply for the Honours B.Com. with Co-op Program. Selection into the program is competitive and will be based on academic achievement, application essays, work and volunteer experience and an interview.

Program Notes

1. Students who started Business 1 in September 2025 or later will be eligible to apply for the Honours B.Com. with Co-op Program .
2. The Co-op program includes three required co-op work terms (COMMERCE 1WT0, 2WT0, 3WT0) within the degree requirements. Students may elect to enroll and complete an optional fourth work term (COMMERCE 4WT0).
3. To remain in the Honours B.Com. with Co-op Program, students must maintain a cumulative Grade Point Average of 7.0, and remain in good academic standing throughout the duration of the program. Students who do not successfully complete three co-op work terms will be removed from the program.
4. Students enrolled in the Honours Commerce with Co-op Program must be registered in full-time studies, including all prescribed courses, during the academic terms of their program (a minimum of 9 units in each academic term)
5. To be eligible to register in a co-op work term, a student must be designated as full-time status in the academic term that immediately precedes the work term and must be returning to full-time status in the academic term that immediately follows the work term.
6. All co-op students must successfully complete COMMERCE 2CO0 upon admission into the Honours Commerce with Co-op Program and prior to their first work term.
7. To compete for a work term, a student must have successfully completed all 24 units of required Level 1 courses as well as Commerce 1GR0.
8. Co-op Fees: Student enrolled in the Honours Commerce with Co-op Program will be charged a Co-op Program Fee during their first year of enrollment in the program as well as Co-op work term fees while registered in COMMERCE 1WT0, 2WT0, 3WT0 and 4WT0.
9. Approved co-op work term sequences will be provided by the Career and Professional Development team to students participating in the Co-op Program and any exceptions must receive approval from the Manager of the Career and Professional Development team.

Requirements

Level I: 30 Units

30 units
Completed prior to admission in the program

Level II: 30 Units

2 courses

- COMMERCE 2GR0 - DeGroote Student Experience and Development II
- COMMERCE 2CO0 – Co-op and Career Development Course

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 Management
- COMMERCE 2NG3 - Negotiations
- COMMERCE 2OC3 - Operations Management

6 units

- Electives from non-Commerce courses

Level III: 30 Units

1 course

- COMMERCE 3GR0 - 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

Work Term Requirement

3 Required Work Term Courses

- COMMERCE 1WT0 – Commerce Co-op Work Term I
- COMMERCE 2WT0 – Commerce Co-op Work Term II
- COMMERCE 3WT0 – Commerce Co-op Work Term III

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 at least 54 units (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 is competitive and 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 enroll in COMMERCE 4IC0.
3. Students should refer to the table below to plan their enrolment for their work term.
4. The internship program will not be available for students who are admitted to the Business 1 program after September 2026.

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 - 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

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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-A102) to discuss their program requirements.

Requirements

Level III: 30 Units

---

1 course

- **COMMERCE 3GR0 - DeGroote Student Experience and Development III**

3 units

- **COMMERCE 3MC3 - Applied Marketing Management**

6 units

---

from

- **Electives from Commerce courses**

12 units

---

from

- **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 2021 ~~or Later~~ 2025

Program Notes

1. For entry into the Honours Commerce Program, a Business 1, student:
    - Must have a Grade Point Average (GPA) of at least 5.0
    - Must have passed a minimum of 24 units of course work for Business I
    - May repeat failed courses in order to qualify for Level II. Please refer to the McMaster Repeat Policy.

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

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-A102) to discuss their program requirements.

Requirements

Level II: 30 Units

1 course

- COMMERCE 2GR0 - 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 Management
- COMMERCE 2NG3 - Negotiations
- COMMERCE 2OC3 - Operations Management

6 units

- Electives from non-Commerce courses

Level III: 30 Units

1 course

- COMMERCE 3GR0 - 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 at least 54 units (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 is competitive and 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 enroll in COMMERCE 4IC0.
3. Students should refer to the table below to plan their enrolment for their work term.
4. Students enrolled in a DSB Internship program must be registered in full-time studies, including all prescribed courses, during the academic terms of their program (a minimum of 18 units in a full-term; and at least 9 units in a half-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 - 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-A102) to discuss their program requirements.

Requirements

Level III: 30 Units

1 course

- COMMERCE 3GR0 - DeGroote Student Experience and Development III

3 units

- COMMERCE 3MC3 - Applied Marketing Management

6 units

from

- Electives from Commerce courses

12 units

from

- 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

BC. Programs for Students who Entered Business I in September 2020

Program Notes

1. 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 and these must include all required courses of the Business I program;
    - 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;
    - 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

3 units

from

- MATH 1A03 - Calculus For Science I
- MATH 1LS3 - Calculus for the Life Sciences I
- MATH 1M03
  (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-A102) 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 Management
- COMMERCE 2OC3 - Operations Management

6 units

- Electives from non-Commerce courses

3 units

- Open electives

Level III: 30 Units

1 course

- COMMERCE 3GR0 - 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 enroll in COMMERCE 4IC0.
3. Students should refer to the table below to plan their enrolment for their work term.
4. Students enrolled in a DSB Internship program must be registered in full-time studies, including all prescribed courses, during the academic terms of their program (a minimum of 18 units in a full-term; and at least 9 units in a half-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 - 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-A102) to discuss their program requirements.

Requirements

Level III: 30 Units

1 course

- COMMERCE 3GR0 - 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

~~CD~~. 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
  (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
  (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-A102) 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 Management
- 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 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 enroll in COMMERCE 4IC0.
3. Students should refer to the table below to plan their enrolment for their work term.
4. Students enrolled in a DSB Internship program must be registered in full-time studies, including all prescribed courses, during the academic terms of their program (a minimum of 18 units in a full-term; and at least 9 units in a half-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

9 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 reports in Mosaic Student Centre or contact the Student Experience - Academic Office (DSB-A102) 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).*

E.Programs for Students who Entered the Integrated Business & Humanities Program (IBH Program) in 2026 or Later

Integrated Business and Humanities

Program Notes

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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.**
3. **To be considered for entry into Level II of the IBH Program, students must have met all of the following:**

- **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).**

- **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

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1 course

- **IBH 1LD0 - Leadership Development - Self Awareness**

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 - Organizational Behaviour**
- **IBH 1BB3 - Insight and Inquiry: Examining Ourselves and the World Around Us**
- **IBH 1BC3 - Fundamentals of Ethics**
- **IBH 1BD3 - Introduction to Peace Studies for IBH**

6 units

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

Level II: 30 Units

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1 course

- **IBH 2LD0 - Leadership Development - Leadership Emergence**

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

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1 course

- **IBH 3LD0 - Leadership Development - Leadership Effectiveness**

27 units

- IBH 3AA3 - **Research in Action: Methods for Social Change and Justice**
- 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 4CE3 - Community Engagement Capstone
- IBH 4LD3 - Leadership Development - Leadership Capstone
- IBH 4SE3 - Social Entrepreneurship Capstone

18 units

- **Open electives**

Integrated Business and Humanities with Co-op Program

Admission

Enrolment in this program is limited. Applications for admission into the Integrated Business and Humanities with Co-op will be accepted at the end of the Spring/Summer term and prior to the start of the Fall term year based on the academic calendar.
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 at least 24 units (and no more than 39 units will be eligible to apply for the Integrated Business and Humanities with Co-op degree program. Selection into the program is competitive and will be based on academic achievement, application essays, work and volunteer experience and an interview.

Program Notes

1. Students who started Integrated Business and Humanties in September 2025 or later will be eligible to apply for the Honours B.Com. with Co-op Program
2. The Co-op Program includes three required co-op work terms (COMMERCE 1WT0, 2WT0, 3WT0) within the degree requirements. Students may elect to enroll and complete an optional fourth work term (COMMERCE 4WT0).
3. To remain in the Integrated Business and Humanities with Co-op Program, students must maintain a cumulative Grade Point Average of 7.0, and remain in good academic standing throughout the duration of the program. Students who do not successfully complete at least three co-op work terms will be removed from the program.

4. Students enrolled in the Co-op Program must be registered in full-time studies, including all prescribed courses, during the academic terms of their program (a minimum of 9 units in each academic term)
5. To be eligible to register in a co-op work term, a student must be designated as full-time status in the academic term that immediately precedes the work term and must be returning to full-time status in the academic term that immediately follows the work term.
6. All co-op students must successfully complete COMMERCE 2CO0 upon admission into the Integrated Business and Humanities with Co-op Program and prior to their first work term.
7. To compete for a work term a student must have successfully completed all 30 units of required Level 1 courses as well as IBH 1LD0
8. Co-op Fees: Student enrolled in the Integrated Business and Humanities with Co-op Program will be charged a Co-op Program Fee during their first year of enrollment in the program as well as Co-op work term fees while registered in COMMERCE 1WT0, 2WT0, 3WT0 and 4WT0.
9. Approved co-op work term sequences will be provided by the Career and Professional Development team to students participating in the Co-op Program and any exceptions must receive approval from the Manager of the Career and Professional Development team.

Requirements

Level I: 30 Units

Completed prior to admission in the program

Level II: 30 Units

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2 courses

- IBH 2LD0 - Leadership Development - Leadership Emergence
- COMMERCE 2CO0 – Co-op and Career Development Course

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

---

1 course

- **IBH 3LD0 - Leadership Development - Leadership Effectiveness**

27 units

- IBH 3AA3 - **Research in Action: Methods for Social Change and Justice**
- 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

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12 units

- IBH 4AA3 - Leadership: Fostering Effective Communication Through Visual Literacy

- **IBH 4CE3 - Community Engagement Capstone**
- **IBH 4LD3 - Leadership Development - Leadership Capstone**
- **IBH 4SE3 - Social Entrepreneurship Capstone**

18 units

- **Open electives**

Work term Requirements

3 Required Work Term Courses

- COMMERCE 1WT0 – Commerce Co-op Work Term I
- COMMERCE 2WT0 – Commerce Co-op Work Term II
- COMMERCE 3WT0 – Commerce Co-op Work Term III

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 at least 54 units (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 is competitive and 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 enroll in COMMERCE 4IC0.**
3. **Students should refer to the table below to plan their enrolment for their work term.**
4. **The internship program will not be available for students who are admitted to the IBH program in September 2026 or later.**

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

Completed prior to admission in the program

Level II: 30 Units

Completed prior to admission in the program

Level III: 30 Units

1 course

- **IBH 3LD0 - Leadership Development - Leadership Effectiveness**

27 units

- **IBH 3AA3 - Research in Action: Methods for Social Change and Justice**
- **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

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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

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12 units

- **IBH 4AA3 - Leadership: Fostering Effective Communication Through Visual Literacy**
- **IBH 4CE3 - Community Engagement Capstone**
- **IBH 4LD3 - Leadership Development - Leadership Capstone**
- **IBH 4SE3 - Social Entrepreneurship Capstone**

18 units

- **Open electives**

~~D~~F. Programs for Students who Entered the Integrated Business & Humanities Program (IBH Program) in 2022 ~~or Later~~ -2024

On this page:

- Integrated Business and Humanities
- Integrated Business and Humanities with Internship Program

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.
3. To be considered for entry into Level II of the IBH Program, students must have met all of the following:
    - 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).
    - 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

1 course

- IBH 1LD0 - Leadership Development - Self Awareness

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 - Organizational Behaviour
- IBH 1BB3 - ~~**Insight and Inquiry: Questions to Change the World**~~ **Insight and Inquiry: Examining Ourselves and the World Around Us**
- IBH 1BC3 - Fundamentals of Ethics

- IBH 1BD3 - Introduction to Peace Studies for IBH

6 units

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

Level II: 30 Units

1 course

- IBH 2LD0 - Leadership Development - Leadership Emergence

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

1 course

- IBH 3LD0 - Leadership Development - Leadership Effectiveness

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 - Critical Seeing
- IBH 4CE3 - Community Engagement Capstone
- IBH 4LD3 - Leadership Development - Leadership Capstone
- IBH 4SE3 - 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 at least 54 units (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 is competitive and 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 enroll in COMMERCE 4IC0.
3. Students should refer to the table below to plan their enrolment for their work term.
4. Students enrolled in a DSB Internship program must be registered in full-time studies, including all prescribed courses, during the academic terms of their program (a minimum of 18 units in a full-term; and at least 9 units in a half-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

Completed prior to admission in the program

Level II: 30 Units

Completed prior to admission in the program

Level III: 30 Units

1 course

- IBH 3LD0 - Leadership Development - Leadership Effectiveness

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 - Critical Seeing
- IBH 4CE3 - Community Engagement Capstone
- IBH 4LD3 - Leadership Development - Leadership Capstone
- IBH 4SE3 - Social Entrepreneurship Capstone

18 units

- Open electives

~~E~~EG. Programs for Students who Entered the Integrated Business & Humanities Program (IBH Program) in September 2019-2021

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-A102.)
3. To be considered for entry into Level II of the IBH Program, students must have met all of the following:
    - 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.)
    - 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 - Organizational Behaviour
- 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 (or 1BX3)
- 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 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 - Critical Seeing
- IBH 4BA3
- IBH 4AB6 A/B

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 enroll in COMMERCE 4IC0.
3. Students should refer to the table below to plan their enrolment for their work term.
4. Students enrolled in a DSB Internship program must be registered in full-time studies, including all prescribed courses, during the academic terms of their program (a minimum of 18 units in a full-term; and at least 9 units in a half-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 - Critical Seeing
- IBH 4BA3
- IBH 4AB6 A/B

18 units

- Open electives

~~FH~~. 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-A102.)
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 - Organizational Behaviour
- 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 2BD3 - Moral Issues

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 - Critical Seeing
- IBH 4BA3
- IBH 4AB6 A/B

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 Grade Point Average of 7.0, and remain in good academic standing.
2. Only students completing an approved 16-month internship will enroll in COMMERCE 4IC0.
3. Students should refer to the table below to plan their enrolment for their work term.
4. Students enrolled in a DSB Internship program must be registered in full-time studies, including all prescribed courses, during the academic terms of their program (a minimum of 18 units in a full-term; and at least 9 units in a half-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 - Critical Seeing
- IBH 4BA3
- IBH 4AB6 A/B

18 units

- Open electives

New Courses

Commerce 1WT0 – Commerce Co-op Work Term I

0 unit(s)

Full-time paid employment in an approved work term providing students with work experience related to their academic curriculum. Students must successfully complete a minimum twelve weeks of experience as well as the terms outlined within their letter of offer, obtain a satisfactory employer evaluation, and receive a passing grade on all work term deliverables. All co-op students will be enrolled in COMMERCE 1WT0 for their first co-op work term.

Prerequisite(s): COMMERCE 2CO0 and completion of Level 1 or on permission of the Manager of Career and Professional Development

Rationale: Creating the co-op placeholder courses that students will enrol in during their co-op work terms in order to maintain their student standing.

Commerce 2WT0 – Commerce Co-op Work Term II

0 unit(s)

Full-time paid employment in an approved work term providing students with work experience related to their academic curriculum. Students must successfully complete a minimum twelve weeks of experience as well as the terms outlined within their letter of offer, obtain a satisfactory employer evaluation, and receive a passing grade on all work term deliverables. All co-op students will be enrolled in COMMERCE 2WT0 for their second co-op work term.

Prerequisite(s): COMMERCE 1WT0 or permission of the Manager of Career and Professional Development

Rationale: Creating the co-op placeholder courses that students will enrol in during their co-op work terms in order to maintain their student standing.

Commerce 3WT0 – Commerce Co-op Work Term III

0 unit(s)

Full-time paid employment in an approved work term providing students with work experience related to their academic curriculum. Students must successfully complete a minimum twelve weeks of experience as well as the terms outlined within their letter of offer, obtain a satisfactory employer evaluation, and receive a passing grade on all work term deliverables. All co-op students will be enrolled in COMMERCE 3WT0 for their third co-op work term.

Prerequisite(s): COMMERCE 2WT0 or permission of the Manager of Career and Professional Development

Rationale: Creating the co-op placeholder courses that students will enrol in during their co-op work terms in order to maintain their student standing.

Commerce 4WT0 – Commerce Co-op Work Term IV

0 unit(s)

Full-time paid employment in an approved work term providing students with work experience related to their academic curriculum. Students must successfully complete a minimum twelve weeks of experience as well as the terms outlined within their letter of offer, obtain a satisfactory employer evaluation, and receive a passing grade on all work term deliverables. All co-op students will be enrolled in COMMERCE 4WT0 for their fourth (optional) co-op work term.

Prerequisite(s): COMMERCE 3WT0 or permission of the Manager of Career and Professional Development

Rationale: Creating the co-op placeholder courses that students will enrol in during their co-op work terms in order to maintain their student standing.

Commerce 2CO0 – Co-op and Career Development Course

0 unit(s)

This co-op and career development course will introduce students to the theory, practices and policies of co-operative education. The design of the course is focused on ensuring students acquire the skills necessary to succeed in the competitive co-op recruitment cycle while fostering a continuous learning approach to career development. Topics may include but are not limited to: skills assessment, resume and cover letter development, interview skills, networking, job search strategies, and business etiquette.

Prerequisite(s): Registration in Level II of a Bachelor of Commerce with Co-op Program or Permission of the Manager of Career and Professional Development

Rationale: The Career and Professional Development Team has recognized an opportunity to assist students through term-long co-op placements, which are generally shorter than the traditional internship program. These co-ops provide students with valuable work experience and greater flexibility as they balance their academic and career aspirations. Enrollment in this zero-unit course will be reflected on the student's academic record.

Revisions to Existing Courses

IBH 2AB3 - Information Systems in Management
3 unit(s)

This course prepares Integrated Business and Humanities students to leverage information systems effectively. The course focuses on the opportunities and pitfalls provided by information systems, how they are likely to affect the world, and what managers need to know to make effective use of information systems in business and society.
Lectures (three hours)
Prerequisite(s): IBH 1AA3 and registration in Level 2 of the Integrated Business and Humanities Program

Rationale: This format better supports the structure of the course and maintains the same contact hours with students

IBH 2BD3 - Moral Issues
3 unit(s)

An introduction to moral philosophy through a consideration of issues in professional ethics (e.g., health care and energy). Topics such as abortion, human experimentation, euthanasia, genetic screening, sustainability and pollution will be investigated.
Lectures (three ~~two~~ hours)~~, tutorial (one hour)~~
Prerequisite(s): Registration in Level 2 of the Integrated Business and Humanities Program.

Rationale: This format better supports the structure of the course and maintains the same contact hours with students

IBH 3AA3 - ~~Relationship Management~~ Research in Action: Methods for Social Change and Justice
3 unit(s)

Team work, conflict management, negotiation, giving and receiving feedback, communicating vision and expectations these are all key elements of leadership. 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 how to apply this knowledge to communicate effectively.
Lectures (3 hours)
Prerequisite(s): Registration in Level III of the Integrated Business and Humanities Program

Rationale: Better alignment with IBH 1BB3 " Insight and Inquiry: Examining Ourselves and the World Around Us" which was renamed in November. 3AA3 builds on the topics explored in 1BB3.

RECOMMENDATION FOR CHANGE IN UNDERGRADUATE CURRICULUM FOR 2025-2026
New Course Proposal

DeGroote School of Business
McMaster University

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

Chair Name:	**Cynthia Bishop, Manager - Career and Professional Development**
Instructor (if known):	**N/A**
Extension:	x **23964**

3. 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): **CPD**

Proposed Course Details:

Course Title: **Commerce Co-op Work Term I**
Course Code: **COMMERCE 1WT0**
Instructor(s): **N/A**
Prerequisites: *COMMERCE 2CO0 and completion of Level 1 or on permission of the Manager of Career and Professional Development*
Credit Value: **0**

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.

The Career and Professional Development Team has recognized an opportunity to assist students through term-long co-op placements, which are generally shorter than the traditional internship program. These co-ops provide students with valuable work experience and greater flexibility as they balance their academic and career aspirations. Enrollment in this zero-unit course will be reflected on the student's academic record.

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

Full-time paid employment in an approved work term providing students with work experience related to their academic curriculum. Students must successfully complete a minimum twelve weeks of experience as well as the terms outlined within their letter of offer, obtain a satisfactory employer evaluation, and receive a passing grade on all work term deliverables. All co-op students will be enrolled in COMMERCE 1WT0 for their first co-op work term.

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

Providing both co-op and internship options, supported by the Career and Professional Development team, positions DeGroote students at a high level of employability. This approach not only enhances their access to career opportunities during their studies but also strengthens the appeal of our programs to prospective students.

Class size (please provide context if below standard class-size: **250**

Method of presentation of course material:
N/A

Method of evaluation (exams, essays, assignments, group projects, class participation, etc.):
Students must successfully complete a minimum twelve weeks of experience as well as the terms outlined within their letter of offer, obtain a satisfactory employer evaluation, and receive a passing grade on all work term deliverables.

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)? ☒ not offered elsewhere
N/A

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

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

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 X Work Experience

Default section size: *(For the primary component, how many seats per section would an average offering of this course have? This can be adjusted later.)*	**250**

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?	☐ Yes X No
What is the grading basis for the course?	☐ Standard (A+ to F) X Pass/Fail ☐ Other (specify):
Is this course repeatable for credit?	XNo ☐Yes, to a maximum of units.
Is permission required to enrol in the course?	☐ No X Yes; department permission ☐ Yes; instructor permission
Is this a multi-term (A/B) course?	☐ Yes X No

RECOMMENDATION FOR CHANGE IN UNDERGRADUATE CURRICULUM FOR 2025-2026
New Course Proposal

DeGroote School of Business
McMaster University

4. All sections of this form must be completed.
5. If the committee has any questions regarding this proposal, who should be contacted?

Chair Name:	**Cynthia Bishop, Manager - Career and Professional Development**
Instructor (if known):	**N/A**
Extension:	x **23964**

6. 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): **CPD**

Proposed Course Details:

Course Title: **Commerce Co-op Work Term**
Instructor(s): **N/A**
Prerequisites: *COMMERCE 1WT0 or permission of the Manager of Career and Professional Development*

Course Code: **COMMERCE 2WT0**
Credit Value: **0**

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.

The Career and Professional Development Team has recognized an opportunity to assist students through term-long co-op placements, which are generally shorter than the traditional internship program. These co-op opportunities provide students with valuable work experience and greater flexibility as they balance their academic and career aspirations. Completion of this zero-unit course will be reflected on the student's academic record.

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

Full-time paid employment in an approved work term providing students with work experience related to their academic curriculum. Students must successfully complete a minimum twelve weeks of experience as well as the terms outlined within their letter of offer, obtain a satisfactory employer evaluation, and receive a passing grade on all work term deliverables. All co-op students will be enrolled in COMMERCE 2WT0 for their second co-op work term.

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

Providing both co-op and internship options, supported by the Career and Professional Development team, positions DeGroote students at a high level of employability. This approach not only enhances their access to career opportunities during their studies but also strengthens the appeal of our programs to prospective students.

Class size (please provide context if below standard class-size: **250**

Method of presentation of course material:
N/A

Method of evaluation (exams, essays, assignments, group projects, class participation, etc.):
Students must successfully complete a minimum twelve weeks of experience as well as the terms outlined within their letter of offer, obtain a satisfactory employer evaluation, and receive a passing grade on all work term deliverables.

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)? ☒ not offered elsewhere
N/A

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

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

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 X Work Experience

Default section size: *(For the primary component, how many seats per section would an average offering of this course have? This can be adjusted later.)*	**250**

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?	☐ Yes X No
What is the grading basis for the course?	☐ Standard (A+ to F) X Pass/Fail ☐ Other (specify):
Is this course repeatable for credit?	XNo ☐Yes, to a maximum of units.
Is permission required to enrol in the course?	☐ No X Yes; department permission ☐ Yes; instructor permission
Is this a multi-term (A/B) course?	☐ Yes X No

RECOMMENDATION FOR CHANGE IN UNDERGRADUATE CURRICULUM FOR 2025-2026
New Course Proposal

DeGroote School of Business
McMaster University

7. All sections of this form must be completed.
8. If the committee has any questions regarding this proposal, who should be contacted?

Chair Name:	**Cynthia Bishop, Manager - Career and Professional Development**
Instructor (if known):	**N/A**
Extension:	x **23964**

9. 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): **CPD**

Proposed Course Details:

Course Title: **Commerce Co-op Work Term**
Instructor(s): **N/A**
Prerequisites: *COMMERCE 2WT0 or permission of the Manager of Career and Professional Development*

Course Code: **COMMERCE 3WT0**
Credit Value: **0**

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.

The Career and Professional Development Team has recognized an opportunity to assist students through term-long co-op placements, which are generally shorter than the traditional internship program. These co-ops provide students with valuable work experience and greater flexibility as they balance their academic and career aspirations. Enrollment in this zero-unit course will be reflected on the student's academic record.

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

Full-time paid employment in an approved work term providing students with work experience related to their academic curriculum. Students must successfully complete a minimum twelve weeks of experience as well as the terms outlined within their letter of offer, obtain a satisfactory employer evaluation, and receive a passing grade on all work term deliverables. All co-op students will be enrolled in COMMERCE 3WT0 for their third co-op work term.

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

Providing both co-op and internship options, supported by the Career and Professional Development team, positions DeGroote students at a high level of employability. This approach not only enhances their access to career opportunities during their studies but also strengthens the appeal of our programs to prospective students.

Class size (please provide context if below standard class-size: **250**

Method of presentation of course material:
N/A

Method of evaluation (exams, essays, assignments, group projects, class participation, etc.):
Students must successfully complete a minimum twelve weeks of experience as well as the terms outlined within their letter of offer, obtain a satisfactory employer evaluation, and receive a passing grade on all work term deliverables.

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)? ☒ not offered elsewhere
N/A

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

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

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 X Work Experience

Default section size: *(For the primary component, how many seats per section would an average offering of this course have? This can be adjusted later.)*	**250**

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?	☐ Yes X No
What is the grading basis for the course?	☐ Standard (A+ to F) X Pass/Fail ☐ Other (specify):
Is this course repeatable for credit?	XNo ☐Yes, to a maximum of units.
Is permission required to enrol in the course?	☐ No X Yes; department permission ☐ Yes; instructor permission
Is this a multi-term (A/B) course?	☐ Yes X No

RECOMMENDATION FOR CHANGE IN UNDERGRADUATE CURRICULUM FOR 2025-2026
New Course Proposal

DeGroote School of Business
McMaster University

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

Chair Name:	**Cynthia Bishop, Manager - Career and Professional Development**
Instructor (if known):	**N/A**
Extension:	x **23964**

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
- ☒ Joint Areas (please specify): **CPD**

Proposed Course Details:

Course Title: **Commerce Co-op Work Term**
Instructor(s): **N/A**
Prerequisites: *COMMERCE 3WT0 or permission of the Manager of Career and Professional Development*

Course Code: **COMMERCE 4WT0**
Credit Value: **0**

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.

The Career and Professional Development Team has recognized an opportunity to assist students through term-long co-op placements, which are generally shorter than the traditional internship program. These co-ops provide students with valuable work experience and greater flexibility as they balance their academic and career aspirations. Enrollment in this zero-unit course will be reflected on the student's academic record.

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

Full-time paid employment in an approved work term providing students with work experience related to their academic curriculum. Students must successfully complete a minimum twelve weeks of experience as well as the terms outlined within their letter of offer, obtain a satisfactory employer evaluation, and receive a passing grade on all work term deliverables. All co-op students will be enrolled in COMMERCE 4WT0 for their fourth (optional) co-op work term.

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

Providing both co-op and internship options, supported by the Career and Professional Development team, positions DeGroote students at a high level of employability. This approach not only enhances their access to career opportunities during their studies but also strengthens the appeal of our programs to prospective students.

Class size (please provide context if below standard class-size: **250**

Method of presentation of course material:
N/A

Method of evaluation (exams, essays, assignments, group projects, class participation, etc.):
Students must successfully complete a minimum twelve weeks of experience as well as the terms outlined within their letter of offer, obtain a satisfactory employer evaluation, and receive a passing grade on all work term deliverables.

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)? ☒ not offered elsewhere
N/A
If the proposed course is to be **cross-listed** in another department/faculty, please attach relevant correspondence with the department/faculty. ☒ not cross-listed elsewhere
N/A

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

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 X Work Experience	
Default section size:	**250**

(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?	☐ Yes Ⅹ No
What is the grading basis for the course?	☐ Standard (A+ to F) Ⅹ Pass/Fail ☐ Other (specify):
Is this course repeatable for credit?	Ⅹ No ☐ Yes, to a maximum of units.
Is permission required to enrol in the course?	☐ No Ⅹ Yes; department permission ☐ Yes; instructor permission
Is this a multi-term (A/B) course?	☐ Yes Ⅹ No

RECOMMENDATION FOR CHANGE IN UNDERGRADUATE CURRICULUM FOR 2025-2026
New Course Proposal

DeGroote School of Business
McMaster University

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

Chair Name:	**Cynthia Bishop, Manager - Career and Professional Development**
Instructor (if known):	**N/A**
Extension:	x **23964**

15. 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): **CPD**

Proposed Course Details:

Course Title: **Co-op & Career Development Course**
Instructor(s): **N/A**
Prerequisites: Registration in Level II of a Bachelor of Commerce with Co-op Program or Permission of the Manager of Career and Professional Development

Course Code: **COMMERCE 2CO0**
Credit Value: **0**

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.

The Career and Professional Development Team has recognized an opportunity to assist students through term-long co-op placements, which are generally shorter than the traditional internship program. These co-ops provide students with valuable work experience and greater flexibility as they balance their academic and career aspirations. Enrollment in this zero-unit course will be reflected on the student's academic record.

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

This co-op and career development course will introduce students to the theory, practices and policies of co-operative education. The design of the course is focused on ensuring students acquire the skills necessary to succeed in the competitive co-op recruitment cycle while fostering a continuous learning approach to career development. Topics may include but are not limited to: skills assessment, resume and cover letter development, interview skills, networking, job search strategies, and business etiquette.

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

Providing both co-op and internship options, supported by the Career and Professional Development team, positions DeGroote students at a high level of employability. This approach not only enhances their access to career opportunities during their studies but also strengthens the appeal of our programs to prospective students.

Class size (please provide context if below standard class-size: **50 per section**

Method of presentation of course material:
Lecture

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

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)? ☒ not offered elsewhere
N/A

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

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

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.)

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

☐ Project ☐ Thesis ☐ Work Experience	
Default section size: *(For the primary component, how many seats per section would an average offering of this course have? This can be adjusted later.)*	50

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?	☐ Yes Ⅹ No
What is the grading basis for the course?	☐ Standard (A+ to F) Ⅹ Pass/Fail ☐ Other (specify):
Is this course repeatable for credit?	ⅩNo ☐Yes, to a maximum of units.
Is permission required to enrol in the course?	Ⅹ No ☐ Yes; department permission ☐ Yes; instructor permission
Is this a multi-term (A/B) course?	☐ Yes Ⅹ No

RECOMMENDATION FOR CHANGE IN UNDERGRADUATE CURRICULUM FOR 2025-2026
Course and Calendar Change Proposal Form

DeGroote School of Business
McMaster University

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

Area Chair Name: **Dr. Maryam Ghasemaghaei**
Extension: x **23949**

19. 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):

- ☒ Change in tutorial structure
- ☐ 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 description
- ☐ Other:

Current Course Description

Course Title: **Information Systems in Management** Course Code: **IBH 2AB3**

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

Change from 2 hour lecture + 1 hour tutorial to a 3 hour lecture to support course structure

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.

IBH 2AB3 - Information Systems in Management
3 unit(s)

This course prepares Integrated Business and Humanities students to leverage information systems effectively. The course focuses on the opportunities and pitfalls provided by information systems, how they are likely to affect the world, and what managers need to know to make effective use of information systems in business and society.
Lectures (three hours)
Prerequisite(s): IBH 1AA3 and registration in Level 2 of the Integrated Business and Humanities Program

RECOMMENDATION FOR CHANGE IN UNDERGRADUATE CURRICULUM FOR 2025-2026
Course and Calendar Change Proposal Form

DeGroote School of Business
McMaster University

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

Area Chair Name: **Dr. Brent McKnight**
Extension: x **24704**

23. 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): **IBH**

Nature of recommendation (check whichever is applicable):

☒ Change in tutorial structure
☐ 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 description
☐ Other:

Current Course Description

Course Title: **Moral Issues** Course Code: **IBH 2BD3**

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

Change from 2 hour lecture + 1 hour tutorial to a 3 hour lecture to support course structure

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.

IBH 2BD3 - Moral Issues
3 unit(s)

An introduction to moral philosophy through a consideration of issues in professional ethics (e.g., health care and energy). Topics such as abortion, human experimentation, euthanasia, genetic screening, sustainability and pollution will be investigated.
Lectures (three ~~two~~ hours)~~, tutorial (one hour)~~
Prerequisite(s): Registration in Level 2 of the Integrated Business and Humanities Program.

RECOMMENDATION FOR CHANGE IN UNDERGRADUATE CURRICULUM FOR 2025-2026
Course and Calendar Change Proposal Form

DeGroote School of Business
McMaster University

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

Area Chair Name: **Dr. Brent McKnight**
Extension: x **24704**

27. 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): **IBH**

Nature of recommendation (check whichever is applicable):

☐ Change in tutorial structure
☐ 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 description
☐ Other:

Current Course Description

Course Title: **Relationship Management** Course Code: **IBH 3AA3**

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

Better alignment with IBH 1BB3 " Insight and Inquiry: Examining Ourselves and the World Around Us" which was renamed in November. 3AA3 builds on the topics explored in 1BB3.

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.

IBH 3AA3 - ~~Relationship Management~~ Research in Action: Methods for Social Change and Justice
3 unit(s)

Team work, conflict management, negotiation, giving and receiving feedback, communicating vision and expectations these are all key elements of leadership. 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 how to apply this knowledge to communicate effectively.
Lectures (3 hours)
Prerequisite(s): Registration in Level III of the Integrated Business and Humanities Program

McMaster University

Office of the Vice-Provost (Teaching & Learning)

1280 Main Street West
Hamilton, Ontario, Canada
L8S 4K1

Phone 905.525.9140
Ext. 24672
Fax 905.546.5213
Email vptl@mcmaster.ca
http://www.mcmaster.ca

TO: Members of Undergraduate Council

FROM: Catherine Anderson, (Acting) Vice-Provost, Teaching & Learning

DATE: March 17, 2025

SUBJECT: Minor Revisions to Undergraduate Course Management Policy

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On December 20, 2024, the Minister of Colleges and Universities issued a directive requiring universities to list in each course's syllabus the costs of all readings, books and materials. The directive took effect in January 2025.

The university's compliance with this directive is assessed by the percentage of courses that list these costs of materials, which means that even courses where the cost of materials is $0 must indicate so in the syllabus.

I therefore request your approval of the enclosed minor revision to Appendix A "Components of a Course Outline". Please note that, while this minor revision needs immediate approval, in order to ensure the university's compliance, a more thorough review of the entire policy is still warranted, to address issues arising from other reviews, reports, and changes to university processes. I expect that the ad hoc committee dealing with that larger review will reconvene in the coming months.

Best wishes,

Catherine

Ministry of Colleges and Universities

Office of the Minister

438 University Avenue, 5th floor
Toronto ON M7A 0B8

Tel.: 416 326-1600

Ministère des Collèges et Universités

Bureau du ministre

438, avenue University, 5e étage
Toronto ON M7A 0B8

Tél. : 416 326-1600

Ontario

MEMORANDUM TO: Presidents, Colleges of Applied Arts and Technology
Executive Heads, Publicly Assisted Universities

FROM: The Honourable Nolan Quinn
Minister of Colleges and Universities

DATE: December 20, 2024

SUBJECT: Revised Directive on the Costs of Educational Material under the *Ministry of Training, Colleges and Universities Act* (MTCU Act)

Earlier this year, the *Strengthening Accountability and Student Supports Act, 2024* was passed and made amendments to the MTCU Act. The new MTCU Act provisions allow for directives to be issued to publicly assisted colleges and universities that require these institutions to provide students with information about educational costs associated with attending the institution.

This memo is a directive issued pursuant to subsection 21(2) of the MTCU Act, and replaces the previous directive issued on August 16, 2024.

The objectives of this directive are to:

- Ensure students and their families can find information on educational costs with ease; and
- Improve consistency across the sector in publishing educational costs and leverage best practices.

Educational costs include ancillary fees, the costs of textbooks and other learning materials.

Ancillary Fees

Ancillary fees are fees charged to support services and activities distinct from academic programming or general overhead for the institution in addition to tuition fees. For the complete definition of ancillary fees please refer to the guidelines and references noted below.

The publication of ancillary fees is currently required through the *Tuition and Ancillary Fees Minister's Binding Policy Directive* for colleges and the *Tuition Fee Framework*

Implementation Guidelines for Publicly Assisted Universities or the *Ontario Operating Funds Distribution Manual.*

This directive does not include any changes to the current requirements for the publication of ancillary fees other than annual reporting as noted below.

Costs of Textbooks and Other Learning Materials
Each publicly assisted college and university shall ensure that students are informed of the costs of all textbooks and other learning materials that are mandatory and optional in the course syllabus for each course. At a minimum, the following information must be provided in the syllabus:

- Each textbook or other learning material should be individually costed. In the event that the cost for the current year is not available at the time the syllabus is prepared, the most recent cost should be included with a note indicating that it may change; and
- Whether there are any restrictions that would prevent a student from using a second-hand copy of the textbook or other learning material.

Alternatively, instead of using the syllabus, an institution may communicate the above-noted information to students by another method, such as a website. The institution must ensure that:

- The information is readily available and accessible by the first week of the course; and
- The method for communicating the information is consistent for all courses offered at the institution.

This requirement is effective for all courses beginning in or after January 2025 and will remain in effect until this directive is revoked or replaced.

Annual Reporting to Boards
Subsection 21(6) of the MTCU Act requires annual reporting to governing boards on the implementation of this directive.

Publicly assisted colleges and universities must include the following information in their report to the board in respect of the preceding year:

- Ancillary fees as approved by the board of governors or governing body per current requirements in the *Tuition and Ancillary Fees Minister's Binding Policy Directive* for colleges and the *Tuition Fee Framework Implementation Guidelines for Publicly Assisted Universities,* or the *Ontario Operating Funds Distribution Manual.*
- The method used by the institution for communicating the costs of textbooks and other learning materials (i.e. syllabus or alternative method of communication such as a website).
- The percentage of courses that included the costs of textbooks and other learning materials in their course syllabuses or in the alternative method of communication. If the percentage is less than 100%, the report must include plans on how and when the institution will reach full compliance with the requirements in this directive. It is expected that all institutions reach full compliance by the fall 2025-26 school year.

- A summary of current and planned communications to students on where to find information on educational costs.

Annual reports must also be shared with the Ministry of Colleges and Universities (MCU) within 10 working days of being presented to and approved by a governing board. Institutions can provide the annual report to MCU by emailing it to the attention of the Director for Postsecondary Education Policy Branch at psepolicy@ontario.ca.

Best Practices

In the interest of students, I would like to recommend the following best practices:

- Institutions should make students aware of how to find information on ancillary fees and the cost of textbooks and other learning materials.
- No other educational material costs should be added to a course after the distribution of the information on course-related educational costs in the first week of classes.
- Along with textbook costs, a syllabus or alternative method of communication should include information about textbook features (e.g., personalized online study tools).
- Faculty should be encouraged to use Open Educational Resources (OERs) to help make postsecondary education more affordable for students. OER resources are available through eCampusOntario: https://www.ecampusontario.ca/exploring-the-open-library/

I appreciate the work already done by institutions to help students plan for the costs associated with their education such as the development of educational material cost calculators. We will build on this work by providing even greater consistency and cost transparency for students across the sector through the implementation of this directive.

Sincerely,

The Honourable Nolan Quinn
Minister of Colleges and Universities

c: Cameron Clairmont, Acting President and Chief Executive Officer, Colleges Ontario
Maureen Adamson, Incoming Interim President and Chief Executive Officer and Chief Administrative Officer, Colleges Ontario
Steve Orsini, President and Chief Executive Officer, Council of Ontario Universities
Caitlin Clark, Chief of Staff, Office of the Minister of Colleges and Universities
Scott Ramsay, Director of Policy and Issues, Office of the Minister of Colleges and Universities
David Wai, Deputy Minister of Colleges and Universities
Zoë Kroeker, Assistant Deputy Minister
Strategic Policy and Planning Division, Minister of Colleges and Universities
Joshua Paul, Assistant Deputy Minister, Financial Sustainability, Performance and Oversight Division, Ministry of Colleges and Universities

Policy Title:

Undergraduate Course Management Policies

Approved by:

Senate

Date of Most Recent Approval:

July 8, 2020

Supersedes/Amends Policy Dated:

December 13, 2017, eff. September 1, 2018

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April 9, 2014

Responsible Executive: Vice-Provost (Teaching and Learning)

Policy-Specific Enquiries: **Office of the Vice-Provost (Teaching and Learning)**

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Undergraduate Course Management Policy

Purpose

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

Course Outlines

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

3. Instructors are responsible for ensuring course outlines are compliant with all policies. As such, Instructors **must** attach/include the two-page appendix **Course Outline – Approved Advisory Statements**, located at the end of this Policy.

4. Since Calendar descriptions of courses are necessarily brief, instructors are required to provide students with a more detailed course outline describing the administrative and academic details of the course.

5. Course outlines are to be made available to students at the beginning of the course and **must be kept on file for 10 years in the department administering the course**. Instructors are encouraged to make course outlines available as soon as possible, but at the very least two weeks before the start of classes.

6. Students will expect the course to unfold as described in the course outline and will plan their time and resources accordingly. As questions or concerns during the

course will be referred back to the course outline, instructors are encouraged to anticipate issues that might arise and specify how those issues will be addressed (e.g., late submission of assignments, missed tests).

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   "At certain points in the course it may make good sense to modify the schedule. The instructor may modify elements of the course and will notify students accordingly (in class, on the course website)"].

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

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

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12. The following language is based on the *Undergraduate Calendar General Academic Regulations - Due Date Restrictions*, and will be revised as required to remain consistent with the calendar:

    a) academic assessments, due dates and evaluations are described in course outlines except where other University policies apply, e.g., Student Accessibility Services (SAS) accommodations, deferred exams, etc. Restrictions are placed on academic obligations to enable students to plan their work schedules;

    b) due dates for all term work must be **on or before** the final day of classes for courses with a final examination;

    c) for courses with no final examination, academic assessments can be due on or before the final date of examinations;

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    e) the **Test and Examination Ban** period, is the last 5 days of classes plus the day(s) between the end of classes and the beginning of examinations, and:

        [1] tests, quizzes, exams and take-home exams worth more than 10% cannot be assigned or due during this period; or

        [2] 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.

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13. 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.

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15. If students taking online assessments experience technical difficulties, the student **must immediately report the difficulty**. Reporting may take different forms dependent upon the online platform being used. Options to report difficulties may include emailing the appropriate contact (Instructor or designate as set by the Instructor); accessing a chat function (where available) within the online platform to document any difficulties.

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D+	3	57-59
D	2	53-56
D-	1	50-52

Early Feedback

16. 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.

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

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

19. 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.

20. 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 *Policy on Requests for Relief for Missed Academic Term Work*[1] process and other petitionable accommodations may not receive feedback by the early feedback deadline.

[1] Updated to the *Policy on Requests for Relief for Missed Academic Term Work* effective May 1, 2021.

Returning Marked Work and the Posting of Grades

21. It is always preferable to return marked work or grades directly to students either electronically or physically. However, if there is a need to return marked work to students in an indirect manner or to post grades, the work must be returned and the grades posted in a manner designed to protect the anonymity of the students.

22. All posting of final grades will note that the grades are unofficial until released by the Office of the Registrar.

Retention of Examination Papers & Other Graded Material

23. Department Chairs (or Director of a School or Program) are responsible for ensuring that final examinations and all other graded material not meant to be returned to students, and the instructor's record of how the final grades in a course were determined, are:

    a) retained for at least one year after last use; and

    b) remain accessible to the Department Chair for that period.

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

Authenticity / Plagiarism Detection

25. McMaster University approves the use of software to check authenticity of academic work for the following reasons:

    a) prevention – if students know their academic work is being checked for plagiarism, they will use proper citation methods;

    b) protection of honest students and their work; and

c) detection – with the type of technology in common use today, it is necessary to use a detection tool which checks academic work against the internet, scholarly publications and previously submitted assignments to McMaster and other institutions.

26. Guidelines for the use of Turnitin.com:

a) papers/assignments submitted via Avenue to Learn or Turnitin.com may be subject to a plagiarism and similarity check using Turnitin.com;

b) the instructor should indicate that Turnitin.com will be used in the course outline and/or on the assignment details;

c) the use of Turnitin.com cannot be mandatory. If a student refuses to submit their work to Avenue to Learn or Turnitin.com for plagiarism detection, they cannot be compelled to do so and should not be penalized. Instructors are advised to accept an electronic and/or hard copy of the assignment and grade it as per normal methods. The assignment can be subjected to a Google search or some other kind of detection method if the instructor wishes.

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

Accommodations and Missed Work

28. Instructors are expected and required to support all McMaster University Policies, including the Academic Accommodation of Students with Disabilities policy and/or the Policy on Academic Accommodation for Religious, Indigenous and Spiritual Observances.

29. A student may be allowed modifications to academic obligations, including deadlines, in compliance with the Academic Accommodation of Students with Disabilities policy

and/or the Policy on Academic Accommodation for Religious, Indigenous and Spiritual Observances.

30. Instructors are encouraged, where possible, to design Academic Obligations (assessments) in a manner that anticipates the need for modifications for some students and that protects the academic integrity of the course. For example, preparing and scheduling a make-up mid-term test, anticipating that deadlines may need to be extended, preparing a deferred exam, etc.

31. Instructors are encouraged to adopt Universal Design principles and practices to ensure the course is accessible and that assessments are designed with flexibility where possible. The MacPherson Institute located in Mills Library is available to assist instructors.

32. If a student brings an informal request directly to the instructor, the instructor is encouraged to re-direct the student to the appropriate office. Usually the correct office is the Faculty/Program Office, except in the case of disability related or other human rights- related requests, in which case students should be directed to Student Accessibility Services. Any request to instructors for additional modification beyond what has been formally granted, should be directed back to the appropriate office.

Academic Accommodations of Students with Disabilities

33. As per the *Academic Accommodation of Students with Disabilities* policy students may seek accommodations related to a permanent or temporary disability.

34. Instructors who are directly approached by students seeking a disability related accommodation, are expected to direct students to contact Student Accessibility Services or the appropriate Faculty Office.

35. Any request to Instructors for additional modification of accommodations beyond what has been formally granted, should be directed back to the appropriate office.

36. Instructors are expected to comply with the *Academic Accommodation of Students with Disabilities* policy and should be aware that students are not required to reveal

the cause of their disability, diagnosis, symptoms, or treatment, in order for their approved accommodations to be implemented.

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

Missed Term Work

38. A student may self-declare an illness or other personal situation requesting relief from academic work under certain conditions using the *Policy on Requests for Relief for Missed Academic Term Work*.[2]

39. For all other compelling circumstances, the student is required to request relief from their Faculty Office. If the petition is granted, the Faculty Office will notify the instructor of the time period for which the student has been granted an approved absence.

40. It is at the discretion of the instructor to determine the nature of the relief, bearing in mind re-weighting one component of the grade to 75% of the final grade or more is discouraged without approval from the Department Chair or Associate Dean's Office.

Conflict of Interest Guidelines

41. Faculty members and University officers normally shall not take part in any proceedings at any level which affect the academic standing of an immediate family member (spouse, common-law partner, parent, in-law, sibling, child or step-child). Such proceedings include admission, scholarships, financial assistance and reviewing.

42. There shall be no restriction against a student registering in a course taught by an immediate family member. In all such cases, however, the instructor must inform

[2] Updated to the *Policy on Requests for Relief for Missed Academic Term Work* effective May 1, 2021.

their Department Chair who shall ensure that arrangements are made for an appropriate assessment of the student's performance involving a qualified person or persons other than the instructor.

Protection of Privacy

43. The *Privacy Governance and Accountability Framework* applies to all McMaster University faculty, staff and students when handling personal information or personal health information on behalf of the institution. The policy sets out the accountabilities for ensuring that all individuals involved in the planning, management and day-to-day operations of McMaster University are in compliance with the *Freedom of Information and Protection of Privacy Act (FIPPA)*, the *McMaster University Statement on the Collection of Personal Information and the Protection of Privacy*, and the privacy policies, procedures and practices set out by the University.

44. Instructors should take care to protect student names, student numbers, grades and all other personal information at all times. For example, the submission and return of assignments and the posting of grades must be done in a manner that ensures confidentiality.

Related Policies

45. This Policy is to be read in conjunction with the following policies, guidelines, and statements. The University reserves the right to amend or add to the University's policies and statements from time to time (this is not a comprehensive list):

- Academic Accommodation for Religious, Indigenous and Spiritual Observances, Policy on
- Academic Accommodation of Students with Disabilities
- Academic Integrity Policy
- Code of Student Rights & Responsibilities
- Conflict of Interest Guidelines – Undergraduate Studies and Graduate Studies

- McMaster University Statement on Collection of Personal Information and Protection of Privacy
- Privacy Governance and Accountability Framework
- Rights and Responsibilities of Undergraduate Students During Work Stoppages That Substantially Disrupt Academic Activities
- RMM 801 Field Trips, Student Placements and Research Activity Planning and Approval Program
- RMM 801 Field Trip, Student Placement, Research Activity Program Guidelines
- Statement on Building an Inclusive Community with a Shared Purpose
- Statement and Guidelines on Inclusive Communications
- Storm Emergency Policy
- Guidelines for Digital Learning Resources
- Undergraduate Examinations Policy

Appendix A: Components of a Course Outline

Administrative Details

- Contact information
- Office hours or how/when available
- Session and term of the class

If applicable include:

- TA and/or Course Coordinator contact information
- Website address or alternative methods of communication

Course and Learning Objectives

- List of course and learning objectives (by the end of the course, what should the students know, be able to do, value, demonstrate, etc.)

Materials & Fees

- List of all required and optional readings and other materials (such as ~~e.g.~~ textbooks, lab equipment, ~~materials (calculators -use McMaster standard calculator)~~, art supplies, etc.)~~.~~
- The costs of all required and optional readings and materials, including, e.g., digital subscriptions or field trips. If required materials are available at no cost to students (such as library resources or OER), this information must also be included.
- ~~Any additional expenses which may be required (e.g., digital learning resources, trips)~~

Course Overview and Assessment

- A clear breakdown of the course requirements or expectations including the weight given to each and due date (if possible)
- How work is to be submitted

- Policy on missed work, extensions, and late penalties

If applicable include:

- **Final exam** (specify if a final is included, and whether it tests cumulative knowledge)
- Weekly breakdown of class topics and readings
- Attendance requirements
- Class participation expectations
- Group work expectations and how group work will be evaluated
- Grade adjustment techniques
- Where possible, include the criteria to be used in evaluating a student's work

Approved Advisory Statements

- Instructors **must** attach the Course Outline – Approved Advisory Statements (Appendix B, pages 14 -16 below)

Additional Statements – if applicable include

- Reference to Research Ethics
- Any other policy relevant to the course

Course Outline - Approved Advisory Statements

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, 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. Avenue to Learn, 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, 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.

Requests For Relief For Missed Academic Term Work

In the event of an absence for medical or other reasons, students should review and follow the *Policy on Requests for Relief for Missed Academic Term Work.*[3]

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, Avenue to Learn and/or McMaster email.

[3] Updated to the *Policy on Requests for Relief for Missed Academic Term Work* effective May 1, 2021.

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Senate

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Early Feedback

16. 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.

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

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

19. 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.

20. 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 *Policy on Requests for Relief for Missed Academic Term Work*[1] process and other petitionable accommodations may not receive feedback by the early feedback deadline.

[1] Updated to the *Policy on Requests for Relief for Missed Academic Term Work* effective May 1, 2021.

Returning Marked Work and the Posting of Grades

21. It is always preferable to return marked work or grades directly to students either electronically or physically. However, if there is a need to return marked work to students in an indirect manner or to post grades, the work must be returned and the grades posted in a manner designed to protect the anonymity of the students.

22. All posting of final grades will note that the grades are unofficial until released by the Office of the Registrar.

Retention of Examination Papers & Other Graded Material

23. Department Chairs (or Director of a School or Program) are responsible for ensuring that final examinations and all other graded material not meant to be returned to students, and the instructor's record of how the final grades in a course were determined, are:

    a) retained for at least one year after last use; and

    b) remain accessible to the Department Chair for that period.

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

Authenticity / Plagiarism Detection

25. McMaster University approves the use of software to check authenticity of academic work for the following reasons:

    a) prevention – if students know their academic work is being checked for plagiarism, they will use proper citation methods;

    b) protection of honest students and their work; and

c) detection – with the type of technology in common use today, it is necessary to use a detection tool which checks academic work against the internet, scholarly publications and previously submitted assignments to McMaster and other institutions.

26. Guidelines for the use of Turnitin.com:

a) papers/assignments submitted via Avenue to Learn or Turnitin.com may be subject to a plagiarism and similarity check using Turnitin.com;

b) the instructor should indicate that Turnitin.com will be used in the course outline and/or on the assignment details;

c) the use of Turnitin.com cannot be mandatory. If a student refuses to submit their work to Avenue to Learn or Turnitin.com for plagiarism detection, they cannot be compelled to do so and should not be penalized. Instructors are advised to accept an electronic and/or hard copy of the assignment and grade it as per normal methods. The assignment can be subjected to a Google search or some other kind of detection method if the instructor wishes.

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

Accommodations and Missed Work

28. Instructors are expected and required to support all McMaster University Policies, including the Academic Accommodation of Students with Disabilities policy and/or the Policy on Academic Accommodation for Religious, Indigenous and Spiritual Observances.

29. A student may be allowed modifications to academic obligations, including deadlines, in compliance with the Academic Accommodation of Students with Disabilities policy

and/or the Policy on Academic Accommodation for Religious, Indigenous and Spiritual Observances.

30. Instructors are encouraged, where possible, to design Academic Obligations (assessments) in a manner that anticipates the need for modifications for some students and that protects the academic integrity of the course. For example, preparing and scheduling a make-up mid-term test, anticipating that deadlines may need to be extended, preparing a deferred exam, etc.

31. Instructors are encouraged to adopt Universal Design principles and practices to ensure the course is accessible and that assessments are designed with flexibility where possible. The MacPherson Institute located in Mills Library is available to assist instructors.

32. If a student brings an informal request directly to the instructor, the instructor is encouraged to re-direct the student to the appropriate office. Usually the correct office is the Faculty/Program Office, except in the case of disability related or other human rights- related requests, in which case students should be directed to Student Accessibility Services. Any request to instructors for additional modification beyond what has been formally granted, should be directed back to the appropriate office.

Academic Accommodations of Students with Disabilities

33. As per the *Academic Accommodation of Students with Disabilities* policy students may seek accommodations related to a permanent or temporary disability.

34. Instructors who are directly approached by students seeking a disability related accommodation, are expected to direct students to contact Student Accessibility Services or the appropriate Faculty Office.

35. Any request to Instructors for additional modification of accommodations beyond what has been formally granted, should be directed back to the appropriate office.

36. Instructors are expected to comply with the *Academic Accommodation of Students with Disabilities* policy and should be aware that students are not required to reveal

the cause of their disability, diagnosis, symptoms, or treatment, in order for their approved accommodations to be implemented.

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

Missed Term Work

38. A student may self-declare an illness or other personal situation requesting relief from academic work under certain conditions using the *Policy on Requests for Relief for Missed Academic Term Work*.[2]

39. For all other compelling circumstances, the student is required to request relief from their Faculty Office. If the petition is granted, the Faculty Office will notify the instructor of the time period for which the student has been granted an approved absence.

40. It is at the discretion of the instructor to determine the nature of the relief, bearing in mind re-weighting one component of the grade to 75% of the final grade or more is discouraged without approval from the Department Chair or Associate Dean's Office.

Conflict of Interest Guidelines

41. Faculty members and University officers normally shall not take part in any proceedings at any level which affect the academic standing of an immediate family member (spouse, common-law partner, parent, in-law, sibling, child or step-child). Such proceedings include admission, scholarships, financial assistance and reviewing.

42. There shall be no restriction against a student registering in a course taught by an immediate family member. In all such cases, however, the instructor must inform

[2] Updated to the *Policy on Requests for Relief for Missed Academic Term Work* effective May 1, 2021.

their Department Chair who shall ensure that arrangements are made for an appropriate assessment of the student's performance involving a qualified person or persons other than the instructor.

Protection of Privacy

43. The *Privacy Governance and Accountability Framework* applies to all McMaster University faculty, staff and students when handling personal information or personal health information on behalf of the institution. The policy sets out the accountabilities for ensuring that all individuals involved in the planning, management and day-to-day operations of McMaster University are in compliance with the *Freedom of Information and Protection of Privacy Act (FIPPA)*, the *McMaster University Statement on the Collection of Personal Information and the Protection of Privacy*, and the privacy policies, procedures and practices set out by the University.

44. Instructors should take care to protect student names, student numbers, grades and all other personal information at all times. For example, the submission and return of assignments and the posting of grades must be done in a manner that ensures confidentiality.

Related Policies

45. This Policy is to be read in conjunction with the following policies, guidelines, and statements. The University reserves the right to amend or add to the University's policies and statements from time to time (this is not a comprehensive list):

- Academic Accommodation for Religious, Indigenous and Spiritual Observances, Policy on
- Academic Accommodation of Students with Disabilities
- Academic Integrity Policy
- Code of Student Rights & Responsibilities
- Conflict of Interest Guidelines – Undergraduate Studies and Graduate Studies

- McMaster University Statement on Collection of Personal Information and Protection of Privacy
- Privacy Governance and Accountability Framework
- Rights and Responsibilities of Undergraduate Students During Work Stoppages That Substantially Disrupt Academic Activities
- RMM 801 Field Trips, Student Placements and Research Activity Planning and Approval Program
- RMM 801 Field Trip, Student Placement, Research Activity Program Guidelines
- Statement on Building an Inclusive Community with a Shared Purpose
- Statement and Guidelines on Inclusive Communications
- Storm Emergency Policy
- Guidelines for Digital Learning Resources
- Undergraduate Examinations Policy

Appendix A: Components of a Course Outline

Administrative Details

- Contact information
- Office hours or how/when available
- Session and term of the class

If applicable include:

- TA and/or Course Coordinator contact information
- Website address or alternative methods of communication

Course and Learning Objectives

- List of course and learning objectives (by the end of the course, what should the students know, be able to do, value, demonstrate, etc.)

Materials & Fees

- List of all required and optional readings and other materials (such as textbooks, lab equipment, art supplies, etc.)
- The costs of all required and optional readings and materials, including, e.g., digital subscriptions or field trips. If required materials are available at no cost to students (such as library resources or OER), this information must also be included.

Course Overview and Assessment

- A clear breakdown of the course requirements or expectations including the weight given to each and due date (if possible)
- How work is to be submitted
- Policy on missed work, extensions, and late penalties

If applicable include:

- **Final exam** (specify if a final is included, and whether it tests cumulative knowledge)
- Weekly breakdown of class topics and readings
- Attendance requirements
- Class participation expectations
- Group work expectations and how group work will be evaluated
- Grade adjustment techniques
- Where possible, include the criteria to be used in evaluating a student's work

Approved Advisory Statements

- Instructors **must** attach the Course Outline – Approved Advisory Statements (Appendix B, pages 14 -16 below)

Additional Statements – if applicable include

- Reference to Research Ethics
- Any other policy relevant to the course

Course Outline - Approved Advisory Statements

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, 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. Avenue to Learn, 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, 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.

Requests For Relief For Missed Academic Term Work

In the event of an absence for medical or other reasons, students should review and follow the *Policy on Requests for Relief for Missed Academic Term Work.*[3]

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, Avenue to Learn and/or McMaster email.

[3] Updated to the *Policy on Requests for Relief for Missed Academic Term Work* effective May 1, 2021.