

UNDERGRADUATE COUNCIL
Tuesday, January 28, 2020 at 2:30 p.m.
Gilmour Hall, Council Room (Room 111)

AGENDA

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REPORT TO UNDERGRADUATE COUNCIL
from the
UNDERGRADUATE COUNCIL AWARDS COMMITTEE

I Terms of Award

At its January 14, 2020 meeting, the Undergraduate Council Awards Committee approved the following for recommendation to Undergraduate Council. Details of the proposed recommendations are contained in Attachment I of the circulated report.

i. New Awards

The Shahram Shirani & Mehrnoosh Faghhih Scholarship

ii. Changes to Award Terms

The Jim Waddington Prize in Physics & Astronomy

iii. New Bursaries

The Irma Bursary

The Joan Royle Nursing Bursary

The Howard Rowe Vardy Memorial Bursary

The Mary and Harold Waterman Undergraduate Science Bursary

The Campbell Family Bursary

Dr. Ian Wilson Bursary

iv. Awards Removed from the Undergraduate Calendar

The Birch Island Physician Assistant Bursary

The Undergraduate Council Awards Committee now recommends,

that the Undergraduate Council approve one new award, changes to one award term, six new bursaries, and the removal of one award from the *Undergraduate Calendar*, as set out in the attached.

II Revisions for the 2020-2021 Undergraduate Calendar

At the same meeting, the Awards Committee also reviewed and approved proposed revisions for inclusion in the 2020-2021 Undergraduate Calendar. The proposed revisions are contained within Attachment II of the circulated report.

The Undergraduate Council Awards Committee now recommends,

that the Undergraduate Council approve, for recommendation to Senate, revisions to Student Financial Aid & Scholarships for inclusion in the 2020-2021 *Undergraduate Calendar*, as set out in the attached.

Undergraduate Council: FOR APPROVAL
January 28, 2020

PROPOSED NEW AWARDS FOR APPROVAL

In-Course and Renewal Awards

The Shahram Shirani & Mehrnoosh Faghih Scholarship

Established by Dr. Shahram Shirani, McMaster Professor of Electrical & Computer Engineering and Dr. Mehrnoosh Faghih, Post-Graduate, Obstetrics and Gynecology who wish to acknowledge the impact McMaster made on their lives and careers.

Requirements: To be awarded to students who have completed Level 1 of the Integrated Biomedical Engineering and Health Sciences program and attained high averages.

CHANGES TO AWARD TERMS FOR APPROVAL

The Jim Waddington Prize in Physics & Astronomy

Established in 2004 by friends, colleagues and students in recognition of Jim Waddington and his career as a teacher and researcher.

Requirements: To be awarded to students entering Level 2 of an Honours program in the Department of Physics and Astronomy who, in the judgment of the Department, have demonstrated outstanding academic achievement in Physics. ~~has attained the highest grade in PHYSICS 1CC3.~~

PROPOSED NEW BURSARIES FOR APPROVAL

Submitted by the Office of Student Financial Aid & Scholarships

The Irma Bursary

Established in 2019 by anonymous donors hoping to make a brighter world for student refugees forced to leave their country due to political or social upheaval or students with permanent resident status.

Requirements: To be granted to full-time undergraduate students enrolled in the Faculty of Science who have permanent resident status or a recognized claim of refugee protection from the Immigration Refugee Board of Canada and who demonstrate financial need. Preference will be given to refugee students. The bursary is tenable for up to four years, with special consideration for students undertaking a five-year undergraduate degree program. In order to remain eligible for funding, recipients must remain full-time, with the intention of completing their degree within the normal program duration, be allowed to continue at McMaster University, and continue to demonstrate financial need.

The Joan Royle Nursing Bursary

Established in 2019 by Joan Royle (Class of '58), former School of Nursing faculty member, in honour of her time at McMaster.

Requirements: To be granted to an undergraduate student who has completed Level 2 or above of a Nursing program and who demonstrates financial need.

The Howard Rowe Vardy Memorial Bursary

Established in 2019 by the Estate of Howard Rowe Vardy, B.A.Hon. (Class of '47).

Requirements: To be granted to students enrolled in any program who demonstrate financial need.

The Mary and Harold Waterman Undergraduate Science Bursary

Established in 2019 by Mary (Class of '48) and Dr. Harold Waterman (Class of '48 & '49).

Requirements: To be granted to undergraduate students enrolled in the Faculty of Science who demonstrate financial need.

Submitted by the Faculty of Health Sciences

The Campbell Family Bursary

Established in 2019 by Dr. Fiona Campbell M.D. (Class of '84) and Mrs. Diana Campbell in memory of Dr. Moran Campbell, the founding Chair of the Department of Medicine, to commemorate the 50th Anniversary of the McMaster Medical School.

Requirements: To be granted to students enrolled in the Michael G. DeGroote School of Medicine who demonstrate financial need.

The Dr. Ian Wilson Bursary

Established in 2019 by Dr. Ian Wilson (MD '83) to commemorate the 50th Anniversary of the McMaster Medical School.

Requirements: To be granted to students enrolled in the Michael G. DeGroote School of Medicine who demonstrate financial need. Preference will be given to a student at the Waterloo Campus.

Awards Removed from the Undergraduate Calendar for Approval

The Birch Island Physician Assistant Bursary

Student Financial Aid & ScholarshipsAid & Awards

OFFICE OF THE REGISTRAR, STUDENT FINANCIAL AID & SCHOLARSHIPSAWARDS

Gilmour Hall, Room 120

McMaster University

Hamilton, Ontario, L8S 4L8

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

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

efas@mcmaster.ca

SENIOR ASSOCIATE REGISTRAR AID & AWARDS

Tracie Long

ASSOCIATE ASSISTANT REGISTRAR GOVERNMENT AID PROGRAMS

Leanne RuizRita Mukherjee

The Office of the Registrar, Student Financial Aid & Scholarships (SFAS)Aid & Awards is committed to professional student service. We deliver government and University aid and award programs that support access, financial wellness and excellence at the post-secondary level. Government student aid, such as the Ontario Student Assistance Program (OSAP), is administered on behalf of the Ministry of Training Colleges and Universities federal and provincial governments. McMaster University aid and awards programs include academic grants, awards, bursaries and work programs. For more information about our programs and services, visit the SFAS website at <https://registrar.mcmaster.ca/financial-aid/>.

Regulations for Aid and Awards

The University promotes access to available Aid and Awards and seeks to maximize opportunities for students while ensuring equity and consistency in administration. In doing so, the University operates within the Senate approved University Aid and Awards Policy to ensure its responsibilities to students and donors are met. While all regulations for Aid and Awards are established within this approved policy, the University may choose to offer additional Aid and Award programs, establish regulations through which to administer these programs, and/or modify existing regulations with Senate approval after the Undergraduate Calendar has been published. It is important to note that Financial Awards are not covered by the University Aid and Awards Policy and are not administered through the Aid and Award regulations that follow. Financial Awards support students in a manner consistent with the goals of the University, but do not necessarily meet all of the policy regulations of established Aid and Award programs. Financial Awards may be administered centrally through the Office of the Registrar, Student Financial Aid & Scholarships (SFAS)Aid & Awards, through the School of Graduate Studies (SGS), or through designated representatives in University faculties and departments that have established processes to administer their own funds (e.g. Athletics and Recreation). Financial Awards are not Senate-approved awards and thus, are not recognized at convocation or included on University transcripts. Information about Financial Awards is made available through department websites.

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

Application Requirements

Some Aid and Awards require students to submit an application:

1. Application records for Aid and Awards, supporting documentation (e.g. transcripts, letters of reference, income tax notices of assessment, student loan entitlements, etc.) and responses to applications shall be handled by the administering office in accordance with the *Freedom of Information and Protection of Privacy Act (FIPPA)*.
2. Where advertised Aid and Award application deadlines fall on a non-business day (i.e. Saturday, Sunday or University-recognized holiday), the deadline is 8:30 am the next business day.
3. Requirements for Aid and Awards by application typically include -
 - An online application submitted electronically through Mosaic with a completed and signed cover page, or a completed signed paper-based application form
 - A statement of eligibility
 - A curriculum vitae/academic resume
 - A transcript (McMaster University transcripts may be unofficial)
 - In addition, for the types of awards noted below, at least one academic or personal (non-family member) letter of reference may be required -
 - i. University-wide Aid and Awards
 - ii. Aid and Awards with a value exceeding \$2000
 - iii. Renewable Aid and Awards
 - iv. Aid and Awards at the discretion of the Office of the Registrar, Student Financial Aid & ScholarshipsAid & Awards
4. The University may choose to audit and verify any or all information provided to complete an Aid or Award Application.
5. Application records and supporting documentation is used by the Office of the Registrar, Student Financial Aid & ScholarshipsAid & Awards, Award Chairs and Selection Committees for the sole purpose of administering Aid and Award programs, including, but not limited to, determining student eligibility.
6. All application records and supporting documentation submitted by unsuccessful applicants will be retained for a minimum period of twelve months after last use. All application records and supporting documentation submitted by successful applicants will be retained for a minimum period of seven years after last use.
7. All application records and supporting documentation remain the property of McMaster University.

Gender Criteria

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

Maximums

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

An eligible entering student may receive:

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

An eligible in-course or graduating student may receive:

- a. Awards granted on the basis of academic merit, limited to either one award greater than or equal to \$800 (considered a 'major' award) and one academic award less than \$800 (considered a 'minor' award), or two academic awards less than \$800; and
- b. Two awards granted on the basis of earned merit that requires an additional assessment process, including, but not limited to, application, interview and/or audition; and
- c. Academic Awards continued from a previous year ~~to a maximum of one Entrance and one In-Course Renewable Award~~; and
- d. Any number of prizes, which include non-monetary awards such as books and medals, and awards of nominal monetary value (currently \$100 or less), whether based on academic merit or an additional assessment process; and
- e. One Travel or Exchange Award; and
- f. One Academic Grant (including any renewable Entrance, Indigenous Student Entrance, or In-Course Academic Grant continued from a previous year); and
- g. One Community Contribution Award; and
- h. One In-Course Bursary granted on the basis of earned merit that requires an additional assessment process, including, but not limited to, application, interview and/or audition, and additional bursary funding (including any renewable Entrance or In-Course Bursary continued from a previous year) up to the amount eligible; and
- i. Fall/Winter and Summer Work program funding; and
- j. Any number of Financial Awards

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

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

Review of Aid and Award Decisions

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

Privacy

1. The *Freedom of Information and Protection of Privacy Act (FIPPA)* and McMaster University's *Notice of Collection* statement shall govern the information provided to donors and others concerning award recipients, including publications such as convocation programs and Award booklets. As such, the University is permitted to publish an individual's name, Faculty, program, plan, level, and Award information. The University may publish the names of recipients of scholarships listed in the Undergraduate Calendar in the University's convocation program and other Award publications.
2. With permission, the University may also release an Aid recipient's first name, last name, Faculty, program, plan, level, Aid received and amount to the donor(s) of the Aid.
3. With permission, the University may also release an academic grant recipient's first name, last name, email id, faculty, program, plan, level, Academic Grant received and amount to the Faculty for the purpose of Faculty award ceremony invitations and Award booklets.
4. From time to time, the Office of the Registrar, ~~Student Financial Aid & Scholarships~~[Aid & Awards](#) may reach out to Award recipients with requests for thank you letters, invitations to donor luncheons and events, invitations to discuss summer job opportunities or internships, interviews for McMaster University Advancement or Communications and Public Affairs, etc. Responses to these requests and/or attendance at these functions is entirely voluntary. While a response is appreciated, acceptance or rejection of these offers in no way impacts Aid and Award eligibility.
5. Mandatory annual reporting to Undergraduate Council Awards Committee, Undergraduate Council, and Senate include the release of an Award recipient's first name, last name, Faculty, program, plan, level, Award received and amount, submitted Travel Award reports, Aid and Award summary information and identification of participating University-wide Selection Committee members.

6. Students with concerns regarding Aid and Award privacy, are asked to write to the Senior Associate Registrar, ~~Student~~
~~Financial Aid & Scholarships~~ Aid & Awards.

Entrance Bursaries

Entrance Bursary Regulations

1. Entrance Bursaries are non-repayable grants allocated on the basis of demonstrated financial need, which may also include a minimum expectation of academic achievement or other miscellaneous criteria.
2. Entrance Bursaries are available to students admitted on the basis of high school admission requirements.
3. Entrance Bursaries are available to full-time and part-time students entering Level I of their first baccalaureate degree program.
4. Entrance Bursaries requiring full-time status are available to students enrolled in a full-time OSAP eligible full-time course load or equivalent in both the fall and winter terms.
5. Students who have enrolled at any post-secondary institution after graduation from high school are not eligible for Entrance Bursaries, unless:
 - i. They are completing a certificate or diploma at McMaster University as a requirement of admission (e.g. the McMaster English Language Diploma), and/or
 - ii. They have withdrawn from post-secondary studies before attending or before the deadline to drop and add courses in their first term of study.
6. Entrance Bursaries are available to students who are Canadian Citizens or Permanent Residents of Canada regardless of where they completed their high school education.
7. Entrance Bursaries are allocated on the basis of financial need, as demonstrated through a completed full-time OSAP application, for the academic year in which the student is entering Level I of their program.
8. Entrance Bursaries are allocated in adherence with the Ministry of Training, Colleges and Universities (MTCU) policies, procedures and guidelines in place for the given academic year. The MTCU Student Access Guarantee (SAG) currently specifies bursary amounts and payment deadlines for students in high tuition programs (e.g. Engineering, Business).
9. Entrance Bursary funds are limited.
10. Students may receive more than one Entrance Bursary to fill their Student Access Guarantee obligation or to meet the total bursary amount for their level of financial need.
11. In some cases, students may receive more than one Entrance Bursary (e.g. where a student meets a particular donor fund requirement or applies via a separate earned merit application process). In these cases, the bursary is awarded to the eligible student who demonstrates the greatest financial need as determined by the Office of the Registrar, [Student Financial Aid & Scholarships Aid & Awards](#).
12. Entrance Bursaries may specify a minimum admission average requirement and may consider one or more McMaster University calculated admission averages. An admission audition or portfolio score or equivalent may be included in the calculation of an average. Final grades for courses completed after June 30th in the year of admission application will not be considered in assessing eligibility for Entrance Bursaries.
13. Entrance Bursaries may also consider other forms of earned merit. In order to evaluate earned merit, students may need to complete one or more additional requirements including, but not limited to, submitting an application.
14. In order to be considered for an Entrance Bursary by application, students must submit a completed application by the specified deadline date.
15. Entrance Bursary applications which meet eligibility criteria are forwarded to a selection committee for review and ranking.
16. The greater calculated financial need is used to break any tie.
17. Students may receive a maximum of one Entrance Bursary by application.
18. Students must be enrolled in at least the full-time OSAP eligible course load used to determine their eligibility for the Entrance Bursary to have the Entrance Bursary payment processed.
19. All Entrance Bursary payments are disbursed through the McMaster Student Account and are applied to outstanding charges. A few exceptions to this regulation may be approved by the Office of the Registrar, [Student Financial Aid & Scholarships Aid & Awards](#).
20. All Entrance Bursaries are disbursed September through the end of December.
21. Registration in, or transfer to, another program of study and/or a change in course load may result in forfeiture or adjustment in the value of the Entrance Bursary. Students are advised to consult with the Office of the Registrar, [Student Financial Aid & Scholarships](#), prior to making any changes to their program of study or course load.
22. Students [who withdraw before November 1 up to the last day for withdrawing from courses without failure by default in the Fall term](#) may see an adjustment in the value of their Entrance Bursary or see the full amount returned to the University.
23. Any adjustment made to a student's account, in order to return all or a portion of an Entrance Bursary to the University, will ~~be calculated on~~ [consider](#) the balance available at the time of the adjustment and ~~will not~~ [may](#) put a student's account into deficit.
24. Some Entrance Bursaries may be renewable (see In-Course and Renewal Bursary Regulations).
25. The University may choose not to grant an Entrance Bursary in the absence of a suitable candidate; may choose to limit the number of recipients selected where funding is limited; may choose to limit the number of recipients selected where too few suitable candidates exist; and/or may choose to generate applicant pools for bursaries by application, where complete applications have not been received.
26. The University may remove specific Entrance Bursaries from the University Calendar, may revise the terms and stated value and/or suspend the granting of Entrance Bursaries (e.g. donor funds).
27. Entrance Bursaries supported by donor funds may have additional eligibility requirements.

In-Course Bursaries

In-Course and Renewal Bursary Regulations

1. In-Course Bursaries are non-repayable grants, allocated on the basis of demonstrated financial need, which may also include a minimum expectation of academic achievement or other miscellaneous criteria.
2. In-Course Bursaries are available to full-time and part-time students enrolled in an undergraduate degree program, excluding the Physician Assistant and M.D. Programs. A limited number of bursaries are also available to true part-time students enrolled in diploma and certificate programs offered through McMaster's Centre for Continuing Education, who have completed at least 50% of that course work on a part-time basis.
3. In-Course Bursaries requiring full-time status are available to students enrolled in an OSAP eligible full-time course load or equivalent in both the fall and winter terms.
4. Second degree students are eligible for In-Course Bursaries
5. In-Course Bursaries are available to students who are Canadian Citizens, Permanent Residents, Convention Refugees and Protected Persons of Canada.
6. Students who are not Canadian Citizens, Permanent Residents, Convention Refugees or Protected Persons of Canada, who are enrolled in Level II or higher, are eligible for a limited number of In-Course Bursaries for International students.
7. In-Course Bursaries are allocated on the basis of financial need, as demonstrated through a completed Canadian federal and/or provincial government student aid application (e.g. full-time OSAP), completed standard University need profiles and/or discussions with designated staff on campus (e.g. a Student Loans Officer) who confirm the need for bursary assistance through submission of additional supporting documentation, for the academic year in which the student is being considered.
8. In-Course Bursaries are allocated in adherence with the Ministry of Training, Colleges and Universities (MTCU) policies, procedures and guidelines in place for the given academic year. The MTCU Student Access Guarantee (SAG) currently specifies bursary amounts and payment deadlines for students in high tuition programs (e.g. Engineering, Business).
9. In-Course Bursaries for non-SAG students are allocated according to financial need based on government student aid entitlements, or equivalent, with higher bursary amounts assigned to students demonstrating higher levels of financial need. Bursary amounts are set by the Office of the Registrar, [Student Financial Aid & Scholarships Aid & Awards](#) annually.
10. In-Course Bursary funds are limited.
11. Students may receive more than one In-Course or Renewal Bursary to cover their Student Access Guarantee obligation or up to the total bursary amount for which they are eligible.
12. In some cases, students may receive more than one bursary (e.g. where a student meets a particular donor fund requirement or applies via a separate earned merit application process). In these cases, the bursary is awarded to the eligible student who demonstrates the greatest financial need as determined by the Office of the Registrar, [Student Financial Aid & Scholarships Aid & Awards](#).
13. The greater demonstrated financial need is used to break any tie.
14. In-Course Bursaries may consider one or more McMaster University calculated averages (e.g. Cumulative Grade Point Average).
15. In-Course Bursaries may specify a minimum average requirement.
16. In-Course Bursaries may also consider other forms of earned merit. In order to evaluate earned merit, students may need to complete one or more additional requirements including, but not limited to, submitting an application.
17. In order to be considered for an In-Course Bursary by application, students must submit a completed application by the specified deadline date.
18. In-Course Bursary applications which meet eligibility criteria are forwarded to a selection committee for review and ranking.
19. Students must be enrolled in at least the course load used to determine their eligibility for the In-Course Bursary to have the In-Course Bursary payment processed.
20. Students must meet the renewal requirements specified in the terms of their Entrance or In-Course Bursary to receive a renewal payment.
21. All In-Course Bursary payments are disbursed through the McMaster Student Account and are applied to outstanding charges. A few exceptions to this regulation may be approved by the Office of the Registrar, [Student Financial Aid & Scholarships Aid & Awards](#).
22. MAPS bursary payments are disbursed in the fall, winter and spring/summer terms, once the drop and add period for the term has passed. All In-Course Bursaries are typically disbursed no later than mid-February (the MTCU winter term payment deadline).
23. Forfeiture of a renewable Entrance or In-Course Bursary also cancels all future instalments of the bursary.
24. Students wishing to defer the benefits of bursary renewal to the next academic year should make the request in writing to the Office of the Registrar, [Student Financial Aid & Scholarships Aid & Awards](#). Approval is not automatic and deferrals are not normally granted for more than one academic year.
25. Students holding a renewable Entrance or In-Course Bursary who choose to accelerate their program and to complete their degree earlier than normal by completing Spring/Summer courses and who wish to employ the benefits of their renewable bursary to defray the tuition and compulsory fees for those courses should make the request in writing to The Office of the Registrar, [Student Financial Aid & Scholarships Aid & Awards](#).
26. Registration in, or transfer to, another program of study and/or a change in course load may result in forfeiture or adjustment in the value of the In-Course Bursary. Students are advised to consult with the Office of the Registrar, [Student Financial Aid & Scholarships](#), prior to making any changes to their program of study or course load.
27. Students who withdraw may see an adjustment in the value of their In-Course or Renewal Bursary or see the full amount returned to the University.

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

Emergency Bursary Regulations

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

Exchange Bursaries

Exchange Bursary Regulations

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

Bursaries for the Michael G. DeGroote School of Medicine

Michael G. DeGroote School of Medicine Aid Regulations

Emergency Bursary Regulations for School Of Medicine (M.D)

Students

1. An Emergency Bursary is a non-repayable grant sometimes available to students enrolled in the M.D. Program who find themselves in extreme circumstances or are experiencing unexpected financial hardship.
2. Students with emergency needs must meet with the designated representative from their M.D. Program Office to discuss their financial circumstances.
3. Students are required to complete a bursary application.
4. Students may be required to submit supporting documentation to confirm financial need and/or extreme circumstances, as determined by their M.D. Program Office.
5. The M.D. Program Office determines eligibility for emergency support.
6. All Emergency Bursary payments are disbursed through the McMaster Student Account.

Medicine (M.D) Bursary Regulations

1. M.D. Bursaries are non-repayable grants, allocated on the basis of demonstrated financial need, which may also include a minimum expectation of academic achievement or other miscellaneous criteria.
2. M.D. Bursaries are available to students in good standing enrolled in the M.D. Program.
3. M.D. Bursaries are available to students who are Canadian Citizens, Permanent Residents, Convention Refugees or Protected Persons of Canada.
4. Students who are not Canadian Citizens, Permanent Residents, Convention Refugees or Protected Persons of Canada are not eligible for M.D. Bursaries.
5. M.D. Bursaries are allocated on the basis of highest financial need, as demonstrated through a completed Canadian federal and/or provincial government student aid application (e.g. full-time OSAP), completed standard University need profiles and/or discussions with designated staff on campus (e.g. the M.D. Program Office) who confirm the need for bursary assistance through submission of additional supporting documentation, for the academic year in which the student is being considered.
6. M.D. Bursaries are allocated in adherence with the Ministry Training, Colleges and Universities (MTCU) policies, procedures and guidelines in place for the given academic year. The MTCU Student Access Guarantee (SAG) currently specifies bursary amounts and payment deadlines for M.D. Program students. M.D. Program students who are eligible for SAG will receive bursary support without need of an application.
7. M.D. Program students may receive more than one M.D. Bursary up to the amount for which they are eligible.
8. The greater demonstrated financial need is used to break any tie.
9. M.D. Bursaries may also consider other forms of earned merit. In order to evaluate earned merit, students may need to complete one or more additional requirements.
10. In order to be considered for an M.D. Bursary that is a named donor bursary, students must submit a completed application by the specified deadline date.
11. All M.D. Bursary applications are evaluated for eligibility, ~~and~~ reviewed and ranked according to level of financial need. A selection committee may be struck depending on the bursary and donor requirements.
12. Students must be enrolled in the M.D. Program to have the M.D. Bursary payment processed.
13. If an M.D. Bursary is renewable, students must meet the renewal requirements specified in the bursary terms to receive a renewal payment.
14. All M.D. Bursary payments are disbursed through the McMaster Student Account and are applied to outstanding charges. A few exceptions to this regulation may be approved by the M.D. Program Office.
15. All M.D. Bursaries are typically disbursed no later than the end of November.
16. Forfeiture of a renewable M.D. Bursary also cancels all future instalments of the bursary.
17. Change in course load may result in forfeiture or adjustment in the value of the M.D. Bursary. Students are advised to consult with their M.D. Program Office prior to making any changes to their course load.
18. Students who withdraw or take a leave of absence from the program may see an adjustment in the value of their M.D. Bursary or see the full amount returned to the University.
19. Any adjustment made to a student's account, in order to return all or a portion of an M.D. Bursary to the University, ~~will be calculated on~~ consider the balance available at the time of the adjustment and ~~will not~~ may put a student's account into deficit.
20. The University may choose not to grant an M.D. Bursary in the absence of a suitable candidate; may choose to limit the number of recipients selected where funding is limited; may choose to limit the number of recipients selected where too few suitable candidates exist; and/or may choose to generate applicant pools for bursaries by application, where complete applications have not been received.
21. The University may remove specific M.D. Bursaries from the University Calendar, may revise the terms and stated value and/or suspend the granting of M.D. Bursaries (e.g. donor funds).
22. M.D. Bursaries supported by donor funds may have additional eligibility requirements.

Physician Assistant Education Program Bursaries

Physician Assistant Program Bursary Regulations

1. Physician Assistant Bursaries are non-repayable grants, allocated on the basis of demonstrated financial need, which may also include a minimum expectation of academic achievement or other miscellaneous criteria.
2. Physician Assistant Bursaries are available to students enrolled in the Physician Assistant Program.
3. Physician Assistant Bursaries are available to students who are Canadian Citizens, Permanent Residents, Convention Refugees or Protected Persons of Canada.
4. Physician Assistant Bursaries are automatically allocated on the basis of financial need as demonstrated through a completed full-time OSAP application.
5. Physician Assistant Bursaries are allocated in adherence with the Ministry of Training, Colleges and Universities (MTCU) policies, procedures and guidelines in place for the given academic year. The MTCU Student Access Guarantee (SAG) currently specifies bursary amounts and payment deadlines for Physician Assistant Bursaries.
6. Physician Assistant Program students may receive more than one bursary up to the amount for which they are eligible.
7. The greater demonstrated financial need is used to break any tie.
8. Students must be enrolled in the Physician Assistant Program to have a bursary payment processed.
9. If a Physician Assistant Bursary is renewable, students must meet the renewal requirements specified in the bursary terms to receive a renewal payment.
10. All Physician Assistant Bursary payments are disbursed through the McMaster Student Account and are applied to outstanding charges. A few exceptions to this regulation may be approved by the Office of the Registrar, ~~Student Financial Aid & Scholarships~~[Aid & Awards](#).
11. All Physician Assistant Bursary payments are typically disbursed no later than the end of November.
12. Forfeiture of a renewable Physician Assistant Bursary also cancels all future instalments of the bursary.
13. Students wishing to defer the benefits of bursary renewal to the next academic year should make the request in writing to the Physician Assistant Program Office. Approval is not automatic and deferments are not normally granted for more than one academic year.
14. Registration in, or transfer to, another program of study and/or a change in course load may result in forfeiture or adjustment in the value of the Physician Assistant Bursary.
15. Students who withdraw may see an adjustment in the value of their Physician Assistant Bursary or see the full amount returned to the University.
16. Any adjustment made to a student's account, in order to return all or a portion of a Physician Assistant Bursary to the University, will ~~be calculated on~~[consider](#) the balance available at the time of the adjustment and ~~will not~~[may](#) put a student's account into deficit.
17. The University may choose not to grant a Physician Assistant Bursary in the absence of a suitable candidate; may choose to limit the number of recipients selected where funding is limited; may choose to limit the number of recipients selected where too few suitable candidates exist; and/or may choose to generate applicant pools for bursaries by application, where complete applications have not been received.
18. The University may remove specific Physician Assistant Bursaries from the University Calendar, may revise the terms and stated value and/or suspend the granting of Physician Assistant Bursaries (e.g. donor funds).
19. Physician Assistant Bursaries supported by donor funds may have additional eligibility requirements.

Work Programs

McMaster Work Program Regulations

1. Work Programs provide meaningful employment opportunities, with approved University employers, to students who demonstrate financial need.
2. Students with completed full-time Canadian federal and/or provincial government student aid applications (e.g. full-time OSAP) with a calculated entitlement of at least \$1 demonstrate financial need for the purpose of Work Program participation.
3. Students without government aid applications, including Indigenous students, International students, students with government aid restrictions, students with permanent disabilities studying at a lesser course load, Nursing students at the Mohawk site, and students on Social Assistance who complete a standard University need profile and show at least \$1 in need demonstrate financial need for the purpose of Work Program participation.
4. Students who meet with designated staff on campus (e.g. a Student Loans Officer) who confirm the need for Work Program assistance through submission of additional supporting documentation demonstrate financial need for the purpose of Work Program participation.
5. International Students with a valid study permit are able to participate in Work Programs.
6. Students wishing to participate in the fall and/or winter terms must be enrolled in the terms in which they wish to participate and must submit a complete Fall/Winter Work Program application through Mosaic by the specified deadline date.
7. Students wishing to participate in the summer term must have been in a full-time OSAP eligible course load in the preceding fall or winter term and must submit a complete Summer Work Program application through Mosaic by the specified deadline date.
8. Students are encouraged to apply for Work Program Approval as soon as the Work Program applications open, as there are more students interested in participating in Work Programs than jobs available.
9. Students approved for Work Program participation are provided a Work Program Approval notification ~~in Mosaic~~.
10. Students approved for Work Program participation apply for approved positions posted under Career Opportunities in Mosaic. Job posting dates are advertised on the Office of the Registrar, ~~Student Financial Aid & Scholarships~~ website <https://registrar.mcmaster.ca/financial-aid>.
11. Students review approved positions and apply for those for which they feel they are qualified.
12. Students must provide a copy of their Work Program Approval when they apply to a position with a prospective employer.
13. Prospective employers review job applications and invite students to participate in their employee selection and hiring process. University employers use their own criteria for selecting eligible Work Program students for interview and/or hire.
14. Approval for Work Program participation does not guarantee the student will be hired for an approved Work Program position.
15. Approved Work Program students are restricted to accepting one Fall/Winter position and one Summer Work position in a given academic year.
16. Once hired, students may work no earlier than the published start date of the Work Program and no later than the published end date of the Work Program.
17. Employers and students must adhere to all applicable employment legislation and McMaster Human Resources' policies.
18. Students must maintain satisfactory work performance and attendance.
19. University employers have the right to terminate student employment where work performance and/or attendance is unsatisfactory.
20. Students are advised that employers may or may not recognize University mid-term recesses as a scheduled break from work and may or may not be able to accommodate requests for time off. Students should discuss work requirements with their employers.
21. Students must report enrolment status and work program earnings, as required, by their government aid program.
22. Students earn at least minimum wage and are paid by the hiring employer through Payroll.
23. The Office of the Registrar, ~~Student Financial Aid & Scholarships~~ **Aid & Awards**, provides partial reimbursement of an approved Work Program student's salary to the employer from operating monies and donor trust funds.
24. The University may choose to no longer offer Work Programs and may choose to limit the number of approved participants due to funding limitations.
25. The University may remove specific Work Program funds from the University Calendar, may revise the terms and stated value and/or suspend the allocation of Work Program funds (e.g. donor funds).
26. Work Program participation supported by donor funds may have additional eligibility requirements.

McMaster Work Programs

Fall/Winter Specific Regulations

1. The Fall/Winter Work Program is available to students who are Canadian Citizens, Permanent Residents, Conventional Refugees and Protected Persons of Canada enrolled in OSAP eligible Graduate and Medicine degree programs.
2. The Fall/Winter Work Program is available to students who are Canadian Citizens, Permanent Residents, Conventional Refugees and Protected Persons of Canada in OSAP eligible Undergraduate degree programs (including Nursing students at the Mohawk Site). Students who are not Canadian Citizens, Permanent Residents, Conventional Refugees or Protected Persons of Canada, in OSAP eligible Undergraduate degree programs (excluding Nursing students at the Mohawk Site), may participate in Level II or above.
3. Students may work no more than 10 hours per week on average, during the fall and/or winter terms, through an approved Work Program.

4. To maintain Fall/Winter Work Program eligibility, students must be enrolled in a full-time OSAP eligible course load or equivalent in the term(s) in which they would like to participate in the Work Program, from the time of application through approval, hiring and start of employment.
5. Students must remain enrolled in the term(s) in which they participate in the Work Program, from start of employment to end of employment. Should a student drop all classes in a term or withdraw from the institution, their Fall/Winter Work Program participation ends on the date of withdrawal.

Fall/Winter Work Programs

Application details are available in Mosaic. Further information about our Work Programs is available at <https://registrar.mcmaster.ca/financial-aid/>.

The McMaster Fall/Winter Work Program

Established in 1996 by the University with the goal of creating meaningful employment opportunities for current students who demonstrate financial need.

Requirements: Students must be approved for the Fall/Winter Work Program through the Office of the Registrar, Student Financial Aid & Scholarships.

Summer Specific Regulations

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

Summer Work Programs

Application details are available in Mosaic. Further information about our Work Programs is available at <https://registrar.mcmaster.ca/financial-aid/>.

The R. Ross Craig Memorial Fund Work Program

Established in 1997 in memory of R. Ross Craig. A variable number of employment opportunities made available to students in any program who demonstrate financial need.

Requirements: Students must be approved for the Summer Work Program through the Office of the Registrar, Student Financial Aid & Scholarships.

The Hamlin Family Foundation Work Program

Established in 1996 by the Hamlin Family Foundation. A variable number of employment opportunities made to students in any program who demonstrate financial need.

Requirements: Preference will be given to students in disciplines related to the fields of Health Sciences and Engineering. To be eligible for consideration, students must be approved for the Summer Work Program through the Office of the Registrar, Student Financial Aid & Scholarships.

The Sally Horsfall Work Program

Established in 1996, the Offord Centre for Child Studies, McMaster University has a variable number of employment opportunities made available to students demonstrating financial need. These jobs will provide an opportunity for students to pursue research and/or assist with activities sponsored by the Centre.

Requirements: Students must be approved for the Summer Work Program through the Office of the Registrar, Student Financial Aid & Scholarships.

The Humanities Communications Centre Work Endowment

Established in 1997 by Edward and Margaret Lyons, McMaster alumni of the Class of '49 and later augmented by friends of The Edward and Margaret Lyons Humanities Communications Centre.

Requirements: A variable number of employment opportunities will be made available to students in any program who demonstrate financial need. Preference will be given to students in Humanities and Social Sciences. Students must be approved for the Summer Work Program through the Office of the Registrar, Student Financial Aid & Scholarships.

The McMaster Summer Work Program

Established in 1996 by the University with the goal of creating meaningful employment opportunities for current students who demonstrate financial need.

Requirements: Students must be approved for the Summer Work Program through the Office of the Registrar, Student Financial Aid & Scholarships.

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Entrance Academic Grants

Entrance Academic Grant Regulations

1. Entrance Academic Grants are monetary awards allocated on the basis of academic merit, and in some cases other forms of earned merit, and demonstrated financial need.
2. Entrance Academic Grants are available to students admitted full-time on the basis of high school admission requirements.
3. Entrance Academic Grants are available to full-time and part-time students entering Level I of their first baccalaureate degree program.
4. Students who have enrolled at any post-secondary institution after graduation from high school are not eligible for Entrance Academic Grant, unless:
 - i. They are completing a certificate or diploma at McMaster University as a requirement of admission (e.g. the McMaster English Language Diploma), and/or
 - ii. They have withdrawn from post-secondary studies before attending or before the deadline to drop and add courses in their first term of study.
5. Entrance Academic Grants are available to students who are Canadian Citizens or Permanent Residents of Canada regardless of where they completed their high school education.
6. Students who are not Canadian Citizens or Permanent Residents of Canada are not eligible for Entrance Academic Grants regardless of where they completed their high school education.
7. Entrance Academic Grants first consider one or more McMaster University calculated admission and scholarship averages (e.g. final admission average).
8. Students must achieve a minimum 80% in the average(s) used to determine Entrance Academic Grant eligibility. An admission audition, portfolio score, or equivalent may be included in the calculation of an average.
9. Averages for Entrance Academic Grants are calculated using the course grades that form the basis for admission to the Level I program. Final grades for courses completed after June 30th in the year of admission application will not be considered in assessing eligibility for Entrance Academic Grants.
10. Entrance Academic Grants requiring full-time status are available to students enrolled full-time or equivalent in both the fall and winter.
11. Entrance Academic Grants may also consider other forms of earned merit. In order to evaluate earned merit, students may need to complete one or more additional requirements including, but not limited to, submitting an application, participating in an interview, performing an audition, or developing a portfolio.
12. In order to be considered for an Entrance Academic Grant by application, students must submit a complete application by the specified deadline date.
13. Entrance Academic Grant applications which meet eligibility criteria are forwarded to a selection committee for review and ranking.
14. Entrance Academic Grants are allocated on the basis of an eligible course load and financial need as determined by a completed full-time OSAP application for the academic year in which the student is entering Level I of their program.
15. The greater calculated financial need is used to break any tie.
16. Students may receive a maximum of one Entrance Academic Grant.
17. Students must be enrolled in at least the full-time OSAP eligible course load used to determine their eligibility to have an Entrance Academic Grant payment processed.
18. All Entrance Academic Grant payments are disbursed through the McMaster Student Account and are applied to outstanding charges. A few exceptions to this regulation may be approved by the Office of the Registrar, [Student Financial Aid & Scholarships, Aid & Awards](#)
19. Entrance Academic Grants are disbursed September through the end of December.
20. Entrance Academic Grant recipients will have their awards noted on their University transcript.
21. Registration in, or transfer to, another program of study and/or a change in course load may result in forfeiture or adjustment in the value of the Entrance Academic Grant. Students are advised to consult with the Office of the Registrar, [Student Financial Aid & Scholarships](#), prior to making any changes to their program of study or course load.
22. Students ~~who withdraw before November 1 up to the last day for withdrawing from courses without failure by default in the Winter/Fall term~~ will forfeit their Entrance Academic Grant.
23. Students who forfeit their Entrance Academic Grant will have their grant cancelled and their transcript notation removed. Students must return the Entrance Academic Grant funding to their McMaster Student Account.
24. Some Entrance Academic Grants are renewable (see In-Course and Renewal Academic Grant Regulations).
25. The University may choose not to grant an Entrance Academic Grant in the absence of a suitable candidate; may choose to limit the number of recipients selected where funding is limited; may choose to limit the number of recipients selected where too few suitable candidates exist; and/or may choose to generate applicant pools for awards by application, where complete applications have not been received.
26. The University may remove specific Entrance Academic Grants from the University Calendar, may revise the terms and stated value and/or suspend the granting of Entrance Academic Grants (e.g. donor funds).
27. Entrance Academic Grants supported by donor funds may have additional eligibility requirements.

Community Contribution Awards

Community Contribution Awards Regulations

1. Community Contribution Awards are non-monetary, non-academic awards allocated on the basis of demonstrated qualities of leadership or innovative skills, service to the University or community at large, or outstanding athletic or artistic participation.
2. Community Contribution Awards are available to full-time and part-time students enrolled in Level II or above of their first undergraduate degree program at the time of award application and selection.
3. Community Contribution Awards requiring full-time status are available to students enrolled full-time or equivalent in both fall and winter terms.
4. Community Contribution Awards intended for true part-time students are available to students who have completed at least 50% of all units attempted in their undergraduate degree program at McMaster on a part-time basis.
5. Community Contribution Awards are available to all domestic and international students.
6. Community Contribution Awards are not available to second degree students.
7. Students are limited to one Community Contribution Award per academic year.
8. Community Contribution Awards are available to students with a minimum Cumulative Grade Point Average of 4.0 on a minimum of 18 graded units.
9. Community Contribution Awards seek to recognize current contributions of 75 hours or more during the year leading up to the application deadline.
10. In order to be considered for a Community Contribution Award, students must submit a complete application by the specified deadline date to a MAXIMUM of three Awards. If a student submits more than three completed applications, the Office of the Registrar, ~~Student Financial Aid & Scholarships~~ Aid & Awards will determine which applications, if any, are forwarded for review.
11. Community Contribution Award applications which meet award eligibility criteria are forwarded to a selection committee for review and ranking.
12. Community Contribution Award recipients receive a letter of recognition.
13. Letters of recognition are typically available no later than the end of September.
14. Community Contribution Award recipients will have their awards noted on their University transcripts.
15. A Community Contribution Award recipient may be eligible to receive a corresponding donor bursary of the same name if the student is able to demonstrate financial need (see In-Course Bursary Regulations).
16. Registration in, or transfer to, another program of study and/or a change in course load may result in forfeiture of a Community Contribution Award. Students are advised to consult with the Office of the Registrar, ~~Student Financial Aid & Scholarships~~, prior to making any changes to their program of study or course load.
17. Students who forfeit their award will have their award cancelled and their transcript notation removed. Students must return their letter of recognition to the Office of the Registrar, ~~Student Financial Aid & Scholarships~~.
18. The University may choose not to grant a Community Contribution Award in the absence of a suitable candidate; may choose to limit the number of recipients selected where too few suitable candidates exist; and/or may choose to generate applicant pools where complete applications have not been received.
19. The University may remove specific Community Contribution Awards from the University Calendar, may revise the terms and stated number available for allocation and/or suspend the granting of Community Contribution Awards.
20. The terms of individual Community Contribution Awards may specify additional eligibility requirements.

Entrance Awards

Entrance Awards Regulations

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

1. Entrance Awards are available to students admitted full-time on the basis of high school admission requirements.
2. Entrance Awards are available to students entering Level I of their first baccalaureate degree program.
3. Students who have enrolled at any post-secondary institution after graduation from high school are not eligible for Entrance Awards unless:
 - i. They are completing a certificate or diploma at McMaster University as a requirement of admission (e.g. the McMaster English Language Diploma), and/or
 - ii. They have withdrawn from post-secondary studies before attending or before the deadline to drop and add courses in their first term of study.
4. Entrance Awards are available to students (including WUSC sponsored students) who are Canadian Citizens or Permanent Residents of Canada regardless of where they completed their high school education.
5. Canadian Citizens and Permanent Residents of Canada may receive a maximum of one Entrance Award granted solely on the basis of academic merit (e.g. a McMaster Honour Award) and one Entrance Award granted on the basis of an application or other earned merit.
6. Students who are not Canadian Citizens or Permanent Residents of Canada who complete their final year and graduate from a high school in Canada are eligible for Entrance Awards open to Canadian Citizens and Permanent Residents.
7. Students who are not Canadian Citizens or Permanent Residents of Canada who complete their final year and/or graduate from a high school outside of Canada are limited to one award from a limited number of International Student Entrance Awards. See International Student Entrance Awards section.
8. Entrance Awards first consider one or more McMaster University calculated admission and scholarship averages (e.g. final admission average).
9. Students must achieve a minimum 80% in the average(s) used to determine Entrance Award eligibility. An admission audition or portfolio score, or equivalent, may be included in the calculation of an average.
10. Averages for Entrance Awards are calculated using the course grades that form the basis for admission to the Level I program. Final grades for courses completed after June 30th in the year of admission application will not be considered in assessing eligibility for Entrance Awards.
11. Entrance Awards may also consider other forms of earned merit. In order to evaluate earned merit, students may need to complete one or more additional requirements, including, but not limited to, submitting an application, participating in an interview, performing an audition or developing a portfolio.
12. In order to be considered for an Entrance Award by application, students must submit a complete application by the specified deadline date.
13. Entrance Award applications which meet eligibility criteria are forwarded to a selection committee for review and ranking.
14. Students must enrol in the fall term to have an Entrance Award payment processed.
15. All Entrance Award payments are disbursed through the McMaster Student Account and are applied to outstanding charges. A few exceptions to this regulation may be approved by the Office of the Registrar, [Student Financial Aid & ScholarshipsAid & Awards](#).
16. Entrance Awards are typically disbursed no later than the end of September.
17. Entrance Award recipients will have their awards noted on their University transcript.
18. Registration in, or transfer to, another program of study and/or a change in course load may result in forfeiture or adjustment in the value of the award. Students are advised to consult with the Office of the Registrar, [Student Financial Aid & Scholarships](#), prior to making any changes to their program of study or course load.
19. Students [who withdraw before up to the last day for withdrawing from courses without failure by default in the Fall term November 1](#) will forfeit their Entrance Award.
20. Students who forfeit their Entrance Award will have their award cancelled and their transcript notation removed. Students must return the Entrance Award funding to their McMaster Student Account.
21. Some Entrance Awards are renewable (see In-Course Award and Renewals Regulations).
22. Students wishing to defer the benefits of an Entrance Award to the following academic year should apply to the Office of the Registrar, Admissions, for deferral of both admission and stated scholarship value. Approval of applications for deferral is not automatic, and deferrals are not normally granted for more than one academic year.
23. The University may choose not to grant an Entrance Award in the absence of a suitable candidate; may choose to limit the number of recipients selected where funding is limited; may choose to limit the number of recipients selected where too few suitable candidates exist; and/or may choose to generate applicant pools for awards by application, where complete applications have not been received.
24. The University may remove specific Entrance Awards from the University Calendar, may revise the terms and stated value, and/or suspend the granting of Entrance Awards (e.g. donor funds).
25. Entrance Awards supported by donor funds may have additional eligibility requirements.

President's Awards and Honour Awards Program

An unlimited number of President's Awards and Honour Awards are automatically assessed on the basis of final admission averages. No application is required. The value awarded corresponds to the final admission average range in which the Level I entering student's average falls:

President's Award 95.0 - 100.00%
Honour Award 90.0 - 94.99%
Honour Award ~~85.00~~.0 - 89.99%
~~Honour Award~~ ~~80.0~~ - ~~84.99~~%
The President's Awards and the Honour Awards program are generously supported by the following funds:

\$2500
\$1000
\$ 750
\$

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Indigenous Student Entrance Award Regulations

1. Indigenous Student Entrance Awards are monetary awards allocated on the basis of academic merit and, in some cases, other forms of earned merit.
2. Indigenous Student Entrance Awards are available to students entering Level I of their first baccalaureate degree program, whether direct from high school or an alternate pathway, including, but not limited to college, an Indigenous post-secondary institution or other University.
3. Indigenous Student Entrance Awards are available to students who are Canadian Citizens or Permanent Residents of Canada, and those who self-identify as First Nations, Metis, or Inuit, regardless of status under the Indian Act or where they completed their high school education.
4. Indigenous students may receive a maximum of one Entrance Award granted solely on the basis of academic merit (e.g. a McMaster Honour Award), and either one Entrance Award granted on the basis of earned merit that requires an additional assessment process, including, but not limited to, application, interview and/or audition, or one Indigenous Student Entrance Award.
5. Indigenous Student Entrance Awards may consider one or more McMaster University calculated admission and scholarship averages (e.g. final admission average).
6. Students must achieve the minimum final admission average required for their program to be eligible for an Indigenous Student Entrance Award.
7. Averages for Indigenous Student Entrance Awards are calculated using the course grades that form the basis for admission to the Level I program. Final grades for courses completed after June 30th in the year of admission application will not be considered in assessing eligibility for Indigenous Student Entrance Awards.
8. Indigenous Student Entrance Awards may also consider other forms of earned merit. In order to evaluate earned merit, students may need to complete one or more additional requirements, including, but not limited to, submitting an application, participating in an interview, performing an audition or developing a portfolio.
9. In order to be considered for an Indigenous Student Entrance Award by application, students must submit a complete application by the specified deadline date.
10. Indigenous Student Entrance Award applications which meet eligibility criteria are forwarded to a selection committee for review and ranking.
11. Indigenous Students must enrol in the fall term to have an Indigenous Student Entrance Award payment processed.
12. All Indigenous Student Entrance Award payments are disbursed through the McMaster Student Account and are applied to outstanding charges. A few exceptions to this regulation may be approved by the Office of the Registrar, [Student Financial Aid & Scholarships Aid & Awards](#).
13. Indigenous Student Entrance Awards are typically disbursed no later than the end of September.
14. Indigenous Student Entrance Award recipients will have their awards noted on their University transcript.
15. Registration in, or transfer to, another program of study and/or a change in course load may result in forfeiture or adjustment in the value of the award. Students are advised to consult with the Office of the Registrar, [Student Financial Aid & Scholarships](#), prior to making any changes to their program of study or course load.
16. Students ~~who withdraw before November 1st to the last date for withdrawing from courses without failure by default in the Fall term~~ will forfeit their Indigenous Student Entrance Award.
17. Students who forfeit their Indigenous Student Entrance Award will have their award cancelled and their transcript notation removed. Students must return the Indigenous Student Entrance Award funding to their McMaster Student Account.
18. Some Indigenous Student Entrance Awards are renewable (see In-Course Award and Renewals Regulations).
19. Students wishing to defer the benefits of an Indigenous Student Entrance Award to the following academic year should apply to the Office of the Registrar, Admissions, for deferral of both admission and stated scholarship value. Approval of applications for deferral is not automatic, and deferrals are not normally granted for more than one academic year.
20. The University may choose not to grant an Indigenous Student Entrance Award in the absence of a suitable candidate; may choose to limit the number of recipients selected where funding is limited; may choose to limit the number of recipients selected where too few suitable candidates exist; and/or may choose to generate applicant pools for awards by application, where complete applications have not been received.
21. The University may remove specific Indigenous Student Entrance Awards from the University Calendar, may revise the terms and stated value, and/or suspend the granting of Indigenous Student Entrance Awards (e.g. donor funds).
22. Indigenous Student Entrance Awards supported by donor funds may have additional eligibility requirements.

Graduating Student Awards

Graduating Student Awards Regulations

1. Graduating Student Awards are monetary and non-monetary awards allocated on the basis of academic merit and, in some cases, other forms of earned merit.
2. Graduating Student Awards are normally available to all full-time and part-time students graduating from their first undergraduate degree program. Graduating Student Awards are not available to second degree students unless the terms of a particular donor award specify eligibility and the student has not received the award previously.
3. Graduating Student Awards requiring full-time status are available to students enrolled full-time or equivalent in both the fall and winter terms.
4. Graduating Student Awards intended for true part-time students are available to students who have completed at least 50% of all units attempted in their undergraduate degree program at McMaster on a part-time basis.
5. Graduating Student Awards are available to all domestic and international students.
6. Students are considered for all available Graduating Student Awards in the spring following their graduating term.
7. While students typically apply for Graduating Student Awards in Mosaic, students with degrees conferred at Fall Convocation are only able to apply for Graduating Student Awards by application the following spring using paper application forms available through the Office of the Registrar [at https://registrar.mcmaster.ca/financial-aid](https://registrar.mcmaster.ca/financial-aid).
8. Graduating Student Awards are available to students with a minimum Cumulative Grade Point Average of 8.0 calculated on at least 60 graded units.
9. Available averages, units upon which averages are calculated, program level, and enrolled units may be used to break any ties in an award competition.
10. Graduating Student Awards may also consider other forms of earned merit. In order to evaluate earned merit, students may need to complete one or more additional requirements including, but not limited to, submitting an application.
11. In order to be considered for a Graduating Student Award by application, students must submit a complete application by the specified deadline date.
12. Graduating Student Award applications which meet award eligibility criteria are forwarded to a selection committee for review and ranking.
13. All Graduating Student Award payments are disbursed through the McMaster Student Account and are applied to outstanding charges. A few exceptions to this regulation may be approved by the Office of the Registrar, [Student Financial Aid & Scholarships Aid & Awards](#).
14. Graduating Student Awards are typically disbursed no later than the end of May.
15. Graduating Student Award recipients will have their awards noted on their University transcripts.
16. Registration in, or transfer to, another program of study and/or a change in course load may result in forfeiture of a Graduating Student Award. Students are advised to consult with the Office of the Registrar, [Student Financial Aid & Scholarships](#), prior to making any changes to their program of study.
17. Graduating Student Award recipients who do not have their degree conferred as expected will forfeit their award.
18. Students who forfeit their awards will have their award cancelled and their transcript notation removed. Students must return any non-monetary award to the Office of the Registrar, [Student Financial Aid & Scholarships](#) and any award funding to their McMaster Student Account.
19. The University may choose not to grant a Graduating Student Award in the absence of a suitable candidate; may choose to limit the number of recipients where funding is limited; may choose to limit the number of recipients selected where too few suitable candidates exist; and/or may choose to generate applicant pools where complete applications have not been received.
20. The University may remove specific Graduating Student Awards from the University Calendar, may revise the terms and stated value and/or suspend the granting of Graduating Student Awards (e.g. donor funds).
21. Graduating Student Awards supported by donor funds may have additional eligibility requirements.

In-Course Academic Grants

In-Course and Renewal Academic Grant Regulations

1. In-Course Academic Grants are monetary awards allocated on the basis of academic merit, and in some cases other forms of earned merit, and demonstrated financial need.
2. In-Course Academic Grants are available to full-time and part-time students enrolled in their first baccalaureate degree program who are not in their graduating term.
3. In-Course Academic Grants requiring full-time status are available to students enrolled full-time or equivalent in both the fall and winter terms.
4. In-Course Academic Grants will require either a minimum Cumulative Grade Point Average of 8.0 calculated on at least 18 graded units or a Fall-Winter Average of 9.5 calculated on the basis of graded units in at least a full-time OSAP eligible course load per term in the prior academic year.
5. In-Course Academic Grants first consider available averages, units upon which averages are calculated, program level and enrolled units in the ranking of academic merit.
6. In-Course Academic Grants may also consider other forms of earned merit. In order to evaluate earned merit, students may need to complete one or more additional requirements including, but not limited to, submitting an application, participating in an interview, performing an audition or developing a portfolio.
7. In order to be considered for an In-Course Academic Grant by application, students must submit a complete application by the specified deadline date.
8. In-Course Academic Grant applications which meet eligibility criteria are forwarded to a selection committee for review and ranking.
9. In-Course Academic Grants are allocated on the basis of an eligible course load and financial need as determined by a completed full-time OSAP application for the current academic year.
10. The greater calculated financial need is used to break any tie.
11. Some In-Course Academic Grants are renewable.
12. Entrance, Indigenous Student Entrance and In-Course Academic Grant renewals may be based on a minimum Cumulative Grade Point Average of 8.0, or a minimum Fall-Winter Average of 9.5 from the prior academic year based on their full-time OSAP eligible course load or equivalent. An OSAP application for the current year is not required to renew an Entrance or In-Course Academic Grant.
13. Students may receive a maximum of one In-Course Academic Grant or renewal of a prior year Entrance, Indigenous Student Entrance or In-Course Academic Grant.
14. Students must be enrolled in at least the full-time OSAP eligible course load or equivalent used to determine their eligibility to have an In-Course Academic Grant payment processed. Students must be enrolled in the fall term in a full-time OSAP eligible course load or equivalent to have the renewal of a prior year Entrance or In-Course Academic Grant payment processed.
15. All In-Course Academic Grants and Academic Grant renewal payments are disbursed through the McMaster Student Account and are applied to outstanding charges. A few exceptions to this regulation may be approved by the Office of the Registrar, [Student Financial Aid & ScholarshipsAid & Awards](#).
16. In-Course Academic Grants are typically disbursed no later than the end of December. Academic Grant renewal payments are typically disbursed no later than the end of September.
17. In-Course Academic Grant recipients will have their awards noted on their University transcript. Academic Grant renewals are not noted on transcripts.
18. Registration in, or transfer to, another program of study and/or a change in course load may result in forfeiture or adjustment in the value of the In-Course Academic Grant or Entrance or In-Course Academic Grant renewal. Students are advised to consult with the Office of the Registrar, [Student Financial Aid & Scholarships](#), prior to making any changes to their program of study or course load.
19. Students ~~who withdraw before November 1 up to the last day for withdrawing from courses without failure by default in the Winter-Fall term~~ will forfeit their Academic Grant renewal.
20. Students who forfeit their Academic Grant will have their grant cancelled and their transcript notation removed if forfeited in first year of payment only. Students must return the Academic Grant funding to their McMaster Student Account.
21. Forfeiture of a renewable Academic Grant also cancels all future instalments of the Academic Grant.
22. Students wishing to defer the benefits of an Academic Grant renewal to the next academic year should make the request in writing to the Office of the Registrar, [Student Financial Aid & ScholarshipsAid & Awards](#). Approval is not automatic and deferments are not normally granted for more than one academic year.
23. Students holding renewable Academic Grants who choose to accelerate their program and to complete their degree earlier than normal by completing Spring/Summer courses and who wish to employ the benefits of their renewable Academic Grant to defray the tuition and compulsory fees for those courses should make the request in writing to the Office of the Registrar, [Student Financial Aid & ScholarshipsAid & Awards](#).
24. The University may choose not to grant an In-Course Academic Grant in the absence of a suitable candidate; may choose to limit the number of recipients selected where funding is limited; may choose to limit the number of recipients selected where too few suitable candidates exist; and/or may choose to generate applicant pools for awards by application, where complete applications have not been received.
25. The University may remove specific In-Course Academic Grants from the University Calendar, may revise the terms and stated value and/or suspend the granting of In-Course Academic Grants (e.g. donor funds).
26. In-Course Academic Grants supported by donor funds may have additional eligibility and renewal requirements.

Indigenous Student Entrance Academic Grants

Indigenous Student Entrance Academic Grant Regulations

1. Indigenous Student Entrance Academic Grants are monetary awards allocated on the basis of academic merit, and in some cases other forms of earned merit, and demonstrated financial need.
2. Indigenous Student Entrance Academic Grants are available to students entering Level I of their first baccalaureate degree program whether direct from high school or an alternate pathway including, but not limited to, college, an Indigenous post-secondary institution or other University.
3. Indigenous Student Entrance Academic Grants are available to students who are Canadian Citizens or Permanent Residents of Canada, and those who self-identify as First Nations, Metis, or Inuit, regardless of status under the Indian Act or where they completed their high school education.
4. Indigenous Student Entrance Academic Grants are available to full-time and part-time students entering Level I of their first baccalaureate degree program.
5. Indigenous Student Entrance Academic Grants first consider one or more McMaster University calculated admission and scholarship averages (e.g. final admission average).
6. Students must achieve the minimum final admission average required for their program to be eligible for an Indigenous Student Entrance Academic Grant.
7. Averages for Indigenous Student Entrance Academic Grants are calculated using the course grades that form the basis for admission to the Level I program. Final grades for courses completed after June 30th in the year of admission application will not be considered in assessing eligibility for Entrance Academic Grants.
8. Indigenous Student Entrance Academic Grants requiring full-time status are available to students enrolled full-time or equivalent in both the fall and winter.
9. Indigenous Student Entrance Academic Grants may also consider other forms of earned merit. In order to evaluate earned merit, students may need to complete one or more additional requirements including, but not limited to, submitting an application, participating in an interview, performing an audition or developing a portfolio.
10. In order to be considered for an Indigenous Student Entrance Academic Grant by application, students must submit a complete application by the specified deadline date.
11. Indigenous Student Entrance Academic Grant applications which meet eligibility criteria are forwarded to a selection committee for review and ranking.
12. Indigenous Student Entrance Academic Grants are allocated on the basis of an eligible course load and financial need as demonstrated through a completed Canadian federal and/or provincial government student aid application (e.g. full-time OSAP) or a completed standard University need profile for the academic year in which the student is entering Level I of their program.
13. The greater calculated financial need is used to break any tie.
14. Students may receive a maximum of one Entrance Academic Grant or Indigenous Student Entrance Academic Grant.
15. Students must be enrolled in at least the full-time OSAP eligible course load used to determine their eligibility to have an Indigenous Student Entrance Academic Grant payment processed.
16. All Indigenous Student Entrance Academic Grant payments are disbursed through the McMaster Student Account and are applied to outstanding charges. A few exceptions to this regulation may be approved by the Office of the Registrar, [Student Financial Aid & Scholarships](#).
17. Indigenous Student Entrance Academic Grants are disbursed September through the end of December.
18. Indigenous Student Entrance Academic Grant recipients will have their awards noted on their University transcript.
19. Registration in, or transfer to, another program of study and/or a change in course load may result in forfeiture or adjustment in the value of the Indigenous Student Entrance Academic Grant. Students are advised to consult with the Office of the Registrar, [Student Financial Aid & Scholarships](#), prior to making any changes to their program of study or course load.
20. Students [who withdraw before November 1 up to the last day for withdrawing from courses without failure by default in the Fall term](#) will forfeit their Indigenous Student Entrance Academic Grant.
21. Students who forfeit their Indigenous Student Entrance Academic Grant will have their grant cancelled and their transcript notation removed. Students must return the Indigenous Student Entrance Academic Grant funding to their McMaster Student Account.
22. Some Indigenous Student Entrance Academic Grants are renewable (see In-Course and Renewal Academic Grant Regulations).
23. The University may choose not to grant an Indigenous Student Entrance Academic Grant in the absence of a suitable candidate; may choose to limit the number of recipients selected where funding is limited; may choose to limit the number of recipients selected where too few suitable candidates exist; and/or may choose to generate applicant pools for awards by application, where complete applications have not been received.
24. The University may remove specific Indigenous Student Entrance Academic Grants from the University Calendar, may revise the terms and stated value and/or suspend the granting of Indigenous Student Entrance Academic Grants (e.g. donor funds).
25. Indigenous Student Entrance Academic Grants supported by donor funds may have additional eligibility requirements.

In-Course Awards

In-Course and Renewal Award Regulations

1. In-Course Awards are monetary and non-monetary awards allocated on the basis of academic merit and, in some cases, other forms of earned merit. Non-monetary awards such as medals and books as well as monetary awards of nominal value (currently \$100 or less) are called prizes.
2. In-Course Awards are available to full-time and part-time students enrolled in an undergraduate degree program (excluding the Physician Assistant and M.D. Programs), at the time of award application and selection, who are returning to McMaster to continue their studies.
3. In-Course Awards requiring full-time status are available to students enrolled full-time or equivalent in both the fall and winter terms.
4. In-Course Awards requiring part-time status are available to students who are not enrolled full-time in the fall and/or winter terms. In addition, true part-time awards are only available to students who have completed at least 50% of all units attempted at McMaster on a part-time basis.
5. In-Course Awards are available to all domestic and international students.
6. In-Course Awards are not available to second degree students unless the terms of a particular donor award specify eligibility and they have not received the award previously.
7. In-Course Awards are not available to students in their graduating term.
8. In-Course Awards may also consider other forms of earned merit. In order to evaluate earned merit, students may need to complete one or more additional requirements, including, but not limited to, submitting an application.
9. In-Course Awards requiring an application that are determined by Cumulative Grade Point Average require a minimum Cumulative Grade Point Average of 8.0 on at least 18 graded units, while those determined by Fall-Winter Average require a minimum Fall-Winter Average of 9.5 on at least 18 graded units.
10. In-Course Awards adjudicated without need of an application that are determined by Cumulative Grade Point Average require a minimum 8.0 on at least 24 graded units, while those determined by Fall-Winter Average require a minimum 9.5 on at least 24 graded units.
11. Available averages, units upon which averages are calculated, program level, and enrolled units, may be used to break any ties in an award competition.
12. In order to be considered for an In-Course Award by application, students must submit a complete application by the specified deadline date.
13. In-Course Award applications which meet award eligibility criteria are forwarded to a selection committee for review and ranking.
14. Some In-Course Awards are renewable.
15. Entrance, Indigenous Entrance, and In-Course Award renewals determined by Cumulative Grade Point Average or Fall-Winter Average require a minimum 8.0 on at least 18 graded units.
16. All In-Course Award payments are disbursed through the McMaster Student Account and applied to outstanding charges. A few exceptions to this regulation may be approved by the Office of the Registrar, [Student Financial Aid & Scholarships Aid & Awards](#).
17. In-Course Awards are typically disbursed no later than the end of September.
18. In-Course Awards will be disbursed if the recipient continues to be enrolled in a McMaster degree program, or a specific McMaster program, when explicitly required by the terms of the award, or the student's record reflects they are on exchange, on letter of permission, or participating in a coop or internship opportunity at McMaster University.
19. In-Course Award recipients will have their awards noted on their University transcripts. Entrance and In-Course renewals are not noted on transcripts.
20. Registration in, or transfer to, another program of study and/or a change in course load may result in forfeiture of an In-Course Award or Entrance or In-Course Award renewal. Students are advised to consult with the Office of the Registrar, [Student Financial Aid & Scholarships](#), prior to making any changes to their program of study or course load.
21. If a student is approved to graduate or transfers to graduate in the fall, after the awarding decision and/or disbursement is made, the student will forfeit the award.
22. Students ~~who withdraw before November 1~~ [up to the last day for withdrawing from courses without failure by default](#) will forfeit their In-Course Award or Entrance or In-Course Award renewal.
23. Students who forfeit their In-Course award will have their award cancelled and their transcript notation removed if forfeited in first year of payment only. Students must return the In-Course Award or Entrance or In-Course Award renewal funding to their McMaster Student Account.
24. Forfeiture of a renewable Entrance or In-Course Award also cancels all future instalments of the award.

25. Students wishing to defer the stated value of an In-Course Award or Entrance or In-Course Award renewal to the next academic year should make the request in writing to the Office of the Registrar, [Student Financial Aid & Scholarships Aid & Awards](#). Approval is not automatic and deferments are not normally granted for more than one academic year.
26. Students holding renewable Entrance or In-Course Awards who choose to accelerate their program and to complete their degree earlier than normal by completing Spring/Summer courses and who wish to employ the benefits of their renewable Entrance and/or In-Course Awards to defray the tuition and compulsory fees for those courses should make the request in writing to the Office of the Registrar, [Student Financial Aid & Scholarships Aid & Awards](#).
27. The University may choose not to grant an In-Course Award in the absence of a suitable candidate; may choose to limit the number of recipients selected where funding is limited; may choose to limit the number of recipients selected where too few suitable candidates exist; and/or may choose to generate applicant pools where complete applications have not been received.
28. The University may remove specific In-Course Awards from the University Calendar, may revise the terms and stated value and/or suspend the granting of In-Course Awards (e.g. donor funds).
29. In-Course Awards supported by donor funds may have additional eligibility and renewal requirements.

Part-Time In-Course Awards

In-Course and Renewal Award Regulations

1. In-Course Awards are monetary and non-monetary awards allocated on the basis of academic merit and, in some cases, other forms of earned merit. Non-monetary awards such as medals and books as well as monetary awards of nominal value (currently \$100 or less) are called prizes.
2. In-Course Awards are available to full-time and part-time students enrolled in an undergraduate degree program (excluding the Physician Assistant and M.D. Programs), at the time of award application and selection, who are returning to McMaster to continue their studies.
3. In-Course Awards requiring full-time status are available to students enrolled full-time or equivalent in both the fall and winter terms.
4. In-Course Awards requiring part-time status are available to students who are not enrolled full-time in the fall and/or winter terms. In addition, true part-time awards are only available to students who have completed at least 50% of all units attempted at McMaster on a part-time basis.
5. In-Course Awards are available to all domestic and international students.
6. In-Course Awards are not available to second degree students unless the terms of a particular donor award specify eligibility and they have not received the award previously.
7. In-Course Awards are not available to students in their graduating term.
8. In-Course Awards may also consider other forms of earned merit. In order to evaluate earned merit, students may need to complete one or more additional requirements, including, but not limited to, submitting an application.
9. In-Course Awards requiring an application that are determined by Cumulative Grade Point Average require a minimum Cumulative Grade Point Average of 8.0 on at least 18 graded units, while those determined by Fall-Winter Average require a minimum Fall-Winter Average of 9.5 on at least 18 graded units.
10. In-Course Awards adjudicated without need of an application that are determined by Cumulative Grade Point Average require a minimum 8.0 on at least 24 graded units, while those determined by Fall-Winter Average require a minimum 9.5 on at least 24 graded units.
11. Available averages, units upon which averages are calculated, program level, and enrolled units, may be used to break any ties in an award competition.
12. In order to be considered for an In-Course Award by application, students must submit a complete application by the specified deadline date.
13. In-Course Award applications which meet award eligibility criteria are forwarded to a selection committee for review and ranking.
14. Some In-Course Awards are renewable.
15. Entrance, Indigenous Entrance, and In-Course Award renewals determined by Cumulative Grade Point Average or Fall-Winter Average require a minimum 8.0 on at least 18 graded units.
16. All In-Course Award payments are disbursed through the McMaster Student Account and applied to outstanding charges. A few exceptions to this regulation may be approved by the Office of the Registrar, [Student Financial Aid & Scholarships Aid & Awards](#).
17. In-Course Awards are typically disbursed no later than the end of September.
18. In-Course Awards will be disbursed if the recipient continues to be enrolled in a McMaster degree program, or a specific McMaster program, when explicitly required by the terms of the award, or the student's record reflects they are on exchange, on letter of permission, or participating in a coop or internship opportunity at McMaster University.
19. In-Course Award recipients will have their awards noted on their University transcripts. Entrance and In-Course renewals are not noted on transcripts.
20. Registration in, or transfer to, another program of study and/or a change in course load may result in forfeiture of an In-Course Award or Entrance or In-Course Award renewal. Students are advised to consult with the Office of the Registrar, [Student Financial Aid & Scholarships](#), prior to making any changes to their program of study or course load.
21. If a student is approved to graduate or transfers to graduate in the fall, after the awarding decision and/or disbursement is made, the student will forfeit the award.
22. Students ~~who withdraw before November 1 up to the last day for withdrawing from courses without failure by default in the Fall term~~ will forfeit their In-Course Award or Entrance or In-Course Award renewal.
23. Students who forfeit their In-Course award will have their award cancelled and their transcript notation removed if forfeited in first year of payment only. Students must return the In-Course Award or Entrance or In-Course Award renewal funding to their McMaster Student Account.
24. Forfeiture of a renewable Entrance or In-Course Award also cancels all future instalments of the award.
25. Students wishing to defer the stated value of an In-Course Award or Entrance or In-Course Award renewal to the next academic year should make the request in writing to the Office of the Registrar, [Student Financial Aid & Scholarships Aid & Awards](#). Approval is not automatic and deferrals are not normally granted for more than one academic year.
26. Students holding renewable Entrance or In-Course Awards who choose to accelerate their program and to complete their degree earlier than normal by completing Spring/Summer courses and who wish to employ the benefits of their renewable Entrance and/or In-Course Awards to defray the tuition and compulsory fees for those courses should make the request in writing to the Office of the Registrar, [Student Financial Aid & Scholarships Aid & Awards](#).
27. The University may choose not to grant an In-Course Award in the absence of a suitable candidate; may choose to limit the number of recipients selected where funding is limited; may choose to limit the number of recipients selected where too few suitable candidates exist; and/or may choose to generate applicant pools where complete applications have not been received.

28. The University may remove specific In-Course Awards from the University Calendar, may revise the terms and stated value and/or suspend the granting of In-Course Awards (e.g. donor funds).
29. In-Course Awards supported by donor funds may have additional eligibility and renewal requirements.

In Course Awards-Second Degree Eligible

In-Course and Renewal Award Regulations

1. In-Course Awards are monetary and non-monetary awards allocated on the basis of academic merit and, in some cases, other forms of earned merit. Non-monetary awards such as medals and books as well as monetary awards of nominal value (currently \$100 or less) are called prizes.
2. In-Course Awards are available to full-time and part-time students enrolled in an undergraduate degree program (excluding the Physician Assistant and M.D. Programs), at the time of award application and selection, who are returning to McMaster to continue their studies.
3. In-Course Awards requiring full-time status are available to students enrolled full-time or equivalent in both the fall and winter terms.
4. In-Course Awards requiring part-time status are available to students who are not enrolled full-time in the fall and/or winter terms. In addition, true part-time awards are only available to students who have completed at least 50% of all units attempted at McMaster on a part-time basis.
5. In-Course Awards are available to all domestic and international students.
6. In-Course Awards are not available to second degree students unless the terms of a particular donor award specify eligibility and they have not received the award previously.
7. In-Course Awards are not available to students in their graduating term.
8. In-Course Awards may also consider other forms of earned merit. In order to evaluate earned merit, students may need to complete one or more additional requirements, including, but not limited to, submitting an application.
9. In-Course Awards requiring an application that are determined by Cumulative Grade Point Average require a minimum Cumulative Grade Point Average of 8.0 on at least 18 graded units, while those determined by Fall-Winter Average require a minimum Fall-Winter Average of 9.5 on at least 18 graded units.
10. In-Course Awards adjudicated without need of an application that are determined by Cumulative Grade Point Average require a minimum 8.0 on at least 24 graded units, while those determined by Fall-Winter Average require a minimum 9.5 on at least 24 graded units.
11. Available averages, units upon which averages are calculated, program level, and enrolled units, may be used to break any ties in an award competition.
12. In order to be considered for an In-Course Award by application, students must submit a complete application by the specified deadline date.
13. In-Course Award applications which meet award eligibility criteria are forwarded to a selection committee for review and ranking.
14. Some In-Course Awards are renewable.
15. Entrance, Indigenous Entrance, and In-Course Award renewals determined by Cumulative Grade Point Average or Fall-Winter Average require a minimum 8.0 on at least 18 graded units.
16. All In-Course Award payments are disbursed through the McMaster Student Account and applied to outstanding charges. A few exceptions to this regulation may be approved by the Office of the Registrar, [Student Financial Aid & Scholarships Aid & Awards](#).
17. In-Course Awards are typically disbursed no later than the end of September.
18. In-Course Awards will be disbursed if the recipient continues to be enrolled in a McMaster degree program, or a specific McMaster program, when explicitly required by the terms of the award, or the student's record reflects they are on exchange, on letter of permission, or participating in a coop or internship opportunity at McMaster University.
19. In-Course Award recipients will have their awards noted on their University transcripts. Entrance and In-Course renewals are not noted on transcripts.
20. Registration in, or transfer to, another program of study and/or a change in course load may result in forfeiture of an In-Course Award or Entrance or In-Course Award renewal. Students are advised to consult with the Office of the Registrar, [Student Financial Aid & Scholarships](#), prior to making any changes to their program of study or course load.
21. If a student is approved to graduate or transfers to graduate in the fall, after the awarding decision and/or disbursement is made, the student will forfeit the award.
22. Students [who withdraw before November 1 up to the last day for withdrawing from courses without failure by default in the Fall term](#) will forfeit their In-Course Award or Entrance or In-Course Award renewal.
23. Students who forfeit their In-Course award will have their award cancelled and their transcript notation removed if forfeited in first year of payment only. Students must return the In-Course Award or Entrance or In-Course Award renewal funding to their McMaster Student Account.
24. Forfeiture of a renewable Entrance or In-Course Award also cancels all future instalments of the award.
25. Students wishing to defer the stated value of an In-Course Award or Entrance or In-Course Award renewal to the next academic year should make the request in writing to the Office of the Registrar, [Student Financial Aid & Scholarships Aid & Awards](#). Approval is not automatic and deferments are not normally granted for more than one academic year.
26. Students holding renewable Entrance or In-Course Awards who choose to accelerate their program and to complete their degree earlier than normal by completing Spring/Summer courses and who wish to employ the benefits of their renewable Entrance and/or In-Course Awards to defray the tuition and compulsory fees for those courses should make the request in writing to the Office of the Registrar, [Student Financial Aid & Scholarships Aid & Awards](#).
27. The University may choose not to grant an In-Course Award in the absence of a suitable candidate; may choose to limit the number of recipients selected where funding is limited; may choose to limit the number of recipients selected where too few suitable candidates exist; and/or may choose to generate applicant pools where complete applications have not been received.

28. The University may remove specific In-Course Awards from the University Calendar, may revise the terms and stated value and/or suspend the granting of In-Course Awards (e.g. donor funds).
29. In-Course Awards supported by donor funds may have additional eligibility and renewal requirements.

Awards for Physician Assistant Education Program

In-Course and Renewal Award Regulations

1. In-Course Awards are monetary and non-monetary awards allocated on the basis of academic merit and, in some cases, other forms of earned merit. Non-monetary awards such as medals and books as well as monetary awards of nominal value (currently \$100 or less) are called prizes.
2. In-Course Awards are available to full-time and part-time students enrolled in an undergraduate degree program (excluding the Physician Assistant and M.D. Programs), at the time of award application and selection, who are returning to McMaster to continue their studies.
3. In-Course Awards requiring full-time status are available to students enrolled full-time or equivalent in both the fall and winter terms.
4. In-Course Awards requiring part-time status are available to students who are not enrolled full-time in the fall and/or winter terms. In addition, true part-time awards are only available to students who have completed at least 50% of all units attempted at McMaster on a part-time basis.
5. In-Course Awards are available to all domestic and international students.
6. In-Course Awards are not available to second degree students unless the terms of a particular donor award specify eligibility and they have not received the award previously.
7. In-Course Awards are not available to students in their graduating term.
8. In-Course Awards may also consider other forms of earned merit. In order to evaluate earned merit, students may need to complete one or more additional requirements, including, but not limited to, submitting an application.
9. In-Course Awards requiring an application that are determined by Cumulative Grade Point Average require a minimum Cumulative Grade Point Average of 8.0 on at least 18 graded units, while those determined by Fall-Winter Average require a minimum Fall-Winter Average of 9.5 on at least 18 graded units.
10. In-Course Awards adjudicated without need of an application that are determined by Cumulative Grade Point Average require a minimum 8.0 on at least 24 graded units, while those determined by Fall-Winter Average require a minimum 9.5 on at least 24 graded units.
11. Available averages, units upon which averages are calculated, program level, and enrolled units, may be used to break any ties in an award competition.
12. In order to be considered for an In-Course Award by application, students must submit a complete application by the specified deadline date.
13. In-Course Award applications which meet award eligibility criteria are forwarded to a selection committee for review and ranking.
14. Some In-Course Awards are renewable.
15. Entrance, Indigenous Entrance, and In-Course Award renewals determined by Cumulative Grade Point Average or Fall-Winter Average require a minimum 8.0 on at least 18 graded units.
16. All In-Course Award payments are disbursed through the McMaster Student Account and applied to outstanding charges. A few exceptions to this regulation may be approved by the Office of the Registrar, [Student Financial Aid & Scholarships Aid & Awards](#).
17. In-Course Awards are typically disbursed no later than the end of September.
18. In-Course Awards will be disbursed if the recipient continues to be enrolled in a McMaster degree program, or a specific McMaster program, when explicitly required by the terms of the award, or the student's record reflects they are on exchange, on letter of permission, or participating in a coop or internship opportunity at McMaster University.
19. In-Course Award recipients will have their awards noted on their University transcripts. Entrance and In-Course renewals are not noted on transcripts.
20. Registration in, or transfer to, another program of study and/or a change in course load may result in forfeiture of an In-Course Award or Entrance or In-Course Award renewal. Students are advised to consult with the Office of the Registrar, [Student Financial Aid & Scholarships](#), prior to making any changes to their program of study or course load.
21. If a student is approved to graduate or transfers to graduate in the fall, after the awarding decision and/or disbursement is made, the student will forfeit the award.
22. Students ~~who withdraw before November 1 up to the last day for withdrawing from courses without failure by default in the Fall term~~ will forfeit their In-Course Award or Entrance or In-Course Award renewal.
23. Students who forfeit their In-Course award will have their award cancelled and their transcript notation removed if forfeited in first year of payment only. Students must return the In-Course Award or Entrance or In-Course Award renewal funding to their McMaster Student Account.
24. Forfeiture of a renewable Entrance or In-Course Award also cancels all future instalments of the award.
25. Students wishing to defer the stated value of an In-Course Award or Entrance or In-Course Award renewal to the next academic year should make the request in writing to the Office of the Registrar, [Student Financial Aid & Scholarships Aid & Awards](#). Approval is not automatic and deferrals are not normally granted for more than one academic year.
26. Students holding renewable Entrance or In-Course Awards who choose to accelerate their program and to complete their degree earlier than normal by completing Spring/Summer courses and who wish to employ the benefits of their renewable Entrance and/or In-Course Awards to defray the tuition and compulsory fees for those courses should make the request in writing to the Office of the Registrar, [Student Financial Aid & Scholarships Aid & Awards](#).
27. The University may choose not to grant an In-Course Award in the absence of a suitable candidate; may choose to limit the number of recipients selected where funding is limited; may choose to limit the number of recipients selected where too few suitable candidates exist; and/or may choose to generate applicant pools where complete applications have not been received.

28. The University may remove specific In-Course Awards from the University Calendar, may revise the terms and stated value and/or suspend the granting of In-Course Awards (e.g. donor funds).
29. In-Course Awards supported by donor funds may have additional eligibility and renewal requirements.

Awards for the Michael G. DeGroote School of Medicine

Michael G. DeGroote School of Medicine Award Regulations

1. M.D. Awards are monetary awards allocated on the basis of specific criteria, which may include a minimum expectation of academic achievement, earned merit or other miscellaneous criteria.
2. M.D. Awards are available to students in good standing enrolled in the M.D. Program.
3. M.D. Awards are available to students who are Canadian Citizens, Permanent Residents, Convention Refugees or Protected Persons of Canada.
4. Students who are not Canadian Citizens, Permanent Residents, Convention Refugees or Protected Persons of Canada are not eligible for M.D. Awards.
5. M.D. Program students may receive more than one M.D. Award up to the amount for which they are eligible as determined by the M.D. Program Office.
6. M.D. Awards may also consider other forms of earned merit. In order to evaluate earned merit, students may need to complete one or more additional requirements, including but not limited to, submitting an application.
7. In order to be considered for an M.D. Award that is a named donor award, students must submit a completed application by the specified deadline date.
8. All M.D. Award applications are evaluated for eligibility, and reviewed and ranked according to specific criteria. A selection committee may be struck depending on the award and donor requirements.
9. Students must be enrolled in the M.D. Program to have the M.D. Award payment processed.
10. If an M.D. Award is renewable, students must meet the renewal requirements specified in the award terms to receive a renewal payment.
11. All M.D. Award payments are disbursed through the McMaster Student Account and are applied to outstanding charges. A few exceptions to this regulation may be approved by the M.D. Program Office.
12. All M.D. Awards are typically disbursed no later than the end of November.
13. Forfeiture of a renewable M.D. Award also cancels all future instalments of the award.
14. Change in course load may result in forfeiture or adjustment in the value of the M.D. Award. Students are advised to consult with their M.D. Program Office prior to making any changes to their course load.
15. Students who withdraw or take a leave of absence from the program may see an adjustment in the value of their M.D. Award or see the full amount returned to the University.
16. Any adjustment made to a student's account, in order to return all or a portion of an M.D. Award to the University, will ~~be calculated on~~ consider the balance available at the time of the adjustment and ~~will not~~ may put a student's account into deficit.
17. The University may choose not to grant an M.D. Award in the absence of a suitable candidate; may choose to limit the number of recipients selected where funding is limited; may choose to limit the number of recipients selected where too few suitable candidates exist; and/or may choose to generate applicant pools for awards by application, where complete applications have not been received.
18. The University may remove specific M.D. Awards from the University Calendar, may revise the terms and stated value and/or suspend the granting of M.D. Awards (e.g. donor funds).
19. M.D. Awards supported by donor funds may have additional eligibility requirements.

Travel and Exchange Awards

Travel and Exchange Award Regulations

1. Travel and Exchange Awards are monetary awards allocated on the basis of academic merit and, in some cases, other forms of earned merit.
2. Travel and Exchange Awards are available to full-time and part-time students enrolled in Level II or above of their first undergraduate degree program, at the time of award application and selection, who are returning to McMaster to continue their studies.
3. Travel and Exchange Awards requiring full-time status are available to students enrolled full-time or equivalent in both the fall and winter terms.
4. Travel and Exchange Awards are available to all domestic and international students.
5. Travel and Exchange Awards are not available to second degree students.
6. Travel and Exchange Awards are not available to students in their graduating term.
7. Students are limited to one Travel and Exchange Award per application cycle.
8. Travel and Exchange Awards are available to students with a minimum Cumulative Grade Point Average of 7.0 on a minimum of 18 graded units.
9. Available averages, units upon which averages are calculated, program level, and enrolled units may be used to break any ties in an award competition.
10. Exchange Awards are available to students participating in an approved formal exchange program during the academic year immediately following the application deadline.
11. Travel Awards are available to students travelling to earn academic credit, pursue experiential learning opportunities, complete research or projects, participate in relief efforts, volunteer or work. Some Travel Awards may be for travel within Canada, while others may support the student outside Canada or internationally. Travel Award recipients must travel during the summer, fall and/or winter terms immediately following the application deadline.
12. Travel and Exchange Awards may also consider other forms of earned merit. In order to evaluate earned merit, students may need to complete one or more additional requirements including, but not limited to, submitting an application.
13. In order to be considered for a Travel and Exchange Award by application, students must submit a complete application by the specified deadline date.
14. Travel and Exchange Award applications which meet award eligibility criteria are forwarded to a selection committee for review and ranking.
15. All Travel and Exchange Award payments are disbursed through the McMaster Student Account and applied to outstanding charges. A few exceptions to this regulation may be approved by the Office of the Registrar, [Student Financial Aid & Scholarships Aid & Awards](#).
16. Travel and Exchange Awards are typically disbursed no later than the end of April.
17. Travel and Exchange Award recipients will have their awards noted on their University transcripts.
18. It is the responsibility of Travel and Exchange Award recipients to make all travel and exchange arrangements. Recipients are required to assess travel risks, have a plan of action in place for emergencies, and ensure they have proper medical and other insurance in place prior to departure.
19. Travel and Exchange Awards will not be issued for travel to areas deemed as 'do not travel areas' per Global Affairs Canada.
20. Travel and Exchange Award recipients may be required to complete a risk assessment and/or safety component and/or waiver prior to departure as dictated by other University policies. Those participating in exchange opportunities must attend mandatory Exchange Pre-Departure Orientation sessions and complete Terms for Participation Forms, Liability Waivers, and Statement of Responsibilities Forms.
21. Travel and Exchange Award recipients are asked to submit, and consent to the publication of, a report of their travel or exchange experience when they return to their studies at McMaster. Reports are submitted to the Office of the Registrar, [Student Financial Aid & Scholarships](#). Student submitted reports are included in the annual reports made to the Undergraduate Council Awards Committee, Undergraduate Council and Senate, and are shared with donors.
22. Travel and Exchange Awards allocated to students who do not travel or participate in their formal exchange as indicated on their application will forfeit their award.
23. Registration in, or transfer to, another program of study and/or a change in course load may result in forfeiture of a Travel and Exchange Award. Students are advised to consult with the Office of the Registrar, [Student Financial Aid & Scholarships](#), prior to making any changes to their program of study or course load.
24. Students who forfeit their award will have their award cancelled and their transcript notation removed. Students must return the Travel and Exchange Award funding to their McMaster Student Account.
25. The University may choose not to grant a Travel and Exchange Award in the absence of a suitable candidate; may choose to limit the number of recipients selected where funding is limited; may choose to limit the number of recipients selected where too few suitable candidates exist; and/or may choose to generate applicant pools where complete applications have not been received.
26. The University may remove specific Travel and Exchange Awards from the University Calendar, may revise the terms and stated value and/or suspend the granting of Travel and Exchange Awards.
27. Travel and Exchange Awards supported by donor funds may have additional eligibility requirements.

REPORT TO UNDERGRADUATE COUNCIL
from the
UNDERGRADUATE COUNCIL
CERTIFICATES AND DIPLOMAS COMMITTEE

FOR APPROVAL

I. Establishment of New Certificate Programs

At its January 14, 2020 meeting, the Undergraduate Council Certificates and Diplomas Committee approved the establishment of the following Certificate Programs. Details of the proposed Certificates are contained within the circulated report.

- a. Concurrent Certificate in Geographic Information Science (GIS)
- b. Concurrent Certificate in Urban Studies & Planning (USP)

It is now recommended,

that the Undergraduate Council approve, for recommendation to Senate, the establishment of the Concurrent Certificate in Geographic Information Science (GIS), as set out in the attached.

It is now recommended,

that the Undergraduate Council approve, for recommendation to Senate, the establishment of the Concurrent Certificate in Urban Studies & Planning (USP), as set out in the attached.

II. Revisions to Certificate Programs

At the same meeting, the Undergraduate Council Certificates and Diplomas Committee approved minor revisions to the following Certificate Programs. Details of the proposed revisions are contained in within circulated report.

- a. Concurrent Certificate in Professional French
- b. Concurrent Certificate in the Language of Medicine and Health
- c. Concurrent Ethics and Policy for Technological Innovation Certificate (EPTIC)

It is now recommended,

that the Undergraduate Council approve revisions to the Concurrent Certificate in Professional French, as set out in the attached.

It is now recommended,

that the Undergraduate Council approve revisions to the Concurrent Certificate in the Language of Medicine and Health, as set out in the attached.

It is now recommended,

that the Undergraduate Council approve revisions to the Concurrent Ethics and Policy for Technological Innovation Certificate (EPTIC), as set out in the attached.

FOR INFORMATION

III. Revisions to Certificate of Completion Programs

At the same meeting, the Certificates and Diplomas Committee received, for information, revisions to the Certificate of Completion in Project Management.

**Undergraduate Council
January 28, 2020**

Faculty of Science

Proposal for a Concurrent Certificate in Geographic Information Science (GIS)

Certificate Overview:

The Concurrent Certificate in Geographic Information Science (GIS) provides students an opportunity to focus their academic development and expertise in the area of geographic information science, with the GIS Certificate serving to recognize that they have gained core knowledge in this area through their coursework.

Rationale:

The School of Earth, Environment and Society (formerly the School of Geography and Earth Sciences) offers students training in the use and application of geographic information systems and remote sensing in a breadth of disciplines, including environmental and earth sciences, geography, biology, anthropology, civil engineering, health science and business. The GIS Certificate will provide a comprehensive and rigorous academic credential that will significantly enhance students' employability, as well as their qualification for future graduate studies.

Structure:

The GIS Certificate may be taken by students pursuing any undergraduate degree and requires completion of 18 units of course work.

Learning Outcomes:

By completing the courses required for the GIS Certificate, students will:

- Develop problem-solving and critical-thinking skills
- Learn how to solve a wide variety of location-based problems using GIS techniques
- Learn how to design and manage geospatial databases
- Learn about geospatial data collection, error correction, and spatial uncertainty
- Learn how to automate workflows, develop customized geoprocessing tools, and develop web applications
- Learn how to design effective maps
- Learn how to leverage GIS for community engagement

Resources:

No new courses or teaching resources are required as all courses are currently being offered within the School of Earth, Environment and Society (formerly the School of Geography and Earth Sciences).

PROPOSED CALENDAR INFORMATION:

Concurrent Certificate in Geographic Information Science

Faculty of Science

The Concurrent Certificate in Geographic Information Science is administered by the School of Earth, Environment and Society (formerly the School of Geography and Earth Sciences).

General Science Building, Room 206, ext. 23534

ugadmin@mcmaster.ca

The Concurrent Certificate in Geographic Information Science (GIS) will train students in the use and application of geographic information systems and remote sensing relevant to a breadth of disciplines, including environment and earth sciences, geography, biology, anthropology, civil engineering, health science and business.

CERTIFICATE REQUIREMENTS

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

REQUIREMENTS

18 units

12 units

- ENVSOCY 2GI3 – Geographic Information Systems
- ENVSOCY 3GI3 – Advanced Raster GIS
- ENVSOCY 3GV3 – Advanced Vector GIS
- ENVSOCY 3SR3 – Remote Sensing

6 units from

- ENVSOCY 4GA3 – Applied Spatial Statistics
- ENVSOCY 4GS3 – GIS Programming
- ENVSOCY 4GT3 – Special Topics in GIS
- ENVSOCY 4SR3 – Advanced Remote Sensing

DATE: November 21, 2019

TO: Certificate & Diploma Committee

FROM: M Farquharson, Associate Dean, Academic, Faculty of Science

RE: Proposal for Geographic Information Science (GIS) Certificate

I have had an opportunity to review the Geographic Information Science Certificate program submission presented by School of Geography and Earth Science. The Certificate has also been discussed and reviewed by the members of the Academic Policy & Planning Committee within the Faculty of Science. I have determined that it meets all the criteria set out by the Undergraduate Council in its guidelines for diplomas and certificate. On this basis, we endorse this program submission with the support of the Faculty of Science.

The Faculty of Science welcomes the introduction of the Geographic Information Science Certificate. The School of Geography has developed a strong reputation within the field of GIS education, and is one of ten ESRI Canada Centres of Excellence in Higher Education for GIS across the country. We believe the proposed Certificate will provide students with rigorous training in GIS and spatial analysis techniques, which will enhance their opportunities for employment in this field.

Sincerely,



M Farquharson

Faculty of Science

Proposal for a Concurrent Certificate in Urban Studies & Planning

Certificate Overview:

The Concurrent Certificate in Urban Studies & Planning (USP) will provide students with an opportunity to develop expertise in the related fields of urban geography and urban planning.

Rationale:

The School of Earth, Environment and Society (formerly the School of Geography and Earth Sciences) has significant expertise and a strong tradition of teaching in urban geography and urban planning. Courses offered from Levels I through IV cover introductory, intermediate and advanced topics ranging from urbanization and urban systems in the global north and the global south, the social geography of cities, urban planning, and sustainable urbanism. These courses appeal to a wide audience of students including those pursuing programs offered by the School, many of whom see urban planning as a potential career path. The USP Certificate will permit students to earn an additional academic credential that will signal an in-depth knowledge of urban issues, enhancing their opportunities for graduate studies and employment in urban planning and related fields.

Structure:

The USP Certificate may be taken by students pursuing any undergraduate degree and requires completion of 18 units of course work.

Learning Outcomes:

By completing the courses required for the USP Certificate, students will:

- Understand processes of urbanization and urban development;
- Understand the factors shaping the internal organization of cities and their impacts on people's health and well-being;
- Understand the economic, environmental and social challenges confronting cities;
- Learn about the tools and techniques urban planners use to address these problems;
- Develop problem-solving and critical thinking skills; develop hands-on expertise in field work and research

Resources:

No new courses or teaching resources are required. Nine of the ten courses included in the certificate are currently offered by the School of Earth, Environment and Society (formerly the School of Geography and Earth Sciences); the remaining course is offered through the Department of Health Aging and Society.

PROPOSED CALENDAR INFORMATION:**Concurrent Certificate in Urban Studies & Planning****Faculty of Science**

The Concurrent Certificate in Urban Studies and Planning is administered by the School of Earth, Environment and Society (formerly the School of Geography and Earth Sciences).

General Science Building, Room 206, ext. 23534

ugadmin@mcmaster.ca

The Concurrent Certificate in Urban Studies & Planning (USP) will provide students with an opportunity to develop expertise in the related fields of urban geography and urban planning.

CERTIFICATE REQUIREMENTS

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

REQUIREMENTS

18 units

3 units

- ENVSOCY 2UI3 – The Urban Experience

9 units from

- ENVSOCY 3UP3 – Planning our Cities
- ENVSOCY 3MF3 – Urban Field Camp
- ENVSOCY 4UD3 – Special Topics in Urban Planning
- ENVSOCY 4US3 – Sustainable Cities

6 units from

- ENVSOCY 3UW3 – Cities of the Developing World
- ENVSOCY 4LP3 – Transport Policy
- ENVSOCY 4MS3 – Independent Study (on an urban topic)
- ENVSOCY 4MT6 – Senior Thesis (on an urban topic)
- HLTHAGE 4S03 – Health and the Unfairly Structured City

DATE: November 21, 2019

TO: Certificate & Diploma Committee

FROM: M Farquharson, Associate Dean, Academic, Faculty of Science

RE: Proposal for Urban Studies and Planning Certificate

I have had an opportunity to review the Urban Studies and Planning Certificate program submission presented by School of Geography and Earth Science. The Certificate has also been discussed and reviewed by the members of the Academic Policy & Planning Committee within the Faculty of Science. I have determined that it meets all the criteria set out by the Undergraduate Council in its guidelines for diplomas and certificate. On this basis, we endorse this program submission with the support of the Faculty of Science.

The Faculty of Science welcomes the introduction of the Urban Studies and Planning Certificate. The School of Geography has significant expertise in urban research and teaching. The proposed certificate provides an opportunity to formally recognize students' mastery of this body of urban geography and urban planning scholarship, and will provide a solid grounding for students interested in graduate studies and employment in the fields of urban planning and development.

Sincerely,



M Farquharson

REPORT TO UNDERGRADUATE COUNCIL

FACULTY OF HUMANITIES

NOVEMBER 2019

SUMMARY OF CHANGES TO CERTIFICATE & DIPLOMA PROGRAMS FOR THE 2020-21 CALENDAR

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For a complete review of all changes, please refer to the November 2019 Faculty of Humanities Report to Undergraduate Council for changes to the 2020-2021 Undergraduate Calendar, found at <http://www.humanities.mcmaster.ca/about/faculty-meetings/>

Concurrent Certificate Programs:

- 1. Concurrent Certificate in Professional French**
 - Addition of note regarding French course placement
- 2. Concurrent Certificate in the Language of Medicine and Health**
 - Deletion of optional course requirement
- 3. Concurrent Ethics and Policy for Technological Innovation Certificate (EPTIC)**
 - Change in title and notes, to address applied ethics more broadly

Concurrent Certificate in Professional French

Department of French

Togo Salmon Hall, Room 532, ext. 24470

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

The concurrent Certificate in Professional French provides students with substantial vocabulary from such fields as business, law, medicine, journalism and the hospitality industry. Through a focus on the study of sample cases, the certificate will help prepare students for possible real-life situations which they could encounter in their careers.

Notes

1. No more than 6 units of the Certificate may be completed using non-McMaster courses.
2. Students majoring in any French program must complete the certificate requirements FRENCH 2I03 and FRENCH 3I13 as elective credit. These courses must be taken outside of the French (Honours B.A., Combined Honours B.A. or B.A.) degree requirements.
3. Students uncertain as to whether language course prerequisites best reflect their linguistic ability are encouraged to consult the French department for a placement test.

Admission

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

Requirements

18 units

- FRENCH 1A06 A/B - Introduction to French Studies: Advanced Level
or
- FRENCH 2M06 A/B - Introduction to French Studies: Advanced Level
- FRENCH 2B03 - French Language Practice I
- FRENCH 2BB3 - French Language Practice II
- FRENCH 2I03 - Professional French I
- FRENCH 3I13 - Professional French II

Rationale: Inclusion of note regarding French placement test availability to address students being placed in the course most appropriate to their linguistic ability, in cases where this is felt not addressed by the prerequisite.

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Concurrent Certificate in the Language of Medicine and Health

Department of Classics

Togo Salmon Hall, Room 706, ext. 24311

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

This concurrent certificate provides students with formal recognition of competency in the etymology, word formation, and logic of medical terminology.

Certificate Requirements

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

Requirements

15 units total

6 units

- CLASSICS 2MT3 - Ancient Roots of Medical Terminology
- CLASSICS 3MT3 - Advanced Ancient Roots of Medical Terminology

6 units

from

- GREEK 1Z03 - Beginner's Intensive Ancient Greek I
- GREEK 1ZZ3 - Beginner's Intensive Ancient Greek II
- LATIN 1Z03 - Beginner's Intensive Latin I
- LATIN 1ZZ3 - Beginner's Intensive Latin II

3 units
from

- GREEK 1Z03 - Beginner's Intensive Ancient Greek I
- GREEK 1ZZ3 - Beginner's Intensive Ancient Greek II
- GREEK 2A03 - Intermediate Greek I
- LATIN 1Z03 - Beginner's Intensive Latin I
- LATIN 1ZZ3 - Beginner's Intensive Latin II
- LATIN 2A03 - Intermediate Latin I
- LINGUIST 1A03 - Introduction to Linguistics: Sounds, Speech and Hearing
- ~~LINGUIST 3F03 - Anatomy and Physiology for Speech, Language and Hearing~~
- ENGLISH 2NH3 - Narratives of Health

Notes

1. Any student seeking a Classics program may satisfy no more than 2 courses (six units) of the Classics program's requirements with courses that the student counts toward the satisfaction of the Certificate's requirements.
2. Any student wishing to declare a Minor in Classics, Latin, or Greek may satisfy no more than 2 courses (six units) of the Minor's requirements.
3. Students who have Grade 12 Latin or Greek and are therefore not eligible to take Beginner's Intensive Latin or Greek can substitute the Intermediate Latin or Greek.

Rationale: LINGUIST 1A03 is a prerequisite for 3F03 and therefore must already have been taken by students pursuing the concurrent certificate.

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Concurrent ~~Ethics and Policy for Technological Innovation Certificate (EPTIC)~~ Certificate for Applied Ethics and Policy (CAEP)

Department of Philosophy

University Hall, Room 310, ext. 24275

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

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

Certificate Requirements

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

1. The student must be accepted by the ~~Ethics and Policy for Technological Innovation Certificate~~ Certificate for Applied Ethics and Policy Committee (the EPTICCAEP Selection Committee). The EPTICCAEP Selection Committee will consider supplemental applications soon after the end of Winter term of each academic year, but only from students who are enrolled in an undergraduate program at McMaster University and who have completed PHILOS 2D03 or 2YY3 and either (or both) PHILOS 2S03 or PHILOS 2G03. The

~~EPTIC~~CAEP Selection Committee's selections will be made on the basis of the student's cumulative grades and answers to the supplemental application questions.

2. The student must complete 15 units in accordance with the following requirements.

Notes

1. Students accepted and enrolled in the Justice, Political Philosophy, and Law Honours BA Program are not eligible to apply for the Certificate.
2. Any student seeking a Philosophy Honours BA may satisfy no more than 2 courses (6 units) of the Philosophy Honours BA Program requirements with courses that the student has also designated as counting toward the satisfaction of the Certificate's requirements.
3. Students who declare the certificate are precluded from declaring a philosophy minor.
4. Transfer credits will not be accepted in lieu of PHILOS 4V03. Students accepted into the certificate program are free to request transfer credit in lieu of any other certificate course requirement. The student may submit such a request to the Selection Committee (via philadm@mcmaster.ca) at any time.
5. Note that selection by the selection committee is distinct from the successful declaration of the certificate, and a student's selection does not imply that the candidate has satisfied all certificate requirements. It is the student's responsibility to make sure that at the time of graduation, all requirements of the certificate as enumerated above have been fulfilled.
6. Integrated Business and Humanities students may substitute IBH 2BD3 for PHILOS 2D03.

Requirements

15 units total

3 units

from

- PHILOS 2D03 - Bioethics
- PHILOS 2YY3 - Ethics

3 units

from

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

3 units

from

- PHILOS 2N03 - Business Ethics
- PHILOS 2TT3 - Ethical Issues in Communication
- PHILOS 3C03 - Advanced Bioethics
- PHILOS 3CC3 - Advanced Ethics

3 units

from

- PHILOS 3I03 - Philosophy and Feminism
- PHILOS 3L03 - Environmental Philosophy
- PHILOS 3N03 - Political Philosophy
- PHILOS 3Q03 - Philosophy of Law

3 units

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

Rationale: *The goal of these changes is to word the certificate more broadly, in order to encompass all applied ethics projects related to the department.*

To: Members of the Certificates and Diplomas Committee
From: Lorraine Carter, Director, Centre for Continuing Education
Re: Online Version of Project Management Program
Date: January 9, 2020

Please accept this information item about the upcoming launch of a **not-for -credit online offering of a project management program** through the Centre for Continuing Education. The first of the three courses that comprise the program will be offered in Spring 2020. This program is a response to the needs of adult learners who require flexibility to study project management and possibly work towards a project management designation.

While the Centre for Continuing Education had previously planned to close its in-class offering of the project management program, this decision has been re-considered, and Continuing Education will continue to offer an in-class program. This option may better serve the needs of persons sent to take the program by their employers.

Respectfully,





McMaster Divinity College

1280 Main Street West
Hamilton, ON L8S 4K1
Canada

P: 905.525.9140 x24401
F: 905.577.4782

mcmasterdivinity.ca
divinity@mcmaster.ca

January 9, 2020

TO: Undergraduate Council
McMaster University

FROM: Stanley E Porter, PhD
Principal, McMaster Divinity College

SUBJECT: Program Closure of the MDiv and MTS Programs

McMaster Divinity College (MDC) requests the transfer of the Master of Divinity (MDiv) and Master of Theological Studies (MTS) programs to MDC. These programs will become part of MDC's selection of program offerings and will be awarded by MDC's Senate, which is in accordance with our Provincial Act. We, after careful consideration, in consultation with our Board and Senate, have decided that awarding these degrees directly from a seminary is a better service to our students.

Commencing with the 2020-21 academic year enrolment cycle, new students in the MDiv and MTS programs will be admitted exclusively to MDC, and new enrolment into the MDiv and MTS McMaster University (MMU) programs will be halted.

Existing students will be grandfathered until the completion of their programs or for a maximum of 4 years (until April 30, 2024), whichever occurs first. After the Convocation ceremony in May 2024, no future McMaster University MDiv and MTS degrees or parchments will be offered. MDC will notify all students currently enrolled in the programs of the deadline for completion in order to receive a McMaster University degree (see attached correspondence).

MDC reserves the right to award MDC MDiv and MTS degrees or parchments to grandfathered students who complete their degrees after April 30, 2024.

Stanley E Porter, PhD
Principal and Dean



Knowing



Being



Doing

Stanley E. Porter, Ph.D. – President

Thursday, January 9, 2020 at 5:18:54 PM Eastern Standard Time

Subject: (none)
Date: Thursday, January 9, 2020 at 5:18:46 PM Eastern Standard Time
From: Thomas, Nina
Attachments: image001.jpg

Dear Student in the MDiv or MTS program,

We are extremely happy to announce that McMaster Divinity College (MDC) and McMaster University (MMU) have reached an agreement to transfer the MTS/MDiv degrees from being awarded jointly by MMU and MDC to only being awarded by MDC. This has been the result of several months of talks between the two institutions.

This means that all new students commencing with the 2020-21 academic year will be enrolled in programs exclusively offered by McMaster Divinity College.

For those of you who were accepted into the MDiv/MTS programs as of today's date, you will have 4 years to finish the program if you would like to graduate with a McMaster University degree. This means that your entire program must be completed by April 30, 2024, in order to convocate in May 2024. All those who have not completed the degree by that date will be automatically transferred into the MDC MDiv and MTS programs and will receive their degree directly from MDC.

Please feel free to contact me if you have any questions or concerns. We are very excited about the possibilities this holds for all of our students and for MDC as a whole.

Nina

*Nina Thomas, BMOS
Vice President Enrolment Management and Marketing
Registrar*



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Knowing... Being... Doing...

Complete Policy Title:
Research Plagiarism Checking Policy

Policy Number (if applicable):

Approved by:
Senate

Date of Most Recent Approval:
xxxxx

Date of Original Approval(s):

Supersedes/Amends Policy dated:

Responsible Executive:
Vice Provost and Dean of Graduate Studies

Policy Specific Enquiries:
[Vice Provost and Dean of Graduate Studies](#)

General Enquiries:
[Policy \(University Secretariat\)](#)

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

INTRODUCTION

1. This Policy is meant to be read in conjunction with the [Research Integrity Policy](#) and the [Academic Integrity Policy](#). This document is not intended to supersede them.
2. The *Research Integrity Policy* sets the expectations for the responsible conduct of research at the University. All those conducting research under the auspices of McMaster University are responsible for familiarizing themselves with the Research Integrity Policy.
3. The definitions and the roles and responsibilities as defined in the [Research Integrity Policy](#) apply to this Policy. For the purposes of interpreting this Policy, readers are specifically directed to review the definitions of Research, Research Documents, Plagiarism, and Self-Plagiarism, and the roles and responsibilities of Researchers, Supervisors (both Academic and Employment), and Graduate Students.

This policy applies to all members of the McMaster community, including faculty, graduate and undergraduate students, postdoctoral and clinical fellows, and staff. This Policy is intended to provide researchers with a technical solution to check all Research Documents for plagiarism in their work, such as major research papers, thesis documents, scholarly articles, and other research materials as deemed necessary. This policy does not cover coursework.

4. All Research Documents to be seen publicly should normally be checked prior to publication to ensure that they meet the University's standards for research integrity. Furthermore, it is expected that public disclosure will only occur after the Research Documents satisfy the requirements of any intellectual property agreement related to the research.
5. The Office of Academic Integrity is the administrative office responsible for assisting instructors, students and staff with issues of academic integrity and research integrity.
6. The McMaster Industry Liaison Office (MILO) provides assistance in understanding how intellectual issues may be intersect with aspects of academic and research integrity.

PLAGIARISM CHECKING SOFTWARE

7. The plagiarism checking software provided by the University is an online subscription-based tool that compares a submitted research document to other documents in its database for similarities. The software does not determine plagiarized content but rather highlights similarities with other sources.
8. It is the expectation of the University that researchers review any similarities identified by the software with any contributors to the research document, and determine whether changes are necessary before public release.
9. The selected plagiarism checking software used under this Policy will not archive a copy of the submitted research document, which is different from some plagiarism checking software, such as Turnitin. The copyright ownership of the research document will not be affected by its submission to the plagiarism checking software provided by the University.

PROCEDURES

10. Each Faculty shall clearly publicize this Policy in their program handbooks and central websites, noting any additional and/ or stricter requirements that may be in place within that Faculty.

Submitting a Research Document (excluding theses)

11. It is recommended that the submitter be listed as the corresponding author of the research document though any author who identifies the University as their affiliation in that document may check using the plagiarism checking system with the permission of the other authors.
12. It is recommended that the submitter notify the other authors, preferably early in the preparation of the document, that the University has a policy urging plagiarism checking prior to being sent to the journal or society or other scholarly body accepting the document for public disclosure.
13. It is the responsibility of the submitting researcher to review the report by the plagiarism checking system.
14. Reports showing a low similarity score are likely attributed to the software detecting unintended matching content and can normally be corrected before public release. Instances of high similarity scores being reported by the plagiarism checking system do not necessarily mean that plagiarism/self-plagiarism have occurred however, the Office of Academic Integrity should be consulted if there are concerns regarding research misconduct.

Submitting a Graduate Thesis

15. It is expected that all graduate theses, whether Masters or Doctoral that will ultimately be seen by the public shall be checked for plagiarism in compliance with this Policy.
16. Thesis shall be checked before being submitted to MacSphere or before being sent to an external reviewer. Since the plagiarism checking system does not need to maintain an archived copy of the thesis, copyright ownership is not affected by this academic requirement. Rare exemptions may be granted with the approval of a Faculty's Associate Dean of Graduate Studies where an alternative method of plagiarism checking is necessary.
17. Normally, the graduate student who owns the thesis shall request access to the plagiarism checking system through the University's subscription. The submission folder created for the student on the plagiarism checking site will allow both the student and Academic Supervisor to see the originality score of the thesis submitted for checking.
18. The student may make changes to their thesis and re-submit it a second time to ensure no concerning similarities are found. A student may not repeatedly submit revision after revision of their thesis.
19. The Academic Supervisor bears the responsibility of addressing allegations of academic and/or research misconduct with the Office of Academic Integrity should they believe that misconduct (as defined in the policies regarding academic and research integrity) has occurred.

20. The Academic Supervisor of the student must see the plagiarism checking similarity report and approve the thesis before the thesis may be given to the examining committee or external reviewers.
21. It is recommended that the supervisor retain a copy of the plagiarism checking similarity report should it be needed at a later time; a copy of the report should ideally be retained for at least three years or two years after the date the thesis is finally submitted to MacSphere, whichever is longer. In rare cases, the Departmental Chair or their delegate may approve the thesis based on the plagiarism checking similarity report instead and retain a copy of the report per the time limit mentioned above.
22. A thesis may not be sent to the examining committee until it has been checked by the plagiarism checking system. In rare cases where the software is inaccessible (for example, the subscription has expired or the University has exceeded its allocated number of submissions), a Faculty's Associate Dean of Graduate Studies may approve the thesis to be sent to the examining committee when the issue cannot be corrected in a timely manner.
23. The student understands and approves by following this action that the Associate Dean will submit the thesis to the plagiarism checking system once it is accessible again. The Academic Supervisor of the graduate student may submit the student's thesis to the plagiarism checking system themselves but only with written permission of the student.