

**UNDERGRADUATE COUNCIL**  
Tuesday, March 21, 2023 at 2:30 p.m.  
Gilmour Hall, Council Room (Room 111)

**AGENDA**

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| 1.       | <b>MINUTES OF PREVIOUS MEETING – FEBRUARY 28, 2023</b><br><i>Approval</i>  |
| 3 - 6    | <a href="#"><u>Minutes - Undergraduate Council - February 28, 2023</u></a>   |
| 2.       | <b>BUSINESS ARISING</b>  |
| 3.       | <b>CHAIR'S REMARKS</b>   |
| 4.       | <b>REPORT FROM THE AWARDS COMMITTEE</b>  |
| 7        | <a href="#"><u>Report from the Awards Committee</u></a>  |
| a.       | <b>Terms of Award</b>  |
|          | i. Proposed New Awards   |
|          | ii. Proposed New Bursaries   |
|          | iii. Awards Removed from the Undergraduate Calendar  |
| 8        | <a href="#"><u>Report from the Office of the Registrar, Aid &amp; Awards</u></a>   |
| 5.       | <b>REPORT FROM THE CERTIFICATES AND DIPLOMAS COMMITTEE</b>   |
| 9 - 10   | <a href="#"><u>Report from the Certificates &amp; Diplomas Committee</u></a>   |
| 11       | a. <b>New Diploma Program</b><br><i>Approval</i><br><a href="#"><u>Health Information Fundamentals (HIF) Diploma</u></a>   |
| 20 - 34  | b. <b>Revisions to Certificates and Diploma Programs</b><br><i>Approval</i><br><a href="#"><u>i. Course Cancellation/Removal from the Diploma in Accounting</u></a><br><a href="#"><u>ii. Revisions to the Applied Clinical Research (ACR) Certificate</u></a> |
| 35 - 146 | c. <b>Proposed Revisions to Certificates and Diplomas Policy and Committee Structure</b><br><i>Approval</i><br><a href="#"><u>i. Revisions to the Certificates, Diplomas &amp; Microcredentials Policy</u></a>   |

[ii. By-Law Changes: Proposal for Joint Committee on Certificates, Diplomas & Microcredentials](#)  
[By-Law Changes; Tracked Changes Version](#)

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[ESS 800 Course Title Change](#)

148 - 149        **6. REPORT FROM THE CURRICULUM & ADMISSIONS COMMITTEE**  
[Report from the Curriculum & Admissions Committee](#)

150 - 187        **a. Addenda to Curriculum Revisions for Inclusion in the 2023-2024 Undergraduate Calendar**  
*Approval*  
[i. Faculty of Science](#)  
[ii. Faculty of Business](#)  
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188 - 191        **7. REVISION TO SESSIONAL DATES**  
*Approval*  
[Correction to 2022-23 Sessional Dates](#)

**8. OTHER BUSINESS**

**REPORT TO UNDERGRADUATE COUNCIL**  
*from the*  
**AWARDS COMMITTEE**

**FOR APPROVAL**

a. Terms of Award

An electronic vote was held between March 8, 2023 and March 13, 2023, during which the Undergraduate Council Awards Committee approved the following for recommendation to Undergraduate Council. Details of the proposed recommendations are contained within the circulated report.

i. Proposed New Awards

The Yves and Cynthia Bled Scholarship for Black Women in Engineering

ii. Proposed New Bursaries

The Elizabeth Lowden Bursary in History  
The Caroline Woo Bursary

iii. Awards Removed from the Undergraduate Calendar

The June Brown Bursary  
The F & B Hacker Scholarship  
The Ledwith Family Bursary

It is now recommended,

**that the Undergraduate Council approve one new award, two new bursaries, and three awards to be removed from the Undergraduate Calendar, as set out in the attached.**

**Undergraduate Council**  
**FOR APPROVAL: March 21, 2023**

**PROPOSED NEW AWARDS FOR APPROVAL**

In-Course Scholarships

**The Yves and Cynthia Bled Scholarship for Black Women in Engineering**

Established in 2022 by Claudette Bled in memory of her parents Yves and Cynthia Bled, who believed in the importance of having access to a post-secondary education for equity-deserving groups. To be awarded to undergraduate domestic female students, entering Level 1 in the Faculty of Engineering, who identify as Black and who demonstrate high academic achievement and leadership potential. This award is tenable for up to two years provided the student remains enrolled in the Faculty of Engineering and attains high averages.

**Typically Available: 2 x \$20,000**

**PROPOSED NEW BURSARIES FOR APPROVAL**

Incourse Bursaries

**The Elizabeth Lowden Bursary in History**

Established in 2022 in memory of Elizabeth Audet (nee Lowden) by her estate and family. To be granted to undergraduate students enrolled in the Faculty of Humanities who demonstrate financial need. Preference will be given to students enrolled in the Department of History.

**The Caroline Woo Bursary**

Established in 2021 in loving memory of Caroline Woo. To be granted to undergraduate students enrolled in Level 3 or above in The School of Earth, Environment and Society who demonstrate financial need.

Awards Removed from the Undergraduate Calendar for Approval

**The June Brown Bursary**

**The F & B Hacker Scholarship**

**The Ledwith Family Bursary**



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

**FOR APPROVAL**

**a. NEW DIPLOMA PROGRAM**

At its meeting on March 7<sup>th</sup>, 2023, the Undergraduate Council Certificates & Diplomas Committee approved the **Health Information Fundamentals (HIF) Diploma** program. Further details are contained within the circulated materials.

It is now recommended,

**that the Undergraduate Council approve, for recommendation to Senate and the University Planning Committee, the Health Information Fundamentals (HIF) Diploma, as set out in the attached.**

**b. REVISIONS TO EXISTING CERTIFICATE AND DIPLOMA PROGRAMS**

At the same meeting, the Undergraduate Council Certificates & Diplomas Committee approved revisions to the **Diploma in Accounting**, and to the **Applied Clinical Research (ACR) Certificate**. Further details are contained within the circulated materials.

**i. Course Cancellation/Removal from the Diploma in Accounting**

It is now recommended,

**that the Undergraduate Council approve, for recommendation to Senate and the University Planning Committee, revisions to the Diploma in Accounting, as set out in the attached.**

**ii. Revisions to the Applied Clinical Research (ACR) Certificate**

It is now recommended,

**that the Undergraduate Council approve, for recommendation to Senate and the University Planning Committee, revisions to the Applied Clinical Research (ACR) Certificate, as set out in the attached.**

**c. PROPOSED REVISIONS TO THE CERTIFICATES, DIPLOMAS AND MICROCREDENTIALS POLICY**

At the same meeting, the Certificates & Diplomas Committee reviewed and approved, for recommendation to Undergraduate Council, Graduate Council, and Senate, revisions to the Certificates, Diplomas & Microcredentials Policy. Further details are contained within the circulated report.

The Committee also approved the proposed set of by-law revisions to dissolve the Certificates & Diplomas Committee and establish the Joint Committee on Certificates, Diplomas & Microcredentials. Further details on both these items are contained within the circulated report.

**i. Revisions to the Certificates, Diplomas & Microcredentials Policy**

It is now recommended,

**that the Undergraduate Council approve, for recommendation to Senate, the revised Certificates, Diplomas & Microcredentials Policy, as set out in the attached.**

**ii. By-Law Changes: Proposal for Joint Committee on Certificates, Diplomas & Microcredentials**

It is now recommended,

**that the Undergraduate Council approve, for recommendation to Senate, the dissolution of the Undergraduate Council Certificates and Diplomas Committee and the establishment of a Joint Committee on Certificates, Diplomas & Microcredentials, as set out in the attached.**

**FOR INFORMATION**

**d. PROFESSIONAL DEVELOPMENT PROGRAMMING: REVISIONS TO ESSENTIALS COURSE**

At the same meeting, the Certificates and Diplomas Committee received, for information, the request to change the title of ESS-800 from *Dealing with Difficult People* to *Mastering Self-Awareness and Behaviour in Difficult Situations*. Further details are contained within the circulated materials.

**Undergraduate Council  
FOR APPROVAL/INFORMATION: March 21, 2023**

**Continuing Education Academic Program Submission – For Approval**

<b>Department &amp; Program Information</b>	
Program/Plan Name:	Health Information Fundamentals (HIF)
Academic Credential:	Diploma
Name of Representative:	Lorraine Carter
Effective Date:	2023-09-01
Date of Submission:	2023-02-14
<b>Academic Merit (complete all fields; write “not applicable” as needed):</b>	
Program Overview:	<p>Over the past few years, the Canadian Health Information Management Association (CHIMA) and the Canadian College of Health Information Management (CCHIM) consulted with health information industry leaders, federal and provincial policymakers, and healthcare professionals to establish a new set of curriculum standards for education providers. In order to meet these updated curriculum guidelines, MCE is proposing a nine-course diploma called Health Information Fundamentals (HIF).</p> <p>Health Information Fundamentals (HIF) is a diploma program that provides students with the foundational knowledge required for health information professionals. The program will prepare students to work in various health settings as the curriculum focuses on the key practice areas of information governance, data quality, analytics, privacy, technology, and clinical knowledge. Ethics, equity, diversity, and inclusion are included across all practice areas.</p> <p>Graduates of the program will be prepared to challenge the Canadian College of Health Information Management’s national certification examination to earn the designation of a Certified Health Information Management (CHIM) professional.</p>
Learning Objectives:	<p>Upon completion of the program, learners will:</p> <ol style="list-style-type: none"> <li>1. Describe the Canadian Health Information Management Lifecycle and how it is used to promote data and</li> </ol>

	<p>information governance, inform healthcare policy and procedures, and develop leading practices and principles related to managing health information across the continuum of care.</p> <ol style="list-style-type: none"> <li>2. Apply knowledge of ethical data collection and preparation, quality and conformance, and standards policies and processes to ensure that data is linkable and fit for use in analysis and care and to foster data literacy.</li> <li>3. Articulate clinical knowledge of medical terminology, anatomical body structures, physiological functions, and pathological conditions for the purpose of identifying risk factors and/or diagnostic interventions and/or treatment options in healthcare.</li> <li>4. Manipulate and interpret health data and statistics using measurement, analysis, and statistical software systems, and utilize analytics, business intelligence, financial analyses, and informatics to support reporting and decision-making across the healthcare continuum.</li> <li>5. Interpret federal, provincial, and territorial privacy and health legislation as it applies to policies and processes related to health information, security, privacy, confidentiality, external data sharing and access.</li> <li>6. Summarize types of healthcare information systems, information flow, health information exchange standards and specifications, and the supporting principles, policies, and processes for health sector technologies.</li> <li>7. Recognize and articulate how equity, diversity, inclusion, and ethics influence healthcare settings and patient outcomes.</li> </ol>
<p>Meeting Learning Objectives:</p>	<p>The HIF program will use a series of courses to achieve the stated program learning objectives. Individual course outcomes are mapped to the program objectives and CHIMA’s curricular guidance. The delivery format and teaching methods are structured to have a maximum effect on achieving the learning objectives.</p>
<p>Program Admission Requirements:</p>	<p>The diploma is available to individuals who possess a three-year degree in any discipline and those who are actively pursuing their degrees while taking the HIF program.</p> <p>The following statement for recommended program requirements will be posted on MCE’s website:</p>



	<p>In compliance with the Certificates and Diploma admission policy from Undergraduate Council, students who wish to enter the Health Information Fundamentals program should meet the following requirements based on their education and work experience:</p> <ol style="list-style-type: none"> <li>1) Be a mature student as defined in the Undergraduate Calendar of McMaster University; or be deemed an exceptional case by Continuing Education.</li> <li>2) Be comfortable using word processing software, spreadsheets, and web browsing tools.</li> <li>3) Follow University guidelines for English Language Proficiency requirements: Completion of TOEFL exam with a minimum acceptable score of IBT: 86 overall with a minimum score of 20 on each of the four components (Reading, Writing, Speaking, Listening), valid for 2 years.</li> </ol>
Program Pre-requisites (if applicable):	Learners will be required to have the necessary computer, software programs and access to the internet to complete all courses.
Program Completion Requirements:	To qualify for a Diploma in Health Information Fundamentals, learners must complete nine courses, 30 units of study.
Program Delivery Format:	Program courses will be delivered online. The online format will include instructor lectures, presentations, group discussions, and practical application activities.
Student Evaluations (Grading Process):	Each course will include several evaluation components. The evaluations will consist of assignments, case studies, presentations, individual or group projects, class participation, or a combination thereof. Where appropriate, evaluations will be structured to evaluate participants' level of competency in achieving overall learning objectives. Grading will adhere to McMaster's academic grading scale.
Course Evaluation:	For each course, students will complete an evaluation to assess content, delivery, materials, evaluation method, and instruction.
Course Instruction:	Instructors for courses will be selected from a pool of qualified external professionals. In compliance with <i>McMaster's Senate and Undergraduate Council Guidelines for Certificates and Diplomas</i> , the selection will be based on academic background and/or experience within the field. Instructors must have a Master's degree (or equivalent) and significant professional experience and teaching within the field.
Credit Towards Degree Programme Studies:	The academic credit courses included in the program may be used for credit towards undergraduate degree studies following the standard academic rules as specified by the Faculty offering

	the degree.		
Program Advanced Standing:	<p>Learners may be eligible to transfer up to twelve units of study. Approved course transfers are based on the following requirements:</p> <ul style="list-style-type: none"> <li>• Courses must have an 80% overlap in content/curricula and a similar number of classroom or contact hours.</li> <li>• Courses must have been taken within the last five years.</li> <li>• Courses must have been taken from an accredited academic institution and listed on an official transcript with a grade.</li> <li>• A final grade of "C-" or better to be eligible.</li> </ul>		
<b>Statement of Financial Viability:</b>			
<p>I have reviewed the business case and financial projections, including enrolment projections and costs. This program's revenue sources include tuition and supplementary fees (MAPS). Expenses are typical and include significant upfront development and marketing costs, as well as typical ongoing delivery costs (such as payment of facilitators, honoraria for other guest facilitators, materials, advertising and administration).</p> <p><i>Lorraine Carter, Director, McMaster Continuing Education</i></p>			
<b>Statement of Administrative Responsibilities:</b>			
<p>Statement of Faculty Alignment:  The staffing and systems infrastructure to support the following functions already exists within Continuing Education. Costs will be fully covered by tuition, except for the program's first year, when Continuing Education will subsidize the program start.  Continuing Education program responsibilities:</p> <ul style="list-style-type: none"> <li>• Budget development and monetary responsibilities,</li> <li>• Program and course development,</li> <li>• Course registrations/administration,</li> <li>• Supervision of instructors to ensure all required policies and practices are adhered to and courses are taught according to program requirements and standards, and</li> <li>• Marketing and promotions.</li> </ul> <p>The Faculty of Health Sciences will act as an academic liaison and is responsible for ongoing academic review and assessment of the curriculum. The Faculty's letter of support is included at the end of this document.</p>			
<b>Listing of Courses</b>			
<b>Course Name</b>	<b>Required/Elective</b>	<b>Unit Value</b>	<b>Content Hours</b>
HIF 101 Introduction to Health Information Management and Records Management	Required	3	48
Course Description:			

This course covers fundamental theories and principles of health information management, including data types, acquisition, repositories, records management, and data collection and use. Principles, frameworks, policies, and processes to manage records and documents will be covered, including an overview of documentation legislation, professional practice guidelines for documentation standards, error detection and correction procedures, and the acceptability of medical abbreviations and acronyms. Concepts of Electronic Health Record (EHR), Personal Health Record (PHR), Electronic Medical Record (EMR), and Electronic Patient Record (EPR) will be introduced. Students will also learn about the overall structure of the Canadian health system—including health data and information repositories—as well as interactions between the Canadian health system and the Ministries, medical research, and public health. Learners will be introduced to Clinical Documentation Improvement (CDI) principles and processes, and the importance of equity, diversity, inclusion, and ethics across the healthcare sector will be discussed throughout the course.

HIF 102 Information Governance, Finance, Research	Required	3	36
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Course Description:  
 This course covers three major areas: information governance, finance, and research. Information governance includes information lifecycle management and the relationship between data governance and the HIM lifecycle, which will be discussed in depth. Types of interoperability, the data supply chain, and authoritative sources of routinely collected administrative and population data are also covered, along with principles, frameworks, and policies related to external data sharing and access. The course will introduce provincial funding models, grouping and case weighting strategies, MIS Standards, and resource management. The focus on health-related research in Canada will include the role of epidemiology, the research ethics approval process, qualitative and quantitative approaches and methodologies for research, data collection in research, and data and information collection formats.

HIF 103 Privacy & Health Law	Required	3	36
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Course Description:  
 This course will cover privacy and health law, including definitions of common legal terms and key Canadian federal, provincial, and territorial legislation which affect health information and privacy. Learners will be introduced to privacy, security, and confidentiality principles relating to various situations regularly encountered by HIM professionals, such as client privacy, maintaining confidentiality, ensuring security, confidentiality agreements, and external data sharing and access. The course's focus on key provisions, principles, and definitions will address health information, data protection, and privacy statutes, including access, collection, use, disclosure, and custodian/trustee, and information manager obligations. Tools used to assess and manage privacy risk will also be discussed.

HIF 104 Quality in Health	Required	3	36
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This course will introduce students to quality in health, including principles, frameworks, policies, and processes to ensure the accuracy, reliability, relevance, timeliness, coherence,

clarity, and accessibility of data against standards and quality criteria. Standards development organizations, the Standards Lifecycle and development, and pan-Canadian standards (e.g., SNOMED CT, LOINC, pCLOCD, HL7, ICD-10-CA, and CCI) will be covered. Learners will be introduced to quality management methodologies such as CQI, LEAN, and TQM, as well as common principles and practices for creating indicators, benchmarks, metrics, and reports. The course will cover clinical indicators (e.g., HSMR and readmission rates) and their role in monitoring health care quality. Organizational practices for maintaining data quality and data integrity will be discussed. Learners will explore tools used for terminology, nomenclature, classification, abstraction, encoding, and data submission.

HIF 105 Information Technology	Required	3	36
<p>Course Description:</p> <p>This course will introduce students to different types of healthcare information systems, systems specifications for interoperability, and the flow of information between these systems. Learners will cover principles, policies, frameworks, and accountability for maintaining data in technology systems, security of technology platforms, access to systems, and personal health information security. Students will learn about standards for data transmission, translation, and transformation, including consideration of natural language processing and transformation between data standards. The course will discuss the development, functional requirements, and maintenance of an MPI and EMPI, as well as personalized information needs and information-seeking behaviour and the development of consumer health portals. Technologies such as cloud storage, blockchain, and virtual care will be highlighted, and the IT Procurement process, project management, change management, and systems implementation will be covered. Policies related to data integrity, disaster recovery, cybercrime, ransomware, and hacking will also be discussed.</p>			
HIF 106 Statistics & Analytics	Required	3	36
<p>Course Description:</p> <p>This course will enable learners to apply descriptive statistical theory to analyze continuous and categorical healthcare data. Learners will learn to employ commonly used statistical software systems to relevant data sources, such as DAD, NACRS, RAI, and MIS. The course will introduce common principles and practices for creating performance indicators, standards, benchmarks, metrics, and reports, including different methodologies, definitions, and visualization. Graphical and tabular presentation of healthcare data to facilitate decision-making will also be explored. Learners will examine business intelligence (BI) tools used to locate, store, retrieve, analyze, and present data and information from multiple sources, as well as the policies and processes for those BI tools. The course will also summarize how BI can be utilized for personal information needs and information-seeking behaviour. Additionally, principles and practices for applying machine learning, artificial intelligence, predictive analytics, data modelling, patient flow modelling, and dataflow diagrams will be discussed.</p>			
HTH 200 Medical Terminology	Required	3	36
<p>Course Description:</p>			

This course is designed to familiarize students with the relevant clinical terminology to work successfully within the healthcare sector. Upon completion of this course, students will obtain the requisite knowledge of biomedical terminology commonly used in the healthcare environment. Specific topics include the origins and composition of medical words (roots, prefixes, suffixes, abbreviations) relating to major body systems, common disease terms, diagnostic tests, and clinical procedures. This course is geared towards individuals with no previous health education or professional experience within the Canadian healthcare sector.

HTH 300 Anatomy & Physiology	Required	3	36
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Course Description:  
 This comprehensive course provides students with an understanding of the anatomy and physiology of the human body. Topics include an overview of the human body in health and disease, including the Skeletal System, Muscular System, Cardiovascular System, Lymphatic and Immune System, Respiratory System, Digestive System, Urinary System, Nervous System, Special Senses, Integumentary System, Endocrine System, and Reproductive System. This course is designed for individuals with little or no educational background in anatomy, physiology, and pathology.

Pathophysiology	Required	6	72
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Course Description:  
 This course provides an overview of pathological conditions, disease processes, and their effects on different body systems. Etiology, clinical manifestations, diagnostic tests, and therapeutic interventions for various disorders are studied. The course builds on students' experience with anatomy and physiology.



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DATE: 24 February 2023  
TO: Lorraine Carter, Director, McMaster Continuing Education  
Members of the Certificates and Diplomas Committee  
FROM: Rob Whyte, Vice-Dean, Education, Faculty of Health Sciences  
SUBJECT: Evaluation of the Health Information Fundamentals Diploma Program Proposal  
for McMaster Continuing Education (MCE)

I have reviewed the revisions document for the Health Information Fundamentals Diploma program offered through McMaster Continuing Education (MCE). I have examined the program's structure and the proposed course descriptions. My finding is that each course meets the standards of an academic course with 3.0 units of advanced credit value.

Based on my examination of the content covered in each course and the teaching and assessment methods, the proposed courses display intellectual rigour comparable to that found in undergraduate degree courses. The revisions document indicates that the courses will be taught by qualified individuals (possessing a Master's degree or equivalent) as defined by Undergraduate Council's Certificate and Diploma requirements. The students taking the courses will meet the minimum requirements set out in Senate's Certificates and Diplomas Policy (2020) for Undergraduate Council.

On behalf of the Faculty of Health Sciences, I am pleased to support the revisions to this program.

Sincerely yours,

A handwritten signature in blue ink, appearing to read "Rob Whyte".

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

Cc: Kathleen Geelen, Program Manager  
Daniel Piedra, Assistant Director



DATE: 14 February 2023  
TO: Dr. Rob Whyte, Vice-Dean, Education, Faculty of Health Sciences  
FROM: Lynn Martin, Teaching Professor , McMaster School of Nursing, Faculty of Health Sciences  
SUBJECT: Evaluation of the Health Information Fundamentals Diploma Program Proposal for McMaster Continuing Education (MCE)

At your request, I have reviewed the academic submission document for the Health Information Fundamentals Diploma program to be offered through McMaster Continuing Education (MCE). I have examined the program's structure and the proposed course descriptions. My finding is that each course meets the standards necessary to be an academic course with 3.0 units of advanced credit value.

Based on my examination of content covered in each course as well as the teaching and assessment methods, the proposed courses display intellectual rigour comparable to that found in undergraduate degree courses. The submission document also indicates that the courses will be taught by qualified individuals (possessing a Master's degree or equivalent) as defined by the Undergraduate Council's Certificate and Diploma requirements. The students taking the courses will meet the minimum requirements set out in Senate's Certificate and Diploma Policy (2020) for Undergraduate Council.

Sincerely,

A handwritten signature in cursive script, appearing to read "Lynn Martin".

Lynn Martin  
Teaching Professor  
Faculty of Health Sciences

Cc: Kathleen Geelen, Program Manager  
Daniel Piedra, Assistant Director

**Certificate & Diploma Committee - Course Cancellation**

<b>Department &amp; Program Information (complete all fields):</b>	
Department:	McMaster Continuing Education
Program Name:	Diploma in Accounting
Name of Representative:	Lorraine Carter, Anne Dwyer
Nature of Submission:	Course Cancellation/Removal
Effective Date:	23-May-1
Submission Date:	23-Feb-21
<b>Course Details (complete all fields):</b>	
<b>Course Title &amp; Unit Value:</b> ACC 920 Effective Communication (3 units)	
<p><b>Course Description:</b> Canada's business environment requires that business people communicate effectively, persuasively and ethically in written and verbal communication. During this course, students will learn how to plan, write and review business communication, using different methods and strategies. Using a combination of teaching methods, including discussion, peer review, writing and editing projects, this course will help develop participant's critical thinking and analysis, research, writing, editing and presentation skills. Special emphasis will be placed on developing appropriate business language skills (spelling, grammar, punctuation, voice and tone). Students will review various writing styles and learn strategies for writing effective summaries and reports. <i>Effective Communication will also provide students with the tools, techniques and strategies for successful testing and examination preparation.</i></p>	
<p><b>Rationale for Cancellation:</b> Course is no longer needed, as MCE offers a near identical course under Business Administration (BUS 850 Business Communications). The only difference between ACC 920 and BUS 850 was the added testing and examination preparation module that was added to ACC 920 out of need for those pursuing a CGA designation. With the merger of the various professional accounting associations, this requirement is no longer needed. As such, students needing to take Communications as part of their Diploma in Accounting requirements can take BUS 850 Business Communications.</p>	





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DATE: 26 February 2023  
TO: Certificates and Diplomas Committee  
FROM: Dr. Sue McCracken, Associate Dean (Academic), DeGroot School of Business  
SUBJECT: Course Cancellation for the Diploma in Accounting, McMaster Continuing Education

I have reviewed McMaster Continuing Education's proposal for the cancellation of the course, ACC 920 Effective Communication, from the program of Accounting (Diploma). I support this proposal based on the rationale provided. The proposed change to the program is appropriate, and the program continues to meet the standards set out in the Senate's Certificate and Diploma Policy (2020) for Undergraduate Council.

In conclusion, I support the removal of ACC 920 Effective Communication (3 units of study) from the Diploma in Accounting.

Sincerely,

A handwritten signature in black ink that reads 'Susan McCracken'.

**Susan McCracken** | Associate Dean (Academic), PhD, FCPA, FCA  
Professor in Accounting  
DeGroot School of Business | McMaster University  
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**Continuing Education Academic Program Submission – For Approval**

<b>Department &amp; Program Information</b>	
Program/Plan Name:	Applied Clinical Research (ACR)
Academic Credential:	Certificate
Name of Representative:	Lorraine Carter
Effective Date:	2023-09-01
Date of Submission:	2023-03-07
<b>Academic Merit (complete all fields; write “not applicable” as needed):</b>	
Program Overview:	<p>Applied Clinical Research (ACR) is a certificate program consisting of five 3-unit courses offered by McMaster Continuing Education. As an outcome of the COVID-19 pandemic, there has been a transformation in the field of clinical trials and research which fueled a review of the program in Fall 2022.</p> <p>The proposed changes (program description, program learning objectives, course descriptions) are outlined in Appendix A at the end this document.</p> <p>Clinical research professionals contribute to research studies that have a major impact on health care. Significant advancements in these areas and expanding regulatory requirements have increased the demand for trained clinical research professionals. As such, a comprehensive program review of this certificate program was conducted in the Fall of 2022. The review incorporated feedback from industry professionals, ACR instructors, and students. The results have informed the proposed revised program learning objectives and course descriptions presented in this proposal.</p> <p>The revised program learning objectives and course learning outcomes align with the Association of Clinical Research Professionals (ACRP) and the Society of Clinical Research Associates (SORCA) competency domains.</p> <p>The Certificate in Applied Clinical Research (ACR) prepares students to be integral members of a clinical research team by adhering to research ethics, best practices, and regulations, which protect patient safety and ensure trial integrity.</p>

	<p>Graduates are prepared to apply clinical research protocol requirements, as well as good clinical practice (GCP) guidelines, standard operating procedures (SOPs), research ethics board (REB) requirements, and federal regulations (Health Canada and FDA).</p> <p>In addition, graduates have acquired project management, self-directed research, communication, and ethical decision making skills through completion of a real-world team-based capstone project.</p>
<p>Learning Objectives:</p>	<p>Upon completion of the program, learners will be able to:</p> <ol style="list-style-type: none"> <li>1. Summarize clinical research principles and study design concepts</li> <li>2. Identify the sequential steps, milestones, processes, and deliverables for conducting a clinical trial across a study's start-up, maintenance, and close-out phases</li> <li>3. Describe study conduct in compliance with clinical research protocol requirements, as well as good clinical practice (GCP) guidelines, standard operating procedures (SOPs), research ethics board (REB) requirements, and federal regulations (Health Canada and FDA)</li> <li>4. Create study documents and forms that are essential for clinical trial conduct</li> <li>5. Explain how quality management processes are implemented in clinical trials to ensure participant safety and data integrity</li> <li>6. Apply core principles when examining ethical issues in clinical research</li> <li>7. Demonstrate teamwork, leadership, communication, and project management skills needed to work effectively with multidisciplinary study teams</li> </ol>
<p>Meeting Learning Objectives:</p>	<p>The methods of delivery and evaluation in each course are structured to ensure students achieve the course learning outcomes which are mapped to the program learning objectives and ACRP and the SOCRA domains. The capstone course simulates real-world experiences as students work in teams to apply theoretical knowledge and skills gained from previous courses in the program. In addition to meeting the</p>

	learning objectives, students are required to demonstrate successful study conduct through self-directed research, project management, and professional communication.
Program Admission Requirements:	The following statement for recommended program requirements will be posted on MCE's website: In compliance with the Certificates and Diplomas admission policy from Undergraduate Council, students who wish to enter the Applied Clinical Research program should meet the following requirements based on their education and work experience: <ol style="list-style-type: none"> <li>1) Be a mature student as defined in the Undergraduate Calendar of McMaster University; or be deemed an exceptional case by Continuing Education.</li> <li>2) Be comfortable using word processing software, spreadsheets, and web browsing tools.</li> <li>3) Follow University guidelines for English Language Proficiency requirements: Completion of TOEFL exam with a minimum acceptable score of IBT: 86 overall with a minimum score of 20 on each of the four components (Reading, Writing, Speaking, Listening), valid for 2 years.</li> </ol>
Program Pre-requisites (if applicable):	Learners will be required to have a computer, software programs and access to the internet to complete all courses.
Program Completion Requirements:	To qualify for a Certificate in Applied Clinical Research, learners must complete five courses, 15 units of study.
Program Delivery Format:	Courses will be delivered online. The online format will include instructor lectures, presentations, group discussions, and practical application activities.
Student Evaluations (Grading Process):	Each course will include several evaluation components. The evaluations will consist of assignments, case studies, presentations, individual or group projects, class participation, or a combination thereof. Where appropriate, evaluations will be structured to evaluate participants' level of competency in achieving overall learning objectives. Grading will adhere to McMaster's academic grading scale.
Course Evaluation:	For each course, students will complete an evaluation to assess content, delivery, materials, method of evaluation and instruction.
Course Instruction:	Instructors for courses will be selected from a pool of qualified external professionals. In compliance with <i>McMaster's Senate and Undergraduate Council Guidelines for Certificates and Diplomas</i> , the selection will be based on academic background and/or experience within the field. Instructors must have a Master's Degree (or equivalent) and significant professional experience and teaching within the field.

Credit Towards Degree Programme Studies:	The academic credit courses included in the program may be used for credit towards undergraduate degree studies following the normal academic rules as specified by the Faculty offering the degree.
Program Advanced Standing:	Learners may be eligible to transfer up to three units of study to the program. Approved course transfers are based on the following requirements: <ul style="list-style-type: none"> <li>• courses must have an 80% overlap in content/curricula and a similar number of classroom or contact hours</li> <li>• courses must have been taken within the last five years</li> <li>• courses must have been taken from an accredited academic institution and listed on an official transcript with a grade</li> <li>• a final grade of "C-" or better to be eligible</li> </ul>

**Statement of Financial Viability:**

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

*Lorraine Carter, Director, McMaster Continuing Education*

**Statement of Administrative Responsibilities:**

Statement of Faculty Alignment:

The staffing and systems infrastructure to support the following functions already exists within Continuing Education. Costs will be fully covered by tuition, except for the first year of the program, when the startup will be subsidized by Continuing Education.

Continuing Education program responsibilities:

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

The Faculty of Health Sciences will act as an academic liaison and is charged with the responsibility of ongoing academic review and assessment of the curriculum. The Faculty's letter of support is included at the end of this document.

**Listing of Courses:** The course descriptions provided below reflect the changes based on the Fall 2022 review. The titles of the courses have not changed.

Course Name	Required/Elective	Unit Value	Content Hours
ACR 101: Principles of Clinical Research	Required	3	36

Guided by the lens of Good Clinical Practice (GCP) and pertinent regulations, this introductory course examines how to conduct safe and successful clinical trials. Clinical trial phases, study

design, and the roles and responsibilities of various stakeholders will be explored. Emphasis will also be placed on the foundational skills needed for successful trial management including project management and communication skills.			
ACR 102: Research Ethics	Required	3	36
This course analyzes the professional guidelines and codes of ethics applicable to the clinical research process. Situations presenting ethical dilemmas as well as scientific integrity and the responsibilities of the clinical investigation team as defined by Good Clinical Practice (GCP) guidelines are explored.			
ACR 103: Clinical Trial Design	Required	3	36
This course reinforces the key fundamentals of clinical trial design and methodology including protocol development, participant recruitment, and data management and analysis while adhering to regulatory frameworks and guidelines. Students evaluate clinical study designs that explore relevant research questions using data-driven analysis. Pre-requisite: ACR 101 Principles of Clinical Research. Pre-requisite: ACR 101 Principles of Clinical Research.			
ACR 104: Clinical Trial Management	Required	3	36
Strategies for planning and managing clinical trials, including operational complexities in clinical research projects are examined. Effective methods used for the preparation of scientific documents, data management, quality assurance, safety reporting, and end of trial practices are explored. Students will also apply real-world skills of leadership, project management, and risk management in clinical research. Pre-requisite: ACR 103 Clinical Trial Design.			
ACR 105: Clinical Research Capstone	Required	3	36
This capstone course is intended to simulate real-world experiences in the areas of clinical research protocols and study management. Working in teams, students will apply the theoretical knowledge and skills gained from previous courses in the program. Students will also be required to demonstrate successful study conduct using self-directed research, project management, and professional communication. Pre-requisite: ACR 104 Clinical Trial Management.			

**Insert Faculty Support Letter:**

Attach a letter of support from the Associate Dean of the Faculty. **All documentation must be included in one file.**

## Appendix A: Proposed Updates to the Certificate in Applied Clinical Research, Winter 2023

The Certificate in Applied Clinical Research offered by McMaster Continuing Education (MCE) was reviewed in the Fall of 2022. Based on recommendations from the review, changes are proposed to the program description, program objectives, and course descriptions. There are no changes recommended for course titles.

PROGRAM DESCRIPTION	
Current	Proposed
<p>The Applied Clinical Research certificate program will consist of five, three (3) unit courses (15 units). Program content is based on common areas of knowledge and skills for clinical research associates and managers as identified by a North American Advisory Board and the competencies of the Internationally-focused Association of Clinical Research Professionals (ACRP)</p> <p>Upon successful completion of the required five courses, participants will receive the McMaster University Certificate in Applied Clinical Research. Students are given a three-year period to complete all required components of the certificate program. This requirement is based on the need to remain current with legal, regulatory and ethical considerations in the field of work.</p> <p>Each course will bridge theory and practical experience through a combination of experiential learning (i.e. case studies, discussions, and presentations) and traditional teaching methods. There will be considerable emphasis on the application of content in each course to ensure students are well prepared for employment in this field. In addition, students will complete a capstone project/practicum placement as the final course in the program, which provides a concentrated opportunity to apply the clinical research methods, techniques and strategies to a real-world situation/case. Emerging trends, theories and practices will be incorporated into coursework to ensure that program content is current and relevant.</p>	<p>The Certificate in Applied Clinical Research (ACR) prepares students to be integral members of a clinical research team by adhering to research ethics, best practices, and regulations, which protect patient safety and ensure trial integrity.</p> <p>Graduates are prepared to apply clinical research protocol requirements, as well as good clinical practice (GCP) guidelines, standard operating procedures (SOPs), research ethics board (REB) requirements, and federal regulations (Health Canada and FDA).</p> <p>In addition, graduates have acquired project management, self-directed research, communication, and ethical decision-making skills through completion of a real-world team-based capstone project.</p>

PROGRAM OBJECTIVES	
Current	Proposed
<ol style="list-style-type: none"> <li>1. Describe GCP (Good Clinical Practice) requirements and explain the legal and regulatory issues in clinical research (Bloom’s: Understanding)</li> <li>2. Construct a clinical research protocol and critique flawed and exemplary studies (Bloom’s: Evaluate and Creating)</li> <li>3. Differentiate the key elements of successful study and site management (Bloom’s: Analyze)</li> <li>4. Examine ethical issues in clinical research and select appropriate approaches strategies to navigate(Bloom’s: Analyze)</li> <li>5. Practice the leadership and communication skills needed in a clinical research setting.(Bloom’s: Apply)</li> </ol> <p>The following objectives will be threaded within each course: Students will be able to:</p> <ol style="list-style-type: none"> <li>1. Demonstrate an awareness of ethical practices and professional standards applicable to the field of clinical research</li> <li>2. Exemplify the skills, attitudes and behaviours required to effectively communicate with various stakeholder groups engaged in clinical trials</li> <li>3. Demonstrate personal management, leadership and project management skills</li> </ol>	<ol style="list-style-type: none"> <li>1. Summarize clinical research principles and study design concepts</li> <li>2. Identify the sequential steps, milestones, processes, and deliverables for conducting a clinical trial across a study’s start-up, maintenance, and close-out phases</li> <li>3. Describe study conduct in compliance with clinical research protocol requirements, as well as good clinical practice (GCP) guidelines, standard operating procedures (SOPs), research ethics board (REB) requirements, and federal regulations (Health Canada and FDA)</li> <li>4. Create study documents and forms that are essential for clinical trial conduct</li> <li>5. Explain how quality management processes are implemented in clinical trials to ensure participant safety and data integrity</li> <li>6. Apply core principles when examining ethical issues in clinical research</li> <li>7. Demonstrate teamwork, leadership, communication, and project management skills needed to work effectively with multidisciplinary study teams.</li> </ol>



<b>COURSE DESCRIPTIONS</b>	
<b>Current</b>	<b>Proposed</b>
<p><b>ACR 101: Principles of Clinical Research</b> This introductory course explores the terminology, as well as roles and responsibilities involved in a clinical research project. Good Clinical Practice (GCP) procedures will be examined, as well as an overview of legal considerations of clinical trials. Emphasis will be placed on the foundational skills needed for successful trial management including project management and communication skills.</p>	<p><b>ACR 101: Principles of Clinical Research</b> Guided by the lens of Good Clinical Practice (GCP) and pertinent regulations, this introductory course examines how to conduct safe and successful clinical trials. Clinical trial phases, study design, and the roles and responsibilities of various stakeholders will be explored. Emphasis will also be placed on the foundational skills needed for successful trial management including project management and communication skills.</p>
<p><b>ACR 102: Research Ethics</b> Professional guidelines and codes of ethics that apply to the conduct of clinical research will be analyzed. Situations presenting ethical dilemmas including vulnerable populations will be explored as well as scientific integrity, and the responsibilities of the clinical investigation team as defined by GCP guidelines.</p>	<p><b>ACR 102: Research Ethics</b> This course analyzes the professional guidelines and codes of ethics applicable to the clinical research process. Situations presenting ethical dilemmas as well as scientific integrity and the responsibilities of the clinical investigation team as defined by Good Clinical Practice (GCP) guidelines are explored.</p>
<p><b>ACR 103: Clinical Trial Design</b> Scientific and statistical concepts related to the design and analysis of clinical trials will be examined, as well as the regulatory framework and guidelines that govern clinical trials. Emphasis will be placed on the concepts in the design of a clinical trial including the process of protocol development and effective use of Case Report Forms.</p>	<p><b>ACR 103: Clinical Trial Design</b> Strategies for planning and managing clinical trials, including operational complexities in clinical research projects are examined. Effective methods used for the preparation of scientific documents, data management, quality assurance, safety reporting, and end of trial practices are explored. Students will also apply real-world skills of leadership, project management, and risk management in clinical research. Pre-requisite: ACR 103 Clinical Trial Design.</p>
<p><b>ACR 104: Clinical Trial Management</b> Strategies for conducting and managing clinical trials, as well as operational issues of a clinical research project will be examined. Effective methods for organizing data and quality assurance will be explored as well as end of trial practices, safety reporting, and the preparation of scientific documents. Topics in leadership will also be examined including management of resources, risk and professional conflicts.</p>	<p><b>ACR 104: Clinical Trial Management</b> Strategies for planning and managing clinical trials, including operational complexities in clinical research projects are examined. Effective methods used for the preparation of scientific documents, data management, quality assurance, safety reporting, and end of trial practices are explored. Students will also apply real-world skills of leadership, project management, and risk management in clinical research. Pre-requisite: ACR 103 Clinical Trial Design.</p>

**ACR 105: Clinical Research Capstone**

This course is intended to simulate a real-world experience that offers an applied synthesis of learning in the areas of clinical research protocols, and study and site management principles. Participants will also be expected to demonstrate a solid grasp of competencies in leadership, and communication skills that are also needed to ensure a successful clinical trial. This course is designed to offer students the opportunity to apply the theoretical knowledge and skills gained from the Applied Clinical Research program to a capstone project

**ACR 105: Clinical Research Capstone**

This capstone course is intended to simulate real-world experiences in the areas of clinical research protocols and study management. Working in teams, students will apply the theoretical knowledge and skills gained from previous courses in the program. Students will also be required to demonstrate successful study conduct using self-directed research, project management, and professional communication. Pre-requisite: ACR 104 Clinical Trial Management.

**PREREQUISITES****Current**

ACR 101: None  
 ACR 102: Completed ACR 101  
 ACR 103: Completed ACR 102  
 ACR 104: Completed ACR 103  
 ACR 105: ACR 104 as Co-requisite

**Proposed**

ACR 101: None  
 ACR 102: None  
 ACR 103: Completed ACR 101  
 ACR 104: Completed ACR 103  
 ACR 105: Completed ACR 104



**Dr. Robert Whyte**  
Vice Dean, Education  
Faculty of Health Sciences

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Email: [rwhyte@mcmaster.ca](mailto:rwhyte@mcmaster.ca)

DATE: 24 February 2023  
TO: Lorraine Carter, Director, McMaster Continuing Education  
Members of the Certificates and Diplomas Committee  
FROM: Rob Whyte, Vice-Dean, Education, Faculty of Health Sciences  
SUBJECT: Evaluation of the Applied Clinical Research Certificate Program Proposal for McMaster Continuing Education (MCE)

I have reviewed the revisions document for the Applied Clinical Research Certificate program offered through McMaster Continuing Education (MCE). I have examined the program's structure and the proposed course descriptions. My finding is that each course meets the standards of an academic course with 3.0 units of advanced credit value.

Based on my examination of the content covered in each course and the teaching and assessment methods, the proposed courses display intellectual rigour comparable to that found in undergraduate degree courses. The revisions document indicates that the courses will be taught by qualified individuals (possessing a Master's degree or equivalent) as defined by Undergraduate Council's Certificate and Diploma requirements. The students taking the courses will meet the minimum requirements set out in Senate's Certificates and Diplomas Policy (2020) for Undergraduate Council.

On behalf of the Faculty of Health Sciences, I am pleased to support the revisions to this program.  
Sincerely yours,

A handwritten signature in blue ink, appearing to read "Rob Whyte".

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

Cc: Kathleen Geelen, Program Manager  
Daniel Piedra, Assistant Director



DATE: 23 February 2023  
TO: Dr. Rob Whyte, Vice Dean, Faculty of Health Sciences  
FROM: James D. Douketis, Professor, Department of Medicine, Faculty of Health Sciences  
SUBJECT: Evaluation of Proposed Revisions for the Applied Clinical Research Certificate Program for McMaster Continuing Education (MCE)

I have reviewed the revisions document for the Applied Clinical Research Certificate program which is offered through McMaster Continuing Education (MCE). I have examined the program's structure and the proposed revisions. My finding is that each course meets the standards of an academic course with 3.0 units of advanced credit value.

Based on my examination of the content covered in each course as well as the teaching and assessment methods, the proposed courses display intellectual rigour comparable to that found in undergraduate degree courses. The submission document also indicates that the courses will be taught by qualified individuals (possessing a Master's degree or equivalent) as defined by the Undergraduate Council's Certificates and Diplomas requirements. The students taking the courses will meet the minimum requirements set out in Senate's Certificates and Diplomas Policy (2020) for Undergraduate Council.

Sincerely,

A handwritten signature in black ink that reads "James D. Douketis". The signature is written in a cursive style and is positioned above a horizontal line.

J. Douketis MD, FRCPC  
Professor  
Department of Medicine, Faculty of Health Sciences



DATE: February 21, 2023  
TO: Dr. Rob Whyte, Vice Dean, Faculty of Health Sciences  
FROM: Dr. Bram Rochweg, Faculty of Health Sciences  
SUBJECT: Evaluation of Proposed Revisions for the Applied Clinical Research Certificate Program for McMaster Continuing Education (MCE)

I have reviewed the revisions document for the Applied Clinical Research Certificate program which is offered through McMaster Continuing Education (MCE). I have examined the program's structure and the proposed revisions. My finding is that each course meets the standards of an academic course with 3.0 units of advanced credit value.

Based on my examination of the content covered in each course as well as the teaching and assessment methods, the proposed courses display intellectual rigour comparable to that found in undergraduate degree courses. The submission document also indicates that the courses will be taught by qualified individuals (possessing a Master's degree or equivalent) as defined by the Undergraduate Council's Certificates and Diplomas requirements. The students taking the courses will meet the minimum requirements set out in Senate's Certificates and Diplomas Policy (2020) for Undergraduate Council.

Sincerely,

A handwritten signature in black ink, appearing to be "BR" or similar initials.

Dr. Bram Rochweg  
Associate Professor, Medicine  
Associate Member, Health Research Methods, Evidence, and Impact (HEI)



DATE: 20 February 2023

TO: Dr. Rob Whyte, Vice Dean, Faculty of Health Sciences

FROM: Mark Crowther, Professor and Chair, Medicine, Faculty of Health Sciences

SUBJECT: Evaluation of Proposed Revisions for the Applied Clinical Research Certificate Program for McMaster Continuing Education (MCE)

I have reviewed the revisions document for the Applied Clinical Research Certificate program which is offered through McMaster Continuing Education (MCE). I have examined the program's structure and the proposed revisions. My finding is that each course meets the standards of an academic course with 3.0 units of advanced credit value.

Based on my examination of the content covered in each course as well as the teaching and assessment methods, the proposed courses display intellectual rigour comparable to that found in undergraduate degree courses. The submission document also indicates that the courses will be taught by qualified individuals (possessing a Master's degree or equivalent) as defined by the Undergraduate Council's Certificates and Diplomas requirements. The students taking the courses will meet the minimum requirements set out in Senate's Certificates and Diplomas Policy (2020) for Undergraduate Council.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Crowther".

Mark Crowther  
Professor and Department Chair  
Faculty of Health Sciences

February 28, 2023

**TO:** Undergraduate Council Certificates & Diplomas Committee

**FROM:** Dr. Kim Dej, Vice-Provost (Teaching and Learning)  
Andrea Thyret-Kidd, University Secretary

**RE:** Proposed Revisions to the Certificates and Diplomas Policy (2020)

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In July 2021, the *Ad Hoc Committee on Microcredentials* published their key findings and recommendations, *Implementing Microcredentials at McMaster University*, to provide direction to the McMaster community on how microcredentials may be used at McMaster to enhance the flexibility of academic offerings at the University. As part of the report, the Committee made recommendations to the existing Certificates & Diplomas Policy (2020).

Please find enclosed the proposed revisions to the Certificates & Diplomas Policy (to be renamed Certificates, Diplomas & Microcredentials Policy) which stem from the *Ad Hoc Committee's* report, recommended revisions from the University Secretariat, and feedback from the consultation phase of the project. Feedback was sought from the Undergraduate and Graduate Associate Deans, the original *Ad Hoc Committee* members, and Undergraduate Council Certificates and Diplomas Committee members.

In addition to implementing the recommendations of the *Ad Hoc Committee* into the Policy, the University Secretariat used the opportunity to improve the document, which includes:

- reordering, dividing, and consolidating various sections (chapters) for greater coherence;
- expanding many areas of the policy to improve detail and clarity (e.g., definitions and terms, the transferability of credit to other credentials, procedures for governance approval, etc.);
- articulating the distinction between *Students* and *Learners* to better describe their access to University services and policies in an attempt to set expectations for readers of the policy;
- providing direction on which credentials should be published in the Graduate or Undergraduate Calendar.

Attached, please find the following:

- the original *Certificates & Diplomas Policy (2020)*;
- a tracked-changes comparison of the *Certificates & Diplomas Policy (2020)* and the revised *Certificates, Diplomas & Microcredentials Policy*; and
- a clean copy of the revised *Certificates, Diplomas & Microcredentials Policy*.

Given the extensive revisions made to the Policy, Senators are encouraged to read the entire document.

**It is now recommended,**

**that the Certificates & Diplomas Committee approve, for recommendation to Graduate Council, Undergraduate Council, and Senate, the revised Certificates, Diplomas & Microcredentials Policy.**

Complete Policy Title

**Certificates & Diplomas Policy**

Policy Number (if applicable):

Approved by

**Senate**

Date of Most Recent Approval

**July 8, 2020**

Date of Original Approval(s)

**May 12, 1997**

Supersedes/Amends Policy dated

**Senate Policy on Diplomas and Certificates,  
June 6, 2018**

**Policy on Certificates and Diplomas, March 10,  
2010**

Responsible Executive

**Vice-Provost (Teaching and Learning)**

Policy Specific Enquiries

[Vice-Provost \(Teaching and Learning\)](#)

General Policy Enquiries

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

**DISCLAIMER:**

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

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## SECTION I: INTRODUCTION

### PREAMBLE

1. The purpose of this Policy is to provide minimum academic criteria which must be met if programs are to be approved as McMaster University certificates and diplomas. The academic criteria proposed are intended to maintain the University's high academic standards and enable certificates and diplomas to continue their traditional functions of providing studies complementary to degree programs, professional preparation or upgrading, and/or bridging into degree programs.
2. The evaluation, approval and monitoring of certificate and diploma programs is the responsibility of the University's governing councils, Graduate Council and Undergraduate Council (as applicable). The relevant Council shall report to the Senate the establishment, closure, and/or substantial revisions of academic certificate and diploma programs.
3. Academic certificate and diploma programs are operated in accordance with normal academic regulations as outlined in the *Undergraduate Calendar* or *Graduate Calendar* (as applicable).

### DEFINITIONS

4. **Credential** is a body of academic work or collection of course work that stands on its own and for which a parchment is issued. McMaster credentials include certificates, diplomas, and degrees.
5. **Academic Credit Course** is a course of an academic calibre consistent with those offered in undergraduate or graduate degree programs. The most common kind of academic credit course is that included in the curricula of undergraduate or graduate degree programs. These provide a benchmark against which other academic credit courses can be evaluated.

## SECTION II: PROCEDURAL REQUIREMENTS

### MANAGEMENT OF ACADEMIC CERTIFICATE AND DIPLOMA PROGRAMS

6. Academic certificate and diploma programs are operated in accordance with normal academic regulations as outlined in the *Undergraduate Calendar* or *Graduate Calendar* (as applicable).
7. Students registered in academic certificate and diploma programs are issued a student number, classes are scheduled within sessional dates, and part-time student fees are charged. Student records, including grades, are maintained by the Office of the Registrar.
8. Academic certificates and diplomas will be issued by the academic unit offering the program to the student upon completion of all academic requirements of a program.

### ACADEMIC CREDIT FOR DIPLOMA AND CERTIFICATE COURSES

9. Certificate and diploma programs include courses which are determined to be of an academic calibre consistent with courses offered in undergraduate or graduate degree programs (as appropriate).
10. While credit for courses in degree programs is normally given in blocks of three or six units, credit can be at the one, two, three or any other unit level.
11. To receive approval as an academic credit course, a course which is not part of a degree program must:
  - a) be at a level of intellectual rigour comparable to that found in undergraduate or graduate degree program courses in the same or similar field(s). Academic credit courses are vetted by the Faculty offering the course or that is most relevant to the content of the course;
  - b) evaluate student performance by the methods normally used in degree courses such as tests, essays, reports and other assignments; and
  - c) include a systematic student evaluation of the course using such methods as multiple-choice questionnaires, narrative responses and/or interviews.

#### Transfer between Credentials

12. Academic credits can be applied to another credential. Examples include, but are not limited to, transfer of credit from a certificate to a degree or from a degree to a diploma. Normally, credits can be applied to a maximum of two credentials.
13. Up to 100% of the academic credit courses completed toward undergraduate diploma and certificate programs may be used for credit toward another credential at the discretion of and in accordance with the normal academic rules specified by the academic unit offering the subsequent credential.

14. In some specific cases, courses taken for credit as part of a graduate diploma program may be considered for credit toward a subsequent Master's degree program.

**Academic Approval Criteria**

15. When approving a certificate or diploma program, Undergraduate Council or Graduate Council (as appropriate) must ensure that the program proposal appropriately fulfills all of the following criteria:
  - a) well-defined program objective(s);
  - b) well-defined program learning outcomes;
  - c) curriculum to meet the program learning outcomes; and
  - d) admission requirements (as applicable).

### SECTION III: UNDERGRADUATE DIPLOMAS

16. An Undergraduate Diploma is a program of study involving a significant body of academic work coherently organized around clear learning objectives. Undergraduate Diplomas (including post-baccalaureate diplomas) may be focused primarily upon academic or professional development objectives, but all must include academic content equivalent to a **minimum of 24 units** of undergraduate-level course work.
17. Undergraduate Diplomas serve such functions as: study complementary to degree programs, professional preparation or upgrading, and bridging into undergraduate degree programs. The word Diploma must be included in the program name.

#### Academic Program Requirements

18. All Undergraduate Diplomas must include academic credit courses equivalent to **at least 24 units** of undergraduate study at McMaster. In addition to their academic content, Undergraduate Diploma programs may include courses and other forms of learning which are not suitable for academic credit.
19. The maximum overlap with degree courses is 70% of the requirement for the diploma. Up to 100% of the academic credit courses completed toward undergraduate diploma and certificate programs may be used for credit toward another credential at the discretion of and in accordance with the normal academic rules specified by the academic unit offering the subsequent credential.

#### Admission Requirements

20. There are two sets of admission requirements:

##### General Requirements

- a) students who wish to enter an Undergraduate Diploma program must have at least one of:
  - (i) an Ontario Secondary School Diploma or equivalent;
  - (ii) be a mature student as defined in the *Undergraduate Calendar*; or
  - (iii) be deemed an exceptional case by the admissions committee for the Undergraduate Diploma.
- b) these requirements ensure that students have the basic capabilities necessary to deal with the academic credit courses in Undergraduate Diploma programs and take into account the bridging function that some diplomas perform; and

##### Additional Requirements

- c) any particular diploma program may have other admission requirements which are appropriate to its learning objectives. These requirements may include prerequisite courses or degrees specific to the particular diploma.

## SECTION IV: GRADUATE DIPLOMAS

21. A Graduate Diploma is based on Graduate Degree Level Expectations and will prepare students for employment requiring sound judgment, personal responsibility and individual initiative, in complex and unpredictable professional environments.
22. Graduate Diplomas must include academic content **equivalent to a minimum of four graduate courses** at McMaster. Graduate Diplomas are defined in this Policy. However, the review and approval process falls under the [Policy on Academic Program Development and Review](#).
23. There are three types of Graduate Diplomas:
  - a) *Master's Level Diploma (Type 1)* programs require students to develop a conceptual understanding of fundamental aspects of the discipline. Some programs require students to demonstrate Master's-level analytical, interpretative, methodological and expository skills through course-specific applications, while some may also require students to demonstrate these skills in applied activities;
  - b) *Master's and Doctoral Level Diploma (Type 2)* programs are offered in conjunction with a Master's or doctoral degree and represent an additional, usually interdisciplinary, qualification. Programs require students to develop a conceptual understanding of fundamental aspects of the discipline(s) and appropriate levels of analytical, interpretative, methodological and expository skills through course-specific applications, while some may require students to demonstrate these skills in applied activities; and
  - c) *Master's and Doctoral Level Diploma (Type 3)* programs are stand-alone, direct-entry Graduate Diploma programs require students to develop a conceptual understanding of fundamental aspects of the discipline. Programs require students to demonstrate the appropriate level of analytical, interpretative, methodological and expository skills through course-specific applications, while some may require students to demonstrate these skills in applied activities.

### Academic Course Requirements

24. All McMaster Graduate Diplomas must include academic credit courses equivalent to at least four courses at the graduate level at McMaster.

### Admission Requirements

25. There are two sets of admission requirements:

#### General Requirements

- d) students who wish to enter a Graduate Diploma program must meet the admission requirements of a Master's level program. These requirements ensure that students have the basic capabilities necessary to deal with the academic credit courses in Graduate Diploma programs; and

**Additional Requirements**

- e) any particular Graduate Diploma program may have other admission requirements which are appropriate to its learning objectives. These requirements may include prerequisite courses or degrees specific to the particular diploma.

## SECTION V: UNDERGRADUATE CERTIFICATES

26. An Undergraduate Certificate is a program of study coherently organized around clear learning objectives and having academic content equivalent to **15 or 9 units** of undergraduate study at McMaster.
27. There are three types of Undergraduate Academic Certificates:
  - a) Stand-Alone Undergraduate Certificate (15 units);
  - b) Stand-Alone Certificate of Professional Learning (9 units); and
  - c) Concurrent Undergraduate Certificate (15 units).

### STAND-ALONE UNDERGRADUATE CERTIFICATE

28. Stand-Alone Undergraduate Certificate (including Post-Baccalaureate Certificates) may be focused primarily upon academic or professional development objectives, but all must meet the minimum criterion of academic content (**15 units**). Stand-Alone Undergraduate Certificates serve such functions as bridging into undergraduate degree programs, professional preparation or upgrading, and study complementary to degree studies.

#### Academic Course Requirements

29. All Stand-Alone Undergraduate Certificates must include academic credit courses equivalent to at least **15 units** (half a year) of undergraduate study at McMaster. In addition to their academic content, Stand-Alone Undergraduate Certificate programs may include courses and other forms of learning which are not suitable for academic credit.
30. Up to 100% of the academic credit courses completed toward undergraduate diploma and certificate programs may be used for credit toward another credential at the discretion of and in accordance with the normal academic rules specified by the academic unit offering the subsequent credential.

#### Admission Requirements

31. There are two sets of admission requirements:

##### General Requirements

- a) students who wish to enter a Stand-Alone Undergraduate Certificate program must have at least one of:
  - (i) an Ontario Secondary School Diploma or equivalent;
  - (ii) be a mature student as defined in the *Undergraduate Calendar* of McMaster University; or
  - (iii) be deemed an exceptional case by the admissions committee for the certificate.



- b) these requirements ensure that students have the basic capabilities necessary to deal with the academic credit courses in Undergraduate Certificate programs and take into account the bridging function that some certificates perform; and

#### **Additional Requirements**

- c) any particular Stand-Alone Undergraduate Certificate program may have other admission requirements which are appropriate to its learning objectives. These requirements may include prerequisite courses or degrees specific to the particular certificate.

### **STAND-ALONE CERTIFICATE OF PROFESSIONAL LEARNING**

- 32. Stand-Alone Certificate of Professional Learning enables learners to complete an academic program of study (**9 units**) with a professional focus. It will include academic development objectives targeting the learner's growth in a professional area and will meet the minimum criterion of academic content. Stand-Alone Certificates of Professional Learning serve the function of bridging into undergraduate degree programs and professional enhancement.

#### **Academic Course Requirements**

- 33. All Stand-Alone Certificates of Professional Learning must include academic credit courses equivalent to **9 units** of undergraduate study at McMaster. Up to 100% of the academic credit courses completed toward undergraduate diploma and certificate programs may be used for credit toward another credential at the discretion of and in accordance with the normal academic rules specified by academic unit offering the subsequent credential.

#### **Admission Requirements**

- 34. There are two sets of admission requirements:

#### **General Requirements**

- a) students who wish to enter a Stand-Alone Certificate of Professional Learning program must have at least one of:
  - (i) an Ontario Secondary School Diploma or equivalent;
  - (ii) be a mature student as defined in the *Undergraduate Calendar* of McMaster University; or
  - (iii) be deemed an exceptional case by the admissions committee for the certificate.
- b) these requirements ensure that students have the basic capabilities necessary to deal with the academic credit courses in Undergraduate Certificate programs and take into account the bridging function that some certificates perform; and

**Requirements**

- c) any particular Undergraduate Stand-Alone Certificate of Professional Learning program may have other admission requirements which are appropriate to its learning objectives. These requirements may include prerequisite courses or degrees specific to the particular certificate.

**CONCURRENT UNDERGRADUATE CERTIFICATE**

35. A Concurrent Undergraduate Certificate shall be focused primarily upon academic development objectives and must meet the minimum criterion of academic content (**15 units**). This type of Certificate sets out a plan of study complementary to degree studies and will provide added value to degree studies.

**Academic Course Requirements**

36. All Concurrent Undergraduate Certificates must include academic credit courses equivalent to at least 15 units (half a year) of undergraduate study at McMaster.
37. In addition to their academic content, concurrent certificate programs may include courses and other forms of learning which are not suitable for academic credit. Up to 100% of the requirement for the concurrent certificate may overlap with degree courses.

**Admission Requirements**

38. Students who wish to enter a Concurrent Undergraduate Certificate program must be enrolled in an undergraduate degree program at McMaster.
39. Any particular Concurrent Undergraduate Certificate program may have other admission requirements, such as prerequisite courses, which are appropriate to its learning objectives.

**SECTION VI: GRADUATE CERTIFICATES**

40. A Graduate Certificate is a program of study coherently organized around clear learning objectives and having academic content equivalent to a minimum of three graduate courses at McMaster.

**Academic Course Requirements**

41. All Graduate Certificates must include academic credit courses equivalent to at least three courses at the graduate level at McMaster. Up to 100% of the certificate course requirements may overlap with graduate degree courses. (Courses may or may not be unique to the certificate.)

**Admission Requirements**

42. There are two sets of admission requirements:

**General Requirements**

- a) students who wish to enter a Graduate Certificate program must meet the admission requirements of a Master's level program. These requirements ensure that students have the basic capabilities necessary to deal with the academic credit courses in Graduate Certificate programs; and

**Additional Requirements**

- b) any particular Graduate Certificate program may have other admission requirements which are appropriate to its learning objectives. These requirements may include prerequisite courses or degrees specific to the particular certificate.

## SECTION VII: OTHER CERTIFICATES

43. There are two types of non-academic programs:
  - a) Certificates of Completion: and
  - b) Certificates of Attendance.
44. These non-academic programs are distinct and differentiated from Certificates and Diplomas. The term "Certificate" shall only be used by McMaster courses and programs within the guidelines of this Policy.

### CERTIFICATE OF COMPLETION

45. A Certificate of Completion acknowledges that an individual has completed a course or program at McMaster that does not have the status of an academic program.
46. A Certificate of Completion can be issued when a non-academic course or program includes a minimum of **30 contact hours** and **evaluation** of the learner's learning. Certificates of Completion may include academic content if the course or courses have been approved for credit toward another credential.
47. The learner must demonstrate competency in the material as determined by evaluation methods which may include an exam, paper, project, presentation, etc. This will normally be recorded as a pass or fail, and records will be kept by the unit offering the program.
48. This category will be suitable for various types of life-long learning courses and programs. The Certificate of Completion is not an academic certificate and as such shall not be categorized as undergraduate or graduate level.

#### Admission Requirements

49. Normally, there are no specific admission requirements.

#### Credit Toward Another Credential

50. Normally, there is no credit granted towards degree program studies, unless the course or courses making up the Certificate of Completion have been approved for credit as part of a degree, diploma or certificate.
51. A series of Certificates of Attendance (see below) cannot make up the components of a Certificate of Completion.

**Approval Criteria**

52. Although administrative and academic units at McMaster do not need permission from Undergraduate Council to issue Certificates of Completion, they are required, at minimum, to report new Certificates of Completion and revisions to existing Certificate of Completion programs to Undergraduate Council on an annual basis.
53. However, if new **fees** are being charged to learners, the Faculty proposing the Certificate of Completion program must follow the process for approval of academic certificates and diplomas.
54. It is expected that Certificates of Completion will be granted only when the activities are of benefit and/or interest to the community and are consistent with the objectives of McMaster University.

**Guidelines and Limitations**

55. Clarity and the protection of the McMaster certificate brand are paramount. Thus, any courses or programs that issue a Certificate of Completion shall not use the term Certificate in their title, unless it is part of the term "Certificate of Completion." Exceptions may occur when a program is provided as contract training to a company (i.e. not a public program) and the program name is determined jointly with the client.
56. The course description should include the credit or non-credit status of the course, that there will be learner evaluation, how the learner shall be graded (i.e., pass/fail or a letter grade), and that a "Certificate of Completion" will be awarded for successful completion.

**CERTIFICATE OF ATTENDANCE**

57. A Certificate of Attendance acknowledges that an individual has participated in a set of activities at McMaster that does not have the status of an academic program as there is no academic content and no evaluation of learning.
58. Such activities are designed to meet the interests and objectives of participants who may want to acquire general knowledge or training for general interest purposes, but who neither require nor seek any form of professional or academic recognition. As such a Certificate of Attendance shall not be categorized as undergraduate or graduate level. This category will be suitable for various types of life-long learning courses and programs.

**Admission Requirements**

59. Normally, there are no specific admission requirements.

**Credit Toward Degree or Other Program Studies**

60. There is no credit granted toward additional credentials.

**Approval Criteria**

61. Although administrative and academic units at McMaster do not require approval from Undergraduate Council to issue Certificates of Attendance, they are required, at minimum, to report to Undergraduate Council on an annual basis new Certificates of Attendance programs and revisions to existing Certificate of Attendance programs.
62. However, if new **fees** are being charged to learners, administrative and/or academic units proposing the Certificate of Attendance program must follow the process for approval of academic certificates and diplomas.
63. It is expected that Certificates of Attendance will be granted only when the activities are of benefit and/or interest to the community and are consistent with the objectives of McMaster University.

**Guidelines and Limitations**

64. Clarity and the protection of the McMaster certificate brand are paramount. Thus, any courses or programs that issue a Certificate of Attendance shall not use the term Certificate in their title, unless it is part of the term "Certificate of Attendance."

**NON-MCMASTER CERTIFICATES**

65. McMaster collaborates with other organisations and institutions to offer programming toward a credential that is issued by that other entity. Such externally issued credentials are outside the scope of this Policy.

### SECTION VIII: PROCEDURES FOR APPROVAL

66. The Faculty or Centre for Continuing Education will present the proposal for undergraduate diplomas, undergraduate academic certificates and undergraduate-level academic credit courses to the Undergraduate Council Certificates and Diplomas Committee. Once approved, the Certificates and Diplomas Committee will then make a recommendation to Undergraduate Council.
67. In the case of graduate certificates and graduate-level academic courses, the Faculty will present proposals to Graduate Council.
68. The relevant Council shall report to the Senate the establishment, closure, and/or substantial revisions of academic certificate and diploma programs.
69. The academic unit is responsible for providing a complete proposal. In addition to the program proposal, the complete submission must include a statement of academic merit from the office of the Dean, as described below.
70. Graduate Diplomas are approved through the process outlined in the [Policy on Academic Program Development and Review](#).
71. The approval and reporting processes for Certificates of Completion and Certificates of Attendance are outlined in [Section VII](#) above.

#### **Statement of Academic Merit**

72. The statement of academic merit is normally an attestation from a Faculty, at McMaster University, confirming that the Faculty has vetted the proposed program and found that it meets the criteria for the designation proposed. That statement will also include a general description of how the academic merit of the proposal was evaluated, including such things as which academic departments were involved and the procedures used.
73. Proposals for new academic credit courses, which are intended to be part of a certificate or diploma program, and which are not to be part of any degree program, will include the following:
  - a) a paragraph-long course description along with a statement of the number of units of academic credit provided by the course; and
  - a) a statement of how the course contributes to the learning objectives of the program(s) of which it will be a part.

**Financial Viability and Resource Implications**

74. The financial viability of a certificate and diploma program is evaluated through other mechanisms within the University. All programs should follow these approval processes and ensure they are complying with financial policies, which may include returning a portion of revenue to the University.
75. Diploma and academic certificate programs, as well as non-academic certificates for which fees are charged, must submit fee proposals to the University Student Fees Committee for approval. Normally, this approval should be sought prior to submission of the academic proposal to Undergraduate Council or Graduate Council. Please note that fees are approved by the Board of Governors for the subsequent academic year, so approvals should be sought in sufficient time to launch programs as planned.
76. Following approval by Undergraduate Council or Graduate Council (as applicable), the completed *Financial Viability and Resource Implications template* for new certificate and diploma programs must be reviewed, prior to submission of the business case to the University Planning Committee, as per the [Academic Revenue Activity Policy for Revenue Generating Certificate and Diploma Programs Administered through a Faculty](#) by the:
  - a) Executive Director Finance and Administration (Academic); and
  - b) Vice-Provost (Faculty) or Vice-Provost and Dean of Graduate Studies.
77. It is expected that **additional fees will not** be charged for Undergraduate Concurrent Certificates and Graduate Certificates, and that such programs will not generate additional revenue for the University, and therefore do not normally require approval from the University Planning Committee.



APPENDIX A: SAMPLE PARCHMENTS



*The Chancellor and Senate of*

**McMaster University**

*award*

*Firstname Lastname*

*the graduate diploma in*

**Advanced Neonatal Nursing**

*Dated this 20th day of November, 2015 at Hamilton, Ontario.*

*President and Vice-Chancellor*

*University Registrar*

*Dean of Graduate Studies*

Page updated May 2021

Policy Date: July 8, 2020



Page 16 of 18



Name of Credential

*is hereby presented to*

**Firstname Lastname**

*to recognize the successful completion of the*

**Program Title**

*delivered by the <CCE or Partner> in partnership with <CCE or Partner>*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Name of Credential

*is hereby presented to*

**Firstname Lastname**

*to recognize the successful completion of the*

**Program Title**

*delivered by the <Name of Faculty or Department>*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Complete Policy Title

**Certificates, & Diplomas & Microcredentials Policy**

Policy Number (if applicable):

**DRAFT 07 – February 28, 2023**

Approved by

**Senate**

Date of Most Recent Approval

**July 8, 2020 TBD**

Date of Original Approval(s)

**May 12, 1997**

Supersedes/Amends Policy dated

- Certificates & Diplomas Policy, July 8, 2020
- Senate Policy on Diplomas and Certificates, June 6, 2018
- Policy on Certificates and Diplomas, March 10, 2010

Responsible Executive

**Vice-Provost (Teaching and Learning)**

**Vice-Provost & Dean of Graduate Studies**

Policy Specific Enquiries

**[Vice-Provost \(Teaching and Learning\)](#)**

General Policy Enquiries

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

**DISCLAIMER:**

*If there is a discrepancy between this electronic Policy and the approved copy held by the University Secretariat, the approved copy prevails.*

**FORMAT:**

*If you require this document in an accessible format, please email [policy@mcmaster.ca](mailto:policy@mcmaster.ca).*

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## SECTION I: -INTRODUCTION

### PREAMBLE

1. The purpose of this Policy is to provide minimum academic criteria which must be met ~~if programs are to be approved as for the approval of Certificates, Diplomas and Microcredentials at McMaster University certificates and diplomas.~~ The ~~academic criteria proposed~~ are intended to maintain the University's high academic standards and enable certificates, diplomas, and ~~diplomas to continue their traditional functions of providing microcredentials to provide~~ studies and skills complementary to degree programs, professional preparation or upgrading, and/or bridging/transferring credit into degree programs.
2. This document also outlines the process which departments and Faculty offices may follow to develop new certificates, diplomas, and microcredentials for approval by the University's governing bodies.
- 2.3. The evaluation, approval, and monitoring of ~~certificate and diploma programs~~ certificates, diplomas, and microcredentials is the responsibility of the University's governing councils, namely, Graduate Council and Undergraduate Council, and the University Planning Committee (as applicable).- The relevant Council shall report to the Senate the establishment, closure, and/or substantial revisions of academic ~~certificate and diploma programs~~ certificates, diplomas, and microcredentials. See Section IX: Procedures for Approval and Appendix A: Approval Path for Certificates, Diplomas & Microcredentials for more information about the approval and governance of these credentials.
3. Academic ~~certificate~~ certificates, microcredentials, and diploma programs are operated in accordance with normal academic regulations as outlined in this Policy and published in the *Undergraduate Calendar* or *Graduate Calendar* (as applicable).

### DEFINITIONS

4. ~~Credential is a body of Non-academic work or collection of course work that stands on its own and for which a parchment is issued. McMaster credentials include certificates, diplomas, and degrees.~~ microcredentials are subject to the policies and procedures maintained by the Inspire Office.
5. The terms *certificate*, *diploma*, and *microcredential* shall only be used by McMaster courses, learning activities, and programs within the guidelines of this Policy.



## TYPES OF CERTIFICATES, DIPLOMAS AND MICROCREDENTIALS<sup>1</sup>

### 6. Academic Certificates:

- a) Graduate Academic Certificate
- b) Undergraduate Academic Certificates (approved by Senate through UGC or GC):
  - (i) Stand-Alone Undergraduate Certificate
  - (ii) Stand-Alone Certificate of Professional Learning
  - (iii) Concurrent Undergraduate Certificate

### 7. Non-Academic Certificates:

- a) Certificate of Completion
- b) Certificate of Attendance

### 8. Diplomas:

- a) Graduate Academic Diploma
- b) Undergraduate Academic Diploma

### 9. Academic Microcredentials:

- a) Graduate Academic Microcredential
- b) Undergraduate Academic Microcredential

### 10. Non-Academic Microcredentials

## TERMS AND DEFINITIONS

### 11. For the purpose of interpreting this document:

- a) Words in the singular may include the plural and words in the plural may include the singular;
- a**) Academic Credit Course or Learning Experience** is a course or learning experience of an academic calibre consistent with those offered in undergraduate or graduate degree programs. -The most common kind of academic credit course is that included in the curricula of undergraduate or graduate degree programs. -These provide a benchmark against which other academic credit courses can be evaluated-;

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<sup>1</sup> Non-McMaster Certificates: McMaster collaborates with other organizations and institutions to offer programming toward a credential issued by that other entity. Such externally-issued credentials are outside the scope of this Policy.

- c) **Calendar Copy** is the precise content to be published in the *Undergraduate or Graduate Calendar* and provides an overview of the credential, its admission requirements, academic/curriculum requirements for completion, and whether a Student or Learner may use the credential as credit toward degree or other program studies;
- d) **CDM Committee** means the Joint Committee on Certificates, Diplomas, and Microcredentials;
- e) **Faculty office** means the Faculties of Business, Engineering, Health Sciences, Humanities, Science, Social Sciences, and the Arts & Science Program;
- f) **Inspire Office** means the Inspire Office of Flexible Learning, which provides support and resources to units developing microcredentials;
- g) A **Learner** is an individual recorded by a Faculty office, the Inspire Office, MCE, or a department as enrolled in a Non-Academic Credential. As members of the University Community, certain University policies apply to Learners (e.g., *Discrimination and Harassment Policy, Accessibility Policy, etc.*). See also the definition of **Student** and *Section II: Procedural Requirements: Appeal Procedures and Access to University Services and Policies*.
- h) A **Mature Student**, as defined in the *Undergraduate Calendar*, has not attended secondary school or college on a full-time basis for at least two years and has not previously attended university.
- i) **Microcredential** means a designation of achievement of a coherent set of skills, competencies, or knowledge, specified by a statement of purpose, learning outcomes, and potential need by employers and/or in the community;
- j) **MCE** means McMaster Continuing Education;
- k) A **Parchment** is documentation provided to a Student or Learner attesting to the successful completion of a credential, whether electronic or paper-based.
- l) **Student** means any individual recorded by the University Registrar as enrolled in an educational course of study recognized by the Senate and for whom the University maintains education records. See also the definition of **Learner** and *Section II: Procedural Requirements: Appeal Procedures and Access to University Services and Policies*.

## **POLICY REVISIONS**

12. As per the McMaster University Policy Framework, the executive responsible will typically review this Policy every five years. Smaller and more frequent reviews may occur to ensure that this Policy is current and compliant with relevant standards and legislation.

## SECTION II: PROCEDURAL REQUIREMENTS

### MANAGEMENT OF ACADEMIC ~~CERTIFICATE AND DIPLOMA PROGRAMS~~ CREDENTIALS

- ~~5-13.~~ Academic certificate and diploma programs are operated in accordance with normal academic regulations as outlined in this Policy and as published in the Undergraduate Calendar or Graduate Calendar (as applicable).
- ~~14.~~ Students registered in Academic microcredentials are operated in accordance with normal academic regulations and to the same standards as academic certificate and diploma programs ~~are issued a student number, classes. For the purposes of this Policy, microcredentials are scheduled within sessional dates, and part-time student fees are charged.~~ included under the umbrella of certificates with respect to the McMaster University Act, 1976:
- ~~15.~~ A microcredential has fewer requirements and credit hours than traditional academic qualifications and focuses on competencies that are:
- a) not defined in existing programs;
  - b) not accessible outside of limited enrolment programs;
  - c) complementary to existing programs; and/or
  - d) available as optionally stackable modules.
- ~~6-16.~~ Student records for Academic Credentials, including grades, are maintained by the Office of the Registrar. Learner records for Non-Academic Credentials may be maintained by the Faculty office, Inspire Office, MCE, or department offering the Non-Academic Credential.
- ~~17.~~ An academic microcredential shall not show by default on a transcript unless approved as part of a degree.
- ~~7-18.~~ Academic and non-academic certificates and diplomas will be, and microcredentials are issued by the academic unit offering the program or learning activity to the student upon completion of all academic requirements of a program. Academic and non-academic microcredentials are issued by the Inspire Office (unless the offering Faculty has previously stated its intent to issue the credential instead of the Inspire Office), or MCE.
- ~~19.~~ The learning activity for a microcredential may generate its own credential (unlike certificates and diplomas, which require multiple courses) and it may be counted as part of a corresponding diploma or certificate.
- Appeal Procedures and Access to University Services and Policies
- ~~20.~~ See definitions of **Student** and **Learner** in 11 (g) and (l) above.

21. Under this Policy, individuals registered in an Academic Credential, namely a Graduate Diploma, Graduate Academic Certificate, Undergraduate Diploma, Undergraduate Academic Certificate, or an Academic Microcredential, are **Students**. Students have access to specific University resources (including, but not limited to, library resources, Learning Management Systems, Microsoft 365 (including Teams) or University services where supplemental fees are paid alongside tuition). Students have rights and responsibilities under Student-specific University policies, including the ability to appeal under *Student Appeal Procedures* (see also *Appendix B: Related Policies and Legislation*). Learners do not have access to these services or Student-specific University policies.
22. Individuals registered in a Certificate of Completion, Non-Academic Microcredential, or Certificate of Attendance, are **Learners**. Learners may also be Students (if they are simultaneously registered in an Academic Credential (see *article 21* above)). As members of the University Community, certain non-academic University policies apply to Learners (e.g., *Discrimination and Harassment Policy, Accessibility Policy, etc.*). However, **Learners are not Students** and therefore Student-specific policies do not apply. Learners do not have appeal rights under the *Student Appeal Procedures*, nor do they have access to specific University resources (including, but not limited to, library resources, Learning Management Systems, Microsoft 365 (including Teams) or any University service in which a McMaster Student pays supplemental fees alongside tuition).
23. Learners enrolled in a non-academic microcredential may request a review of their evaluation to the Faculty Standing Committee on Microcredentials or to MCE within four (4) weeks of the submission of their final grade. Learners in this category will not have access to existing Student appeal procedures beyond the Faculty or MCE Standing Committee. The Learner must be informed of the decision within three (3) weeks from the date of the review request. The decision made by the Faculty or MCE Standing Committee will be final without the right of appeal.

#### **ACADEMIC CREDIT FOR DIPLOMA AND CERTIFICATE COURSES AND MICROCREDENTIALS**

- ~~8-24.~~ Certificate Academic certificate and diploma programs include courses which are determined to be of an academic calibre consistent with courses offered in undergraduate or graduate degree programs (as appropriate).
25. While credit for Academic microcredentials must provide the same academic calibre as courses offered in degree programs is but are expected to be shorter in duration and may have non-traditional delivery modes.
- ~~9-26.~~ These microcredentials have fewer units than a course; credit may be a fraction of a unit and normally given in blocks of three or six units, credit can be at the shall not exceed one, two, three or any other unit level. -As a general guideline, one academic unit normally corresponds to 10-15 academic contact hours.
10. — To receive See also *Section IX and Appendix A* for more information about the approval as an academic credit course, a course which is not part criteria and governance of a degree program must:

~~11.27. \_\_\_\_\_ be at a level of intellectual rigour comparable to that found in undergraduate or graduate degree program courses in the same or similar field(s). Academic credit courses are vetted by the Faculty offering the course or that is most relevant to the content of the course; Credentials.~~

- ~~a) evaluate student performance by the methods normally used in degree courses such as tests, essays, reports and other assignments; and~~
- ~~b) include a systematic student evaluation of the course using such methods as multiple choice questionnaires, narrative responses and/or interviews.~~

#### Transfer

##### Stacking and Transferring between Credentials

~~12.28. \_\_\_\_\_ Academic credits can credit may be applied to another credential. - Examples include, but are not limited to, transfer of credit from a certificate to a degree or from a degree to a diploma. -Normally, credits can be applied to a maximum of two credentials. Refer to the details for each credential listed in this Policy for allowances and restrictions for applying credit from one credential to another.~~

~~13.29. \_\_\_\_\_ Up Students may use up to 100% of the academic credit courses completed toward undergraduate diploma and certificate programs may be used for advanced credit toward another credential at the discretion of and in accordance with the normal academic rules specified by the. Academic microcredentials may be stacked together to be used toward another credential. The academic unit offering the subsequent credential shall apply credit at its discretion and per that credential's normal academic rules.~~

~~14.30. \_\_\_\_\_ In some specific cases, academic microcredentials or courses taken for credit as part of a graduate diploma program may be considered for credit toward a subsequent Master's degree program.~~

#### ACADEMIC APPROVAL CRITERIA

~~15. \_\_\_\_\_ When approving a certificate or diploma program, Undergraduate Council or Graduate Council (as appropriate) must ensure that the program proposal appropriately fulfills all of the following criteria:~~

- ~~a) well-defined program objective(s);~~
- ~~a) well-defined program learning outcomes;~~
- ~~b) curriculum to meet the program learning outcomes; and~~
- ~~c) admission requirements (as applicable).~~

### section iii: UNDERGRADUATE DIPLOMAS

~~16. An Undergraduate Diploma is a program of study involving a significant body of academic work coherently organized around clear learning objectives. Undergraduate Diplomas (including post-baccalaureate diplomas) may be focused primarily upon academic or professional development objectives, but all must include academic content equivalent to a minimum of 24 units of undergraduate-level course work.~~

~~17. Undergraduate Diplomas serve such functions as: study complementary to degree programs, professional preparation or upgrading, and bridging into undergraduate degree programs. The word Diploma must be included in the program name.~~

#### Academic Program Requirements

~~18. All Undergraduate Diplomas must include academic credit courses equivalent to at least 24 units of undergraduate study at McMaster. In addition to their academic content, Undergraduate Diploma programs may include courses and other forms of learning which are not suitable for academic credit.~~

~~19. The maximum overlap with degree courses is 70% of the requirement for the diploma. Up to 100% of the academic credit courses completed toward undergraduate diploma and certificate programs may be used for credit toward another credential at the discretion of and in accordance with the normal academic rules specified by the academic unit offering the subsequent credential.~~

#### Admission Requirements

~~20. There are two sets of admission requirements:~~

##### General Requirements

~~d) students who wish to enter an Undergraduate Diploma program must have at least one of:~~

~~(i) an Ontario Secondary School Diploma or equivalent;~~

~~b) be a mature student as defined in the Undergraduate Calendar; or~~

~~e) be deemed an exceptional case by the admissions committee for the Undergraduate Diploma.~~

~~e) these requirements ensure that students have the basic capabilities necessary to deal with the academic credit courses in Undergraduate Diploma programs and take into account the bridging function that some diplomas perform; and~~

##### Additional Requirements

~~31. any particular diploma program may have other admission requirements which are appropriate to its learning objectives. See Section IX and Appendix A for more information about the approval criteria and governance of Academic Credentials.~~

~~21.1. These requirements may include prerequisite courses or degrees specific to the particular diploma.~~

## SECTION III: GRADUATE DIPLOMAS

~~22.32.~~ A Graduate Diploma is based on Graduate Degree Level Expectations (GDLEs) and ~~will prepare students~~ prepares Students for employment requiring sound judgment, personal responsibility and individual initiative, in complex and unpredictable professional environments.

~~23.33.~~ Graduate Diplomas must include academic content equivalent to a minimum of four graduate courses at McMaster. Graduate Diplomas are defined in this Policy. However, the review and approval process falls under ~~The review and approval process for Graduate Diplomas is covered in~~ the [Policy on Academic Program Development and Review](#).

~~24.34.~~ There are three types of Graduate Diplomas:

- a) **Master's Level Diploma (Type 1)** programs require sStudents to develop a conceptual understanding of fundamental aspects of the discipline. Some programs require sStudents to demonstrate Master's-level analytical, interpretative, methodological and expository skills through course-specific applications, while some may also require sStudents to demonstrate these skills in applied activities;
- b) **Master's and Doctoral Level Diploma (Type 2)** programs are offered in conjunction with a Master's or doctoral degree and represent an additional, usually interdisciplinary, qualification. Programs require sStudents to develop a conceptual understanding of fundamental aspects of the discipline(s) and appropriate levels of analytical, interpretative, methodological and expository skills through course-specific applications, while some may require sStudents to demonstrate these skills in applied activities; and
- c) **Master's and Doctoral Level Diploma (Type 3)** programs are stand-alone, direct-entry Graduate Diploma programs ~~that~~ require sStudents to develop a conceptual understanding of fundamental aspects of the discipline. Programs require sStudents to demonstrate the appropriate level of analytical, interpretative, methodological and expository skills through course-specific applications, while some may require sStudents to demonstrate these skills in applied activities.

### Academic Course Requirements

~~25.35.~~ All McMaster Graduate Diplomas must include academic ~~credit courses content~~ equivalent to at least a minimum of four courses at the ~~three-unit (half)~~ graduate level courses at McMaster.

### General Admission Requirements

~~26.~~ There are two sets of admission requirements:



General Requirements

~~27-36.~~ ~~students~~ Students who wish to enter a Graduate Diploma program must meet the admission requirements of a Master's level program. These requirements ensure that ~~s~~Students have the basic capabilities necessary to deal with the academic credit courses in Graduate Diploma programs; ~~and~~.

Additional Admission Requirements

~~28-37.~~ ~~a~~Any particular Graduate Diploma program may have other admission requirements which are appropriate to its learning objectives. These requirements may include prerequisite courses or degrees specific to the particular diploma.

Credit Toward Degree or Other Program Studies

38. In some specific cases, courses taken for credit as part of a graduate diploma program may be considered for credit toward a subsequent Master's degree program.

## SECTION V: UNDERGRADUATE Certificates IV: GRADUATE ACADEMIC CERTIFICATES

~~29.39.~~ An Undergraduate A Graduate Academic Certificate is a microcredential consisting of a program of study coherently organized around clear learning objectives ~~and having academic content equivalent to 15 or 9 units of undergraduate study at McMaster...~~

~~30.~~ There are three types of Undergraduate Academic Certificates:

- ~~a) Stand Alone Undergraduate Certificate (15 units);~~
- ~~b) Stand Alone Certificate of Professional Learning (9 units); and~~
- ~~c) Concurrent Undergraduate Certificate (15 units).~~

### STAND-ALONE UNDERGRADUATE CERTIFICATE

~~31.~~ Stand Alone Undergraduate Certificate (including Post-Baccalaureate Certificates) may be focused primarily upon academic or professional development objectives, but all must meet the minimum criterion of academic content (15 units). Stand Alone Undergraduate Certificates serve such functions as bridging into undergraduate degree programs, professional preparation or upgrading, and study complementary to degree studies.

#### Academic Course Requirements

~~40.~~ All Stand Alone Undergraduate Graduate Academic Certificates must include academic credit courses equivalent to at least two, three-unit (half) graduate courses at McMaster.

#### General Admission Requirements

~~41.~~ Students who wish to enter a Graduate Academic Certificate program must meet the admission requirements of a Master's level program. These requirements ensure that Students have the basic capabilities necessary to deal with the academic credit courses in Graduate Academic Certificate programs.

#### Additional Admission Requirements

~~42.~~ Any particular Graduate Academic Certificate program may have other admission requirements which are appropriate to its learning objectives. These requirements may include prerequisite courses or degrees specific to the particular certificate.

Credit Toward Degree or Other Program Studies

43. Up to 100% of the certificate course requirements may overlap with graduate degree courses. The courses may or may not be unique to the certificate.

## SECTION V: UNDERGRADUATE DIPLOMAS

44. An Undergraduate Diploma is a program of study involving a significant body of academic work coherently organized around clear learning objectives. Undergraduate Diplomas (including post-baccalaureate diplomas and all diplomas offered by MCE) may be focused primarily upon academic or professional development objectives, but all must include academic content equivalent to a minimum of 24 units (half a year) of undergraduate-level course work.

45. Undergraduate Diplomas serve as complementary study to degree programs, professional preparation or upgrading, and transferring credit into undergraduate degree programs. The word *Diploma* must be included in the program name (for example, *Diploma in Accounting*).

### Academic Program Requirements

46. All Undergraduate Diplomas must include academic credit courses equivalent to at least 24 units of undergraduate study at McMaster. In addition to their academic content, Undergraduate Diploma programs may include courses and other forms of learning which are not suitable for academic credit.

### General Admission Requirements

47. Students who wish to enter an Undergraduate Diploma program must meet at least one of the following criteria:

- a) possess an Ontario Secondary School Diploma or equivalent;
- b) be a mature Student as defined in the *Undergraduate Calendar*, or
- c) be deemed an exceptional case by the admissions committee for the Undergraduate Diploma.

48. These requirements ensure that Students have the basic capabilities necessary to deal with the academic credit courses in Undergraduate Diploma programs and take into account the function of transferring credit into degree programs that some diplomas perform.

### Additional Admission Requirements

49. Any particular diploma program may have other admission requirements appropriate to its learning objectives. These requirements may include prerequisite courses or degrees specific to the particular diploma.

### Credit Toward Degree or Other Program Studies

50. The maximum overlap with degree courses is 70% of the requirement for the diploma. Up to 100% of the academic credit courses completed toward undergraduate diploma and certificate programs may be used for credit toward another credential. The academic unit offering the subsequent credential shall apply credit at its discretion and per that credential's normal academic rules.

## SECTION VI: UNDERGRADUATE ACADEMIC CERTIFICATES

51. An Undergraduate Certificate is a program of study coherently organized around clear learning objectives.
52. There are three types of Undergraduate Academic Certificates. Each certificate has the academic content equivalent to a specified amount of undergraduate study at McMaster, as indicated below:
- a) Stand-Alone Undergraduate Certificate (15 units);
  - b) Stand-Alone Certificate of Professional Learning (9 units); and
  - c) Concurrent Undergraduate Certificate (15 units).

### STAND-ALONE UNDERGRADUATE CERTIFICATE

#### Academic Course Requirements

- ~~32-53.~~ study at McMaster. A Stand-Alone Undergraduate Certificate (including a Post-Baccalaureate Certificate) may be focused on academic or professional development learning objectives, but it must include academic credit courses equivalent to at least 15 units of undergraduate study at McMaster. In addition to their academic content, Stand-Alone Undergraduate Certificate programs may include courses and other forms of learning which are not suitable for academic credit. The phrase *Undergraduate Certificate* must be included in the program name (for example, *Health Professional Entrance Preparation (HPEP) Undergraduate Certificate*).
33. ~~Up to 100% of the academic credit courses completed toward undergraduate diploma and certificate programs may be used for credit toward another credential at the discretion of and in accordance with the normal academic rules specified by the academic unit offering the subsequent credential.~~

#### General Admission Requirements

34. ~~There are two sets of admission requirements:~~
- ~~General Requirements~~
- 35-54. ~~students~~ Students who wish to enter a Stand-Alone Undergraduate Certificate program must ~~havemeet~~ meet at least one of the following criteria:
- a) possess an Ontario Secondary School Diploma or equivalent;
  - b) be a ~~mature student~~ Mature Student as defined in the *Undergraduate Calendar of McMaster University*;  
or
  - c) be deemed an exceptional case by the admissions committee for the certificate.

~~36-55.~~ These requirements ensure that ~~s~~Students have the basic capabilities necessary to ~~deal with~~manage the academic ~~credit courses~~content in ~~an~~ Undergraduate Certificate programs and take into account the ~~bridging~~function of ~~transferring credit into degree programs~~ that some certificates perform; ~~and,~~

#### Additional Admission Requirements

~~37-56.~~ Any particular Stand-Alone Undergraduate Certificate program may have other admission requirements which are appropriate to its learning objectives. These requirements may include prerequisite courses or degrees specific to the particular certificate.

#### Credit Toward Degree or Other Program Studies

~~57.~~ A Stand-Alone Undergraduate Certificate may bridge Students into an undergraduate degree program, supply professional preparation or upgrade, or provide complementary work to degree studies.

~~58.~~ Students may use up to 100% of the academic credit courses completed toward a Stand-Alone Undergraduate Certificate for advanced credit toward another credential. The academic unit offering the subsequent credential shall apply credit at its discretion and per that credential's normal academic rules.

### STAND-ALONE CERTIFICATE OF PROFESSIONAL LEARNING

~~38-59.~~ Stand-Alone Certificate of Professional Learning enables ~~learners~~Students to complete an academic program of study (**9 units**) with a professional focus. -It will include academic development objectives targeting the ~~learner's~~Student's growth in a professional area and will meet the minimum criterion of academic content. -Stand-Alone Certificates of Professional Learning serve the function of ~~bridging~~transferring credit into undergraduate degree programs and professional enhancement. The phrase *Certificate of Professional Learning* must be included in the program name (for example, *Certificate of Professional Learning in User Experience and User Interface (UX/UI Design)*).

#### Academic Course Requirements

~~39-60.~~ All Stand-Alone Certificates of Professional Learning must include academic credit courses equivalent to **9 units** of undergraduate study at McMaster. -Up to 100% of the academic credit courses completed toward undergraduate diploma and certificate programs may be used for credit toward another credential ~~at the discretion of and in accordance with the normal academic rules specified by.~~ The academic unit offering the subsequent credential shall apply credit at its discretion and per that credential's normal academic rules.

#### General Admission Requirements

~~40.~~ There are two sets of admission requirements:

General Requirements

~~41-61.~~ ~~students~~ **Students** who wish to enter a Stand-Alone Certificate of Professional Learning program must have at least one of:

- a) an Ontario Secondary School Diploma or equivalent;
- b) be a mature ~~s~~Student as defined in the *Undergraduate Calendar of McMaster University*; or
- c) be deemed an exceptional case by the admissions committee for the certificate.

~~42-62.~~ ~~†~~These requirements ensure that ~~s~~Students have the basic capabilities necessary to deal with the academic credit courses in Undergraduate Certificate programs and take into account the ~~bridging-function of transferring credit into degree programs~~ that some certificates perform; ~~and~~.

Additional Admission Requirements

~~43-63.~~ ~~a~~Any particular Undergraduate Stand-Alone Certificate of Professional Learning program may have other admission requirements which are appropriate to its learning objectives. These requirements may include prerequisite courses or degrees specific to the particular certificate.

**CONCURRENT UNDERGRADUATE CERTIFICATE**

~~44-64.~~ A Concurrent Undergraduate Certificate shall be focused primarily upon academic development objectives and must meet the minimum criterion of academic content (**15 units**). ~~-This type of C~~certificate sets out a plan of study complementary to degree studies and will provide added value to ~~degree~~~~those~~ studies. The phrase *Concurrent Certificate must be included in the program name (for example, the Concurrent Certificate in Leadership, Equity, and Social Change)*.

Academic Course Requirements

~~45-65.~~ All Concurrent Undergraduate Certificates must include academic credit courses equivalent to at least **15 units** (~~half a year~~) of undergraduate study at McMaster.

~~46-66.~~ In addition to their academic content, concurrent certificate programs may include courses and other forms of learning which are not suitable for academic credit. ~~-Up to 100% of the requirement for the concurrent certificate may overlap with degree courses.~~

Admission Requirements

~~47-67.~~ Students who wish to enter a Concurrent Undergraduate Certificate program must be enrolled in an undergraduate degree program at McMaster.

~~48-68.~~ Any particular Concurrent Undergraduate Certificate program may have other admission requirements, such as prerequisite courses, which are appropriate to its learning objectives.



## ~~SECTION VI: GRADUATE CERTIFICATES~~

~~49. — A Graduate Certificate is a program of study coherently organized around clear learning objectives and having academic content equivalent to a minimum of three graduate courses at McMaster.~~

~~Credit Toward Degree or Other Program Studies~~

~~Academic Course Requirements~~

~~50. — All Graduate Certificates must include academic credit courses equivalent to at least three courses at the graduate level at McMaster. Up to 100% of the requirement for the concurrent certificate course requirements may overlap with undergraduate degree courses. (Courses may or may not be unique to the certificate.)~~

## SECTION VII: ACADEMIC MICROCREDENTIALS

69. Academic microcredentials must meet the standards for academic coursework, but there are no minimum credit hours to complete the work. Microcredentials may be within a program, separate from a program, or they could reside simultaneously in both places. The word Microcredential must appear in the credential name (for example, *Microcredential in Project Management*).

### General Admission Requirements

51. There are two sets of Students who wish to begin an academic microcredential must meet its specified admission requirements:

#### General Requirements

52.70. students who wish to enter a Graduate Certificate program must meet the . Since a microcredential may be aimed at Students and Learners from a broad range of backgrounds, the admission requirements of a Master's-level program the academic microcredential are considered at the time of its approval, whether linked to a degree or diploma program, certificate, or as a stand-alone non-academic learning activities such as a portfolio, placement, community project, or others. These admission requirements for a microcredential will ensure that students Students and Learners have the basic capabilities necessary to deal with the academic credit courses in Graduate Certificate programs; and learning activity.

### Additional Admission Requirements

53.71. any particular Graduate Certificate program Any microcredential may have other admission requirements which that are appropriate to its learning objectives. -These requirements may include prerequisite courses or degrees specific to the particular certificate microcredential.

Credit Toward Another Credential

72. Academic microcredentials may be stacked together to be used for credit toward another credential at the discretion of and in accordance with the normal academic rules specified by the academic unit offering the subsequent credential. See also Section II: Procedural Requirements: Academic Credit for Diploma and Certificate Courses and Microcredentials.

**SECTION VII: ~~OTHER CERTIFICATES~~ VIII: NON-ACADEMIC CREDENTIALS**

~~54. There are two Non-Academic Credentials are distinct and differentiated from academic certificates, microcredentials, and diplomas. The types of non-academic programs:~~

~~f) Non-Academic Credentials include Certificates of Completion: and~~

~~55-73. , Non-Academic Microcredentials, and Certificates of Attendance.~~

~~56. These non-academic programs are distinct and differentiated from Certificates and Diplomas. The term "Certificate" shall only be used by McMaster courses and programs within the guidelines of this Policy.~~

~~74. The majority of Certificates of Completion, Non-Academic Microcredentials, and Certificates of Attendance will not normally be categorized expressly as graduate or undergraduate offerings, although such categorization may be identified at the discretion of the unit proposing the credential or the CDM Committee.~~

**CERTIFICATE OF COMPLETION**

~~57-75. A Certificate of Completion acknowledges that an individual has completed a course or program at McMaster that does not have meet the status requirements of an academic program.~~

~~58-76. A Certificate of Completion can be issued when a non-academic course or program includes a minimum of **30 contact hours** and **evaluation** of the learner's learning. Certificates of Completion may include academic content if the course or courses have been approved for credit toward another credential. The phrase Certificate of Completion must be included in the credential name (for example, the Teaching and Learning Foundations Certificate of Completion).~~

~~59. The learner must demonstrate competency in the material as determined by evaluation methods which may include an exam, paper, project, presentation, etc. This will normally be recorded as a pass or fail, and records will be kept by the unit offering the program.~~

~~60-77. This category will be suitable for various types of life-long learning and career-related courses and programs. ~~The Certificate of Completion is not an academic certificate and as such shall not be categorized as undergraduate or graduate level.~~~~

**Admission Requirements**

~~61-78. Normally, there are no specific admission requirements.~~

Credit Toward Another Credential

~~62-79.~~ Normally, there is no credit granted towards degree program studies, unless the course or courses making up the Certificate of Completion have been approved for credit as part of a degree, diploma or certificate.

~~63-80.~~ A series of Certificates of Attendance (see below) cannot ~~make up the components of~~ comprise a Certificate of Completion or any other credential.

Approval Criteria

~~64.~~ Although administrative and academic units at McMaster do not need permission from Undergraduate Council to issue Certificates of Completion, they are required, at minimum, to report new Certificates of Completion and revisions to existing Certificate of Completion programs to Undergraduate Council on an annual basis.

~~65.~~ However, if new fees are being charged to learners, the Faculty proposing the Certificate of Completion program must follow the process for approval of academic certificates and diplomas.

~~66.~~ It is expected that Certificates of Completion will be granted only when the activities are of benefit and/or interest to the community and are consistent with the objectives of McMaster University.

Guidelines and Limitations

Clarity and the protection of the McMaster certificate brand are paramount. ~~Guidelines and Limitations~~

~~67-81.~~ ~~Clarity and the protection of the McMaster certificate brand are paramount.~~ Thus, any courses or programs that issue a Certificate of Completion shall not use the term Certificate in their title, unless it is part of the term "Certificate of Completion." Exceptions may occur when a program is provided as contract training to a company (i.e., not a public program) and the program name is determined jointly with the client.

~~68-82.~~ The course description should include the credit or non-credit status/nature of the course, that there will be learner evaluation, how the learner shall be graded (i.e., ~~pass/fail~~ Pass/Fail or a letter grade), and that a "Certificate of Completion" will be awarded for successful completion.

NON-ACADEMIC MICROCREDENTIAL

~~83.~~ A Non-Academic Microcredential acknowledges that an individual has completed learning activities related to a coherent set of skills, competencies, or knowledge at McMaster that does not meet the requirements of an academic certificate, microcredential or diploma program.

84. The phrase *Non-Academic Microcredential* must appear in the credential name (for example, *Non-Academic Microcredential in Outdoor Leader Training*).
85. A Non-Academic Microcredential can be issued using the same learning activities as an academic microcredential, subject to approval by MCE or the offering Faculty. However, an individual Student or Learner cannot earn both academic and non-academic microcredentials for the same learning activity nor may a non-academic microcredential be transferred to an academic microcredential or stacked with any Academic Credential for credit after issuance.
86. This category will be suitable for various types of life-long learning and career-related courses and programs. The Non-Academic Microcredential shall not be categorized as undergraduate or graduate level. In addition, it will not appear on a transcript.

#### Admission Requirements

87. Normally, there are no specific admission requirements.

#### Credit Toward Another Credential

88. No academic credit shall be granted towards any Academic Credential, in part or whole.
89. A series of Non-Academic Microcredentials may be combined (stacked) for a Certificate of Completion (see above) that has been approved by MCE or the offering Faculty with the inclusion of these microcredentials. Non-academic microcredentials are issued by the Inspire Office (unless the offering Faculty has previously stated its intent to issue the credential instead of the Inspire Office), or MCE. A report of new non-academic microcredentials or revisions to existing non-academic microcredentials shall be provided annually to Undergraduate Council and Graduate Council.

#### Guidelines and Limitations

90. Clarity and the protection of the McMaster certificate brand are paramount. Thus, any unit that issue a non-academic microcredential shall not use the term *Academic* in their title, unless it is part of the term "Non-Academic Microcredential."
91. The microcredential description should include the credit or non-credit nature of the learning activity, that there will be Learner evaluation, the grading basis in which the Learner shall be evaluated (i.e., Pass/Fail), and that a "Non-Academic Microcredential" will be awarded for successful completion.

### **CERTIFICATE OF ATTENDANCE**

~~69-92.~~ A Certificate of Attendance acknowledges that an individual has participated in a set of activities at McMaster that does not ~~have~~ meet the status requirements of an academic program as there is no ~~academic content and no~~ evaluation of learning. The phrase *Certificate of Attendance* must appear in the credential name (for example, the *Medical Acupuncture Program Certificate of Attendance*).

~~70-93.~~ Such activities are designed to meet the interests and objectives of participants who may want to acquire general knowledge or training for general interest/career related purposes, but who neither require nor seek any form of professional or academic recognition. -As such a Certificate of Attendance shall not be categorized as undergraduate or graduate level. -This category will be suitable for various types of life-long learning courses and programs and career-focused learning experiences.

#### Admission Requirements

~~71-94.~~ Normally, there are no specific admission requirements.

#### Credit Toward Degree or Other Program Studies

~~72-95.~~ There is no credit granted toward additional credentials.

#### Approval Criteria

~~73.~~ Although administrative and academic units at McMaster do not require approval from Undergraduate Council to issue Certificates of Attendance, they are required, at minimum, to report to Undergraduate Council on an annual basis new Certificates of Attendance programs and revisions to existing Certificate of Attendance programs.

~~74.~~ However, if new fees are being charged to learners, administrative and/or academic units proposing the Certificate of Attendance program must follow the process for approval of academic certificates and diplomas.

~~It is expected that Certificates of Attendance will be granted only when the activities are of benefit and/or interest to the community and are consistent with the objectives of McMaster University.~~ Guidelines and Limitations

Clarity and the protection of the McMaster certificate brand are paramount.

#### Guidelines and Limitations

~~75-96.~~ Clarity and the protection of the McMaster certificate brand are paramount. Thus, any courses or programs that issue a Certificate of Attendance shall not use the term Certificate in their title, unless it is part of the term "Certificate of Attendance."

### **NON-MCMASTER CERTIFICATES**

~~76. McMaster collaborates with other organisations and institutions to offer programming toward a credential that is issued by that other entity. Such externally issued credentials are outside the scope of this Policy.~~



## SECTION ~~VIII~~IX: PROCEDURES FOR APPROVAL

### PROCEDURES

~~77-97.~~ The Faculty, Inspire Office, or ~~Centre for Continuing Education~~MCE will present the proposal for undergraduate diplomas, undergraduate academic certificates and microcredentials, as well as undergraduate-level academic credit courses to the ~~Undergraduate Council-Certificates and Diplomas~~CDM Committee.<sup>2</sup> Once approved, the ~~Certificates and Diplomas~~ Committee will then make a recommendation to Undergraduate Council.

~~78-98.~~ In the case of ~~Graduate Academic e~~Certificates and Microcredentials as well as graduate-level academic courses, the Faculty, Inspire Office, or MCE will present proposals to the CDM Committee. Once approved, the Committee will then make a recommendation to Graduate Council.

~~79-99.~~ The relevant Council shall report to the Senate the establishment, closure, and/or substantial revisions of academic certificate, microcredential and diploma programs.

~~80-100.~~ The academic unit is responsible for providing a complete proposal. -In addition to the program proposal, the complete submission must include ~~a statement~~the Undergraduate or Graduate Calendar copy, if applicable (see Publication of academic meritCredential Requirements, below). A Statement of Academic Merit from the office of the Dean must also be included, as described below.

~~81-101.~~ Graduate Diplomas are approved through the process outlined in the Policy on Academic Program Development and Review.

~~102.~~ The Applicability of credit from a microcredential to a degree, diploma, or certificate must be established and described in the microcredential's initial proposal. Likewise, any revisions to the rules of this applicability must be approved by the CDM Committee and by Undergraduate or Graduate Council, as appropriate.

### APPROVAL CRITERIA

~~103.~~ When approving a new certificate, diploma or microcredential, the CDM Committee and Undergraduate or Graduate Council (as appropriate) must ensure that the proposal appropriately fulfills all of the following criteria:

- a) well-defined objective(s);
- b) well-defined learning outcomes;
- c) curriculum to meet the learning outcomes; and

<sup>2</sup> With the exception of MCE, units that are not academic departments or Faculty-based must consult with the Inspire Office during the development of any microcredentials.

d) admission requirements, as applicable.

104. See also Appendix A for additional details regarding the approval and reporting processes for workflow and governance of certificates, diplomas, and microcredentials.

Specific Criteria for Academic Credentials (Academic Certificates, Academic Microcredentials, and Diplomas)

105. If the courses or learning activities contained in the Academic Credential are not already approved as part of a degree program, to receive approval as academic credit, the credential must:

a) be at a level of intellectual rigour comparable to that found in undergraduate or graduate degree program courses in the same or similar field(s). Academic credit courses or microcredentials are vetted by the Faculty offering the credential or the Faculty that is most relevant to the content of the credential;

b) include a systematic evaluation of Student performance by the methods normally used in degree courses such as tests, essays, reports, narrative responses, interviews and/or other assignments.

Specific Criteria for Non-Academic Credentials (Certificate of Completion and Certificates, Non-Academic Microcredential, Certificate of Attendance are outlined in Section VII above.)

106. Except for the Certificate of Attendance, a learner undertaking a Non-Academic Credential must demonstrate competency in the material as determined by evaluation methods which may include an exam, paper, project, presentation, etc. This assessment will normally be recorded as a Pass or Fail, and the unit offering the program will retain the records.

107. Although administrative and academic units at McMaster do not need permission from Undergraduate or Graduate Councils to issue Non-Academic Credentials, they are required, at minimum, to report new Non-Academic Credentials and revisions thereof to Undergraduate or Graduate Council on an annual basis.

108. However, if new or revised fees are being charged to Learners, the Inspire Office or Faculty proposing the Non-Academic Credential must follow the full approval process for Academic Credentials.

109. It is expected that Non-Academic Credentials will be offered only when the activities are of benefit and/or interest to the community and are consistent with the objectives of the University.

#### Approval of Revisions

110. After their initial approval, any revisions to the descriptions, regulations, requirements, or course requirements of an academic certificate, microcredential, or diploma program must be approved by the governing bodies, as appropriate. These bodies include the CDM Committee, Undergraduate Council, or Graduate Council.

**STATEMENT OF ACADEMIC MERIT**

Proposals for new Academic Credentials must include a Statement of Academic Merit

~~82.111.~~ The statement of academic merit. This document is normally an attestation from a Faculty, at McMaster University, confirming that the ~~Faculty has vetted the~~ proposed program (or learning activity in the case of microcredentials) has been vetted and found that it meets the criteria for the designation proposed.- That statement will also include a general description of how the academic merit of the proposal was evaluated, including such things as which academic departments were involved and the procedures used.

~~83.112.~~ Proposals for new academic credit courses or microcredential learning activities, which are intended to be part of a certificate, microcredential or diploma program, and which are not to be part of any degree program, will include the following:

- a) a paragraph-long course description along with a statement of the number of units of academic credit provided by the course or learning activity; and
- b) a statement of how the course or learning activity contributes to the learning objectives of the program(s) of which it will be a part.

**Financial Viability and Resource Implications**

~~84. The financial viability of a certificate and diploma program is evaluated through other mechanisms within the University. All programs should follow these approval processes and ensure they are complying with financial policies, which may include returning a portion of revenue to the University.~~

~~113. Diploma and academic certificate programs~~In the case where any proposed revisions to an existing academic certificate, microcredential, or diploma program will exceed approximately 40% of the credential's content, a new Statement of Academic Merit must be included with the proposal.

**FINANCIAL VIABILITY AND RESOURCE IMPLICATIONS****University Student Fees Committee**

~~85.114.~~ Diploma programs, academic certificates, and microcredentials, as well as non-academic certificates and microcredentials for which fees are charged, must submit fee proposals to the University Student Fees Committee (USFC) for approval.- Normally, this approval should be sought prior to submission of the academic proposal to Undergraduate Council or Graduate Council. ~~Please note that fees are approved by the Board of Governors for the subsequent academic year, so approvals should be sought in sufficient time to launch programs as planned.~~

### Governance Approval

~~86-115.~~ Following approval by Undergraduate Council or Graduate Council (as applicable), the completed *Financial Viability and Resource Implications* template for new certificate and diploma programs must be reviewed. This review must occur prior to submission of the business case to the University Planning Committee, (as per the [Academic Revenue Activity Policy for Revenue Generating Certificate and Diploma Programs Administered through a Faculty](#)) by the:

- a) ~~Executive Director~~ Associate Vice-President, Finance and ~~Administration~~ Planning (Academic); and
- b) Vice-Provost (~~Faculty Teaching & Learning~~) or Vice-Provost and Dean of Graduate Studies.

~~87-116.~~ It is expected that **additional fees will not** be charged for Undergraduate Concurrent Certificates and Graduate Academic Certificates, and that such programs will not generate additional revenue for the University, and therefore do not normally require approval from the University Planning Committee.

### PUBLICATION OF CREDENTIAL REQUIREMENTS

117. Once approved, the full description and criteria for each Academic Credential must be published for public reference in the most appropriate location, so the nature of these credentials may be reviewed by potential Students and employers. For instance,

- a) Undergraduate Diplomas, Undergraduate Concurrent Certificates, Stand-Alone Undergraduate Certificates, and Stand-Alone Certificates of Professional Learning must be published on the MCE website or in the Undergraduate Calendar, as appropriate;
- b) Graduate Diplomas and Graduate Academic Certificates must be published in the Graduate Calendar.
- c) Academic Microcredentials must be published on the MCE or the Inspire Office website, as appropriate;
- d) Non-Academic Credentials (Certificate of Completion, Certificate of Attendance, Non-Academic Microcredential) should be published on a publicly-accessible website. Non-Academic Credentials are not required to be published in the Undergraduate or Graduate Calendars.

### PARCHMENT DESIGN

118. Where a parchment (digital or paper-based) is provided to a Student or Learner upon completion of a certificate, diploma, or microcredential, the design of such document shall be consistent with those provided in this Policy (see Appendix C: Sample Parchments). It is understood that converting a parchment to a digital form may result in variations of the recommended design. As required, the parchment designs included in this Policy will be amended from time to time.

119. Where a credential is offered in partnership with an external institution, a notation of this partnership may be indicated on the parchment.

**APPENDIX A: APPROVAL PATHS OF NEW OR REVISED CERTIFICATES, DIPLOMAS & MICROCREDENTIALS**

<u>Credential</u>	<u>Fees</u>	<u>Faculty Council or MCE</u>	<u>CDM</u>	<u>GCPC</u>	<u>USFC<sup>1</sup></u>	<u>C&amp;A</u>	<u>UGC</u>	<u>GC</u>	<u>UPC<sup>1</sup></u>	<u>QC</u>	<u>Senate</u>	<u>PRC+ Board<sup>1</sup></u>
<u>Non-Academic Microcredentials</u>	<u>New or Revised Fees to be Charged</u>	<u>A</u>	<u>A</u>		<u>A</u>		<u>A- UGC or GC</u>		<u>A</u>		<u>A</u>	<u>A</u>
<u>Certificate of Attendance</u>		<u>A</u>	<u>A</u>		<u>A</u>		<u>A- UGC or GC</u>		<u>A</u>		<u>A</u>	<u>A</u>
<u>Certificate of Completion</u>		<u>A</u>	<u>A</u>		<u>A</u>		<u>A- UGC or GC</u>		<u>A</u>		<u>A</u>	<u>A</u>
<u>Non-Academic Microcredentials</u>	<u>No Fees</u>	<u>A</u>	<u>I</u>				<u>I- UGC or GC</u>					
<u>Certificate of Attendance</u>		<u>A</u>	<u>I</u>				<u>I- UGC or GC</u>					
<u>Certificate of Completion</u>		<u>A</u>	<u>I</u>				<u>I- UGC or GC</u>					
<b>UNDERGRADUATE</b>												
<u>Undergraduate Diploma</u>	<u>New or Revised Fees to be Charged</u>	<u>A</u>	<u>A</u>		<u>A</u>		<u>A</u>		<u>A</u>		<u>A</u>	<u>A</u>
<u>Stand-Alone Undergraduate Certificate</u>		<u>A</u>	<u>A</u>		<u>A</u>		<u>A</u>		<u>A</u>		<u>A</u>	<u>A</u>
<u>Stand-Alone Certificate of Prof. Learning</u>		<u>A</u>	<u>A</u>		<u>A</u>		<u>A</u>		<u>A</u>		<u>A</u>	<u>A</u>
<u>Concurrent Undergraduate Certificate</u>		<u>A</u>	<u>A</u>		<u>A</u>		<u>A</u>		<u>A</u>		<u>A</u>	<u>A</u>
<u>Academic Microcredential</u>		<u>A</u>	<u>A</u>		<u>A</u>		<u>A</u>		<u>A</u>		<u>A</u>	<u>A</u>
<u>Undergraduate Diploma</u>	<u>No Fees</u>	<u>A</u>	<u>A</u>				<u>A</u>				<u>A</u>	
<u>Stand-Alone Undergraduate Certificate</u>		<u>A</u>	<u>A</u>				<u>A</u>				<u>A</u>	
<u>Stand-Alone Certificate of Prof. Learning</u>		<u>A</u>	<u>A</u>				<u>A</u>				<u>A</u>	
<u>Concurrent Undergraduate Certificate</u>		<u>A</u>	<u>A</u>				<u>A</u>				<u>A</u>	
<u>Academic Microcredential</u>		<u>A</u>	<u>A</u>				<u>A</u>				<u>A</u>	
<b>GRADUATE</b>												
<u>Graduate Diploma</u>	<u>New or Revised Fees to be Charged</u>	<u>A</u>	<u>A</u>	<u>A</u>	<u>A</u>			<u>A</u>	<u>A</u>	<u>A</u>	<u>A</u>	<u>A</u>
<u>Graduate Certificate</u>		<u>A</u>	<u>A</u>	<u>A</u>	<u>A</u>			<u>A</u>	<u>A</u>		<u>A</u>	<u>A</u>
<u>Academic Microcredential</u>		<u>A</u>	<u>A</u>	<u>A</u>	<u>A</u>			<u>A</u>	<u>A</u>		<u>A</u>	<u>A</u>
<u>Graduate Diploma</u>	<u>No Fees</u>	<u>A</u>	<u>I</u>	<u>A</u>				<u>A</u>		<u>A</u>	<u>A</u>	
<u>Graduate Certificate</u>		<u>A</u>		<u>A</u>				<u>A</u>			<u>A</u>	
<u>Academic Microcredential</u>		<u>A</u>	<u>A</u>	<u>A</u>				<u>A</u>			<u>A</u>	
<b>A - For Approval I – For Information ...See next page for notes</b>												

**Notes**

<sup>1</sup> USFC, UPC, PRC, and Board approval is only required when new or revised fees are assessed. PRC and the Board examine fees and no other credential documentation. Departmental representation at these governance meetings is required only upon request by the University Secretariat. The fees review is undertaken in June for the subsequent academic year, so approvals should be sought in sufficient time to launch programs as planned.

**Approval Bodies**

**Board:** Board of Governors

**C&A:** Undergraduate Council Curriculum and Admissions Committee

**CDM:** Certificates, Diplomas & Microcredentials Committee

**Faculty Council:** Council for the corresponding unit offering the credential

**GC:** Graduate Council

**GCPC:** Graduate Studies Curriculum and Policy Committee

**MCE:** McMaster Continuing Education

**PRC:** Planning and Resources Committee of the Board of Governors

**QC:** Quality Council

**Senate**

**UGC:** Undergraduate Council

**UPC:** University Planning Committee

**USFC:** University Student Fees Committee

## APPENDIX B: RELATED POLICIES AND LEGISLATION

This Policy is to be read in conjunction with the following policies, procedures and guidelines. Any question of the application of this Policy or related policies shall be determined by the Vice-Provost (Teaching & Learning) or the Vice-Provost & Dean of Graduate Studies and in conjunction with the administrator of the other Policy or policies. The University reserves the right to amend or add to the University's policies and statements from time to time (this is not a comprehensive list):

- Academic Accommodation for Religious, Indigenous and Spiritual Observances (RISO)
- Academic Accommodation of Students with Disabilities
- Academic Integrity Policy
- Academic Program Development and Review, Policy on
- Academic Revenue Activity Policy for Revenue Generating Certificate and Diploma Programs Administered through a Faculty
- Code of Student Rights and Responsibilities
- Digital Learning Resources, Guidelines for
- Freedom of Information and Protection of Privacy Act
- Graduate Course Management Policy
- Graduate Examinations Policy
- Ownership of Student Work
- Professional Behaviour Code for Graduate Learners, Health Sciences
- Professional Behaviour Code for Undergraduate Learners, Health Sciences
- Requests for Relief for Missed Academic Term Work, Policy on
- Statement on Building an Inclusive Community with a Shared Purpose
- Statement and Guidelines on Inclusive Communications
- Student Appeal Procedures
- Undergraduate Course Management Policies
- Undergraduate Examinations Policy



**APPENDIX C: SAMPLE PARCHMENTS**



*The Chancellor and Senate of*

**McMaster University**

*award*

*Firstname Lastname*

---

*the graduate diploma in*

**Advanced Neonatal Nursing**

*Dated this 20th day of November, 2015 at Hamilton, Ontario.*

President and Vice-Chancellor

University Registrar

Dean of Graduate Studies

Page updated May 2024

Policy Date: **TBD**

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Name of Credential

*is hereby presented to*

Firstname Lastname

*to recognize the successful completion of the*

Program Title

*delivered by the <CCE or Partner> in partnership with <CCE or Partner>*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Name of Credential

*is hereby presented to*

Firstname Lastname

*to recognize the successful completion of the*

Program Title

*delivered by the <Name of Faculty or Department>*

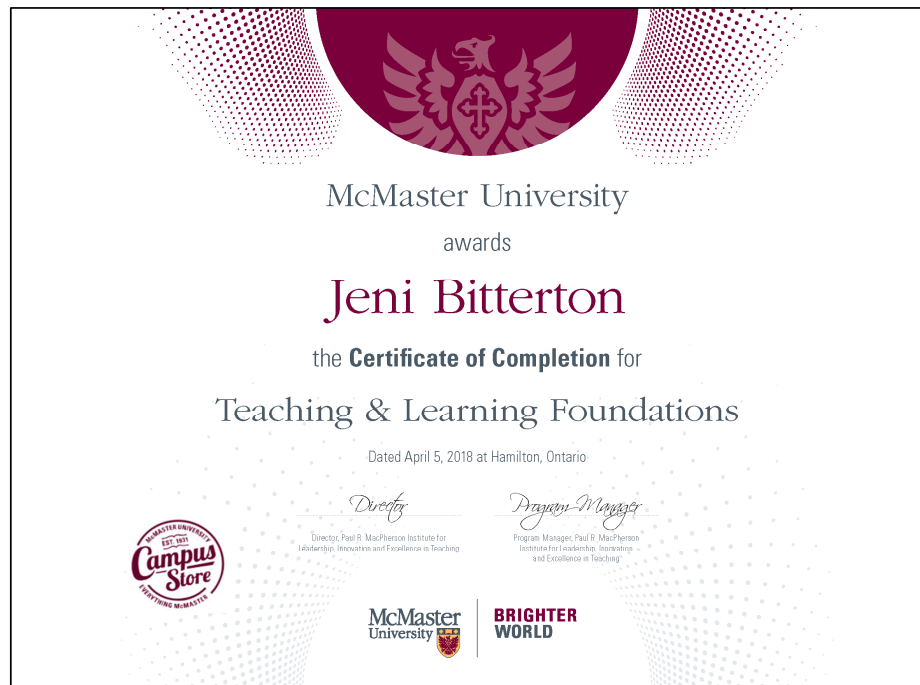
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





A. Design Option for Graduate Diplomas.



B. Design Option for all other credentials. The Campus Store logo represents a placeholder for a partner institution (where applicable).

Complete Policy Title

**Certificates, Diplomas & Microcredentials Policy**

Policy Number (if applicable):

**DRAFT 07 – February 28, 2023**

Approved by

**Senate**

Date of Most Recent Approval

**TBD**

Date of Original Approval(s)

**May 12, 1997**

Supersedes/Amends Policy dated

- Certificates & Diplomas Policy, July 8, 2020
- Senate Policy on Diplomas and Certificates, June 6, 2018
- Policy on Certificates and Diplomas, March 10, 2010

Responsible Executive

**Vice-Provost (Teaching and Learning)**

Policy Specific Enquiries

[Vice-Provost \(Teaching and Learning\)](#)

General Policy Enquiries

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

**DISCLAIMER:**

*If there is a discrepancy between this electronic Policy and the approved copy held by the University Secretariat, the approved copy prevails.*

**FORMAT:**

*If you require this document in an accessible format, please email [policy@mcmaster.ca](mailto:policy@mcmaster.ca).*

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## SECTION I: INTRODUCTION

### PREAMBLE

1. The purpose of this Policy is to provide minimum academic criteria which must be met for the approval of Certificates, Diplomas and Microcredentials at McMaster University. The criteria are intended to maintain the University's high academic standards and enable certificates, diplomas, and microcredentials to provide studies and skills complementary to degree programs, professional preparation or upgrading, and/or transferring credit into degree programs.
2. This document also outlines the process which departments and Faculty offices may follow to develop new certificates, diplomas, and microcredentials for approval by the University's governing bodies.
3. The evaluation, approval, and monitoring of certificates, diplomas, and microcredentials is the responsibility of the University's governing councils, namely, Graduate Council, Undergraduate Council, and the University Planning Committee (as applicable). The relevant Council shall report to the Senate the establishment, closure, and/or substantial revisions of academic certificates, diplomas, and microcredentials. See *Section IX: Procedures for Approval* and *Appendix A: Approval Path for Certificates, Diplomas & Microcredentials* for more information about the approval and governance of these credentials.
4. Academic certificates, microcredentials, and diploma programs are operated in accordance with normal academic regulations as outlined in this Policy and published in the *Undergraduate Calendar* or *Graduate Calendar* (as applicable). Non-academic microcredentials are subject to the policies and procedures maintained by the Inspire Office.
5. The terms **certificate**, **diploma**, and **microcredential** shall only be used by McMaster courses, learning activities, and programs within the guidelines of this Policy.

### TYPES OF CERTIFICATES, DIPLOMAS AND MICROCREDENTIALS<sup>1</sup>

6. Academic Certificates:
  - a) Graduate Academic Certificate
  - b) Undergraduate Academic Certificates (approved by Senate through UGC or GC):
    - (i) Stand-Alone Undergraduate Certificate
    - (ii) Stand-Alone Certificate of Professional Learning
    - (iii) Concurrent Undergraduate Certificate
7. Non-Academic Certificates:

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<sup>1</sup> **Non-McMaster Certificates:** McMaster collaborates with other organizations and institutions to offer programming toward a credential issued by that other entity. Such externally-issued credentials are outside the scope of this Policy.



- a) Certificate of Completion
  - b) Certificate of Attendance
8. Diplomas:
- a) Graduate Academic Diploma
  - b) Undergraduate Academic Diploma
9. Academic Microcredentials:
- a) Graduate Academic Microcredential
  - b) Undergraduate Academic Microcredential
10. Non-Academic Microcredentials

### TERMS AND DEFINITIONS

11. For the purpose of interpreting this document:
- a) Words in the singular may include the plural and words in the plural may include the singular;
  - b) **Academic Credit Course** or **Learning Experience** is a course or learning experience of an academic calibre consistent with those offered in undergraduate or graduate degree programs. The most common kind of academic credit course is that included in the curricula of undergraduate or graduate degree programs. These provide a benchmark against which other academic credit courses can be evaluated;
  - c) **Calendar Copy** is the precise content to be published in the *Undergraduate or Graduate Calendar* and provides an overview of the credential, its admission requirements, academic/curriculum requirements for completion, and whether a Student or Learner may use the credential as credit toward degree or other program studies;
  - d) **CDM Committee** means the Joint Committee on Certificates, Diplomas and Microcredentials;
  - e) **Faculty office** means the Faculties of Business, Engineering, Health Sciences, Humanities, Science, Social Sciences, and the Arts & Science Program;
  - f) **Inspire Office** means the Inspire Office of Flexible Learning, which provides support and resources to units developing microcredentials;
  - g) A **Learner** is an individual recorded by a Faculty office, the Inspire Office, MCE, or a department as enrolled in a Non-Academic Credential. As members of the University Community, certain University policies apply to Learners (e.g., *Discrimination and Harassment Policy*, *Accessibility Policy*, etc.).

See also the definition of **Student** and *Section II: Procedural Requirements: Appeal Procedures and Access to University Services and Policies*.

- h) A **Mature Student**, as defined in the *Undergraduate Calendar*, has not attended secondary school or college on a full-time basis for at least two years and has not previously attended university.
- i) **Microcredential** means a designation of achievement of a coherent set of skills, competencies, or knowledge, specified by a statement of purpose, learning outcomes, and potential need by employers and/or in the community;
- j) **MCE** means McMaster Continuing Education;
- k) A **Parchment** is documentation provided to a Student or Learner attesting to the successful completion of a credential, whether electronic or paper-based.
- l) **Student** means any individual recorded by the University Registrar as enrolled in an educational course of study recognized by the Senate and for whom the University maintains education records. See also the definition of **Learner** and *Section II: Procedural Requirements: Appeal Procedures and Access to University Services and Policies*.

#### POLICY REVISIONS

12. As per the [McMaster University Policy Framework](#), the executive responsible will typically review this Policy every five years. Smaller and more frequent reviews may occur to ensure that this Policy is current and compliant with relevant standards and legislation.

## SECTION II: PROCEDURAL REQUIREMENTS

### MANAGEMENT OF ACADEMIC CREDENTIALS

13. Academic certificate and diploma programs are operated in accordance with normal academic regulations as outlined in this Policy and as published in the *Undergraduate Calendar* or *Graduate Calendar* (as applicable).
14. Academic microcredentials are operated in accordance with normal academic regulations and to the same standards as academic certificate and diploma programs. For the purposes of this Policy, microcredentials are included under the umbrella of *certificates* with respect to the *McMaster University Act, 1976*;
15. A microcredential has fewer requirements and credit hours than traditional academic qualifications and focuses on competencies that are:
  - a) not defined in existing programs;
  - b) not accessible outside of limited enrolment programs;
  - c) complementary to existing programs; and/or
  - d) available as optionally stackable modules.
16. Student records for Academic Credentials, including grades, are maintained by the Office of the Registrar. Learner records for Non-Academic Credentials may be maintained by the Faculty office, Inspire Office, MCE, or department offering the Non-Academic Credential.
17. An academic microcredential shall not show by default on a transcript unless approved as part of a degree.
18. Academic and non-academic certificates, diplomas, and microcredentials are issued by the academic unit offering the program or learning activity to the Student upon completion of all academic requirements. Academic and non-academic microcredentials are issued by the Inspire Office (unless the offering Faculty has previously stated its intent to issue the credential instead of the Inspire Office), or MCE.
19. The learning activity for a microcredential may generate its own credential (unlike certificates and diplomas, which require multiple courses) and it may be counted as part of a corresponding diploma or certificate.

Appeal Procedures and Access to University Services and Policies
20. See definitions of **Student** and **Learner** in 11 (g) and (l) above.

21. Under this Policy, individuals registered in an Academic Credential, namely a Graduate Diploma, Graduate Academic Certificate, Undergraduate Diploma, Undergraduate Academic Certificate, or an Academic Microcredential, are **Students**. Students have access to specific University resources (including, but not limited to, library resources, Learning Management Systems, Microsoft 365 (including Teams) or University services where supplemental fees are paid alongside tuition). Students have rights and responsibilities under Student-specific University policies, including the ability to appeal under *Student Appeal Procedures* (see also *Appendix B: Related Policies and Legislation*). Learners do not have access to these services or Student-specific University policies.
22. Individuals registered in a Certificate of Completion, Non-Academic Microcredential, or Certificate of Attendance, are **Learners**. Learners may also be Students (if they are simultaneously registered in an Academic Credential (see *article 21* above)). As members of the University Community, certain non-academic University policies apply to Learners (e.g., *Discrimination and Harassment Policy*, *Accessibility Policy*, etc.). However, **Learners are not Students** and therefore Student-specific policies do not apply. Learners do not have appeal rights under the *Student Appeal Procedures*, nor do they have access to specific University resources (including, but not limited to, library resources, Learning Management Systems, Microsoft 365 (including Teams) or any University service in which a McMaster Student pays supplemental fees alongside tuition).
23. Learners enrolled in a non-academic microcredential may request a review of their evaluation to the Faculty Standing Committee on Microcredentials or to MCE within four (4) weeks of the submission of their final grade. Learners in this category will not have access to existing Student appeal procedures beyond the Faculty or MCE Standing Committee. The Learner must be informed of the decision within three (3) weeks from the date of the review request. The decision made by the Faculty or MCE Standing Committee will be final without the right of appeal.

#### ACADEMIC CREDIT FOR DIPLOMA AND CERTIFICATE COURSES AND MICROCREDENTIALS

24. Academic certificate and diploma programs include courses which are determined to be of an academic calibre consistent with courses offered in undergraduate or graduate degree programs (as appropriate).
25. Academic microcredentials must provide the same academic calibre as courses offered in degree programs but are expected to be shorter in duration and may have non-traditional delivery modes.
26. These microcredentials have fewer units than a course; credit may be a fraction of a unit and normally shall not exceed one unit level. As a general guideline, one academic unit normally corresponds to 10-15 academic contact hours.
27. See also *Section IX* and *Appendix A* for more information about the approval criteria and governance of Academic Credentials.

Stacking and Transferring between Credentials

28. Academic credit may be applied to another credential. Examples include, but are not limited to, transfer of credit from a certificate to a degree or from a degree to a diploma. Normally, credits can be applied to a maximum of two credentials. Refer to the details for each credential listed in this Policy for allowances and restrictions for applying credit from one credential to another.
29. Students may use up to 100% of the academic credit courses completed toward undergraduate diploma and certificate programs for advanced credit toward another credential. Academic microcredentials may be stacked together to be used toward another credential. The academic unit offering the subsequent credential shall apply credit at its discretion and per that credential's normal academic rules.
30. In some specific cases, academic microcredentials or courses taken for credit as part of a graduate diploma program may be considered for credit toward a subsequent Master's degree program.

**ACADEMIC APPROVAL CRITERIA**

31. See *Section IX* and *Appendix A* for more information about the approval criteria and governance of Academic Credentials.

## SECTION III: GRADUATE DIPLOMAS

32. A Graduate Diploma is based on Graduate Degree Level Expectations (GDLEs) and prepares Students for employment requiring sound judgment, personal responsibility and individual initiative, in complex and unpredictable professional environments.
33. The review and approval process for Graduate Diplomas is covered in the [Policy on Academic Program Development and Review](#).
34. There are three types of Graduate Diplomas:
- a) **Master's Level Diploma (Type 1)** programs require Students to develop a conceptual understanding of fundamental aspects of the discipline. Some programs require Students to demonstrate Master's-level analytical, interpretative, methodological and expository skills through course-specific applications, while some may also require Students to demonstrate these skills in applied activities;
  - b) **Master's and Doctoral Level Diploma (Type 2)** programs are offered in conjunction with a Master's or doctoral degree and represent an additional, usually interdisciplinary, qualification. Programs require Students to develop a conceptual understanding of fundamental aspects of the discipline(s) and appropriate levels of analytical, interpretative, methodological and expository skills through course-specific applications, while some may require Students to demonstrate these skills in applied activities; and
  - c) **Master's and Doctoral Level Diploma (Type 3)** programs are stand-alone, direct-entry Graduate Diploma programs that require Students to develop a conceptual understanding of fundamental aspects of the discipline. Programs require Students to demonstrate the appropriate level of analytical, interpretative, methodological and expository skills through course-specific applications, while some may require Students to demonstrate these skills in applied activities.

### Academic Course Requirements

35. Graduate Diplomas must include academic content equivalent to a minimum of **four, three-unit (half)** graduate courses at McMaster.

### General Admission Requirements

36. Students who wish to enter a Graduate Diploma program must meet the admission requirements of a Master's level program. These requirements ensure that Students have the basic capabilities necessary to deal with the academic credit courses in Graduate Diploma programs.

Additional Admission Requirements

37. Any particular Graduate Diploma program may have other admission requirements which are appropriate to its learning objectives. These requirements may include prerequisite courses or degrees specific to the particular diploma.

Credit Toward Degree or Other Program Studies

38. In some specific cases, courses taken for credit as part of a graduate diploma program may be considered for credit toward a subsequent Master's degree program.

## SECTION IV: GRADUATE ACADEMIC CERTIFICATES

39. A Graduate Academic Certificate is a microcredential consisting of a program of study coherently organized around clear learning objectives.

### Academic Course Requirements

40. All Graduate Academic Certificates must include academic credit courses equivalent to at least **two, three-unit (half)** graduate courses at McMaster.

### General Admission Requirements

41. Students who wish to enter a Graduate Academic Certificate program must meet the admission requirements of a Master's level program. These requirements ensure that Students have the basic capabilities necessary to deal with the academic credit courses in Graduate Academic Certificate programs.

### Additional Admission Requirements

42. Any particular Graduate Academic Certificate program may have other admission requirements which are appropriate to its learning objectives. These requirements may include prerequisite courses or degrees specific to the particular certificate.

### Credit Toward Degree or Other Program Studies

43. Up to 100% of the certificate course requirements may overlap with graduate degree courses. The courses may or may not be unique to the certificate.



## SECTION V: UNDERGRADUATE DIPLOMAS

44. An Undergraduate Diploma is a program of study involving a significant body of academic work coherently organized around clear learning objectives. Undergraduate Diplomas (including post-baccalaureate diplomas and all diplomas offered by MCE) may be focused primarily upon academic or professional development objectives, but all must include academic content equivalent to a **minimum of 24 units** of undergraduate-level course work.
45. Undergraduate Diplomas serve as complementary study to degree programs, professional preparation or upgrading, and transferring credit into undergraduate degree programs. The word *Diploma* must be included in the program name (for example, *Diploma in Accounting*).

### Academic Program Requirements

46. All Undergraduate Diplomas must include academic credit courses equivalent to **at least 24 units** of undergraduate study at McMaster. In addition to their academic content, Undergraduate Diploma programs may include courses and other forms of learning which are not suitable for academic credit.

### General Admission Requirements

47. Students who wish to enter an Undergraduate Diploma program must meet at least one of the following criteria:
- a) possess an Ontario Secondary School Diploma or equivalent;
  - b) be a mature Student as defined in the *Undergraduate Calendar*; or
  - c) be deemed an exceptional case by the admissions committee for the Undergraduate Diploma.
48. These requirements ensure that Students have the basic capabilities necessary to deal with the academic credit courses in Undergraduate Diploma programs and take into account the function of transferring credit into degree programs that some diplomas perform.

### Additional Admission Requirements

49. Any particular diploma program may have other admission requirements appropriate to its learning objectives. These requirements may include prerequisite courses or degrees specific to the particular diploma.

### Credit Toward Degree or Other Program Studies

50. The maximum overlap with degree courses is 70% of the requirement for the diploma. Up to 100% of the academic credit courses completed toward undergraduate diploma and certificate programs may be used for credit toward another credential. The academic unit offering the subsequent credential shall apply credit at its discretion and per that credential's normal academic rules.

## SECTION VI: UNDERGRADUATE ACADEMIC CERTIFICATES

51. An Undergraduate Certificate is a program of study coherently organized around clear learning objectives.
52. There are three types of Undergraduate Academic Certificates. Each certificate has the academic content equivalent to a specified amount of undergraduate study at McMaster, as indicated below:
  - a) Stand-Alone Undergraduate Certificate (**15 units**);
  - b) Stand-Alone Certificate of Professional Learning (**9 units**); and
  - c) Concurrent Undergraduate Certificate (**15 units**).

### STAND-ALONE UNDERGRADUATE CERTIFICATE

#### Academic Course Requirements

53. A Stand-Alone Undergraduate Certificate (including a Post-Baccalaureate Certificate) may be focused on academic or professional development learning objectives, but it must include academic credit courses equivalent to at least **15 units** of undergraduate study at McMaster. In addition to their academic content, Stand-Alone Undergraduate Certificate programs may include courses and other forms of learning which are not suitable for academic credit. The phrase *Undergraduate Certificate* must be included in the program name (for example, *Health Professional Entrance Preparation (HPEP) Undergraduate Certificate*).

#### General Admission Requirements

54. Students who wish to enter a Stand-Alone Undergraduate Certificate program must meet at least one of the following criteria:
  - a) possess an Ontario Secondary School Diploma or equivalent;
  - b) be a Mature Student as defined in the *Undergraduate Calendar*; or
  - c) be deemed an exceptional case by the admissions committee for the certificate.
55. These requirements ensure that Students have the basic capabilities necessary to manage the academic content in an Undergraduate Certificate program and take into account the function of transferring credit into degree programs that some certificates perform.

#### Additional Admission Requirements

56. Any particular Stand-Alone Undergraduate Certificate program may have other admission requirements which are appropriate to its learning objectives. These requirements may include prerequisite courses or degrees specific to the particular certificate.

Credit Toward Degree or Other Program Studies

57. A Stand-Alone Undergraduate Certificate may bridge Students into an undergraduate degree program, supply professional preparation or upgrade, or provide complementary work to degree studies.
58. Students may use up to 100% of the academic credit courses completed toward a Stand-Alone Undergraduate Certificate for advanced credit toward another credential. The academic unit offering the subsequent credential shall apply credit at its discretion and per that credential's normal academic rules.

**STAND-ALONE CERTIFICATE OF PROFESSIONAL LEARNING**

59. Stand-Alone Certificate of Professional Learning enables Students to complete an academic program of study (**9 units**) with a professional focus. It will include academic development objectives targeting the Student's growth in a professional area and will meet the minimum criterion of academic content. Stand-Alone Certificates of Professional Learning serve the function of transferring credit into undergraduate degree programs and professional enhancement. The phrase *Certificate of Professional Learning* must be included in the program name (for example, *Certificate of Professional Learning in User Experience and User Interface (UX/UI Design)*).

Academic Course Requirements

60. All Stand-Alone Certificates of Professional Learning must include academic credit courses equivalent to **9 units** of undergraduate study at McMaster. Up to 100% of the academic credit courses completed toward undergraduate diploma and certificate programs may be used for credit toward another credential. The academic unit offering the subsequent credential shall apply credit at its discretion and per that credential's normal academic rules.

General Admission Requirements

61. Students who wish to enter a Stand-Alone Certificate of Professional Learning program must have at least one of:
  - a) an Ontario Secondary School Diploma or equivalent;
  - b) be a mature Student as defined in the *Undergraduate Calendar* ; or
  - c) be deemed an exceptional case by the admissions committee for the certificate.
62. These requirements ensure that Students have the basic capabilities necessary to deal with the academic credit courses in Undergraduate Certificate programs and take into account the function of transferring credit into degree programs that some certificates perform.

Additional Admission Requirements

63. Any particular Undergraduate Stand-Alone Certificate of Professional Learning program may have other admission requirements which are appropriate to its learning objectives. These requirements may include prerequisite courses or degrees specific to the particular certificate.

**CONCURRENT UNDERGRADUATE CERTIFICATE**

64. A Concurrent Undergraduate Certificate shall be focused primarily upon academic development objectives and must meet the minimum criterion of academic content (**15 units**). This type of certificate sets out a plan of study complementary to degree studies and will provide added value to those studies. The phrase *Concurrent Certificate* must be included in the program name (for example, the *Concurrent Certificate in Leadership, Equity, and Social Change*).

Academic Course Requirements

65. All Concurrent Undergraduate Certificates must include academic credit courses equivalent to at least **15 units** of undergraduate study at McMaster.
66. In addition to their academic content, concurrent certificate programs may include courses and other forms of learning which are not suitable for academic credit.

Admission Requirements

67. Students who wish to enter a Concurrent Undergraduate Certificate program must be enrolled in an undergraduate degree program at McMaster.
68. Any particular Concurrent Undergraduate Certificate program may have other admission requirements, such as prerequisite courses, which are appropriate to its learning objectives.

Credit Toward Degree or Other Program Studies

69. Up to 100% of the requirement for the concurrent certificate may overlap with undergraduate degree courses.

## SECTION VII: ACADEMIC MICROCREDENTIALS

70. Academic microcredentials must meet the standards for academic coursework, but there are no minimum credit hours to complete the work. Microcredentials may be within a program, separate from a program, or they could reside simultaneously in both places. The word Microcredential must appear in the credential name (for example, *Microcredential in Project Management*).

### General Admission Requirements

71. Students who wish to begin an academic microcredential must meet its specified admission requirements. Since a microcredential may be aimed at Students and Learners from a broad range of backgrounds, the admission requirements of the academic microcredential are considered at the time of its approval, whether linked to a degree or diploma program, certificate, or as a stand-alone non-academic learning activities such as a portfolio, placement, community project, or others. These admission requirements for a microcredential will ensure that Students and Learners have the basic capabilities necessary to deal with the learning activity.

### Additional Admission Requirements

72. Any microcredential may have other admission requirements that are appropriate to its learning objectives. These requirements may include prerequisite courses or degrees specific to the particular microcredential.

### Credit Toward Another Credential

73. Academic microcredentials may be stacked together to be used for credit toward another credential at the discretion of and in accordance with the normal academic rules specified by the academic unit offering the subsequent credential. See also *Section II: Procedural Requirements: Academic Credit for Diploma and Certificate Courses and Microcredentials*.

## SECTION VIII: NON-ACADEMIC CREDENTIALS

74. Non-Academic Credentials are distinct and differentiated from academic certificates, microcredentials, and diplomas. The types of Non-Academic Credentials include Certificates of Completion, Non-Academic Microcredentials, and Certificates of Attendance.
75. The majority of Certificates of Completion, Non-Academic Microcredentials, and Certificates of Attendance will not normally be categorized expressly as graduate or undergraduate offerings, although such categorization may be identified at the discretion of the unit proposing the credential or the CDM Committee.

### CERTIFICATE OF COMPLETION

76. A Certificate of Completion acknowledges that an individual has completed a course or program at McMaster that does not meet the requirements of an academic program.
77. A Certificate of Completion can be issued when a non-academic course or program includes a minimum of **30 contact hours** and **evaluation** of the Learner's learning. Certificates of Completion may include academic content if the course or courses have been approved for credit toward another credential. The phrase *Certificate of Completion* must be included in the credential name (for example, the *Teaching and Learning Foundations Certificate of Completion*).
78. This category will be suitable for various types of life-long learning and career-related courses and programs.

#### Admission Requirements

79. Normally, there are no specific admission requirements.

#### Credit Toward Another Credential

80. Normally, there is no credit granted towards degree program studies, unless the course or courses making up the Certificate of Completion have been approved for credit as part of a degree, diploma or certificate.
81. A series of Certificates of Attendance (see below) cannot comprise a Certificate of Completion or any other credential.

#### Guidelines and Limitations

82. Clarity and the protection of the McMaster certificate brand are paramount. Thus, any courses or programs that issue a Certificate of Completion shall not use the term Certificate in their title, unless it is part of the term "Certificate of Completion." Exceptions may occur when a program is provided as

contract training to a company (i.e., not a public program) and the program name is determined jointly with the client.

83. The course description should include the credit or non-credit nature of the course, that there will be Learner evaluation, how the Learner shall be graded (i.e., Pass/Fail or a letter grade), and that a "Certificate of Completion" will be awarded for successful completion.

#### **NON-ACADEMIC MICROCREDENTIAL**

84. A Non-Academic Microcredential acknowledges that an individual has completed learning activities related to a coherent set of skills, competencies, or knowledge at McMaster that does not meet the requirements of an academic certificate, microcredential or diploma program.
85. The phrase *Non-Academic Microcredential* must appear in the credential name (for example, *Non-Academic Microcredential in Outdoor Leader Training*).
86. A Non-Academic Microcredential can be issued using the same learning activities as an academic microcredential, subject to approval by MCE or the offering Faculty. However, an individual Student or Learner cannot earn both academic and non-academic microcredentials for the same learning activity nor may a non-academic microcredential be transferred to an academic microcredential or stacked with any Academic Credential for credit after issuance.
87. This category will be suitable for various types of life-long learning and career-related courses and programs. The Non-Academic Microcredential shall not be categorized as undergraduate or graduate level. In addition, it will not appear on a transcript.

#### Admission Requirements

88. Normally, there are no specific admission requirements.

#### Credit Toward Another Credential

89. No academic credit shall be granted towards any Academic Credential, in part or whole.
90. A series of Non-Academic Microcredentials may be combined (stacked) for a Certificate of Completion (see above) that has been approved by MCE or the offering Faculty with the inclusion of these microcredentials. Non-academic microcredentials are issued by the Inspire Office (unless the offering Faculty has previously stated its intent to issue the credential instead of the Inspire Office), or MCE. A report of new non-academic microcredentials or revisions to existing non-academic microcredentials shall be provided annually to Undergraduate Council and Graduate Council.

Guidelines and Limitations

91. Clarity and the protection of the McMaster certificate brand are paramount. Thus, any unit that issue a non-academic microcredential shall not use the term *Academic* in their title, unless it is part of the term “Non-Academic Microcredential.”
92. The microcredential description should include the credit or non-credit nature of the learning activity, that there will be Learner evaluation, the grading basis in which the Learner shall be evaluated (i.e., Pass/Fail), and that a “Non-Academic Microcredential” will be awarded for successful completion.

**CERTIFICATE OF ATTENDANCE**

93. A Certificate of Attendance acknowledges that an individual has participated in a set of activities at McMaster that does not meet the requirements of an academic program as there is no evaluation of learning. The phrase *Certificate of Attendance* must appear in the credential name (for example, the *Medical Acupuncture Program Certificate of Attendance*).
94. Such activities are designed to meet the interests and objectives of participants who may want to acquire general knowledge or training for career related purposes, but who neither require nor seek any form of professional or academic recognition. As such a Certificate of Attendance shall not be categorized as undergraduate or graduate level. This category will be suitable for various types of life-long learning and career-focused learning experiences.

Admission Requirements

95. Normally, there are no specific admission requirements.

Credit Toward Degree or Other Program Studies

96. There is no credit granted toward additional credentials.

Guidelines and Limitations

97. Clarity and the protection of the McMaster certificate brand are paramount. Thus, any courses or programs that issue a Certificate of Attendance shall not use the term Certificate in their title, unless it is part of the term “Certificate of Attendance.”



## SECTION IX: PROCEDURES FOR APPROVAL

### PROCEDURES

98. The Faculty, Inspire Office, or MCE will present the proposal for undergraduate diplomas, undergraduate academic certificates and microcredentials, as well as undergraduate-level academic credit courses to the CDM Committee.<sup>2</sup> Once approved, the Committee will then make a recommendation to Undergraduate Council.
99. In the case of Graduate Academic Certificates and Microcredentials, as well as graduate-level academic courses, the Faculty, Inspire Office, or MCE will present proposals to the CDM Committee. Once approved, the Committee will then make a recommendation to Graduate Council.
100. The relevant Council shall report to the Senate the establishment, closure, and/or substantial revisions of academic certificate, microcredential and diploma programs.
101. The academic unit is responsible for providing a complete proposal. In addition to the program proposal, the complete submission must include the *Undergraduate or Graduate Calendar* copy, if applicable (see *Publication of Credential Requirements*, below). A Statement of Academic Merit from the office of the Dean must also be included, as described below.
102. Graduate Diplomas are approved through the process outlined in the [Policy on Academic Program Development and Review](#).
103. Applicability of credit from a microcredential to a degree, diploma, or certificate must be established and described in the microcredential's initial proposal. Likewise, any revisions to the rules of this applicability must be approved by the CDM Committee and by Undergraduate or Graduate Council, as appropriate.

### APPROVAL CRITERIA

104. When approving a new certificate, diploma or microcredential, the CDM Committee and Undergraduate or Graduate Council (as appropriate) must ensure that the proposal appropriately fulfills all of the following criteria:
  - a) well-defined objective(s);
  - b) well-defined learning outcomes;
  - c) curriculum to meet the learning outcomes; and
  - d) admission requirements, as applicable.

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<sup>2</sup> With the exception of MCE, units that are not academic departments or Faculty-based must consult with the Inspire Office during the development of any microcredentials.

105. See also *Appendix A* for additional details regarding the approval workflow and governance of certificates, diplomas, and microcredentials.

Specific Criteria for Academic Credentials (Academic Certificates, Academic Microcredentials, and Diplomas)

106. If the courses or learning activities contained in the Academic Credential are not already approved as part of a degree program, to receive approval as academic credit, the credential must:

- a) be at a level of intellectual rigour comparable to that found in undergraduate or graduate degree program courses in the same or similar field(s). Academic credit courses or microcredentials are vetted by the Faculty offering the credential or the Faculty that is most relevant to the content of the credential;
- b) include a systematic evaluation of Student performance by the methods normally used in degree courses such as tests, essays, reports, narrative responses, interviews and/or other assignments.

Specific Criteria for Non-Academic Credentials (Certificate of Completion, Non-Academic Microcredential, Certificate of Attendance)

107. Except for the Certificate of Attendance, a learner undertaking a Non-Academic Credential must demonstrate competency in the material as determined by evaluation methods which may include an exam, paper, project, presentation, etc. This assessment will normally be recorded as a *Pass* or *Fail*, and the unit offering the program will retain the records.

108. Although administrative and academic units at McMaster do not need permission from Undergraduate or Graduate Councils to issue Non-Academic Credentials, they are required, at minimum, to report new Non-Academic Credentials and revisions thereof to Undergraduate or Graduate Council on an annual basis.

109. However, if new or revised **fees** are being charged to Learners, the Inspire Office or Faculty proposing the Non-Academic Credential must follow the full approval process for Academic Credentials.

110. It is expected that Non-Academic Credentials will be offered only when the activities are of benefit and/or interest to the community and are consistent with the objectives of the University.

Approval of Revisions

111. After their initial approval, any revisions to the descriptions, regulations, requirements, or course requirements of an academic certificate, microcredential, or diploma program must be approved by the governing bodies, as appropriate. These bodies include the CDM Committee, Undergraduate Council, or Graduate Council.

### STATEMENT OF ACADEMIC MERIT

112. Proposals for new Academic Credentials must include a Statement of Academic Merit. This document is normally an attestation from a Faculty, at McMaster University, confirming that the proposed program (or learning activity in the case of microcredentials) has been vetted and found that it meets the criteria for the designation proposed. That statement will also include a general description of how the academic merit of the proposal was evaluated, including such things as which academic departments were involved and the procedures used.
113. Proposals for new academic credit courses or microcredential learning activities, which are intended to be part of a certificate, microcredential or diploma program, and which are not to be part of any degree program, will include the following:
- a) a paragraph-long course description along with a statement of the number of units of academic credit provided by the course or learning activity; and
  - b) a statement of how the course or learning activity contributes to the learning objectives of the program(s) of which it will be a part.
114. In the case where any proposed revisions to an existing academic certificate, microcredential, or diploma program will exceed approximately 40% of the credential's content, a new Statement of Academic Merit must be included with the proposal.

### FINANCIAL VIABILITY AND RESOURCE IMPLICATIONS

#### University Student Fees Committee

115. Diploma programs, academic certificates, and microcredentials, as well as non-academic certificates and microcredentials for which fees are charged, must submit fee proposals to the University Student Fees Committee (USFC) for approval. Normally, this approval should be sought prior to submission of the academic proposal to Undergraduate Council or Graduate Council.

#### Governance Approval

116. Following approval by Undergraduate Council or Graduate Council (as applicable), the completed *Financial Viability and Resource Implications template* for new certificate and diploma programs must be reviewed. This review must occur **prior** to submission of the business case to the University Planning Committee (as per the [Academic Revenue Activity Policy for Revenue Generating Certificate and Diploma Programs Administered through a Faculty](#)) by the:
- a) Associate Vice-President, Finance and Planning (Academic); and
  - b) Vice-Provost (Teaching & Learning) or Vice-Provost and Dean of Graduate Studies.

117. It is expected that **additional fees will not** be charged for Undergraduate Concurrent Certificates and Graduate Academic Certificates, and that such programs will not generate additional revenue for the University, and therefore do not normally require approval from the University Planning Committee.

#### **PUBLICATION OF CREDENTIAL REQUIREMENTS**

118. Once approved, the full description and criteria for each Academic Credential must be published for public reference in the most appropriate location, so the nature of these credentials may be reviewed by potential Students and employers. For instance,
- a) Undergraduate Diplomas, Undergraduate Concurrent Certificates, Stand-Alone Undergraduate Certificates, and Stand-Alone Certificates of Professional Learning must be published on the MCE website or in the *Undergraduate Calendar*, as appropriate;
  - b) Graduate Diplomas and Graduate Academic Certificates must be published in the *Graduate Calendar*.
  - c) Academic Microcredentials must be published on the MCE or the Inspire Office website, as appropriate;
  - d) Non-Academic Credentials (Certificate of Completion, Certificate of Attendance, Non-Academic Microcredential) should be published on a publicly-accessible website. Non-Academic Credentials are not required to be published in the *Undergraduate* or *Graduate Calendars*.

#### **PARCHMENT DESIGN**

119. Where a parchment (digital or paper-based) is provided to a Student or Learner upon completion of a certificate, diploma, or microcredential, the design of such document shall be consistent with those provided in this Policy (see *Appendix C: Sample Parchments*). It is understood that converting a parchment to a digital form may result in variations of the recommended design. As required, the parchment designs included in this Policy will be amended from time to time.
120. Where a credential is offered in partnership with an external institution, a notation of this partnership may be indicated on the parchment.

**APPENDIX A: APPROVAL PATHS OF NEW OR REVISED CERTIFICATES, DIPLOMAS & MICROCREDENTIALS**

<u>Credential</u>	<u>Fees</u>	<u>Faculty Council or MCE</u>	<u>CDM</u>	<u>GCPC</u>	<u>USFC<sup>1</sup></u>	<u>C&amp;A</u>	<u>UGC</u>	<u>GC</u>	<u>UPC<sup>1</sup></u>	<u>QC</u>	<u>Senate</u>	<u>PRC+ Board<sup>1</sup></u>
Non-Academic Microcredentials	New or Revised Fees to be Charged	A	A		A		A- UGC or GC		A		A	A
Certificate of Attendance		A	A		A		A- UGC or GC		A		A	A
Certificate of Completion		A	A		A		A- UGC or GC		A		A	A
Non-Academic Microcredentials	No Fees	A	I				I- UGC or GC					
Certificate of Attendance		A	I				I- UGC or GC					
Certificate of Completion		A	I				I- UGC or GC					
<b>UNDERGRADUATE</b>												
Undergraduate Diploma	New or Revised Fees to be Charged	A	A		A		A		A		A	A
Stand-Alone Undergraduate Certificate		A	A		A		A		A		A	A
Stand-Alone Certificate of Prof. Learning		A	A		A		A		A		A	A
Concurrent Undergraduate Certificate		A	A		A		A		A		A	A
Academic Microcredential		A	A		A		A		A		A	A
Undergraduate Diploma	No Fees	A	A				A				A	
Stand-Alone Undergraduate Certificate		A	A				A				A	
Stand-Alone Certificate of Prof. Learning		A	A				A				A	
Concurrent Undergraduate Certificate		A	A				A				A	
Academic Microcredential		A	A				A				A	
<b>GRADUATE</b>												
Graduate Diploma	New or Revised Fees to be Charged	A	A	A	A			A	A	A	A	A
Graduate Certificate		A	A	A	A			A	A		A	A
Academic Microcredential		A	A	A	A			A	A		A	A
Graduate Diploma	No Fees	A	I	A				A		A	A	
Graduate Certificate		A		A				A			A	
Academic Microcredential		A	A	A				A			A	
<b>A - For Approval I – For Information ...See next page for notes</b>												

**Notes**

<sup>1</sup> USFC, UPC, PRC, and Board approval is only required when new or revised fees are assessed. PRC and the Board examine fees and no other credential documentation. Departmental representation at these governance meetings is required only upon request by the University Secretariat. The fees review is undertaken in June for the subsequent academic year, so approvals should be sought in sufficient time to launch programs as planned.

**Approval Bodies**

**Board:** Board of Governors

**C&A:** Undergraduate Council Curriculum and Admissions Committee

**CDM:** Certificates, Diplomas & Microcredentials Committee

**Faculty Council:** Council for the corresponding unit offering the credential

**GC:** Graduate Council

**GCPC:** Graduate Studies Curriculum and Policy Committee

**MCE:** McMaster Continuing Education

**PRC:** Planning and Resources Committee of the Board of Governors

**QC:** Quality Council

**Senate**

**UGC:** Undergraduate Council

**UPC:** University Planning Committee

**USFC:** University Student Fees Committee

## APPENDIX B: RELATED POLICIES AND LEGISLATION

This Policy is to be read in conjunction with the following policies, procedures and guidelines. Any question of the application of this Policy or related policies shall be determined by the Vice-Provost (Teaching & Learning) or the Vice-Provost & Dean of Graduate Studies and in conjunction with the administrator of the other Policy or policies. The University reserves the right to amend or add to the University's policies and statements from time to time (this is not a comprehensive list):

- [Academic Accommodation for Religious, Indigenous and Spiritual Observances \(RISO\)](#)
- [Academic Accommodation of Students with Disabilities](#)
- [Academic Integrity Policy](#)
- [Academic Program Development and Review, Policy on](#)
- [Academic Revenue Activity Policy for Revenue Generating Certificate and Diploma Programs Administered through a Faculty](#)
- [Code of Student Rights and Responsibilities](#)
- [Digital Learning Resources, Guidelines for](#)
- [Freedom of Information and Protection of Privacy Act](#)
- [Graduate Course Management Policy](#)
- [Graduate Examinations Policy](#)
- [Ownership of Student Work](#)
- [Professional Behaviour Code for Graduate Learners, Health Sciences](#)
- [Professional Behaviour Code for Undergraduate Learners, Health Sciences](#)
- [Requests for Relief for Missed Academic Term Work, Policy on](#)
- [Statement on Building an Inclusive Community with a Shared Purpose](#)
- [Statement and Guidelines on Inclusive Communications](#)
- [Student Appeal Procedures](#)
- [Undergraduate Course Management Policies](#)
- [Undergraduate Examinations Policy](#)

APPENDIX C: SAMPLE PARCHMENTS



A. Design Option for Graduate Diplomas.



B. Design Option for all other credentials. **The Campus Store logo represents a placeholder for a partner institution (where applicable).**



March 7, 2023

**TO:** Undergraduate Council Certificates and Diplomas Committee

**FROM:** Dr. Kim Dej, Chair of Undergraduate Council  
Dr. Steve Hranilovic, Chair of Graduate Council

**SUBJECT: Proposal to Dissolve the Undergraduate Council Certificates and Diplomas Committee and to establish a Joint Committee on Certificates, Diplomas and Microcredentials**

---

The Undergraduate Council Certificates and Diplomas Committee scrutinizes proposals for new certificate and diploma programs and ensures their conformity with the Senate *Certificates and Diplomas Policy*. Graduate Council does not currently have such a committee, and therefore graduate-level certificates and diplomas are directed to Graduate Council for consideration.

The *Certificates and Diplomas Policy* is currently under review, with the primary goal of adding oversight of microcredentials. The review and deliberation of such programs will have an impact on both graduate and undergraduate levels.

Establishing a joint Undergraduate Council and Graduate Council committee to oversee certificates, diplomas and microcredentials would allow graduate matters to be deliberated and debated with the wider University community prior to recommendation to Graduate Council. Having one joint governing body to review non-degree programs will encourage consistency across Graduate and Undergraduate programs and help streamline approval processes.

A draft Committee membership proposal is submitted (Appendix A) along with relevant draft revisions of the Senate by-laws (Appendix B) including amendments to the committee terms of reference.

With support of the Committee, we propose to dissolve the Undergraduate Council Certificates and Diplomas Committee and establish a Joint Committee for Certificates, Diplomas and Microcredentials.

This proposal will be for discussion at the meeting of the Undergraduate Council Certificates and Diplomas Committee on March 7, 2023 and for approval at Undergraduate Council and Graduate Council. Once approved, the revisions to the Senate By-Laws will be approved through the normal processes.

**APPENDIX A: PROPOSED COMMITTEE MEMBERSHIP OF THE JOINT  
COMMITTEE ON CERTIFICATES, DIPLOMAS AND MICROCREDENTIALS**

**Committee Membership**

Chair of the Committee

Chair of Undergraduate Council (Ex-Officio)

Chair of Graduate Council (Ex-Officio)

Associate Dean (Undergraduate Studies), One of Six Faculties

Associate Dean (Graduate Studies), One of Six Faculties

University Registrar

Student Representative from Undergraduate Council

Student Representative from Graduate Council

**Consultants**

Director, McMaster Continuing Education

Associate Registrar & Graduate Secretary

Assistant Registrar, Records

Lead Educational Developer, MacPherson Institute

University Librarian

**APPENDIX B: EXCERPT OF RELEVANT BY-LAWS OF THE SENATE OF  
MCMASTER UNIVERSITY INCLUDING PROPOSED SCHEDULE E1****ARTICLE X: THE GRADUATE COUNCIL**

1. There shall be a Graduate Council with the following membership:

***Ex Officio Members (with vote)***

Chancellor  
President  
Provost  
Vice-President (Research)  
Vice-Provost and Dean of Graduate Studies  
The Dean of each Faculty offering graduate work  
The Associate Deans of Graduate Studies

***Ex Officio Members (without vote)***

Deputy Provost  
University Librarian  
University Registrar  
Secretary of the Senate  
Associate Registrar and Graduate Secretary

***Members***

Three full-time faculty members from each of the Faculties of Business, Engineering, Humanities, Science, and Social Sciences and three full-time graduate faculty members from the Faculty of Health Sciences, elected by the members of the Faculty, from the Professors, Associate Professors, and Assistant Professors

Two full-time graduate students from each Faculty offering graduate work, elected by and from the graduate students in that Faculty with the proviso that in any Faculty engaged in doctoral studies at least one of the graduate students shall be registered in a PhD program

***Observers***

Observers (as defined in clause 2(i)) named from time to time by the Vice-Provost and Dean of Graduate Studies to attend Graduate Council's meetings

- a) One-third of the voting members shall constitute a quorum at any meeting thereof.
2. The Chair of the Graduate Council shall be the Vice-Provost and Dean of Graduate Studies or, in the absence of the Vice-Provost and Dean of Graduate Studies, an Associate Dean of Graduate Studies.
  3. The Secretary of the Graduate Council shall be the Associate Registrar and Graduate Secretary.

4. The faculty members elected from each Faculty offering graduate work shall be elected in accordance with the requirements of clause 15.
5. The term of office of faculty members on the Graduate Council shall commence on the first day of July following their election, and shall be for three years, subject to the proviso that faculty members who are to be absent from the University for a year or more shall resign their seats before leaving and be replaced at an ensuing election. Terms of office are renewable.
6. The election of faculty members of the Graduate Council shall be conducted by the Secretary of the Senate.
7. The term of office of graduate students on the Graduate Council shall commence on the first day of September annually, and shall be for two years, subject to the requirement that a vacancy occurring when six or more months remain in the term of office shall be filled by an appointment by the appropriate Faculty Dean. Terms of office are renewable.
8. The student members of the Graduate Council shall be elected by and from the graduate students in their respective Faculties, in accordance with procedures determined by their Faculties.
9. The Graduate Council may declare vacant the seat of any elected member who, without being granted leave of absence by the Council, fails to attend three consecutive regular meetings of the Council. Whenever a seat is declared vacant, the vacancy shall be filled through a by-election in the constituency which elected the person whose membership is vacant, unless the person is a graduate student, in which case the requirement stipulated in clause 152 for filling a vacancy shall apply.
10. The Graduate Council may, upon written request of a member, grant leave of absence to any member for a period not to exceed six consecutive months for illness or for other reasons deemed appropriate by the Council.
11. The powers and duties of the Graduate Council are:
  - a) to make rules and regulations for governing its proceedings;
  - b) to establish standing and ad hoc committees. These standing committees shall include, but are not limited to:
    - (i) ~~an the~~ Executive Committee; ~~and~~
    - (ii) ~~thea~~ Scholarships Committee;
    - (~~##~~)(iii) the Joint Committee on Certificates, Diplomas and Microcredentials (see Schedule E1);
  - c) to regulate matters concerning graduate work of concern to the University as a whole;

- d) to act upon recommendations concerning graduate work from each Faculty, upon such matters as are of particular concern to each Faculty;
- e) to transact such business as is placed on its agenda by one or more of the Chair, the Secretary of the Graduate Council, or a Dean of a Faculty offering graduate work;
- f) to recommend to the Senate the names of graduate students who have completed all requirements for a degree, diploma or certificate;
- g) to determine the eligibility of Departments, Units, Schools, Institutes, Centres, or the like, to offer graduate work, and to make recommendations to the Senate for the administration of graduate work in areas not clearly lying within the jurisdiction of a single Faculty;
- h) to report to the Senate upon such matters as may be judged necessary by the Graduate Council or as required by the Senate;
- i) subject to final approval by the President, to stipulate the conditions of award of all fellowships, scholarships, assistantships, bursaries, prizes and other awards established for graduate students, having due regard for the wishes of the donor;
- j) to arrange for action upon all applications or recommendations for fellowships, scholarships, assistantships, bursaries, prizes and other awards for graduate students;
- k) to meet at least twice per academic year;
- l) to post the agenda and the minutes of its meetings electronically.

Notwithstanding any of the above, the following matters must be referred to the Senate for decision:

- establishment of new graduate programs;
- closure of existing graduate programs;
- substantial revisions of admission standards;
- substantial revisions to degree, diploma and certificate requirements and/or academic regulations.

**ARTICLE XI: THE UNDERGRADUATE COUNCIL**

12. There shall be an Undergraduate Council with the following membership:

***Ex Officio***

Chancellor  
President,  
Provost,  
Vice-Provost (Teaching & Learning),  
Associate Deans (Academic) of the Faculties of Business, Engineering, Humanities, Science and Social Sciences (or their respective delegates);  
Associate Dean of Health Sciences (Undergraduate Education),  
Director of the Arts and Science Program  
Director of McMaster Continuing Education  
University Registrar  
Associate Vice-President (Students and Learning) and Dean of Students  
University Librarian

***Members***

Six faculty members elected from the Professors, Associate Professors, and Assistant Professors, comprising one member from each Faculty offering undergraduate work;  
The faculty member of the Senate appointed by McMaster Divinity College  
Seven undergraduate students, one from each of the six Faculties offering undergraduate work, and one from the Arts and Science Program, to be appointed by the Senate on the recommendation of the Dean / Director.

Twelve members of the Council, excepting the Chancellor, the President and the Provost, shall constitute a quorum.

13. The Chair of the Undergraduate Council shall be the Vice-Provost (Teaching & Learning).
14. The Vice-Chair of the Undergraduate Council shall be elected annually by and from the members of the Undergraduate Council.
15. The Secretary of the Undergraduate Council shall be the Secretary of the Senate.
16. The faculty member elected from each Faculty offering undergraduate work shall be elected in accordance with the requirements of clause 15. These elections shall be conducted by the Secretary of the Senate.
17. The term of office of faculty members on the Undergraduate Council shall commence on the first day of July following their election, and shall be for three years, renewable once, subject to the proviso that faculty members who are to be absent from the University for a year or more shall resign their seats before leaving and be replaced at an ensuing election.

18. The term of office for an undergraduate student member shall commence on the first day of July following the appointment of such member, and shall be for one year, renewable.
19. The powers and duties of the Undergraduate Council are:
  - a) to make rules and regulations for governing its proceedings;
  - b) to initiate and regulate matters concerning undergraduate work of concern to the University as a whole, in accordance with such directives and priorities as have been established by the Senate;
  - c) to act upon recommendations concerning undergraduate work from the several Faculties, the Arts and Science Program, or from McMaster Divinity College as it relates to the Master of Divinity and Master of Theological Studies degrees conferred by the University;
  - d) to transact such business as is placed on its agenda by one or more of the Chair, the Secretary of the Undergraduate Council, an Associate Dean or Dean of a Faculty offering undergraduate work, the Director of the Arts and Science Program, or the Principal of McMaster Divinity College as it relates to the Master of Divinity and Master of Theological Studies degrees conferred by the University;
  - e) to report and to make recommendations to the Senate upon such matters as may be judged necessary by the Undergraduate Council or as required by the Senate;
  - f) to stipulate the conditions of award of all fellowships, scholarships, medals, prizes and other awards established for undergraduate students, and to make such awards;
  - g) to give direction to the Office of Student Financial Aid and Scholarships on policies and procedures respecting the acceptance of all fellowships, scholarships, medals, prizes and other awards for undergraduate students, and the administration thereof;
  - h) to meet at least once each academic term; and
  - i) to make publicly available the agenda and the minutes of its meetings.

The Undergraduate Council shall also have the power to establish committees as set forth in [Schedule E](#). Revisions to Schedule E shall be approved by Undergraduate Council and forwarded to Senate for information.

Notwithstanding any of the above, the following matters must be referred to the Senate for decision:

- establishment of new programs;
- closure of existing programs;

- substantial revisions of admission standards;
- substantial changes in degree, diploma and certificate requirements, and/or academic regulations.

Revised: ~~June 8, 2022~~[April 2023](#)



**SCHEDULE E: UNDERGRADUATE COUNCIL COMMITTEES**

1. The committees of Undergraduate Council shall include, but shall not be limited to:

- a) the Executive Committee;
- b) the Awards Committee;
- c) the Curriculum and Admissions Committee;
- d) ~~the Certificates and Diplomas Committee; the Joint Committee on Certificates, Diplomas and Microcredentials (see schedule E1)~~
- e)d) the Quality Assurance Committee, and
- f)e) *ad hoc* committees and task forces as required.

Except for the Executive Committee, ~~and the Joint Committee on Certificates, Diplomas and Microcredentials, and the Quality Assurance Committee~~, each committee should be chaired by an elected faculty representative, an Associate Dean, or a knowledgeable faculty member of the University. These appointments shall be made by the Executive Committee. Each committee will consist of at least five members, including the Chair of Undergraduate Council. A majority of the Committee members shall be members of Undergraduate Council.

2.

- a) The Executive Committee shall consist of the Chairs of the Standing Committees of Undergraduate Council, the Chair of Undergraduate Council and the Vice-Chair of Undergraduate Council.
- b) The Chair of the Committee shall be the Chair of Undergraduate Council.
- c) The Committee shall act for Undergraduate Council between Council meetings on matters pertaining to Undergraduate Council. Such actions shall be reported for ratification at the next regular meeting of Undergraduate Council.
- d) The Committee shall nominate members to the committees of Council and, where otherwise not expressly identified, shall nominate the Chairs thereof. The Committee may invite two committee membership people whose expertise is sought, but who are not members of Undergraduate Council.

3. The Awards Committee shall be responsible for reporting to Undergraduate Council all scholarships and academic awards winners and adjudicating recommendations for scholarship and academic award winners as necessary. The Committee shall act as the guardian of standards and non-discriminatory fairness in award descriptions and nominations, develop and enforce policy regarding academic awards and adjudicate petitions regarding variances in the terms of awards.

4.—The Curriculum and Admissions Committee shall co-ordinate the curriculum changes from all Faculties with a view to fairness to students, avoidance of conflicts, and equity among Faculties. It shall also ensure that any new admissions policies or the revision of existing policies are consistent with general University guidelines. Dialogue with Institutions that seek unique University admission arrangements for their own students shall also be handled by the Curriculum and Admissions Committee.

~~5.4.~~

~~6.—The Certificates and Diplomas Committee shall scrutinize proposals for new certificate and diploma programs and ensure their conformity with the Senate Policy on Diplomas and Certificates.~~

7.5. The Quality Assurance Committee is a joint committee of Undergraduate Council and Graduate Council, and shall assess cyclical program reviews and submit a report to Undergraduate Council or Graduate Council, as applicable, as set out in the Policy on Academic Program Development and Review.

Revised: ~~May 17, 2017~~ April 2023

## SCHEDULE E1: JOINT COMMITTEE ON CERTIFICATES, DIPLOMAS AND MICROCREDENTIALS

### TERMS OF REFERENCE

The Joint Committee on Certificates, Diplomas and Microcredentials shall consist of no less than eight members including; one Associate Dean (Undergraduate Studies), one Associate Dean (Graduate Studies), two student members of Senate, one of whom shall be a from a Graduate student Council and one of whom shall be an undergraduate student from Undergraduate Council, the Chair of Undergraduate Council and the Chair of Graduate Council, who shall be ex-officio voting members, University Registrar, and the Chair of the Committee. The Director of, McMaster Continuing Education, University Librarian, Associate Registrar & Graduate Secretary, Lead Educational Developer, from the MacPherson Institute, and the Convocation and Curriculum Coordinator Assistant Registrar Records, or their delegates, shall be consultants to the Committee and do not carry a vote. Majority of the voting members shall constitute quorum at any meeting thereof.

The Secretary of the Committee shall be the Secretary of Senate, or their delegate.

The Chair shall be a knowledgeable faculty member selected by the Chair of Undergraduate Council and Chair of Graduate Council from among the Teaching Staff.

The Joint Committee on Certificates, Diplomas and Microcredentials shall scrutinize proposals for new non-degree programs and ensure their conformity with the Senate Policy on Diplomas, Certificates and Microcredentials.

The powers and duties of the Committee are as follows:

a) deliberate on educational non-degree programs including, but not limited to, Certificates of Professional Learning, Concurrent or Standalone Certificates, Certificates of Completion, Certificates of Attendance, Diplomas and Microcredentials as prescribed by the Certificates and Diplomas Policy. The Committee shall not oversee degree-seeking programs or non-McMaster Certificates developed in collaboration with other organizations and institutions where such credentials are externally issued.

b) evaluate and recommend the establishment, closure, and/or substantial revisions to graduate matters before the Committee to Graduate Council and to the Senate where required.

c) evaluate and recommend the establishment, closure, and/or substantial revisions to undergraduate matters before the Committee, and those from McMaster Continuing Education, to Undergraduate Council and the Senate where required.

d) where required, review the Senate Certificates, and Diplomas and Microcredentials Policy and, where appropriate, make recommendations to Undergraduate Council and Graduate Council and the Senate.

Revised: April 2023

March 7, 2023

**TO:** Undergraduate Council Certificates and Diplomas Committee

**FROM:** Dr. Kim Dej, Chair of Undergraduate Council  
Dr. Steve Hranilovic, Chair of Graduate Council

**SUBJECT: Proposal to Dissolve the Undergraduate Council Certificates and Diplomas Committee and to establish a Joint Committee on Certificates, Diplomas and Microcredentials**

---

The Undergraduate Council Certificates and Diplomas Committee scrutinizes proposals for new certificate and diploma programs and ensures their conformity with the Senate *Certificates and Diplomas Policy*. Graduate Council does not currently have such a committee, and therefore graduate-level certificates and diplomas are directed to Graduate Council for consideration.

The *Certificates and Diplomas Policy* is currently under review, with the primary goal of adding oversight of microcredentials. The review and deliberation of such programs will have an impact on both graduate and undergraduate levels.

Establishing a joint Undergraduate Council and Graduate Council committee to oversee certificates, diplomas and microcredentials would allow graduate matters to be deliberated and debated with the wider University community prior to recommendation to Graduate Council. Having one joint governing body to review non-degree programs will encourage consistency across Graduate and Undergraduate programs and help streamline approval processes.

A draft Committee membership proposal is submitted (Appendix A) along with relevant draft revisions of the Senate by-laws (Appendix B) including amendments to the committee terms of reference.

With support of the Committee, we propose to dissolve the Undergraduate Council Certificates and Diplomas Committee and establish a Joint Committee for Certificates, Diplomas and Microcredentials.

This proposal will be for discussion at the meeting of the Undergraduate Council Certificates and Diplomas Committee on March 7, 2023 and for approval at Undergraduate Council and Graduate Council. Once approved, the revisions to the Senate By-Laws will be approved through the normal processes.

**APPENDIX A: PROPOSED COMMITTEE MEMBERSHIP OF THE JOINT COMMITTEE ON CERTIFICATES, DIPLOMAS AND MICROCREDENTIALS**

**Committee Membership**

Chair of the Committee

Chair of Undergraduate Council (Ex-Officio)

Chair of Graduate Council (Ex-Officio)

Associate Dean (Undergraduate Studies), One of Six Faculties

Associate Dean (Graduate Studies), One of Six Faculties

University Registrar

~~Undergraduate~~ Student Representative from Undergraduate Council

~~Graduate~~ Student Representative from Graduate Council

**Consultants**

Director, McMaster Continuing Education

~~University Registrar~~

Associate Registrar & Graduate Secretary

Assistant Registrar, Records

Lead Educational Developer, MacPherson Institute

University Librarian

**APPENDIX B: EXCERPT OF RELEVANT BY-LAWS OF THE SENATE OF  
MCMASTER UNIVERSITY INCLUDING PROPOSED SCHEDULE E1****ARTICLE X: THE GRADUATE COUNCIL**

1. There shall be a Graduate Council with the following membership:

***Ex Officio Members (with vote)***

Chancellor  
President  
Provost  
Vice-President (Research)  
Vice-Provost and Dean of Graduate Studies  
The Dean of each Faculty offering graduate work  
The Associate Deans of Graduate Studies

***Ex Officio Members (without vote)***

Deputy Provost  
University Librarian  
University Registrar  
Secretary of the Senate  
Associate Registrar and Graduate Secretary

***Members***

Three full-time faculty members from each of the Faculties of Business, Engineering, Humanities, Science, and Social Sciences and three full-time graduate faculty members from the Faculty of Health Sciences, elected by the members of the Faculty, from the Professors, Associate Professors, and Assistant Professors

Two full-time graduate students from each Faculty offering graduate work, elected by and from the graduate students in that Faculty with the proviso that in any Faculty engaged in doctoral studies at least one of the graduate students shall be registered in a PhD program

***Observers***

Observers (as defined in clause 2(i)) named from time to time by the Vice-Provost and Dean of Graduate Studies to attend Graduate Council's meetings

- a) One-third of the voting members shall constitute a quorum at any meeting thereof.
2. The Chair of the Graduate Council shall be the Vice-Provost and Dean of Graduate Studies or, in the absence of the Vice-Provost and Dean of Graduate Studies, an Associate Dean of Graduate Studies.
  3. The Secretary of the Graduate Council shall be the Associate Registrar and Graduate Secretary.

4. The faculty members elected from each Faculty offering graduate work shall be elected in accordance with the requirements of clause 15.
5. The term of office of faculty members on the Graduate Council shall commence on the first day of July following their election, and shall be for three years, subject to the proviso that faculty members who are to be absent from the University for a year or more shall resign their seats before leaving and be replaced at an ensuing election. Terms of office are renewable.
6. The election of faculty members of the Graduate Council shall be conducted by the Secretary of the Senate.
7. The term of office of graduate students on the Graduate Council shall commence on the first day of September annually, and shall be for two years, subject to the requirement that a vacancy occurring when six or more months remain in the term of office shall be filled by an appointment by the appropriate Faculty Dean. Terms of office are renewable.
8. The student members of the Graduate Council shall be elected by and from the graduate students in their respective Faculties, in accordance with procedures determined by their Faculties.
9. The Graduate Council may declare vacant the seat of any elected member who, without being granted leave of absence by the Council, fails to attend three consecutive regular meetings of the Council. Whenever a seat is declared vacant, the vacancy shall be filled through a by-election in the constituency which elected the person whose membership is vacant, unless the person is a graduate student, in which case the requirement stipulated in clause 152 for filling a vacancy shall apply.
10. The Graduate Council may, upon written request of a member, grant leave of absence to any member for a period not to exceed six consecutive months for illness or for other reasons deemed appropriate by the Council.
11. The powers and duties of the Graduate Council are:
  - a) to make rules and regulations for governing its proceedings;
  - b) to establish standing and ad hoc committees. These standing committees shall include, but are not limited to:
    - (i) ~~an the~~ Executive Committee; ~~and~~
    - (ii) ~~thea~~ Scholarships Committee;
    - (~~##~~)(iii) the Joint Committee on Certificates, Diplomas and Microcredentials (see Schedule E1);
  - c) to regulate matters concerning graduate work of concern to the University as a whole;

- d) to act upon recommendations concerning graduate work from each Faculty, upon such matters as are of particular concern to each Faculty;
- e) to transact such business as is placed on its agenda by one or more of the Chair, the Secretary of the Graduate Council, or a Dean of a Faculty offering graduate work;
- f) to recommend to the Senate the names of graduate students who have completed all requirements for a degree, diploma or certificate;
- g) to determine the eligibility of Departments, Units, Schools, Institutes, Centres, or the like, to offer graduate work, and to make recommendations to the Senate for the administration of graduate work in areas not clearly lying within the jurisdiction of a single Faculty;
- h) to report to the Senate upon such matters as may be judged necessary by the Graduate Council or as required by the Senate;
- i) subject to final approval by the President, to stipulate the conditions of award of all fellowships, scholarships, assistantships, bursaries, prizes and other awards established for graduate students, having due regard for the wishes of the donor;
- j) to arrange for action upon all applications or recommendations for fellowships, scholarships, assistantships, bursaries, prizes and other awards for graduate students;
- k) to meet at least twice per academic year;
- l) to post the agenda and the minutes of its meetings electronically.

Notwithstanding any of the above, the following matters must be referred to the Senate for decision:

- establishment of new graduate programs;
- closure of existing graduate programs;
- substantial revisions of admission standards;
- substantial revisions to degree, diploma and certificate requirements and/or academic regulations.



**ARTICLE XI: THE UNDERGRADUATE COUNCIL**

12. There shall be an Undergraduate Council with the following membership:

***Ex Officio***

Chancellor  
President,  
Provost,  
Vice-Provost (Teaching & Learning),  
Associate Deans (Academic) of the Faculties of Business, Engineering, Humanities, Science and Social Sciences (or their respective delegates);  
Associate Dean of Health Sciences (Undergraduate Education),  
Director of the Arts and Science Program  
Director of McMaster Continuing Education  
University Registrar  
Associate Vice-President (Students and Learning) and Dean of Students  
University Librarian

***Members***

Six faculty members elected from the Professors, Associate Professors, and Assistant Professors, comprising one member from each Faculty offering undergraduate work;  
The faculty member of the Senate appointed by McMaster Divinity College  
Seven undergraduate students, one from each of the six Faculties offering undergraduate work, and one from the Arts and Science Program, to be appointed by the Senate on the recommendation of the Dean / Director.

Twelve members of the Council, excepting the Chancellor, the President and the Provost, shall constitute a quorum.

13. The Chair of the Undergraduate Council shall be the Vice-Provost (Teaching & Learning).
14. The Vice-Chair of the Undergraduate Council shall be elected annually by and from the members of the Undergraduate Council.
15. The Secretary of the Undergraduate Council shall be the Secretary of the Senate.
16. The faculty member elected from each Faculty offering undergraduate work shall be elected in accordance with the requirements of clause 15. These elections shall be conducted by the Secretary of the Senate.
17. The term of office of faculty members on the Undergraduate Council shall commence on the first day of July following their election, and shall be for three years, renewable once, subject to the proviso that faculty members who are to be absent from the University for a year or more shall resign their seats before leaving and be replaced at an ensuing election.

18. The term of office for an undergraduate student member shall commence on the first day of July following the appointment of such member, and shall be for one year, renewable.
19. The powers and duties of the Undergraduate Council are:
  - a) to make rules and regulations for governing its proceedings;
  - b) to initiate and regulate matters concerning undergraduate work of concern to the University as a whole, in accordance with such directives and priorities as have been established by the Senate;
  - c) to act upon recommendations concerning undergraduate work from the several Faculties, the Arts and Science Program, or from McMaster Divinity College as it relates to the Master of Divinity and Master of Theological Studies degrees conferred by the University;
  - d) to transact such business as is placed on its agenda by one or more of the Chair, the Secretary of the Undergraduate Council, an Associate Dean or Dean of a Faculty offering undergraduate work, the Director of the Arts and Science Program, or the Principal of McMaster Divinity College as it relates to the Master of Divinity and Master of Theological Studies degrees conferred by the University;
  - e) to report and to make recommendations to the Senate upon such matters as may be judged necessary by the Undergraduate Council or as required by the Senate;
  - f) to stipulate the conditions of award of all fellowships, scholarships, medals, prizes and other awards established for undergraduate students, and to make such awards;
  - g) to give direction to the Office of Student Financial Aid and Scholarships on policies and procedures respecting the acceptance of all fellowships, scholarships, medals, prizes and other awards for undergraduate students, and the administration thereof;
  - h) to meet at least once each academic term; and
  - i) to make publicly available the agenda and the minutes of its meetings.

The Undergraduate Council shall also have the power to establish committees as set forth in [Schedule E](#). Revisions to Schedule E shall be approved by Undergraduate Council and forwarded to Senate for information.

Notwithstanding any of the above, the following matters must be referred to the Senate for decision:

- establishment of new programs;
- closure of existing programs;

- substantial revisions of admission standards;
- substantial changes in degree, diploma and certificate requirements, and/or academic regulations.

Revised: ~~June 8, 2022~~ April 2023

**SCHEDULE E: UNDERGRADUATE COUNCIL COMMITTEES**

1. The committees of Undergraduate Council shall include, but shall not be limited to:

- a) the Executive Committee;
- b) the Awards Committee;
- c) the Curriculum and Admissions Committee;
- d) ~~the Certificates and Diplomas Committee;~~ the Joint Committee on Certificates, Diplomas and Microcredentials (see schedule E1)
- e)d) the Quality Assurance Committee, and
- f)e) *ad hoc* committees and task forces as required.

Except for the Executive Committee, ~~and the Joint Committee on Certificates, Diplomas and Microcredentials,~~ and the Quality Assurance Committee, each committee should be chaired by an elected faculty representative, an Associate Dean, or a knowledgeable faculty member of the University. These appointments shall be made by the Executive Committee. Each committee will consist of at least five members, including the Chair of Undergraduate Council. A majority of the Committee members shall be members of Undergraduate Council.

2.

- a) The Executive Committee shall consist of the Chairs of the Standing Committees of Undergraduate Council, the Chair of Undergraduate Council and the Vice-Chair of Undergraduate Council.
- b) The Chair of the Committee shall be the Chair of Undergraduate Council.
- c) The Committee shall act for Undergraduate Council between Council meetings on matters pertaining to Undergraduate Council. Such actions shall be reported for ratification at the next regular meeting of Undergraduate Council.
- d) The Committee shall nominate members to the committees of Council and, where otherwise not expressly identified, shall nominate the Chairs thereof. The Committee may invite two committee membership people whose expertise is sought, but who are not members of Undergraduate Council.

3. The Awards Committee shall be responsible for reporting to Undergraduate Council all scholarships and academic awards winners and adjudicating recommendations for scholarship and academic award winners as necessary. The Committee shall act as the guardian of standards and non-discriminatory fairness in award descriptions and nominations, develop and enforce policy regarding academic awards and adjudicate petitions regarding variances in the terms of awards.

4.—The Curriculum and Admissions Committee shall co-ordinate the curriculum changes from all Faculties with a view to fairness to students, avoidance of conflicts, and equity among Faculties. It shall also ensure that any new admissions policies or the revision of existing policies are consistent with general University guidelines. Dialogue with Institutions that seek unique University admission arrangements for their own students shall also be handled by the Curriculum and Admissions Committee.

~~5.4.~~

~~6.—The Certificates and Diplomas Committee shall scrutinize proposals for new certificate and diploma programs and ensure their conformity with the Senate Policy on Diplomas and Certificates.~~

7.5. The Quality Assurance Committee is a joint committee of Undergraduate Council and Graduate Council, and shall assess cyclical program reviews and submit a report to Undergraduate Council or Graduate Council, as applicable, as set out in the Policy on Academic Program Development and Review.

Revised: ~~May 17, 2017~~ April 2023

## SCHEDULE E1: JOINT COMMITTEE ON CERTIFICATES, DIPLOMAS AND MICROCREDENTIALS

### TERMS OF REFERENCE

The Joint Committee on Certificates, Diplomas and Microcredentials shall consist of no less than eight members including; one Associate Dean (Undergraduate Studies), one Associate Dean (Graduate Studies), two student members of Senate, one of whom shall be from Graduate student Council and one of whom shall be an undergraduate student from Undergraduate Council, the Chair of Undergraduate Council and the Chair of Graduate Council, who shall be ex-officio voting members, University Registrar, and the Chair of the Committee. The Director of, McMaster Continuing Education, University Librarian, Associate Registrar & Graduate Secretary, Lead Educational Developer, from the MacPherson Institute, and the Convocation and Curriculum Coordinator Assistant Registrar Records, or their delegates, shall be consultants to the Committee and do not carry a vote. Majority of the voting members shall constitute quorum at any meeting thereof.

The Secretary of the Committee shall be the Secretary of Senate, or their delegate.

The Chair shall be a knowledgeable faculty member selected by the Chair of Undergraduate Council and Chair of Graduate Council from among the Teaching Staff.

The Joint Committee on Certificates, Diplomas and Microcredentials shall scrutinize proposals for new non-degree programs and ensure their conformity with the Senate Policy on Diplomas, Certificates and Microcredentials.

The powers and duties of the Committee are as follows:

a) deliberate on educational non-degree programs including, but not limited to, Certificates of Professional Learning, Concurrent or Standalone Certificates, Certificates of Completion, Certificates of Attendance, Diplomas and Microcredentials as prescribed by the Certificates and Diplomas Policy. The Committee shall not oversee degree-seeking programs or non-McMaster Certificates developed in collaboration with other organizations and institutions where such credentials are externally issued.

b) evaluate and recommend the establishment, closure, and/or substantial revisions to graduate matters before the Committee to Graduate Council and to the Senate where required.

c) evaluate and recommend the establishment, closure, and/or substantial revisions to undergraduate matters before the Committee, and those from McMaster Continuing Education, to Undergraduate Council and the Senate where required.

d) where required, review the Senate Certificates, ~~and~~ Diplomas and Microcredentials Policy and, where appropriate, make recommendations to Undergraduate Council and Graduate Council and the Senate.

Revised: April 2023

<b>Department &amp; Program Information (complete all fields):</b>	
Department:	Continuing Education
Program Name:	Essentials (Professional Development Program)
Name of Representative:	Dr. Lorraine Carter
Nature of Submission:	For Information: Course Title Revision
Effective Date:	June 15, 2023
Submission Date:	March 7, 2023
<b>Current Course Details (complete all fields):</b>	
Course Title: ESS-800 Dealing with Difficult People	
Is this course currently offered? <b>Yes</b>	
Existing Course Code: ESS-800	
<b>Course Revision (complete applicable fields):</b>	
Revised Course Title: ESS-800 Mastering Self-Awareness and Behaviour in Difficult Situations	
<p>Rationale for Revision:</p> <p>For the enhancement of participant interest and enrolments, Continuing Education recommends changing the existing course title to “Mastering Self-Awareness and Behaviour in Difficult Situations.”</p> <p>Recent findings over the past year suggest that the term “difficult people” may be viewed as negative. Various strategies to achieve “self-awareness and dealing with difficult situations” are explored in this session and are now captured in the revised course title.</p>	

REPORT TO UNDERGRADUATE COUNCIL  
*from the*  
CURRICULUM AND ADMISSIONS COMMITTEE

FOR APPROVAL

a. Addenda to Curriculum Revisions for Inclusion in the 2023-2024 Undergraduate Calendar

At the meetings held on February 14<sup>th</sup> and March 7<sup>th</sup>, 2023, the Undergraduate Council Curriculum and Admissions Committee approved, for recommendation to Undergraduate Council, addenda to curriculum revisions for inclusion in the 2023-2024 Undergraduate Calendar from the Faculties of Science and Business, as well as the Office of the Registrar.

Due to timing constraints, items requiring Senate approval will be sent to the Senate Executive Committee for approval on behalf of Senate. It will be reported for information to Senate at the April 12, 2023 meeting.

i. Faculty of Science

It is now recommended,

Motion 1:

that the Undergraduate Council approve, for recommendation to the Senate Executive Committee on behalf of Senate, the replacement of the *Bachelor of Medical Radiation Sciences* program by the *Honours Bachelor of Medical Radiation Sciences* program, effective September 2023, as recommended by the Faculty of Science for inclusion in the 2023-2024 Undergraduate Calendar, and set out in the attached.

It is now recommended,

Motion 2:

that the Undergraduate Council approve, for recommendation to the Senate Executive Committee on behalf of Senate, the replacement of the *Bachelor of Medical Radiation Sciences - Radiography Specialization* program by the *Honours Bachelor of Medical Radiation Sciences - Radiography Specialization* program, effective September 2023, as recommended by the Faculty of Science for inclusion in the 2023-2024 Undergraduate Calendar and set out in the attached.

It is now recommended,

Motion 3:

that the Undergraduate Council approve, for recommendation to the Senate Executive Committee on behalf of Senate, the replacement of the *Bachelor of Medical Radiation Sciences – Radiation Therapy Specialization* program by the *Honours Bachelor of Medical Radiation Sciences – Radiation Therapy Specialization* program, effective September 2023, as recommended by the Faculty of Science for inclusion in the 2023-2024 Undergraduate Calendar, and set out in the attached.



It is now recommended,

Motion 4:

**that the Undergraduate Council approve, for recommendation to the Senate Executive Committee on behalf of Senate, the replacement of the *Bachelor of Medical Radiation Sciences – Ultrasonography Specialization* program by the *Honours Bachelor of Medical Radiation Sciences – Ultrasonography Specialization* program, effective September 2023, as recommended by the Faculty of Science for inclusion in the 2023-2024 Undergraduate Calendar and set out in the attached.**

It is now recommended,

Motion 5:

**that the Undergraduate Council approve, for recommendation to the Senate Executive Committee on behalf of Senate, the *Integrated Science Equitable Admissions for Black Applicants (EABA) Process* for inclusion in the 2023-2024 Undergraduate Calendar, as recommended by the Faculty of Science and set out in the attached.**

ii. **Faculty of Business**

Addenda to curriculum revisions are included in the omnibus motion, Motion 6.

iii. **Office of the Registrar**

Addenda to curriculum revisions are included in the omnibus motion, Motion 6.

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It is now recommended,

Motion 6:

**that the Undergraduate Council approve updated program requirements, updated program admissions requirements, and addenda to curriculum revisions for inclusion in the 2023-2024 Undergraduate Calendar, as recommended by the Faculties of Science and Business and the Office of the Registrar, as set out in the attached.**

**Undergraduate Council  
FOR APPROVAL: March 21, 2023**



# SCIENCE

Undergraduate Curriculum Report to Undergraduate Council, for the  
2023-2024 Undergraduate Calendar – ADDENDA

Pending approval by the General Faculty of the Faculty of  
Science on February 23, 2023

February 2023

## FACULTY OF SCIENCE REPORT TO SENATE

### SUMMARY OF CURRICULUM CHANGES FOR 2023-24 - Addendum

Following, is the summary of substantive curriculum changes being proposed by the Faculty of Science. For a complete review of all changes, refer to the November 17, 2022, Report of the Academic Planning and Policy Committee for changes to the 2023-2024 Undergraduate Calendar, found at:

<https://macdrive.mcmaster.ca/f/c379238830c644a39a95/>

#### 1.0 NEW PROGRAMS:

None applicable

#### 2.0 PROGRAM CLOSURES/MERGERS:

None applicable

#### 3.0 MAJOR CURRICULAR REVISIONS:

##### **Medical Radiation Sciences**

<https://science.mcmaster.ca/sis/undergraduate/medical-radiation-sciences.html>

**Effective September 2023, the Bachelor of Medical Radiation Sciences (B.M.R.Sc.) degree will be replaced by an Honours Bachelor of Medical Radiation Sciences (B.M.R.Sc.) degree. All students currently registered in this program will be transfer to Honours Bachelor of Medical Radiation Sciences (B.M.R.Sc.) degree programs and will graduate with the new degree designation.**

**This program is offered jointly in partnership with Mohawk College of Applied Arts and Technology and McMaster University. Students pursue two qualifications simultaneously, and graduates receive the Ontario College Advanced Diploma in Medical Radiation Sciences from Mohawk College and the McMaster Honours Bachelor of Medical Radiation Sciences degree.**

Students enrolled in the Medical Radiation Sciences programs, in addition to meeting the *General Academic Regulations* of the University, shall be subject to the following program regulations. Since the academic regulations are continually reviewed, the University reserves the right to change the regulations.

Registration in the Medical Radiation Sciences program implies acceptance on the part of the student of the objectives of the program and the methods by which progress toward the achievement of those objectives is evaluated.

##### **2.2. Honours Medical Radiation Sciences - Radiation Therapy Specialization (B.M.R.Sc.)**

**Effective September 2023, the Bachelor of Medical Radiation Sciences – Radiation Therapy Specialization (B.M.R.Sc.) degree will be replaced by an Honours Bachelor of Medical Radiation Sciences – Radiation Therapy Specialization (B.M.R.Sc.) degree. All students currently registered in this program will be transfer to Honours Bachelor of Medical Radiation Sciences – Radiation Therapy Specialization (B.M.R.Sc.) degree programs and will graduate with the new degree designation.**

Program Notes

1. Students in this program pursue two qualifications simultaneously, and graduates receive the Ontario College Advanced Diploma in Medical Radiation Sciences from Mohawk College and the McMaster **Honours** Bachelor of Medical Radiation Sciences degree.
2. The timing of the Spring/Summer and the Level III and IV Fall/Winter Terms may not adhere to the *Sessional Dates*, as published in this Calendar.

Admission

**Enrolment in this program is limited** and admission is by selection but requires, as a minimum, completion of Level I Medical Radiation Sciences with a Fall-Winter Average (on a minimum of 24 units) of at least 5.0 and a Grade Point Average of at least 5.0 including:

12 units

- LIFESCI 1D03 - Medical Imaging Physics
- MEDRADSC 1B03 - Introduction to Pathology
- MEDRADSC 1E03 - Inquiry in Medical Radiation Sciences
- MEDRADSC 1F03 - Professions in Medical Radiation Sciences

3 units

- BIOLOGY 1A03 - Cellular and Molecular Biology

6 units

- KINESIOL 1Y03 - Human Anatomy and Physiology I
- KINESIOL 1YY3 - Human Anatomy and Physiology II

3 units

from

- MATH 1A03 - Calculus For Science I
- MATH 1LS3 - Calculus for the Life Sciences I
- MATH 1MM3 - Applied Calculus

Requirements

*150 units total (Levels I to IV), 45 units of clinical practicum are interspersed with 75 units of academic courses in Levels II to IV*

Level I: 30 Units

30 units

(See *Admission* above.)

Level II

Fall and Winter Terms: 30 units:

27 units

from

- MEDRADSC 2A03 - Patient Care
- MEDRADSC 2AA3 - Imaging Procedures in Health Care
- MEDRADSC 2D03 - Relational Anatomy I
- MEDRADSC 2RA3 - Relational Anatomy II
- MEDRADSC 2S03 - Clinical Oncology I
- MEDRADSC 2T03 - Clinical Oncology II
- MEDRADSC 2U03 - Radiation Therapy Skills I
- MEDRADSC 2W03 - Physics and Instrumentation for Radiation Therapy
- MEDRADSC 2X03 - Radiobiology and Protection
- MEDRADSC 2Z03

3 units

- Electives

Spring/Summer Term: 15 units:

(See *Program Note 2* above.)

15 units

- MEDRADSC 2V15 - Radiation Therapy Clinical Practicum I

Level III

Fall and Winter Terms: 30 units:

21 units

from

- MEDRADSC 3DA3 - Advanced Studies in Computed Tomography
- MEDRADSC 3K03 - Computed Tomography
- MEDRADSC 3LA3 - Radiation Therapy Skills II
- MEDRADSC 3S03 - Treatment Planning I
- MEDRADSC 3V03 - Treatment Planning II
- MEDRADSC 3W03
- MEDRADSC 3X03 - Research Methods in Medical Radiation Sciences
- MEDRADSC 3Y03 - Ethics for Medical Radiation Sciences

3 units

- STATS 2B03 - Statistical Methods for Science

3 units

from

- PSYCH 1F03 - Survey of Psychology
- PSYCH 1X03 - Introduction to Psychology, Neuroscience & Behaviour

3 units

- Electives

Spring/Summer Term: 15 units:

(See *Program Note 2* above.)

9 units

from

- MEDRADSC 3AA3 - Interdisciplinary Health Care
- MEDRADSC 3B03 - Quality Management in Medical Radiation Sciences
- MEDRADSC 3BB3
- MEDRADSC 3LB3 - Radiation Therapy Skills III

6 units

- Electives

which may include

- MEDRADSC 3DE3 - Introduction to Magnetic Resonance Imaging
- MEDRADSC 3Z06 - Research Project

Level IV

Fall and Winter Terms: 30 units:

30 units

- MEDRADSC 4E15 - Radiation Therapy Clinical Practicum II
- MEDRADSC 4F15 - Radiation Therapy Clinical Practicum III

Program Chart

	<b>FALL TERM (September to December)</b>	<b>WINTER TERM (January to April)</b>	<b>SPRING/SUMMER TERM (May to August)</b>
<b>Level II</b>	30 units from Academic Level II		Clinical Practicum I
<b>Level III</b>	45 units from Academic Level III		
<b>Level IV</b>	Clinical Practicum II	Clinical Practicum III	

**2.3. Honours Medical Radiation Sciences - Radiography Specialization (B.M.R.Sc.)**

**Effective September 2023, the Bachelor of Medical Radiation Sciences – Radiography Specialization (B.M.R.Sc.) degree will be replaced by an Honours**

**Bachelor of Medical Radiation Sciences – Radiography Specialization (B.M.R.Sc.) degree. All students currently registered in this program will be transfer to Honours Bachelor of Medical Radiation Sciences – Radiography Specialization (B.M.R.Sc.) degree programs and will graduate with the new degree designation.**

Program Notes

1. Students in this program pursue two qualifications simultaneously, and graduates receive the Ontario College Advanced Diploma in Medical Radiation Sciences from Mohawk College and the McMaster Bachelor of Medical Radiation Sciences degree.
2. The timing of the Spring/Summer and the Level III and IV Fall/Winter Terms may not adhere to the *Sessional Dates*, as published in this Calendar.

Admission

**Enrolment in this program is limited** and admission is by selection but requires, as a minimum, completion of Level I Medical Radiation Sciences with a Fall-Winter Average (on a minimum of 24 units) of at least 5.0 and a Grade Point Average of at least 5.0 including:

12 units

- LIFESCI 1D03 - Medical Imaging Physics
- MEDRADSC 1B03 - Introduction to Pathology
- MEDRADSC 1E03 - Inquiry in Medical Radiation Sciences
- MEDRADSC 1F03 - Professions in Medical Radiation Sciences

3 units

- BIOLOGY 1A03 - Cellular and Molecular Biology

6 units

- KINESIOL 1Y03 - Human Anatomy and Physiology I
- KINESIOL 1YY3 - Human Anatomy and Physiology II

3 units

from

- MATH 1A03 - Calculus For Science I
- MATH 1LS3 - Calculus for the Life Sciences I
- MATH 1MM3 - Applied Calculus

Requirements

*150 units total (Levels I to IV), 45 units of clinical practicum are interspersed with 75 units of academic courses in Levels II to IV*

Level I: 30 Units

30 units

(See *Admission* above.)

Level II

Fall and Winter Terms: 30 units:

27 units

from

- MEDRADSC 2A03 - Patient Care
- MEDRADSC 2AA3 - Imaging Procedures in Health Care
- MEDRADSC 2BB3
- MEDRADSC 2D03 - Relational Anatomy I
- MEDRADSC 2G03 - Radiographic Skills I
- MEDRADSC 2H03 - Radiographic Skills II
- MEDRADSC 2I03 - Pathology and Procedures I
- MEDRADSC 2RA3 - Relational Anatomy II
- MEDRADSC 2X03 - Radiobiology and Protection
- MEDRADSC 2Y03 - Radiographic Imaging and Instrumentation I

3 units

- Electives

Spring/Summer Term: 15 units:

(See *Program Note 2* above.)

15 units

- MEDRADSC 2J15 - Radiography Clinical Practicum I

Level III

Fall and Winter Terms: 30 units:

21 units

- MEDRADSC 3DA3 - Advanced Studies in Computed Tomography
- MEDRADSC 3G03 - Radiographic Imaging and Instrumentation II
- MEDRADSC 3H03 - Quality Control in Radiography
- MEDRADSC 3J03 - Pathology and Procedures II
- MEDRADSC 3K03 - Computed Tomography
- MEDRADSC 3X03 - Research Methods in Medical Radiation Sciences
- MEDRADSC 3Y03 - Ethics for Medical Radiation Sciences

3 units

- STATS 2B03 - Statistical Methods for Science

3 units

from

- PSYCH 1F03 - Survey of Psychology
- PSYCH 1X03 - Introduction to Psychology, Neuroscience & Behaviour

3 units

- Electives

Spring/Summer Term: 15 units:

(See *Program Note 2* above.)

9 units

- MEDRADSC 3AA3 - Interdisciplinary Health Care
- MEDRADSC 3B03 - Quality Management in Medical Radiation Sciences
- MEDRADSC 3L03 - Radiographic Skills III

6 units

- Electives

which may include

- MEDRADSC 3DE3 - Introduction to Magnetic Resonance Imaging
- MEDRADSC 3Z06 - Research Project

Level IV

Fall and Winter Terms: 30 units:

30 units

- MEDRADSC 4A15 - Radiography Clinical Practicum II
- MEDRADSC 4B15 - Radiography Clinical Practicum III

Program Chart

	<b>FALL TERM (September to December)</b>	<b>WINTER TERM (January to April)</b>	<b>SPRING/SUMMER TERM (May to August)</b>
<b>Level II</b>	30 units from Academic Level II		Clinical Practicum I
<b>Level III</b>	45 units from Academic Level III		
<b>Level IV</b>	Clinical Practicum II	Clinical Practicum III	

**2.4. Honours Medical Radiation Sciences - Ultrasonography Specialization (B.M.R.Sc.)**

**Effective September 2023, the Bachelor of Medical Radiation Sciences – Ultrasonography Specialization (B.M.R.Sc.) degree will be replaced by an Honours Bachelor of Medical Radiation Sciences – Ultrasonography Specialization (B.M.R.Sc.) degree. All students currently registered in this program will be transfer to Honours Bachelor of Medical Radiation Sciences – Ultrasonography Specialization (B.M.R.Sc.) degree programs and will graduate with the new degree designation.**

#### Program Notes

1. Students in this program pursue two qualifications simultaneously, and graduates receive the Ontario College Advanced Diploma in Medical Radiation Sciences from Mohawk College and the McMaster Bachelor of Medical Radiation Sciences degree.
2. The timing of the Spring/Summer and the Level III and IV Fall/Winter Terms may not adhere to the *Sessional Dates*, as published in this Calendar.

#### Admission

**Enrolment in this program is limited** and admission is by selection but requires, as a minimum, completion of Level I Medical Radiation Sciences with a Fall-Winter Average (on a minimum of 24 units) of at least 5.0 and a Grade Point Average of at least 5.0 including:

12 units

- LIFESCI 1D03 - Medical Imaging Physics
- MEDRADSC 1B03 - Introduction to Pathology
- MEDRADSC 1E03 - Inquiry in Medical Radiation Sciences
- MEDRADSC 1F03 - Professions in Medical Radiation Sciences

3 units

- BIOLOGY 1A03 - Cellular and Molecular Biology

6 units

- KINESIOL 1Y03 - Human Anatomy and Physiology I
- KINESIOL 1YY3 - Human Anatomy and Physiology II

3 units

from

- MATH 1A03 - Calculus For Science I
- MATH 1LS3 - Calculus for the Life Sciences I
- MATH 1MM3 - Applied Calculus

#### Requirements

*150 units total (Levels I to IV), 45 units of clinical practicum are interspersed with 75 units of academic courses in Levels II to IV*

Level I: 30 Units

30 units

(See *Admission* above.)

Level II

Fall and Winter Terms: 30 units:

27 units

from

- MEDRADSC 2A03 - Patient Care
- MEDRADSC 2AA3 - Imaging Procedures in Health Care
- MEDRADSC 2BB3
- MEDRADSC 2K03 - Applied Sonographic Physics and Instrumentation I
- MEDRADSC 2L03 - Abdominal Ultrasonography I
- MEDRADSC 2M03 - Obstetrical and Gynecologic Ultrasonography I
- MEDRADSC 2N03 - Sonographic Skills I
- MEDRADSC 2O03 - Abdominal Ultrasonography II
- MEDRADSC 2P03 - Obstetrical and Gynecological Ultrasonography II



- MEDRADSC 2Q03 - Sonographic Skills II  
3 units
- Electives  
Spring/Summer Term: 15 units:  
(See *Program Note 2* above.)  
15 units
- MEDRADSC 2R15 - Ultrasonography Clinical Practicum I  
Level III  
Fall and Winter Terms: 30 units:  
21 units
- MEDRADSC 3N03 - Vascular Ultrasonography
- MEDRADSC 3O03 - Sonographic Skills III
- MEDRADSC 3P03 - Obstetrical and Gynecologic Ultrasonography III
- MEDRADSC 3Q03 - Applied Sonographic Physics and Instrumentation II
- MEDRADSC 3R03 - Musculoskeletal Ultrasonography
- MEDRADSC 3X03 - Research Methods in Medical Radiation Sciences
- MEDRADSC 3Y03 - Ethics for Medical Radiation Sciences  
3 units
- STATS 2B03 - Statistical Methods for Science  
3 units  
from
- PSYCH 1F03 - Survey of Psychology
- PSYCH 1X03 - Introduction to Psychology, Neuroscience & Behaviour  
3 units
- Electives  
Spring/Summer Term: 15 units:  
(See *Program Note 2* above.)  
9 units  
from
- MEDRADSC 3AA3 - Interdisciplinary Health Care
- MEDRADSC 3DJ3 - Pediatric Sonography
- MEDRADSC 3M03 - Abdominal Ultrasonography III  
6 units
- Electives  
which may include
- MEDRADSC 3B03 - Quality Management in Medical Radiation Sciences
- MEDRADSC 3DE3 - Introduction to Magnetic Resonance Imaging
- MEDRADSC 3Z06 - Research Project
- Level IV  
Fall and Winter Terms: 30 units:  
30 units
- MEDRADSC 4C15 - Ultrasonography Clinical Practicum II
- MEDRADSC 4D15 - Ultrasonography Clinical Practicum III

Program Chart

	<b>FALL TERM (September to December)</b>	<b>WINTER TERM (January to April)</b>	<b>SPRING/SUMMER TERM (May to August)</b>
<b>Level II</b>	30 units from Academic Level II		Clinical Practicum I
<b>Level III</b>	45 units from Academic Level III		
<b>Level IV</b>	Clinical Practicum II	Clinical Practicum III	

#### *Justification 2.1 – 2.4*

*Mohawk/McMaster's collaborative Medical Radiation Sciences undergraduate degree is a comprehensive 10 semester program of studies. This program offers exposure to one of the following specializations; radiography, sonography or radiation therapy as well as exposure to research, ethics and patient care. Students participate in structured clinical placements through their education where skills learned are applied and critical thinking skills are enhanced. The Program Learning Outcomes map directly to the Degree Level (DLE)– Honours Expectations meeting all the DLEs required to contribute to the success of the program.*

*The employment rate for graduates from the Medical Radiation Sciences program is excellent. Most students go on to careers as Medical Technologists However, there are some students that, during their study, develop a keen interest in research and would like to go on to further graduate studies. The current non-honours status of the program can put barriers in the way for some of these students. Graduate programs at most universities require an Honours program as an entry requirement. The addition of the Honours distinction will increase capacity for scholarly practice and enhance the student experience and potentially present additional opportunities for MRS graduates.*

#### **4.0 REVISIONS TO GENERAL ACADEMIC REGULATIONS, FACULTY-LEVEL REGULATIONS, AND ACADEMIC POLICY:**

##### **4.1 Academic Regulations**

###### **Student Academic Responsibility**

You are responsible for adhering to the statement on student academic responsibility found in the *General Academic Regulations* of this calendar.

###### **Access to Courses**

All undergraduate courses at McMaster have an enrolment capacity. The University is committed to making every effort to accommodate students in required courses so that their program of study is not extended. Unless otherwise specified, registration is on a first-come basis and in some cases, priority is given to students from particular programs or Faculties. Students will be informed of their enrolment periods and are encouraged to enrol as soon as online enrolment is available to them in the Student Centre in Mosaic. In addition, in the Faculty of Science, there are two types of courses for which permission must be obtained prior to registration. For these courses, students will be given seat authorizations rather than being admitted on a first-come basis.

###### **Student Communication Responsibility**

It is the student's responsibility to:

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

Students enrolled in Science programs, in addition to meeting the *General Academic Regulations* of the University, shall be subject to additional Faculty Regulations.

###### **Admission to Level I Programs**

The Faculty of Science offers the following Level I gateway programs leading to the

Honours Bachelor of Science, Honours Bachelor of Applied Science and Bachelor of Science programs at Level II:

- Chemical and Physical Sciences Gateway
- Environmental and Earth Sciences Gateway
- Life Sciences Gateway
- Mathematics and Statistics Gateway

Review of the Admission Requirements of Level II programs and successful completion of recommended courses in Level I will allow students a range of Level II program options including those from within their chosen Gateway as well as the others.

Additionally, the Faculty offers the following direct-entry Level I programs (and degrees):

- Honours Integrated Science (Leading to the Honours Bachelor of Science degree)
- Honours Kinesiology (Leading to the Honours Bachelor of Science Kinesiology degree)
- Medical Radiation Sciences (Leading to the Honours Bachelor of Medical Radiation Sciences degree)

### **Integrated Science Equitable Admissions for Black Applicants (EABA) Process**

The EABA process aims to reduce barriers that may discourage Black-identifying applicants from applying to the Honours Integrated Science I Program, and to enhance accessibility and inclusiveness for Black-identified learners. Applicants who elect to use the EABA process need to apply for admission through normal processes. Applicants will have the opportunity to self-identify for the EABA as they submit their mandatory supplementary application. Applicants must meet the same minimum academic criteria for admission as for the general pool of candidates.

More details about the EABA process are available on the program website:

<https://science.mcmaster.ca/sis/undergraduate/isci/isci-admission-requirements.html>

### **Transfer/Application to Level I Honours Kinesiology**

In-course, McMaster students seeking transfer/admission to Level I Honours Kinesiology for the following Fall or Winter Term must submit an Application for Admission through Mosaic by the stated deadline (normally April). Additionally, transfer students must submit the mandatory Supplemental Application to the Department of Kinesiology by the stated deadline. Students will be notified of their eligibility for transfer to Level I Honours Kinesiology through their Student Centre on MOSAIC in June. McMaster students interested in transferring should contact the Academic Program Advisor in the Department of Kinesiology or the Office of the Associate Dean of Science (Academic). Students transferring from another university should see the Admission Requirements and *Application Procedures* sections of this Calendar. A limited number of exceptionally qualified students are admitted each year. To be considered, applicants must have an average of at least 9.0 (B+) in a minimum of 24 units of university work, taken during the Fall and Winter Terms. Given the number of required units and prerequisites of Kinesiology courses, transfer students may not be able to complete the requirements in three additional years of study.

### **Admission to Level II Programs**

All Level I students who wish to be reviewed for admission to a Level II program in the Faculty of Science for the following Fall/Winter Term must submit an Application for Admission to Level II through MOSAIC by the University stated deadline (normally in April). Students may rank up to four program choices. Rank ordering must be done very carefully because once admitted to a program, no further consideration is given to lower ranked choices.

Level I students must meet the admission criteria for a Level II program according to the Calendar in effect when they registered for Level I. Students must follow the program requirements of the Calendar in effect when they enter Level II, except when a later Calendar explicitly modifies such requirements.

Students who are in good academic standing, but who do not achieve the admission requirements for any Level II program may continue in the Faculty of Science in the undeclared 'Science' program, or may seek transfer to another Faculty.

### **Open Enrolment Programs**

Admission at Level II (and above) is open for the following:

- [Honours Applied Psychology in Human Behaviour \(B.A.Sc.\)](#)
- [Honours Sustainable Chemistry \(B.A.Sc.\)](#)
  
- [Honours Astrophysics \(B.Sc.\)](#)
- [Honours Biodiversity and Environmental Sciences \(B.Sc.\)](#)
- [Honours Biology Core \(B.Sc.\)](#)
- [Honours Chemistry \(B.Sc.\)](#)
- [Honours Earth and Environmental Sciences \(B.Sc.\)](#)
- [Honours Environmental Sciences \(B.Sc.\)](#)
- [Honours Life Sciences \(B.Sc.\)](#)
- [Honours Mathematics and Physics \(B.Sc.\)](#)
- [Honours Mathematics and Statistics \(B.Sc.\)](#)
- [Honours Medical and Biological Physics \(B.Sc.\)](#)
- [Honours Physics \(B.Sc.\)](#)
  
- [Chemical and Physical Sciences \(B.Sc.\)](#)
- [Environmental Sciences \(B.Sc.\)](#)
- [Life Sciences \(B.Sc.\)](#)
- [Mathematical Science \(B.Sc.\)](#)

### **Limited Enrolment Programs**

Admission at Level I (and above) is limited for the following programs:

- Honours Integrated Science
- Honours Kinesiology
- All Medical Radiation Sciences programs

Admission at Level II (and above) is limited for the following:

- Honours Actuarial and Financial Mathematics
- ~~Honours Astrophysics~~
- ~~All Honours Biochemistry programs (Last available September 2022)~~
- Honours Biology Research Specialization
- Honours Biology - Physiology Core ~~(First available September 2023)~~
- Honours Biology - Physiology Research Specialization
- Honours Biology and Mathematics
- Honours Biology and Psychology, Neuroscience & Behaviour
- Honours Chemical Biology
- Honours Applied Psychology in Human Behaviour - Autism and Behavioural Science Specialization
- Honours Applied Psychology in Human Behaviour - Early Childhood Studies Specialization
- Honours Life Sciences - Origins of Disease Specialization
- Honours Life Sciences - Sensory Motor Systems Specialization

- Honours Mathematics and Computer Science
  - Honours Molecular Biology and Genetics Core (~~First Available September 2023~~)
  - Honours Molecular Biology and Genetics Research Specialization
  - Honours Neuroscience
  - All Honours Psychology, Neuroscience & Behaviour programs
- All Co-op programs, beginning at Level III, are limited enrolment.

### **Transfers**

Science students may be permitted to transfer between programs or students in other Faculties may apply to transfer to a program in the Faculty of Science provided they have obtained a Grade Point Average of at least 3.5 and have completed the necessary admission requirements. Such students must consult with an Academic Advisor in the Office of the Associate Dean of Science (Academic) to discuss process and the assessment of transfer credit.

Students transferring from a Bachelor of Technology program are only eligible to transfer to a Level I Gateway program and must meet all admission requirements to that program including the required entrance average. Such students must consult with an Academic Advisor in the Office of the Associate Dean of Science (Academic) to discuss process and the assessment of transfer credit. Given the number of required units and prerequisites of some Science courses, transfer students may not be able to complete the requirements in three additional years of study.

### **Minimum Requirements to Continue in the Faculty of Science**

Further to the information found in the *General Academic Regulations* section of this Calendar:

#### **Reinstatement**

Students with an Academic Standing of *May Not Continue at the University* who wish to be considered for undergraduate studies must apply for reinstatement. Application for reinstatement must be made to the Office of the Registrar using the Reinstatement Request Form by the stated deadline. The Faculty of Science does not consider Requests for Reinstatement for the Spring/Summer Term. See the *Application Procedures* section of this Calendar. Reinstatement forms will be carefully reviewed and the evidence considered will include the student's academic performance before and after admission to McMaster, a letter of explanation and other appropriate documentation. **Reinstatement is not automatic or guaranteed.** Decisions are normally made after June 30 for September entry.

Effective September 1997, the Grade Point Average (formerly Cumulative Average) for students who are reinstated is reset to 0.0 on zero units. Credit is retained for courses in which passing grades have been achieved. **Note: If at a review after reinstatement the Grade Point Average falls below 3.5, the student will be required to withdraw from the University for a period of at least 12 months.**

Former Kinesiology students will be considered for reinstatement to Kinesiology upon completion of a minimum of 24 units of university work taken on a full-time basis in a non-Kinesiology program with a minimum average of 7.0 (B-). Application forms are available from the Office of the Associate Dean of Science (Academic) or the Department of Kinesiology. The application deadline is April 30 for September entry. **Reinstatement is not guaranteed.**

Former Medical Radiation Sciences students will be considered for reinstatement to their program upon completion of a minimum of 24 units of university work taken on a full-time basis in a non-Medical Radiation Sciences program with a minimum average of 7.0 (B-). Application forms are available from the Office of the Associate Dean of Science

(Academic) or the School of Interdisciplinary Science (SIS). The application deadline is April 30 for September entry. **Reinstatement is not guaranteed.**

#### **Deadlines**

The Faculty of Science will not consider applications for admission, admission to a second degree or continuing studies, registration, deleting, cancelling, or adding of courses after the deadlines stated in this Calendar under Sessional Dates and Application Procedures sections, unless documentation showing good cause is submitted to the Office of the Associate Dean of Science (Academic).

#### **Limited Enrolment Courses Requiring Pre-Registration Balloting**

The Life Sciences program pre-registration ballot will include all Level IV Life Sciences research seminar courses. Students entering Level IV Honours Life Sciences (excluding those enrolled in a Specialization) must complete and submit a ballot, rank ordering their preference for enrolment in Level IV seminar offerings by **the end of March**. Students will be informed of their ballot result by the end of May. Failure to submit a ballot by the stated deadline may compromise enrolment in a preferred seminar. Ballots will be sent directly to students in Honours Life Sciences in the Winter Term.

The Department of Psychology, Neuroscience & Behaviour pre-registration ballot will include the thesis courses (PNB 4D06 A/B, 4D09 A/B, 4DD6 A/B) and the Independent Library Study and Independent Research courses (PNB 3Q03 A/B S, 3QM3 A/B S, 3QQ3 A/B S, 4Q03 A/B S, 4QQ3 A/B S, 4QQ6 A/B). Students wishing to take these courses must complete and submit a ballot by **mid February**. Students will be informed of the outcome by **mid March**. Specific dates will be announced during the Fall Term. Ballots can be obtained from the Department of Psychology, Neuroscience & Behaviour's web site at <http://www.science.mcmaster.ca/pnb/>.

#### **Workload**

All programs in the Faculty of Science may be taken by full-time and part-time students, with the exception of all Honours Co-op programs. Students enrolled in Co-op programs must maintain a full academic load during the study terms of their program.

Students must maintain a full academic load during the Fall/Winter Term to be eligible for scholarships available to full-time students.

Students are expected to avoid timetable conflicts among their courses, and students on a full academic load should ensure the number of courses is balanced in each term.

Students who wish to take more courses than recommended for a single level of their program may do so if their Grade Point Average on completion of the previous Fall/Winter Term is at least 7.0. Students registered in the final level of their program are permitted to overload by up to six additional units in order to become eligible to graduate.

#### **Courses Requiring an Additional Fee**

The Faculty offers courses that may require a payment of a fee, above the regular associated tuition. Examples include: field courses and experiential offerings. Some of these courses may be taken outside of the University's Sessional Dates.

Students who enrol in these types of offerings must pay **both**:

- a fee to the Department to cover travel expenses, room and board and
- the associated tuition fee to McMaster at time of registration.

Although students initially register for field courses through the appropriate departmental offices, it is their responsibility to include field courses on their registration forms for the appropriate session.

Detailed information regarding field courses and deadlines for registration may be obtained from the individual departmental offices.

### **Letter of Permission**

All students in good academic standing, with the exception of students registered in second degree programs, may apply to the Office of the Associate Dean of Science (Academic) to take courses at another university on Letter of Permission. Students must achieve a grade of at least C- for transfer of credit. The transcript designation reads 'T', indicating *transfer*, when a grade of C- or better is attained, or *NC*, indicating *not complete*, when a grade of less than C- is attained.

Required courses given by the department offering the program may not be taken elsewhere unless departmental approval is given. Electives may be taken elsewhere. Courses taken at another university cannot be used to satisfy the University's minimum residence requirements, will not be included in the calculation of the Grade Point or Term Averages, and therefore cannot be used to raise standing. Students may take up to six units of courses towards a Minor on Letter of Permission.

### **Student Exchanges**

McMaster University has agreements with institutions in Canada and abroad including Australia, Denmark, France and the United Kingdom to provide students with the opportunity to participate in an exchange program for one year or term. Exchanges allow students to gain a varied perspective on their course of study and enhance their professional and personal goals. In addition, exchange programs offer students the most inexpensive means of studying abroad as students participating in these exchanges avoid the foreign fees by paying fees to McMaster.

All students must have completed at least one year of continuous study and be in good standing to be eligible to participate in an exchange. In most cases, students who participate in exchange programs go abroad for the third level of an Honours program. Students interested should begin discussions with the Office of the Associate Dean of Science (Academic) about one year before they plan to enrol elsewhere. Students must propose and submit an academic program to their Department for approval. Academic approval must be completed by the end of February for registration in the following Fall/Winter Term. In certain cases, students may be recommended for the Deans' Honour List on the basis of work undertaken while on exchange.

For further information please see *International Study* in the *General Academic Regulations* section in this Calendar. Information concerning exchanges can also be found from International Student Services. Acceptance to the Ontario and University-wide Exchange Programs is by recommendation. Application forms can be obtained from:

#### **International Student Services / MacAbroad**

Gilmour Hall, Room 110

Telephone: (905) 525-9140, extension 24748

### **Transfers**

~~Science students may be permitted to transfer between programs or students in other Faculties may apply to transfer to a program in the Faculty of Science provided they have obtained a Grade Point Average of at least 3.5 and have completed the necessary admission requirements. Such students must consult with an Academic Advisor in the Office of the Associate Dean of Science (Academic) to discuss process and the assessment of transfer credit.~~

~~Students transferring from a Bachelor of Technology program are only eligible to transfer to a Level I Gateway program and must meet all admission requirements to that program including the required entrance average. Such students must consult with an Academic Advisor in the Office of the Associate Dean of Science (Academic) to discuss~~

process and the assessment of transfer credit. Given the number of required units and prerequisites of some Science courses, transfer students may not be able to complete the requirements in three additional years of study.

#### ~~Transfer/Application to Level I Honours Kinesiology~~

~~In-course, McMaster students seeking transfer/admission to Level I Honours Kinesiology for the following Fall or Winter Term must submit an Application for Admission through Mosaic by the stated deadline (normally April). Additionally, transfer students must submit the mandatory Supplemental Application to the Department of Kinesiology by the stated deadline. Students will be notified of their eligibility for transfer to Level I Honours Kinesiology through their Student Centre on MOSAIC in June. McMaster students interested in transferring should contact the Academic Program Advisor in the Department of Kinesiology or the Office of the Associate Dean of Science (Academic). Students transferring from another university should see the Admission-Requirements and Application Procedures sections of this Calendar. A limited number of exceptionally qualified students are admitted each year. To be considered, applicants must have an average of at least 9.0 (B+) in a minimum of 24 units of university work, taken during the Fall and Winter Terms. Given the number of required units and prerequisites of Kinesiology courses, transfer students may not be able to complete the requirements in three additional years of study.~~

*Justification 2.4: Inclusion of Level 1 Admission information for all students and inclusion of the Integrated Science Equitable Admission for Black Applicants (EABA) process. The process is being piloted in 2023. Black applicants self-identify for participation in the EABA process that will have their submitted supplementary application for the program reviewed by a 1) panel of Black faculty, staff, students, community partners; and 2) the regular review committee.*

*The goal of the EABA process is to reduce bias in the evaluation of applications and allow the applicant's submission to be reviewed by a committee with cultural familiarity and experience. This process will give confidence to applicants that they can speak freely when answering questions about their lived academic and personal experiences, without fears of having to tailor or modify answers to subvert bias.*

*An existing EABA process is currently administered for the Honours Bachelor of Health Sciences Program:*

- <https://bhsc.mcmaster.ca/equitable-admissions-for-black-applicants-2/>
- [https://www.macvideo.ca/media/Equitable+Admissions+for+Black+Applicants/1\\_hx97v1ok](https://www.macvideo.ca/media/Equitable+Admissions+for+Black+Applicants/1_hx97v1ok)

*Making this process available to prospective iSci applicants will help reduce barriers of consideration for students unsure about participating in and submitting a written application. It is an important step in recognizing that we must modify our administrative functions to realize a diverse student population.*

*Other changes to this section are administrative/housekeeping in nature. We are listing both open and limited-enrolment programs for our students so that the information is easily accessible in a contextually-relevant section of calendar.*



## FACULTY OF SCIENCE

### REPORT TO UNDERGRADUATE COUNCIL CURRICULUM & ADMISSIONS – FEBRUARY ADDENDA

Following, is the summary of substantive curriculum changes being proposed by the Faculty of Science. For a complete review of all changes, refer to the November 17, 2022, Report of the Academic Planning and Policy Committee for changes to the 2023-2024 Undergraduate Calendar, found at:

<https://macdrive.mcmaster.ca/f/c379238830c644a39a95/>

#### School of Interdisciplinary Science

##### 1.0 NEW PROGRAMS:

##### 2.0 CHANGES TO EXISTING PROGRAMS:

##### 2.1 Medical Radiation Sciences

<https://science.mcmaster.ca/sis/undergraduate/medical-radiation-sciences.html>

**Effective September 2023, the Bachelor of Medical Radiation Sciences (B.M.R.Sc.) degree will be replaced by an Honours Bachelor of Medical Radiation Sciences (B.M.R.Sc.) degree. All students currently registered in this program will be transfer to Honours Bachelor of Medical Radiation Sciences (B.M.R.Sc.) degree programs and will graduate with the new degree designation.**

**This program is offered jointly in partnership with Mohawk College of Applied Arts and Technology and McMaster University. Students pursue two qualifications simultaneously, and graduates receive the Ontario College Advanced Diploma in Medical Radiation Sciences from Mohawk College and the McMaster Honours Bachelor of Medical Radiation Sciences degree.**

Students enrolled in the Medical Radiation Sciences programs, in addition to meeting the *General Academic Regulations* of the University, shall be subject to the following program regulations. Since the academic regulations are continually reviewed, the University reserves the right to change the regulations.

Registration in the Medical Radiation Sciences program implies acceptance on the part of the student of the objectives of the program and the methods by which progress toward the achievement of those objectives is evaluated.

##### 2.2. Honours Medical Radiation Sciences - Radiation Therapy Specialization (B.M.R.Sc.)

**Effective September 2023, the Bachelor of Medical Radiation Sciences – Radiation Therapy Specialization (B.M.R.Sc.) degree will be replaced by an Honours Bachelor of Medical Radiation Sciences – Radiation Therapy Specialization (B.M.R.Sc.) degree. All students currently registered in this program will be transfer to Honours Bachelor of Medical Radiation Sciences – Radiation Therapy Specialization (B.M.R.Sc.) degree programs and will graduate with the new degree designation.**

Program Notes

3. Students in this program pursue two qualifications simultaneously, and graduates receive the Ontario College Advanced Diploma in Medical Radiation Sciences from Mohawk College and the McMaster **Honours** Bachelor of Medical Radiation Sciences degree.

4. The timing of the Spring/Summer and the Level III and IV Fall/Winter Terms may not adhere to the *Sessional Dates*, as published in this Calendar.

Admission

**Enrolment in this program is limited** and admission is by selection but requires, as a minimum, completion of Level I Medical Radiation Sciences with a Fall-Winter Average (on a minimum of 24 units) of at least 5.0 and a Grade Point Average of at least 5.0 including:

12 units

- LIFESCI 1D03 - Medical Imaging Physics
- MEDRADSC 1B03 - Introduction to Pathology
- MEDRADSC 1E03 - Inquiry in Medical Radiation Sciences
- MEDRADSC 1F03 - Professions in Medical Radiation Sciences

3 units

- BIOLOGY 1A03 - Cellular and Molecular Biology

6 units

- KINESIOL 1Y03 - Human Anatomy and Physiology I
- KINESIOL 1YY3 - Human Anatomy and Physiology II

3 units

from

- MATH 1A03 - Calculus For Science I
- MATH 1LS3 - Calculus for the Life Sciences I
- MATH 1MM3 - Applied Calculus

Requirements

*150 units total (Levels I to IV), 45 units of clinical practicum are interspersed with 75 units of academic courses in Levels II to IV*

Level I: 30 Units

30 units

(See *Admission* above.)

Level II

Fall and Winter Terms: 30 units:

27 units

from

- MEDRADSC 2A03 - Patient Care
- MEDRADSC 2AA3 - Imaging Procedures in Health Care
- MEDRADSC 2D03 - Relational Anatomy I
- MEDRADSC 2RA3 - Relational Anatomy II
- MEDRADSC 2S03 - Clinical Oncology I
- MEDRADSC 2T03 - Clinical Oncology II
- MEDRADSC 2U03 - Radiation Therapy Skills I
- MEDRADSC 2W03 - Physics and Instrumentation for Radiation Therapy
- MEDRADSC 2X03 - Radiobiology and Protection
- MEDRADSC 2Z03

3 units

- Electives

Spring/Summer Term: 15 units:

(See *Program Note 2* above.)

15 units

- MEDRADSC 2V15 - Radiation Therapy Clinical Practicum I

Level III

Fall and Winter Terms: 30 units:

21 units  
from

- MEDRADSC 3DA3 - Advanced Studies in Computed Tomography
- MEDRADSC 3K03 - Computed Tomography
- MEDRADSC 3LA3 - Radiation Therapy Skills II
- MEDRADSC 3S03 - Treatment Planning I
- MEDRADSC 3V03 - Treatment Planning II
- MEDRADSC 3W03
- MEDRADSC 3X03 - Research Methods in Medical Radiation Sciences
- MEDRADSC 3Y03 - Ethics for Medical Radiation Sciences

3 units

- STATS 2B03 - Statistical Methods for Science

3 units

from

- PSYCH 1F03 - Survey of Psychology
- PSYCH 1X03 - Introduction to Psychology, Neuroscience & Behaviour

3 units

- Electives

Spring/Summer Term: 15 units:

(See *Program Note 2* above.)

9 units

from

- MEDRADSC 3AA3 - Interdisciplinary Health Care
- MEDRADSC 3B03 - Quality Management in Medical Radiation Sciences
- MEDRADSC 3BB3
- MEDRADSC 3LB3 - Radiation Therapy Skills III

6 units

- Electives

which may include

- MEDRADSC 3DE3 - Introduction to Magnetic Resonance Imaging
- MEDRADSC 3Z06 - Research Project

Level IV

Fall and Winter Terms: 30 units:

30 units

- MEDRADSC 4E15 - Radiation Therapy Clinical Practicum II
- MEDRADSC 4F15 - Radiation Therapy Clinical Practicum III

Program Chart

	<b>FALL TERM</b> <b>(September to December)</b>	<b>WINTER TERM</b> <b>(January to April)</b>	<b>SPRING/SUMMER</b> <b>TERM</b> <b>(May to August)</b>
<b>Level II</b>	30 units from Academic Level II		Clinical Practicum I
<b>Level III</b>	45 units from Academic Level III		
<b>Level IV</b>	Clinical Practicum II	Clinical Practicum III	

**2.3. Honours Medical Radiation Sciences - Radiography Specialization (B.M.R.Sc.)**  
**Effective September 2023, the Bachelor of Medical Radiation Sciences – Radiography Specialization (B.M.R.Sc.) degree will be replaced by an Honours Bachelor of Medical Radiation Sciences – Radiography Specialization (B.M.R.Sc.) degree. All students currently registered in this program will be transfer to Honours Bachelor of Medical Radiation Sciences – Radiography Specialization (B.M.R.Sc.) degree programs and will graduate with the new degree designation.**

Program Notes

3. Students in this program pursue two qualifications simultaneously, and graduates receive the Ontario College Advanced Diploma in Medical Radiation Sciences from Mohawk College and the McMaster Bachelor of Medical Radiation Sciences degree.

4. The timing of the Spring/Summer and the Level III and IV Fall/Winter Terms may not adhere to the *Sessional Dates*, as published in this Calendar.

Admission

**Enrolment in this program is limited** and admission is by selection but requires, as a minimum, completion of Level I Medical Radiation Sciences with a Fall-Winter Average (on a minimum of 24 units) of at least 5.0 and a Grade Point Average of at least 5.0 including:

12 units

- LIFESCI 1D03 - Medical Imaging Physics
- MEDRADSC 1B03 - Introduction to Pathology
- MEDRADSC 1E03 - Inquiry in Medical Radiation Sciences
- MEDRADSC 1F03 - Professions in Medical Radiation Sciences

3 units

- BIOLOGY 1A03 - Cellular and Molecular Biology

6 units

- KINESIOL 1Y03 - Human Anatomy and Physiology I
- KINESIOL 1YY3 - Human Anatomy and Physiology II

3 units

from

- MATH 1A03 - Calculus For Science I
- MATH 1LS3 - Calculus for the Life Sciences I
- MATH 1MM3 - Applied Calculus

Requirements

*150 units total (Levels I to IV), 45 units of clinical practicum are interspersed with 75 units of academic courses in Levels II to IV*

Level I: 30 Units

30 units

(See *Admission* above.)

Level II

Fall and Winter Terms: 30 units:

27 units

from

- MEDRADSC 2A03 - Patient Care
- MEDRADSC 2AA3 - Imaging Procedures in Health Care
- MEDRADSC 2BB3
- MEDRADSC 2D03 - Relational Anatomy I
- MEDRADSC 2G03 - Radiographic Skills I
- MEDRADSC 2H03 - Radiographic Skills II
- MEDRADSC 2I03 - Pathology and Procedures I
- MEDRADSC 2RA3 - Relational Anatomy II
- MEDRADSC 2X03 - Radiobiology and Protection
- MEDRADSC 2Y03 - Radiographic Imaging and Instrumentation I

3 units

- Electives

Spring/Summer Term: 15 units:

(See *Program Note 2* above.)

15 units

- MEDRADSC 2J15 - Radiography Clinical Practicum I

Level III

Fall and Winter Terms: 30 units:

21 units

- MEDRADSC 3DA3 - Advanced Studies in Computed Tomography
- MEDRADSC 3G03 - Radiographic Imaging and Instrumentation II
- MEDRADSC 3H03 - Quality Control in Radiography
- MEDRADSC 3J03 - Pathology and Procedures II
- MEDRADSC 3K03 - Computed Tomography
- MEDRADSC 3X03 - Research Methods in Medical Radiation Sciences
- MEDRADSC 3Y03 - Ethics for Medical Radiation Sciences

3 units

- STATS 2B03 - Statistical Methods for Science

3 units

from

- PSYCH 1F03 - Survey of Psychology
- PSYCH 1X03 - Introduction to Psychology, Neuroscience & Behaviour

3 units

- Electives

Spring/Summer Term: 15 units:

(See *Program Note 2* above.)

9 units

- MEDRADSC 3AA3 - Interdisciplinary Health Care
- MEDRADSC 3B03 - Quality Management in Medical Radiation Sciences
- MEDRADSC 3L03 - Radiographic Skills III

6 units

- Electives

which may include

- MEDRADSC 3DE3 - Introduction to Magnetic Resonance Imaging
- MEDRADSC 3Z06 - Research Project

Level IV

Fall and Winter Terms: 30 units:

30 units

- MEDRADSC 4A15 - Radiography Clinical Practicum II
- MEDRADSC 4B15 - Radiography Clinical Practicum III

Program Chart

	<b>FALL TERM (September to December)</b>	<b>WINTER TERM (January to April)</b>	<b>SPRING/SUMMER TERM (May to August)</b>
<b>Level II</b>	30 units from Academic Level II		Clinical Practicum I
<b>Level III</b>	45 units from Academic Level III		
<b>Level IV</b>	Clinical Practicum II	Clinical Practicum III	

#### **2.4. Honours Medical Radiation Sciences - Ultrasonography Specialization (B.M.R.Sc.)**

**Effective September 2023, the Bachelor of Medical Radiation Sciences –**

**Ultrasonography Specialization (B.M.R.Sc.) degree will be replaced by an Honours**

**Bachelor of Medical Radiation Sciences – Ultrasonography Specialization (B.M.R.Sc.)**

**degree. All students currently registered in this program will be transfer to Honours Bachelor of Medical Radiation Sciences – Ultrasonography Specialization (B.M.R.Sc.) degree programs and will graduate with the new degree designation.**

Program Notes

3. Students in this program pursue two qualifications simultaneously, and graduates receive the Ontario College Advanced Diploma in Medical Radiation Sciences from Mohawk College and the McMaster Bachelor of Medical Radiation Sciences degree.

4. The timing of the Spring/Summer and the Level III and IV Fall/Winter Terms may not adhere to the *Sessional Dates*, as published in this Calendar.

Admission

**Enrolment in this program is limited** and admission is by selection but requires, as a minimum, completion of Level I Medical Radiation Sciences with a Fall-Winter Average (on a minimum of 24 units) of at least 5.0 and a Grade Point Average of at least 5.0 including:

12 units

- LIFESCI 1D03 - Medical Imaging Physics
- MEDRADSC 1B03 - Introduction to Pathology
- MEDRADSC 1E03 - Inquiry in Medical Radiation Sciences
- MEDRADSC 1F03 - Professions in Medical Radiation Sciences

3 units

- BIOLOGY 1A03 - Cellular and Molecular Biology

6 units

- KINESIOL 1Y03 - Human Anatomy and Physiology I
- KINESIOL 1YY3 - Human Anatomy and Physiology II

3 units

from

- MATH 1A03 - Calculus For Science I
- MATH 1LS3 - Calculus for the Life Sciences I
- MATH 1MM3 - Applied Calculus

Requirements

*150 units total (Levels I to IV), 45 units of clinical practicum are interspersed with 75 units of academic courses in Levels II to IV*

Level I: 30 Units

30 units

(See *Admission* above.)

Level II

Fall and Winter Terms: 30 units:

27 units

from

- MEDRADSC 2A03 - Patient Care
- MEDRADSC 2AA3 - Imaging Procedures in Health Care
- MEDRADSC 2BB3
- MEDRADSC 2K03 - Applied Sonographic Physics and Instrumentation I
- MEDRADSC 2L03 - Abdominal Ultrasonography I
- MEDRADSC 2M03 - Obstetrical and Gynecologic Ultrasonography I
- MEDRADSC 2N03 - Sonographic Skills I
- MEDRADSC 2O03 - Abdominal Ultrasonography II
- MEDRADSC 2P03 - Obstetrical and Gynecological Ultrasonography II
- MEDRADSC 2Q03 - Sonographic Skills II

3 units

- Electives

Spring/Summer Term: 15 units:

(See *Program Note 2* above.)

15 units

- MEDRADSC 2R15 - Ultrasonography Clinical Practicum I

Level III

Fall and Winter Terms: 30 units:

21 units

- MEDRADSC 3N03 - Vascular Ultrasonography
- MEDRADSC 3O03 - Sonographic Skills III
- MEDRADSC 3P03 - Obstetrical and Gynecologic Ultrasonography III
- MEDRADSC 3Q03 - Applied Sonographic Physics and Instrumentation II
- MEDRADSC 3R03 - Musculoskeletal Ultrasonography
- MEDRADSC 3X03 - Research Methods in Medical Radiation Sciences
- MEDRADSC 3Y03 - Ethics for Medical Radiation Sciences

3 units

- STATS 2B03 - Statistical Methods for Science

3 units

from

- PSYCH 1F03 - Survey of Psychology
- PSYCH 1X03 - Introduction to Psychology, Neuroscience & Behaviour

3 units

- Electives

Spring/Summer Term: 15 units:

(See *Program Note 2* above.)

9 units

from

- MEDRADSC 3AA3 - Interdisciplinary Health Care
- MEDRADSC 3DJ3 - Pediatric Sonography
- MEDRADSC 3M03 - Abdominal Ultrasonography III

6 units

- Electives

which may include

- MEDRADSC 3B03 - Quality Management in Medical Radiation Sciences
- MEDRADSC 3DE3 - Introduction to Magnetic Resonance Imaging
- MEDRADSC 3Z06 - Research Project

Level IV

Fall and Winter Terms: 30 units:

30 units

- MEDRADSC 4C15 - Ultrasonography Clinical Practicum II
- MEDRADSC 4D15 - Ultrasonography Clinical Practicum III

Program Chart

	<b>FALL TERM</b> <b>(September to December)</b>	<b>WINTER TERM</b> <b>(January to April)</b>	<b>SPRING/SUMMER</b> <b>TERM</b> <b>(May to August)</b>
<b>Level II</b>	30 units from Academic Level II		Clinical Practicum I
<b>Level III</b>	45 units from Academic Level III		
<b>Level IV</b>	Clinical Practicum II	Clinical Practicum III	

*Justification 2.1 – 2.4*

*Mohawk/McMaster's collaborative Medical Radiation Sciences undergraduate degree is a comprehensive 10 semester program of studies. This program offers exposure to one of the following specializations; radiography, sonography or radiation therapy as well as exposure to research, ethics and patient care. Students participate in structured clinical placements through*

*their education where skills learned are applied and critical thinking skills are enhanced. The Program Learning Outcomes map directly to the Degree Level (DLE)– Honours Expectations meeting all the DLEs required to contribute to the success of the program.*

*The employment rate for graduates from the Medical Radiation Sciences program is excellent. Most students go on to careers as Medical Technologists. However, there are some students that, during their study, develop a keen interest in research and would like to go on to further graduate studies. The current non-honours status of the program can put barriers in the way for some of these students. Graduate programs at most universities require an Honours program as an entry requirement. The addition of the Honours distinction will increase capacity for scholarly practice and enhance the student experience and potentially present additional opportunities for MRS graduates.*

**3.0 NEW COURSES:**  
**No new courses**

**4.0 CHANGES TO EXISTING COURSES:**  
**No changes**

### **Department of Kinesiology**

**1. NEW PROGRAMS:**

**2. PROGRAM CLOSURES:**

**3. CHANGES TO EXISTING PROGRAMS:**

**4. NEW COURSES:**

**5. CHANGES TO EXISTING COURSES:**

**5.1. KINESIOL 4C03 - Integrative ~~Exercise Physiology of Human Performance~~**

3 unit(s)

A detailed analysis of the physiological factors that regulate human performance. Emphasis is placed on the integrative response to exercise including the influence of physical training and altered environmental conditions.

Lectures (~~two~~ one hours), web module (one hour), lab (three hours); one term

**Prerequisite(s):** KINESIOL 2CC3 and registration in Level III or above of Honours Kinesiology; or BIOLOGY 2A03, KINESIOL 2CC3 and registration in an Honours Biology - Physiology program.

*Justification:*

*This course was approved for blended in 2022-23, but the calendar change was not made. Performance removed from title as the focus of the course includes both performance and health.*



## Faculty of Science – General Sections – February addendum

### 1. NEW PROGRAMS:

No new programs.

### 2. CHANGES TO EXISTING PROGRAMS:

#### 2.1. Degree Programs

Honours Bachelor of Medical Radiation Sciences Program

Effective September 2023, the Bachelor of Medical Radiation Sciences (B.M.R.Sc.) degree will be replaced by an Honours Bachelor of Medical Radiation Sciences (B.M.R.Sc.) degree. All students currently registered in this program will be transferred to Honours Bachelor of Medical Radiation Sciences (B.M.R.Sc.) degree programs and will graduate with the new degree designation.

The Honours Bachelor of Medical Radiation Sciences Program is offered jointly in partnership by McMaster University and Mohawk College of Applied Arts and Technology. Students pursue two qualifications simultaneously, and graduates receive the McMaster Honours Bachelor of Medical Radiation Sciences degree and the Ontario College Advanced Diploma in Medical Radiation Sciences from Mohawk. The program requires 150 units. Levels II through IV of the program run consecutively from September of Level II to completion of the program at the end of April in Level IV.

*Justification 2.1: Mohawk/McMaster's collaborative Medical Radiation Sciences undergraduate degree is a comprehensive 10 semester program of studies. This program offers exposure to one of the following specializations; radiography, sonography or radiation therapy as well as exposure to research, ethics and patient care. Students participate in structured clinical placements through their education where skills learned are applied and critical thinking skills are enhanced. The Program Learning Outcomes map directly to the Degree Level (DLE)– Honours Expectations meeting all the DLEs required to contribute to the success of the program.*

*The employment rate for graduates from the Medical Radiation Sciences program is excellent. Most students go on to careers as Medical Technologists. However, there are some students that, during their study, develop a keen interest in research and would like to go on to further graduate studies. The current non-honours status of the program can put barriers in the way for some of these students. Graduate programs at most universities require an Honours program as an entry requirement. The addition of the Honours distinction will increase capacity for scholarly practice and enhance the student experience and potentially present additional opportunities for MRS graduates.*

#### 2.2. Concurrent Certificates

A credential is a body or collection of academic work that stands on its own. McMaster credentials include certificates, diplomas and degrees. A single course is permitted to be counted toward a maximum of two credentials. Concurrent certificates are a recognized credential and open to undergraduate students. Additional restrictions regarding completion and/or overlap with a student's enrolled program (major) may apply. All courses have an enrolment capacity and the Faculty cannot guarantee enrolment, even when all requisites have been met. Therefore, the completion of a Concurrent Certificate may not be guaranteed. Students apply for recognition of the Concurrent Certificate, at the time of graduation.

Concurrent Certificates offered by the Faculty of Science:

- Geographic Information Science (GIS)
- Science Communication
- Urban Studies and Planning

For a complete list of Concurrent Certificates available, students should see the '*Concurrent*

Certificates' section of this Calendar.

*Justification 2.2: Introduction of Science Communication certificate. This certificate provides a pathway for students within and outside the Faculty of Science to gain credentials in science communication through interdisciplinary coursework and experiential learning. McMaster is unique in its science communication offerings, and job opportunities in science communication are growing. This certificate curates courses from across campus in bioethics, outreach and education, marketing and persuasion, policy and advocacy, media studies and the sociology of science to provide students with a strong theoretical base and practical experience in science communication. Students will leave with a portfolio of work they can share with potential employers or research supervisors. Certificate was approved the Certificates & Diplomas meeting in their January 2023 meeting.*

### 2.3. **Bachelor of Medical Radiation Sciences Program**

Effective September 2023, the Bachelor of Medical Radiation Sciences (B.M.R.Sc.) degree will be replaced by an Honours Bachelor of Medical Radiation Sciences (B.M.R.Sc.) degree. All students currently registered in this program will be transferred to Honours Bachelor of Medical Radiation Sciences (B.M.R.Sc.) degree programs and will graduate with the new degree designation.

~~The Bachelor of Medical Radiation Sciences Program is offered jointly in partnership by McMaster University and Mohawk College of Applied Arts and Technology. Students pursue two qualifications simultaneously, and graduates receive the McMaster Bachelor of Medical Radiation Sciences degree and the Ontario College Advanced Diploma in Medical Radiation Sciences from Mohawk. The program requires 150 units. Levels II through IV of the program run consecutively from September of Level II to completion of the program at the end of April in Level IV.~~

*Justification 2.3: Appropriate notation for students that Bachelor of Medical Radiation Sciences program is changing to Honours program.*

### 2.4. **Academic Regulations**

#### Student Academic Responsibility

You are responsible for adhering to the statement on student academic responsibility found in the *General Academic Regulations* of this calendar.

#### Access to Courses

All undergraduate courses at McMaster have an enrolment capacity. The University is committed to making every effort to accommodate students in required courses so that their program of study is not extended. Unless otherwise specified, registration is on a first-come basis and in some cases, priority is given to students from particular programs or Faculties. Students will be informed of their enrolment periods and are encouraged to enrol as soon as online enrolment is available to them in the Student Centre in Mosaic. In addition, in the Faculty of Science, there are two types of courses for which permission must be obtained prior to registration. For these courses, students will be given seat authorizations rather than being admitted on a first-come basis.

#### Student Communication Responsibility

It is the student's responsibility to:

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

Students enrolled in Science programs, in addition to meeting the *General Academic Regulations* of the University, shall be subject to additional Faculty Regulations.

### **Admission to Level I Programs**

The Faculty of Science offers the following Level I gateway programs leading to the Honours Bachelor of Science, Honours Bachelor of Applied Science and Bachelor of Science programs at Level II:

- Chemical and Physical Sciences Gateway
- Environmental and Earth Sciences Gateway
- Life Sciences Gateway
- Mathematics and Statistics Gateway

Review of the Admission Requirements of Level II programs and successful completion of recommended courses in Level I will allow students a range of Level II program options including those from within their chosen Gateway as well as the others.

Additionally, the Faculty offers the following direct-entry Level I programs (and degrees):

- Honours Integrated Science (Leading to the Honours Bachelor of Science degree)
- Honours Kinesiology (Leading to the Honours Bachelor of Science Kinesiology degree)
- Medical Radiation Sciences (Leading to the Honours Bachelor of Medical Radiation Sciences degree)

### **Integrated Science Equitable Admissions for Black Applicants (EABA) Process**

The EABA process aims to reduce barriers that may discourage Black-identifying applicants from applying to the Honours Integrated Science I Program, and to enhance accessibility and inclusiveness for Black-identified learners. Applicants who elect to use the EABA process need to apply for admission through standard processes. Applicants will have the opportunity to self-identify for the EABA as they submit their mandatory supplementary application. Applicants must meet the same minimum academic criteria for admission as for the general pool of candidates.

More details about the EABA process are available on the program website:

<https://science.mcmaster.ca/sis/undergraduate/isci/isci-admission-requirements.html>

### **Transfer/Application to Level I Honours Kinesiology**

In-course, McMaster students seeking transfer/admission to Level I Honours Kinesiology for the following Fall or Winter Term must submit an Application for Admission through Mosaic by the stated deadline (normally April). Additionally, transfer students must submit the mandatory Supplemental Application to the Department of Kinesiology by the stated deadline. Students will be notified of their eligibility for transfer to Level I Honours Kinesiology through their Student Centre on MOSAIC in June. McMaster students interested in transferring should contact the Academic Program Advisor in the Department of Kinesiology or the Office of the Associate Dean of Science (Academic). Students transferring from another university should see the Admission Requirements and *Application Procedures* sections of this Calendar. A limited number of exceptionally qualified students are admitted each year. To be considered, applicants must have an average of at least 9.0 (B+) in a minimum of 24 units of university work, taken during the Fall and Winter Terms. Given the number of required units and prerequisites of Kinesiology courses, transfer students may not be able to complete the requirements in three additional years of study.

### **Admission to Level II Programs**

All Level I students who wish to be reviewed for admission to a Level II program in the Faculty of Science for the following Fall/Winter Term must submit an Application for Admission to Level II through MOSAIC by the University stated deadline (normally in April). Students may rank up to four program choices. Rank ordering must be done very carefully because once admitted to

a program, no further consideration is given to lower ranked choices.

Level I students must meet the admission criteria for a Level II program according to the Calendar in effect when they registered for Level I. Students must follow the program requirements of the Calendar in effect when they enter Level II, except when a later Calendar explicitly modifies such requirements.

Students who are in good academic standing, but who do not achieve the admission requirements for any Level II program may continue in the Faculty of Science in the undeclared 'Science' program, or may seek transfer to another Faculty.

### **Open Enrolment Programs**

Admission at Level II (and above) is open for the following:

- [Honours Applied Psychology in Human Behaviour \(B.A.Sc.\)](#)
- [Honours Sustainable Chemistry \(B.A.Sc.\)](#)

- [Honours Astrophysics \(B.Sc.\)](#)
- [Honours Biodiversity and Environmental Sciences \(B.Sc.\)](#)
- [Honours Biology Core \(B.Sc.\)](#)
- [Honours Chemistry \(B.Sc.\)](#)
- [Honours Earth and Environmental Sciences \(B.Sc.\)](#)
- [Honours Environmental Sciences \(B.Sc.\)](#)
- [Honours Life Sciences \(B.Sc.\)](#)
- [Honours Mathematics and Physics \(B.Sc.\)](#)
- [Honours Mathematics and Statistics \(B.Sc.\)](#)
- [Honours Medical and Biological Physics \(B.Sc.\)](#)
- [Honours Physics \(B.Sc.\)](#)

- [Chemical and Physical Sciences \(B.Sc.\)](#)
- [Environmental Sciences \(B.Sc.\)](#)
- [Life Sciences \(B.Sc.\)](#)
- [Mathematical Science \(B.Sc.\)](#)

### **Limited Enrolment Programs**

Admission at Level I (and above) is limited for the following programs:

- Honours Integrated Science
- Honours Kinesiology
- All Medical Radiation Sciences programs

Admission at Level II (and above) is limited for the following:

- Honours Actuarial and Financial Mathematics
- ~~Honours Astrophysics~~
- ~~All Honours Biochemistry programs (Last available September 2022)~~
- Honours Biology Research Specialization
- Honours Biology - Physiology Core ~~(First available September 2023)~~
- Honours Biology - Physiology Research Specialization
- Honours Biology and Mathematics
- Honours Biology and Psychology, Neuroscience & Behaviour
- Honours Chemical Biology
- Honours Applied Psychology in Human Behaviour - Autism and Behavioural Science Specialization
- Honours Applied Psychology in Human Behaviour - Early Childhood Studies Specialization
- Honours Life Sciences - Origins of Disease Specialization

- Honours Life Sciences - Sensory Motor Systems Specialization
- Honours Mathematics and Computer Science
- Honours Molecular Biology and Genetics Core (~~First Available September 2023~~)
- Honours Molecular Biology and Genetics Research Specialization
- Honours Neuroscience
- All Honours Psychology, Neuroscience & Behaviour programs

All Co-op programs, beginning at Level III, are limited enrolment.

### Transfers

Science students may be permitted to transfer between programs or students in other Faculties may apply to transfer to a program in the Faculty of Science provided they have obtained a Grade Point Average of at least 3.5 and have completed the necessary admission requirements. Such students must consult with an Academic Advisor in the Office of the Associate Dean of Science (Academic) to discuss process and the assessment of transfer credit.

Students transferring from a Bachelor of Technology program are only eligible to transfer to a Level I Gateway program and must meet all admission requirements to that program including the required entrance average. Such students must consult with an Academic Advisor in the Office of the Associate Dean of Science (Academic) to discuss process and the assessment of transfer credit. Given the number of required units and prerequisites of some Science courses, transfer students may not be able to complete the requirements in three additional years of study.

### Minimum Requirements to Continue in the Faculty of Science

Further to the information found in the *General Academic Regulations* section of this Calendar: Reinstatement

Students with an Academic Standing of *May Not Continue at the University* who wish to be considered for undergraduate studies must apply for reinstatement. Application for reinstatement must be made to the Office of the Registrar using the Reinstatement Request Form by the stated deadline. The Faculty of Science does not consider Requests for Reinstatement for the Spring/Summer Term. See the *Application Procedures* section of this Calendar. Reinstatement forms will be carefully reviewed and the evidence considered will include the student's academic performance before and after admission to McMaster, a letter of explanation and other appropriate documentation. **Reinstatement is not automatic or guaranteed.** Decisions are normally made after June 30 for September entry.

Effective September 1997, the Grade Point Average (formerly Cumulative Average) for students who are reinstated is reset to 0.0 on zero units. Credit is retained for courses in which passing grades have been achieved. **Note: If at a review after reinstatement the Grade Point Average falls below 3.5, the student will be required to withdraw from the University for a period of at least 12 months.**

Former Kinesiology students will be considered for reinstatement to Kinesiology upon completion of a minimum of 24 units of university work taken on a full-time basis in a non-Kinesiology program with a minimum average of 7.0 (B-). Application forms are available from the Office of the Associate Dean of Science (Academic) or the Department of Kinesiology. The application deadline is April 30 for September entry. **Reinstatement is not guaranteed.**

Former Medical Radiation Sciences students will be considered for reinstatement to their program upon completion of a minimum of 24 units of university work taken on a full-time basis in a non-Medical Radiation Sciences program with a minimum average of 7.0 (B-). Application forms are available from the Office of the Associate Dean of Science (Academic) or the School of Interdisciplinary Science (SIS). The application deadline is April 30 for September entry.

**Reinstatement is not guaranteed.**

### **Deadlines**

The Faculty of Science will not consider applications for admission, admission to a second degree or continuing studies, registration, deleting, cancelling, or adding of courses after the deadlines stated in this Calendar under Sessional Dates and Application Procedures sections, unless documentation showing good cause is submitted to the Office of the Associate Dean of Science (Academic).

### **Limited Enrolment Courses Requiring Pre-Registration Balloting**

The Life Sciences program pre-registration ballot will include all Level IV Life Sciences research seminar courses. Students entering Level IV Honours Life Sciences (excluding those enrolled in a Specialization) must complete and submit a ballot, rank ordering their preference for enrolment in Level IV seminar offerings by **the end of March**. Students will be informed of their ballot result by the end of May. Failure to submit a ballot by the stated deadline may compromise enrolment in a preferred seminar. Ballots will be sent directly to students in Honours Life Sciences in the Winter Term.

The Department of Psychology, Neuroscience & Behaviour pre-registration ballot will include the thesis courses (PNB 4D06 A/B, 4D09 A/B, 4DD6 A/B) and the Independent Library Study and Independent Research courses (PNB 3Q03 A/B S, 3QM3 A/B S, 3QQ3 A/B S, 4Q03 A/B S, 4QQ3 A/B S, 4QQ6 A/B). Students wishing to take these courses must complete and submit a ballot by **mid February**. Students will be informed of the outcome by **mid March**. Specific dates will be announced during the Fall Term. Ballots can be obtained from the Department of Psychology, Neuroscience & Behaviour's web site at <http://www.science.mcmaster.ca/pnb/>.

### **Workload**

All programs in the Faculty of Science may be taken by full-time and part-time students, with the exception of all Honours Co-op programs. Students enrolled in Co-op programs must maintain a full academic load during the study terms of their program.

Students must maintain a full academic load during the Fall/Winter Term to be eligible for scholarships available to full-time students.

Students are expected to avoid timetable conflicts among their courses, and students on a full academic load should ensure the number of courses is balanced in each term. Students who wish to take more courses than recommended for a single level of their program may do so if their Grade Point Average on completion of the previous Fall/Winter Term is at least 7.0.

Students registered in the final level of their program are permitted to overload by up to six additional units in order to become eligible to graduate.

### **Courses Requiring an Additional Fee**

The Faculty offers courses that may require a payment of a fee, above the regular associated tuition. Examples include: field courses and experiential offerings. Some of these courses may be taken outside of the University's Sessional Dates.

Students who enrol in these types of offerings must pay **both**:

- a fee to the Department to cover travel expenses, room and board and
- the associated tuition fee to McMaster at time of registration.

Although students initially register for field courses through the appropriate departmental offices, it is their responsibility to include field courses on their registration forms for the appropriate session.

Detailed information regarding field courses and deadlines for registration may be obtained from the individual departmental offices.

### **Letter of Permission**

All students in good academic standing, with the exception of students registered in second degree programs, may apply to the Office of the Associate Dean of Science (Academic) to take

courses at another university on Letter of Permission. Students must achieve a grade of at least C- for transfer of credit. The transcript designation reads 'T', indicating *transfer*, when a grade of C- or better is attained, or *NC*, indicating *not complete*, when a grade of less than C- is attained.

Required courses given by the department offering the program may not be taken elsewhere unless departmental approval is given. Electives may be taken elsewhere.

Courses taken at another university cannot be used to satisfy the University's minimum residence requirements, will not be included in the calculation of the Grade Point or Term Averages, and therefore cannot be used to raise standing. Students may take up to six units of courses towards a Minor on Letter of Permission.

### **Student Exchanges**

McMaster University has agreements with institutions in Canada and abroad including Australia, Denmark, France and the United Kingdom to provide students with the opportunity to participate in an exchange program for one year or term. Exchanges allow students to gain a varied perspective on their course of study and enhance their professional and personal goals. In addition, exchange programs offer students the most inexpensive means of studying abroad as students participating in these exchanges avoid the foreign fees by paying fees to McMaster.

All students must have completed at least one year of continuous study and be in good standing to be eligible to participate in an exchange. In most cases, students who participate in exchange programs go abroad for the third level of an Honours program.

Students interested should begin discussions with the Office of the Associate Dean of Science (Academic) about one year before they plan to enrol elsewhere. Students must propose and submit an academic program to their Department for approval. Academic approval must be completed by the end of February for registration in the following Fall/Winter Term. In certain cases, students may be recommended for the Deans' Honour List on the basis of work undertaken while on exchange.

For further information please see *International Study* in the *General Academic Regulations* section in this Calendar. Information concerning exchanges can also be found from International Student Services. Acceptance to the Ontario and University-wide Exchange Programs is by recommendation. Application forms can be obtained from:

#### **International Student Services / MacAbroad**

Gilmour Hall, Room 110

Telephone: (905) 525-9140, extension 24748

### **Transfers**

~~Science students may be permitted to transfer between programs or students in other Faculties may apply to transfer to a program in the Faculty of Science provided they have obtained a Grade Point Average of at least 3.5 and have completed the necessary admission requirements. Such students must consult with an Academic Advisor in the Office of the Associate Dean of Science (Academic) to discuss process and the assessment of transfer credit.~~

~~Students transferring from a Bachelor of Technology program are only eligible to transfer to a Level I Gateway program and must meet all admission requirements to that program including the required entrance average. Such students must consult with an Academic Advisor in the Office of the Associate Dean of Science (Academic) to discuss process and the assessment of transfer credit. Given the number of required units and prerequisites of some Science courses, transfer students may not be able to complete the requirements in three additional years of study.~~

~~Transfer/Application to Level I Honours Kinesiology~~

~~In-course, McMaster students seeking transfer/admission to Level I Honours Kinesiology for~~

~~the following Fall or Winter Term must submit an Application for Admission through Mosaic by the stated deadline (normally April). Additionally, transfer students must submit the mandatory Supplemental Application to the Department of Kinesiology by the stated deadline. Students will be notified of their eligibility for transfer to Level I Honours Kinesiology through their Student Centre on MOSAIC in June. McMaster students interested in transferring should contact the Academic Program Advisor in the Department of Kinesiology or the Office of the Associate Dean of Science (Academic). Students transferring from another university should see the Admission Requirements and *Application Procedures* sections of this Calendar. A limited number of exceptionally qualified students are admitted each year. To be considered, applicants must have an average of at least 9.0 (B+) in a minimum of 24 units of university work, taken during the Fall and Winter Terms. Given the number of required units and prerequisites of Kinesiology courses, transfer students may not be able to complete the requirements in three additional years of study.~~

*Justification 2.4: Inclusion of Level 1 Admission information for all students and inclusion of the Integrated Science Equitable Admission for Black Applicants (EABA) process. The process is being piloted in 2023. Black applicants self-identify for participation in the EABA process that will have their submitted supplementary application for the program reviewed by a 1) panel of Black faculty, staff, students, community partners; and 2) the regular review committee.*

*The goal of the EABA process is to reduce bias in the evaluation of applications and allow the applicant's submission to be reviewed by a committee with cultural familiarity and experience. This process will give confidence to applicants that they can speak freely when answering questions about their lived academic and personal experiences, without fears of having to tailor or modify answers to subvert bias.*

*An existing EABA process is currently administered for the Honours Bachelor of Health Sciences Program:*

- <https://bhsc.mcmaster.ca/equitable-admissions-for-black-applicants-2/>
- [https://www.macvideo.ca/media/Equitable+Admissions+for+Black+Applicants/1\\_hx97v1ok](https://www.macvideo.ca/media/Equitable+Admissions+for+Black+Applicants/1_hx97v1ok)

*Making this process available to prospective iSci applicants will help reduce barriers of consideration for students unsure about participating in and submitting a written application.*

*It is an important step in recognizing that we must modify our administrative functions to realize a diverse student population.*

*Other changes to this section are administrative/housekeeping in nature. We are listing both open and limited-enrolment programs for our students so that the information is easily accessible in a contextually-relevant section of calendar.*

### **3. NEW COURSES**

#### **3.1. SCIENCE 2AR3 – Foundations of Science: Equity, Justice and Anti-Racism in Science**

3 unit(s)

In this course, students will be exposed to an interdisciplinary curriculum, which examines the intersections of equity, justice and anti-racism with science. Students will learn from case studies, literature and guest speakers about the following themes: current status of global science; demographics of scientists in North America and the world; historical trajectories of science disciplines; documented experiences and individual stories of racialized scientists, and scientists from other equity denied groups; progress, trends and issues of race and representation in science disciplines; equity and justice-centred language and terminology; and current initiatives and support systems available to students at McMaster.

Lectures (three hours); one term

Prerequisite(s): Registration in level II or above. ~~None~~



Capacity: 50 total; 40 from Faculty of Science and 10 from other Faculties

*Justification 3.1: This course is part of the Anti-Racism, Inclusion and Equity in the Science Undergraduate Curriculum (ARIE) project that aims to integrate and build anti-racist, inclusive and equitable pedagogies in the Faculty of Science through a suite of new interdisciplinary elective undergraduate courses. This introductory course is intended to provide a foundation for students to examine their experiences as scientists through the lenses of equity, race, and issues of social justice. Co-developed with student partners, the curriculum aims to provide an authentic, student-centred and evidence-based perspective. This course will be supported and led by the Office of the Associate Dean (Equity, Diversity, Inclusion, Indigeneity). The course code SCIENCE signifies the cross-Faculty, interdisciplinary nature of the material.*

**REPORT TO THE FACULTY OF BUSINESS FROM THE  
UNDERGRADUATE CURRICULUM AND POLICY  
COMMITTEE**

**FOR THE 2023-2024 ACADEMIC CALENDAR**

**March 2023**

**Summary of Proposed Changes**

**FACULTY OF BUSINESS  
REPORT TO SENATE  
SUMMARY OF MAJOR CURRICULUM CHANGES FOR 2023-2024  
ACADEMIC CALENDAR**

**March 2023**

This report highlights substantive changes being proposed to the Undergraduate curriculum. For a complete review of all changes, please refer to the Faculty of Business Curriculum Report for Changes to the 2023-2024 Undergraduate Calendar, located electronically at:  
<http://ug.degrootemcmaster.ca/curriculum-report/>

**New Programs**

- N/A

**Program Closures**

- N/A

**Major Revisions**

- N/A

**FACULTY OF BUSINESS  
REPORT TO UNDERGRADUATE COUNCIL  
SUMMARY OF CURRICULUM CHANGES FOR 2023-2024 ACADEMIC  
CALENDAR**

**February 9, 2023**

This report highlights substantive changes being proposed to the Undergraduate curriculum. For a complete review of all changes, please refer to the Faculty of Business Curriculum Report for Changes to the 2023-2024 Undergraduate Calendar, located electronically at:  
<http://ug.degroot.mcmaster.ca/curriculum-report/>

Below is a summary of the proposed changes for approval by the Faculty of Business. Full proposals and course outlines can be found in the appendices beginning on page 13.

**REVISIONS TO ADMISSION REQUIREMENTS**

- N/A

**REVISIONS TO MCMASTER GENERAL ACADEMIC REGULATIONS**

- N/A

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

- Description of internship admission requirements for both Honours B.Com. and IBH
- Students who enter IBH in 2022 or later

**REVISIONS TO EXISTING MINORS**

- N/A

**REVISIONS TO EXISTING CERTIFICATES**

- N/A

**NEW COURSES**

- Commerce 4BQ3 – Social Entrepreneurship
- IBH 4SE3 – Social Entrepreneurship Capstone
- IBH 4CE3 – Community Engagement Capstone

**REVISIONS TO EXISTING COURSES**

- IBH 2BD3 – Moral Issues
- IBH 2LD0 – Leadership Development – Leadership Emergence
- IBH 3BD3 – Interpersonal Communication
- IBH 4BA3 - Leadership Effectiveness: Building Personal and Organizational Success

**COURSE DELETION**

- IBH 4LD0 – Leadership Development – Leadership Capstone

## Revisions to the Undergraduate Calendar 2023-2024

### Summary and Revision Justifications

Office of the Registrar, March 2023

Page | 1

[\*Admission Requirements \(see attached page 2\)\*](#)

[\*Nursing Section 1 A of Calendar\*](#)

Update content to remove Nursing Conestoga option. Calendar should only reflect Nursing Mohawk and McMaster Nursing programs as options. Nursing Conestoga will not be an option for application as of September 2023. September 2024, applicants can only be admitted to Nursing McMaster and Nursing Conestoga.

## Revisions to the Undergraduate Calendar 2023-2024

### NURSING I

#### NURSING CONSORTIUM (CONESTOGA)

Page | 2

#### NURSING CONSORTIUM (MOHAWK)

**Note: Effective September 2024, all applicants for the two sites apply to the OUAC September 2024, all applicants for the three sites apply to the OUAC (Ontario Universities' Application Centre), selecting McMaster University BScN and the specific site(s) of interest.**

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

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

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

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

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

Students considering the Nursing 1 program should refer to the document *Requisite Skills and Abilities for Nursing Practice in Ontario* at the College of Nurses of Ontario [www.cno.org](http://www.cno.org).

**MEMO**

TO: Undergraduate Council  
FROM: Office of the Registrar  
RE: 2022-23 Sessional Dates

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Correcting an error in the date of the Canada Day holiday in the Spring/Summer 2023 Sessional Dates per attached.

Current: June 30, 2023

Revised: July 3<sup>rd</sup>, 2023



## McMASTER UNIVERSITY: SESSIONAL DATES 2022-2023

\*Revised – March 6, 2023

**Fall and Winter Terms 2022-2023**

	<b>Fall Term</b> (62 days)	<b>Winter Term</b> (62 days)	<b>Courses Spanning both Terms</b> (124 days)
<b>Enrolment begins</b>	<i>To be announced</i>		
<b>Classes begin</b>	Tuesday, September 6	Monday, January 9	Tuesday, September 6
<b>Last day for enrolment and adding or dropping courses</b>	Wednesday, September 14	Tuesday, January 17	Wednesday, September 14
<b>National Day for Truth and Reconciliation: No classes</b>	Friday, September 30	-	Friday, September 30
<b>Mid-Term Recess(es)</b>	Monday, October 10 to Sunday, October 16	Monday, February 20 to Sunday, February 26	Monday, October 10 to Sunday, October 16 and Monday, February 20 to Sunday, February 26
<b>Last day for withdrawing from courses without failure by default</b>	Friday, November 11	Friday, March 17	Friday, March 17
<b>Test and Examination Restriction</b>	Friday, December 2 to Thursday, December 8	Thursday, April 6 to Thursday, April 13	Thursday, April 6 to Thursday, April 13
<b>Classes end</b>	Thursday, December 8	Wednesday, April 12	Wednesday, April 12
<b>Mid-Term Tests Level (I)</b>	--	--	Friday, December 9 to Thursday, December 22

<b>Good Friday Break: No classes or examinations</b>	--	Friday, April 7 and Saturday, April 8	Friday, April 7 and Saturday, April 8
<b>Final Examinations</b>	Friday, December 9 to Thursday, December 22	Friday, April 14 to Saturday, April 29	Friday, April 14 to Saturday, April 29
<b>Deferred examinations</b>	Tuesday, February 21 to Friday, February 24	Monday, June 19 to Thursday, June 22	Monday, June 19 to Thursday, June 22

**2023 Spring/Summer Term**

	<b>Spring Session</b> (34 days)	<b>Summer Session</b> (34 days)	<b>Full-Term Courses</b> (68 days)	<b>Intersession</b>
<b>Classes begin</b>	Monday, May 1	Monday, June 19	Monday, May 1	Monday, May 1
<b>Last day for enrolment and adding or dropping courses</b>	Monday, May 8	Monday, June 26	Monday, May 8	Monday, May 8
<b>Victoria Day: No classes</b>	Monday, May 22	--	Monday, May 22	Monday, May 22
<b>Canada Day Observation: No classes</b>	--	Monday, July 3	Monday, July 3	-

<b>Last day to withdraw from courses without failure by default</b>	Wednesday, May 31	Wednesday, July 19	Wednesday, July 19	Wednesday, May 17
<b>Civic Holiday: No classes</b>	--	Monday, August 7	Monday, August 7	-
<b>Classes end</b>	Friday, June 16	Friday, August 4	Friday, August 4	Friday, May 26
<b>Final Examinations</b>	<i>As arranged by instructor in class time</i>			
<b>Deferred Examinations</b>	Tuesday, October 10 to Friday, October 13, 2023			