



School of Graduate Studies

1280 Main Street West  
Hamilton, Ontario, Canada  
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Ext. 23679  
<http://graduate.mcmaster.ca>

November 11, 2013

To : Members of Graduate Council  
From : Christina Bryce  
Assistant Secretary & SynApps System Administrator

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The next meeting of Graduate Council will be held on **Tuesday, November 19th, 2012** at **2:00 p.m.** in the **Council Room, Gilmour Hall 111.**

Listed below are the agenda items for discussion.

Please email [cbryce@mcmaster.ca](mailto:cbryce@mcmaster.ca) if you are unable to attend the meeting.

#### A G E N D A

- I. Minutes of the meeting of October 22<sup>nd</sup>, 2013
- II. Business arising
- III. Report from the Associate Vice-President and Dean of Graduate Studies
- V. Report from the Graduate Associate Deans
- VI. Report from the Assistant Dean, Graduate Student Life and Research Training
- VII. Report from the Associate Registrar and Graduate Secretary
- VIII. Report from the Faculty of Business Graduate Curriculum and Policy Committee  
(Dr. N. Agarwal)
- IX. Report from the Faculty of Engineering Graduate Curriculum and Policy Committee  
(Dr. H. Sheardown)
- X. Report from the Faculty of Humanities Graduate Curriculum and Policy Committee  
(Dr. B. Ibhawoh)
- XI. Report from the Faculty of Social Sciences Graduate Curriculum and Policy Committee  
(Dr. T. Porter)
- XII. Other business



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**Graduate Council**  
**October 22<sup>nd</sup> 2013 – 2:00 pm**  
**Gilmour Hall 111**

**Present:** Dr. A. Sekuler (Chair), Ms. Thyret-Kidd, Dr. A. Shi, Dr. T. Chamberlain, Dr. W. Wiesner, Mr. S. Sepehr, Dr. J. McDermid, Dr. A. Holloway, Dr. L. Warren, Dr. V. Igheski, Ms. B. Basseby, Mr. J. Jasolka, Ms. E. Tathan, Dr. J. Richardson, Ms. B. Gordon, Dr. B. Milliken, Dr. T. Porter, Dr. B. Ibhawoh, M. S. Mulla, Dr. C. Hayward, Dr. S. Baker-Collins, Dr. D. Novog

**Regrets:** Dr. K. Bird, Dr. T. Adams, Dr. H. Sheardown, Dr. M. Heath, Dr. S. Streeeter, Ms. V. Lewis, Mr. A. Shakir

## **A G E N D A**

### **I. Minutes of the meeting of September 18, 2013**

The minutes of the meeting of September 18<sup>th</sup>, 2013 were approved on a motion by Dr. McDermid, seconded by Dr. Holloway.

The motion was **carried**.

### **II. Business arising**

There was no business arising.

### **III. Report from the Associate Vice-President and Dean of Graduate**

Dr. Sekuler reported on the following activities:

- The School of Graduate Studies is finalizing numbers for November count. The number of students registered this year versus same time last year is up a little bit but numbers are down in BIU eligible students, particularly doctoral.
- The Fall thesis defence push is over. There have already been 234 defences this year. The proportion of defences for which the external is participating has grown a great deal.
- There will over 900 graduate student graduands at November convocation.

- SGS and the graduate curriculum and policy committees are in the process of working through curriculum changes. The changes will be coming to Grad Council in the next couple of months.
- McMaster is purchasing calendar software. The new calendar will be entirely online and provide lots of flexibility for students.
- McMaster is working with other G-6 universities and the University of Guelph to put together a productivity innovation fund application to the MTCU. The idea is to combine resources to put together post-graduate training opportunities online. By working together the institutions will be able to put together higher quality programming at a lower cost.

#### **IV. Report from the Graduate Associate Deans**

Dr. Hayward reported that they held an information session for students applying for CIHR funding and that they are working to organize additional sessions on grant applications for FHS students. She also noted that the Rehabilitation Science IQAP Site Visit was complete. Dr. Ibhawoh reported that his faculty is looking at all of the changes to scholarships and are keeping students informed.

#### **V. Report from the Assistant Dean, Graduate Student Life and Research Training**

Peter Self reported on the following activities:

- Dine with the Dean. 20 Chinese Visa students were in attendance, partly because of the upcoming China recruitment trip. One of the things that came out of the discussion was the necessity of using alternate social media outlets to get in touch with potential Chinese applicants.
- The Graduate Valedictorian process is complete. There were two successful candidates, one from Psychology and one from Religious Studies.
- Halloween with the Dean is coming up – about 80 students participants are expected.
- On November 12<sup>th</sup> the USRA poster session will be held.
- Graduate Student Wellness Week is coming up. There are a number of activities including yoga and bowling.
- SGS has been working with Mills library to create a quiet study space for graduate students. The project is now in its final stages and the hope is that it will be up and running by the end of this term or early next term.

## **VI. OGS-CGS Update**

Brooke Gordon explained that Canadian Graduate Scholarships (CGS) Master's program, funded by the Tri-Agency, has undergone significant changes. The goal of the corresponding changes in McMaster's processes is to make applying as administratively easy for students as possible and to not overburden scholarship committees. Students who want to be considered for Provincial awards must apply for a CGS-Master's (and select McMaster on their application). The Federal CGS scholarships and Provincial scholarships (OGS, QEii-GSST and Ontario Graduate Fellowships) will be adjudicated all together by the existing graduate scholarships committees. For the CGS-Master's awards, the offer of award will be made by McMaster on April 1st. For the CGS-Doctoral awards, the Tri-Agency will announce their winners in the Spring of 2014. Students who apply for a CGS-M (and select McMaster on their application) will automatically be considered for Provincial awards. All students who have applied for a CGS-Doctoral (NSERC and SSHRC) will automatically be considered for these same Provincial awards. Students who applied for a CGS-Doctoral (CIHR) on October 1 should have their application forwarded to the School of Graduate Studies to be considered for these Provincial awards. Faculties will be given an allocation of Provincial awards for strategic use in the recruitment of new admissions files.

Dr. Sekuler noted that the CGS winners present a challenge as they're not allowed to tell the winners until April 1<sup>st</sup>, even if the department knows earlier. A proposed solution is to give the student an OGS right away and then switch it out once CGS can be announced.

A council member noted the benefit of allocating the awards to the department level and that it allowed them to give students an OGS who hadn't received a CGS. The council member asked if the departments will be disadvantaged by centralizing the competition. Dr. Sekuler responded that students can only hold one award at a time, so the number of available awards remains the same. Waiting lists will be used for all awards to ensure all allocations are used.

A council member asked for clarifications about how the multiple applications will work. Brooke responded that it is only CIHR Doctoral where students are being asked to forward an application to the School of Graduate Studies. All other students who have applied to a CGS will be automatically considered for the provincial awards.

**VIII. New Scholarships**

Dr. McDermid moved and Dr. Holloway seconded,

**“that Graduate Council approve all the new graduate scholarships as described in the documents.”**

The motion was **carried**.

**IX. 2013 Fall Graduands**

- Faculty of Business
- Faculty of Engineering
- Faculty of Health Sciences
- Faculty of Humanities
- Faculty of Science
- Faculty of Social Sciences

Dr. McDermid moved and Dr. Shi seconded,

**“that Graduate Council approve the list of the 2013 Fall graduands, with amendments/corrections to be made as necessary by the Associate Graduate Registrar.”**

The motion was **carried**.

The was no other business and the meeting was adjourned at 3:01



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At its meetings on October 3<sup>rd</sup> and October 31<sup>st</sup>, 2013 the Faculty of Business Graduate Curriculum and Policy committee approved the following graduate curriculum recommendations.

Please note that these recommendations were approved at the October 31<sup>st</sup>, 2013 meeting of the Faculty of Business.

**FOR APPROVAL OF GRADUATE COUNCIL:**  
**New Graduate Diploma in Professional Accountancy**

**Cancellation of MINT Diploma**

**Master of Business Administration**

- Transfer Credit Exemption
- Cancellation and Phasing out of Management Accounting Specialization of MBA
- Strategic Marketing Area
  - Change in Course Requirements Specialization and Minor
- Strategic Business Valuation Area
  - Change in Course Requirements

**Master of Health Management**

- Change in Course Requirements

**Ph.D.**

- Change in Course Requirements (Marketing Field)

**FOR INFORMATION OF GRADUATE COUNCIL:**

**Graduate Diploma in Professional Accountancy**

**- New Courses:**

- DPA \*601 Advanced Accounting Topics
- DPA \*602 Advanced Auditing
- DPA \*603 Financial Reporting and Analysis
- DPA \*701 Corporate Controllershship
- DPA \*702 Strategic Management Accounting
- DPA #703 Advanced Canadian Tax Topics
- DPA #704 Accounting Competencies Integration

### **Master of Business Administration**

- Finance
  - Change in Course Requisite: \*F700
- Health Services Management
  - New Courses:
    - \*C715 Health Care Funding and Resource Allocation
    - \*C735 Proposal Development for Health Care Leaders
  - Change in Course Description: \*C741/M722
- Strategic Business Valuation
  - Change in Course Requisites:
    - \*V700 Strategic Business Analysis and Valuation
    - \*V704 Advanced Strategic Business Valuation
- Strategic Marketing
  - Course Code Change - \*M735

### **Master of Health Management (Interdisciplinary)**

- Change in course evaluation:
  - \*700 Health Systems and Policy Analysis
  - \*706 Health Management Foundations I
  - \*707 Health Management Foundations II
- Change in content/rationale section:
  - \*705 Evaluating Sources of Evidence for Management and Evaluation
  - \*708 Leadership in Health Organizations
- Change in course description for Calendar
  - \*730 Scholarly Paper

### **Ph.D.**

- New Course: \*Q786 Network Design Issues in Freight Transportation

MCMASTER UNIVERSITY

# Graduate Program Proposal Brief

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Graduate Diploma in Professional Accountancy

Submitted by  
The Accounting and Financial Management Services Area  
DeGroot School of Business

October 10, 2013

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# Graduate Diploma in Professional Accountancy

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## 1. PROGRAM

### 1.1 Consistency of program with university's mission and academic plan

The landscape of accounting in Canada has changed with the unification of the Canadian accounting profession into one designation, Chartered Professional Accountant (CPA). The vision of the CPA is 'to be the pre-eminent, internationally recognized Canadian accounting designation and business credential that best protects and serves the public interest'.<sup>1</sup> With the evolution of the unified accounting designation, to align with McMaster's vision of achieving international distinction for creativity, innovation and excellence,<sup>2</sup> there comes a need to develop the Graduate Diploma in Professional Accountancy.

The CPA designation is built upon a new competency map, *The Chartered Professional Accountant Competency Map* (hereafter *The CPA Competency Map*).<sup>3</sup> These competencies will be covered in CPA's bridging program, Prerequisite Education Program (PREP), and Professional Education Program (PEP), a two-year post-graduate program developed by CPA Canada, to be delivered provincially. Besides CPA PREP, candidates can complete the prerequisite studies for admission to the CPA PEP through university degree programs. Moreover, CPA Ontario is willing to work with post-secondary institutions to meet requirements of *The CPA Competency Map* through accredited programs such as the proposed Graduate Diploma in Professional Accountancy (hereafter, Graduate Diploma). Thus, the objective of the Graduate Diploma program is to meet the needs of graduates of McMaster's Honours Commerce program (and MBA program)<sup>4</sup> in their pursuit of a professional accounting designation in Canada.

The CPA Certification Program requires an undergraduate degree with specific subject area coverage plus the post-graduate CPA PEP, which comprises of a series of modules that focus primarily on enhancing candidates' ability to apply professional knowledge as well as professional values, ethics, and attitudes in a professional context.<sup>5</sup> CPA PEP includes three parts: (1) two core modules, (2) two elective modules, and (3) two capstone modules. Candidates are expected to take two years to complete the CPA PEP on a part-time basis.<sup>6</sup> The proposed Graduate Diploma program, university delivery from an accredited school, provides candidates an opportunity to complete the core and elective modules of the PEP on a full-time basis over the Summer term. Completion of the Graduate Diploma with an average of B (70 – 74%) and a passing grade ( $\geq 60\%$ ) in each course may also provide candidates an opportunity to be admitted directly into the capstone modules of the CPA PEP, subject to the approval of CPA Ontario.

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<sup>1</sup> CPA Canada. (<http://cpacanada.ca/a-framework-for-uniting-the-canadian-accounting-profession/>, retrieved January 15, 2013).

<sup>2</sup> McMaster University. "Forward with Integrity: A Letter to the McMaster Community", (<http://dailynews.mcmaster.ca/images/forwardwithintegrity.pdf>, retrieved January 15, 2013).

<sup>3</sup> CPA Canada. *The Chartered Professional Accountant Competency Map*. (<http://cpacanada.ca/wp-content/uploads/2012/10/CompetencyMap.pdf>, retrieved July 4, 2013).

<sup>4</sup> A number of MBA candidates are interested in pursuing professional accounting designation; and the Accounting and Financial Management Services specialization is accredited by the Institute of Chartered Accountants of Ontario while the Management Accounting specialization is accredited by the Society of Management Accountants of Ontario.

<sup>5</sup> CPA Canada. The CPA Certification Program. (<http://cpacanada.ca/certification-program/details-of-the-canadian-cpa-certification-program#c1>, retrieved on February 6, 2013.)

<sup>6</sup> CPA Canada. The CPA Certification Program. (<http://cpacanada.ca/certification-program/details-of-the-canadian-cpa-certification-program#c1>, retrieved on February 6, 2013.)

As of September 15, 2013, participating bodies for the unification of the accounting designation represent the majority of the professions in Canada and include all Chartered Accountants (CA) (at the national and provincial levels), all Certified Management Accountants (CMA), and Certified General Accountants (CGA) (nationally and provincially with the exception of Ontario and Manitoba). More importantly, the Institute of Chartered Accountants of Ontario (the Institute or ICAO) has the new designation in place.

### **1.1.1 The need for such a program in Ontario**

The Institute created and implemented its accreditation process for Ontario universities' accounting programs and streams in 2004.<sup>7</sup> The initiative was completed in 2010 and was intended to promote the development of excellence in Ontario universities' accounting/business programs. An accreditation by the Institute highlights the strong long-term partnership between the accredited university and the Institute and relies on a commitment to continuous improvement by both parties to ensure that graduates are always well prepared for careers as CAs. Students who enrol in Institute-Accredited University Programs and Streams are assured to have completed the Institute's requirements within these unique programs/streams. McMaster University is one among eight universities which offer CA accredited accounting programs/streams.

As Canada moves towards the unification of professional accounting designations, universities are revising their programs to meet the CPA certification requirement. We also need to modify our offering to adapt to the changing professional landscape. Students in the proposed Graduate Diploma program would focus on becoming CPAs with appropriate preparation in subjects as per outlined by the national CPA Canada organization. The proposed Graduate Diploma program would prepare our students for a career in accounting as it would follow the CPA Certification Program and incorporate content that would prepare our students for the CPA Common Final Evaluation.

## **1.2 Clarity and appropriateness of program requirements and learning outcomes in meeting University's Graduate Diploma Expectations**

### **1.2.1 Depth and breadth of knowledge**

The program is intended to provide students with the competencies expected of leading professional accountants. Specifically, they will be required to demonstrate the specific knowledge, skills and proficiencies in advanced financial reporting, strategy and governance, performance management, audit and assurance, taxation, and finance.

By and large, the structure of the Graduate Diploma program encompasses both a breadth of knowledge about the core competency areas in accounting as well as a depth of knowledge in specific competency areas which meet the candidate's career objective.

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<sup>7</sup> Institute of Chartered Accountants of Ontario. Institute-Accredited University Programs and Streams. (<http://www.icao.on.ca/Public/ICAOFundinginAccountingInOntario/1014page4565.aspx>, retrieved on January 13, 2013.) The list of accredited programs includes: Brock University, Bachelor of Accounting; Queen's University, Bachelor of Commerce, inclusive of the Graduate Diploma in Accounting; University of Western Ontario, Honours, Bachelor of Business Administration, inclusive of Diploma of Accounting courses; University of Toronto – Mississauga, Bachelor of Commerce and Master of Management and Professional Accounting; University of Toronto, Bachelor of Commerce; University of Toronto – Scarborough, Bachelor of Business Administration; Wilfred Laurier University, Honours Bachelor of Business Administration, and etc.; York University, Bachelor of Business Administration, MBA, and Master of Accounting; and University of Waterloo, Master of Accounting.

### **1.2.2 Level of application of knowledge**

Students will be expected to utilize and apply the skills learned in a specific course or competency area through problem-solving and case analysis, which is evidenced in many courses required in the program. The capstone course, Accounting Competency Integration (DPA #704), puts an emphasis on using integrated cases such that candidates can apply what they have learned in various courses and competency areas to practice.

### **1.2.3 Professional capacity/autonomy**

The program is designed with the primary objective of preparing students for a career in accounting. Accounting is a field which has both grown and changed over the past years and continues to present significant challenges to industry practitioners, regulators, policy makers, and the society at large. Students will be encouraged to think on their own and to appreciate that one's knowledge is never complete. Continuing professional education is not only a necessity for being a successful practitioner in the industry, but also is required by most professional organizations to maintain certification.

In order to foster a culture that emphasizes the importance of ethical behaviour and to prepare students for careers in which it will be expected, workshops on professionalism and ethics during Orientation will emphasize the code of professional ethics of accountants, such as independence, integrity, competence, and ethical behaviour. Through several courses including the required course, Accounting Competency Integration (DPA #704), and perhaps through guest speakers in other courses, students will understand the importance of continuing professional development in enhancing the skills and competencies of professional accountants.

### **1.2.4 Level of communication skills**

Business education places much emphasis on the development of communication skills, in large part because their importance is emphasized by employers. The program will provide many opportunities for students to develop and augment both their oral and written communication skills through class discussion, case report presentations, project report presentations, and term papers. Student evaluation and feedback will include assessment of students' oral and written communication ability. Considerable amount of skills will also be taught during the presentation and case analysis workshops during Orientation and courses throughout the program.

### **1.2.5 Awareness of limits of knowledge**

The program will draw upon the expertise of the faculty working in a number of fields in the accounting industry: audit and assurance, financial reporting, taxation, finance, and etc. Through extensive use of case analysis in a number of courses and research required for projects and assignments, candidates would be aware that the accounting profession is evolving and there is continuing development in the accounting discipline, both in practice and applied research.

## **1.3 Appropriateness of program nomenclature**

The Graduate Diploma in Professional Accountancy is the most appropriate nomenclature of the proposed program (see Footnote 7 for reference to the nomenclatures used in other Institute-Accredited University Programs and Streams). Using *Professional Accountancy* in the nomenclature clearly conveys to potential employers that graduates of the program will receive specific training. The Graduate Diploma in Professional Accountancy is a graduate diploma for students who wish to undertake rigorous academic training to become professional accountants.

## **2. ADMISSION REQUIREMENTS**

### **2.1 Appropriateness of the program's admission requirements for the learning outcomes established for completion of the program.**

Prior work experience will not be required as a condition for admission. Conditional offers of admission will be given to candidates who are completing their related undergraduate program of study in the winter term (January to April) in the year of admission. These candidates are required to submit their official transcript by May 31; otherwise, the conditional offers will be rescinded. For candidates who submit their official transcript on or before May 31, the conditional offers of admission will be rescinded if they do not meet the admission requirements. Students have to pay the tuition fee for the month of May, and a refund of 75% of the tuition fee of the term will be provided to students whose conditional offers were rescinded on May 31. The admission requirements stipulated in 2.1.1 are consistent with the Admission Requirements of the MBA program, and they are appropriate for the learning outcomes established for completion of the program.

#### **2.1.1 Admission requirements**

Candidates who have completed the equivalence of the CPA Prerequisite Education Program (PREP) in McMaster University's Honours Commerce program (and MBA program) are eligible to apply for the Graduate Diploma.

The admission requirements are:

- (i) a four-year honours bachelor degree;
- (ii) at least a B- (70 – 72%) average in courses on economics; statistics; corporate finance; introductory, intermediate and advanced financial accounting; introductory, intermediate and advanced managerial accounting; accounting theory; audit and assurance; and taxation with a passing grade ( $\geq 60\%$ ) in each course; and
- (iii) at least a B (73 – 76%) average in each of the last two years of university study.

### **2.2 Alternative requirements for admission into the program**

There are no alternative requirements for admission into the program.

### 3. STRUCTURE

#### 3.1 Administrative, governance and communication processes proposed in support of the program

We propose the one-term course-based Graduate Diploma program to consist of seven graduate level courses (five half courses and two quarter courses). While courses in the Honours Commerce program (and MBA program) are in alignment with the CPA PREP, courses in the proposed Graduate Diploma program focus on the core and elective modules of the CPA PEP. Consequently, graduates of McMaster's Honours Commerce program (and MBA program) would have developed both the technical and enabling competencies specified in *The CPA Competency Map*.

The proposed Graduate Diploma program begins with a number of workshops during Orientation in the first week of May. Workshops on professionalism and ethics, presentation skills, case analysis, team building and leadership will be offered to further develop candidate's enabling competencies. These Orientation Workshops allow candidates to have a good understanding of the accounting profession and the critical skills (e.g., communication, critical thinking, and people skills) that are essential to pursuing a successful career as professional accountants.

##### 3.1.1 Program structure

The following program structure for the Graduate Diploma in Professional Accountancy is proposed. All courses are identified with the code, DPA, and there are five half courses (or term courses) with 36 contact hours, and two quarter courses with 18 contact hours.

DPA \*601: Advanced Accounting Topics  
DPA \*602: Advanced Auditing  
DPA \*603: Financial Reporting and Analysis  
DPA \*701: Corporate Controllership (New Course)  
DPA \*702: Strategic Management Accounting  
DPA #703: Advanced Canadian Tax Topics (New Course)  
DPA #704: Accounting Competency Integration (New Course)

Course descriptions are included in Appendix A while tentative course outlines can be found in Appendix D.

Candidates can complete the Graduate Diploma program either on a full-time or part-time basis, and tuition fee is charged on a per course basis plus fees for Orientation Workshops and any applicable supplementary fees. Since candidates of the Graduate Diploma program are graduates of McMaster University's Honours Commerce and MBA programs, the supplementary fees for the first summer term will be waived.

For candidates who plan to complete the Graduate Diploma on a part-time basis, they should take the Orientation Workshops in the first summer term and complete the program under the following options:

Option 1:  
Summer, Year 1 - Orientation Workshops, DPA \*601, DPA \*602  
Fall - DPA \*603 (cross-listed as BUS A750)  
Winter - DPA \*702 (cross-listed as BUS A740)  
Summer, Year 2 - DPA \*701, DPA #703, DPA #704

Option 2:

- Summer, Year 1 - Orientation Workshops, DPA \*601, DPA \*602, DPA\*603  
Summer, Year 2 - DPA \*701, DPA \*702, DPA #703, DPA #704

DPA \*603 and DPA \*702 are cross-listed with BUSINESS A750: Financial Statement Analysis and BUSINESS A740: Strategic Management Accounting in the MBA programs. Candidates who have completed BUSINESS A740 and BUSINESS A750 as non-degree credits in the MBA program will be granted the Graduate Diploma by completing DPA \*601, DPA \*602, DPA \*701, DPA #703 and DPA #704. Candidates who have completed BUSINESS A740 and BUSINESS A750 as degree credits in the MBA program, can take DPA \*601, DPA \*602, DPA \*701, DPA #703 and DPA #704 as post-degree courses.

Graduate Diploma candidates with at least a B+ in DPA \*603 and DPA \*702 may be eligible to transfer these course credits to the MBA program,<sup>8</sup> subject to meeting the admission requirements of the MBA or Accelerated MBA programs.

Special Consideration for Candidates Who Have Completed the Equivalence of DPA \*601, DPA \*602 and DPA \*603 as Courses for Professional Designation or Post-Degree Courses:

DPA \*601, DPA \*602, and DPA \*603 are currently offered as *Courses for Professional Designation* (COMMERCE 4AG3, COMMERCE 4AH3 and COMMERCE 4AJ3, respectively) and post-degree courses (BUS&COM 500, BUS&COM 501, BUS&COM 503, respectively) which prepare candidates for the CA designation. Candidates who have completed the three courses as *Courses for Professional Designation* or post-degree courses will be granted the Graduate Diploma by completing DPA \*701, DPA \*702, DPA #703 and DPA #704 if they meet the Admission Requirements stated in 2.1.1.

### 3.1.2 Governance structure

An Executive Committee will be established to oversee the Graduate Diploma of Professional Accountancy program. The program is guided by the Graduate Diploma Executive Committee with the following structure and responsibilities:

- (i) Membership
  - Director of Graduate Diploma in Professional Accountancy Program (Chair)
  - Associate Dean (Graduate Studies and Research) (ex officio)
  - Chair, Accounting and Financial Management Services Area
  - one faculty member, Accounting and Financial Management Services Area (elected)<sup>9</sup>
  - Manager, Undergraduate Programs, DeGroote School of Business (Consultant)
- (ii) Responsibilities
  - Curriculum and Policy Review
    - To develop policy for the Graduate Diploma program; and to review the academic and professional content of the program to ensure its relevance and rigor.
  - Faculty Recruitment
    - To recommend the criteria for appointment of instructors; to recommend instructor appointments; and to evaluate instructor teaching effectiveness.

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<sup>8</sup> McMaster University. School of Graduate Studies Calendar 2013-2014, Section 2.1.6: Admission Requirements for Graduate Diploma Programs, p. 12.

<sup>9</sup> If the Chair of the Accounting and Financial Management Services Area is appointed as the Director of the Graduate Diploma in Professional Accountancy program, then two faculty members from the Accounting and Financial Management Services Area will be elected to the Graduate Diploma Executive Committee.

The Graduate Diploma Executive Committee will provide academic direction and guidance to the Director of Graduate Diploma in Professional Accountancy Program (the Director), who will be appointed by the Dean of Business for a three-year term, which is renewable, in consultation with the Associate Dean (Graduate Studies and Research) and faculty members of the Accounting and Financial Management Services Area (the Area).

The Director, who will report to the Associate Dean (Graduate Studies and Research), is responsible for ensuring that the program's admission requirements as well as all academic regulations governing the program and its students are applied appropriately. S/he is also responsible for various activities related to the delivery of the program, including scheduling, instructor recruitment and evaluation, as well as instructional support. The Director is in charge of student recruitment and admission, academic counseling, curriculum planning and implementation. The Director will report to the Area and the DeGroote School of Business about the program's activities annually.

An Administrative Assistant, reporting to the Director and Manager, Undergraduate Programs, will provide administrative support for the program. Both the stipend for the Director and the compensation for the Administrative Assistant will be covered by the program revenue.

### **3.1.3 Communication**

The Director, working with the Administrative Assistant and Manager, Undergraduate Programs, will be responsible for ensuring that all communications related to the program are directed to the appropriate individuals and University bodies. As stated above, the Director will report to the Associate Dean (Graduate Studies and Research), DeGroote School of Business.

## **3.2 Appropriateness of program's structure and regulations to meet specified program learning outcomes and Graduate Diploma Expectations**

Grades in Graduate Diploma courses will be reported as letter grades using McMaster University's 12-point system as follows: A+ = 12; A = 11; A- = 10; B+ = 9; B = 8; B- = 7; and F = 0.

Since the Graduate Diploma program prepares candidates for the CPA certification process, the following scale is suggested for converting percentages and marks into letter grades:

Grade	Percent	Grade	Percent
A+	90 - 100	B+	75 - 79
A	85 - 89	B	70 - 74
A-	80 - 84	B-	60 - 69
		F (Fail)	0 - 59

Candidates must achieve a passing grade in all seven courses to be awarded the Graduate Diploma in Professional Accountancy. Such regulation for successful completion of the Graduate Diploma program is appropriate.

The structure and content of the program ensures that graduates have the breadth of core competency areas in financial reporting, management accounting and control, audit and assurance, strategy and governance, taxation, and finance.

The Orientation Workshops on professionalism and ethics, presentation skills, case analysis, team building, and leadership; and the capstone course (DPA #704) provide candidates the skills critical to developing and integrating their competencies as professional accountants. In addition to midterm and final examinations, case studies, project reports, term papers, and presentations are required in most courses in the program. Experts in specific competency areas of professional accounting may be invited as guest speakers in different courses.

### **3.3 Rationale for program length**

Graduates of the Honours Commerce program (and MBA program) who wish to pursue the CPA designation normally start employment at accounting offices in September and others may start at different time. Accordingly, candidates can complete the Graduate Diploma on a full-time basis before the starting dates of their employment in September. On the other hand, some candidates may choose to complete the Graduate Diploma program on a part-time basis. It is expected that candidates in the part-time option will complete the Graduate Diploma program in two or three summer terms.

## **4. PROGRAM CONTENT**

### **4.1 How curriculum addresses the current state of the discipline or area of study**

The Graduate Diploma program is a specialized program which provides in-depth learning of the principles and practices of a professional accountant. The curriculum is designed to provide students with the necessary tools and techniques required for the profession. Therefore, the course offerings are designed to match their content with *The CPA Competency Map*, more specifically the core and elective modules of the CPA PEP.

Graduates of the Honours Commerce program (and MBA program) and other Institute-Accredited University Programs and Streams would have completed the equivalence of the CPA PREP and met the entry requirements of the CPA PEP in six competency areas: financial reporting, strategy and governance, management accounting, audit and assurance, finance, and taxation. Thus the curriculum of the Graduate Diploma program focuses on meeting the competencies of the two core modules on financial accounting & reporting and management accounting, planning & control; and the elective modules on performance management, finance, taxation, and assurance.

#### **4.1.1 Course listing**

DPA \*601: Advanced Accounting Topics

DPA \*602: Advanced Auditing

DPA \*603: Financial Reporting and Analysis

DPA \*701: Corporate Controllership (New Course)

DPA \*702: Strategic Management Accounting

DPA #703: Advanced Canadian Tax Topics (New Course)

DPA #704: Accounting Competency Integration (New Course)

Course Description and Tentative Course Outline of the above courses can be found in Appendices A and D.

## **4.2 Unique curriculum or program innovations or creative components**

The Orientation Workshops on professionalism and ethics, presentation skills, case analysis, team building, and leadership are unique components of the program. The program uniquely prepares students for professional opportunities in which a combination of enabling competencies, technical competencies, and institutional knowledge are important.

## **4.3 Nature and suitability of major research requirements**

The program is a course-based program which prepares candidates in their pursuit of a professional career and designation in accounting. Thus, there is no major research requirements stipulated for the program.

## **4.4 Appropriateness of courses for Graduate Diploma**

The Graduate Diploma program includes courses which cover the core and elective modules of the CPA PEP, which is a two-year post-graduate professional program. The courses include extensive use of case studies and professional readings for instructional purposes. Thus, the curriculum of the courses are appropriate for the Graduate Diploma program.

# **5. MODE OF DELIVERY**

## **5.1 Appropriateness of the proposed mode(s) of delivery to meet the intended program learning outcomes and Graduate Diploma Expectations and availability of the necessary physical resources**

The program courses will be offered through a combination of lectures, case discussions, and presentations by faculty members and professional accountants. The program will be delivered in a classroom setting. Classroom interaction between faculty and students and among students is an important ingredient in achieving the learning outcomes of the program and ensuring that the students meet the University's Graduate Diploma Expectations. This interaction will take the form of lectures, class discussions, problem solving, case analyses, and student presentations. In-class interaction will be supplemented with the tools available through Avenue to Learn. One-on-one faculty-student meetings will be an important ingredient of the learning process.

### **5.1.1 Physical space**

The courses will be offered at the Ron Joyce Centre in Burlington. At present, the MBA program is offered at the Ron Joyce Center. During the summer term, there are two MBA cohorts, co-op students in their Year 1, Term II; and full-time students in their Year 2, Term I. In addition to the five required courses for the co-op students, a number of courses are offered for MBA candidates in the full-time and part-time options. Accordingly, there should be adequate classroom facilities at the Ron Joyce Centre for one to two sections of the seven courses in the Graduate Diploma program.

## **6. ASSESSMENT OF TEACHING AND LEARNING**

### **6.1 Appropriateness of the proposed methods for the instruction and assessment of student achievement of the intended program learning outcomes**

The objective of the Graduate Diploma program is to prepare candidates for their pursuit of a professional accounting designation. As a professional accountant, candidates must successfully complete national examinations which test the breadth and depth of knowledge in various competency areas.

As described in sections 1.2 and 3.2, the proposed program structure with Orientation Workshops ensure that candidates have acquired the breadth and depth of knowledge in the various competency areas required of a professional accountant. Lectures, classroom discussions, case analyses, and presentations in classroom are suitable for course delivery. The assessment of case reports, project reports, term papers, midterm and final examinations are also appropriate for assessing the candidates' knowledge, application of knowledge, and achievement in a setting similar to the national and provincial professional accounting examinations as well as the intended program learning outcomes.

### **6.2 Plans for documenting and demonstrating the level of performance of students**

Performance of candidates of the Graduate Diploma program will be documented based on their pass rate in the Common Final Evaluation of the CPA Certification Program, as provided by CPA Ontario.

## **7. RESOURCES FOR ALL PROGRAMS**

### **7.1 Adequacy of the administrative unit's planned utilization of existing human, physical and financial resources, and any institutional commitment to supplement those resources to support the program**

As stated in 5.1.1, the Graduate Diploma program will use existing classroom facilities at the Ron Joyce Centre in Burlington.

The program will draw upon the strengths of the faculty members in the Accounting and Financial Management Services Area in the DeGroote School of Business. The Graduate Diploma program will be offered as a cost recovery program and, as such, all program costs will be covered by the program's revenues. Enrollment, revenue and cost projections are included as Appendix B.

### **7.2 Participation of a sufficient number and quality of faculty who are competent to teach and/or supervise in the program**

The complete list of full-time faculty available to teach in the program is indicated in Appendix C. Participating faculty members in the program either have a Ph.D. and/or a professional accounting designation. For the three new courses that will be developed for the program, the participating faculty members who have expressed an interest in developing the course are as follows:

DPA \*701: Corporate Controllershship  
DPA #703: Canadian Advanced Tax Topics  
DPA #704: Accounting Competency Integration

E. Mohammad  
E. Bentzen-Bilkvist  
K. Veenstra

Thus, by and large, there are a sufficient number of faculty members who have the professional expertise and qualification to teach and supervise students in the program.

### **7.3 Evidence of adequate resources to sustain the quality of scholarship**

The program is a course-based professional program and no additional library resources, information technology support, and laboratory access are needed. Accordingly, the current library support is adequate to sustain the quality of scholarship for candidates enrolled in the program.

#### **7.3.1 Tuition fee**

We propose that the tuition fees be structured such that the total tuition fee paid for the program is competitive with a similar program offered by Queens University. Thus, the proposed fee for candidates who register on a full-time basis is \$6,600, and \$400 for the Orientation Workshops plus any applicable supplementary fees. The fee is \$1,100 per half course and \$550 per quarter course for candidates who register on a part-time basis. Students are recommended to complete all Orientation Workshops upon registration, and the fee of \$400 be paid in full upon registration. Since candidates of the Graduate Diploma program are graduates of McMaster University's Honours Commerce and MBA programs, the supplementary fees for the first summer term will be waived. The tuition fee is the same for both domestic and international students.

#### **7.3.2 Projected intake and enrollment section**

Projected enrollments for the first five years are shown in Appendix B. The starting point for estimating demand is the enrollment in the *Courses for Professional Designation* (CA Courses) offered in the summer term. Over the last few years, enrollment in the CA Courses ranged from 70 to 90 students. In order to budget for unforeseen outcome, our pessimistic enrollment projection for Summer 2014 is 30 students, with an expected increase of 5 students per year. Thus, we begin with an enrollment of 30 in the first year and 50 students in the steady state.

Detailed enrollment and budgetary projections are provided in Appendix B. These estimates suggest that, under the lowest enrollment scenario, the program would be profitable. In fact, the breakeven point for one section of the program is 27 students.

## **8. RESOURCES FOR GRADUATE PROGRAMS**

### **8.1 Plans for adequate numbers of faculty and staff to achieve program's goals**

As indicated in Appendix C, more than half of the faculty members participating in the program have professional accounting designations. By and large, the recent professional expertise of participating faculty members is adequate to sustain the program, foster an appropriate intellectual climate, and provide excellent supervision of candidates in the academic components of the program.

Teaching in the Graduate Diploma program will not be counted towards faculty members' teaching load in the DeGroote School of Business. Faculty members who teach in the Graduate Diploma program will continue to meet their normal teaching load of four course-sections in the Honours Commerce and MBA programs in the Fall, Winter, and Spring/Summer terms.

## **8.2 Plans to provide the necessary financial support for students**

The program is a self-funded program and the tuition fee is set at the level of \$6,600 for full-time study plus a fee of \$400 for Orientation Workshops. It is not necessary to provide financial support to candidates in the Graduate Diploma program.

## **8.3 Evidence that faculty research supervisors have ongoing funding, space and relevant research infrastructure to support students in program**

Since the Graduate Diploma program is a course-based professional program, the requirement that faculty research supervisors have ongoing funding, space, and relevant research infrastructure to support students in the program is irrelevant.

## **8.4 Supervisory load distribution and qualification**

Since the Graduate Diploma program is a course-based professional program, the distribution of supervisory loads and the qualifications and appointment status of faculty who will provide instruction and supervision in the program is irrelevant.

## **8.5 Evidence of prior experience in graduate teaching and research supervision for faculty participating in the program**

As indicated in Appendix C, all but three faculty members do not have any experience in graduate teaching over the last five years. K. Veenstra is scheduled to teach BUSINESS A703: Advanced Financial Accounting in the MBA program in Winter 2014.

# **9. QUALITY AND OTHER INDICATORS**

## **9.1 Definition and use of indicators that provide evidence of quality of the faculty**

Since the Graduate Diploma program is a professional course-based program, faculty members participating in the teaching of the program should have a professional accounting designation, and/or a graduate degree in accounting (e.g., Ph.D., Master of Accounting, Master of Professional Accounting, MBA, etc.)

## **9.2 Evidence of a program structure and faculty research that will ensure the intellectual quality of the student experience**

The Orientation workshops, extensive use of case studies and professional readings as instructional materials in the courses, and presentation by professional accountants ensure that candidates are informed about the emerging issues of the accounting profession. The focus on developing candidates' technical competencies and enabling competencies in the Graduate Diploma program will ensure the intellectual quality of the student experience.

## **10. CONSULTATION PROCESS**

### **10.1 Description of the consultation process undertaken during the development of the proposal**

Both the Honours Commerce and MBA programs are Institute-Accredited University Programs and Streams. These programs are also accredited by CMA Ontario. The Accounting and Financial Management Services Area (the Area) has worked closely with the Institute of Chartered Accountants of Ontario, over the last two years to ensure that the Honours Commerce program (and MBA program) and the proposed Graduate Diploma in Professional Accountancy program will meet *The CPA Competency Map*, and McMaster University will continue to play a critical role in the delivery of professional accounting programs at both the undergraduate and graduate levels.

The Area has also consulted with the Director of the MBA Programs and Associate Dean (Graduate Studies and Research) regarding admission requirements and transfer credit policy. We have also consulted with in-course students in the Honours Commerce program regarding their interest in the Graduate Diploma program and the reasonableness of the proposed tuition fee. Eleven of the 12 students (92 percent) enrolled in the *Courses in Professional Designations* in Summer 2013 and 28 of the 33 respondents (85 percent) to the survey conducted by DeGroot Accounting Association indicated that they would be interested in completing the Graduate Diploma program for the CPA certification program.

## **11. APPENDICES**

- A. Course Description
- B. Estimated Enrollment and Budget
- C. Profile of Faculty Members
- D. Tentative Course Outlines

## **Appendix A Course Description**

**DPA \*601:           Advanced Accounting Topics**

**Prerequisite(s):**    COMMERCE 4AC3; or the equivalence of a course in advanced financial accounting

**Antirequisite(s):**  COMMERCE 4AG3; BUS&COM 500

This course extends the knowledge base of earlier accounting courses and focuses on the integration of accounting issues through case studies. The main objectives of the course are: (1) to discuss and evaluate selected advanced accounting and financial reporting issues, emphasizing fundamental principles and concepts, as well as technical competency; (2) to develop case analysis and writing capabilities; and (3) to incorporate other areas of study such as International Financial Accounting Standards (IFRS) and Accounting Standards for Private Entities ASPE), into the accounting context through comprehensive cases.

**DPA \*602:           Advanced Auditing**

**Prerequisite(s):**    COMMERCE 4AD3; or the equivalence of an introductory course in auditing and assurance

**Antirequisite(s):**  COMMERCE 4AH3; BUS&COM 501

This course considers a number of advanced topics concerning both the auditor and the audit profession. It builds on the knowledge of the audit task derived in earlier courses as well as on the technical skills and breadth of knowledge obtained in earlier accounting courses. Since a central feature of accounting in today's business world is the interaction of accounting professionals with computer-based information systems, topics related to the accountants' role in the design and implementation of such system will also be discussed.

**DPA \*603:           Financial Reporting and Analysis**

**Prerequisite(s):**    COMMERCE 4AC3; or the equivalence of a course in advanced financial accounting

**Antirequisite(s):**  COMMERCE 4AJ3; BUS&COM 503

**Cross-Listed:**       BUSINESS A750/F717/V701: Financial Statement Analysis

This course is designed to provide students with an advanced conceptual background and analytical tools necessary to evaluate financial statements issued by publicly held enterprises. It focuses on understanding the uses and limitations of both the financial statements and the traditional and non-traditional methods of analyzing them. We will discuss the financial statements, the accounting disclosure rules, the differential effects of alternative accounting principles, and the interpretation of financial information.

**DPA \*701:           Corporate Controllership**

**Prerequisite(s):**    COMMERCE 2FA3 and 3FA3; or the equivalence of an introductory course in corporate finance

**Antirequisite:**      BUSINESS F712: Applied Corporate Finance

The objective of this course is to provide students with an in-depth understanding and analytical tools necessary for managing the finance of an entity. Topics include evaluating the entity's financial state; examining the Treasury function; developing and evaluating capital budgeting processes and decisions; determining the value of a business, its tangible and intangible assets; managing financial risk; and evaluating the purchase and expansion or sale of a business.

**DPA #702: Strategic Management Accounting**

**Prerequisite(s):** COMMERCE 4AA3; or the equivalence of a course in advanced managerial accounting

**Cross-Listed:** BUSINESS A740: Strategic Management Accounting

An objective of this course is to examine an organization's core competence and how successful organizations exploit their core competence to develop a strategic advantage, with a focus on developing the management accounting skills required in effectively implementing strategies. Another objective of this course is to provide students an understanding of the risk affiliated with an organization, the role of management accounting in mitigating such organizational risk, and developing the strategic management accounting skills required in incorporating risk management to implement strategies effectively.

**DPA #703: Advanced Canadian Tax Topics**

**Prerequisite(s)** COMMERCE 4SB3 and COMMERCE 4SC3; or the equivalence of courses in personal and corporate taxation

This course looks at best practices and takes a modern approach to reading and interpreting The Income Tax Act. Topics covered include an in-depth examination of the taxation of partnerships and trusts as well as the rules to prevent corporate surplus stripping and capital gains stripping.

**DPA #704: Accounting Competency Integration**

**Prerequisite(s):** Full-time registration in Graduate Diploma in Professional Accountancy Program; or Completion of at least four of DPA \*601, DPA \*602, DPA \*603, DPA \*701, and DPA \*702.

The objective of this course is to build students' critical enabling competencies and further develop their technical competencies using complex and highly integrative cases. Students will apply their behavioral, analytical, problem-solving, and decision-making skills to complex situations. The course will also focus on the development of professionalism and ethical behaviour as a professional accountant.

## Appendix B

### Estimated Enrollment and Budget

	2013-14	2014-15	2015-16	2016-17	2017-18
Expected Enrollment (Full-Time)	<u>30</u>	<u>35</u>	<u>40</u>	<u>45</u>	<u>50</u>
Number of Courses (two quarter courses as five half (term) courses)	6	6	6	6	6
Number of Sections	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Number of course-sections	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>
Program Tuition Fee (plus fee for Orientation Workshops)	<u>\$ 7,000</u>	<u>\$ 7,000</u>	<u>\$ 7,000</u>	<u>\$ 7,000</u>	<u>\$ 7,000</u>
Tuition Fee Revenue	<u>\$ 210,000</u>	<u>\$ 245,000</u>	<u>\$ 280,000</u>	<u>\$ 315,000</u>	<u>\$ 350,000</u>
Operating Expenses					
Orientation Workshops and Honorarium for Guest Speakers	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Stipend for Instructors	67,500	67,500	67,500	67,500	67,500
Teaching Assistant (1.5 TAs at 65 hours @\$42 per course-section; and 3.0 TAs if section size ≥ 45)	(2.0% increase) 24,570	25,061	25,563	52,148	53,190
Graduation Day	9,000	10,000	11,000	12,000	13,000
Benefits for Instructors and Teaching Assistants plus benefits @15%	13,810	13,884	13,959	17,947	18,104
Stipend for Program Director, \$5,000 plus benefits @40%	7,000	7,000	7,000	7,000	7,000
Administrative Support, plus benefits @45% (0.4 FTE)	(3.5% increase) 31,900	33,017	34,172	35,368	36,606
Marketing and Promotion	2,000	3,000	4,000	5,000	6,000
Printing, Photocopying and Supplies	<u>2,700</u>	<u>3,150</u>	<u>3,600</u>	<u>4,050</u>	<u>4,500</u>
Total operating expenses	<u>\$ 183,480</u>	<u>\$ 187,612</u>	<u>\$ 191,794</u>	<u>\$ 226,013</u>	<u>\$ 230,900</u>
Operating income	\$ 26,520	\$ 57,388	\$ 88,206	\$ 88,987	\$ 119,100
Less: Support Unit Costs Allocation	<u>0</u>	<u>0</u>	<u>11,906</u>	<u>13,801</u>	<u>14,578</u>
Net income	<u>\$ 26,520</u>	<u>\$ 57,388</u>	<u>\$ 76,300</u>	<u>\$ 75,186</u>	<u>\$ 104,522</u>
Stipends for Lecturers per Term Course:					
Professional Accountants	\$10,500				
Assistant Professors	\$11,500				
Associate Professors	\$12,000				
Full Professors	\$12,500				

## Appendix C

### Profile of Faculty Members

As of September 1, 2013

<b>Faculty</b>	<b>Appointment Status</b>	<b>Rank</b>	<b>Degree</b>	<b>Qualifying Program</b>	<b>Professional Designation</b>	<b>Graduate Courses Taught 2008-2013</b>
Y. Lilian Chan	Tenured	Professor	PHD	MBA, PHD	FCMA	A610, A721, A740
Horng-Tzu Hao	Teaching Stream	Assistant Professor	MBA ABD	MBA	-	A600, A701, A702, A717
Justin Jin	Tenure Track	Assistant Professor	PHD	MBA, PHD	CPA, CA	-
Aadil Merali Juma <sup>1</sup>	CLA	Lecturer	MBA	MBA	CMA Candidate	-
Yvonne Kwok	CLA	Lecturer	BCOMM	MBA	CPA, CA	A701, A703, A745
Sue McCracken	Tenured	Associate Professor	PHD	MBA, PHD	CPA, CA	A745
Emad Mohammad	Tenured	Associate Professor	PHD	MBA, PHD	-	-
Khalid Nainar	Tenured	Professor	PHD	MBA, PHD	CGA	A600, A610, A727
Mohamed Shehata	Tenured	Professor	PHD	MBA, PHD	-	A610
John Siam	Teaching Stream	Assistant Professor	PHD	PHD	-	E600, A722/F722, F742
Kevin Veenstra <sup>2</sup>	Tenure Track	Lecturer	MACC ABD	MBA	CPA, CA, CMA, CFA	-
Eric Bentzen-Bilkvist <sup>3</sup>	Sessional	Lecturer	MBA	MBA	CPA, CA	A730, A733, A750

<sup>1</sup>A. Juma completed all but the practical work requirements of the CMA certification Program.

<sup>2</sup>K. Veenstra completed all requirements of his Ph.D. program, University of Toronto, in October 2013.

<sup>3</sup>E. Bentzen-Bilkvist is a tax expert who has taught taxation courses in the Honours Commerce and MBA programs for over 20 years.

## **Appendix D**

### **Tentative Course Outlines**

1. DPA \*601: Advanced Accounting Topics
2. DPA \*602: Advanced Auditing
3. DPA \*603: Financial Reporting and Analysis
4. DPA \*701: Corporate Controllershship
5. DPA \*702: Strategic Management Accounting
6. DPA #703: Advanced Canadian Tax Topics
7. DPA #704: Accounting Competency Integration



**SCHOOL OF GRADUATE STUDIES**

**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM  
- FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS /  
PROCEDURES**

**IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:**

1. This form must be completed for **ALL** changes involving degree program requirements/procedures. **All** sections of this form **must** be completed.
2. An electronic version of this form (must be in MS WORD **not** PDF) should be emailed to the Assistant Secretary, School of Graduate Studies.
3. A representative from the department is **required to attend** the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.

<b>DEPARTMENT</b>		DeGroot School of Business - Accounting and Financial Management Services Area						
<b>NAME OF PROGRAM</b>		Graduate Diploma in Professional Accountancy						
<b>PROGRAM DEGREE</b>	Ph.D. ( )	M.A. ( )	M.A.Sc. ( )	M.B.A. ( )	M. Eng. ( )	M.Sc. ( )	Diploma Program (X)	Other (Specify)
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>								
<b>CHANGE IN ADMISSION REQUIREMENTS</b>			<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>			<b>CHANGE IN COURSE REQUIREMENTS</b>		
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>			<b>EXPLAIN:</b>					
<b>OTHER CHANGES</b>	X	<b>EXPLAIN:</b> Offer the Graduate Diploma in Professional Accountancy program to prepare graduates of the Honours Commerce program (and MBA program) to pursue the new Chartered Professional Accountant (CPA) designation in Canada.						
<b>DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:</b>								
<p>Candidates who have completed the equivalence of the CPA Prerequisite Education Program (PREP) in McMaster University's Honours Commerce program (and MBA program) are eligible to apply for the Graduate Diploma.</p> <p>The admission requirements are:</p> <p>(i) A four-year honours bachelor degree;</p> <p>(ii) At least a B- (70 - 72%) average in courses on economics; statistics; corporate finance; introductory, intermediate and advanced financial accounting; introductory, intermediate and advanced managerial accounting; accounting theory; audit and assurance; business law; and taxation with a passing grade (<math>\geq 60\%</math>) in each course; and</p> <p>(iii) At least a B (73 - 76%) average in each of the last two years of university study.</p> <p>The following program structure for the Graduate Diploma in Professional Accountancy program is proposed. All courses are identified with the code, DPA. The program consists of five half courses (or term courses) with 36 contact hours each and two quarter courses with 18 contact hours each.</p> <p>DPA *601: Advanced Accounting Topics  DPA *602: Advanced Auditing  DPA *603: Financial Reporting and Analysis  DPA *701: Corporate Controllershship  DPA *702: Strategic Management Accounting  DPA #703: Advanced Canadian Tax Topics  DPA #704: Accounting Competency Integration</p>								

**PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)**

The CPA designation is built upon a new competency map, The CPA Competency Map. These competencies will be covered in CPA's bridging program, Prerequisite Education Program (PREP), and Professional Education Program (PEP), a two-year post-graduate program developed by CPA Canada, to be delivered provincially. Besides CPA PREP, candidates can complete the prerequisite studies for admission to the CPA PEP through university degree programs. Moreover, CPA Ontario is willing to work with post-secondary institutions to meet requirements of The CPA Competency Map through accredited programs such as the proposed Graduate Diploma in Professional Accountancy program (hereafter, Graduate Diploma). The objective of the Graduate Diploma program is to meet the needs of graduates of McMaster's Honours Commerce program (and MBA program) in their pursuit of a professional accounting designation in Canada.

The CPA Certification Program requires an undergraduate degree with specific subject area coverage plus the post-graduate CPA PEP, which comprises of a series of modules that focus primarily on enhancing candidates' ability to apply professional knowledge as well as professional values, ethics, and attitudes in a professional context. CPA PEP includes three parts: (1) two core modules, (2) two elective modules, and (3) two capstone modules. Candidates are expected to complete the CPA PEP in two years on a part-time basis. The proposed Graduate Diploma program, university delivery from an accredited school, provides candidates an opportunity to complete the core and elective modules of the PEP on a full-time basis over the Summer term. Completion of the Graduate Diploma may provide candidates an opportunity to be admitted directly into the capstone modules of the CPA PEP, subject to the approval of CPA Ontario.

The Graduate Diploma in Professional Accountancy program consists of five half courses and two quarter courses offered in the summer term as follows:

- DPA \*601: Advanced Accounting Topics
- DPA \*602: Advanced Auditing
- DPA \*603: Financial Reporting and Analysis
- DPA \*701: Corporate Controllershship
- DPA \*702: Strategic Management Accounting
- DPA #703: Advanced Canadian Tax Topics
- DPA #704: Accounting Competency Integration

Course Description and Tentative Course Outlines are included in the submission re: RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING COURSES

**RATIONALE FOR THE RECOMMENDED CHANGE:**

The landscape of accounting in Canada has changed with the unification of the accounting profession into one designation, Chartered Professional Accountant (CPA). The proposed Graduate Diploma program, university delivery from an accredited school, provides candidates an opportunity to complete the core and elective modules of the PEP on a full-time basis over the Summer term. Completion of the Graduate Diploma program may provide candidates an opportunity to be admitted directly into the capstone modules of the CPA PEP, subject to the approval of CPA Ontario.

**PROVIDE IMPLEMENTATION DATE: (Implementation date should be at the beginning of the academic year)**

Summer 2014

**ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.**

No.

**PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR:**

The landscape of accounting in Canada has changed with the unification of the accounting profession into one designation, Chartered Professional Accountant (CPA). The CPA designation is built upon The CPA Competency Map which will be covered in CPA's bridging program, Prerequisite Education Program (PREP), and Professional Education Program (PEP). CPA PEP comprises of a series of modules that focus primarily on enhancing candidates' ability to apply professional knowledge as well as professional values, ethics, and attitudes in a professional context. CPA PEP includes three parts: (1) two core modules, (2) two elective modules, and (3) two capstone modules. The Graduate Diploma in Professional Accountancy program, university delivery from an accredited school, provides candidates an opportunity to complete the core and elective modules of the PEP on a full-time basis over the Summer term. Completion of the Graduate Diploma program may provide candidates an opportunity to be admitted directly into the capstone modules of the CPA PEP, subject to the approval of CPA Ontario.

Candidates who have completed the equivalence of the CPA Prerequisite Education Program (PREP) in McMaster University's Honours Commerce program (and MBA program) are eligible to apply for the Graduate Diploma.

The admission requirements are:

- (i) A four-year honours bachelor degree;
- (ii) At least a B- (70 – 72%) average in courses on economics; statistics; corporate finance; introductory, intermediate and advanced financial accounting; introductory, intermediate and advanced managerial accounting; accounting theory; audit and assurance, and taxation with a passing grade ( $\geq 60\%$ ) in each course; and
- (iii) At least a B (73 – 76%) average in each of the last two years of university study.

Required courses for the Graduate Diploma in Professional Accountancy are:

DPA \*601: Advanced Accounting Topics  
DPA \*602: Advanced Auditing  
DPA \*603: Financial Reporting and Analysis  
DPA \*701: Corporate Finance  
DPA \*702: Strategic Management Accounting  
DPA #703: Advanced Canadian Tax Topics  
DPA #704: Accounting Competency Integration

Completion of the Graduate Diploma with an average of B (70 – 74%) and a passing grade ( $\geq 60\%$ ) in each course may also provide candidates an opportunity to be admitted directly into the capstone modules of the CPA PEP, subject to the approval of CPA Ontario.

**CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: . Lilian chan      Email: ylchan@mcmaster.ca      Extension: 23974      Date submitted: September 30, 2013

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, extension 24204.

SGS/Medy/2013



**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES**

<b><u>IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:</u></b>								
<p>1. This form must be completed for <b><u>ALL</u></b> changes involving degree program requirements/procedures. <b><u>All</u></b> sections of this form <b><u>must</u></b> be completed.</p> <p>2. An electronic version of this form (must be in MS WORD <b><u>not</u></b> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies.</p> <p>3. A representative from the department is <b><u>required to attend</u></b> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.</p>								
<b>DEPARTMENT</b>		DeGroote School of Business						
<b>NAME OF PROGRAM</b>		Management of Innovation and New Technology (MINT) Diploma						
<b>PROGRAM DEGREE</b>	Ph.D. ( )	M.A. ( )	M.A.Sc. ( )	M.B.A. ( )	M. Eng. ( )	M.Sc. ( )	Diploma Program ( X )	<b>Other (Specify)</b>
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>								
<b>CHANGE IN ADMISSION REQUIREMENTS</b>			<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>			<b>CHANGE IN COURSE REQUIREMENTS</b>		
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>				<b>EXPLAIN:</b>				
<b>OTHER CHANGES</b>	X	<b>EXPLAIN:</b> Cancellation of the MINT Diploma						
<b>DESCRIBE THE <u>EXISTING</u> REQUIREMENT/PROCEDURE:</b>								
<p>This diploma is intended for those who already have at least one year of business training at the MBA level (or equivalent) and who want some specialized training in the areas of innovation and technology management. The diploma is not open to students currently enrolled in the DeGroote MBA program since they have access to this training through the MINT specialization.</p> <p><b>Required Courses:</b></p> <p>B730 Strategic Management of Technology or</p>								

M724 Innovation and New Products

**Plus 3 electives from:**

- B716 Strategic Organizational Change
- B730 Strategic Management of Technology
- C727 Pharma/Biotech Business Issues
- F724 Venture Capital and Private Equity
- K725 Business Process Management
- K731 Project Management
- K735 Managing the Implementation of Enterprise Systems
- M724 Innovation and New Products
- P715 Entrepreneurship
- P727 Strategic Knowledge Management
- P737 Profiting from Intellectual Property

**PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)**

The graduate diploma in MINT is intended for those who already have at least a year of business training at the MBA level and who want some specialized training in the areas of innovation and technology management.

Over the last few years, this program has not attracted sufficient numbers of students to justify continuing with it. On average the MASO office receives approximately 10-15 inquiries/year and admits one student every one to two years. Processing inquiries and applications is a time intensive exercises resulting in either candidates who do not qualify (due to the one year of business training at the MBA level) or if accepted they do not register (majority are international). Accordingly, we would like to cancel the MINT diploma effective September 2014.

**RATIONALE FOR THE RECOMMENDED CHANGE:**

As described in the Detailed Description section

**PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)**

September 2014

**ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.**

No

**PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR:**

As described in the Detailed Description section

**CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Susan McCracken Email: smccrac@mcmaster.ca Extension: 23993 Date submitted: 23/09/13

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, [cbryce@mcmaster.ca](mailto:cbryce@mcmaster.ca)

SGS/2013

**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES**

<b><u>IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:</u></b>								
<p>1. This form must be completed for <b><u>ALL</u></b> changes involving degree program requirements/procedures. <b><u>All</u></b> sections of this form <b><u>must</u></b> be completed.</p> <p>2. An electronic version of this form (must be in MS WORD <b><u>not</u></b> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies.</p> <p>3. A representative from the department is <b><u>required to attend</u></b> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.</p>								
<b>DEPARTMENT</b>		DeGroote School of Business						
<b>NAME OF PROGRAM</b>		Master of Business Administration						
<b>PROGRAM DEGREE</b>	Ph.D. ( )	M.A. ( )	M.A.Sc. ( )	M.B.A. ( X )	M. Eng. ( )	M.Sc. ( )	Diploma Program ( )	Other (Specify)
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>								
<b>CHANGE IN ADMISSION REQUIREMENTS</b>		<input type="checkbox"/>	<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>		<input type="checkbox"/>	<b>CHANGE IN COURSE REQUIREMENTS</b>		<input checked="" type="checkbox"/>
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>			<b>EXPLAIN:</b>					
<b>OTHER CHANGES</b>		<b>EXPLAIN:</b>						
<b>DESCRIBE THE <u>EXISTING</u> REQUIREMENT/PROCEDURE:</b>								
Not applicable.								

<p><b>PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (<i>Attach additional pages if space is not sufficient.</i>)</b></p> <p>Please see attachment</p>
<p><b>RATIONALE FOR THE RECOMMENDED CHANGE:</b></p> <p>Please see attachment</p>
<p><b>PROVIDE IMPLEMENTATION DATE: (<i>Implementation date should be at the beginning of the academic year</i>)</b></p> <p>September 2014</p>
<p><b>ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.</b></p> <p>No</p>
<p><b>PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR:</b></p> <p>Please see attached</p>
<p><b>CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:</b></p> <p>Name: Susan McCracken Email: smccrac@mcmaster.ca      Extension: 23993 Date submitted: Sept 23, 2013</p>

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca

SGS/2013

## MBA Transfer Credits (Exemptions)

### Background

More and more non-business students are requesting waivers from core MBA 600-level courses as they have completed some equivalent courses previously. Under our current policy, waived courses must be replaced with another MBA (or graduate) course. However, students are more interested in *reducing* the number of courses needed to complete the MBA degree.

It should be noted that once an applicant is deemed eligible for 7 waivers, they are automatically considered for the Accelerated MBA, and the waivers are converted to transfer credits (exemptions). These candidates generally come from an undergraduate business program.

It is proposed that effective September 2014, the MBA Program grant transfer credits for up to 6 600-level term courses for full-time and part-time students, and up to 4 term courses for co-op students. Co-op students must maintain a full-time course load of at least 4 courses each term. They would still be eligible to request waivers (with replacement) for any additional 600-level courses. The degree must have been earned within the last 10 years from a recognized North American University. This is consistent with what other MBA Programs are doing as outlined in Appendix A. Requests for transfer credit for courses from an international program would be reviewed on a case-by-case basis in consultation with the appropriate Area.

The granting of transfer credits will assist us in making our MBA program more flexible and remove the perception that the program is a “repeat of our undergraduate Commerce program”. As with any other Master’s program, our 700-level courses are the foundation of a graduate degree and will not be affected by the granting of transfer credits.

It should be noted that this policy was in effect previously at DeGroote in the 1980s and the early 90s, but was discontinued when the curriculum changed to 20 6-week modules in first year.

Adopting this policy would also help to increase the opportunity for the School to offer more 700-level electives with less concern of cancelling courses with low enrolment. Students would also find more value in their degree by not having to repeat similar courses and having more flexibility in their choices. As well, this will shorten the length and cost of the program and make it more desirable to prospective students. Additionally, McMaster’s new ERP system (Mosaic) will be able to handle the process of assigning transfer credits for course equivalencies from other Universities, as well as internal McMaster courses. This means that the Campus Solutions Transfer Credits module will be much more comprehensive than the current MASO waiver database.

It is recommended that course equivalencies (whether for transfer credit or waiver) be reviewed by the appropriate Area on a regular basis – generally every 3 to 5 years.

**Motion for Approval:** Starting September 2014, the DeGroot MBA Program grants transfer credits (exemptions) for 600-level MBA courses up to a maximum of 6 term courses. Co-op students would be limited to a maximum of 4 term courses in order to maintain a full-time course load in each study term. Only candidates who have earned their degree within the last 10 years from a recognized Canadian or American University and have obtained a minimum B grade (B- (70% – 72%) for McMaster graduates) in the equivalent course will have their courses reviewed automatically for credit. Transfer credits and waivers (with replacements) will be determined at the time of admission and will be outlined in the admission offer.

## **Appendix A**

### **Transfer Credits – Other Institutions**

#### York University: Schulich School of Business

- Can pursue the Accelerated MBA if you have met all graduate admissions requirements, and you have received a BBA or BComm from a Canadian university (within ten years of graduation) and have 2 years post-degree work experience
- Individual course credits will be considered on a case-by-case basis

#### Concordia University: John Molson School of Business

- A recognized Canadian or American Bachelor of Commerce degree completed within the past six years and with a minimum cumulative grade point average (CGPA) of 3.3/4.3
- Two years of full-time work experience
- Strong GMAT score (minimum 600 or greater)
- The maximum number of courses that may be transferred is six (or 18 credits).

#### Brock University: Goodman School of Business

- The Goodman MBA program is one of the few MBA programs in Canada that offers course exemptions that will shorten the length and cost of your graduate degree. Course exemptions are granted for courses that will be taken during the first year of the MBA program.
- All students who have earned a Canadian or American business undergraduate degree in the last 7 years are eligible to be considered for advanced standing. Advanced standing will only be awarded for courses that meet our curriculum and minimum grade requirements. Advanced standing is awarded on a course by course basis.
- Students are eligible for advanced standing if they have achieved at least 70% in specific Business courses
- The maximum amount of advanced standing that a student can be awarded is 10 courses.



**SCHOOL OF GRADUATE STUDIES**

**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM  
- FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS /  
PROCEDURES**

**IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:**

1. This form must be completed for **ALL** changes involving degree program requirements/procedures. **All** sections of this form **must** be completed.
2. An electronic version of this form (must be in MS WORD **not** PDF) should be emailed to the Assistant Secretary, School of Graduate Studies.
3. A representative from the department is **required to attend** the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.

<b>DEPARTMENT</b>		DeGroote School of Business - Accounting and Financial Management Services Area						
<b>NAME OF PROGRAM</b>		MBA - Management Accounting Specialization						
<b>PROGRAM DEGREE</b>	Ph.D. ( )	M.A. ( )	M.A.Sc. ( )	M.B.A. (X)	M. Eng. ( )	M.Sc. ( )	Diploma Program ( )	Other (Specify)
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>								
<b>CHANGE IN ADMISSION REQUIREMENTS</b>			<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>			<b>CHANGE IN COURSE REQUIREMENTS</b>		
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>			<b>EXPLAIN:</b>					
<b>OTHER CHANGES</b>	X	<b>EXPLAIN:</b> Cancellation and phasing out of the Management Accounting specialization of the MBA program.						
<b>DESCRIBE THE <u>EXISTING</u> REQUIREMENT/PROCEDURE:</b>								
<p>Management Accounting Specialization:</p> <p>P700 Business, Government and the Global Environment  P720 Strategic Management  A701 Intermediate Financial Accounting I  A702 Intermediate Financial Accounting II  A703 Advanced Financial Accounting  A721 Management Accounting Information for Strategic Development  A723 Accounting Information Systems  A732 Canadian Income Tax Fundamentals  A740 Strategic Management Accounting  A745 Assurance</p>								

**PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)**

The Management Accounting Specialization was offered in 2008 for MBA candidates interested in pursuing the Certified Management Accountant (CMA) specialization while completing their MBA programs.

Due to the unification of the accounting profession, Chartered Professional Accountant (CPA) is the new professional accounting designation in Canada. Since there will be one last CMA Case Exam in 2014 and one last CMA Board Report in 2015, MBA candidates must complete all these requirements in 2015. Accordingly, the Management Accounting Specialization will not be admitting any new students in September 2014, and it will be phased out completely in 2015.

**RATIONALE FOR THE RECOMMENDED CHANGE:**

As described in the Detailed Description section.

**PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)**

Septebmer 2014

**ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.**

No.

**PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR:**

As described in the Detailed Description section.

**CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Y. Lilian chan      Email: ylchan@mcmaster.ca      Extension: 23974      Date submitted: August 13, 2013

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, extension 24204.



**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES**

<b>IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:</b>								
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2. An electronic version of this form (must be in MS WORD <b>not</b> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies.								
3. A representative from the department is <b>required to attend</b> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.								
<b>DEPARTMENT</b>		DeGroote School of Business, Marketing Area						
<b>NAME OF PROGRAM</b>		MBA Program – Strategic Marketing Specialization						
<b>PROGRAM DEGREE</b>	Ph.D. ( )	M.A. ( )	M.A.Sc. ( )	M.B.A. (X)	M. Eng. ( )	M.Sc. ( )	Diploma Program ( )	Other (Specify)
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>								
<b>CHANGE IN ADMISSION REQUIREMENTS</b>		<input type="checkbox"/>	<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>		<input type="checkbox"/>	<b>CHANGE IN COURSE REQUIREMENTS</b>		<input type="checkbox"/>
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>			<b>EXPLAIN:</b>					
<b>OTHER CHANGES</b>	X	<b>EXPLAIN:</b> Change in the courses eligible for being considered for the Strategic Marketing Specialization						
<b>DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:</b>								
<b>STRATEGIC MARKETING</b>								
Required:								
P700 Business, Government and the Global Environment								
P720 Strategic Management								
<i>and five of the following:</i>								
M713 International Marketing Management								
M718/28/38/48... Selected Topics in Marketing								
M721 Business Marketing								

**M722** Health Care Marketing  
**M724** Innovation and New Products  
**M727** Marketing Communication  
**M731** Marketing Research  
**M732** Consumer Behavior  
**M734** Strategic Marketing Analysis  
**M735** Marketing Analytics  
**M736** Services Marketing  
**M740** Corporate Reputation and Brand Management  
**M750** Consultative Selling  
**M751** Sustainability and Corporate Social Responsibility  
**P715** Entrepreneurship  
**P731** Crisis Management and Communications  
**P732** Strategic Public Relations Management  
**P745** Corporate Governance  
*plus 3 electives*

**PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)**

Proposed changes:

- A. Make M731 Marketing Research a required course for the Strategic Marketing Specialization.
- B. Delete P732 Strategic Public Relations Management and P745 Corporate Governance as electives for the Strategic Marketing Specialization.
- C. Instead of choosing five marketing elective courses from the list, four electives are required.

**STRATEGIC MARKETING**

Required:

**P700** Business, Government and the Global Environment

**P720** Strategic Management

**M731** Marketing Research

*and four of the following:*

**M713** International Marketing Management

**M718/28/38/48...** Selected Topics in Marketing

**M721** Business Marketing

**M722** Health Care Marketing

**M724** Innovation and New Products

**M727** Marketing Communication

**M732** Consumer Behavior

**M734** Strategic Marketing Analysis

**M735** Marketing Analytics

**M736** Services Marketing

**M740** Corporate Reputation and Brand Management

**M750** Consultative Selling

**M751** Sustainability and Corporate Social Responsibility

**P715** Entrepreneurship  
**P731** Crisis Management and Communications  
*plus 3 electives*

**RATIONALE FOR THE RECOMMENDED CHANGE:**

A. Make M731 Marketing Research a required course for the Strategic Marketing Specialization.  
M731 (Marketing Research) is being proposed to be made a required course of the Strategic Marketing Specialization keeping in mind the evolving modern profession of strategic marketing management where knowledge of marketing research is increasingly a necessity and not optional. This is explained in the following paragraph. Thus the proposed change makes our curriculum more current with the profession enhancing the market readiness of our students.

Data gleaned from Marketing Research is one of the most significant inputs into strategic decision making for marketing managers. With new advances in digital communications technology and introduction of new business models, the decision making spectrum for a marketing manager is more data centric in current times than ever before. This is even more so with the advent of big data and the increasing role of business analytics in decision making. However, marketing research data comes in various forms (survey, comments POS, ratings) with differing levels of diagnosticity. It is thus imperative that at a minimum professional marketing managers have the requisite training to sift through the complexity, and appropriately interpret the results of marketing research, thereby leading to more effective decision making.

B. Delete P732 Strategic Public Relations Management and P745 Corporate Governance as electives for the Strategic Marketing Specialization.  
P732 (Strategic Public Relations Management) has not been offered for a number of years, and only two students in Strategic Marketing Specialization have taken P745 (Corporate Governance) in the last two years.

C. Instead of choosing five marketing elective courses from the list, four electives are required..  
Adding M731 (Marketing Research) as a required course reduces the number of marketing elective courses from five to four.

**PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)**

Fall 2014.

**ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.**

The Marketing Area consulted Dr. N. Bontis, Chair of the Strategic Management Area, who supported the deletion of P732 and P745 as electives for the Strategic Marketing Specialization.

**PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR:**

**STRATEGIC MARKETING**

Required:

**P700** Business, Government and the Global Environment

**P720** Strategic Management

**M731** Marketing Research

*and four of the following:*

**M713** International Marketing Management

**M718/28/38/48...** Selected Topics in Marketing

**M721** Business Marketing

**M722** Health Care Marketing

**M724** Innovation and New Products

**M727** Marketing Communication

~~**M731** Marketing Research~~

**M732** Consumer Behavior

**M734** Strategic Marketing Analysis

**M735** Marketing Analytics

**M736** Services Marketing

**M740** Corporate Reputation and Brand Management

**M750** Consultative Selling

**M751** Sustainability and Corporate Social Responsibility

**P715** Entrepreneurship

**P731** Crisis Management and Communications

~~**P732** Strategic Public Relations Management~~

~~**P745** Corporate Governance~~

*plus 3 electives*

**CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Y. Lilian Chan      Email: ylchan@mcmaster.ca      Extension: 23974      Date submitted: October 18, 2013

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca





**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES**

**IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:**

1. This form must be completed for **ALL** changes involving degree program requirements/procedures. **All** sections of this form **must** be completed.
2. An electronic version of this form (must be in MS WORD **not** PDF) should be emailed to the Assistant Secretary, School of Graduate Studies.
3. A representative from the department is **required to attend** the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.

<b>DEPARTMENT</b>	DeGroote School of Business
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<b>NAME OF PROGRAM</b>	MBA, Strategic Marketing specialization
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PROGRAM DEGREE	Ph.D. ( )	M.A. ( )	M.A.Sc. ( )	M.B.A. (X)	M. Eng. ( )	M.Sc. ( )	Diploma Program ( )	Other (Specify)
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**NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)**

<b>CHANGE IN ADMISSION REQUIREMENTS</b>	<input type="checkbox"/>	<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>	<input type="checkbox"/>	<b>CHANGE IN COURSE REQUIREMENTS</b>	<input checked="" type="checkbox"/>
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<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>	<input type="checkbox"/>	<b>EXPLAIN:</b>
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<b>OTHER CHANGES</b>	<input checked="" type="checkbox"/>	<b>EXPLAIN:</b> Change in the courses eligible for being considered for the Strategic Marketing Minor
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**DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:**

The following courses constitute the requirement for the Strategic Marketing Minor:

Three of the following:

- M713 International Marketing Management
- M718/28/38/48... Selected Topics in Marketing
- M721 Business Marketing
- M722 Health Care Marketing
- M724 Innovation and New Products

M727 Marketing Communications  
M731 Marketing Research  
M732 Consumer Behavior  
M734 Strategic Marketing Analysis  
M735 Marketing Analytics  
M736 Services Marketing  
M740 Corporate Reputation and Brand Management  
P731 Crisis Management and Communications

**PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)**

A. Add the following to the list of eligible courses for a minor:

M750 Consultative Selling  
M751 Sustainability and Corporate Social Responsibility

**RATIONALE FOR THE RECOMMENDED CHANGE:**

A. M750 and M751 (add to list)

These are newer Marketing courses. They are included to give a broader range of Marketing courses to choose from.

**PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)**

Fall 2014.

**ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.**

No.

**PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR:**

The key changes are highlighted

Three of the following:

M713 International Marketing Management  
M718/28/38/48... Selected Topics in Marketing  
M721 Business Marketing  
M722 Health Care Marketing  
M724 Innovation and New Products

M727 Marketing Communication  
M731 Marketing Research  
M732 Consumer Behavior  
M734 Strategic Marketing Analysis  
M735 Marketing Analytics  
M736 Services Marketing  
M740 Corporate Reputation and Brand Management  
~~P731 Crisis Management and Communications~~  
M750 Consultative Selling  
M751 Sustainability and Corporate Social Responsibility

**CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Dr. Sourav Ray    Email: [sray@](mailto:sray@)    Extension: 22370    Date submitted: Sep 18, 2013

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies,  
[cbryce@mcmaster.ca](mailto:cbryce@mcmaster.ca)



**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES**

<b><u>IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:</u></b>								
<p>1. This form must be completed for <b><u>ALL</u></b> changes involving degree program requirements/procedures. <b><u>All</u></b> sections of this form <b><u>must</u></b> be completed.</p> <p>2. An electronic version of this form (must be in MS WORD <b><u>not</u></b> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies.</p> <p>3. A representative from the department is <b><u>required to attend</u></b> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.</p>								
<b>DEPARTMENT</b>		Business						
<b>NAME OF PROGRAM</b>		Strategic Business Valuation						
<b>PROGRAM DEGREE</b>	Ph.D. ( )	M.A. ( )	M.A.Sc. ( )	M.B.A. ( x )	M. Eng. ( )	M.Sc. ( )	Diploma Program ( )	Other (Specify)
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>								
<b>CHANGE IN ADMISSION REQUIREMENTS</b>		<input type="checkbox"/>	<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>		<input type="checkbox"/>	<b>CHANGE IN COURSE REQUIREMENTS</b>		<input checked="" type="checkbox"/>
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>			<b>EXPLAIN:</b>					
<b>OTHER CHANGES</b>		<b>EXPLAIN:</b>						
<b>DESCRIBE THE <u>EXISTING</u> REQUIREMENT/PROCEDURE:</b>								
Required courses for the second year:								
P700 Business, Government and the Global Environment								
P720 Strategic Management								
V700 Strategic Business Analysis and Valuation								

**V704 Advanced Strategic Business Valuation**

**Plus three of the following:**

**F712 Applied Corporate Finance**

**F721 Mergers, Acquisitions, and Corporate Control**

**V701 Financial Statement Analysis**

**V702 Behavioural Finance**

**V703 Financial Modeling and Valuation**

**V705 Venture Capital and Private Equity**

**Plus 3 electives.**

**PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)**

**Required courses**

**P700 Business, Government and the Global Environment**

**P720 Strategic Management**

**V700 Strategic Business Analysis and Valuation**

**V704 Advanced Strategic Business Valuation**

**Plus three of the following:**

**F712 Applied Corporate Finance**

**F713 Security Analysis**

**F721 Mergers, Acquisitions, and Corporate Control**

<p>V701    <b>Financial Statement Analysis</b></p> <p>V702    <b>Behavioural Finance</b></p> <p>V703    <b>Financial Modeling and Valuation</b></p> <p>V705    <b>Venture Capital and Private Equity</b></p> <p><b>Plus 3 electives.</b></p>
<p><b>RATIONALE FOR THE RECOMMENDED CHANGE:</b></p> <p>    <b>The proposed new choice allows students in Strategic Business Valuation to fulfill the required training for the Chartered Financial Analyst Designation</b></p>
<p><b>PROVIDE IMPLEMENTATION DATE: (<i>Implementation date should be at the beginning of the academic year</i>)</b></p> <p>    Fall 2014</p>
<p><b>ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.</b></p> <p>No</p>
<p><b>PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR:</b></p> <p>    F713 should be added to the listed of the three required courses as highlighted above.</p>
<p><b>CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:</b></p> <p>Name: C. Sherman Cheung Email: <a href="mailto:scheung@mcmaster.ca">scheung@mcmaster.ca</a> Extension: 23986 Date submitted: Sept11, 2013</p>

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, [cbryce@mcmaster.ca](mailto:cbryce@mcmaster.ca)

SGS/2013

**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES**

<b>IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:</b>								
<p>1. This form must be completed for <b>ALL</b> changes involving degree program requirements/procedures. <b>All</b> sections of this form <b>must</b> be completed.</p> <p>2. An electronic version of this form (must be in MS WORD <b>not</b> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies.</p> <p>3. A representative from the department is <b>required to attend</b> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.</p>								
<b>DEPARTMENT</b>		DeGroote School of Business and School of Rehabilitation Science						
<b>NAME OF PROGRAM</b>		Master of Health Management						
<b>PROGRAM DEGREE</b>	Ph.D. ( )	M.A. ( )	M.A.Sc. ( )	M.B.A. ( )	M. Eng. ( )	M.Sc. ( )	Diploma Program ( )	Other (Specify) MHM
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>								
<b>CHANGE IN ADMISSION REQUIREMENTS</b>		<input type="checkbox"/>	<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>		<input type="checkbox"/>	<b>CHANGE IN COURSE REQUIREMENTS</b>		
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>			<input checked="" type="checkbox"/>	<b>EXPLAIN:</b> To reflect change in course requirements				
<b>OTHER CHANGES</b>		<b>EXPLAIN:</b>						
<b>DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:</b>								
<p>The Master of Health Management Program is a part-time program for health professionals that is offered primarily via online delivery with two short on-site (at McMaster) residency periods. Distance learners sequentially complete one course per term, typically fulfilling the program requirements of five required courses, one elective and a scholarly paper (worth 2 credits) for a total of eight credits within 32 months.</p> <p>The 2013-14 calendar currently states the following:</p> <p>Degree Requirements</p>								

1. Complete with at least B- standing, six (6) graduate half courses
  - a) Completion of five mandatory courses: HM \*700, \*705, \*706, \*707, \*708
  - b) Completion of one elective course. This may be chosen from among on-campus (e.g. Rehabilitation Science Program or Master of Business Administration Program), other distance education courses, including those offered by other universities, and may be geared towards the particular interests of the student. A list of pre-approved courses for electives has been created (see [www.MacHealthManagement.com](http://www.MacHealthManagement.com)) and approved by the Associate Deans of Graduate Studies (Health Sciences and Business); and
2. Complete one graduate full course: HM 730 scholarly paper to demonstrate integrative thinking in the study of health management at a general and abstract level.

**PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)**

The recommended change is to offer learners the option to complete either the HM730 scholarly paper course or to fulfill these 2 credits with elective courses. This would increase the flexibility for learners to choose to do a truly course-based Master's degree where all eight credits would be completed by courses, or to choose to complete a scholarly paper and six other courses for eight credits.

These proposed changes would be reflected in the calendar change as indicated below.

**RATIONALE FOR THE RECOMMENDED CHANGE:**

Currently all of our learners are completing five mandatory courses, one elective course and a 2-credit scholarly paper. The recommended change would offer learners the option to identify learning needs and then select the best option for addressing these needs, be it through a scholarly paper or to address a knowledge gap through other courses. From a program perspective, there is considerable difficulty finding sufficient mentors/faculty advisors in the current model, with a projected enrollment of 45 students.

**PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)**

September 2014

**ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.**

**PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR:**

Degree Requirements

1. Complete with at least B- standing, six (6) graduate half courses
  - a) Completion of five mandatory courses: HM \*700, \*705, \*706, \*707, \*708
  - b) Completion of one elective course. This may be chosen from among on-campus (e.g. Rehabilitation Science Program or Master of Business Administration Program), other distance education courses, including those offered by other universities, and may be geared towards the particular interests of the student. A list of pre-approved courses for electives has been created (see [www.MacHealthManagement.com](http://www.MacHealthManagement.com)) and approved by the Associate

Deans of Graduate Studies (Health Sciences and Business); and

2. Complete with at least B- standing, one of the following options:

a) Course-Based Option: Completion of two additional McMaster elective courses (two graduate half courses) using a list of pre-approved courses for electives as per 1b) above.

b) Scholarly Paper Option: Completion HM 730 (one full graduate course) to demonstrate integrative thinking in the study of health management at a general and abstract level.

**CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Mary Law & Patricia Wakefield

Email: [lawm@mcmaster.ca](mailto:lawm@mcmaster.ca) & [wakefie@mcmaster.ca](mailto:wakefie@mcmaster.ca)

Extension: 27837 & 27447 Date submitted: September 12, 2013

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, [cbryce@mcmaster.ca](mailto:cbryce@mcmaster.ca)

SGS/2013



**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES**

<b>IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:</b>									
1. This form must be completed for <b>ALL</b> changes involving degree program requirements/procedures. <b>All</b> sections of this form <b>must</b> be completed.									
2. An electronic version of this form (must be in MS WORD <b>not</b> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies.									
3. A representative from the department is <b>required to attend</b> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.									
<b>DEPARTMENT</b>		DeGroot School of Business							
<b>NAME OF PROGRAM</b>		PHD, Marketing field.							
<b>PROGRAM DEGREE</b>	Ph.D. (X)	M.A. ( )	M.A.Sc. ( )	M.B.A. ( )	M. Eng. ( )	M.Sc. ( )	Diploma Program ( )	Other (Specify)	
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>									
<b>CHANGE IN ADMISSION REQUIREMENTS</b>			<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>				<b>CHANGE IN COURSE REQUIREMENTS</b>		X
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>			X	<b>EXPLAIN:</b> Some changes in the wording of the course requirement, for purposes of clarity.					
<b>OTHER CHANGES</b>		<b>EXPLAIN:</b>							
<b>DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:</b>									
The following courses constitute the requirement for PhD, Marketing field:									
All students in the program, regardless of field of study, take one common seminar course (*B790). .....									
For the Marketing field, the two Ph.D. seminar courses (*B793, *B794), the four marketing Ph.D. courses (*M771, *M772, *M773, *M774), and two MBA marketing courses (chosen from *M724, *M731, *M732, *M734 and *M736) must be taken.									

--

**PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)**

- A. Remove the requirement of MBA courses.
- B. Remove B793 (Applied Multivariate Stats) and B794 (Research Methods and Design) as mandatory courses.
- C. Include Econometrics (ECON 761 and ECON 762) as choice in lieu of (B793 and B794).
- D. Minor change in wording.

**RATIONALE FOR THE RECOMMENDED CHANGE:**

- A. MBA course requirements removed.

Drawing on the experiences over the last three years since the start of the program, the area feels the MBA course requirements need to be redesigned. The vast majority of the accepted students already have an MBA background. When coupled with the substantive overlaps between the PhD seminars and the set of MBA courses, the latter become redundant. It is felt that the determination of whether specific MBA courses should be required as part of their program, should be made in a case by case basis depending on student background. The program would benefit with the greater flexibility that will come from this.

- B. B793 and B794

- C. ECON 761 and ECON 762

The courses above are relevant to the empirical research training of the students. PhD students in Marketing tend to follow two loosely overlapping of distinct streams of research study. One is often termed the "Quantitative" stream which requires a strong grounding in Economics. The other is often termed the "Managerial" stream which does not require as thorough a grounding in Economics, but which draws inspiration from disciplines such as Sociology, Political Psychology, Organization Theory etc. The required empirical training for conducting scholarly research tend to differ.

B793 and B794 are expected to be relevant for the students in the Managerial stream who are more likely to deal with primary data such as observation, survey and experimental. However, these courses will be less relevant for the Quantitative stream in so far as their focus of research will be on secondary data including POS, market response and archival. The Quantitative students will benefit from focusing more on ECON 761 and ECON 762. However, it is not always one or the other. Some students with wider interests may benefit from developing a wider array of empirical research skills by taking both sets of courses. The program will benefit from having flexibility on this.

- D. Minor change in wording about course requirements

Some minor changes in the description is suggested only to ensure that incoming students have the appropriate expectations about taking courses in appropriate disciplines if they lack the requisite background. As an example, so far all Marketing students in the Quantitative stream have taken the Microeconomics sequence (Econ 721 and 722) as part of their required coursework.

**PROVIDE IMPLEMENTATION DATE: (Implementation date should be at the beginning of the academic year)**

Fall 2014.

**ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.**

No.

**PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR:**

The key changes are highlighted

All students in the program, regardless of field of study, take one common seminar course (\*B790).

.....

For the **Marketing** field, the two Ph.D. seminar courses (\*B793, \*B794), the four marketing Ph.D. courses (\*M771, \*M772, \*M773, \*M774) must be taken. ~~and~~ In addition, one or both of the following combinations must be taken, to be determined in consultation with the supervisor: (\*B793, \*B794) and (\*ECON 761, \*ECON 762). Additional courses in Mathematics, Economics, Psychology or other disciplines may be required depending on the background preparation of the students, to be determined in consultation with the supervisor. ~~two MBA marketing courses (chosen from \*M724, \*M731, \*M732, \*M734 and \*M736) must be taken.~~

**CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Dr. Sourav Ray

Email: sray@

Extension: 22370

Date submitted: Sep 18, 2013

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca

SGS/2013



School of Graduate Studies

1280 Main Street West  
Hamilton, Ontario, Canada  
L8S 4L8

Phone 905.525.9140  
Ext. 23679  
<http://graduate.mcmaster.ca>

To : Graduate Council

From : Christina Bryce  
Assistant Secretary and SynApps Systems Administrator

---

At its meeting on October 2<sup>nd</sup> and November 1<sup>st</sup>, 2013 the Faculty of Engineering Graduate Curriculum and Policy committee approved the following graduate curriculum recommendations.

Please note that these recommendations were forward to the Faculty of Engineering meeting on November 12<sup>th</sup>, 2013 for approval.

**FOR APPROVAL OF GRADUATE COUNCIL:**

**Chemical Engineering**

- Accelerated Option: M.A.Sc.
- Change in Course Requirements: M.A.Sc.

**Civil Engineering**

- Change in Admission Requirements: Ph.D., M.A.Sc., M.Eng.
- Change in Course Requirements

**School of Engineering Practice**

- Change in Admission Requirements: M.Eng.D., M.E.P.P., M.E.E.I., M.T.E.I.

**FOR INFORMATION OF GRADUATE COUNCIL:**

**Biomedical Engineering**

- New Course: \*707 Advanced Topics in Biophotonics

**Chemical Engineering**

- New Course: \*776 Soft Matter Thin Films and Surface Characterization Techniques

**Civil Engineering**

- New Courses:
  - \*6W04 Design of Low-Rise Buildings
  - \*739 Advanced Structural Dynamics
  - \*740 Seismic Behaviour, Analysis and Design of Masonry Structures
  - \*747 Microbiology for Environmental Engineers

-Course Title and Description Change:  
- \*6CM4 Advanced Construction Management

-Course Cancellations:  
- #716 Structural Dynamics  
- #717 Dynamics of Structural Systems  
- 761 Civil Engineering Seminars

### **Electrical and Computer Engineering**

-Course Cancellations  
- \*722 Fundamentals of Wireless Communication  
- \*725 Telecommunications Networks – Modeling and Analysis  
- \*742 Digital Integrated Circuits  
- \*764 Computational Vision  
- \*765 Multirate Filter Banks and Wavelets  
- \*766 Pattern Recognition  
- \*774 DSP Design  
- \*783 Electric Power Transmission and Distribution, Elements and Systems  
- \*785 Computer Integrated Surgical Systems  
- \*792 Medical Visualization  
- \*793 Cardiopulmonary Engineering

### **Engineering Physics**

-New Course: \*6G03 Optical Instrumentation

### **School of Engineering Practice**

-Removal of Prerequisite: \*765 Creativity and Innovation

### **UNENE**

-New Course: \*UN 0500 Engineering Project, UOIT  
-Change in Course Titles:  
- \*UN 0600 Industrial Research Project, Western University  
- \*UN 0700 Industrial Research Project, University of Waterloo  
- \*UN 0800 Industrial Research Project, McMaster University  
- \*UN 0900 Industrial Research Project, Queen's University  
-Change in Course Codes:  
- \*UN 0702 Power plant Thermodynamics  
- \*UN 1001 Reactor Chemistry and Corrosion  
-Course Cancellation: \*UN 1000 Industrial Research Project

### **Result of E-mail ballot – conducted October 3<sup>rd</sup>, 2013**

The Faculty of Engineering Graduate Curriculum and Policy Committee approved the following proposal from UNENE:

- Change to course code: UN 0801



**SCHOOL OF GRADUATE STUDIES**

**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM  
- FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS /  
PROCEDURES**

**IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:**

1. This form must be completed for **ALL** changes involving degree program requirements/procedures. **All** sections of this form **must** be completed.
2. An electronic version of this form (must be in MS WORD **not** PDF) should be emailed to the Assistant Secretary, School of Graduate Studies.
3. A representative from the department is **required to attend** the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.

<b>DEPARTMENT</b>		CHEMICAL ENGINEERING						
<b>NAME OF PROGRAM</b>		RESEARCH PROGRAM MASTERS (M.A.Sc)						
<b>PROGRAM DEGREE</b>	Ph.D. ( )	M.A. ( )	M.A.Sc. (X)	M.B.A. ( )	M. Eng. ( )	M.Sc. ( )	Diploma Program ( )	Other (Specify)
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>								
<b>CHANGE IN ADMISSION REQUIREMENTS</b>			<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>			<b>CHANGE IN COURSE REQUIREMENTS</b>		X
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>			X	<b>EXPLAIN:</b> Introduce the 'Accelerated Option' under the M.A.Sc degree description				
<b>OTHER CHANGES</b>	<b>EXPLAIN:</b>							
<b>DESCRIBE THE <u>EXISTING</u> REQUIREMENT/PROCEDURE:</b>								
<p>B. Research Program (M.A.Sc.)</p> <p>A candidate is required to complete successfully at least four one-term courses, at least three of which should be at the 700-level. Students are required to present a thesis, which constitutes an original contribution to chemical engineering. The thesis must be defended in an oral examination. Completion of the M.A.Sc. degree typically requires five terms of full-time study.</p>								

**PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)**

**Proposed Accelerated Option**

**Who:** Undergraduate students enrolled in our Chemical Engineering department at McMaster would be allowed in the first or second term of their penultimate year to apply for the Accelerated M.A.Sc. Option through the Associate Chair (Graduate). Students in the department will be made aware of the program at the start of their penultimate year. The student must identify a supervisor from our faculty of Chemical Engineering (hereafter referred only as supervisor) whom they will be working with and the supervisor must agree to fund this student for their summer research work as well as their subsequent graduate studies.

**Registering:** The Associate Chair and Supervisor will review the academic performance of the student (i.e. grades, prior research work, publications, etc), requiring a minimum cumulative average of 9.5 and a sessional average in their last year of studies above 10, in order to apply for the Accelerated Option. The student will be notified if accepted under the Accelerated Option prior to their first summer work term under the Accelerated Option. Students will be encouraged to apply for NSERC USRAs. Students will be advised that they may drop out of the Accelerated Option at any time prior to entering Graduate Studies without any effect to their undergraduate degree, and that the permission to follow the Accelerated Option as an undergraduate does not guarantee acceptance into Graduate Studies. Any summer work prior to being accepted into the Accelerated Option will not be counted towards their project work.

**600-level course:** A student following the Accelerated Option will be allowed to take one course in their final year of undergraduate studies at a 600-level that is offered within our department; no external courses whether in another department of Engineering or in another faculty will be acceptable for this course. The instructor of the course will be notified by the Associate Chair (Graduate) that this student intends to be evaluated at the 600-level. The instructor is responsible to keep record of the student's performance. This grade will be submitted to Graduate Studies once the student has been enrolled into the M.A.Sc. degree. The grade at the 400-level of work will be recorded in the student's undergraduate transcript. It is the responsibility of the instructor to keep the grades related to the additional work for the 600-level separate from the 400-level content. A student can not use a 400-level course taken prior to following the Accelerated Option towards this 600-level course requirement as they will not have completed the extra workload.

**Project:** Consistent with all other students taking the M.A.Sc degree program, a student following the Accelerated Option must completed 20 months of work towards their thesis project. The Accelerated Option will allow up to 8 months of work towards that project to have been completed prior to admissions into Graduate Studies. The 8 months of research will be accomplished starting after the penultimate year of undergraduate studies with a departmental supervisor for two summer terms or an equivalent. We foresee the three most likely scenarios to be: 1) a 4 month summer work term in the student's penultimate year and enrolling in the M.A.Sc program in May of their final year to complete the remaining 16 months of project work – while still graduating within one academic year (September to September) as a graduate student, or 2) completing two 4 month work terms as an undergraduate student and then completing their remaining 12 months of project work once they enroll in the M.A.Sc. degree program, or 3) completing a 4 month summer work term and completing the CHE 4Y04 independent research project while as an undergraduate student, then completing their 12 months of project work once enrolled in the M.A.Sc degree program. So variance in the outlined paths are anticipated on rare occasions but the limit of a maximum of 8 months of work being counted towards the M.A.Sc project prior to enrolling in Graduate Studies is firm.

**Enrollment in the M.A.Sc. degree:** The student must apply to Graduate Studies by the end of their final year of their undergraduate program in our department and are expected to begin either the May or September of the year that they graduate from said undergraduate program; May enrollments for students from our own undergraduate program is not uncommon. Students may not defer enrollment to a later time without the permission of the department. A student must follow the normal application procedures to Graduate Studies and must meet the requirements of the department and Graduate Studies pertaining to any applicant interested in joining the M.A.Sc. program. Failing to enter Graduate Studies will have no influence on the student's undergraduate transcript.

**Timeline:**

- Enroll in the Accelerated Option in penultimate year of the undergraduate program.
- Complete 4 months of project-related work in the summer term of the penultimate year.
- Complete the 600-level course in the final year of the undergraduate program.
- Complete the second 4 months of project-related work or CHE 4Y04 while in the undergraduate degree OR enroll in the M.A.Sc degree and complete the remaining time on the project.
- Enroll in M.A.Sc degree program completing two 700 level courses and the remaining project time

**RATIONALE FOR THE RECOMMENDED CHANGE:**

Objective: To increase our capacity to retain excellent students from our undergraduate program intending to follow a technical career path, the proposed accelerated option will allow such students to complete a M.A.Sc degree within only one additional academic year (September to September) after completing their undergraduate degree from our department. The accelerated option as outlined in subsequent sections is intended to maintain our standard of excellence in regards to the M.A.Sc. degree. To clear, what is being proposed is not a new degree program but rather a set of pre-requisites and requirements intended to allow select individuals to complete the full requirements of an M.A.Sc. degree in one academic year (September to September) following completion of their undergraduate degree from our department while maintaining excellence in a graduating graduate students.

**PROVIDE IMPLEMENTATION DATE: (Implementation date should be at the beginning of the academic year)**

September 2014

**ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.**

No

**PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR:**

Research Program (M.A.Sc.)

A candidate is required to complete successfully at least three one-term courses, at least two of which should be at the 700-level. Students are required to present a thesis, which constitutes an original contribution to chemical engineering. The thesis must be defended in an oral examination. Completion of the M.A.Sc. thesis typically requires five terms of full-time study.

An Accelerated Option is available to students currently enrolled at McMaster as undergraduate engineering students in the Departments of Chemical Engineering whereby the M.A.Sc. degree may be completed in 12-16 months of full-time study. In exceptional circumstances, students from other Engineering departments in McMaster may apply for entry into the accelerated option by contacting the department's Associate Chair (Graduate). Application for entry into the Accelerated Option occurs in the penultimate year of undergraduate studies. Applicants must have maintained a minimum CGPA of 9.5 for their undergraduate course work with a sessional average of 10 at the time they are applying for the option. The Accelerated Option requires students to complete at least one term of their research project with a supervisor from the department prior to completion of their undergraduate degree. A one-term 600 level course is required under the Accelerated Option in the final undergraduate year for graduate credit provided it is listed within the department. Entry into the M.A.Sc. program under the Accelerated Option must occur less than one year upon completing one's undergraduate degree and must meet the same requirements for admissions as other candidates.

**CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Michael Thompson Email: mthomps@mcmaster.ca Extension: 23213 Date submitted: November 5, 2013

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, extension 24204.



Dr. Michael R. Thompson  
**Department of  
Chemical Engineering**  
Phone: (905) 525-9140 ext. 23213  
E-mail: mthomps@mcmaster.ca

1280 Main Street West  
Hamilton, Ontario, L8S 4L7  
Canada

October 16, 2013

**Re: Chemical Engineering Accelerated Option**

To: Allison Sekuler, Dean of Graduate Studies  
Andrea Thyret-Kidd, Acting Associate Registrar and Graduate Secretary  
Heather Sheardown, Associate Dean of Graduate Studies (Engineering)

Per our recent discussions to introduce an accelerated M.A.Sc. degree to our graduates in the Chemical Engineering department, please find attached our proposal of what we wish to create, some background in why, and how we envision the program will work.

Objective: To increase our capacity to retain excellent students from our undergraduate program intending to follow a technical career path, the proposed accelerated option will allow such students to complete a M.A.Sc degree within only one additional academic year (September to September) after completing their undergraduate degree from our department. The accelerated option as outlined in subsequent sections is intended to maintain our standard of excellence in regards to the M.A.Sc. degree. To clear, what is being proposed is not a new degree program but rather a set of pre-requisites and requirements intended to allow select individuals to complete the full requirements of an M.A.Sc. degree in one academic year (September to September) following completion of their undergraduate degree from our department while maintaining excellence in a graduating graduate students. The outlined program adopts the framework of the Accelerated Option previously used in the M.Eng in Manufacturing Engineering, a program offered through the School of Engineering Practice.

Background: The Chemical Engineering department has long offered summer research opportunities to our brightest students in order to foster their burgeoning analytical skills and show them how graduate studies may enrich themselves. Working side-by-side with our graduate students, these summer students, particularly once in their 3<sup>rd</sup> or 4<sup>th</sup> year of studies are often entrusted to conduct research projects independently while summer students in their earlier years of studies, they are most often trained as technicians to help complete lengthy tasks within the research group. In total, there are usually 20-30 students per summer working in labs within our department, with ~70% of that total number in their 3<sup>rd</sup> or 4<sup>th</sup> year of studies. A partial goal underlying these summer research opportunities has always been to increase our retention of excellent undergrads within our graduate programs; however, our success in bring in these candidates to a research Masters has been quite low, often below 10% year over year. A repeated

comment by these students is often that the time to complete the M.A.Sc. degree is too long before starting their careers, particularly in light of their accumulated expenses through their Bachelors program. These students often display thoughtful and occasional brilliant insights while working in our labs and the faculty in the department feels is that these have been missed opportunities to broaden the capabilities of these students.

### **Proposed Accelerated Option**

Who: Undergraduate students enrolled in our Chemical Engineering department at McMaster would be allowed in the first or second term of their penultimate year to apply for the Accelerated M.A.Sc. Option through the Associate Chair (Graduate). Students in the department will be made aware of the program at the start of their penultimate year. The student must identify a supervisor from our faculty of Chemical Engineering (hereafter referred only as supervisor) whom they will be working with and the supervisor must agree to fund this student for their summer research work as well as their subsequent graduate studies.

Registering: The Associate Chair and Supervisor will review the academic performance for the student (i.e. grades, prior research work, publications, etc), requiring a minimum cumulative average of 9.5 and a sessional average in their last year of studies above 10, in order to apply for the Accelerated Option. The student will be notified if accepted under the Accelerated Option prior to their first summer work term under the Accelerated Option. Students will be encouraged to apply for NSERC USRAs. Students will be advised that they may drop out of the Accelerated Option at any time prior to entering Graduate Studies without any effect to their undergraduate degree, and that the permission to follow the Accelerated Option as an undergraduate does not guarantee acceptance into Graduate Studies. Any summer work prior to being accepted into the Accelerated Option will not be counted towards their project work.

600-level course: A student following the Accelerated Option will be allowed to take one course in their final year of undergraduate studies at a 600-level that is offered within our department; no external courses whether in another department of Engineering or in another faculty will be acceptable for this course. The instructor of the course will be notified by the Associate Chair (Graduate) that this student intends to be evaluated at the 600-level. The instructor is responsible to keep record of the student's performance. This grade will be submitted to Graduate Studies once the student has been enrolled into the M.A.Sc. degree. The grade at the 400-level of work will be recorded in the student's undergraduate transcript. It is the responsibility of the instructor to keep the grades related to the additional work for the 600-level separate from the 400-level content. A student can not use a 400-level course taken prior to following the Accelerated Option towards this 600-level course requirement as they will not have completed the extra workload. The outlined procedure is consistent with the Accelerated Option offered under the M.Eng in Manufacturing Engineering.

Project: Consistent with all other students taking the M.A.Sc degree program, a student following the Accelerated Option must complete 20 months of work towards their thesis project. The Accelerated Option will allow up to 8 months of work towards that project to have been completed prior to admissions into Graduate Studies. The 8 months of research will be accomplished starting after the penultimate year of undergraduate studies

with a departmental supervisor for two summer terms or an equivalent. We foresee the three most likely scenarios to be: 1) a 4 month summer work term in the student's penultimate year and enrolling in the M.A.Sc program in May of their final year to complete the remaining 16 months of project work – while still graduating within one academic year (September to September) as a graduate student, or 2) completing two 4 month work terms as an undergraduate student and then completing their remaining 12 months of project work once they enroll in the M.A.Sc. degree program, or 3) completing a 4 month summer work term and completing the CHE 4Y04 independent research project while as an undergraduate student, then completing their 12 months of project work once enrolled in the M.A.Sc degree program. So variance in the outlined paths are anticipated on rare occasions but the limit of a maximum of 8 months of work being counted towards the M.A.Sc project prior to enrolling in Graduate Studies is firm.

Enrollment in the M.A.Sc. degree: The student must apply to Graduate Studies by the end of their final year of their undergraduate program in our department and are expected to begin either the May or September of the year that they graduate from said undergraduate program; May enrollments for students from our own undergraduate program is not uncommon. Students may not defer enrollment to a later time without the permission of the department. A student must follow the normal application procedures to Graduate Studies and must meet the requirements of the department and Graduate Studies pertaining to any applicant interested in joining the M.A.Sc. program. Failing to enter Graduate Studies will have no influence on the student's undergraduate transcript.

Timeline:

- Enroll in the Accelerated Option in penultimate year of the undergraduate program.
- Complete 4 months of project-related work in the summer term of the penultimate year.
- Complete the 600-level course in the final year of the undergraduate program.
- Complete the second 4 months of project-related work or CHE 4Y04 while in the undergraduate degree OR enroll in the M.A.Sc degree and complete the remaining time on the project.
- Enroll in M.A.Sc degree program completing two 700 level courses and the remaining project time towards the required 20 months of research related project work.

We at the department hope that you will see that such an option will be beneficial to student retention and that through the outline above that we remain strongly interested in maintaining the quality of our M.A.Sc. degree at all times as we propose such an option.

Best regards,

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

Dr. Michael Thompson,  
Associate Chair (Graduate), Department of Chemical Engineering  
Director, Masters of Engineering in Manufacturing Engineering  
McMaster University



**SCHOOL OF GRADUATE STUDIES**

**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM  
- FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS /  
PROCEDURES**

**IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:**

1. This form must be completed for **ALL** changes involving degree program requirements/procedures. **All** sections of this form **must** be completed.
2. An electronic version of this form (must be in MS WORD **not** PDF) should be emailed to the Assistant Secretary, School of Graduate Studies.
3. A representative from the department is **required to attend** the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.

<b>DEPARTMENT</b>		CHEMICAL ENGINEERING							
<b>NAME OF PROGRAM</b>		RESEARCH PROGRAM MASTERS (M.A.Sc)							
<b>PROGRAM DEGREE</b>	Ph.D. ( )	M.A. ( )	M.A.Sc. (X)	M.B.A. ( )	M. Eng. ( )	M.Sc. ( )	Diploma Program ( )	Other (Specify)	
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>									
<b>CHANGE IN ADMISSION REQUIREMENTS</b>			<input type="checkbox"/>	<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>			<input type="checkbox"/>	<b>CHANGE IN COURSE REQUIREMENTS</b>	<input checked="" type="checkbox"/>
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>			<input checked="" type="checkbox"/>	<b>EXPLAIN:</b> CHANGE THE NUMBER OF COURSES TO FULFILL DEGREE REQUIREMENTS					
<b>OTHER CHANGES</b>	<b>EXPLAIN:</b>								
<b>DESCRIBE THE <u>EXISTING</u> REQUIREMENT/PROCEDURE:</b>									
ORIGINAL REQUIREMENT IN CALENDAR: A candidate is required to complete successfully at least four one-term courses, at least three of which should be at the 700-level.									

**PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)**

REVISED REQUIREMENTS: A candidate is required to complete successfully at least three one-term courses, at least two of which should be at the 700-level.

**RATIONALE FOR THE RECOMMENDED CHANGE:**

The main rationale for the change is to increase the experiential learning component of the degree gained through the research project by allowing more in-lab time. The three one-term course requirement for all candidates will better allow our students to remain active in their research throughout the year by the reduced course load. While the change to course count will be one one-term course lower than most Canadian Chemical Engineering Departments, it is in line with the University of Toronto and McGill – both research-intensive Departments. This could be viewed from the outside as either positive or negative; however, the Department feels that a negative perception is less likely, and that the benefits of reducing the minimum course requirement will outweigh any risk associated with a possible negative perception.

**PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)**

September 2014

**ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.**

No

**PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR:**

Research Program (M.A.Sc.)

A candidate is required to complete successfully at least three one-term courses, at least two of which should be at the 700-level. Students are required to present a thesis, which constitutes an original contribution to chemical engineering. The thesis must be defended in an oral examination. Completion of the M.A.Sc. thesis typically requires five terms of full-time study.

**CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Michael Thompson Email: mthomps@mcmaster.ca Extension: 23213 Date submitted: September 25, 2013

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, extension 24204.



**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES**

<b>IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:</b>								
<p>1. This form must be completed for <b>ALL</b> changes involving degree program requirements/procedures. <b>All</b> sections of this form <b>must</b> be completed.</p> <p>2. An electronic version of this form (must be in MS WORD <b>not</b> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies.</p> <p>3. A representative from the department is <b>required to attend</b> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.</p>								
<b>DEPARTMENT</b>		Civil Engineering						
<b>NAME OF PROGRAM</b>								
<b>PROGRAM DEGREE</b>	Ph.D. (X)	M.A. ( )	M.A.Sc. (x)	M.B.A. ( )	M. Eng. (X)	M.Sc. ( )	Diploma Program ( )	Other
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>								
<b>CHANGE IN ADMISSION REQUIREMENTS</b>		X	<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>			<b>CHANGE IN COURSE REQUIREMENTS</b>		
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>				<b>EXPLAIN:</b>				
<b>OTHER CHANGES</b>		<b>EXPLAIN:</b>						
<b>DESCRIBE THE <u>EXISTING</u> REQUIREMENT/PROCEDURE:</b>								
<p>English Language requirements:</p> <p>Minimum TOEFL score of 80 (550 on the paper-based TOEFL test or 213 on the computer-based TOEFL test), or IELTS score of 6.5</p>								

**PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)**

English Language Requirements:

Minimum TOEFL Score of 86 (567 on the paper-based TOEFL test or 227 on the computer based TOEFL test), or IELTS score of 6.5

**RATIONALE FOR THE RECOMMENDED CHANGE:**

(i) To rate the overall quality of graduate student admissions, (ii) to incrementally come closer to the McMaster standard of 92 and (iii) to come into line with Chemical and Computing Engineering.

**PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)**

September 2014

**ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.**

**PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR:**

**CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Dr. Peijun Guo    Email: [guop@mcmaster.ca](mailto:guop@mcmaster.ca)    Extension: 27903    Date submitted: September 19, 2013

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, [cbryce@mcmaster.ca](mailto:cbryce@mcmaster.ca)

SGS/2013



**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES**

<b>IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:</b>								
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<b>DEPARTMENT</b>		Civil Engineering						
<b>NAME OF PROGRAM</b>		Master of Applied Science						
<b>PROGRAM DEGREE</b>	Ph.D. ( )	M.A. ( )	M.A.Sc. (x)	M.B.A. ( )	M. Eng. (.)	M.Sc. ( )	Diploma Program ( )	Other
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>								
<b>CHANGE IN ADMISSION REQUIREMENTS</b>			<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>			<b>CHANGE IN COURSE REQUIREMENTS</b>		x
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>			x	<b>EXPLAIN:</b>				
<b>OTHER CHANGES</b>	<b>EXPLAIN:</b>							
<b>DESCRIBE THE <u>EXISTING</u> REQUIREMENT/PROCEDURE:</b>								
<p>M.A.Sc. Degree</p> <p>Candidates will be required to complete satisfactorily the equivalent of at least two full courses, of which at least one must be from within the Department of Civil Engineering at McMaster University. Additional course work may be prescribed if deemed necessary by the candidate's research supervisor. In addition to the above course requirements, all full-time Master's candidates must register, attend and participate in CIV ENG 761- Civil Engineering Seminars for the first 6 terms (24 months) of study. A dissertation must be presented which will embody the results of an original investigation; the dissertation is to be defended in an oral examination. This program is intended mainly for full-time candidates but may be taken on a part-time basis.</p>								

<p><b>PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (<i>Attach additional pages if space is not sufficient.</i>)</b></p> <p>Change in wording for M.A.Sc. degree program, as CIV ENG 761 has been requested to be cancelled.</p>
<p><b>RATIONALE FOR THE RECOMMENDED CHANGE:</b></p> <p>We are cancelling CIV ENG 761 and running a Graduate Seminar Day . No grade will be assigned to this course, however; students will be expected to present and participate .</p>
<p><b>PROVIDE IMPLEMENTATION DATE: (<i>Implementation date should be at the beginning of the academic year</i>)</b></p> <p>September 1, 2014</p>
<p><b>ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.</b></p>
<p><b>PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR:</b></p> <p>M.A.Sc. Degree</p> <p>Candidates will be required to complete satisfactorily the equivalent of at least two full courses, of which at least one must be from within the Department of Civil Engineering at McMaster University. Additional course work may be prescribed if deemed necessary by the candidate's research supervisor. In addition to the above course requirements, all full-time Master's candidates must attend and participate in the Department of Civil Engineering Graduate Student Seminar Day each year, for the first 6 terms (24 months) of study. A dissertation must be presented which will embody the results of an original investigation; the dissertation is to be defended in an oral examination. This program is intended mainly for full-time candidates but may be taken on a part-time basis.</p>
<p><b>CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:</b></p> <p>Name: Dr. Peijun Guo    Email: <a href="mailto:guop@mcmaster.ca">guop@mcmaster.ca</a>    Extension: 27903    Date submitted: September 19, 2013</p>

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, [cbryce@mcmaster.ca](mailto:cbryce@mcmaster.ca)

SGS/2013



**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES**

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<b>DEPARTMENT</b>		Civil Engineering						
<b>NAME OF PROGRAM</b>		Master of Engineering						
<b>PROGRAM DEGREE</b>	Ph.D. ( )	M.A. ( )	M.A.Sc. ( )	M.B.A. ( )	M. Eng. (x.)	M.Sc. ( )	Diploma Program ( )	Other x
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>								
<b>CHANGE IN ADMISSION REQUIREMENTS</b>			<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>			<b>CHANGE IN COURSE REQUIREMENTS</b>		x
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>			x	<b>EXPLAIN:</b>				
<b>OTHER CHANGES</b>	<b>EXPLAIN:</b>							
<b>DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:</b>								
<p>M.Eng. Degree</p> <p>Candidates will be required to complete satisfactorily the equivalent of at least three full courses, of which at least 1.5 must be from within the Department of Civil Engineering at McMaster University. Additional course work may be prescribed if deemed necessary by the candidate's research supervisor. In addition to the above course requirements, all full-time Master's candidates must register, attend and participate in CIV ENG 761- Civil Engineering Seminars for the first 6 terms (24 months) of study. A report must be presented on a project which demonstrates ability to carry out independent study and reach a satisfactory conclusion. The report must be approved by the department and presented orally to the department. This program is primarily intended for part-time M.Eng. candidates, but may be taken by full-time students.</p>								

**PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)**

Change in wording for M.Eng. degree program, as CIV ENG 761 has been requested to be cancelled.

**RATIONALE FOR THE RECOMMENDED CHANGE:**

We are cancelling CIV ENG 761 and running a Graduate Seminar Day. No grade will be assigned to this course, however; students will be expected to present and participate.

**PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)**

September 1, 2014

**ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.**

**PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR:**

M.Eng. Degree

Candidates will be required to complete satisfactorily the equivalent of at least three full courses, of which at least 1.5 must be from within the Department of Civil Engineering at McMaster University. Additional course work may be prescribed if deemed necessary by the candidate's research supervisor. In addition to the above course requirements, all full-time Master's candidates must attend and participate in the Department of Civil Engineering Graduate Student Seminar Day each year, for the first 6 terms (24 months) of study. A report must be presented on a project which demonstrates ability to carry out independent study and reach a satisfactory conclusion. The report must be approved by the department and presented orally to the department. This program is primarily intended for part-time M.Eng. candidates, but may be taken by full-time students.

**CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Dr. Peijun Guo    Email: [guop@mcmaster.ca](mailto:guop@mcmaster.ca)    Extension: 27903    Date submitted: September 19, 2013

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SGS/2013



**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES**

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<b>DEPARTMENT</b>		Civil Engineering						
<b>NAME OF PROGRAM</b>		Doctor of Philosophy						
<b>PROGRAM DEGREE</b>	Ph.D. ( x )	M.A. ( )	M.A.Sc. ( )	M.B.A. ( )	M. Eng. ( . )	M.Sc. ( )	Diploma Program ( )	Other
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>								
<b>CHANGE IN ADMISSION REQUIREMENTS</b>			<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>			<b>CHANGE IN COURSE REQUIREMENTS</b>		x
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>			x	<b>EXPLAIN:</b>				
<b>OTHER CHANGES</b>	<b>EXPLAIN:</b>							
<b>DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:</b>								
<p>Ph.D. Degree</p> <p>Candidates will be required to complete satisfactorily the equivalent of at least two full courses in addition to the course requirement for an M.A.Sc. Degree, of which at least one must be from within the Department of Civil Engineering at McMaster University. Additional course work may be presented if deemed necessary by the candidate's research supervisor. In addition to the above course requirements, all full-time Ph.D. candidates must register, attend and participate in CIV ENG 761-Civil Engineering Seminars for the first 12 terms (48 months) of study.</p> <p>The Ph.D. candidate will be evaluated by the Ph.D. Supervisory Committee after two academic terms in the Ph.D. program. This will be based on an evaluation of the candidate's ability to think, intellectual background, and general caliber as a doctoral student. The candidate must also pass a Comprehensive Examination which is normally taken in the second year of the doctoral program. The purpose of this examination is to test the candidate's acquisition of</p>								

knowledge and maturity of approach to problems in the major field of study, as well as in appropriate chosen cognate subject areas. The detailed regulations governing these examinations may be obtained from the Department.

The Ph.D. Comprehensive Examination will be in two parts. Part A is to test the candidate's knowledge, both breadth and depth, of undergraduate material in a major field of student, with graduate level understanding and the ability to think independently. This portion is to be completed within 8-10 months, but not exceeding 12 months, of admission to the doctoral program. Part B is to test the candidate's competence and ability to conduct research in a chosen speciality. This part must be completed within 12-18 months of admission to the doctoral program, subject to passing Part A. Both parts of this examination include a written and oral portion. For further details, please see the Department of Civil Engineering Graduate Student Handbook.

Part-time doctoral studies are permissible. Graduate students will also be required to present seminars related to their research topics.

**PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)**

Change in wording for Ph.D. degree program, as CIV ENG 761 has been requested to be cancelled.

**RATIONALE FOR THE RECOMMENDED CHANGE:**

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**PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)**

September 1, 2014

**ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.**

**PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR:**

Ph.D. Degree

Candidates will be required to complete satisfactorily the equivalent of at least two full courses in addition to the course requirement for an M.A.Sc. Degree, of which at least one must be from within the Department of Civil Engineering at McMaster University. Additional course work may be presented if deemed necessary by the candidate's research supervisor. In addition to the above course requirements, all full-time Ph. D. candidates must attend and participate in the Department of Civil Engineering Graduate Student Seminar Day each year, for the first 12 terms (48 months) of study.

The Ph.D. candidate will be evaluated by the Ph.D. Supervisory Committee after two academic terms in the Ph.D. program. This will be based on an evaluation of the candidate's ability to think, intellectual background, and general caliber as a doctoral student. The candidate must also pass a Comprehensive Examination which is normally taken in the second year of the doctoral program. The purpose of this examination is to test the candidate's acquisition of knowledge and maturity of approach to problems in the major field of study, as well as in appropriate chosen cognate subject areas. The detailed regulations governing these examinations may be obtained from the Department.

The Ph.D. Comprehensive Examination will be in two parts. Part A is to test the candidate's knowledge, both breadth

and depth, of undergraduate material in a major field of student, with graduate level understanding and the ability to think independently. This portion is to be completed within 8-10 months, but not exceeding 12 months, of admission to the doctoral program. Part B is to test the candidate's competence and ability to conduct research in a chosen speciality. This part must be completed within 12-18 months of admission to the doctoral program, subject to passing Part A. Both parts of this examination include a written and oral portion. For further details, please see the Department of Civil Engineering Graduate Student Handbook.

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SGS/2013



**SCHOOL OF GRADUATE STUDIES**

**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM  
- FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS /  
PROCEDURES**

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3. A representative from the department is required to attend the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.

<b>DEPARTMENT</b>		Walter G. Booth School of Engineering Practice						
<b>NAME OF PROGRAM</b>		Master of Engineering Design						
<b>PROGRAM DEGREE</b>	Ph.D. ( )	M.A. ( )	M.A.Sc. ( )	M.B.A. ( )	M. Eng. (x)	M.Sc. ( )	Diploma Program ( )	Other (Specify)
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>								
<b>CHANGE IN ADMISSION REQUIREMENTS</b>		x	<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>			<b>CHANGE IN COURSE REQUIREMENTS</b>		
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>			<b>EXPLAIN:</b>					
<b>OTHER CHANGES</b>	<b>EXPLAIN:</b>							
<b>DESCRIBE THE <u>EXISTING</u> REQUIREMENT/PROCEDURE:</b>								
<p>Admission</p> <p>In addition to the general requirements for entry into a graduate program in Engineering, students must hold a 4-year engineering undergraduate degree, with at least a B- average (equivalent to a McMaster 7.0 GPA out of 12) in the final year in all courses in the discipline, or relating to the discipline, in which the applicant proposes to do graduate work. Strong letters of recommendation are also required. Each applicant will also be interviewed as part of the admission process. Professional work experience will be highly desirable.</p> <p>Bachelor of Technology students are also required to take the Graduate Record Exam.</p> <ul style="list-style-type: none"> <li>• Verbal &gt;550</li> <li>• Quantitative &gt;550</li> <li>• Verbal and Quantitative &gt;1200</li> <li>• Analytical Writing &gt;3.5</li> </ul>								

**PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)**

Add:

or a B+ average (equivalent to a McMaster 9.0 GPA out of 12) for B.Tech. students

Delete:

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**RATIONALE FOR THE RECOMMENDED CHANGE:**

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**PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)**

September 2013

**ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.**

No

**PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR:**

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**CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: S. Chidiac

Email: chidiac

Extension: 26558

Date submitted: October 31, 2013

If you have any questions regarding this form, please contact Medy Espiritu, Assistant Secretary and SynApps System Administrator, School of Graduate Studies, extension 24204.



**SCHOOL OF GRADUATE STUDIES**

**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM  
- FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS /  
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<b>DEPARTMENT</b>		Walter G. Booth School of Engineering Practice						
<b>NAME OF PROGRAM</b>		Master of Engineering Entrepreneurship and Innovation						
<b>PROGRAM DEGREE</b>	Ph.D. ( )	M.A. ( )	M.A.Sc. ( )	M.B.A. ( )	M. Eng. (X)	M.Sc. ( )	Diploma Program ( )	Other (Specify)
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>								
<b>CHANGE IN ADMISSION REQUIREMENTS</b>		x	<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>			<b>CHANGE IN COURSE REQUIREMENTS</b>		
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<b>OTHER CHANGES</b>	<b>EXPLAIN:</b>							
<b>DESCRIBE THE <u>EXISTING</u> REQUIREMENT/PROCEDURE:</b>								
<p>Applications for admission will be made directly through the Walter G. Booth School of Engineering Practice. In addition to the general requirements for entry into a graduate program in Engineering, candidates applying to the Master of Engineering Entrepreneurship and Innovation program must hold an Honours Bachelor's degree in engineering or closely related discipline, with at least a B- average (equivalent to a McMaster 7.0 GPA out of 12) in the final year in all courses.</p> <p>Strong letters of recommendation are also required. The delivery of the program relies heavily on the synergy created between members of student teams, and successful operation of the program requires that each cohort have an appropriate blend of skills and experience. Therefore, each applicant will be interviewed. A strong performance in the interview is a critical requirement for admission.</p> <p>Bachelor of Technology students are also required to take the Graduate Record Exam.</p> <ul style="list-style-type: none"> <li>• Verbal &gt;550</li> <li>• Quantitative &gt;550</li> <li>• Verbal and Quantitative &gt;1200</li> <li>• Analytical Writing &gt;3.5</li> </ul>								

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No

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**CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: S. Chidiac

Email: chidiac

Extension: 26558

Date submitted: October 31, 2013

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**SCHOOL OF GRADUATE STUDIES**

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<b>NAME OF PROGRAM</b>		Master of Engineering and Public Policy						
<b>PROGRAM DEGREE</b>	Ph.D. ( )	M.A. ( )	M.A.Sc. ( )	M.B.A. ( )	M. Eng. (x)	M.Sc. ( )	Diploma Program ( )	Other (Specify)
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Email: chidiac

Extension: 26558

Date submitted: October 31, 2013

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School of Graduate Studies

1280 Main Street West  
Hamilton, Ontario, Canada  
L8S 4L8

Phone 905.525.9140  
Ext. 23679  
<http://graduate.mcmaster.ca>

To : Graduate Council

From : Christina Bryce  
Assistant Secretary and SynApps Systems Administrator

---

At its meeting on October 10<sup>th</sup>, 2013 the Faculty of Humanities Graduate Curriculum and Policy committee approved the following graduate curriculum recommendations.

Please note that these recommendations were approved at the November 11<sup>th</sup>, 2013 meeting of the Faculty of Humanities.

**FOR APPROVAL OF GRADUATE COUNCIL:**

**Cognitive Science of Language**

-Change in Course Requirements

**Communications Management**

-Change in Admission Requirements

-Change in Course Requirements

**Philosophy**

-Change in Ph.D. Admission Requirements

-Change in Ph.D. Qualifying Exam

**FOR INFORMATION OF GRADUATE COUNCIL:**

**Cognitive Science of Language**

-Change in Course Title:

-\*6EL3 Experimental Laboratory in Cognitive Science of Language.

-Course Cancellations:

-\*6B03 Second Language Acquisition

-\*6CS3 Clinical Sociolinguistics

-\*6M03 Pidgins & Creoles

-\*6ML3 Mathematics for Linguists

-\*6P03 Advanced Pragmatics

**Communication and New Media**

-New Course: \*713 Media Effects and Society

**Communications Management**

-New Courses:

-\*715 Applied Ethics in Communications Management

-\*716 Communications Law for Public Relations Advertising

-Course Cancellation:

-\*713 Communications Law for Communications Management

### **English and Cultural Studies**

-New Course: \*722 Race, Labour and Migration in the Early Twentieth Century Transatlantic Imagery

-Course Cancellations:

-721 The Self and Other in Elizabeth Poetry

-\*723 Ways of Knowing: Representations of Magic in Shakespeare and his Contemporaries

-\*732 Ben Jonson in Context: Gender, Transgression and Social Identity in the Plays...

-\*733 Gender, Transgression, and Social Identity in Early Modern Comedy

-\*752 Making History and the History Play: Early Modern Repertory and the Queen's Men

-\*764 A Problem Like Maria

-\*776 Racial Formation: Selected U.S. Projects

-780 Writing Ethnicity and the Canadian Nation

-782 Contemporary Canadian Poetry

-Cross-listing:

-\*744 Gender Violence and Visual Culture (to be cross-listed with Gender Studies and Feminist Research \*744)

-\*755 Neoliberalism and the Limits of the Social (to be cross-listed with Globalization \*755)

-\*795 Living with HIV/AIDS: On the Discourses of the Pandemic (to be cross-listed with CSCT \*795)

### **French**

-New Courses:

-\*733 Espaces littéraires franco-canadiens

-\*734 Problématiques francophones européennes dans la littérature et le cinema

### **Gender Studies and Feminist Research**

-New Course:

-707 Knowledge in Action

-Course Cancellation:

-\*702 Knowledge in Action

-\*710 Knowledge in Action II

-Cross-listing:

-\*744 Gender, Violence and Visual Culture (to be cross-listed with English \*744)

### **History**

-New Courses:

-\*700 Law, Human Rights and Empire

-\*701 Astronomy in Society

-\*702 War and American Society since 1898

### **Philosophy**

-Update to Calendar Section (Area Requirements for Ph.D.)



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<b>DEPARTMENT</b>		Linguistics & Languages						
<b>NAME OF PROGRAM</b>		Cognitive Science of Language						
<b>PROGRAM DEGREE</b>	<b>Ph.D.</b> ( X )	<b>M.A.</b> ( )	<b>M.A.Sc.</b> ( )	<b>M.B.A.</b> ( )	<b>M. Eng.</b> ( )	<b>M.Sc.</b> ( X )	<b>Diploma Program</b> ( )	<b>Other (Specify)</b>
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>								
<b>CHANGE IN ADMISSION REQUIREMENTS</b>		<input type="checkbox"/>	<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>		<input type="checkbox"/>	<b>CHANGE IN COURSE REQUIREMENTS</b>		<input checked="" type="checkbox"/>
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>			<input checked="" type="checkbox"/>	<b>EXPLAIN:</b> Fields of Study				
<b>OTHER CHANGES</b>		<b>EXPLAIN:</b>						
<b>DESCRIBE THE <u>EXISTING</u> REQUIREMENT/PROCEDURE:</b>								
see attached pages								

**PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)**

see attached pages

**RATIONALE FOR THE RECOMMENDED CHANGE:**

The original Fields of Study section was written when the program was first proposed and before several faculty members were hired. The revised section now accurately reflects the breadth of research in the department

The Course Requirements sections for both the M.Sc. and Ph.D. are revised in response to student feedback that the existing wording was ambiguous. The requirements themselves have not changed, only the wording of them.

**PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)**

1 September 2014

**ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.**

No

**PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR:**

see attached pages.

**CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Catherine Anderson Email: canders@mcmaster.ca Extension: 26241 Date submitted: 26Sept2013

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca

SGS/2013

## **M.Sc. and Ph.D. in Cognitive Science of Language**

### **Program Revisions**

26 September 2013

#### **Fields of Study**

##### Theoretical Linguistics

The program emphasizes the theoretical linguistic disciplines as the necessary core for any applied and interdisciplinary investigation, recognizing that empirical methods as such cannot advance our understanding of human cognition without being embedded in a clearly defined theoretical model. Research projects in this area include: syntax-semantics interactions in the area of information structure (I. Kucerova), morphology-semantics interactions in the domain of mass versus count nouns (I. Kucerova and A. Moro) and applications of mathematical models, such as vastness theory, in grammatical models (J. Colarusso). Faculty members specializing in theoretical linguistics also participate in applied and empirical projects.

##### Experimental Psycholinguistics and Neurolinguistics

This field studies how language is represented and processed, from both a functional and neurobiological perspective, at all levels of linguistic structure from sound to morpheme to word to sentence to discourse. Research in this field aims to establish the cognitive foundations of speech production and perception, reading, and writing, across all ages and in both first and second language. Faculty also investigate impairments in language including developmental disorders and those acquired through strokes or other brain injuries. Current research in the department includes the interplay of working memory capacity and general cognitive resources with lexical retrieval (E. Service), the brain activity correlates of phonological processing (J. Connolly), real-time sentence comprehension in people with agrammatic aphasia (C. Anderson), probabilistic approaches to speech production and visual word comprehension (V. Kuperman), and individual differences in visual processing of morphological and syntactic complexity (V. Kuperman).

##### Computational Linguistics & Cognition

This strand of research aims at developing computational models of natural language, as well as cognitive models of human communication. Faculty research in natural language processing includes development of information-theoretical models of morphological processing, corpus studies of vocabulary and lexical development, and cognitive models of self-organization in phonetic inventories across languages (V. Kuperman).

### Cognitive Sociolinguistics and Clinical Linguistics

The field of cognitive sociolinguistics examines cognitive aspects of language use in diverse social contexts. Using methods from varied theoretical frameworks, it investigates pragmatic and sociocultural phenomena, including bilingual education and childrearing, second language learning (E. Service), first & second language attrition (M. Stroinska), cognitive theory of translation (M. Stroinska) contact languages, pidgins and creoles (A. Moro). In addition, cognitive aspects of the use of language for persuasion, advertising, propaganda and politics are also studied (M. Stroinska). Research in this area also includes psychometric assessments of language competence in bilingual adults with and without language impairments (A. Moro).

### Facilities for Research

Students in the program have access to the department's research labs and other resources. The Language, Memory and Brain Lab includes a 128-channel EEG/ERP system as well as equipment for running behavioural studies of language processing. The Reading Lab includes a desk-mounted eye-tracking system and several large corpora of written and spoken language data. The department also maintains a sound-attenuated room with equipment and software for making audio-recordings. Researchers in the department enjoy productive collaborations with a number of community partners, including the Hamilton-Wentworth District School Board, a network of practicing Speech-Language Pathologists and other clinicians, the Hamilton chapter of TESL Ontario, and local communities of native speakers of many languages.

### Lecture Series

All students are expected to attend the talks in the Cognitive Science of Language Lecture Series, where scholars from around the world in the fields of Linguistics, Psychology, and Cognitive Neuroscience discuss their research.

## **M.Sc. Coursework**

## **M.Sc. Coursework**

### **Five half courses plus two pass/fail modules**

Note: \* denotes half courses; # denotes quarter course modules

#### Required half courses

COGSCIL \*750 (or equivalent course)

COGSCIL \*721

COGSCIL \*722

One of COGSCIL \*730 or \*731

plus one half course approved by the student's supervisory committee

#### Required Pass/Fail Modules

COGSCIL #741

COGSCIL #725 must be completed in Year 1 of the M.Sc.



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- FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS /  
PROCEDURES**

**PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:**

1. This form must be completed for **ALL** changes involving degree program requirements/procedures. **All** sections of this form **must** be completed.
2. An electronic version of this form must be emailed to the Assistant Secretary and SynApps System Administrator (Email: *espiritu@mcmaster.ca*).
3. A representative from the department is required to attend the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.

<b>DEPARTMENT</b>		McMaster-Syracuse Master of Communications Management Program						
<b>NAME OF PROGRAM</b>		McMaster-Syracuse Master of Communications Management Program						
<b>PROGRAM DEGREE</b>	Ph.D. ( )	M.A. ( )	M.A.Sc. ( )	M.B.A. ( )	M. Eng. ( )	M.Sc. ( )	Diploma Program ( )	Other (Specify) MCM
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>								
<b>CHANGE IN ADMISSION REQUIREMENTS</b>		<input checked="" type="checkbox"/>	<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>			<b>CHANGE IN COURSE REQUIREMENTS</b>		
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>			<b>EXPLAIN:</b>					
<b>OTHER CHANGES</b>	<b>EXPLAIN:</b>							
<b>DESCRIBE THE <u>EXISTING</u> REQUIREMENT/PROCEDURE:</b>								
<p>ADMISSIONS REQUIREMENTS Currently, we require three letters of recommendation and no curriculum vitae.</p>								

**PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)**

**ADMISSIONS REQUIREMENTS**

We would like to make two changes:

- reduce the number of letters of recommendation required to two; and
- add the requirement of a curriculum vitae.

**RATIONALE FOR THE RECOMMENDED CHANGE:**

We find that two letters of recommendation are sufficient to indicate the quality of a student. This brings the MCM into line with the Master of Arts in Communication and New Media.

An up-to-date c.v. is an important document to judge the quality of the work experience in non-traditional candidates and candidates who are at the lower end of the work experience requirement (3 years). Currently, all student submit a c.v. on their own accord.

**PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)**

We wish to implement this for the admissions cycle for the 2014-15 cohort.

**ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.**

No.

**PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR:**

Two confidential letters of recommendation, including one from the current employer. (If the applicant is an independent consultant or counselor, this letter can be from a current client or business partner).

Your current CV.

**CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Dr. Alex Sévigny    Email: sevigny@mcmaster.ca    Extension: 27661    Date submitted: September 11, 2013

If you have any questions regarding this form, please contact Medy Espiritu, Assistant Secretary and SynApps System Administrator, School of Graduate Studies, extension 24204.



**SCHOOL OF GRADUATE STUDIES**

**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM  
- FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS /  
PROCEDURES**

**PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:**

1. This form must be completed for **ALL** changes involving degree program requirements/procedures. **All** sections of this form **must** be completed.
2. An electronic version of this form must be emailed to the Assistant Secretary and SynApps System Administrator (Email: *espritu@mcmaster.ca*).
3. A representative from the department is required to attend the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.

<b>DEPARTMENT</b>		McMaster-Syracuse Master of Communications Management Program						
<b>NAME OF PROGRAM</b>		McMaster-Syracuse Master of Communications Management Program						
<b>PROGRAM DEGREE</b>	Ph.D. ( )	M.A. ( )	M.A.Sc. ( )	M.B.A. ( )	M. Eng. ( )	M.Sc. ( )	Diploma Program ( )	Other (Specify) MCM
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>								
<b>CHANGE IN ADMISSION REQUIREMENTS</b>		<input checked="" type="checkbox"/>	<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>			<b>CHANGE IN COURSE REQUIREMENTS</b>		
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>			<b>EXPLAIN:</b>					
<b>OTHER CHANGES</b>	<b>EXPLAIN:</b>							
<b>DESCRIBE THE <u>EXISTING</u> REQUIREMENT/PROCEDURE:</b>								
REQUIRED COURSE:								
COMM MGMT 713 Communication Law for Public Relations Advertising								

**PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)**

**PROGRAM REQUIREMENTS**

We would like to make one change:

- Replace COMM MGMT 713 Communication Law for Public Relations Advertising as a required course with MCM 715 Applied Ethics in Communications Management.

**RATIONALE FOR THE RECOMMENDED CHANGE:**

Serving the public interest is a core element of the definition of Canadian public relations and communications management per the 2009 official definition of the field as voted upon by the Canadian Public Relations Society. This makes a full ethics course very desirable for our students and our faculty.

**PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)**

We wish to implement this for the admissions cycle for the 2013-14 cohort. This course is normally offered during the Winter residency (February). If this is not possible, we would like to implement this change for 2014-2015.

**ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.**

No.

**PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR:**

Replace COMM MGMT 713 Communications Law for Public Relations Advertising with COMM MGMT 715 Applied Ethics in Communications Management as a core program requirement.

**CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Dr. Alex Sévigny    Email: [sevigny@mcmaster.ca](mailto:sevigny@mcmaster.ca)    Extension: 27661    Date submitted: September 11, 2013

If you have any questions regarding this form, please contact Medy Espiritu, Assistant Secretary and SynApps System Administrator, School of Graduate Studies, extension 24204.

**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES**

<b>IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:</b>								
<p>1. This form must be completed for <b>ALL</b> changes involving degree program requirements/procedures. <b>All</b> sections of this form <b>must</b> be completed.</p> <p>2. An electronic version of this form (must be in MS WORD <b>not</b> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies.</p> <p>3. A representative from the department is <b>required to attend</b> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.</p>								
<b>DEPARTMENT</b>		Philosophy						
<b>NAME OF PROGRAM</b>		(Philosophy PhD Program)						
<b>PROGRAM DEGREE</b>	Ph.D. (√)	M.A. ( )	M.A.Sc. ( )	M.B.A. ( )	M. Eng. ( )	M.Sc. ( )	Diploma Program ( )	Other (Specify)
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>								
<b>CHANGE IN ADMISSION REQUIREMENTS</b>		√	<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>			<b>CHANGE IN COURSE REQUIREMENTS</b>		
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>			<b>EXPLAIN:</b>					
<b>OTHER CHANGES</b>		<b>EXPLAIN:</b>						
<b>DESCRIBE THE <u>EXISTING</u> REQUIREMENT/PROCEDURE:</b>								
<p>Admission to the Ph.D. program requires an M.A. in Philosophy or an equivalent degree. Selection is made by the Ph.D. Program Committee of the Department of Philosophy, and any student admitted comes under the general regulations of McMaster University.</p>								

**PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)**

Admission to the Ph.D. program requires an M.A. in Philosophy or an equivalent degree. There is also a possibility for students enrolled in McMaster's MA program in Philosophy to be accepted into the PhD program without completing the MA degree, subject to their satisfying certain conditions for excellent progress in their first year. Selection is made by the Ph.D. Program Committee of the Department of Philosophy, and any student admitted comes under the general regulations of McMaster University.

**RATIONALE FOR THE RECOMMENDED CHANGE:**

To increase our pool of applicants for the PhD. We have a better pool of applicants for MAs than for the PhD; this is at least in part because other competitor schools have either a fast-tracking option for their MAs or a direct-entrance option into their PhD program. Another reason is financial: under our current scheme, for a student who completes both MA and PhD at McMaster with full funding within the allotted time (2 + 4 years), McMaster only receives funding from the Ontario government for 5 1/3 years.

**PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)**

Immediate.

**ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.**

Students accepted into the MA program may apply for accelerated admission into the PhD program without completing the MA degree. The application to the department must be made in the student's first year in the MA program by the application deadline for admission to the PhD program. Students must have completed the courses they have taken in the MA program with an average of A- or better, and must have demonstrated clear evidence of research ability. Applicants must submit a writing sample, a brief research statement, and two current letters of reference from McMaster faculty. Successful applicants will be granted conditional approval for admission into the first year of the PhD program, the condition being that they must complete their first year of MA studies with 6 half courses successfully completed, with an overall average of A- or better.

(Students accepted to the PhD under these conditions who decide not to continue with the PhD are covered under existing Graduate Studies regulations; see Graduate Calendar under section 2.1.2 on p. 10:

A student in (b) [sc. admitted to PhD studies without an MA] may re-register as a candidate for the Master's degree, provided that work to date has met the standards for the Master's program.")

**PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR:**

The wording change described above under "detailed description of change".

**CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Richard Arthur      Email: rarthur@mcmaster.ca      Extension: 23470      Date submitted: Sept 27/Oct 31, 2013

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If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, [cbryce@mcmaster.ca](mailto:cbryce@mcmaster.ca)

SGS/2013

**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES**

<b><u>IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:</u></b>								
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<b>DEPARTMENT</b>		Philosophy						
<b>NAME OF PROGRAM</b>								
<b>PROGRAM DEGREE</b>	Ph.D. (√)	M.A. ( )	M.A.Sc. ( )	M.B.A. ( )	M. Eng. ( )	M.Sc. ( )	Diploma Program ( )	Other (Specify)
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>								
<b>CHANGE IN ADMISSION REQUIREMENTS</b>			<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>		√	<b>CHANGE IN COURSE REQUIREMENTS</b>		
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>			<b>EXPLAIN:</b>					
<b>OTHER CHANGES</b>		<p>√ <b>EXPLAIN:</b></p> <p>In lieu of a Comprehensive Examination, in Philosophy we have Area Requirements and a Qualifying Examination (QE) which have to be satisfied by the end of the PhD student's second year. We have tightened up the regulation so that there is now an explicit condition on satisfactory progress made in order to take the exam, adding "In order to be eligible to take the QE the student must have achieved (by the end of the 20th month in the program) a GPA on courses taken towards the PhD of at least 9.5." We have also made some other clarifying changes to wording.</p>						

**DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:**

**Under “Qualifying Examination”:** The purpose of the Qualifying Examination (QE) is to ensure that the candidate has a viable thesis proposal and the background to carry it through successfully. This is an oral examination on a written statement of relevant background and a written thesis proposal. The proposal includes the title of the thesis and a bibliography of the works central to the study. Doctoral students must submit a draft of their QE thesis proposal to their supervisor by the end of their 17th month of the program. The Examination is conducted by the student's Supervisory Committee and is chaired by the PhD Advisor or delegate, who provides a copy of the student's academic record for the information of the examiners.

**Under “Criteria for Examiners”:** The outcome of the Examination is reported to the School of Graduate Studies as "Pass with distinction", "Pass", or "Fail". In the event a student fails the Qualifying Examination s/he will have the opportunity to make a second attempt, [motion to add]. A second failure will require withdrawal from the Program. A student may petition any of these deadlines on compassionate or medical grounds. The granting of such a petition is at the discretion of the local PhD Advisor in consultation with the student's Supervisory Committee.

**PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)**

To add under "Qualifying Exam": In order to be eligible to take the QE the student must have achieved (by the end of the 20th month in the program) a GPA on courses taken towards the PhD of at least 9.5.

To add under "Criteria for Examiners" in place indicated: provided the 2<sup>nd</sup> attempt take place by the end of the 24<sup>th</sup> month of the period allotted.

(See attached document.)

**RATIONALE FOR THE RECOMMENDED CHANGE:**

The main rationale is to enable students to see whether they are making satisfactory progress through the degree; it makes our expectations clear, and also gives us the means to require withdrawal should a student fail to meet those expectations.

**PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)**

Beginning of the academic year, to affect students in their second year in 2014-15.

**ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.**

No.
<b>PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR:</b> No change required in the calendar: these regulations are detailed on our website.
<b>CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:</b>  Name: Richard Arthur      Email: rarthur@mcmaster.ca      Extension: 23470      Date submitted: Sept 27, 2013

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, [cbryce@mcmaster.ca](mailto:cbryce@mcmaster.ca)

SGS/2013

Philosophy: changes of regulations for Qualifying Examination.

### **Under “Qualifying Examination”**

The purpose of the Qualifying Examination (QE) is to ensure that the candidate has a viable thesis proposal and the background to carry it through successfully. This is an oral examination on a written statement of relevant background and a written thesis proposal. The proposal includes the title of the thesis and a bibliography of the works central to the study. Doctoral students must submit a draft of their ~~QE~~ thesis proposal to their supervisor by the end of their 17th month of the program. The Examination is conducted by the student's Supervisory Committee and is chaired by the PhD Advisor or delegate, who provides a copy of the student's academic record for the information of the examiners.

*to add*

In order to be eligible to take the QE the student must have achieved (by the end of the 20th month in the program) a GPA on courses taken towards the PhD of at least 9.5.

### **Under “Criteria for Examiners”**

Examiners are not treating the examination as a thesis defense, but rather assessing the feasibility of the project and the student's preparedness to undertake it. They may ask questions covering a wide range of material, but should make their judgment as to the success of the examination on the basis of both the written documents and the candidate's performance in the examination.

Specifically, examiners should determine:

- Whether the candidate is adequately prepared, including familiarity with basic and current research trends.
- Whether the proposed thesis is likely to make a significant contribution to the literature in its area.
- Whether the thesis as proposed will be of appropriate length, complexity, and difficulty.
- Whether the proposed strategy is cogent.

The outcome of the Examination is reported to the School of Graduate Studies as "Pass with distinction", "Pass", or "Fail". In the event a student fails the Qualifying Examination s/he will have the opportunity to make a second attempt, [motion to add]. A second failure will require withdrawal from the Program. A student may petition any of these deadlines on compassionate or medical grounds. The granting of such a petition is at

the discretion of the local PhD Advisor in consultation with the student's Supervisory Committee.

to add

provided the 2<sup>nd</sup> attempt take place by the end of the 24<sup>th</sup> month period allotted.



**School of Graduate Studies**

1280 Main Street West  
Hamilton, Ontario, Canada  
L8S 4L8

Phone 905.525.9140  
Ext. 23679  
<http://graduate.mcmaster.ca>

To : Graduate Council

From : Christina Bryce  
Assistant Secretary and SynApps Systems Administrator

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At its meeting on October 30<sup>th</sup>, 2013 the Faculty of Social Sciences Graduate Curriculum and Policy committee approved the following graduate curriculum recommendations.

Please note that these recommendations were forwarded to the Faculty of Social Sciences Council for their approval at their meeting on November 14<sup>th</sup>, 2013.

**FOR APPROVAL OF GRADUATE COUNCIL:**

**Political Science**

-Change in course requirements – M.A. in International Relations

**Sociology**

-Deletion of select comprehensive areas  
-Remove distinction between comprehensive lists

**FOR INFORMATION OF GRADUATE COUNCIL:**

**Anthropology**

-New Course: \*712 Being and Belonging: The Family in Global Perspective  
-Course Title and Description Change: \*722 Research Design in Anthropology  
-Course Title and Description Change: \*741 Sunbathing and Scurvy: Bioarchaeological Approaches to Metabolic Bone Diseases

**Globalization**

-Request to cross-list courses:  
- \*770 Globalization and the Canadian State (to be cross-listed with Political Science \*770)  
- \*755 Neoliberalism and the Limits of the Social (to be cross-listed with English \*755)

**Political Science**

- Change in Name of Ph.D. Comprehensive Exam Subfields
- Course Cancellation: \*778 Globalization
- Request to cross-list: \*770 Globalization and the Canadian State (to be cross-listed with Globalization \*770)
- Add to list of courses: \*703 Acts of Global Citizenship

**Sociology**

- Rename comprehensive areas
- Update to Social Research Areas Calendar Section
- Course Title Change: \*718 Sociology of Occupations
- Course Cancellations:
  - \*721 Sociology of Popular Culture and Subcultures
  - \*756 Media, Culture and Society
  - \*6E03 Self and Identity
  - \*6J03 Selected Topics in Sociology I
  - \*6JJ3 Selected Topics in the Sociology of Technology
  - \*6K03 Selected Topics in Sociology II
  - \*6R03 Individual and Society



**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES**

<b><u>IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:</u></b>								
<p>1. This form must be completed for <b><u>ALL</u></b> changes involving degree program requirements/procedures. <b><u>All</u></b> sections of this form <b><u>must</u></b> be completed.</p> <p>2. An electronic version of this form (must be in MS WORD <b><u>not</u></b> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies.</p> <p>3. A representative from the department is <b><u>required to attend</u></b> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.</p>								
<b>DEPARTMENT</b>		Political Science						
<b>NAME OF PROGRAM</b>		M.A. in International Relations						
<b>PROGRAM DEGREE</b>	Ph.D. ( )	M.A. (X)	M.A.Sc. ( )	M.B.A. ( )	M. Eng. ( )	M.Sc. ( )	Diploma Program ( )	Other (Specify)
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>								
<b>CHANGE IN ADMISSION REQUIREMENTS</b>		<input type="checkbox"/>	<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>		<input type="checkbox"/>	<b>CHANGE IN COURSE REQUIREMENTS</b>		<input checked="" type="checkbox"/>
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>			<b>EXPLAIN:</b>					
<b>OTHER CHANGES</b>		<b>EXPLAIN:</b>						
<b>DESCRIBE THE <u>EXISTING</u> REQUIREMENT/PROCEDURE:</b>								
As it stands, students take four international relations courses, at least three of which are in their major stream. They also take an elective and a colloquium course.								

**PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is Onot sufficient.*)**

We propose to further specify the international relations courses, so that students in the Global Politics stream must take POL SCI 772 – Theories of International Relations and students in the Global Political Economy stream take POL SCI 774 –Global Political Economy.

**RATIONALE FOR THE RECOMMENDED CHANGE:**

We wish to make students take the core courses related to their program of study. This was the intent when the programme was launched, but is not formally written down. As such, a small number of students bypass these challenging courses, and we wish to put a stop to that practice.

**PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)**

2014/2015 academic year

**ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.**

**PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR:**

Change point (a) under the MA in International Relations section of the calendar (p. 583) to read:

“Four international relations courses; three in the major stream, one other International Relations course. For students in the Global Politics stream, this must include POL SCI 772 –Theories of International Relations. For students in the Global Political Economy stream, this must include POL SCI 774 – Global Political Economy.”

**CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Peter Graefe      Email: graefep@mcmaster.ca      Extension: 27716      Date submitted: Oct 2, 2013

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca

SGS/2013

**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES**

<b><u>IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:</u></b>								
<p>1. This form must be completed for <b><u>ALL</u></b> changes involving degree program requirements/procedures. <b><u>All</u></b> sections of this form <b><u>must</u></b> be completed.</p> <p>2. An electronic version of this form (must be in MS WORD <b><u>not</u></b> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies.</p> <p>3. A representative from the department is <b><u>required to attend</u></b> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.</p>								
<b>DEPARTMENT</b>		Sociology						
<b>NAME OF PROGRAM</b>		Sociology						
<b>PROGRAM DEGREE</b>	Ph.D. ( <input checked="" type="checkbox"/> )	M.A. ( <input type="checkbox"/> )	M.A.Sc. ( <input type="checkbox"/> )	M.B.A. ( <input type="checkbox"/> )	M. Eng. ( <input type="checkbox"/> )	M.Sc. ( <input type="checkbox"/> )	Diploma Program ( <input type="checkbox"/> )	Other (Specify)
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>								
<b>CHANGE IN ADMISSION REQUIREMENTS</b>		<input type="checkbox"/>	<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>		<input checked="" type="checkbox"/>	<b>CHANGE IN COURSE REQUIREMENTS</b>		<input type="checkbox"/>
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>			<b>EXPLAIN:</b>					
<b>OTHER CHANGES</b>		<b>EXPLAIN:</b>						
<b>DESCRIBE THE <u>EXISTING</u> REQUIREMENT/PROCEDURE:</b>								
<p>There are several choices of comprehensive areas that student may choose to write including "aging", "deviance and social problems", "health and health care", "ideology and culture", "methodology" and "theory".</p>								

**PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)**

Delete all listed areas.

**RATIONALE FOR THE RECOMMENDED CHANGE:**

Due to changing faculty complement and research areas, these comprehensive areas can no longer be sustained.

**PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)**

September 2014

**ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.**

**PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR:**

Delete from list of comprehensive titles in Calendar.

**CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Tina Fetner      Email: tina.fetner@mcmaster.ca      Extension: 23623      Date submitted: October 3, 2013

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca

SGS/2013



**RECOMMENDATION FOR CHANGE IN GRADUATE CURRICULUM - FOR CHANGE(S) INVOLVING DEGREE PROGRAM REQUIREMENTS / PROCEDURES**

<b>IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:</b>								
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<b>DEPARTMENT</b>		Sociology						
<b>NAME OF PROGRAM</b>		Sociology						
<b>PROGRAM DEGREE</b>	Ph.D. ( <input checked="" type="checkbox"/> )	M.A. ( <input type="checkbox"/> )	M.A.Sc. ( <input type="checkbox"/> )	M.B.A. ( <input type="checkbox"/> )	M. Eng. ( <input type="checkbox"/> )	M.Sc. ( <input type="checkbox"/> )	Diploma Program ( <input type="checkbox"/> )	Other (Specify)
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>								
<b>CHANGE IN ADMISSION REQUIREMENTS</b>		<input type="checkbox"/>	<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>		<input checked="" type="checkbox"/>	<b>CHANGE IN COURSE REQUIREMENTS</b>		<input type="checkbox"/>
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>			<b>EXPLAIN:</b>					
<b>OTHER CHANGES</b>		<b>EXPLAIN:</b>						
<b>DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:</b>								
<p>Current wording: PhD candidates are required to take two comprehensive area examinations, both in Group A or one from Group A and one from Group B. These will constitute the student's Comprehensive Examination.</p> <p>Group A: Individual and Society; Occupations and Organizations; Social Inequality</p> <p>Group B: Aging; Deviance and Social Problems; Education; Gender; Health and Health Care; Ideology and Culture; Methodology; Political; Race/Ethnic Relations; Theory</p>								

**PROVIDE A DETAILED DESCRIPTION OF THE RECOMMENDED CHANGE (*Attach additional pages if space is not sufficient.*)**

The requirement for two separate comprehensive examinations from chosen from a list of examination areas will remain. The list, however, will not be ranked into A or B areas.

Comprehensive areas have been reduced from a list of 13 to a list of 6. Subsequent Curriculum forms will cover the changes and deletions but to summarize the new proposed examinations are

Political Sociology and Social Movements; Social Inequality; Social Psychology; Sociology of Education ; Sociology of Gender and Sexualities; Sociology of Race and Ethnicity

**RATIONALE FOR THE RECOMMENDED CHANGE:**

The Department has been reviewing the A and B breakdown and the effect on student progress and success since prior to the last OCGS report of 2006. It seems best for the students and their supervisory committees to choose the two comprehensives that most suit the future dissertation research.

**PROVIDE IMPLEMENTATION DATE: (*Implementation date should be at the beginning of the academic year*)**

September 2014

**ARE THERE ANY OTHER DETAILS OF THE RECOMMENDED CHANGE THAT THE CURRICULUM AND POLICY COMMITTEE SHOULD BE AWARE OF? IF YES, EXPLAIN.**

**PROVIDE A DESCRIPTION OF THE RECOMMENDED CHANGE TO BE INCLUDED IN THE CALENDAR:**

Remove Group A and Group B list currently in SGS Calendar; replace with list of six examinations.

PhD candidates are required to take comprehensive examinations in two of the following areas:

Political Sociology and Social Movements; Social Inequality; Social Psychology; Sociology of Education ; Sociology of Gender and Sexualities; Sociology of Race and Ethnicity

**CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Tina Fetner      Email: tina.fetner@mcmaster.ca      Extension: 23623      Date submitted: October 3 2013

If you have any questions regarding this form, please contact the Assistant Secretary, School of Graduate Studies, cbryce@mcmaster.ca

SGS/2013