

BLENDED LEARNING PART-TIME MBA ACADEMIC HANDBOOK



DeGroot
SCHOOL OF BUSINESS
EDUCATION WITH PURPOSE



2020-2021

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The BLPT MBA Handbook is an official publication of the School of Graduate Studies. The purpose of this handbook is to provide a place of reference for students and faculty about the internal administration and operation of the BLPT MBA program at the DeGroot School of Business at McMaster University.

This document is not intended to replicate or modify the information found in the School of Graduate Studies (SGS) Calendar <http://academiccalendars.romcmaster.ca/index.php>. If there is any discrepancy between this document and the SGS Calendar, then the School of Graduate Studies Calendar shall prevail.

Release from Liability

McMaster University reserves the right to change or revise information contained in this handbook, including the alteration of fee structures, schedules and/or courses. The University reserves the right to limit enrollment in, or admission to, any course or Program at any level. The University will not be liable for any interruption in, or cancellation of, any academic activities as set forth in this handbook and related information where such interruption is caused by fire, strike, lock-out, inability to procure materials or trades, restrictive laws or governmental regulations, actions taken by the faculty, staff or students of the University or by others, civil unrest or disobedience, or any other cause of any kind beyond the reasonable control of the University.

Welcome Message



The DeGroote School of Business is truly a community in pursuit of a shared mission: to foster interdisciplinary thinking and evidence-based management to transform business and society. This objective guides the educational experience that we co-create with you as students.

At DeGroote, your classmates are your friends and colleagues. You learn and grow together through group projects, exams, and presentations. Faculty are your partners, pushing you to think critically, acquire essential management knowledge, and apply your learning. Staff are your cheerleaders, guiding you through the program and supporting your development. DeGroote's alumni, who can be found across the world, are your advocates, mentoring you, hiring you, and endorsing you.

With an MBA from DeGroote, you will be equipped with the competencies and leadership skills you need to succeed in a rapidly changing business environment. But you will also be prepared to thrive in your community: to be leaders at all levels and to forge positive change.

Our mission is to deliver ***Education with Purpose***. You'll find that and more in the DeGroote MBA program and through your engagement with McMaster University.

I wish you much success.

Dean Leonard Waverman

The Canadian MBA Oath

As a professional business leader my actions will affect the wellbeing of all stakeholders; accordingly, I will strive to create and sustain value over the long term while maintaining a commitment to social, ethical, and global values.

I will be responsible to all stakeholders, and this will include employees, shareholders, customers, the community in which I operate, and all those that may be affected by my actions.

I will act with integrity and respect in all my dealings, making transparency paramount and demanding the same in return. I will allow neither ego nor malice to play a role in my decision making process.

I will conduct my activities in an environmentally sustainable manner, and will consider the true societal costs when making investment and operating decisions.

I will maintain the same care and vigilance when dealing with public money, as I would if it were my own.

I will obey and uphold local and international laws wherever and with whomever I engage in commercial activities whether personally or on behalf of a corporate, government, or non-profit entity.

I will similarly oppose corruption and any dishonest practices whether or not prohibited by local or international law. I will accept and take responsibility for my actions, honestly and without exception.

We, as DeGroote MBA students, hereby take this Oath, as professional business leaders.

The Student Experience Team

What is **Student Experience**? We like to think of ourselves as your cheering squad, but really, we are a team of dedicated experts who help you explore, learn and transform during your time at DeGroote. In other words, we focus on your academic and professional success. Whether you have questions about which courses to take or how to tailor your resume, the Student Experience team is here to help.

The **Blended Learning Part-Time MBA Program** and **Academic Team (SE–A)** partner together to manage Recruitment, Admissions, Retention and In-Course activities, including Academic Advising services. From the time you express interest in the program to when you convocate and walk across the stage with your degree, the team will answer your questions and support your experience.

1. For general inquiries, please email askblpt@mcmaster.ca.
2. For advising matters relating to academic standing and regulations, general questions on course selections and electives contact an Academic Advisor (askblpt@mcmaster.ca) or Jennifer Dunk, Manager, Blended Learning Part-Time MBA Program (dunkjc@mcmaster.ca).
3. For questions relating to BLPT program technology (i.e., Zoom, Slack), please contact our Educational Developer at askblpt@mcmaster.ca.
4. For issues relating to individual courses, see the course instructor. If the issues are not resolved to your satisfaction, contact the Program Director, Dr. John Medcof, and the respective Area Chair (see below).

The **Career and Professional Development (SE – CPD)** team delivers innovative excellence in three distinct areas: career development, strategic employer partnerships and experiential learning. The team provides a series of services to BLPT students, including personalized coaching to support individual job search needs.

GENERAL CONTACT INFORMATION

Hours of Operation: Monday to Friday, 8:30 a.m. to 4:30 p.m.

Location: RJC 333

The Academic Team: 905-525-9140 ext. 20511
askblpt@mcmaster.ca (Academic & BLPT MBA program inquiries)

Career Coaching Appointments: mba.studentexperience@mcmaster.ca

STUDENT EXPERIENCE CUSTOMER SERVICE STANDARDS

The Student Experience team strives to deliver quality customer service every day. Generic email accounts are reviewed several times each business day. We encourage students to use these email addresses for communication or to direct their questions to any member of the Student Experience team. For team member coordinates, please refer to the Student Experience Team directory in this handbook.

All efforts will be made to respond to voicemail and email messages within 1 business day but it may take up to 2 business days during peak times.

DeGroot School of Business Directory

OFFICE OF THE DEAN, FACULTY OF BUSINESS

Dean

Leonard Waverman
DSB 244A
RJC 426C ext. 24431 deanbus@mcmaster.ca

Associate Dean (Faculty Affairs and Accreditation)

Anna Danielova
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Director of Finance & Administration

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Director, MBA Program(s)

John Medcof
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FACULTY AREA CHAIRS

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Marketing

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Manish Verma
DSB 414 ext. 27438 mverma@mcmaster.ca

Strategic Management

Nick Bontis
DSB 210 ext. 23918 nbontis@mcmaster.ca

STUDENT EXPERIENCE

Director, Student Experience

Jennifer McCleary
RJC 333 ext. 20510 jmcclea@mcmaster.ca

Associate, Student Experience

Megan Veley
RJC 333 ext. 20511 veleym@mcmaster.ca

STUDENT EXPERIENCE – BLENDED LEARNING PART-TIME MBA PROGRAM

Manager, Blended Learning Part-Time MBA Program

Jennifer Dunk
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Recruitment and Admissions Officer

Christine Porterfield
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Educational Developer

Amy Pachai
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STUDENT EXPERIENCE - ACADEMIC

Academic Advisor

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RJC 333 ext. 24085 burley@mcmaster.ca

Academic Advisor

Carolyn Colwell
RJC 333 ext. 26565 colwell@mcmaster.ca

STUDENT EXPERIENCE – CAREER & PROFESSIONAL DEVELOPMENT

Manager, Career & Professional Development

Cynthia Bishop
RJC 333 ext. 23964 cynthia.bishop@mcmaster.ca

Structure of the BLPT MBA Program

PROGRAM DURATION

Students in the DeGroot BLPT MBA program complete nine consecutive academic semesters over a period of three years. The delivery of the program is split equally between online and in-class (residency) sessions over three weekends per term.

Vacation

BLPT MBA students are required to attend all webinars and residencies and are not permitted any absences from program activities. Students are advised to schedule vacations during the official program breaks.*

All BLPT MBA students will have the following official program breaks in their academic schedules:

- Fall semester: December
- Winter semester: April
- Spring/Summer semester: August

**Note: While there will be no residencies or webinars during these months, students are still expected to check Avenue to Learn as there could be pre-work that needs to be completed in advance of the next term residency.*

Summary of Program Requirements

Required Courses (*full course descriptions can be found in the [School of Graduate Studies Calendar](#)*):

Academic Term 1

- BL600** Leadership Fundamentals
- BL610** Management Fundamentals
- SGS 101** Academic Research Integrity and Ethics (** see below*)
- SGS 201** Accessibility for Ontarians with Disabilities Act (AODA) Training (** see below*)

Academic Term 2

- BL602** Economics and Business Statistics
- BL604** Creating Customer Value

Academic Term 3

- BL601** Managing Financial Resources
- BL603** Competing Through Digital Transformation and Analytics

Academic Term 4

- BL605** Managing Organizations
- BL651** Management Accounting for Decision Makers (half course)
- BL652** Intermediate Finance (half course)

Academic Term 5

- BL700** Business, Government and Global Environment
- BL653** Intermediate Marketing (half course)
- BL654** Intermediate Operations (half course)

Academic Term 6

- BL720** Strategic Management
- BL751** Innovation and Design Thinking (half course)
- BL752** Co-Creating Strategic Foresight (half course)

Academic Term 7

- BL723** Strategic Integration Project (A)

Two Electives from Approved List Consisting of:

- (i) **BLPT MBA Program Specific Electives – see below:**
 - a. BL710 Accounting for Decision Makers
 - b. BL711 Predictive Analytics for Managers

- c. BL712 Managerial Negotiations
- d. BL713 Entrepreneurial and Small Business Finance
- e. BL714 Innovation and New Products
- f. BL715 Project Management

- (ii) Electives from Full-Time MBA Course List including Independent Study - for complete listing please review [School of Graduate Studies Academic Calendar](#)

Academic Term 8

BL723 Strategic Integration Project (B)

One Elective from Approved List Consisting of:

- (iii) BLPT MBA Program Specific Electives – see below:
 - a. BL710 Accounting for Decision Makers
 - b. BL711 Predictive Analytics for Managers
 - c. BL712 Managerial Negotiations
 - d. BL713 Entrepreneurial and Small Business Finance
 - e. BL714 Innovation and New Products
 - f. BL715 Project Management
- (iv) Electives from Full-Time MBA Course List including Independent Study - for complete listing please review [School of Graduate Studies Academic Calendar](#)

Academic Term 9

BL723 Strategic Integration Project (C)
BL724 Program Synthesis and Future Planning (half course)

One Elective from Approved List Consisting of:

- (v) BLPT MBA Program Specific Electives – see below:
 - a. BL710 Accounting for Decision Makers
 - b. BL711 Predictive Analytics for Managers
 - c. BL712 Managerial Negotiations
 - d. BL713 Entrepreneurial and Small Business Finance
 - e. BL714 Innovation and New Products
 - f. BL715 Project Management
- (vi) Electives from Full-Time MBA Course List including Independent Study - for complete listing please review [School of Graduate Studies Academic Calendar](#)

** ALL incoming BLPT MBA students must register and complete the following two online modules within the first 4 weeks of term.*

SGS 101 / Academic Research Integrity and Ethics

All graduate students, including part-time students, must complete and pass the course [SGS 101 Academic Research Integrity and Ethics](#) within the first month of their program in graduate studies at McMaster. The purpose of this course is to ensure that the standards and expectations of academic integrity and research ethics are communicated early and are

understood by incoming students. All students are required to take and pass SGS 101. Students may not graduate or register in subsequent academic terms without having successfully completed this course.

SGS 201 / Accessibility for Ontarians with Disabilities Act (AODA) Training

All graduate students are required to complete appropriate training required to complete their research and studies (health and safety training, ethics training, biosafety training, etc.), as determined by their home Department or Program. All graduate students also are required to complete and pass [SGS 201 Accessibility for Ontarians with Disabilities Act \(AODA\)](#), which can be completed on-line [<http://accessibility.mcmaster.ca/>]. Having an understanding of how we can identify and reduce attitudinal, structural, information, technological, and systemic barriers to persons with disabilities is core to McMaster University's commitment to supporting an inclusive community in which all persons are treated with dignity and equality, and completion of AODA training is critical as McMaster's graduates move forward in their varied, chosen professions.

Students may not graduate or register for subsequent terms in their program until they have completed their required training.

Registration Information

Registration for courses in the BLPT MBA program is completed on-line through the Mosaic system found at <http://mosaic.mcmaster.ca>.

First and second year BLPT MBA students are enrolled in all required courses. Students cannot select alternate courses or change cohorts. In the third year of the program, students will be required to select their courses on Mosaic once registration opens. Students in terms 7, 8 and 9 are reminded to monitor add and drop dates (<https://academiccalendars.romcmaster.ca/index.php>) if they wish to change their course selection. The Manager, BLPT MBA Program or the MBA Academic Advisor in the Student Experience – Academic office, must authorize any late change in registration due to exceptional circumstances (e.g., medical) made in writing.

Students enrolled in the BLPT MBA program may not be enrolled in any other program of studies simultaneously.

Registration is not considered to be complete until the student has cleared all outstanding accounts with the University and has either paid tuition fees for the current term or been granted permission to defer payment. At any date after fees become due, a student's academic privileges may be cancelled for non-payment. No student shall be eligible for any examinations, examination results, grades, or degree until any accounts owing to the University are paid.

Registration for courses opens in early July and tuition fees for the Fall term are due by **August 1st** (Please review BLPT Fees Guide: https://pt-mba.degrootemcmaster.ca/files/2020/06/BLPT-Fees-Guide_2020.pdf)

Before commencing registration in Mosaic:

- Refer to the Dates and Deadlines chart on the [Current Students website](#)
- Ensure that you have activated your MACID before accessing the Mosaic system.
- Check the [School of Graduate Studies Academic Calendar](#) and BLPT MBA Handbook for program requirements.

Contact an MBA Academic Advisor in the Student Experience – Academic office if you require assistance with registration.

A student may not register in a course until all prerequisites have been successfully completed.

COURSE LOAD

First and second year BLPT MBA students must take all required courses as assigned in their first and second academic year (terms #1 - #6). Students are not permitted to take additional courses throughout these terms.

Qualified students may take additional courses (overload) in the third year of the program. Requests to do so should be sent to the Manager, BLPT MBA Program. Overloading is academically challenging so requests from students with cumulative GPAs of less than 10.5 will not be considered. The rationale for taking the overload should be based on academic and/or work related considerations. Overload approvals will only be granted under exceptional circumstances and overload requests will be reviewed on an individual, case-by-case basis.

Students enrolled in the BLPT MBA program wishing to alter their course load from the standard course load per term should submit the “Petition for Special Consideration” form, <https://pt-mba.degroote.mcmaster.ca/files/2019/09/Petition-for-Special-Consideration-Leave-of-Absence.pdf>, to the Student Experience – Academic office **at least one month prior to the beginning of the BLPT MBA academic term.**

ELECTIVE OPPORTUNITIES AT OTHER INSTITUTIONS

BLPT students are eligible to complete one of their four electives at another institution (either domestic or international). Should a student wish to pursue this option, they would need to request a course outline from the international or domestic institution (the course would need to be either an MBA or equivalent graduate level course). The course outline would then be reviewed by the Program Director and respective Area Chair to determine if the course would be equivalent to an MBA course based at DeGroote. If approved, students would have permission to complete the course as one of their electives.

The course could either be offered online or in person, however if in person, BLPT students would still be required to be on campus during the Winter and Summer terms of their 3rd year (Terms #8 and #9) for the on-campus residencies. This is when the Strategic Integration Project course will be taught. **Students are restricted to only one international course or one course at another Canadian University as their elective.**

ONTARIO VISITING GRADUATE STUDENTS (OVGS)

It is possible for a graduate student registered at McMaster University to take a graduate course at another Ontario university for credit toward the McMaster degree. To do so, the student must review the Information Booklet, complete the form for an Ontario Visiting Graduate Student (both available on the Council of Ontario Universities website <https://cou.ca/resources/graduate-studies/>) and describe the course to be taken, the term in which it will be taken, and the reasons for taking the course. Approval of the student’s Department Chair, MBA Program Director, BLPT Program Manager and Academic Advisor are required before the form is submitted for approval to the School of Graduate Studies, which will send it to the host university. The course selected must be required for the student’s program, must be a graduate level course, and must not be available at McMaster University. Auditing of courses or registration for “extra” courses is not permitted.

Courses Taken in Ontario

If the course will be taken at a University in Ontario, the process is as follows:

- The student must speak to an MBA Academic Advisor in the Student Experience – Academic office to obtain permission to take the course.
- If permission is granted, the student must contact the host University and follow their procedure to register in the course.
- The student must complete the Ontario Visiting Graduate Student Application found on the Graduate Studies website at <http://graduate.mcmaster.ca/> and submit it to the Student Experience – Academic office.

- Tuition for the course is paid to McMaster University.

Courses Taken Outside of Ontario (do not fall under OVGS)

If the course will be taken at a University outside of Ontario, the process is as follows:

- The student must speak to an MBA Academic Advisor in the Student Experience – Academic office to obtain permission to take the course.
- If permission is granted, the student must contact the host University and follow their procedure to register in the course.
- Tuition for the course is paid to the host University.

Permission will not be granted for requests to take a course at another institution for the purpose of reducing course load in a future term. The maximum number of MBA courses that a McMaster University BLPT MBA student may take at another University is **one**, for their entire MBA degree.

DATES AND DEADLINES

For a complete list of important dates and deadlines, please visit the BLPT MBA Program Current Students website: <https://pt-mba.degroote.mcmaster.ca/current-students/important-dates/>

Evaluation

Learning in BLPT courses comes from lectures and activities focussed on business issues, from readings, and from research in preparation for presentations, cases, assignments, and projects. The balance of the learning results from in-class discussion, on-line discussion, simulations, and participation in comprehensive business cases as well as out-of-class analysis. All work will be evaluated on an individual basis except in certain cases where group work is expected. Group members will share the same grade.

Students are expected to attend all residencies and synchronous webinars, write tests and examinations when scheduled, and provide all course deliverables by the announced deadlines.

If a student misses a regularly scheduled residency, synchronous webinar, or other course deliverable, for a reason which the program deems legitimate (see below), the activity necessary to compensate for the missed work will be determined by the course instructor. However, there are limits to the number of requirements which can be missed, even for legitimate reasons, which are described below.

Normally, exams are not utilized in courses in BLPT MBA specific courses; however, if a student misses a major test in a blended learning format course (i.e. in a weekend residency/online format), for a reason in which the program deems legitimate (see below), they can apply for a deferred test.

If a student misses requirements for reasons not deemed legitimate by the program, the circumstances will be examined by the Program Director and Program Manager. The student may be required to leave the program temporarily to re-establish the proper sequencing of program requirements, or to withdraw from the program altogether, as appropriate.

A student who has missed a residency, synchronous webinar, test, or otherwise not completed a course requirement, must complete a **Petition for Missed Term Work** (<https://pt-mba.degroote.mcmaster.ca/files/2019/09/Petition-for->

[Missed-Term-Work.pdf](#)) and submit it to the Student Experience – Academic office for consideration of their case. The Petition, supported by appropriate documentation, must be provided within five (5) working days of the set date of the missed requirement. The Student Experience – Academic office will then review the Petition with the Program Director to determine whether the Petition will be approved.

Legitimate Reasons for Missed Requirements

The program specifies four categories of reasons for not meeting program requirements which are considered legitimate, as follow:

Approved Absence Category	Applicable for Webinar	Applicable for Residency
Personal medical reasons	Yes	Yes
Death of an immediate family member	Yes	Yes
Religious observance	Yes	Yes
Work Related Reasons	Yes	Yes (<i>but only for unplanned work emergencies</i>)

Personal Medical Reasons

If the reason for a request for relief is for personal medical reasons, the approved *McMaster University Student Health Care Certificate* (https://mbastudent.degroote.mcmaster.ca/files/2012/01/student_health_certificate.pdf) and a Petition for Missed Term Work (<https://pt-mba.degroote.mcmaster.ca/files/2019/09/Petition-for-Missed-Term-Work.pdf>) must be submitted to the Student Experience – Academic Office, covering the relevant dates. The student must be seen by a doctor at the earliest possible date, normally on or before the date of the missed work and the doctor must verify the duration of the illness.

For any accommodations required for students with disabilities, please see section [6.5 of the Graduate Calendar](#).

Non-Medical Reasons

To document absences for legitimate reasons other than medical, students must fill out the Petition for Missed Term Work linked into above, and provide the documentation described below, as appropriate.

- (i) Death of an immediate family member* – Copy of obituary
- (ii) Religious observance** – Explanatory statement from a religious leader
- (iii) Work-related – Explanatory statement from their supervisor, or other appropriate company official, on company letterhead

* *Immediate family member as defined by the Government of Canada (see section #7: <https://www.canada.ca/en/employment-social-development/services/labour-standards/reports/bereavement-leave.html#s07>).*

***Please refer to McMaster’s Academic Accommodation Policy for Religious, Indigenous and Spiritual Observances (<https://secretariat.mcmaster.ca/app/uploads/2019/02/Academic-Accommodation-for-Religious-Indigenous-and-Spiritual-Observances-Policy-on.pdf>)*

BLPT MBA Students should NOT use the online McMaster Student Absence Form as it is for Undergraduate students only.

Maximum Missed Requirements

There are limits to the number of program requirements that can be missed, even when the reasons for missing have been deemed legitimate by the program. These maximums apply even though a student has completed work assigned by the professor to make up for the missed requirements.

The maximum missed residencies is one residency per academic year.

The maximum missed webinars is one webinar per course per term.

The maximum missed assignments is one assignment per course per term.

Should a student miss a live webinar, for reasons that the program does not deem legitimate, a penalty of 10% will be incurred to the students' final course grade. If a student misses more than the number of requirements identified above, the circumstances will be examined by the Program Director and Program Manager and the student may be required to leave the program temporarily to re-establish the proper sequencing of program requirements, or to withdraw from the program altogether, as appropriate.

BLPT Students Missing Requirements in Elective Courses that are Part of the Full-Time MBA Program

BLPT students taking electives that are part of the full-time MBA program (and not BLPT MBA program developed electives) will be subject to the midterm, final examination and other policies that apply to those courses as outlined in the MBA Academic Handbook (<https://mbastudent.degrootemcmaster.ca/program-information/academic-calendar/>).

Students with questions about these policies for missed requirements can reach out to an Academic Advisor at askblpt@mcmaster.ca.

PEER REVIEW ADJUSTMENT PROCESS FOR BLPT DESIGNATED COURSES

The purpose of the peer review adjustment process is to encourage student teams to develop good team management practices and to have team members' contributions to team deliverables reflected in their marks for that work. Experience with group work has shown that most troubles arise because: a) individuals do not respect the group process, and/or b) there is lack of proper communication among group members.

For teams, an initial group meeting should happen as early as possible so that parameters are set right away (e.g., when the group will meet virtually, what collaborative tools they will use, what are the expected standards of work, when are the milestones, when are the internal deadlines, and how will preliminary assignment of individual tasks be determined). Students' first step should be the development of an online group calendar that can block off individual commitments and highlight dates and times that are free for all group members so that coordination of meetings is seamless. The worst thing a student can do is surprise their group with a long-standing commitment at the last minute. This is what typically starts group work off on the wrong foot.

To assist teams in coming to terms with group members who may not be performing up to standards, students are encouraged to complete an interim draft version of the peer evaluation form (located in each Avenue to Learn course shell) and use it to guide discussion within their team. This is for the students' own development and does NOT need to be submitted to the instructor. Everyone on the team deserves feedback and it is important that you provide it early (around the 50% of work done mark) and definitely prior to the completion of the second residency. *If you feel there has been a discrepancy in the contributions of your group members, peer reviews should be submitted on Avenue within 48 hours after the deadline of each group assignment.*

If problems persist during the term, it is imperative that they are raised and documented to the instructor and TA as early as possible. A certain level of group disharmony is typically present in every group project. Students' ability to

manage through the conflict and leverage the talents of everyone is an important skill. It will serve them well in their workplace, where collaborative work is ever present, as well as in the MBA program,

Instructors will arrange and administer formal peer review processes to adjust students’ marks to reflect their contributions to team deliverables. Instructors will explain the details of how they will manage peer review adjustments for a class early in the semester. The instructor’s mark adjustment may reduce the final mark on a group assignment for a student by up to 25%. In other words, if a group receives a grade of 85% for an assignment, an instructor may choose to adjust that final grade down to as far as 60% if the peer review adjustment form indicates that an individual did not complete his/her fair share. Please note, the downward adjustment of up to 25% is the maximum adjustment that can be assigned. An instructor may choose NOT to apply an adjustment and may choose to assign a penalty that is only a fraction of what his/her peers recommended.

THE GRADING SYSTEM

The grade for a course is normally determined by combining the grades obtained on classwork, assignments, tests, participation and examinations. The method for determining the final grade is to be stated in the course outline. The results of all courses attempted will appear as letter grades on the student’s transcript. Letter grades and the grade points assigned and equivalent percentages are indicated in the table below.

The MBA Grading Scale:

Grade	Points	Equivalent Percentages	Pass/Fail
A+	12	90-100	P+
A	11	85-89	P
A-	10	80-84	
B+	9	75-79	
B	8	70-74	
B-	7	60-69	
F	0	59 and under	F

Dean’s Honour List: The minimum grade point average for the Dean’s Honour List is 10.5 (between A- and A). Dean’s Honour List designation for BLPT students will be calculated at the end of each term.

Academic Policies

APPEALS AND PETITIONS FOR SPECIAL CONSIDERATION

Taken from section [2.5.9 in the Graduate Calendar](#):

“The University wishes to assist students with legitimate difficulties. It also has the responsibility to ensure that degree, program and course requirements are met in a manner that is equitable to all students. Please note that academic accommodation requests related to a disability are processed under the Academic Accommodation of Students with Disabilities policy. This includes accommodation requests for Permanent Disability, Temporary Disability, and Retroactive Accommodation.

In those instances where a student acknowledges that the rules and regulations of the University have been applied fairly, but is requesting that an exception be made because of special circumstances (compelling medical, personal, or family reasons) the student may submit, in a prompt and timely manner, a Petition for Special Consideration. The appropriate form is available on the School of Graduate Studies website. The student's supervisor and Associate Chair are normally required to provide their independent assessments of the student's statement in the petition. Supporting documentation will be required but will not ensure approval of the petition. The authority to grant petitions lies with the School of Graduate Studies and is discretionary. It is imperative that students make every effort to meet the originally-scheduled course requirements and it is a student's responsibility to write examinations as scheduled.

In accordance with the Student Appeal Procedures, decisions made on Petitions for Special Consideration cannot be appealed to the Senate Board for Student appeals. Where any student feels there may have been discrimination on grounds in a protected social area as outlined in the Ontario Human Rights Code, they may contact the Equity and Inclusion Office to discuss initiating a complaint (Room 212 of the McMaster University Student Centre). In Health Sciences, Graduate Students should also consult the Advisor on Professionalism in Clinically-Based Education."

BLPT MBA students wishing to address a specific concern relating to a course are encouraged to:

1. Speak privately with their professor to express their concern and offer possible informal resolutions
2. If the matter is not resolved, you may contact an Academic Advisor in the Student Experience – Academic office to discuss formal options for resolution
3. Students are requested to speak with the University Secretary regarding a complaint before submitting an appeal

POLICY FOR ACADEMIC ACCOMMODATION OF STUDENTS WITH DISABILITIES

Taken from section [6.5 in the Graduate Calendar](#):

"Below are excerpts from the Academic Accommodation of Student with Disabilities policy.

McMaster University is committed to excellence in teaching and learning. The University strives to ensure every student is afforded an academic environment that is dedicated to the advancement of learning and is based on the principles of equitable access and individual dignity. At McMaster we nurture and support a culture of acceptance, inclusion and the celebration of diversity. Creating a learning environment that is accessible to all students is a value embedded within the University's fabric as well as our policies, services and practices.

Students must meet University and program/degree requirements, including participation in classes, labs, clinical or practicum placements, tutorials, etc. Students seeking an Academic Accommodation are required to participate fully in the Academic Accommodations process. This participation includes: a) when the student is aware of their disability and the need for Academic Accommodation, contacting Student Accessibility Services before classes or academic work begins; b) providing the information required so that Student Accessibility Services can assess the duty to accommodate and develop Accommodation Plans; c) after the approval of the Accommodation Plan, should the student have any questions they may choose to speak with their instructor, SAS advisor or Faculty Office to review steps for the implementation of the Accommodation Plan; d) notifying Student Accessibility Services of any changes that may impact already established Accommodation Plans in a timely fashion.

Student Accessibility Services requires adequate time to review requests and coordinate needed arrangements. Some accommodations take longer to arrange than others (e.g. sign language interpreters and transcriptions), and students with these types of requests should be particularly cognizant of the timing of their requests. Failure to make a request or supply the required documentation in a timely manner may delay the approval and/or implementation of the requested accommodation.

New students and transfer students are encouraged to contact Student Accessibility Services and submit their accommodation request as soon as possible after they receive their offers of admission, or by August 1st of the academic year, whichever comes first.

The complete Academic Accommodation of Student with Disabilities Policy, which includes Roles & Responsibilities, Guidelines and Procedures, Appeals and related legislation can be found here.
(<https://www.mcmaster.ca/policy/Students-AcademicStudies/AcademicAccommodation-StudentsWithDisabilities.pdf>)

Workplace Accommodations for graduate students who have Teaching Assistantships and other campus employment are processed through Human Resources. For the related policy, requests, and procedures, refer to Human Resources.”

FAILING GRADES AND CONTINUATION

All MBA programs follow McMaster’s policy on Failing Grades and Incomplete Grades (section [2.6.8 of the Graduate Calendar](#)).

“The minimum passing grade in a graduate course is a B-. Failure in either a course or a milestone is reviewed by the appropriate Faculty Committee on Graduate Admissions and Study or the Associate Dean. The Faculty Committee on Graduate Admissions and Study or the Associate Dean acting on its behalf requests a departmental recommendation regarding the student, and this recommendation is given considerable weight. In the absence of a departmental recommendation to allow the student to continue, the student will be required to withdraw. Those allowed to remain in the program must either repeat or replace the failed course or milestone. A failing grade in a Certificate, Diploma, Master’s or Doctoral course remains on the transcript. Students who fail a second course or milestone will not normally be allowed to continue in the program.

Under exceptional circumstances a course instructor may approve an extension for the student for the completion of work in a course and assign an Incomplete grade (INC). The instructor will submit an incomplete grade with a ‘Lapse To’ grade, which is the grade that will default to at the date to clear incomplete grades. Normally this extension is in the range of a few weeks. A student who receives an incomplete grade must complete the work as soon as possible, and in any case early enough to allow the instructor to report the grade by the ‘Final Date to Submit Results of Incomplete Grades’. If the INC grade is not cleared by the deadline, the lapsed grade will automatically be recorded.”

Students who are experiencing difficulty with the program or having personal concerns that are interfering with their studies should book an appointment with an Academic Advisor or the Manager, BLPT MBA.

APPEAL PROCEDURES

Taken from Section [6.3 in the Graduate Calendar](#):

“The University has a responsibility to provide fair and equitable procedures for the lodging and hearing of student complaints arising out of University regulations, policies and actions that affect students directly. The procedures described in the [Student Appeal Procedures](#) are intended to provide a mechanism to fairly address alleged injustices. Students who wish to raise questions or who have a concern are strongly encouraged to communicate informally with their instructors, the Chair of their Supervisory Committee (or the Department Graduate Advisor where no committee exists), the Department Chair and/or the Associate Dean of Graduate Studies, the University Ombuds, or the appropriate administrative officer before seeking a review under the formal procedures. Experience has shown that many complaints can be resolved satisfactorily through informal communication. Students are requested to speak with the University Secretary regarding a complaint before submitting an application.

Students should seek remedies for their grievances as promptly as possible and must do so within the time limitations set out in the Student Appeal Procedures.

A Master’s or Ph.D. thesis, and a Ph.D. comprehensive exam are specifically excluded from the re-read procedures identified in the Student Appeal Procedures. If a student does poorly in any of these examinations, the original examining committee is required to allow the student a second opportunity at the examination after at least a week. If the student fails on that second attempt, no additional examinations are permitted.”

The Student Appeal Procedures may be found at:

<https://secretariat.mcmaster.ca/home/student-appeals/>

ACADEMIC INTEGRITY

Taken from Section [6.1 of the Graduate Calendar](#):

“The following brief statements are excerpted in part from the McMaster University Academic Integrity and Research Integrity Policies. For guidance on how to proceed in the case of suspected academic dishonesty or research misconduct, please consult the Office of Academic Integrity and the complete policies at <https://www.mcmaster.ca/academicintegrity/>. The Associate Deans of Graduate Studies are available for confidential consultations on matters related to academic and research integrity.

Academic Work

Academic work includes any academic paper, term test, proficiency test, essay, thesis, research report, evaluation, project, assignment or examination, whether oral, in writing, in other media or otherwise and/or registration and participation in any course, program, seminar, workshop, conference or symposium offered by the University.

For graduate students, comprehensive/qualifying exams, any research work, and thesis work (a thesis proposal, or thesis draft, or draft of one or more chapters) also constitute academic work and must adhere to standards of academic integrity.

Academic Dishonesty

Definition

Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage.

Wherever in this policy an offence is described as depending on “knowingly,” the offence is deemed to have been committed if the person ought reasonably to have known.

Students and applicants to graduate programs are responsible for being aware of and demonstrating behaviour that is honest and ethical in their academic work. Such behaviour includes:

- a. adhering to the principles of academic integrity when submitting application materials*
- b. following the expectations articulated by instructors for referencing sources of information and for group work;*
- c. asking for clarification of expectations as necessary;*
- d. identifying testing situations that may allow copying;*
- e. preventing their work from being used by others, e.g., protecting access to computer files; and*
- f. adhering to the principles of academic integrity when conducting and reporting research.*

Students are responsible for their behaviour and may face penalties under the Academic Integrity or Research Integrity policies if they commit academic dishonesty or research misconduct.

Graduate students, having been deemed admissible to higher studies, are expected to be competent in the acknowledgement of other people’s work, whether that work is in print or electronic media.

Graduate students are expected to understand the demands of ethical conduct of research and reporting research results and behave ethically and responsibly in conducting and reporting research. All graduate students are responsible for familiarizing themselves with the definition of research misconduct in the University’s policy, namely, “a researcher must

be honest in proposing, seeking support for, conducting, and reporting research; a researcher must respect the rights of others in these activities.”

Research Integrity

The University states unequivocally that it demands research integrity from all of its members. Research misconduct, in whatever form, is ultimately destructive to the values of the University and society; furthermore, it is unfair and discouraging to those who conduct their research with integrity. This Policy applies to all institutional personnel. The Office of Academic Integrity is the administrative office responsible for the receipt and processing of allegations of misconduct at the investigation stage. A complete list of Policy violations can be found within the Research Integrity Policy.”

LEAVE OF ABSENCE OR WITHDRAWAL

1. Leave of Absence (LOA)

- As per the School of Graduate Studies ([section 2.5.7](#)), graduate students are required to be continuously registered to support the timely completion of their degree. Students may, however, apply for a Leave of Absence (LOA) in one of four categories:
 - Medical or disability leave
 - Parenting leave
 - Compassionate or personal leave
 - No course available leave
- If an LOA is approved, BLPT students will return to the BLPT MBA program after a minimum 12-month leave. This leave will allow students to join the program in an upcoming cohort.
- The BLPT MBA program is designed with pre-requisite courses and all courses need to be taken in the same sequence (i.e., if a student withdraws from a course in the Fall 2020 term, they will have to wait until Fall 2021 to enter back into the program and take these required courses).
- During the period of a leave, the student is not entitled to use the University’s facilities. During a leave of absence, no tuition will be charged; however, students would be responsible for paying any annual ancillary fees associated with their student account. The length of time for completing the degree will be extended by the duration of the leave on the resumption of studies. If a leave begins after the course drop period of the term, the BLPT Fee Refund Schedule (2020-2021) will be followed (see below).
- Students requesting a leave of absence from the BLPT MBA program should submit the Petition for Special Consideration form to the Student Experience – Academic office prior to the start of academic term (or first residency): <https://pt-mba.degroote.mcmaster.ca/files/2019/09/Petition-for-Special-Consideration-Leave-of-Absence.pdf>
- Students who have not completed any courses over a period of two academic terms, and have not been approved for a leave of absence, will be withdrawn from the BLPT MBA program.

The permissible time for the completion of the BLPT MBA program is limited to **eight calendar years** from the date of first registration in the program.

2. Withdrawal from the MBA Program

Students whose circumstances require a leave-of-absence for longer than one year, or students who opt to withdraw from the program entirely, should submit a Request for Change of Status form to the Student Experience – Academic office: <https://mbastudent.degroote.mcmaster.ca/files/2017/01/MBA-Change-of-Status-form-1.pdf>

Depending on the circumstances, there are various withdrawal options available:

Withdrawal from Courses after Registration

- Students cannot withdraw from individual courses in terms #1 - #6. During these terms, withdrawal can only be from all the courses in a term. Such a withdrawal would require the student to wait until the next regular offering of those courses to take them and continue in the program.
- In terms #8 and #9 students must complete these terms in sequential order (consecutively) as successful completion of Strategic Integration Project (A) is a pre-requisite for Strategic Integration Project (B and C).
- If a student wishes to withdraw, without a financial penalty, from the program in a term in which they are already registered, they must apply for the withdrawal **prior to the first residency**.
- In third year, students can withdraw from non-BLPT elective courses following the rules that apply to those courses.
- In the third year, students can withdraw from BLPT elective courses prior to the first residency without financial penalty, but must wait for the next regularly scheduled offering of the course if they wish to register in it again.
- After the first residency and up to the end of the ninth week of the term, withdrawals may be permitted with financial penalty (but no academic penalty), if one of the following is the case and appropriate documentation is submitted:
 - a. Medical issues - required documentation: doctor's certificate describing the medical concerns
 - b. Changes in the student's employment (e.g., transfer, promotion, extraordinary overtime requirements unanticipated at the time of registration - required documentation: letter of explanation from immediate supervisor on company letterhead)
- After the end of the ninth week of the term, and until the last day of classes, students may not withdraw without academic penalty, from the program or a course (as outlined above); however, they may request a deferred examination (if applicable) on the basis of either (a) or (b) above.
- Requests for consideration under the above items must be made in writing to the Student Experience – Academic office and be accompanied by appropriate documentation. These requests must be received no later than the following times:
 - a. Before the first residency of the term for cases requiring no documentation
 - b. End of the ninth week of the term for cases with documentation (medical or employment)
 - c. Last day of the regular academic term or the day prior to an examination (whichever date falls first) for requests for deferred examination privileges
- Students can change electives before the final day to add courses for the term, however if a student is wishing to add a blended-formatted elective, they need to add this course prior to the start of the first synchronous webinar or residency of the term (whichever activity falls first).
- Students who have withdrawn from the program may petition for re-admission to the program, provided that they do so within five years of the date of withdrawal and they may be eligible for reinstatement at the Program's discretion upon reapplication. The permissible time to complete the BLPT MBA program is limited to eight calendar years from the date of first registration in the program.

Should a student's petition for re-admission be accepted, they will be subject to the Program policies in place at the time of their re-admission. In addition, if re-admitted and the program curriculum has not changed since the time of their withdrawal, they will be allowed to re-enter the program during their next scheduled academic term as per the BLPT term sequencing outlined in the SGS Academic Calendar. If, however, program curriculum has changed since the time of their withdrawal from the program, students' petitions will be assessed on a case-by-case basis for re-admittance."

BLPT Fee Refund Schedule 2020-2021

Fall Session (September to December)	
Up to Sept. 11	No Charge
Sept. 12 to Sept. 18	30% Charge
Sept. 19 to Sept 25	40% Charge
Sept. 26 to Oct. 2	50% Charge
Oct. 3 to Oct. 9	60% Charge
Oct. 10 to Oct. 16	70% Charge
Oct. 17 to Oct. 23	80% Charge
Oct. 24 to Oct. 30	90% Charge
Oct. 31 onward	100% Charge
Winter Session (January to April)	
Up to Jan. 15	No Charge
Jan. 16 to Jan. 22	20% Charge
Jan. 23 to Jan. 29	30% Charge
Jan. 30 to Feb. 5	40% Charge
Feb. 6 to Feb. 12	50% Charge
Feb. 13 to Feb. 19	60% Charge
Feb. 20 to Feb. 26	70% Charge
Feb. 27 to Mar. 5	80% Charge
Mar. 6 to Mar. 12	90% Charge
Mar. 13 onward	100% Charge
Summer Session (May to July)	
Up to May 15	No Charge
May 16 to May 21	35% Charge
May 22 to May 28	45% Charge
May 29 to June 4	60% Charge
June 5 to June 11	65% Charge
June 12 to June 18	75% Charge
June 19 to June 25	85% Charge
June 26 to July 2	95% Charge
July 3 onwards	100% Charge

GRADUATION

Graduation from the BLPT MBA program requires that a student successfully complete all course requirements as stipulated for their program.

Tuition Fees

Please refer to the DeGroot [website](#) for MBA Tuition and Supplemental Fees. You must pay full tuition and fees for any term in which you are academically registered.

Facilities and Services at McMaster University

BLPT MBA students have access to a variety of services at the Ron Joyce Centre in Burlington and at the McMaster main campus in Hamilton.

RON JOYCE CENTRE – BURLINGTON CAMPUS 4350 South Service Road Burlington, ON L7L 5R8 905-525-9140

For a complete list of services and building hours, please visit the Ron Joyce Centre website:

<https://rjc.degroote.mcmaster.ca>

BUILDING INFORMATION, ASSISTANCE, LOST AND FOUND

RJC Concierge Services Front Desk ext.
20536

EVENT PLANNING/CATERING SERVICES

Kassandra Jones (Black & McDonald)
RJC 266 ext. 20534
KJones@blackandmcdonald.com

FACILITY MANAGER

Linda DeSantis (Black & McDonald)
RJC 257 ext. 20535
ldesantis@blackandmcdonald.com

IT/AV Services

Aubrey Millard
RJC 108 ext. 26549

LIBRARY & RESEARCH SERVICES

Jeannie An
RJC 253 ext. 20561
<https://rjc.degroote.mcmaster.ca/library/>

PARKING

Online Permit Sales
<https://rjc.degroote.mcmaster.ca/services/parking/>

RELIGIOUS AMENITIES

Interfaith & Spiritual Centre
RJC 265

SECURITY

RJC Security Services
Front Desk ext. 20536
In case of emergency, dial 911

MCMASTER UNIVERSITY - MAIN CAMPUS 1280 Main St. West Hamilton, ON L8S 4L8 905-525-9140

BOOKSTORE

McMaster Campus Store
GH-B101 ext. 24751
<https://campusstore.mcmaster.ca>

RECREATION CARD

McMaster Athletics and Recreation
DBAC WG-101 ext. 24464
<https://rec.mcmaster.ca>

FINANCIAL AID

Office of Student Financial Aid & Scholarships GH-120
ext. 24319
<http://sfas.mcmaster.ca>

HUMAN RIGHTS ISSUES

Equity and Inclusion Office MUSC-212
ext. 27581
<http://www.mcmaster.ca/hres>

INTERNATIONAL STUDENT SERVICES

GH-110 ext. 24254
<https://iss.mcmaster.ca>

MEDIA PRODUCTION SERVICES

Design Group: Mills Memorial Library, 1st Floor Print
Group: DSB-B111 <http://media.mcmaster.ca>

OMBUDS

MUSC-210 ext. 24151
<http://www.mcmaster.ca/ombuds>

PARKING SERVICES

Security and Parking Services
ET Clarke Centre-102 ext. 24232
<http://parking.mcmaster.ca>

POLICY STATEMENTS

University Secretariat GH-210,
ext. 24337
<http://www.mcmaster.ca/univsec/>

RELIGIOUS SERVICES

Chaplaincy Centre
MUSC-231 ext.
24207
<http://www.mcmaster.ca/chaplain>

SECURITY ON CAMPUS

Security and Parking Services
ET Clarke Centre-201 ext. 24281
In case of emergency,
Dial "88" from any campus phone
<http://security.mcmaster.ca>

STUDENT ACCOUNTS AND CASHIERS

GH-209 ext. 24478
<http://www.mcmaster.ca/bms/student/index.htm>

STUDENT SUPPORT AND STUDENTS WITH DISABILITIES

Student Accessibility Services MUSC-B107 ext. 28652
<http://sas.mcmaster.ca>

TRANSCRIPTS

Office of the Registrar (Admissions and Records)
GH-108 ext. 24796 or 905-525-4600
<http://registrar.mcmaster.ca/category/services/transcripts/>

WALK HOME SERVICE

Student Walk Home Attendant Team
(SWHAT) MUSC-204 ext. 27500
<http://www.msumcmaster.ca/swhat.htm>