To   :   Members of Graduate Council

From   :   Christina Bryce
                Assistant Graduate Secretary

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The next meeting of Graduate Council will be held on **Tuesday November 15th at 9:30 am in Council Chambers (GH 111)**

Listed below are the agenda items for discussion.

Please email *cbryce@mcmaster.ca* if you are unable to attend the meeting.

A G E N D A

   I.   **Minutes of the meeting of October 18th, 2022**

  II.   **Business arising**

 III.   **Report from the Vice-Provost and Dean of Graduate Studies**

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

  V.   **Report from the Associate Registrar and Graduate Secretary**

 VI.   **Faculty of Social Sciences Graduate Curriculum and Policy Committee report**

VII.   **New Award**

VIII.   **Certificates, Diplomas & Microcredentials Policy Draft (For Discussion)**

McMaster University

School of Graduate Studies

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

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

Tuesday October 18th at 9:30 am in GH-111 and via Zoom

Present: S. Hranilovic (Chair), M. Thompson, S. Hanna, M. Heath, M. Horn, T. Chamberlain, N. Kuhathasan, S. Raha, L. Side, S. Han, C. Ching, E. Grodek, L. Romane, J. Kish, R. Wu, B. Trigatti, A. Shi, D. Emslie, V. Kuperman, T. McDonald, Z. Samaan, M. Ragny, H. Abdulhussain, N. Malik, S. Baschiera (Associate Registrar and Graduate Secretary), C. Bryce, (Assistant Graduate Secretary)

Regrets: D. Gillespie, M. Verma, B. Gupta, M. Young,

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I. Minutes of the meeting of September 20th, 2022

It was duly moved and seconded, **'that Graduate Council approve the minutes of the meeting of September 20th, 2022 as set out in the document.'**

The motion was **carried**.

II. Business arising

There was no business arising

III. Report from the Vice-Provost and Dean of Graduate Studies

Dr. Hranilovic reported on the following items:

- The impact of international student delays;
- Policy renewal work;
- The status of the graduate student residence, noting full occupancy expected for September 2024 and that the allocation model is almost confirmed;
- The status of the review of the School of Graduate Studies, noting a list of reviewers had been provided to the Provost;
- Upcoming Graduate Student Events.

IV. Report from the Graduate Associate Deans

Dr. Heath (Faculty of Social Sciences) reported on the following items:
- Work with the Faculty of Humanities to develop a graduate seminar related to the Wilson College of Leadership and Civic Engagement;
- The development of an Indigenous studies graduate program.

Members discussed whether or not there would be any graduate programs coming from Wilson College and the status of the development of the Indigenous Studies graduate program, including stakeholders to be consulted.

Dr. Thompson (Faculty of Engineering) reported on the following items:
- The Canadian Graduate Engineering Consortium Fair;
- The Engineering co-op option, noting numbers have been growing steadily since it's implementation in 2018 and that they'd just breached the 1000 student mark for the numbers of students who are taking a course on job skills;
- Work on policy renewal, noting that they have reached out to a number of leaders around the university ahead of the associate dean discussion;
- Upcoming graduate student activity, including the Engineering Graduate Student Society Metric Conference.

In response to a question about the percentage of students taking up the co-op option, Dr. Thompson said it was about 20%. 10% had been the projected number. They're expecting to level off at 300 or 400 students. Most students do a year long placement.

Dr. Horn (Faculty of Humanities) reported on the following items:
- Award application season, highlighting that the number of applications for different awards had declined significantly;
- An upcoming event to be held in late November where the UBC press editors will be offering a free talk on book publishing.

Members discussed the award application numbers issue, noting the context for different award competitions in different faculties, the mix of domestics versus international students and the context of this year given the success of last year.

Dr. Hanna (Faculty of Health Sciences) reported on the following items:
- The adjudication of an award for PDF research;
- An upcoming meet and greet night for graduate program ambassadors on November 24th;
- A new program in development (Master of Biomedical Innovation) focused on devices and technology, is making its way through the governance processes;
- Approval at Quality Council for the Graduate Diploma in Community and Public Health;
- The Office of Professionalism in the Faculty is undergoing a review at the moment to see how needs have changed and review how it's resourced;
- CAGS November 1st – 3rd
- Work has begun to overhaul the outdated Faculty of Health Sciences graduate studies website.

In response to a question, Dr. Hanna clarified that the Office of Professionalism was established some time ago to serve the unique needs with clinical training and faculty and as it evolved it

became an intake for all kinds of concerns. Part of the work of the review will be to help determine how best to focus its efforts.

V.   Report from the Associate Registrar and Graduate Secretary

There was no report.

VI.   Fall 2022 Graduands (to be distributed)

It was duly moved and seconded, **'that Graduate Council approve the list of the 2022 Fall Graduands, with amendments/corrections to be made as necessary by the Associate Graduate Registrar.'**

The motion was **carried**.

In response to a question about Spring Convocation dates Dr. Hranilovic noted there'd been discussions but nothing finalized.

VII.   New Awards

It was duly moved and seconded, **'that Graduate Council approve the new awards as set out in the document.'**

The motion was **carried**.

To : Graduate Council

From : Christina Bryce
Assistant Graduate Secretary

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At its meetings on October 19th the Faculty of Social Sciences Graduate Curriculum and Policy Committee approved the following recommendations.

Please note that these recommendations were approved by the Faculty of Social Science.

For Approval of Graduate Council:

    i.   **Public Policy**
        i.   **Change to Calendar Copy**

    ii.   **Religious Studies**
        i.   **Change to Program Requirements and addition of MRP Option**
        ii.   **Change to Field and Area Name**
        iii.   **Addition of New Area**

For Information of Graduate Council:

    i.   **Public Policy**
        iv.   **New Course**
            1.   710 Big Tech Business Models
        v.   **Change to Requisites**
        vi.   **Change to Course Title and Description**
            1.   709 Digital Transformation and Strategy
        vii.   **Change in Course Title**
            1.   704 Policy Analysis Case Study
            2.   740 Principles of Mathematics
            3.   741 Principles of Writing

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

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 (cbryce@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.

DEPARTMENT	Social Sciences, MPP in Digital Society
NAME OF PROGRAM and PLAN	PUBPOL, DIGISOC
DEGREE	MPP

NATURE OF RECOMMENDATION *(PLEASE CHECK APPROPRIATE BOX)*
Is this change a result of an IQAP review? ☐ Yes ☒ No

CREATION OF NEW MILESTONE ☐

CHANGE IN ADMISSION REQUIREMENTS		CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE		CHANGE IN COURSE REQUIREMENTS	
CHANGE IN THE DESCRIPTION OF A <u>SECTION</u> IN THE GRADUATE CALENDAR	X	**EXPLAIN:** Change to Calendar Copy to clarify number of required courses.			
OTHER CHANGES		**EXPLAIN:**			

DESCRIBE THE <u>EXISTING</u> REQUIREMENT/PROCEDURE:

N/A

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

WE WOULD ADD LANGUAGE TO THE GRADUATE CALENDAR TO THE EFFECT OF: *Successful completion of the MPP in Digital Society requires the completion of 9 seminar courses and 9 skills labs offered by the program from the list below in a given year.*

RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

The course meets program learning outcomes related to technical knowledge ("students will be able to demonstrate and apply knowledge of digital technologies, including their architecture and operation" as well s to critical thinking and problem-solving skills ("students will be able to use critical thinking skills to identify and develop prospective solutions for complex problems as well as evaluate the success of the solutions employed").

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

May 2023

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 (please include a tracked changes version of the calendar section affected if applicable):

*To be added after "*The Master of Public Policy in Digital Society is a professional graduate degree that combines traditional seminar-based learning formats along with skill development labs in order to establish a set of core competencies at the intersection of public policy and digital technology." And before "Degree requirements" -- *Successful completion of the MPP in Digital Society requires the completion of 9 seminar courses and 9 skills labs offered by the program from the list below in a given year.*

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Vass Bednar   Email: vass.bednar@mcmaster.ca Extension: 647.801.5856 Date submitted: October 12th, 2022

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

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

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 (cbryce@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.

DEPARTMENT	Religious Studies		
NAME OF PROGRAM and PLAN	Religious Studies		
DEGREE	**Masters of Arts (MA)**		

NATURE OF RECOMMENDATION *(PLEASE CHECK APPROPRIATE BOX)* **Is this change a result of an IQAP review? ☐ Yes ☒ No**			
CREATION OF NEW MILESTONE ☐			
CHANGE IN ADMISSION REQUIREMENTS		**CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE**	**CHANGE IN COURSE REQUIREMENTS**	x
CHANGE IN THE DESCRIPTION OF A <u>SECTION</u> IN THE GRADUATE CALENDAR		**EXPLAIN:**	
OTHER CHANGES		**EXPLAIN:** The Department of Religious Studies currently offers and will continue to offer a two-year MA program; the change proposed here will allow students the option to a complete a one-year (three term) MA.	

DESCRIBE THE <u>EXISTING</u> REQUIREMENT/PROCEDURE:

The current MA program requires the following elements to be completed over two academic years:
I.   Coursework:
        RS 701 Issues in the Study of Religions
        Four half courses in the major area of study
        Two half courses in the minor area of study

II.   Breadth requirement:
   (1) Six units (two semesters) undergraduate work in Asian religions beyond the first-year level or two Breadth Requirement examinations, if six units of undergraduate coursework in Asian religions has not been completed prior to beginning the program.
   (2) Six units (two semesters) undergraduate work in Western religions beyond the first-year level or two Breadth Requirement examinations, if six units of undergraduate coursework in Western religions has not been completed prior to the beginning of the program.

III.   Language requirement:
        Demonstrated ability in a language other than English (determined by: six units second level or above with a grade of B or higher; exam with a B- or higher; native language other than English). Asian and Biblical fields have additional language requirements.

IV.   Thesis or project showing some measure of independent competence in dealing with a limited but significant question.

V.   Additional requirements:
        SGS/101 Academic Research Integrity and Ethics
        SGS/201 Accessibility for Ontarians with Disabilities Act Training

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

All applicants will apply to the one-year MA; students who wish to complete the two-year MA will apply in the winter term of the one-year MA.

NEW: Requirements for the one-year MA:
I.   Coursework:
        RS 701 Issues in the Study of Religion
        Five half courses to be completed in the Fall (2 or 3 courses) and Winter (2 or 3 courses) terms
II.   SGS 700 Major Research Paper (7,500-10,000 words) to be completed in the Spring/Summer Term
III.   Additional Requirements:
        SGS/101 Academic Research Integrity and Ethics
        SGS/201 Accessibility for Ontarians with Disabilities Act Training

Minor modifications to the requirements for the two-year MA in bold:
I.   Coursework:
        RS 701 Issues in the Study of Religions: No change
        Six courses: No change
          Major and minor area requirements are changed to: **Concentration: Three courses in an area**
II.   **Breadth requirements eliminated**
III.   Language requirement: No changes except "Asian and Biblical fields have additional language requirements" is changed to "**Supervisors may recommend additional language training**."
IV.   Thesis or project: No change
V.   Additional requirements: No changes

RATIONALE FOR THE RECOMMENDED CHANGE (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

Both the one- and two-year MA will fulfill our Department Level Program Learning Outcomes for the MA Program:

1. Graduates of the MA program are knowledgeable about a range of religions and their variations and differences within and across traditions as well as time and place.
2. Graduates are conversant with a range of contemporary debates in Religious Studies and will have a critical awareness of new theoretical approaches and insights in the field.
3. Graduates can produce coherent arguments that demonstrate an application of theory or critical methodologies to the analysis of religious texts, practices, and issues.

The two-year MA will allow additional time for those students who wish to pursue more in-depth research (as a project or thesis) and language training, particularly for the purpose of pursuing a doctorate.

Dropping the current breadth requirement is recommended to allow students the necessary time to focus on their core seminars; the requirement has often been ineffective at achieving the stated goal of breadth; one-year MA students will not have the time to complete the requirement.

Altering the major and minor area coursework requirements (four seminars in major area, two seminars in minor area) to a concentration achieved by taking three seminars in one area allows students to take seminars more broadly across the department's offerings while still achieving a specialization, and reflects our current reality of the number of available seminars.

Offering the option of a one-year MA brings the Department into alignment with other FSS departments' one-year MA with MRP programs and numerous departments of Religious Studies in the larger Canadian setting. This option will allow students to pursue further studies within Religious Studies beyond the B.A., earn an advanced degree, and prepare to enter into a variety of careers within a one year timeframe.

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

September 2023

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 (please include a tracked changes version of the calendar section affected if applicable):

See below.

CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:

Name: Celia Rothenberg Email: rothenb@mcmaster.ca   Extension: 24363 Date submitted:

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

Admission

The normal minimum requirement for admission to M.A. study is graduation with B+ standing in an Honours program or equivalent in Religious Studies, or in a related discipline with significant emphasis on the study of religion. Related disciplines include Anthropology, Sociology, History, Philosophy, Theology, Classics, Near Eastern, South Asian, and East Asian studies. Graduates with preparation in related fields may be required to take a certain amount of undergraduate work in Religious Studies.

~~All incoming students should have completed the equivalent of six units (one full year course) of undergraduate work in Asian religions. Students who do not meet this requirement will be expected to fulfill their breadth requirement by taking six units of undergraduate courses, or by writing two Breadth Requirement examinations, or by taking a three unit undergraduate course and writing one Breadth Requirement examination.~~

~~All incoming students should have completed the equivalent of six units (one full year course) of undergraduate work in Western religions. Students who do not meet this requirement will be expected to fulfill their breadth requirement by taking six units of undergraduate courses, or by writing two Breadth Requirement examinations, or by taking a three unit undergraduate course and writing one Breadth Requirement examination.~~

A candidate for the M.A. degree will be required to spend at least one calendar year in full-time graduate study or the equivalent in part-time study. There are ~~two~~ three routes to the M.A.: the thesis route, ~~and~~ the project route, and the Major Research Paper route. In consultation with a supervisor, an M.A. student must choose among these options by January 30 of the year of initial registration as a graduate student.

A. M.A. with Thesis

The thesis route entails the following requirements:

1. The candidate must demonstrate a reading knowledge of a language other than English which is most useful in the area in which the thesis is written. Guidelines for fulfilling this requirement are specified in the Departmental Handbook. ~~Additional languages may be required;~~ Supervisors may recommend additional language training.
2. A minimum of six half courses must be completed with at least B- standing~~, four half courses must be at the graduate level and must be taken in the major area of study; the other two half courses must be in the minor area of study~~; three of these courses should be in an area of concentration.
3. The completion of RELIG ST 701 Issues in the Study of Religions;
4. A thesis must be completed; the thesis should show an ability to deal with first-hand material in a limited problem in Religious Studies; the thesis must be defended in an oral examination; all M.A. degree candidates who have completed their oral defence must submit their revised thesis to both the Department and the School of Graduate Studies by the deadline dates specified for the second convocation following their defence. (Note: Text-critical studies or translation with commentary are acceptable, with the approval of the advisory/supervisory committee, as the functional equivalent of a thesis.)

B. M.A. with Project

The project route entails the following requirements:

1. ~~1.~~ The candidate must demonstrate a reading knowledge of a language other than English appropriate to work on the project. Guidelines for fulfilling this requirement are specified in the Departmental Handbook. ~~Additional languages may be required;~~ Supervisors may recommend additional language training.
2. Completion of six half courses as defined above.
3. The completion of RELIG ST 701 Issues in the Study of Religions;
4. Completion of a project and the passing of an oral or written examination on the substance of the project. A "project" is defined by the faculty members of a departmental field. Normally a project will cover broad areas of learning. Projects will permit students to move into new areas, to read large and unfamiliar bodies of texts, and to deal comprehensively with large questions in central areas of concern.

C. M.A. with Major Research Paper

1. Completion of five half courses with at least B- standing;

2. Completion of RELIG ST 701 Issues in the Study of Religions;

3. Completion of SGS 700 Major Research Paper (between 7,500 and 10,000 words). Guidelines for fulfilling this requirement are specified in the Departmental Handbook.

McMaster University | SCHOOL OF GRADUATE STUDIES

Recommendation for Change in Program Requirements/Procedures

Please note the following:

- This form must be completed for all changes involving degree program requirements and procedures. Sections of this form pertaining to your requested change must be completed.
- An electronic version of this form should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca). Questions about the form can also be directed to this address.
- A representative from the department/program is required to attend the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.

Department: Religious Studies
Name of Program and Plan: GSSMA (RELSTTHMA, RELSTCPMA) and GSSPH (RELSTPHD)
Degree: MA and PhD

Nature of Recommendation (Please complete appropriate field(s))
Is this change the result of an IQAP Review: Yes ☐ No ☒
Creation of New Milestone ☐
Change in Admission Requirements ☐
Change in Comprehensive Examination Procedure ☐
Change in Course Requirements ☐
Change in the Description of a Section of the Graduate Calendar ☐   **Please explain:**
Other Changes ☒   **Please explain:**   **Field Name Change – Change Biblical Field to Judaism and Christianity in Antiquity**

Describe the existing requirement/procedure:

Provided a detailed description of the recommended change:

Rationale for the recommended change (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

Name "Biblical field" does not describe our current program. We focus on a broad range of ancient Jewish and Christian texts, and we do not limit ourselves to canonical texts. Especially, Dr. Tervanotko's research focuses on texts composed in an era predating any canon.

The "biblical field" is not value-neutral, as it suggests that both the Hebrew Bible (Old testament) and New testament belong to the "Bible". Hence, it is a Christian term and refers to a (later) Christian understanding of the biblical corpus. This term does not accurately define the research and teaching of this area, which we aim at keeping neutral from later canonical perspectives. Thus, describing the field with less biased terms would be preferable.

For these reasons, we suggest the title "Judaism and Christianity in Antiquity."

Provide Implementation Date: (Implementation date should be at the beginning of the academic year)

ASAP

Are there any other details of the recommended change that the curriculum and policy committee should be aware of? If yes, please explain:

Provide a description of the recommended change to be included in the calendar (please include a tracked-changes version of the calendar section affected):

Attached shows recommended change highlighted in purple.

Contact Information for the recommended change:
Name: Doreen Drew
Email: relstud@mcmaster.ca
Date Submitted: October 11, 2022

McMaster University | **SCHOOL OF GRADUATE STUDIES**

Recommendation for Change in Program Requirements/Procedures

Please note the following:

- This form must be completed for all changes involving degree program requirements and procedures. Sections of this form pertaining to your requested change must be completed.
- An electronic version of this form should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca). Questions about the form can also be directed to this address.
- A representative from the department/program is required to attend the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.

Department: Religious Studies
Name of Program and Plan: GSSMA (RELSTTHMA, RELSTCPMA) and GSSPH (RELSTPHD)
Degree: MA and PhD

Nature of Recommendation (Please complete appropriate field(s))
Is this change the result of an IQAP Review: Yes ☐ No ☒
Creation of New Milestone ☐
Change in Admission Requirements ☐
Change in Comprehensive Examination Procedure ☐
Change in Course Requirements ☐
Change in the Description of a Section of the Graduate Calendar ☐   **Please explain:**
Other Changes ☒   **Please explain: Area Name Change – Change Religion and the Social Sciences to Religion and Culture**

Describe the existing requirement/procedure:

Provided a detailed description of the recommended change:

Rationale for the recommended change (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

"Religion and Social Sciences" is not a useful or accurate title for the area of study/specialty. The reference to "Social Sciences" does not reflect in any substantive way the specific focus of the area. The current name is also not particularly accurate: while we do have anthropologists (Rowe, Rothenberg, Iqbal) and a sociologist (Takim), we also have a historian (Amster) and a specialist in communication studies (Mincheva). In short, the RSS name hides far more than it reveals about who we are and what we do. Further, "Religion and Culture" is suggestive of a link to the renamed undergrad program. While the area is not intended to be viewed as the only pathway from the undergrad program to the grad program, creating a link that is suggestive of some continuity between the two programs could be useful. If it attracts students who are better suited to specializing in our other areas, we can direct them to the areas that are the best fit for them.

Provide Implementation Date: (Implementation date should be at the beginning of the academic year)

    ASAP

Are there any other details of the recommended change that the curriculum and policy committee should be aware of? If yes, please explain:

Provide a description of the recommended change to be included in the calendar (please include a tracked-changes version of the calendar section affected):

Attached shows recommended change highlighted in green.

Contact Information for the recommended change:
Name: Doreen Drew
Email: relstud@mcmaster.ca
Date Submitted: October 11, 2022

Recommendation for Change in Program Requirements/Procedures

Please note the following:

- This form must be completed for all changes involving degree program requirements and procedures. Sections of this form pertaining to your requested change must be completed.
- An electronic version of this form should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca). Questions about the form can also be directed to this address.
- A representative from the department/program is required to attend the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.

Department: Religious Studies
Name of Program and Plan: GSSMA (RELSTTHMA, RELSTCPMA) and GSSPH (RELSTPHD)
Degree: MA and PhD

Nature of Recommendation (Please complete appropriate field(s))
Is this change the result of an IQAP Review: Yes ☐ No ☒
Creation of New Milestone ☐
Change in Admission Requirements ☐
Change in Comprehensive Examination Procedure ☐
Change in Course Requirements ☐
Change in the Description of a Section of the Graduate Calendar ☐   **Please explain:**
Other Changes ☒   **Please explain: Add Islamic Studies area to the Western Religious Traditions field**

Describe the existing requirement/procedure:

Provided a detailed description of the recommended change:

Rationale for the recommended change (How does the requirement fit into the department's program and/or tie to existing Program Learning Outcomes from the program's IQAP cyclical review?):

The creation of an Islamic Studies area is both necessary and pragmatic. Our department faculty includes Professor Liyakat Takim (Sharjah Chair in Global Islam) and Professor Ellen Amster (.25FTE) both of whom specialize in Islamic Studies. Professor Takim is currently part of two graduate areas, Religion and the Social Sciences and Western Religious Thought. Professor Amster is part of our Religion and Social Sciences area. Many of our graduate students who specialize in the area of Islamic Studies take the relevant graduate seminars and comprehensive exams that are, at this time, located within these two areas. Creating a clearly named and distinct "Islamic Studies" area makes visible the research and teaching that is already ongoing in the Department. With the addition of our associate members (Professors Iqbal and Mincheva), it is time to highlight the important role Islamic Studies has in the Department and University. Ideally, the creation of Islamic Studies will also allow future graduate students more easily and quickly see the potential for pursuing their interests in Islamic Studies in the Department of Religious Studies.

Participating faculty in agreement with this proposal: Liyakat Takim (x RSS), Ellen Amster (.25 FTE, x RSS), Celia Rothenberg (x RSS), Basit Iqbal (department associate member from Anthropology); Dilyana Mincheva (department associate member from Communications Studies)

Relevant courses:

RELIGST/GLOBALST 748 - The Qu'ran in a Global Context

RELIGST 766 – Islamic Fundamentalism

RELIGST 788 Topics in the Anthropological Approaches to the Study of Islam

RELIGST/GLOBALST 767 – Islam in a Global World

RELIGST 781/ANTHRO 767 – Introduction to the Anthropology of Religion (xRSS)

Graduate seminars in other departments relevant to the area subject to approval by GAC. Dr. Mincheva's CMSTMM 710 International Communication: Islam, Feminisms and the Global Media Sphere (Winter 2022)

Two year MA students could pursue a concentration in Islamic Studies if they complete three courses in the area (as proposed in the revisions to the MA program to be approved, hopefully, October 19.

PhD students could designate Islamic Studies as a major or minor area and take comprehensive exams in the area (comprehensive exam format to be designed by department area members).

Provide Implementation Date: (Implementation date should be at the beginning of the academic year)

ASAP

Are there any other details of the recommended change that the curriculum and policy committee should be aware of? If yes, please explain:

Provide a description of the recommended change to be included in the calendar (please include a tracked-changes version of the calendar section affected):

<mark>Attached shows recommended change highlighted in yellow.</mark>

The following courses should be moved from Religion and the Social Sciences - changing to Religion and Culture) to the new Islamic Studies area:

RS 766

RS 767GLOBALST 767

RS 788

The following course should be moved from Western Religious Thought area to new Islamic Studies area

RS 748

Contact Information for the recommended change:
Name: Doreen Drew
Email: relstud@mcmaster.ca
Date Submitted: October 11, 2022

Religious Studies Courses

The following courses are offered for graduate credit. A list of courses offered in any one year and detailed d available each year in the Departmental Handbook. A student may take courses designated as "Topics in" mo contents vary from year to year. Courses marked with an asterisk (*) are half courses. A student may receive more than two half courses entitled "Special Readings" (*705, *734, *769). Transcript credit is given for 6X0 these courses do not count toward the fulfillment of the minimum departmental course requirements.

Not all courses listed in the calendar will be offered in any given year, though the intention is to offer a listed once in four years. Students should consult the Religious Studies *Graduate Handbook* for the list of courses t particular year.

Courses

Asian Religions

- [RELIG ST 6X06 / Introductory Sanskrit](#)
- [RELIG ST 6XI6 / Intermediate Sanskrit](#)
- [RELIG ST 6Y06 / Introduction to Literary Chinese](#)
- [RELIG ST 6Z06 / Introduction to Reading Japanese](#)

General Courses

- [RELIG ST 705 / Special Readings in Asian Religions](#)
- [RELIG ST 706 / Topics in Sanskrit Texts](#)
- [RELIG ST 707 / Tools and Methods for the Study of Asian Religions](#)
- [RELIG ST 709 / Anthropological Approaches to the Study of Asian Religions](#)

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November 2022 Graduate Council

New Awards for Approval

Name of Fund: ACI Ontario Graduate Research Excellence Travel Scholarship

Terms of Reference for Fund:

Established in 2022 by ACI Ontario Chapter. To be awarded by the School of Graduate Studies, on the recommendation of the Graduate Affairs Committee in the Department of Civil Engineering, to a graduate student who demonstrates research excellence related to concrete materials and/or structures in the Department of Civil Engineering. Funds will be used toward travel and/or registration costs for the student to present their research work at a conference.

Policies, Procedures and Guidelines

Complete Policy Title	Policy Number (if applicable):
Certificates, Diplomas & Microcredentials Policy	**DRAFT 02 – October 7, 2022**
Approved by	Date of Most Recent Approval
Senate	**TBD**
Date of Original Approval(s)	Supersedes/Amends Policy dated
May 12, 1997	Certificates & Diplomas Policy, July 8, 2020
	Senate Policy on Diplomas and Certificates, June 6, 2018
	Policy on Certificates and Diplomas, March 10, 2010
Responsible Executive	Policy Specific Enquiries
Vice-Provost (Teaching and Learning)	**Vice-Provost (Teaching and Learning)**
	General Policy Enquiries
	Policy (University Secretariat)

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

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SECTION I: INTRODUCTION

PREAMBLE

1. The purpose of this Policy is to provide minimum academic criteria which must be met if programs are to be approved as McMaster University certificates and diplomas. The academic criteria proposed are intended to maintain the University's high academic standards and enable certificates, ~~and~~ diplomas, and microcredentials to continue their traditional or emerging functions of providing studies and skills complementary to degree programs, professional preparation or upgrading, and/or bridging into degree programs.

2. The evaluation, approval and monitoring of certificates, ~~and~~ diplomas, and microcredentials ~~programs~~ is the responsibility of the University's governing councils~~,~~: Graduate Council, ~~and~~ Undergraduate Council, and the University Planning Committee (as applicable). The relevant Council shall report to the Senate the establishment, closure, and/or substantial revisions of academic certificates, diplomas, and microcredentials. ~~and diploma programs~~. See *Section IX: Procedures for Approval* and *Appendix A: Approval Path for Certificates, Diplomas & Microcredentials* for more information about the approval and governance of these credentials.

3. Academic certificates, microcredentials, and diploma programs are operated in accordance with normal academic regulations as outlined in this policy and in the *Undergraduate Calendar* or *Graduate Calendar* (as applicable). Non-academic microcredentials are subject to the regulations of the <mark>Inspire Office of Flexible Learning</mark>.

~~3.~~4. The terms ***certificate*** and ***microcredential*** shall only be used by McMaster courses, learning activities, and programs within the guidelines of this Policy.

Non-McMaster Certificates

~~4.~~5. McMaster collaborates with other organizations and institutions to offer programming toward a credential that is issued by that other entity. Such externally issued credentials are outside the scope of this Policy.

TYPES OF CERTIFICATES, DIPLOMAS AND MICROCREDENTIALS

6. **Certificates:**

   a) Graduate Academic Certificates

   b) Undergraduate Academic Certificates:

      (i) Stand-Alone Undergraduate Certificate

      (ii) Stand-Alone Certificate of Professional Learning

      (iii) Concurrent Undergraduate Certificate

   c) Non-Academic Certificates:

(i)   Certificate of Completion

(ii) Certificate of Attendance

7.   Diplomas:

a)   Graduate Academic Diplomas

b)   Undergraduate Academic Diplomas

8.   Microcredentials:

a)   Graduate Academic Microcredentials

b)   Undergraduate Academic Microcredentials

c)   Non-Academic Microcredentials

TERMS AND DEFINITIONS

9.   For the purpose of interpreting this document:

a)   words in the singular may include the plural and words in the plural may include the singular;

b)   **Academic Credit Course** is a course of an academic calibre consistent with those offered in undergraduate or graduate degree programs. The most common kind of academic credit course is that included in the curricula of undergraduate or graduate degree programs. These provide a benchmark against which other academic credit courses can be evaluated;

c)   **Credential** is a body of academic work or collection of course work that stands on its own and for which a parchment is issued. McMaster credentials include certificates, diplomas, microcredentials, and degrees;

d)   **Inspire Office** means the Inspire Office of Flexible Learning;

e)   **MCE** means McMaster Continuing Education.

SECTION II: PROCEDURAL REQUIREMENTS

MANAGEMENT OF ACADEMIC CERTIFICATES, MICROCREDENTIALS, AND DIPLOMA PROGRAMS

10. Academic certificate and diploma programs are operated in accordance with normal academic regulations as outlined in the *Undergraduate Calendar* or *Graduate Calendar* (as applicable).

5.11. Academic microcredentials are operated in accordance with normal academic regulations and to the same standards as academic certificate and diploma programs. For the purposes of this policy, microcredentials are included under the umbrella of *certificates* with respect to the *McMaster University Act*, 1976;

12. Students registered in an academic certificate, microcredential, or and diploma programs are issued a student number, associated learning activities classes are scheduled within sessional dates, and part time student fees are charged.

13. Student records, including grades, are maintained by the Office of the Registrar. Student records, including grades and digital credentials for academic microcredentials, are maintained by the Inspire Office.

14. An academic microcredential shall not show by default on a transcript unless approved as part of a degree and in such cases, the reporting requirement will rest with the Office of the Registrar (although the Inspire Office shall keep record as well).

6. Academic certificates, and diplomas, and microcredentials will be issued by the academic unit offering the program or learning activity to the student upon completion of all academic requirements. of a program.

15. The learning activity for a microcredential may generate its own credential (unlike certificates and diplomas which require multiple courses) and it may be combined with a corresponding diploma or certificate.

Appeals

16. Students and learners registered in a degree, diploma or certificate program at McMaster who are enrolled in academic and non-academic micro-credentials will have access to existing student appeal procedures as well as relevant University polices.

17. Students and learners who **are not** registered in a degree, diploma or certificate program at McMaster (termed 'Non-McMaster' students) but enrolled in academic micro-credentials will also have access to existing student appeal procedures as well as relevant University polices.

7.18. Non-McMaster students and learners enrolled in non-academic micro-credentials may appeal their evaluation to the Faculty Standing Committee on Microcredentials within four (4) weeks of the submission of their final grade. Students and learners in this category will not have access to existing student appeal procedures beyond the Faculty Standing Committee. The student or learner must be informed of the

decision within three (3) weeks from the date of the appeal. The decision made by the Faculty Standing Committee will be final without right of appeal.

ACADEMIC CREDIT FOR DIPLOMA AND CERTIFICATE COURSES AND MICROCREDENTIALS

19. Certificate and diploma programs include courses which are determined to be of an academic calibre consistent with courses offered in undergraduate or graduate degree programs (as appropriate).

8.20. Academic Microcredentials must provide the same academic calibre as courses offered in degree programs but are expected to be shorter in duration and may involve delivery modes different than courses.

21. While credit for courses in degree programs is normally given in blocks of three or six units, credit can be at the one, two, three or any other unit level.

   a) Academic microcredentials have fewer units than a course; credit may be a fraction of a unit and normally shall not exceed one unit level;

   a)b) As a general guideline, one academic unit normally corresponds to 10-15 academic contact hours.

9.22. To receive approval as an academic credit course, a course or learning activity (in the case of a microcredential) which is not part of a degree program must:

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

   b) evaluate student performance by the methods normally used in degree courses such as tests, essays, reports and other assignments; and

   c) include a systematic student evaluation of the course or microcredential learning activity using such methods as multiple-choice questionnaires, narrative responses and/or interviews.; and

   c)d) be approved by MCE or the offering Faculty's undergraduate or graduate curriculum committee, as well as Undergraduate or Graduate Council, as appropriate. See *Section IX* and *Appendix A* for more information about the approval and governance of these credentials.

   Stacking and Transfer between Credentials

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

11.24. Up to 100% of the academic credit courses completed toward undergraduate diploma and certificate programs may be used for credit toward another credential at the discretion of and in accordance with the normal academic rules specified by the academic unit offering the subsequent credential. Similarly, academic microcredentials may be stacked together to be used for credit toward another credential at the discretion of and in accordance with the normal academic rules specified by the academic unit offering the subsequent credential.

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

Academic Approval Criteria

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

a) well-defined program objective(s);

b) well-defined program learning outcomes;

c) curriculum to meet the program learning outcomes; and

d) admission requirements (as applicable).

SECTION III: GRADUATE ACADEMIC CERTIFICATES

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

Academic Course Requirements

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

General Admission Requirements

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

Additional Admission Requirements

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

Credit Toward Degree or Other Program Studies

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

SECTION IV: UNDERGRADUATE ACADEMIC CERTIFICATES

18.32.   An Undergraduate Certificate is a program of study coherently organized around clear learning objectives and having academic content equivalent to **15 or 9 units** of undergraduate study at McMaster.

19.33.   There are three types of Undergraduate Academic Certificates:

   a)   Stand-Alone Undergraduate Certificate (**15 units**);

   b)   Stand-Alone Certificate of Professional Learning (**9 units**); and

   c)   Concurrent Undergraduate Certificate (**15 units**).

STAND-ALONE UNDERGRADUATE CERTIFICATE

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

Academic Course Requirements

21.35.   All Stand-Alone Undergraduate Certificates must include academic credit courses equivalent to at least **15 units** (half a year) of undergraduate study at McMaster. In addition to their academic content, Stand-Alone Undergraduate Certificate programs may include courses and other forms of learning which are not suitable for academic credit.

22.1.   Up to 100% of the academic credit courses completed toward undergraduate diploma and certificate programs may be used for credit toward another credential at the discretion of and in accordance with the normal academic rules specified by the academic unit offering the subsequent credential.

General Admission Requirements

23.36.   Students who wish to enter a Stand-Alone Undergraduate Certificate program must have at least one of:

   a)   an Ontario Secondary School Diploma or equivalent;

   b)   be a mature student as defined in the *Undergraduate Calendar* of McMaster University; or

   c)   be deemed an exceptional case by the admissions committee for the certificate.

24.37.   These requirements ensure that students have the basic capabilities necessary to deal with the academic credit courses in Undergraduate Certificate programs and take into account the bridging function that some certificates perform, and.

Additional Admission Requirements

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

Credit Toward Degree or Other Program Studies

39.   Stand-Alone Undergraduate Certificates serve such functions as bridging into undergraduate degree programs, professional preparation or upgrading, and study complementary to degree studies.

Up to 100% of the academic credit courses completed toward undergraduate diploma andStand-Alone Undergraduate certificate programs may be used for credit toward another credential at the discretion of and in accordance with the normal academic rules specified by the academic unit offering the subsequent credential.

STAND-ALONE CERTIFICATE OF PROFESSIONAL LEARNING

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

Academic Course Requirements

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

General Admission Requirements

27.42.   Students who wish to enter a Stand-Alone Certificate of Professional Learning program must have at least one of:

d)   an Ontario Secondary School Diploma or equivalent;

e)   be a mature student as defined in the *Undergraduate Calendar* ~~of McMaster University~~; or

f)   be deemed an exceptional case by the admissions committee for the certificate.

~~28.~~43.   These requirements ensure that students have the basic capabilities necessary to deal with the academic credit courses in Undergraduate Certificate programs and take into account the bridging function that some certificates perform; and

<u>Additional Admission Requirements</u>

~~29.~~44.   Any particular Undergraduate Stand-Alone Certificate of Professional Learning program may have other admission requirements which are appropriate to its learning objectives. These requirements may include prerequisite courses or degrees specific to the particular certificate.

CONCURRENT UNDERGRADUATE CERTIFICATE

~~30.~~45.   A Concurrent Undergraduate Certificate shall be focused primarily upon academic development objectives and must meet the minimum criterion of academic content (**15 units**). This type of Certificate sets out a plan of study complementary to degree studies and will provide added value to degree studies.

<u>Academic Course Requirements</u>

~~31.~~46.   All Concurrent Undergraduate Certificates must include academic credit courses equivalent to at least **15 units** (half a year) of undergraduate study at McMaster.

~~32.~~47.   In addition to their academic content, concurrent certificate programs may include courses and other forms of learning which are not suitable for academic credit. ~~Up to 100% of the requirement for the concurrent certificate may overlap with degree courses.~~

<u>Admission Requirements</u>

~~33.~~48.   Students who wish to enter a Concurrent Undergraduate Certificate program must be enrolled in an undergraduate degree program at McMaster.

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

<u>Credit Toward Degree or Other Program Studies</u>

~~34.~~50.   <u>Up to 100% of the requirement for the concurrent certificate may overlap with ~~undergraduate~~ degree courses.</u>

SECTION V: ACADEMIC MICROCREDENTIALS

51.   A microcredential is a designation of achievement of a coherent set of skills, competencies, or knowledge, specified by a statement of purpose, learning outcomes, and potential need by employers and/or in the community.

52.   Academic microcredentials must meet the standards for academic coursework, but there are no minimum credit hours to complete the work. Microcredentials may be within a program, separate from a program, or they could reside simultaneously in both places. A microcredential has fewer requirements and credit hours than traditional academic qualifications and focuses on competencies that are:

     a)   not defined in existing programs;

     b)   not accessible outside of limited enrolment programs;

     c)   complementary to existing programs; and/or

     d)   available as optionally stackable modules.

General Admission Requirements

53.   Students who wish to enter an academic microcredential must meet its specified admission requirements. Since a microcredential may be aimed at learners from a broad range of backgrounds, the admission requirements of the academic microcredential are considered at the time of its approval, whether linked to a degree or diploma program, certificate, or as a stand-alone learning activity. These admission requirements for a microcredential will ensure that students have the basic capabilities necessary to deal with the learning activity.

Additional Admission Requirements

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

Credit Toward Another Credential

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

Approval Criteria

56.   Academic Microcredentials require approval by:

     a)   The offering Faculty and the Inspire Office; or

b)   MCE, in the case where non-academic microcredentials are offered by that unit;

c)   Undergraduate Council or Graduate Council, as appropriate

d)   University Planning Committee, in the case that fees are established or revised.

See *Section IX* and *Appendix A* for more information about the approval and governance of these credentials.

57.   Academic microcredentials are issued by the Inspire Office unless the offering Faculty or MCE has previously stated its intent to issue the credential.

58.   If new or revised fees are being charged to learners, MCE or the Faculty proposing the academic microcredential must follow the process for approval of academic certificates, microcredentials and diplomas.

SECTION VI: OTHER CERTIFICATES AND NON-ACADEMIC MICROCREDENTIALS

59.   There are ~~two~~ three types of non-academic ~~programs~~ credentials:

a)   Certificates of Completion;

b)   Non-Academic Microcredentials; and

~~g)~~c) ~~, and~~ Certificates of Attendance.

~~35.~~   These non-academic ~~programs~~ credentials are distinct and differentiated from Academic ~~C~~certificates, microcredentials, and ~~D~~diplomas. ~~The term "Certificate" shall only be used by McMaster courses and programs within the guidelines of this Policy.~~

CERTIFICATE OF COMPLETION

~~36.~~60.   A Certificate of Completion acknowledges that an individual has completed a course or program at McMaster that does not have the status of an academic program.

~~37.~~61.   A Certificate of Completion can be issued when a non-academic course or program includes a minimum of **30 contact hours** and **evaluation** of the learner's learning. Certificates of Completion may include academic content if the course or courses have been approved for credit toward another credential.

~~38.~~62.   The learner must demonstrate competency in the material as determined by evaluation methods which may include an exam, paper, project, presentation, etc. This will normally be recorded as a *Pass* or *Fail*, and records will be kept by the unit offering the program.

~~39.~~63.   This category will be suitable for various types of life-long learning courses and programs. The Certificate of Completion is not an academic certificate and as such shall not be categorized as undergraduate or graduate level.

Admission Requirements

~~40.~~64.   Normally, there are no specific admission requirements.

Credit Toward Another Credential

~~41.~~65.   Normally, there is no credit granted towards degree program studies, unless the course or courses making up the Certificate of Completion have been approved for credit as part of a degree, diploma or certificate.

42.66.   A series of Certificates of Attendance (see below) cannot make up the components of a Certificate of Completion or any other credential.

Approval Criteria

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

44.68.   However, if new or revised **fees** are being charged to learners, the Faculty proposing the Certificate of Completion program must follow the process for approval of academic certificates and diplomas. *See Section IX* and *Appendix A* for more information about the approval and governance of these credentials.

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

Guidelines and Limitations

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

47.71.   The course description should include the credit or non-credit status of the course, that there will be learner evaluation, how the learner shall be graded (i.e., pPass/fFail or a letter grade), and that a "Certificate of Completion" will be awarded for successful completion.

NON-ACADEMIC MICROCREDENTIAL

72.   A non-academic microcredential acknowledges that an individual has completed learning activities related to a coherent set of skills, competencies, or knowledge at McMaster that does not have the status of an academic certificate, microcredential or diploma program.

73.   A non-academic microcredential can be issued after an appropriate evaluation has followed the learning activity, where both learning activity and evaluation has been approved by MCE or the offering Faculty and the Inspire Office.

74.   A non-academic microcredential can be issued using the same learning activities as an academic microcredential, subject to approval by MCE or the offering Faculty and the Inspire Office. However, an individual student cannot earn both academic and non-academic microcredentials for the same learning activity nor may a non-academic microcredential be transferred to an academic microcredential or stacked with any academic credential for credit after issuance.

75.   The learner must demonstrate competency in the material as determined by evaluation methods which may include an exam, paper, project, presentation, etc. This will normally be recorded as a *Pass* or *Fail*, and records will be kept by the unit offering the microcredential as well as the Inspire Office.

76.   This category will be suitable for various types of life-long learning courses and programs. The non-academic microcredential is not an academic credential and as such shall not be categorized as undergraduate or graduate level.

Admission Requirements

77.   Normally, there are no specific admission requirements.

Credit Toward Another Credential

78.   No academic credit shall be granted towards any academic credential, in part or whole.

79.   A series of non-academic microcredentials may be combined (stacked) for a Certificate of Completion (see above) that has been approved by MCE or the offering Faculty and the Inspire Office with the inclusion of these microcredentials.

Approval Criteria

80.   Non-Academic Microcredentials require approval by:

e)   The offering Faculty and the Inspire Office; or

f)   MCE, in the case where non-academic microcredentials are offered by that unit.

81.   Non-academic microcredentials are issued by the Inspire Office unless the offering Faculty or MCE has previously stated its intent to issue the credential. A report of new non-academic microcredentials or revisions to existing non-academic microcredentials shall be provided annually to Undergraduate Council and Graduate Council.

82.   If new or revised fees are being charged to learners, MCE or the Faculty proposing the non-academic microcredential must follow the process for approval of academic certificates, microcredentials and diplomas.

83.   It is expected that a non-academic microcredential will be granted only when the learning activities are of benefit and/or interest to the community and are consistent with the objectives of the University.

Guidelines and Limitations

84.   Clarity and the protection of the McMaster certificate brand are paramount. Thus, any unit that issue a non-academic microcredential shall not use the term *Academic* in their title, unless it is part of the term "Non-Academic Microcredential."

85.   The microcredential description should include the credit or non-credit status of the learning activity, that there will be learner evaluation, the grading basis in which the learner shall be evaluated (i.e., Pass/Fail), and that a "Non-Academic Microcredential" will be awarded for successful completion.

CERTIFICATE OF ATTENDANCE

48 86.   A Certificate of Attendance acknowledges that an individual has participated in a set of activities at McMaster that does not have the status of an academic program as there is no academic content and no evaluation of learning.

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

Admission Requirements

50 88.   Normally, there are no specific admission requirements.

Credit Toward Degree or Other Program Studies

51 89.   There is no credit granted toward additional credentials.

Approval Criteria

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

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

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

Guidelines and Limitations

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

SECTION VII: GRADUATE DIPLOMAS

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

57.95. Graduate Diplomas must include academic content **equivalent to a minimum of four graduate courses** at McMaster. Graduate Diplomas are defined in this Policy. Hhowever, the review and approval process falls under the *Policy on Academic Program Development and Review*.

58.96. There are three types of Graduate Diplomas:

a) **Master's Level Diploma (Type 1)** programs require students to develop a conceptual understanding of fundamental aspects of the discipline. Some programs require students to demonstrate Master's-level analytical, interpretative, methodological and expository skills through course-specific applications, while some may also require students to demonstrate these skills in applied activities;

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

c) **Master's and Doctoral Level Diploma (Type 3)** programs are stand-alone, direct-entry Graduate Diploma programs. require students to develop a conceptual understanding of fundamental aspects of the discipline. Programs require students to demonstrate the appropriate level of analytical, interpretative, methodological and expository skills through course-specific applications, while some may require students to demonstrate these skills in applied activities.

<u>Academic Course Requirements</u>

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

<u>General Admission Requirements</u>

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

Additional Admission Requirements

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

Credit Toward Degree or Other Program Studies

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

SECTION VIII: UNDERGRADUATE DIPLOMAS

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

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

Academic Program Requirements

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

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

General Admission Requirements

66.104.   Students who wish to enter an Undergraduate Diploma program must have at least one of:

   a)   an Ontario Secondary School Diploma or equivalent;

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

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

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

Additional Admission Requirements

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

Credit Toward Degree or Other Program Studies

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

SECTION IX: PROCEDURES FOR APPROVAL

68.107.   The Faculty or ~~Centre for Continuing Education~~ MCE will present the proposal for undergraduate diplomas, undergraduate academic certificates and microcredentials, ~~and~~ as well as undergraduate-level academic credit courses to the ~~Undergraduate Council Certificates and Diplomas Committee~~ University Committee on Non-Degree Credentials. Once approved, the ~~Certificates and Diplomas Committee~~ Committee will then make a recommendation to Undergraduate Council.

108.   In the case of graduate certificates and microcredentials as well as ~~and~~ graduate-level academic courses, the Faculty will present proposals to Graduate Council.

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

70.110.   The academic unit is responsible for providing a complete proposal. In addition to the program proposal, the complete submission must include a statement of academic merit from the office of the Dean, as described below.

111.   Graduate Diplomas are approved through the process outlined in the *Policy on Academic Program Development and Review.*

71.112.   Application of credit from a microcredential to a degree, diploma, or certificate must be established and described in the microcredential's initial proposal. Likewise, any revisions to the rules of this application must be approved by the University Committee on Non-Degree Credentials and by Undergraduate or Graduate Council, as appropriate.

113.   The approval and reporting processes for Certificates of Completion and Certificates of Attendance are ~~o~~utlined in Section VI above. MCE, the offering Faculty, or the Inspire Office will normally responsible for these reporting requirements.

Approval of Revisions

72.114.   After their initial approval, any revisions to the descriptions, regulations, requirements, or course requirements of an academic certificate, microcredential, or diploma program must be approved by the appropriate governing bodies, as appropriate. These bodies include the University Committee on Non-Degree Credentials, Undergraduate Council, or Graduate Council. See *Section IX* and *Appendix A* for more information about the approval and governance of these credentials.

STATEMENT OF ACADEMIC MERIT

73.115.   The statement of academic merit is normally an attestation from a Faculty, at McMaster University, confirming that the Faculty has vetted the proposed program (or learning activity in the case of microcredentials) and found that it meets the criteria for the designation proposed. That statement will also

include a general description of how the academic merit of the proposal was evaluated, including such things as which academic departments were involved and the procedures used.

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

a) a paragraph-long course description along with a statement of the number of units of academic credit provided by the course or learning activity; and

b) a statement of how the course or learning activity contributes to the learning objectives of the program(s) of which it will be a part.

FINANCIAL VIABILITY AND RESOURCE IMPLICATIONS

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

University Student Fees Committee

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

Governance Approval

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

a) Executive Director Finance and Administration (Academic); and

b) Vice-Provost (FacultyTeaching & Learning) or Vice-Provost and Dean of Graduate Studies.

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

PUBLICATION OF CREDENTIAL REQUIREMENTS

121.   Once approved, the full description and criteria for each academic credential must be published for public reference in the most appropriate location. For instance,

   a)   Undergraduate Diplomas, Undergraduate Concurrent Certificates, Stand-Alone Undergraduate Certificates, and Stand-Alone Certificates of Professional Learning must be published on the MCE website or in the *Undergraduate Calendar*, as appropriate;

   b)   Graduate Diplomas and Graduate Academic Certificates must be published in the *Graduate Calendar*.

   c)   Academic Microcredentials must be published on the MCE or the Inspire Office website, as appropriate.

APPROVAL OF PARCHMENTS

122.   All new or revised designs of any formal document attesting to the successful completion of a credential (i.e., parchment), whether electronic or paper-based, must be approved by the Senate Committee on Ceremonials and Insignia.

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

	Credential	GCPC	Faculty Council or MCE	Inspire Office	C&D	USFC[1]	C&A	UGC	GC	UPC[1]	QC	Senate	Board
New or Revised Fees to be Charged	Non-Academic Microcredentials		A	A	A	A		A- UGC or GC		A		I	A
	Certificate of Attendance		A		I	A		A- UGC or GC		A		I	A
	Certificate of Completion		A		I	A		A- UGC or GC		A		I	A
No New or Revised Fees	Non-Academic Microcredentials		A	I	I			I- UGC or GC				I	
	Certificate of Attendance		A		I			I- UGC or GC				I	
	Certificate of Completion		A		I			I- UGC or GC				I	
UNDERGRADUATE													
New or Revised Fees to be Charged	Undergraduate Diploma		A		A	A		A		A		A	A
	Stand-Alone Undergraduate Certificate		A		A	A		A		A		A	A
	Stand-Alone Certificate of Prof. Learning		A		A	A		A		A		A	A
	Concurrent Undergraduate Certificate		A		A	A		A		A		A	A
	Academic Microcredential		A	A	A	A		A		A		A	A
No New or Revised Fees	Undergraduate Diploma		A		A			A				A	
	Stand-Alone Undergraduate Certificate		A		A			A				A	
	Stand-Alone Certificate of Prof. Learning		A		A			A				A	
	Concurrent Undergraduate Certificate		A		A			A				A	
	Academic Microcredential		A	A	A			A				A	
GRADUATE													
New or Revised Fees to be Charged	Graduate Diploma	A	A		_	A			A	A	A	A	A
	Graduate Certificate	A	A		A	A			A	A		A	A
	Academic Microcredential	A	A	A	A	A			A	A	A	A	A
No New or Revised Fees	Graduate Diploma	A	A		_				A		A	A	
	Graduate Certificate	A	A						A			A	
	Academic Microcredential	A	A	A	A				A		_	A	

A - For Approval   I – For Information   *…See next page for notes*

Notes

[1] Approval from USFC, UPC, and Board is only required only when new or revised fees are assessed. The Board of Governors approves fees in June for the subsequent academic year, so approvals should be sought in sufficient time to launch programs as planned.

Approval Bodies

GCPC: Graduate Studies Curriculum and Policy Committee
Faculty Council: Council for the corresponding unit offering the credential
MCE: McMaster Continuing Education
Inspire Office: Inspire Office of Flexible Learning
C&D: Undergraduate Council Certificates and Diplomas Committee
USFC: University Student Fees Committee
C&A: Undergraduate Council Curriculum and Admissions Committee

UGC: Undergraduate Council
GC: Graduate Council
UPC: University Planning Committee
QC: Quality Council
Senate
Board: Board of Governors

APPENDIX B: RELATED POLICIES AND LEGISLATION

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

- Academic Accommodation for Religious, Indigenous and Spiritual Observances (RISO)

- Academic Accommodation of Students with Disabilities

- Academic Integrity Policy

- Academic Program Development and Review, Policy on

- Academic Revenue Activity Policy for Revenue Generating Certificate and Diploma Programs Administered through a Faculty

- Code of Student Rights and Responsibilities

- Digital Learning Resources, Guidelines for

- Freedom of Information and Protection of Privacy Act

- Graduate Course Management Policy

- Graduate Examinations Policy

- Ownership of Student Work

- Professional Behaviour Code for Graduate Learners, Health Sciences

- Professional Behaviour Code for Undergraduate Learners, Health Sciences

- Requests for Relief for Missed Academic Term Work, Policy on

- Statement on Building an Inclusive Community with a Shared Purpose

- Statement and Guidelines on Inclusive Communications

- Student Appeal Procedures

- Undergraduate Course Management Policies

- Undergraduate Examinations Policy

APPENDIX C: SAMPLE PARCHMENTS

A. Design Option for Graduate Diplomas.

B. Design Option for Microcredentials, Concurrent Certificates, and Certificates of Completion or Attendance.

C. Design Option for Graduate Academic Certificates, Standalone Undergraduate Certificate, Standalone Certificate of Professional Learning, Concurrent Certificates, and Certificates of Completion or Attendance.

D. Design Option for Graduate Academic Certificates, Standalone Undergraduate Certificate, Standalone Certificate of Professional Learning, Concurrent Certificates, and Certificates of Completion or Attendance. The Campus Store logo represents a placeholder for a partner institution.