

MASTER OF PUBLIC POLICY IN DIGITAL SOCIETY MPP DEGREE



Graduate Student Handbook 2024

DISCLAIMER:
If there is a discrepancy
between this handbook and
the School of Graduate
Studies Calendar, the School
of Graduate Studies
Calendar prevails.
Date of Approval:
May 30, 2024



**SOCIAL
SCIENCES**

Master of Public Policy
in Digital Society

MPP-DS Graduate Handbook

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Introduction

The McMaster Master of Public Policy (MPP) in a Digital Society program involves a unique co-teaching model which pairs reputed academics with accomplished practitioners to provide students with both a scholarly and professional perspective on complex policy issues.

The aim of the program is to train prospective policy leaders to navigate the rapidly changing dynamics of the technological landscape to more effectively address the complex social, political, and economic challenges that have accompanied the Digital Age.

As a graduate, you should expect to leverage the program's interdisciplinary training as both a policymaker and technologist to bridge gaps within the public, private and community sectors.

In addition to reviewing this handbook, students are strongly encouraged to consult the general regulations for a Master's Degree put forth by the School of Graduate Studies Graduate Calendar at: [Regulations for Degree Progression - McMaster University \(romcmaster.ca\)](https://www.romcmaster.ca/regulations)

COVID-19 Updates

McMaster University is planning and implementing all reasonable precautions in accordance with guidelines set forth by the Public Health Agency of Canada, Public Health Ontario, and Global Affairs Canada to ensure the safety of all. For all COVID related updates including University public statements, developments, campus activities and guidelines, please visit the University's [COVID-19 website](#).

The program continues to take a remote-first approach, with the option for students to work and learn on-campus. There is no mandatory on-campus residency, so students are welcome to live wherever they choose for the duration of the program.

To learn more about setting up your remote workstation, the latest available software offering for graduate students and to keep safe while you work online, please visit: [Working remotely – School of Graduate Studies \(mcmaster.ca\)](#)

Faculty, Staff, and Course Instructor Information

For up-to date information regarding MPP-DS faculty, staff, professors of practice, and course instructors, please visit: <https://publicpolicy.socsci.mcmaster.ca/contact-us/directory/>

Important Dates

Date:	Event:
May 6, 2024 (Monday)	Welcome/Orientation Session
May 7, 2024 (Tuesday)	First day of class for Summer term
May 10, 2024 (Friday)	Last day to add courses for Summer term
July 1 – July 5, 2024 (Canada Day July 1)	Summer mid-term recess
July 12, 2024 (Friday)	Last day to drop courses for Summer term <i>(please note that all courses on a student's record after this date will require a grade)</i>
August 9, 2024 (Friday)	Last day of class for Summer term
September 3, 2024 (Tuesday)	First day of class for Fall term
September 20, 2024 (Friday)	Last day to add courses for Fall term
October 14-18, 2024 (Thanksgiving Oct 14)	Fall mid-term recess
November 8, 2024 (Friday)	Last day to drop courses for Fall term <i>(please note that all courses on a student's record after this date will require a grade)</i>
December 6, 2024 (Friday)	Last day of class for Fall term
January 6, 2025 (Monday)	First day of class for Winter term
January 24, 2025 (Friday)	Last day to add courses for Winter term

February 17-21, 2025 (Family Day Feb 17)	Winter mid-term recess
March 21, 2025 (Friday)	Last day to drop courses for Winter term <i>(please note that all courses on a student's record after this date will require a grade)</i>
April 11, 2025 (Friday)	Last day of class for Winter term
<p>Stat Holidays 2024: January 1, February 19, March 29, May 20, July 1, August 5, September 2, October 14, December 25, December 26</p> <p>Stat Holidays 2025: January 1, February 17, April 18, May 19, July 1, August 4, September 1, October 13, December 25, December 26</p>	

Dates are subject to change. You will be advised by your Professors or MPP Administration.

Program Information

Overview

The Master of Public Policy in Digital Society is a professional graduate degree program that offers an innovative curriculum which seeks to bridge public policy thinking with technical expertise. The program trains prospective policy leaders to navigate the rapidly changing dynamics of the technological landscape to more effectively address the complex social, political, and economic challenges that have accompanied the digital age.

The MPP in Digital Society employs an innovative approach to learning which involves a mix of formats including traditional seminar-style courses, skills development labs, and professional development workshops. Collectively these formats allow for self-directed, team-based, experiential learning opportunities that address real-world problems and which draw on McMaster's signature problem-based learning approach.

The program welcomes applicants who have completed an undergraduate degree in fields such as political science, economics, sociology, communication studies, public policy, public administration, judicial studies, psychology, computer science, engineering, information science or related disciplines.

Duration of Study

The Master of Public Policy in Digital Society is a full-time program which runs from **May to April**.

Degree Requirements

The MPP in Digital society is a coursework-based program. Students will complete three semesters across 12 continuous months. Each semester is a four-month term consisting of three 3-unit seminar courses and three 1.5 unit skills development labs for a total course load of 13.5 units per semester. All seminars and skills development labs are required for graduation from the program. No electives are offered.

****Please note that amendments are forthcoming to the [listing of courses in the graduate calendar](#), but the below information is correct.***

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:

Seminar Courses

- PUBPOL 701 / Public Policy Making: Political, Legislative and Regulatory Dynamics
- PUBPOL 702 / Market Fundamentals
- PUBPOL 703 / Digital Governance
- PUBPOL 704 / Policy Analysis
- PUBPOL 705 / Policy Capstone
- PUBPOL 706 / Research Methods for Public Policy
- PUBPOL 707 / Architectures of Digital Ecosystems
- PUBPOL 708 / Digital Democracy: Threats and Responses
- PUBPOL 709 / Digital Transformation in the Public Sector
- PUBPOL 710 / Big Tech Business Models
- PUBPOL 711 / Law and Public Policy

Skill Development Labs

Students will also be required to complete **nine** (9) 1.5-unit skills development labs:

- PUBPOL 740 / Principles of Numeracy
- PUBPOL 741 / Principles of Effective Communication
- PUBPOL 742 / Principles of Logic
- PUBPOL 750 / Data Analysis: Descriptive Statistics
- PUBPOL 751 / Data Analysis: Causal Inference
- PUBPOL 752 / Data Analysis: Data Visualization
- PUBPOL 753 / Working with Code I
- PUBPOL 754 / Working with Code II
- PUBPOL 755 / Working with Code III
- PUBPOL 756 / Leadership I: Project Management
- PUBPOL 757 / Leadership II: Product Management
- PUBPOL 758 / Leadership III: Stakeholder Management
- PUBPOL 759 / Special Topics

For more information on available MPP-DS courses, please visit our website [here](#).

Note about PUBPOL seminar grading: Your final grade will be rounded to the nearest whole number. For example: Student 1 receives 84.5 (A-), then their final grade would be rounded up to 85 (A). Student 2 receives 89.9 (A), then their final grade would be rounded up to 90 (A+). Student 3 receives 80.2 (A-), then their final grade would be rounded down to 80 (A-).

Grading Scale below from Section [2.6.9 Course Grading and Weighted Average Calculation of the Graduate Calendar](#):

Table (a): Graduate Student Grading Scale:

Grade	Points	Equivalent Percentages	Pass/Fail
A+	12	90-100	P+
A	11	85-89	P
A-	10	80-84	
B+	9	77-79	
B	8	73-76	
B-	7	70-72	
F	0	69 and under	F

A waiver for PUBPOL 702: Market Fundamentals or other courses is available through the in-program request form: [Forms and policies for graduate students, staff and faculty – School of Graduate Studies \(mcmaster.ca\)](#). Please select **In-program request form** and send to pubpol@mcmaster.ca

All graduate students are also required to complete **SGS 101: Academic Research Integrity and Ethics, and SGS 201: Accessibility for Ontarians with Disabilities Act (AODA)**. For full information about these courses, go to the School of Graduate Studies website here: [How to enrol in – and complete – SGS 101 and 201 – School of Graduate Studies \(mcmaster.ca\)](#)

Make sure to review the **degree completion** review process for your specific degree: [Completing your degree – School of Graduate Studies \(mcmaster.ca\)](#)

Skills Development Labs

Skills labs are a unique offering of McMasters MPP in Digital Society Program. A complement to traditional, seminar-style graduate courses, the labs are intended to develop leadership capabilities and core digital competencies such as the fundamentals of programming and data analysis.

No prior experience in coding or statistics is required to participate in the skills labs. They are tailored for novice learners.

Skills labs are graded as pass, fail, or pass with distinction.

May 2024 - April 2025 Course List

Spring Term (Term 1)	PUBPOL 701 PUBPOL 706 PUBPOL 707 PUBPOL 740 PUBPOL 741 PUBPOL 742 SGS 101 SGS 201
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Fall Term (Term 2)	PUBPOL 704 PUBPOL 709 PUBPOL 711 PUBPOL 750 PUBPOL 753 PUBPOL 756
Winter Term (Term 3)	PUBPOL 702 PUBPOL 703 PUBPOL 705 PUBPOL 751 PUBPOL 754 PUBPOL 757

** Note that our courses are only available to in-program students.*

Protocol for Instructor being late to Zoom

If a Zoom class has not started within 15 minutes of the class time and there has been no correspondence from the instructor via email or A2L, students can leave class and assume that there is an extenuating circumstance that warrants a make-up class. A student can email the Instructor and CC the Academic Director and Executive Director regarding the cancellation of class.

Tuition & Supplementary Fees

The tuition fees for Canadians/Permanent Residency in the MPP-DS program is \$9,700/term. There are three terms, therefore total tuition is \$29,100.

International Tuition is \$18,500/term. There are three terms, therefore total tuition is \$55,500.

Further information on Graduate Program fees can be found on the Registrar's [website](#). Look under Faculty of Social Sciences.

Supplementary Fee Change Effective Fall 2022:

We wanted to give you some information related to your [supplementary fee charges](#).

Given the online nature of the program, we were able to negotiate some supplementary student fees that mirror the payment obligations of part-time students; namely the Student Athletics and Recreation fee as well as the Student Wellness Centre fee. All others are charged at the full time rate, with the caveat that you may be eligible to opt-out of the following fees:

1. [Health and Dental charges](#) through the GSA: the cost of coverage for GSA members is \$459.00. [Here](#) is information on opt-outs and how to opt out. **The Change-of-Coverage period for these charges is from September 6th-October 3rd, 2023.**
2. [HSR Bus Pass](#) through the GSA: Laura will email the criteria and instructions regarding the bus pass opt-out to all students during the summer you enter the program. You need to signal that you meet the criteria to opt-out and wish to opt-out on or before October 31st. Please reach out to Laura at pubpol@mcmaster.ca if you will require a letter outlining this request/confirming that you do NOT live in any of the following areas:
 - **City of Hamilton**
 - **Any part of the Greater Toronto Area**
 - **Region of Niagara**
 - **Region of Waterloo**
 - **Town of Norfolk**
 - **Town of Haldimand**

- **County of Brant**
- **Guelph/Eramosa Township**
- **Oxford County**
- **Any other area serviced by GO Transit**

If the nature of the program changes in the future (ie. more in-person components), the fee structure will be re-evaluated at that time.

Financial Aid

Please note that the MPP program is eligible for student loans under the Ontario Student Assistance Program (OSAP).

We can provide some general OSAP information, with the caveat that every student's OSAP assessment is different and can be subject to change.

When a student receives OSAP, their assessment is based on a variety of factors, such as:

- The cost of their program
- Their percentage of course load that they are enrolled in
- Their status (single dependent, single independent, married, common-law (with or without children), or sole-support parent
- If a student is single, whether or not they reside with their parents during their study period
- Any assets
- Their income from the previous taxation year
- Their parents' or spouse's income from the previous taxation year (if applicable)
- Any study period income (including scholarships, bursaries, awards, employment income, spousal and/or child support, etc.)
- Overall family size

If a student experiences any changes during their study period (i.e., adding or dropping courses, making more or less income, etc.), they need to submit the change in writing. The Registrar's Office at McMaster will then process the change(s) and this can affect a student's assessment. Sometimes, the student may have been assessed for too much OSAP and they incur what is called an overpayment.

If an overpayment is below a certain threshold, the student doesn't need to pay it back at that time. However, overpayments may cause some grants to convert to loans, which the student will need to eventually repay once they have stopped being a full-time student for 6 months. If an overpayment is very large and over a certain threshold, then the student may be restricted from receiving future OSAP until they pay off a certain amount of the overpayment. If any of these scenarios happen, then the student will receive a communication advising them of that.

If you have questions about the OSAP and/or have any changes, please speak with a [Student Services Professional in the Student Services Office](#). The SSPs can advise students of how changes will affect their OSAP and let them know any actions that they need to take.

Internal Scholarships

Any student to whom we offer admission is automatically considered for financial assistance in the form of a graduate scholarship. No special forms need to be filled out. Funding is awarded on academic excellence and the availability of funds. Funding is open to all domestic and international students. The amount of graduate scholarship funding listed in your offer is the total amount you will receive over the course of the program (one year). Graduate scholarships are paid out at the [beginning of each term in equal instalments](#).

In addition to graduate scholarships, students are encouraged to use McMaster's platform "[Award Spring](#)" which matches students with available relevant funding opportunities. Award Spring is only accessible to current students; incoming students may not have access until August.

Master of Public Policy Needs-Based Funding

Additional financial support is available to you on the basis of demonstrated financial need. To be eligible for this funding, you must be a registered student (see above instructions), and you must complete a separate application via McMaster University's online aid and awards platform, [AwardSpring](#). You can complete one common application that matches you with all the aid & award opportunities you're eligible for. Ours is **Master of Public Policy Needs-Based Funding. The application opens August 10, 2024 and closes September 30, 2024.** Submitting an application is not a guarantee of further financial support, but you are strongly encouraged to apply.

NOTE: Graduate students must be active students and enrolled in studies to be able to apply for awards in AwardSpring.

McMaster Scholarships and Bursaries

MPP graduate students who demonstrate financial need can apply for the McMaster Graduate General Bursary.

Please note: The McMaster Graduate General Bursary Program is not open to international students enrolled in graduate studies, MBA, medicine or physician assistant programs.

Students in the MPP are also eligible for the Rainbow Fund. By demonstrating financial need and applying to the General Bursary, students will automatically be considered for certain bursaries like the Rainbow Fund Bursary (to be considered for the Rainbow Fund Bursary the student must also self-identify as 2SLGBTQIA+ in the main [AwardSpring](#) application).

If you wish to apply, you will be asked to submit financial information and documents through [AwardSpring](#). That information will be assessed by the Office of the Registrar to confirm if the student demonstrates financial need. If it is determined they have financial need, a financial need score will be assigned.

The General Bursary application opens mid-August and closes mid-January. Funding is paid out in mid-February. MPP-DS students need to fill out a form that mimics the questions OSAP asks. It is recommended to complete this form well before the deadline to allow time for review by Financial Aid staff. The Office of the Registrar will then provide SGS relevant information concerning students with a financial need score so SGS can determine if the student qualifies for the General Bursary.

Details about these bursaries can be found here:

<https://gs.mcmaster.ca/current-students/scholarships/>

How to Apply instructions are included here:

<https://registrar.mcmaster.ca/aid-awards/how-to-apply/>

Wilson Leadership Scholar Award (WLSA)

We also refer students to the [Wilson Leadership Scholar Award](#). There are up to a total of 10 awards available each year, valued at \$12,000 in direct funding and up to \$2,000 in experiential funding. Each cohort will include both undergraduate and graduate students.

Questions? Contact wilsonleader@mcmaster.ca

TA/RA Work

Teaching and Research Assistantships are not guaranteed for MPP students, but positions are possible and will be circulated by email to students as they become available.

Student Work Program

The McMaster Work Program allows graduate students who demonstrate financial need opportunities to work on campus part-time (max 10 hours/week) during the fall/winter terms.

Students can apply via [AwardSpring](#), and applicants will be required to demonstrate financial need through an assessment that is similar to OSAP's.

Emergency Financial Support

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

Students experiencing a financial emergency can apply to this program through the Student Services team. This support is run solely through the Office of the Registrar so you would need to follow the instructions posted on their website/connect with Student Services to unlock this support.

Emergency Food Program (NEW!)

This is a newer program whereby students may be able to access grocery and hospitality services gift cards, as part of the Emergency Financial Support program. Main campus also has the [McMaster Community Fridge](#) that is free and open to all. It is located outside the [McMaster University Student Centre \(MUSC\) and Mills Memorial Library, near Parking Lot B.](#)

External Scholarships

Information on external scholarships can be found on the following sites:

- [Student Financial Aid and Scholarships](#)
- [Canada Graduate Scholarship - Master's Program](#)
- [School of Graduate Studies Scholarship Information](#)
- [Commonwealth Scholarships](#)
- [International Policy Ideas Challenge](#)

Career Opportunities

The MPP in Digital Society is intended to prepare graduates for career tracks at the intersection of technology and public policy. The training that students receive in the program positions them competitively for public service opportunities in technology, policy, data analysis, digital transformation, digital government, and digital service delivery. A grounding in digital technology and public policy is an asset for a much broader range of public sector employment opportunities.

The demand for public policy experts with a specialization in digital technology is by no means exclusive to the public sector. Many tech companies are incorporating a policy function into their organization.

Other career opportunities may include advocacy or research roles in the non-profit sector.

Administrative Information

MacID and McMaster Email Activation

Your Mac ID is essentially your username for accessing services and systems at McMaster. Please activate it once you have accepted your offer to the program:

- Learn more about the MacID and activate it [here](#).
- To change your MacID password, click [here](#).
- Get started with McMaster Mail once you've activated your MacID. Learn more [here](#). ****Note that McMaster students are expected to use their McMaster email address when communicating with faculty and staff. We will not send email to your personal email addresses once the program begins.***

McMaster Zoom Activation

Once you activate your MacID, please configure your McMaster zoom licence:

<https://uts.mcmaster.ca/services/computers-printers-and-software/zoom/>

[Sign in](#) with your MacID@mcmaster.ca and your MacID password to configure your zoom licence account.

*NOTE: Failing to sign in via the McMaster portal or without your MacID will prevent the use of features such as breakout rooms.

Student Card

As a new student, you need a McMaster Student Photo ID card. This card is an important piece of photo identification that is required to access supports, services and even spaces on campus.

To create your student card, you need to upload a photo as soon as possible. Please visit the [Mosaic Student Centre](#) (Personal Information > Demographic Data) to upload your photo.

Photo requirements: To be accepted as your student ID photo, your upload must:

- Be recent and similar to a passport photo (headshot only, looking straight into the camera)
- Have a neutral or non-smiling expression
- Be in colour, focus, good quality (i.e. Scanned photos of your drivers licence, passport or health card are NOT acceptable)
- Be on an uncluttered background and of you alone (no other people, animals, etc permitted in the photo).
- Must not contain any props (no hats, sunglasses, or graduation caps)
- Maximum photo size **must be 3MB** or less to be successfully uploaded.

Uploaded photos not meeting the above criteria will be deleted, resulting in delays in receiving your student card. Also ensure your personal information is up to date – especially your mailing address – in your student profile.

The Registrar's Office will mail MPP students their card to the mailing address provided in your Student Centre. Please ensure your mailing address is added/up to date.

For more information, view the resource [Getting Ready for Life at McMaster](#) on the School of Graduate Studies website.

Student Profile

Prior to your first week of study, a fillable student profile template will be sent to you via email by the MPP Program Coordinator. Please fill it in with your information and submit to pubpol@mcmaster.ca. All student profiles submitted will be compiled and shared with the instructors/professors of the MPP-DS program as a tool for them to get to know you a little better.

Workspace

If you need a quiet workspace, there are a few options available to you:

- You're welcome to use LRW 5803. Below are the details:

Location: LR Wilson - 5803 (building # 74 on the [campus map](#))

Space: This room can accommodate approximately 15 students in a socially distanced manner on a first come, first served basis. Keep in mind that it is not our own space; it is shared amongst members of the [Spark](#) team, [McDSL](#) and anyone from the Faculty of Social Sciences who wishes to utilize it.

How: You will need to obtain a security access card from the MPP Program Coordinator if you do not already have one. Please email pubpol@mcmaster.ca and include your student ID# and phone number so that we may arrange access to the room for you. Access cards must be returned to the Program Coordinator when the card is no longer required/upon completion of the Program.

When: Once your card is activated, there is no need to request access to use the space; it is open 24/7 on a first come, first served basis.

- You're also welcome to use a workspace in the Digital Society Lab, LRW 5021. Below are the details:

Location: LR Wilson - 5021 (building # 74 on the [campus map](#))

Space: We can accommodate up to 3 MPP students on a first come, first served basis. This space is shared amongst PhD students and members of the Digital Society Lab.

How: You will need to obtain a security access card from the MPP Program Coordinator if you do not already have one. Please email pubpol@mcmaster.ca and include your student ID# and phone number so that we may arrange access to the room for you. Access cards must be returned to the Program Coordinator when the card is no longer required/upon completion of the Program.

When: Once your card is activated, there is no need to request access to use the space; it is open 24/7 on a first come, first served basis.

- Mills Library also provides a variety of study spaces to read, write, and work! This includes a specific [graduate study room](#) in Mills Library. Please visit their website for details: [Mills Memorial Library | McMaster University Library](#)
- Finally, this is your Maurader's Map to the best campus study spots: [Your Marauder's Map to the best campus study spots - Office of the Registrar | McMaster University](#)

Graduate Student Resources and Support Information

Zoom, MSOffice and A2L

There are a few great videos students should review prior to starting classes:

- [Intro to Avenue for new Mac students](#) - there are a bunch of student-facing videos in the playlist along the side that demonstrate specific tasks (e.g., how to submit an assignment)
- Getting started with [Zoom \(student view\)](#)
- [Orientation to MSTeams](#) or for Microsoft products more broadly, UTS's landing page will be most helpful: <https://office365.mcmaster.ca/microsoft-365-for-students-start-here/>

The School of Graduate Studies (SGS)

Getting Ready for Life at McMaster

Before you join our graduate community, there's a few things you need to do: [Getting ready for life at McMaster – School of Graduate Studies](#)

Scholarships, Bursaries, & Awards

[Scholarships – School of Graduate Studies \(mcmaster.ca\)](#)

Forms and Policies

The School of Graduate Studies (SGS) has a plethora of forms and policies available to students listed on their website: [Forms and policies for graduate students, staff and faculty – School of Graduate Studies \(mcmaster.ca\)](#)

Including but not limited to:

- Parenting Leave Form
- Petition for Special Consideration (ie. Use this form for leaves of absence that do NOT include pregnancy or parental leave)
- Request for Change in Graduate Student Status
- Request for Extension
- Request for In-Program Course Adjustments

Graduate Calendar - General Regulations of the Graduate School

[General Regulations of the Graduate School - McMaster University \(romcmaster.ca\)](#)

Procedure for failing grades

We have some guidance from SGS on the risk of failure of a course for a student and implications for their ability to continue in the program.

Each course is especially important as it is required to move onto the next term. We have been advised that in cohort models, a student can often take on some extra work to remediate and stay in the cohort OR if that is not possible, they could request to take a leave of absence or withdraw from the program in good standing and return in a future cohort.

*The [General Regulations of the Graduate School](#) [policy] indicates that students can be withdrawn after one failure.

International Graduate Student Support

Contact **Yufei Zheng**, Coordinator – International Graduate Students

- Pre-departure orientation
- one on one 30-minute meetings

[Book an appointment with our International Graduate Student Coordinator – School of Graduate Studies \(mcmaster.ca\)](#)

Graduate Community Resources:

[Graduate Community Resources – School of Graduate Studies \(mcmaster.ca\)](#)

NOTE: Given the nature of our program being fully virtual with no in-person residency requirements, students may choose to live wherever is comfortable for them. Our program does not require one to be in Canada, and therefore a study permit cannot be issued. For any questions regarding permits, we request all international students to speak with immigration@mcmaster.ca. Our program office cannot consult on this.

MPP Program Policies

Attendance Policy

The MPP is a synchronous virtual program. To benefit from the class teachings and discussions, which all happen live, it is necessary to be present and to participate. Consequently, attendance in class is mandatory unless there is a good reason for a student to be absent, such as illness. It is the student's responsibility to notify instructors regarding any absence, and to provide the reason for that absence. While many classes include a participation component in the grade, the program discourages participation grades for simply being present, in keeping with our policy that attendance is a baseline, mandatory expectation.

Bereavement Leave Policy for Students

If a student experiences the death of a loved one during the course of an academic term, the student may request to utilize the Bereavement Policy for Students. We recognize the impact that a loss may have on the emotional and academic well-being of a student and wishes to support the student during this stressful time. We also understand that grief impacts every student differently and, therefore, this policy is not an attempt to quantify the impact of the death of a loved one or in any way address the nature of the grief process. Rather, the purpose of this policy is to provide a formal process to allow grieving students the time to attend the bereavement services, as well as the opportunity to be available for their families during times of death and grief.

Under this policy, a student will be excused from class for funeral leave, subsequent bereavement, and/or travel considerations. A student is entitled up to five (5) consecutive *academic* days of bereavement to mourn a death in the immediate family as defined below. For a death outside the immediate family as defined below, a student is entitled up to two (2) consecutive *academic* days of bereavement. While this policy excuses a student from class attendance, the student remains responsible for all material covered in class and must work with each individual professor upon return to complete any required work.

The immediate family includes:

- Parent(s) or legal guardian(s)
- Siblings
- Spouse or partner
- Children
- Other relatives living as members of the student's household

Relationships outside the immediate family may include, but are not limited to:

- Grandparents
- Aunts or uncles
- Cousins
- Nieces or nephews
- In-laws

Disclaimer: *The Program reserves the right to review specific situations to determine if exceptions to the established bereavement policy are warranted.*

Scope of Applicability

This policy is applicable to all full-time Master of Public Policy Graduate Students.

The MPP mandates appearance on camera during all synchronous sessions. Accommodations may be made on a case-by-case basis with the course instructor(s).

Travel Days

In addition to the aforementioned excused academic days, students may be granted up to three (3) additional *calendar* days to account for travel considerations.

Process and Notification

The student or a representative (family member, room/suitemate, on-campus faculty/staff) must notify the MPP Program Office at pubpol@mcmaster.ca **prior** to the start of the bereavement leave. The Coordinator will notify the MPP Program Directors and relevant course instructors of a student's bereavement leave and anticipated return date. The student is required to provide appropriate documentation to the MPP Office. Upon return to the institution, it is the responsibility of the student to communicate with their instructors about any missed assignments and arrange to complete missed work. In keeping with this policy, instructors shall excuse the student from class according to this policy and provide an opportunity for the student to complete missed quizzes, exams, papers, other required work and/or alternative assignments. Students who have followed this policy should not incur academic penalties.

Documentation

Any student who wishes to utilize this policy is required to provide documentation to the MPP Program Coordinator at pubpol@mcmaster.ca. Acceptable documents may include: a funeral program, obituary, signed letter from funeral home, or death certificate. Failure to provide documentation will result in the absences being considered unexcused.

Appeal

If an instructor fails to follow this policy, the student may appeal the instructor's decision in writing to MPP Program Academic Director.

Counselling Services

[McMaster University's Student Wellness Center](#) is available to assist students and provide counselling services if so desired by the student.

Camera Policy

Good graduate education is interactive and participatory; generative discussions require active presence, and in an online program, that means being on-camera. Your learning experience, and the experience of your classmates, will be better if you are visibly taking part in the class. Not only does appearing on camera enhance the classroom dynamic but it also offers an opportunity to develop more substantive relationships with your instructors which is also to your benefit, as when your instructor is asked to provide you with an employment reference they will know you better. (then the same final two paragraphs

The MPP Program appreciates that it is exhausting to have to appear on camera for every synchronous session. There are some ways to mitigate this using [strategies to mitigate Zoom fatigue](#), including [hiding your self-view](#) and [changing](#) or [blurring](#) your background if you wish. However, as you move forward professionally you will be expected to appear on camera at least as often as you are being asked to do in this program. Appearing on camera during meetings when working remotely is a standard in most professional settings and acquiring the capacity to manage those expectations is an important professional skill.

Sexual or Gender-Based Violence Policy

All members of the MPP Program have a right to study, work, and live in an environment that is free of any form of sexual or gender-based violence. If you wish to report an experience of sexual or gender-based violence, please speak to the Executive Director or Faculty Advisor, if you feel comfortable doing so. Information you share will be kept confidential to the fullest extent possible, but there are [some circumstances](#) where we would be required to report to the Sexual Violence Prevention and Response Office (SVPRO). You may also speak directly to the case manager at that office, if that feels safer to you. Please know the program will take the matter seriously and help to connect you to any support you may require.

SVPRO Service Description

The Sexual Violence Prevention and Response Office provides support to people who have experienced or have questions about any form of [sexual or gender-based violence](#). Their services are available to all members of the McMaster community, including undergraduate, graduate, and continuing education students, staff, faculty, medical residents, volunteers, visitors and visiting professors, and institutional administrators and officials representing McMaster University.

SVPRO provides:

- Inclusive, trauma-informed and culturally relevant response and support; information on reporting options and complaint intake if appropriate.
- Prevention education and response training on a range of topics designed and delivered to diverse audiences of students, faculty, and staff; using intersectional, trauma-informed approaches.
- Community consultation and referral: Information and guidance for any community member on the policy, procedures, programs, and referral to campus and community services and resources.

If you have experienced harm or have questions about gender-based or sexual violence and the resources available to you, please know that you are not alone. Talk to a trusted member of our MPP program staff, or visit the [Getting Support](#) section of the SVPRO website for more information about the services they offer, and how to connect with their team.

Required Computer Hardware

All students registered in the program must have access to a functional computer, microphone and webcam.

University Secretariat: Policies & Guidelines for Students

[Quick Link – Students – University Secretariat \(mcmaster.ca\)](#)

Including but not limited to:

- [Academic Integrity Policy](#)
- [Code of Student Rights and Responsibilities](#)
- [Discrimination and Harassment Policy](#)
- [Sexual Violence Policy](#) and [SVPRO website](#)
- [Student Appeal Procedures](#)

Student Accessibility Services (SAS)

Creating a learning environment that is accessible to all students. SAS provides academic accommodation assistance and related support to students with disabilities at McMaster. Students requiring accessibility services are strongly encouraged to contact SAS as early as possible to allow ample time to arrange for appropriate accommodations.

To learn more about SAS and the accommodation process, please visit the SAS website here: [Student Accessibility Services | McMaster University](#)

Graduate Student Association (GSA)

Graduate Student Association advocates for the graduate student community at McMaster University by providing support, information and services included: health and dental benefits, personal and professional development opportunities, social events and more.

For more information, visit [Graduate Students Association of McMaster University](#) or follow them on twitter (@MacGSA)

Student Wellness/Mental Health

The Student Wellness Centre is located on campus in the Campus Health Centre (Peter George Centre for Living and Learning - PGCLL 2010/201). They provide services including: Counselling, mental health supports, medical care, wellness programs and education. For more information about the wellness centre visit: [Student Wellness Centre - Student Wellness Centre \(mcmaster.ca\)](#)

[Good2Talk](#): Provides 24/7 confidential counselling information and referrals for all post-secondary students in Ontario via phone at 1-866-925-5454 or text GOOD2TALK to 686868

[Empower me](#) (Graduate Students): Provides 24/7 accessible counselling services to empower you to thrive, crisis support, mental health and wellbeing services. Call 1-844-741-6389

McMaster University Chaplaincy Centre

In partnership with the University, the Chaplains help students, staff, and faculty with the challenges they experience. Visit their website: <https://mcmasterchaplaincy.org/>

SWHAT

The Student Walk Home Attendant Team (SWHAT) is a volunteer service within the McMaster Students Union that will walk or bus with users during the evening hours, 7 days a week. In response to the on-going COVID-19 pandemic, SWHAT walkers, as well as students who request a walk, are required to wear a mask through the entirety of a walk or a duty shift. In addition, both SWHAT walkers and students who request a walk, must complete the MacCheck screening prior to a shift or walk.

For more information, visit [SWHAT - MSU \(msumcmaster.ca\)](https://msumcmaster.ca/swhat)

Campus and Student Life Information

COVID-19 Back to Mac

[Back to Mac Home - COVID-19 \(Coronavirus\) \(mcmaster.ca\)](https://mcmaster.ca/back-to-mac)

- download the app to your phone for campus visits
- masking is still strongly encouraged while on campus

McMaster Virtual Campus Tour

Remote students are encouraged to view the beautiful McMaster Campus. Watch the pre-recorded tour:

[Campus Map | Virtual Campus Tour | McMaster University](https://mcmaster.ca/virtual-campus-tour)

Campus Bookstore

The campus bookstore is in Gilmour Hall room B101. This is where you can purchase textbooks, stationary, supplies, stamps, McMaster branded clothing, gifts, technology/computer supplies, and more.

Visit their website: [McMaster University Campus Store](https://mcmaster.ca/campus-store)

Contact the Campus Store by email: campusstore@mcmaster.ca

What textbooks are required for my courses? [Search for Textbooks | McMaster University Campus Store](https://mcmaster.ca/search-for-textbooks)

Parking Services

<http://parking.mcmaster.ca>

If you require regular parking on campus, please go in person to purchase a transponder and set up an account.

9am-12pm & 1pm—4pm, closed for lunch 12-1pm. [Contact Us - Parking Services \(mcmaster.ca\)](https://mcmaster.ca/contact-us-parking-services)

- Campus & Parking Map: [Map - Parking Services \(mcmaster.ca\)](https://mcmaster.ca/map-parking-services)
- Transponder information: [Transponder - Parking Services \(mcmaster.ca\)](https://mcmaster.ca/transponder-parking-services)
- Parking Rates: [Rates - Parking Services \(mcmaster.ca\)](https://mcmaster.ca/rates-parking-services)

Campus Security & Emergency

McMaster Campus Security Office is responsible for the safety and security of campus. The location of the office is E.T. Clark Room 201 (Extension 24281). For more information visit: [Home - Security Services \(mcmaster.ca\)](https://mcmaster.ca/home-security-services) and [Campus Emergency - Security Services \(mcmaster.ca\)](https://mcmaster.ca/campus-emergency-security-services)

Counselling Services

Equity and Inclusion Office - [Home - Equity and Inclusion Office \(mcmaster.ca\)](#)

International Student Services - [International Students – School of Graduate Studies \(mcmaster.ca\)](#)

Office of Academic Integrity - [McMaster University](#)

Office of the Registrar - Student Services - [Office of the Registrar | McMaster University](#)

Ombudsman's Office - [Home \(mcmaster.ca\)](#)

Student Accessibility Services [Student Accessibility Services | McMaster University](#)

Sexual Violence Prevention and Response Office - [Sexual Violence - Sexual Violence Prevention and Response Office \(mcmaster.ca\)](#)

Student Success Centre - [Student Success Centre | McMaster University](#)

Health Services

University Health & Safety (UHS) - [University Health and Safety \(UHS\) - Human Resources \(mcmaster.ca\)](#)
- Tel. 905-525-9140 Ext. 24352 or uhs@mcmaster.ca

Ontario Health Insurance Card - Tel. 905-521-7825 (Service Ontario)

Student Wellness Centre - [Student Wellness Centre - Student Wellness Centre \(mcmaster.ca\)](#)

University Health Insurance Plan - [Health Insurance \(UHIP\) - Student Success Centre | McMaster University](#); Email: uhip@mcmaster.ca

Workplace Safety and Insurance Board Coverage for Graduate Students - [Health, Safety & Well-Being - Human Resources \(mcmaster.ca\)](#)

Housing Services

McMaster Community Homes Corporation – Tel: 905-578-3833

E-mail: receptionist@communityhomes.ca

Off-Campus Housing - [Mac Off-Campus Housing \(mcmaster.ca\)](#) (Off-Campus Resource Centre)

On-Campus Housing - [Home - Living At McMaster](#) (Housing and Conference Services)

Questions can be emailed to Residence Admissions: resadmissions@mcmaster.ca

10 Bay Graduate Residence, opening Fall 2023: [Construction begins on McMaster's 10 Bay Graduate Residence – Daily News](#)

Student Associations

Graduate Students Association (GSA) - [Graduate Students Association of McMaster University](#)

McMaster University Alumni Association - [McMaster Alumni Community - Community Home](#)

Student Facilities and Resources

Athletics and Recreation - [Welcome to McMaster Athletics & Recreation | Recreation](#)

Bookstore - [McMaster University Campus Store](#)

NOTE: [Post Office | McMaster University Campus Store](#)

Day Care Facilities at McMaster:

- McMaster Children's Centre - [McMaster Children's Centre – Providing exceptional child care for the McMaster community since 1975. \(wordpress.com\)](#)
- McMaster Students' Union Child Care Centre - [Child Care Centre - MSU \(msumcmaster.ca\)](#)

University Library

The Social Science and Humanities Library is the [Mills Memorial Library | McMaster University Library](#)

Library resources are available off-campus, online, by visiting [Off-Campus Access: Login to e-Resources - McMaster Libraries](#) and signing in with your MAC ID and password. You can look up e-resources by the professor's name, course code or name.

Many of the library services are available remotely. For more information, please visit: [Welcome | McMaster University Library](#)

- Graduate Students & The Library: [Graduate Students & The Library | McMaster University Library](#)
- How to Cite Resources: [How to Cite | McMaster University Library](#)
- Graduate Student Research Guides: [Home - Graduate Student Guides - McMaster LibGuides at McMaster University](#)

University Technology Services (UTS)

University Technology Services (UTS) offers a variety of services for McMaster students including the activation of MAC ID, email, Mosaic, Microsoft Office 365, Student computing Labs, and assistance with Virtual Private Networking.

There are 3 computer labs across main campus that are supported by UTS:

Burke Sciences Building: rooms 241, 242, 244, and 249

John Hodgins Engineering Building: room 233A/234

Kenneth Taylor Hall: rooms B121/ B123

For more information about UTS (University Technology Services), visit their website here: [Home - UTS \(mcmaster.ca\)](#)

Special Resource Services/Facilities

University Chaplain Centre

[Chaplaincy Centre \(mcmasterchaplaincy.org\)](#)

McMaster Continuing Education

[McMaster Continuing Education \(mcmastercce.ca\)](http://mcmastercce.ca)

Copyright

[Home - Copyright \(mcmaster.ca\)](http://mcmaster.ca)

Hospitality Services

[Home - Hospitality Services \(mcmaster.ca\)](http://mcmaster.ca)

MacPherson Institute

[MacPherson Institute \(mcmaster.ca\)](http://mcmaster.ca)

McMaster Media Production Services

[Home - Media Production Services \(mcmaster.ca\)](http://mcmaster.ca)

Underground Media & Design

They are a full-service media, design & print shop located in the basement of the McMaster Students Centre. They offer an affordable range of products and services to help you bring all your projects to life. Includes self-serve printing! Visit [Underground Media + Design - MSU \(msumcmaster.ca\)](http://msumcmaster.ca)

McMaster Museum of Art

[Home - McMaster Museum of Art](http://mcmaster.ca)

Office of International Affairs

[Home - McMaster Global](http://mcmaster.ca)

MPP-DS Contact Information

[Contact — Master of Public Policy Program \(mcmaster.ca\)](http://mcmaster.ca)

Cliff van der Linden – Academic Director, Email cliff.vanderlinden@mcmaster.ca

Vass Bednar – Executive Director, Email vass.bednar@mcmaster.ca

Laura Johnson – Program Coordinator, Email pubpol@mcmaster.ca