

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 March 11th at 9:00 am in GH-111**

Listed below are the agenda items for discussion.

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

### A G E N D A

- I. Opening Remarks
- II. Minutes of the meeting of February 11<sup>th</sup>, 2025  
*Approval*
- III. Business arising
- IV. Report from the Associate Deans, Graduate Studies
- V. Report from the Senior Associate Registrar and Graduate Secretary
- VI. Faculty of Business Graduate Curriculum and Policy Committee Report  
*Approval*
- VII. Faculty of Science Graduate Curriculum and Policy Committee Report  
*Approval*
- VIII. Faculty of Social Sciences Graduate Curriculum and Policy Committee Report  
*Approval*
- IX. Revisions to the Graduate Course Management Policy  
*Approval*
- X. New Scholarships  
*Approval*
- XI. GEMS Project  
*Information*

Tuesday February 11<sup>th</sup> at 9:00 am in GH-111

Present: S. Hranilovic, N. Carter, D. Trigatti, B. Newbold, K. Mattison, K. Graham, E. Grodek, M. Verma, S. Hanna, J. Antwi-Boasiako, P. Miu, T. Ruebottom, F. Ma, L. Parker, E. Zhou, O. Liao, B. Milliken, C. Chakraborty, M. Heath, Y.K. Shin, C. McLeod, T. Davidson, A. Gadsden, D. Emslie, A. Prasad, A. Shakib, K. Bhatta, Y. Kim, C. Bryce (Assistant Graduate Secretary), S. Baschiera (Senior Associate Registrar and Graduate Secretary)

Regrets: K. Grandfield, L. Side, M. Gough, C. Biruk

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## I. Opening Remarks

Dr. Hranilovic reported on the following items:

- The allocation for Provincial Attestation Letters (PAL) had been received, noting benchmarks within which they need to be used and the consequences for future allocations if they are not used;
- The importance of communication from all offices to assist applicants and students with the PAL process;
- The deadline for supervisory committee reports, noting the importance of the meetings and that going forward they will be taking a much more rigorous approach for reports not received;
- A meeting with the Science graduate committee, noting a discussion of administrative matters and visioning;
- A welcome to Dr. Chandrima Chakraborty, acting Associate Dean for the Faculty of Humanities.

## II. Minutes of the meeting of January 14<sup>th</sup>, 2025

It was duly moved and seconded, **'that the Graduate Council approve the minutes of the January 14<sup>th</sup>, 2025 meeting, as circulated.'**

The motion was **approved**.

## III. Business arising

There was no business arising.

## IV. Report from the Associate Deans, Graduate Studies

Dr. Hanna (Faculty of Health Sciences) reported on the following item:

- The development of a complete list of those eligible to supervise in the Faculty, noting a commitment to keep that updated and reported to SGS.

Dr. Heath (Faculty of Social Science) reported on the following items:

- The new Faculty Graduate Student Association had its first event on February 5<sup>th</sup>;
- A generative AI workshop on February 26<sup>th</sup>;
- Work with Science on putting together professionalization workshops.

Dr. Newbold (Faculty of Science) reported on the following item:

- With the hiring of a new career development staff member the related programs will be back up and running this term.

Dr. Verma (Faculty of Business) reported on the following items:

- Programs going through the admissions process, highlighting attention to deposits and PALs
- New Programs going through their IQAP review.

#### V. Report from the Senior Associate Registrar and Graduate Secretary

Ms. Baschiera reported on the following items:

- The graduate course outline template is with the MacPherson Institute for development, noting it would be open for broader use in May or June;
- Update on the administrative processes around PALs, including a successful interface with OUAC and the Mosaic student centre and that they're keeping an eye on any potential delays;
- All held international offers have been released, noting they'll be working to maintain a balance between various admissions priorities as the admissions seasons carries forward;
- Continued work with the enrolment management group to build opportunities across campus for communication with applicants.

Members discussed the status of OGS allocations.

#### VI. 2025-2026 Graduate Calendar Administrative Sections and Sessional Dates

Ms. Baschiera highlighted the following items from the document:

- In 2.1.2 the reference to honours degree has been replaced with a '4 year masters'
- Section 2.1.10 includes additional clarity on Visiting Research Students;
- Section 2.5.3 now includes text to clarify that when a Masters degree is the basis of admission it must be completed prior to admission to the Ph.D.;
- Section 2.5.7 was updated to direct students to Student Accessibility Services in the case where a request may extend the standard length of leaves;
- Section 2.6.8, in relation to placeholder courses, some text was added to note that if a student is enrolled in an incorrect placeholder their fees will be adjusted accordingly;
- Section 3.1 was updated to include a description of supervisor and co supervisor in the calendar, noting future updates to the supervision policy;
- Section 3.3.2 now includes some additional text regarding what it means to be out of time, noting that SGS would be updating extension request form so students will have to provide a plan noting how they will be completing their degree;
- There were no changes to section 5.5 but the policy outside of the calendar is going through extensive review and they expect changes to this section accordingly in the future.

Members discussed the admissions requirements change, noting a concern with programs that aren't accredited. Ms. Baschiera commented that this is a minimum and the program is welcome to include their own language about accreditation in their specific calendar sections.

Members discussed the information regarding requesting medical information in the academic accommodations context. Dr. Hranilovic noted that this is an ongoing and evolving process and highlighted the work that Student Accessibility Services has done.

Members discussed the language around students acknowledging travel risk in 2.5.8.

Members discussed the requirement for an annual supervisory committee meeting. In response to a question Dr. Hranilovic noted that the minimum requirement for the full supervisory committee is once a year and highlighted the difficulty of deeming a particular number above this across campus.

With respect to section 3.4.3 Dr. Hanna raised the importance of making sure the comprehensive examination was completed on time and noted that the language wasn't particularly clear. He proposed a friendly amendment to simplify the section so that it read that the comprehensive must be completed as soon as possible after 12 months of study and, in any case, no longer than 24 months and that failing to meet this deadline will result in withdrawal of the student.

Members discussed the variability between programs and disciplinary norms, noting the importance of data collection in a particular window, the use of extensions, financial pressures on students and the related pressure on deadlines, and data related to when people complete the milestone and how it relates to time to completion.

The friendly amendment was withdrawn.

In response to a question from a member regarding section 2.2, Ms. Baschiera noted that admission documents in French would also need to be translated.

It was duly moved and seconded, **'that Graduate Council approve the changes to the administrative sections, for inclusion in the 2025-2026 Graduate Calendar.'**

The motion was **approved**

## **VII. Revisions to Senate Bylaws pertaining to Graduate Council**

Dr. Hranilovic provided an overview, noting that Graduate Council exists within the Senate by-laws and a few changes were proposed therein. He highlighted the approval process and gave an overview of the changes proposed, including a new subcommittee on Graduate Financial Support, revisions to the Executive Committee and the removal of a Scholarships Committee, noting that it doesn't meet and that the amount of work (reviewing and approving new scholarships) didn't seem to merit a separate standing committee.

### **a. Committee on Graduate Financial Support**

Dr. Hranilovic presented the new committee noting Graduate Council had already reviewed the material previously and they've received comments from the Secretariat's Office. He gave an overview of the membership and consultants.

It was duly moved and seconded, **'that Graduate Council approve, for recommendation to Senate, a change to the bylaws to add the new committee on Graduate Financial Support as set out in the document.'**

The motion was **carried**.

#### b. Executive Committee

Dr. Hranilovic presented the changes, noting that the committee should be reflective of Graduate Council and with the change now mirrors the composition for the equivalent committee in Senate. The intent of the committee is to make decisions in months where Graduate Council doesn't meet and to act in an advisory capacity ahead of a substantive change to be submitted to Graduate Council.

In response to a question, Dr. Hranilovic noted that he expected the committee would only make a decision when Graduate Council didn't meet in an extraordinary case and anything that was decided would be reported to Graduate Council. He explained that the most useful function would be as an advisory body.

It was duly moved and seconded,

**'that Graduate Council approve, for recommendation to Senate, a change to the bylaws to update the terms of reference for the Executive Committee as described in the document.'**

The motion was **approved**.

#### c. Scholarships Committee

In response to a question, Dr. Hranilovic noted that there are separate adjudication committees, and the Scholarships Committee was really to consider the terms of reference for new awards.

It was duly moved and seconded, **'that Graduate Council approve, for recommendation to Senate, a change to the bylaws to remove the Scholarships Committee.'**

The motion was **approved**.

### VIII. Progress Update on the Recommendations of the Taskforce on Graduate Funding

Dr. Hranilovic provided context for the report, highlighting the progress made and thanking Dr. Hanna for his work.

Dr. Hanna highlighted the main items from the report, noting that recommendations came in five major categories and each area now has a response. He highlighted that a lot of the recommendations centered around clarity and communication and noted that there has been a lot of progress with respect to transparency, including clarity of funding packages, regularly publishing funding data, and the requirement that each Faculty have a published policy to explain the context of funding arrangements if a student wins a major award.

Members discussed an increase in financial support for graduate students, updated information on median graduate funding in the dashboard, funding pressures for the institution, disseminating the taskforce report update and concerns around using time to completion as a metric of success. Dr. Hranilovic noted that the intent around the time to completion aspect of the report was to note that



there's an ongoing open discussion on how to maintain a rigorous Ph.D. while simultaneously reviewing whether or not there are impediments to success.

#### IX. New Scholarships

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

The motion was **approved**.

It was duly moved and seconded, **'that Graduate Council approve the changes to award terms as set out in the document.'**

The motion was **approved**

To : Graduate Council

From : Christina Bryce  
Assistant Graduate Secretary

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At its meetings on October 21<sup>st</sup> and February 12<sup>th</sup> and via e-ballot on February 14<sup>th</sup> the Faculty of Business Graduate Curriculum and Policy Committee approved the following graduate curriculum recommendations.

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

**For Approval of Graduate Council:**

- **Business Ph.D.**
  - **Change to Admission Requirements and Calendar Copy**
- **Finance**
  - **Change to Admission Requirements**
  - **Change to Electives List**
  - **Addition of Specialization**
- **MBA**
  - **Change to Admission Requirements**
  - **Change to Course Requirements and Calendar Copy**
- **EMBA**
  - **Change to Course Requirements**

**For Information of Graduate Council:**

- **Business Ph.D.**
  - **Change to Course Titles and Description**
    - **M773 Inter-Organizational Research in Marketing**
    - **M774 Special Topics in Marketing Strategy I**
- **Finance**
  - **Change to Course Title**
    - **601 Introduction to Finance**
    - **701 Financial Econometrics I**
    - **705 Financial Econometrics II**
  - **Change to Course Title and Description**
    - **704 Numerical Methods**
    - **710 Financial Theory**

- **Change to Requisite**
  - 711 Mergers and Acquisitions
  - 712 Risk Management
- **MBA**
  - **New Course**
    - I110 – Co-op Career Course
  - **Change to Course Descriptions**
    - WT01 Co-op Work Term 1
    - WT02 Co-op Work Term 2
    - WT03 Co-op Work Term 3
  - **Change to Prerequisites**
  - **Change to Course Title**
    - BL718 Decision Analysis in Healthcare
  - **Change to Course Title and Description**
    - P700 Business, Government and the Global Environment
- **EMBA**
  - **Course Cancellation**
    - T722 Strategic Marketing Analytics
  - **New Course**
    - T735 Strategic Foresight for Digital Transformation
  - **Change to Course Title**
    - 732 Organizational Behaviour for Decision Making
  - **Change to Course Title and Description**
    - T711 Statistics for Analytics



**Recommendation for Change in Graduate Curriculum – For Change(s) Involving Degree Program Requirements / Procedures / Milestones**

**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.

<b>DEPARTMENT</b>	DeGroote School of Business		
<b>NAME OF PROGRAM and PLAN</b>	GSBPH/ BUSFINPHD, BUSHTMPHD, BUSINFSPHD, BUSHURLPHD, BUSMGMTPHD, BUSMKTPHD, BUSSTRMPHD		
<b>DEGREE</b>	<b>PhD</b>		
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Creation of a New Milestone <input type="checkbox"/>			
Change in Admission Requirements	<input checked="" type="checkbox"/>	Change in Comprehensive Examination Procedure	<input type="checkbox"/> Change in Course/Program Requirements
Change in the Description of a section of the Graduate Calendar	<input checked="" type="checkbox"/>	<b>EXPLAIN:</b> We would like to update the first paragraph under “Qualifications Requirements” section, to add the GMAT Focus Edition minimum required score for admission.	
Other Changes:	Explain:		

**Describe the existing requirement/procedure:**

The current wording on the Academic Calendar ([Program: Business Administration, Ph.D. - McMaster University - Modern](#)) is as follows:

**Qualifications Requirements:**

“Admission to the Ph.D. program will be granted in accordance with the general regulations of the School of Graduate Studies as specified in the front of this calendar. Applicants normally must have a Master’s degree with at least B+ standing and a minimum GMAT score of 600. In lieu of a GMAT score, a comparable GRE score will be considered as long as a minimum of 80% below is achieved in the quantitative score. Admission decisions are based on past academic performance, GMAT or GRE score, the strength of reference letters, the quality of the applicant’s statement of research interests and goals, and matching of the applicants’ research interests with the research expertise and interests of the faculty members.”

**Provide a detailed description of the Recommended Change (*Attach additional pages if space is not sufficient.*)**

**Qualifications Requirements:**

Admission to the Ph.D. program will be granted in accordance with the general regulations of the School of Graduate Studies as specified in the front of this calendar. Applicants ~~normally~~ must have a Master’s degree with a minimum GPA of at least B+ (9.0) ~~standing~~ and a minimum GMAT score of 600. In lieu of a GMAT score, a comparable GRE score will be considered as long as a minimum of 80% below is achieved in the quantitative score. In addition to the above, a minimum GMAT score of 600 (10th Edition) or 575 (11th/Focus Edition) is required. In lieu of a GMAT score, GRE is also acceptable with a minimum of 80% in quantitative reasoning.

Admission decisions are based on past academic performance, GMAT or GRE score, the strength of reference letters, the quality of the applicant’s statement of research interests and goals, and matching of the applicants’ research interests with the research expertise and interests of the faculty members.”

**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?):**



**GMAT Focus/11<sup>th</sup> Edition:** This edition is the only one currently offered and we need to update our requirements accordingly. The minimum total score is based on what GMAC considers equivalent to 600 from the 10<sup>th</sup> edition.

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

September 1, 2025

**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 if applicable):**

**Contact information for the recommended change:**

Name: Greg Rombough

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

Date submitted: 2025-01-22

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

**Recommendation for Change in Graduate Curriculum – For Change(s) Involving Degree Program Requirements / Procedures / Milestones**

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<b>DEPARTMENT</b>	DeGroote School of Business		
<b>NAME OF PROGRAM and PLAN</b>	Master of Finance		
<b>DEGREE</b>	<b>M.Fin</b>		
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Creation of a New Milestone <input type="checkbox"/>			
Change in Admission Requirements	<input checked="" type="checkbox"/>	Change in Comprehensive Examination Procedure	Change in Course/Program Requirements
Change in the Description of a section of the Graduate Calendar		EXPLAIN:	
Other Changes:	Explain:		

**Describe the existing requirement/procedure:**

**Admission Requirements/Required Documentation**

Applicants must have an Honours Bachelor's degree or equivalent with a cumulative grade point average (over the whole length of the degree) of at least B+. In addition, they must have an average of B+ in their last year of relevant courses. Students with an undergraduate degree in business, economics, or any quantitative-oriented field are good candidates for this program. Students from other fields are welcome to apply and they are highly encouraged to complete at least a few relevant finance, economics, statistics, and math courses.

1. Completed on-line application form (Please see a link to the form on <http://mfin.degroote.mcmaster.ca/apply/>)
2. Unofficial transcripts of all postsecondary education completed and in progress. If an offer is extended to the applicant, one of the conditions will be to request the official transcripts to be sent directly from the issuing institutions.
3. A test report for one of these following tests:
  1. GMAT test with a minimum total score of 600 and a quantitative percentile of at least 50%
  2. GMAT Focus Edition test with a minimum total score of 555 and a quantitative percentile of at least 50%.
  3. GRE test with at least 50% in quantitative reasoning
4. Two letters of recommendation, with at least one from an academic source. Please note that McMaster University uses the Electronic Referencing System. By entering the email address of your referee through the online application, the system will automatically send an eReference request on your behalf.
5. An official report of a TOEFL score or an IELTS score (for applicants whose native language is not English). A minimum TOEFL score of 92 (internet-based test) or IELTS score of 6.5 is required. Applicants who have completed a university degree for which English is the language of instruction may be exempted from this requirement.
6. Participation in a video interview.

**Provide a detailed description of the Recommended Change (*Attach additional pages if space is not sufficient.*)**

1) Changing the phrasing of the GMAT/GRE requirement to the following:

Proof of Quantitative Proficiency

Applicants must demonstrate quantitative proficiency to excel in the rigorous curriculum of a Master of Finance program. To prove their proficiency, applicants must submit one of the following:

- GMAT test (10th edition) with a minimum total score of 600 and a quantitative percentile of at least 60%
  - GMAT test (11th edition/Focus Edition) with a minimum total score of 555 and a quantitative percentile of at least 60%.
  - GRE test with at least 60% in quantitative reasoning
  - A letter from the applicant listing the university level courses and grades that demonstrate the applicant's quantitative proficiency in subjects such as linear algebra, calculus, differential equations, statistics, probability, econometrics and other related courses.
- 2) Changing Math/Stat and Fin/Econ courses from a preference to a requirement to better align with our Quantitative Proficiency requirement.

**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?):**

Making the Math and the Statistics course mandatory and increasing the GMAT and GRE quantitative percentile requirement to 60% aligns with the program's quantitative standards, ensuring students are well-prepared for its rigorous nature.

Making the GMAT and GRE tests optional, rather than mandatory, will better align with the practices of many other Canadian universities. This adjustment will also attract quantitatively strong applicants to the program and enable them to apply without the time and financial burdens associated with taking these tests.

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

September 2025

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

No

**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):**

### **Admission Requirements/Required Documentation**

Applicants must have an Honours Bachelor's degree or equivalent with a cumulative grade point average (over the whole length of the degree) of at least B+. In addition, they must have an average of B+ in their last year of relevant courses. Students with an undergraduate degree in business, economics, or any quantitative-oriented field are good candidates for this program. Students from other fields are welcome to apply. Applicants are required to complete at least one university level statistics course (such as statistics, probability, econometrics) and at least one university level math course (such as linear algebra or calculus). Students are also highly encouraged to have completed at least one university level course in finance or economics. ~~Students from other fields are welcome to apply and they are highly encouraged to complete at least a few one relevant finance, or economics, statistics, and math courses.~~

1. Completed on-line application form (Please see a link to the form on <http://mfin.degroote.mcmaster.ca/apply/>)
2. Unofficial transcripts of all postsecondary education completed and in progress. If an offer is extended to the applicant, one of the conditions will be to request the official transcripts to be sent directly from the issuing institutions.
3. ~~A test report for one of these following tests:~~
  1. ~~GMAT test with a minimum total score of 600 and a quantitative percentile of at least 50%~~
  2. ~~GMAT Focus Edition test with a minimum total score of 555 and a quantitative percentile of at least 50%.~~
  3. ~~GRE test with at least 50% in quantitative reasoning~~

#### **3. Proof of Quantitative Proficiency**

Applicants must demonstrate quantitative proficiency to excel in the rigorous curriculum of a Master of Finance program. To prove their proficiency, applicants must submit one of the following:

- GMAT test (10th edition) with a minimum total score of 600 and a quantitative percentile of at least 60%
- GMAT test (11th edition/Focus Edition) with a minimum total score of 555 and a quantitative percentile of at least 60%.



- GRE test with at least 60% in quantitative reasoning
- A letter from the applicant listing the university level courses and grades that demonstrate the applicant's quantitative proficiency in subjects such as linear algebra, calculus, differential equations, statistics, probability, econometrics and other related courses.

4. Two letters of recommendation, with at least one from an academic source. Please note that McMaster University uses the Electronic Referencing System. By entering the email address of your referee through the online application, the system will automatically send an eReference request on your behalf.
5. An official report of a TOEFL score or an IELTS score (for applicants whose native language is not English). A minimum TOEFL score of 92 (internet-based test) or IELTS score of 6.5 is required. Applicants who have completed a university degree for which English is the language of instruction may be exempted from this requirement.
6. Participation in a video interview.

**Contact information for the recommended change:**

Name: Dr. Katya Malinova

Email: malinovk@mcmaster.ca

Date submitted: January 7, 2025

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



**Recommendation for Change in Graduate Curriculum – For Change(s) Involving Degree Program Requirements / Procedures / Milestones**

**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.

<b>DEPARTMENT</b>	DeGroote School of Business		
<b>NAME OF PROGRAM and PLAN</b>	Master of Finance (MFin)		
<b>DEGREE</b>	<b>M.Fin</b>		
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Creation of a New Milestone <input type="checkbox"/>			
Change in Admission Requirements		Change in Comprehensive Examination Procedure	Change in Course/Program Requirements
Change in the Description of a section of the Graduate Calendar		EXPLAIN:	
<b>Other Changes:</b>	<b>Explain:</b> Updating the term 3 MFin elective list to reflect current course offerings		

**Describe the existing requirement/procedure:**

**Electives**

Electives courses will be from a selected list of finance electives presently offered in the MBA program and/or Master of Finance program, or, with the approval of the Program Director and consent of the department involved, electives in business, mathematics, statistics or economics. The Finance electives from which Master of Finance students can choose are as follows (note that not all the courses on the list may be offered in a given academic term):

- BUSINESS F700 / Valuation for Finance Professionals
- BUSINESS F711 / Financial Institutions
- BUSINESS F712 / Applied Corporate Finance
- BUSINESS F715 / Portfolio Theory and Management
- BUSINESS F716 / International Financial Management
- BUSINESS F717 / Financial Statement Analysis
- BUSINESS F719 / Independent Research Project in Finance
- BUSINESS F722 / Market Trading and Risk Management
- BUSINESS F724 / Venture Capital and Private Equity
- BUSINESS F726 / Behavioural Finance
- BUSINESS F736 / Ethics and Professional Practice in Finance
- BUSINESS F741 / Introduction to FinTech
- FINANCE 711 / Mergers, Acquisitions, and Corporate Restructuring
- FINANCE 712 / Risk Management - Principles and Practices
- FINANCE 718 / Advanced Topics in Finance

**Provide a detailed description of the Recommended Change (*Attach additional pages if space is not sufficient.*)**

The Master of Finance students take 2 technical electives as part of their Master of Finance program in their third academic term. These 2 electives provide students with an opportunity to personalize their degree and learn from topics outside of the MFin curriculum. The elective list has not been updated in several years, and is being adjusted to include new MBA electives that have been deemed appropriate for the Master of Finance students. There are 2 courses being removed as they are no longer active courses at McMaster.

The new Elective list should appear as followed for September 2025:

**Electives**

Electives courses will be from a selected list of finance electives presently offered in the MBA program and/or Master of Finance program, or, with the approval of the Program Director and

consent of the department involved, electives in business, mathematics, statistics or economics. The Finance electives from which Master of Finance students can choose are as follows (note that not all the courses on the list may be offered in a given academic term):

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- BUSINESS F715 / Portfolio Theory and Management
- BUSINESS F716 / International Financial Management
- BUSINESS F717 / Financial Statement Analysis
- BUSINESS F719 / Independent Research Project in Finance
- BUSINESS F721 / Mergers and Acquisitions
- BUSINESS F722 / Market Trading and Risk Management
- BUSINESS F724 / Venture Capital and Private Equity
- BUSINESS F726 / Behavioural Finance
- BUSINESS F733 / Financial Risk Management
- BUSINESS F736 / Ethics and Professional Practice in Finance
- BUSINESS F741 / Introduction to FinTech
- BUSINESS F743 / Big Data in Finance
- FINANCE 711 / Mergers, Acquisitions, and Corporate Restructuring
- FINANCE 712 / Risk Management - Principles and Practices
- FINANCE 718 / Advanced Topics in Finance

**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?):**

Adding BUSINESS F721 and BUSINESS F733 and BUSINESS F743 as these are courses deemed acceptable electives for MFin students when the respective elective courses FINANCE 711, FINANCE 712, and FINANCE 718 are not available. These courses are currently offered by the MBA program.

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

September 2025

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

No

**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):**

### **Electives**

Electives courses will be from a selected list of finance electives presently offered in the MBA program and/or Master of Finance program, or, with the approval of the Program Director and consent of the department involved, electives in business, mathematics, statistics or economics. The Finance electives from which Master of Finance students can choose are as follows (note that not all the courses on the list may be offered in a given academic term):

- BUSINESS F700 / Valuation for Finance Professionals
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- BUSINESS F721 / Mergers and Acquisitions
- BUSINESS F722 / Market Trading and Risk Management
- BUSINESS F724 / Venture Capital and Private Equity
- BUSINESS F726 / Behavioural Finance
- BUSINESS F733 / Financial Risk Management
- BUSINESS F736 / Ethics and Professional Practice in Finance
- BUSINESS F741 / Introduction to FinTech
- BUSINESS F743 / Big Data in Finance
- FINANCE 711 / Mergers, Acquisitions, and Corporate Restructuring
- FINANCE 712 / Risk Management - Principles and Practices
- FINANCE 718 / Advanced Topics in Finance

**Contact information for the recommended change:**

Name: Dr. Katya Malinova

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

Date submitted: January 7, 2025

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

**Recommendation for Change in Graduate Curriculum – For Change(s) Involving Degree Program Requirements / Procedures / Milestones**

**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.

<b>DEPARTMENT</b>	DeGroote School of Business		
<b>NAME OF PROGRAM and PLAN</b>	Addition of a new 'Financial Analytics' Specialization in Term 3		
<b>DEGREE</b>	<b>M.Fin</b>		
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Creation of a New Milestone <input checked="" type="checkbox"/>			
Change in Admission Requirements	<input type="checkbox"/>	Change in Comprehensive Examination Procedure	Change in Course/Program Requirements <input checked="" type="checkbox"/>
Change in the Description of a section of the Graduate Calendar	<input type="checkbox"/>	EXPLAIN:	
Other Changes:	Explain:		



**Describe the existing requirement/procedure:**

Currently, there is no specialization offered in the Master of Finance program. Students take 15 courses to receive a general Master of Finance (MFin) degree.

**Provide a detailed description of the Recommended Change (*Attach additional pages if space is not sufficient.*)**

The addition of a new 'Financial Analytics' program specialization will occur in Term 3 (after students complete their Term 1 courses, Term 2 courses and return from their scheduled break in Spring/Summer). Students may begin working on the Program Milestone during Spring/Summer.

Students opt-in (no limits on enrolment or participation) to the Specialization in May each year.

There are two major differentiators for this specialization:

- Addition of a "Proficiency in Analytical Tools" Program Milestone (Pass/Fail) alongside 2 specialized electives in Term 3.
- Students will choose 2 analytical-focused electives from a designated list.

Students will gain hands-on experience with emerging technologies shaping the financial industry, including blockchain, artificial intelligence (AI), and big data analytics. The specialization equips students to interpret complex analytics, derive actionable insights, and present these insights effectively to stakeholders. Students will also engage with widely used analytical tools, including Python, Tableau, Bloomberg Terminal, and SQL, ensuring their technical proficiency aligns with industry demands.

**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?):**

Currently, all MFin students take the same 13 required courses and can choose 2 courses from an elective list. There is currently no specialization offered in the program for students interested in focusing more deeply on financial analytics and its applications in the industry.

This change emphasizes that the MFin program is highly quantitative, which aligns with findings from the IQAP review.



The existing program structure will stay the same for students who are not opting in to the new Specialization.

This new Specialization provides an opportunity for students to personalize their degree. This Specialization prepares students in a wide-range of careers in roles such as portfolio management, market research and financial consulting, where the ability to interpret and leverage financial data is essential. Careers include Quantitative Analyst, Risk Manager, Data Scientist, Investment Analyst, Business Intelligence (BI) Analyst, and Fintech Specialist.

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

September 2025 (for first cohort to begin this option in Fall 2026)

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

No

**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):**

## Curriculum

The curriculum of the Master of Finance program is as follows. Students may opt-in to the Financial Analytics specialization in May to take a specific elective list of courses in Term 3. Students pursuing the Financial Analytics specialization are also required to complete a Program Milestone by the end of Term 3 to be awarded the Specialization. Students who do not opt-in to the Financial Analytics specialization will complete the general Master of Finance program requirements.

### Term 1

- FINANCE 600 / Financial Reporting and Modelling
- FINANCE 601 / Introduction to Finance
- FINANCE 602 / Economics of Financial Decisions and Financial Markets
- FINANCE 604 / Statistics for Financial Applications
- FINANCE 605 / Financial Instruments and Their Markets



- FINANCE 610 / Career Development Tools and Strategies for Finance Professionals

#### Term 2

- FINANCE 701 / Financial Econometrics I
- FINANCE 703 / Derivatives
- FINANCE 704 / Numerical Methods
- FINANCE 707 / Financial Modelling
- FINANCE 710 / Financial Theory
- FINANCE 610 / Career Development Tools and Strategies for Finance Professionals

#### Term 3

- FINANCE 705 / Financial Econometrics II
- FINANCE 706 / Computational Finance
- FINANCE 708 / Fixed-Income Securities
- Two electives

Students enrolled in the Financial Analytics Specialization will take the same Term 3 required courses, but will take 2 specialized electives from the following list:

- FINANCE 712 / Risk Management - Principles and Practices OR BUSINESS F733 / Financial Risk Management
- BUSINESS F741 / Introduction to FinTech
- BUSINESS F743 / Big Data in Finance

Proficiency in Analytical Tools Milestone: Students Enrolled in the Financial Analytics Specialization must demonstrate proficiency in using analytical tools for data management, analysis, and visualization. This milestone requires students to successfully complete and pass an internally administered case-based data challenge, which involves applying Python-based data management skills to solve a finance or business problem. Results will be evaluated by a faculty panel.

Alternative methods may be permitted with prior program approval, such as obtaining an external certification (for example, Python Data Associate Certification through DataCamp), provided they align with the milestone's objectives.

**Contact information for the recommended change:**

Name: Dr. Katya Malinova, MFin Program Director

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

Date submitted: January 20, 2025

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



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

<b>IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:</b>			
1. This form must be completed for <b><u>ALL</u></b> changes involving degree program requirements/procedures. <b><u>All</u></b> sections of this form <b><u>must</u></b> be completed.			
2. An electronic version of this form (must be in MS WORD <b><u>not</u></b> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).			
3. A representative from the department is <b><u>required to attend</u></b> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.			
<b>DEPARTMENT</b>		DeGroote School of Business	
<b>NAME OF PROGRAM and PLAN</b>		General Admissions Requirements (MBA)	
<b>DEGREE</b>	Master of Business Administration		
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
CREATION OF NEW MILESTONE <input type="checkbox"/>			
<b>CHANGE IN ADMISSION REQUIREMENTS</b>		<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>	<b>CHANGE IN COURSE REQUIREMENTS</b>
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>		x	<b>EXPLAIN:</b>  Proposal to formalize the GMAT waiver within the academic calendar and removal of the Accounting Specialization from listing of specializations as of September, 2024.
<b>OTHER CHANGES</b>	<b>EXPLAIN:</b>		

## DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

Current admissions criteria for Full-Time MBA Program:

### General MBA Admission requirements/Required Documentation

1. Completed on-line application accompanied by the application fee (\$150 Cdn). Further details can be found at <https://mbarecruit.degroote.mcmaster.ca/admissions/>
2. Official transcripts are to be sent by the school's registrar (or equivalent officer) from each postsecondary institution attended. GPA will be calculated using the two most recent years of undergraduate or graduate study, 20 courses or the equivalent of 60 academic credits. A combination may be used and is determined on a case-by-case basis. GPA will be calculated based on degree either in progress or degree completed.
3. For MBA Programs requiring completion of the GMAT with a score of 600 (GMAT Classic) or 565 (GMAT Focus) is normally competitive. Each application is processed on its own merits with higher scores on some criteria compensating for lower scores in other areas.
4. Two letters of recommendation are to be completed by individuals who can supply information relating to the applicant's abilities. For more detail on requirements please see specific admissions requirements for each MBA program (<https://mbarecruit.degroote.mcmaster.ca/admissions/>).
5. A full résumé must be supplied. For work experience requirements please see specific admissions requirements for each MBA program (<https://mbarecruit.degroote.mcmaster.ca/admissions/>).
6. Applicants who did not complete their undergraduate degree in English must write the TOEFL or IELTS tests. TOEFL results (if applicable) are to be sent directly by the Educational Testing Service ([www.toefl.org](http://www.toefl.org)). Minimum required scores are 250 on the computer-based test or 100 on the internet-based test. IELTS ([www.ielts.org](http://www.ielts.org)) is also accepted with a minimum score of 7.0.
7. Applicants are required to complete an online interview prior to submission of their application. Applications will not be reviewed until all components are completed and received. Applicants may be invited to an additional one-on-one interview with a member of the Career and Professional Development team after the submission of their application (applicable only to applicants to the MBA with Co-op Program).

For students who have entered the program as of September, 2016 a new transfer credit and waiver policy is in place. The intention of this policy is to enhance DeGroot's cohort-based, experiential curriculum model, which requires all MBA students to follow the same programming throughout their degree. To support this model, no transfer credits or waivers will be granted for MBA, MBA with Co-op or Blended Learning Part-time MBA students.

Applicants to the Accelerated program who have earned their degree within the last 10 years from a recognized Canadian or American University and have obtained a minimum B grade (B- for McMaster graduates) in the equivalent course will have their courses reviewed automatically for credit and will be admitted into Level 700 MBA courses (second year courses).

Specializations:

As of September 2018, areas of specialization that are available are as follows:

- Accounting and Financial Management Services
- Business Analytics
- Finance
- Health Services Management (certain restrictions may apply)
- Strategic Business Valuation
- Strategic Marketing

- General

Students registered prior to September 2018 in any full-time, part-time and co-op programs will be grandfathered based on the specialization they registered for.

Due to the nature of the academic curriculum, specializations are not available to students enrolled in the BLPT MBA program.

Please note that starting September 2016 program minors will no longer be available in the MBA program.

## Non-Degree Applicants

Each year, the DeGroote School of Business is prepared to admit to the MBA program a small number of highly qualified students who do not hold a bachelor's degree. The Admissions Advisory Committee will consider applicants with a minimum of seven years of successful business experience along with a GMAT score that ranges upward from 600 (GMAT Classic) or 565 (GMAT Focus).

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

## General MBA Admission requirements/Required Documentation

- Completed on-line application accompanied by the application fee (\$150 Cdn). Further details can be found at <https://mbarecruit.degroote.mcmaster.ca/admissions/>
- Official transcripts are to be sent by the school's registrar (or equivalent officer) from each postsecondary institution attended. GPA will be calculated using the two most recent years of undergraduate or graduate study, 20 courses or the equivalent of 60 academic credits. A combination may be used and is determined on a case-by-case basis. GPA will be calculated based on degree either in progress or degree completed.
- GMAT/GRE waivers are available for the Full-Time MBA and Full-Time MBA with Co-op programs. Candidates should contact the MBA Recruitment and Admissions team at [mbainfo@mcmaster.ca](mailto:mbainfo@mcmaster.ca) to see if they are eligible for the waiver. If they are not eligible for the waiver candidates must complete either the GMAT or the GRE. GMAT waivers are not guaranteed, and approvals are made on a case-by-case basis. If a GMAT is required, completion with a score of 600 (GMAT Classic) or 565 (GMAT Focus) is normally competitive. Each application is processed on its own merits with higher scores on some criteria compensating for lower scores in other areas.
- Two letters of recommendation are to be completed by individuals who can supply information relating to the applicant's abilities. For more detail on requirements please see specific admissions requirements for each MBA program (<https://mbarecruit.degroote.mcmaster.ca/admissions/>).
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- Applicants who did not complete their undergraduate degree in English must write the TOEFL or IELTS tests. TOEFL results (if applicable) are to be sent directly by the Educational Testing Service ([www.toefl.org](http://www.toefl.org)). Minimum required scores are 250 on the computer-based test or 100 on the internet-based test. IELTS ([www.ielts.org](http://www.ielts.org)) is also accepted with a minimum score of 7.0.

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Specializations:

As of September 2024, areas of specialization that are available are as follows:

- ~~Accounting and Financial Management Services~~
- Business Analytics
- Finance
- Health Services Management (certain restrictions may apply)
- Strategic Business Valuation
- Strategic Marketing
- General

Students registered prior to September 2018 in any full-time, part-time and co-op programs will be grandfathered based on the specialization they registered for.

Due to the nature of the academic curriculum, specializations are not available to students enrolled in the BLPT MBA program.

Please note that starting September 2016 program minors will no longer be available in the MBA program.

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Please note: meeting minimum admission requirements does not guarantee acceptance into the program.

**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 GMAT waiver has been offered on Dean's permission for the past 3 admissions cycles (Fall, 2022, 2023 and 2024). This proposal is to formally implement the GMAT waiver within the academic calendar vs. offering on Dean's permission. The request to formalize the waiver has been based on both an analysis of performance in first year quantitative grades between GMAT writers and GMAT waivers as well as ensuring that DeGroote remains competitive with other MBA schools that are currently offering the waiver. When reviewing 6 other MBA schools that are competitors to DeGroote, all are offering a form of a GMAT waiver and to remain competitive, DeGroote should continue to offer the waiver. Analysis conducted on first year quantitative courses for Fall 2022-Fall 2024 intakes has shown that majority of students (regardless of completion of GMAT) have maintained a B grade or higher within quantitative courses, meeting academic performance requirements.

The Accounting specialization is no longer being offered as of Fall, 2024.

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

September, 2025

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

**CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Behrouz Bakhtiari Email: bakhtib@mcmaster.ca

Date submitted: January 8<sup>th</sup>, 2025

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



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

<b>IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:</b>			
<p>1. This form must be completed for <b><u>ALL</u></b> changes involving degree program requirements/procedures. <b><u>All</u></b> sections of this form <b><u>must</u></b> be completed.</p> <p>2. An electronic version of this form (must be in MS WORD <b><u>not</u></b> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).</p> <p>3. A representative from the department is <b><u>required to attend</u></b> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.</p>			
<b>DEPARTMENT</b>		DeGroote School of Business	
<b>NAME OF PROGRAM and PLAN</b>		Business Administration, Full-Time, MBA	
<b>DEGREE</b>	Master of Business Administration		
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
CREATION OF NEW MILESTONE <input type="checkbox"/>			
<b>CHANGE IN ADMISSION REQUIREMENTS</b>		<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>	<b>CHANGE IN COURSE REQUIREMENTS</b>
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>		<b>EXPLAIN:</b> x Proposal to change verbiage for admissions requirements (specifically work experience) for the Full-Time MBA program and to formalize the implementation of the GMAT waiver.	
<b>OTHER CHANGES</b>	<b>EXPLAIN:</b>		



**DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:**

Current admissions criteria for Full-Time MBA Program:

**Applicants to the Full-Time MBA Program are expected to meet the following requirements/provide the following required documentation:**

- Completed on-line application accompanied by the application fee (\$150 Cdn). Further details can be found at <https://mbarecruit.degroote.mcmaster.ca/admissions/>
- **Degree:** Completion of an Honours Bachelor's degree from a recognized university
- **GPA:** Recommended B average (equivalent to a McMaster 8.0 GPA out of 12) or higher. GPA will be calculated using the two most recent years of undergraduate or graduate study, 20 courses, or the equivalent of 60 academic credits. A combination may be used and is determined on a case-by-case basis.
- **GMAT:** Required. Applicants may submit the following in lieu of a GMAT (please contact the MBA Recruitment and Admissions Office for further details):
  - GRE
  - MCAT
  - CFA Level 2
  - Canadian CPA
  - PEng
- **Proof of English Language Proficiency:** Required for applicants:
  - Whose previous degree was not completed with the language of instruction of English.
  - Who have been resident in an English-speaking country for less than four years.
  - Who have completed less than three years of full-time post-secondary education with English as the primary language of instruction, excluding ESL courses.
- **Acceptable English Language Proficiency Tests:**
  - Academic IELTS
  - TOEFL
- **Work Experience:** 1 year of post-graduate work experience is required.
  - \* Although we recommend one year of work experience, exceptional applicants will be considered with less than one year of experience.
- **References:** Provide two (2) references. Applicants are encouraged to seek one academic and one professional (current or former direct supervisor or manager) reference.
- **Interview:** Applicants are required to complete an online interview prior to submission of their application. Applications will not be reviewed until all components are completed and received.

Please note: meeting minimum admission requirements does not guarantee acceptance into the program.

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

**Applicants to the Full-Time MBA Program are expected to meet the following requirements/provide the following required documentation:**

- Completed on-line application accompanied by the application fee (\$150 Cdn). Further details can be found at <https://mbarecruit.degroote.mcmaster.ca/admissions/>
- **Degree:** Completion of an Honours Bachelor's degree from a recognized university
- **GPA:** Recommended B average (equivalent to a McMaster 8.0 GPA out of 12) or higher. GPA will be calculated using the two most recent years of undergraduate or graduate study, 20 courses, or the equivalent of 60 academic credits. A combination may be used and is determined on a case-by-case basis.
- **GMAT:** GMAT/GRE waiver is available. Candidates should contact the MBA Recruitment and Admissions office at [mbainfo@mcmaster.ca](mailto:mbainfo@mcmaster.ca) to see if they are eligible for the waiver. If they are not eligible for the waiver candidates must complete either the GMAT or the GRE. GMAT waivers are not guaranteed, and approvals are made on a case-by-case basis. Applicants may submit the following in lieu of a GMAT (please contact the MBA Recruitment and Admissions Office for further details):
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- **Proof of English Language Proficiency:** Required for applicants:
  - Whose previous degree was not completed with the language of instruction of English.
  - Who have been resident in an English-speaking country for less than four years.
  - Who have completed less than three years of full-time post-secondary education with English as the primary language of instruction, excluding ESL courses.
- **Acceptable English Language Proficiency Tests:**
  - Academic IELTS
  - TOEFL
- **Work Experience:** Minimum of 2 years of post-graduate work experience is required.  
\*Although we recommend two years of work experience, exceptional applicants with less than two years of experience will be considered and are encouraged to apply.
- **References:** Provide two (2) references. Applicants are encouraged to seek one academic and one professional (current or former direct supervisor or manager) reference.
- **Interview:** Applicants are required to complete an online interview prior to submission of their application. Applications will not be reviewed until all components are completed and received.

Please note: meeting minimum admission requirements does not guarantee acceptance into the program.

**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 recommendation to increase the minimum work experience requirements for the Full-Time MBA program is due to the following: (1) the current work experience requirement at 1 year is too similar to the work experience requirements for our MBA with Co-op program and is currently resulting in cannibalization between the two programs and (2) based on a competitive analysis of other Full-Time MBA programs that are 16-24 months in duration the minimum work experience requirements are 2 years. By increasing our Full-Time MBA programs work experience requirement to 2 years it will allow us to remain competitive with other MBA programs and help to strengthen the profile of our Full-Time MBA cohort. It will also allow for a more clearer differentiation between candidates that are eligible for the MBA with Co-op program.

The GMAT waiver has been offered on Dean's permission for the past 3 admissions cycles (Fall, 2022, 2023 and 2024). This proposal is to formally implement the GMAT waiver within the academic calendar vs. offering on Dean's permission. The request to formalize the waiver has been based on both an analysis of performance in first year quantitative grades between GMAT writers and GMAT waivers as well as ensuring that DeGroote remains competitive with other MBA schools that are currently offering the waiver. When reviewing 6 other MBA schools that are competitors to DeGroote, all are offering a form of a GMAT waiver and to remain competitive, DeGroote should continue to offer the waiver. Analysis conducted on first year quantitative courses for Fall, 2022, Fall 2023 and Fall 2024 intakes has shown that majority of students (regardless of completion of GMAT) have maintained a B grade or higher within quantitative courses, meeting academic performance requirements.

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

September, 2025

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

**CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Behrouz Bakhtiari Email: bakhtib@mcmaster.ca

Date submitted: January 8<sup>th</sup>, 2025

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



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

<b>DEPARTMENT</b>	DeGroote School of Business		
<b>NAME OF PROGRAM and PLAN</b>	Business Administration, Co-op, MBA		
<b>DEGREE</b>	Master of Business Administration		
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
CREATION OF NEW MILESTONE <input type="checkbox"/>			
<b>CHANGE IN ADMISSION REQUIREMENTS</b>	<input type="checkbox"/>	<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>	<input type="checkbox"/>
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>	<input checked="" type="checkbox"/>	<b>EXPLAIN:</b> Proposal to formalize the implementation of the GMAT waiver.	
<b>OTHER CHANGES</b>	<input type="checkbox"/>	<b>EXPLAIN:</b>	

**DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:**

Current admissions criteria for MBA Co-op Program:

**Applicants to the MBA Co-op Program are expected to meet the following requirements/provide the following required documentation:**

- Completed on-line application accompanied by the application fee (\$150 Cdn). Further details can be found at <https://mbarecruit.degroote.mcmaster.ca/admissions/>
- **Degree:** Completion of an Honours Bachelor's degree from a recognized university.
- **GPA:** Recommended B average (equivalent to a McMaster 8.0 GPA out of 12) or higher. GPA will be calculated using the two most recent years of undergraduate or graduate study, 20 courses, or the equivalent of 60 academic credits. A combination may be used and is determined on a case-by-case basis.
- **GMAT:** Required. Applicants may submit the following in lieu of a GMAT (please contact the MBA Recruitment and Admissions Office for further details):
  - GRE
  - MCAT
  - CFA Level 2
  - Canadian CPA
  - PEng
- **Proof of English Language Proficiency:** Required for applicants:
  - Whose previous degree was not completed with the language of instruction of English.
  - Who have been resident in an English-speaking country for less than four years.
  - Who have completed less than three years of full-time post-secondary education with English as the primary language of instruction, excluding ESL courses.
- **Acceptable English Language Proficiency Tests:**
  - Academic IELTS
  - TOEFL
- **Work Experience:** Although work experience is an asset no post-graduate work experience is required.
- **References:** Provide two (2) references. Applicants are encouraged to seek one academic and one professional (current or former direct supervisor or manager) reference.
- **Interview**
  - Applicants are required to complete an online interview prior to submission of their application. Applications will not be reviewed until all components are completed and received.
  - Applicants may be invited to an additional one-on-one interview with a member of our Career and Professional Development team after the submission of their application.

Please note: meeting minimum admission requirements does not guarantee acceptance into the program.

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

**Applicants to the MBA Co-op Program are expected to meet the following requirements/provide the following required documentation:**

- Completed on-line application accompanied by the application fee (\$150 Cdn). Further details can be found at <https://mbarecruit.degroote.mcmaster.ca/admissions/>
- **Degree:** Completion of an Honours Bachelor's degree from a recognized university.
- **GPA:** Recommended B average (equivalent to a McMaster 8.0 GPA out of 12) or higher. GPA will be calculated using the two most recent years of undergraduate or graduate study, 20 courses, or the equivalent of 60 academic credits. A combination may be used and is determined on a case-by-case basis.
- **GMAT:** GMAT/GRE waiver is available. Candidates should contact the MBA Recruitment and Admissions office at [mbainfo@mcmaster.ca](mailto:mbainfo@mcmaster.ca) to see if they are eligible for the waiver. If they are not eligible for the waiver candidates must complete either the GMAT or the GRE. GMAT waivers are not guaranteed, and approvals are made on a case-by-case basis. Applicants may submit the following in lieu of a GMAT (please contact the MBA Recruitment and Admissions Office for further details):
  - GRE
  - MCAT
  - CFA Level 2
  - Canadian CPA
  - PEng
- **Proof of English Language Proficiency:** Required for applicants:
  - Whose previous degree was not completed with the language of instruction of English.
  - Who have been resident in an English-speaking country for less than four years.
  - Who have completed less than three years of full-time post-secondary education with English as the primary language of instruction, excluding ESL courses.
- **Acceptable English Language Proficiency Tests:**
  - Academic IELTS
  - TOEFL
- **Work Experience:** Although work experience is an asset no post-graduate work experience is required.
- **References:** Provide two (2) references. Applicants are encouraged to seek one academic and one professional (current or former direct supervisor or manager) reference.
- **Interview**
  - Applicants are required to complete an online interview prior to submission of their application. Applications will not be reviewed until all components are completed and received.
  - Applicants may be invited to an additional one-on-one interview with a member of our Career and Professional Development team after the submission of their application.

Please note: meeting minimum admission requirements does not guarantee acceptance into the program.

**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 GMAT waiver has been offered on Dean's permission for the past 3 admissions cycles (Fall, 2022, 2023 and 2024). This proposal is to formally implement the GMAT waiver within the academic calendar vs. offering on Dean's permission. The request to formalize the waiver has been based on both an analysis of performance in first year quantitative grades between GMAT writers and GMAT waivers as well as ensuring that DeGroote remains competitive with other MBA schools that are currently offering the waiver. When reviewing 6 other MBA schools that are competitors to DeGroote, all are offering a form of a GMAT waiver and to remain competitive, DeGroote should continue to offer the waiver. Analysis conducted on first year quantitative courses for Fall 2022-Fall 2024 intakes has shown that majority of students (regardless of completion of GMAT) have maintained a B grade or higher within quantitative courses, meeting academic performance requirements.

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

September, 2025

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

**CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Behrouz Bakhtiari Email: bakhtib@mcmaster.ca

Date submitted: January 8<sup>th</sup>, 2025

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



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

<b>DEPARTMENT</b>	DeGroote School of Business		
<b>NAME OF PROGRAM and PLAN</b>	Business Administration Co-op, M.B.A.		
<b>DEGREE</b>	Master of Business Administration		
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
CREATION OF NEW MILESTONE <input type="checkbox"/>			
<b>CHANGE IN ADMISSION REQUIREMENTS</b>	<input type="checkbox"/>	<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>	<input type="checkbox"/>
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>	<input type="checkbox"/>	<b>EXPLAIN:</b>	
<b>OTHER CHANGES</b>	<input checked="" type="checkbox"/>	<b>EXPLAIN:</b> Proposal to include the Co-op Career Course as a requirement of the program.	

**DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:**

Program Requirements

Level 1 (36 units)

BUSINESS A610 / Financial and Managerial Accounting: Tools for Business Decision Making

BUSINESS B610 / Organizational Behavior: Understanding People at Work

BUSINESS C610 / Health and Society: Shaping the Vision for Efficient and Equitable Healthcare

BUSINESS D610 / Essential Business Skills I: Effective Decision Making, Communication and Team Success

BUSINESS F610 / Managerial Economics: Economics for Investment Decision Makers

BUSINESS F611 / Corporate Finance: Tools for Value Creation and Risk Management

BUSINESS K610 / Digital Transformation: Thriving in a Changing Landscape

BUSINESS M610 / Marketing Strategy: Creating Firm and Customer Value

BUSINESS O610 / Business Analytics: Generating Insight through Data and Analytics

BUSINESS O611 / Operations Management: Improving Processes in Service, Retail, and Manufacturing Industries

BUSINESS P620 / Essential Skills II: Foundational Tools for Strategic Management

1 of the following two courses:

BUSINESS P610 / Sustainability Leadership: Creating Sustainable Futures for Strategic Transformation

BUSINESS P611 / Navigating Disruption: Strategic Leadership in Emerging Industries

Students complete a Co-op work term: WT01 - Co-op Work Term

Level 2 (30 units)

BUSINESS P700 / Business, Government and the Global Environment

BUSINESS P720 / Strategic Management

WT02 - Co-op Work Term

WT03 - Co-op Work Term

Plus eight 700-level courses (see MBA Course List)

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

Successful completion of BUSADMIN I110 – Co-op Career Course as a degree requirement MBA with Co-op and for enrolment in BUSADMIN WT01 – Co-op Work Term 1

**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?):**

We are requesting this new requirement to the MBA Co-op Program to ensure students are well prepared to succeed in the increasingly competitive co-op recruitment environment and to improve service offerings for co-op students. The introduction of the course also provides these additional benefits:

- The course format will integrate co-op career content fully into the student's course schedule. This structured approach to working with our co-op students will also create operational efficiencies within the career team to better enhance our services offerings for all students.
- Student needs and supports required for co-op job search success and transitioning to the workplace have increased. The course will ensure all students receive consistent professional development to help mitigate negative performance in the workplace on their first co-op work terms

Other items to note:

- There is no additional charge to the students for this course, cost is to be included in their Co-op Program Fee.
- There are no external evaluations to be considered as part of the evaluation process.

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

September, 2025

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

Program Notes #8 – we are currently in the process of seeking Student Fees Committee approval for a redistribution in our fees collection. Should our proposal not be approved, the note would read “MBA Co-op Fees: Student enrolled in the MBA with Co-op program will be charged Co-op work term fees while registered in BUSADMIN WT01, BUSADMIN WT02 and BUSADMIN WT03.

Program Requirements – included is the BUSADMIN I110 – Co-op Career Course which is conditional on approval of the new course submission.

**CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Behrouz Bakhtiari Email: bakhtib@mcmaster.ca

Date submitted: January 29, 2025

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



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

<b>IMPORTANT: PLEASE READ THE FOLLOWING NOTES BEFORE COMPLETING THIS FORM:</b>				
<p>1. This form must be completed for <b><u>ALL</u></b> changes involving degree program requirements/procedures. <b><u>All</u></b> sections of this form <b><u>must</u></b> be completed.</p> <p>2. An electronic version of this form (must be in MS WORD <b><u>not</u></b> PDF) should be emailed to the Assistant Secretary, School of Graduate Studies (cbryce@mcmaster.ca).</p> <p>3. A representative from the department is <b><u>required to attend</u></b> the Faculty Curriculum and Policy Committee meeting during which this recommendation for change in graduate curriculum will be discussed.</p>				
<b>DEPARTMENT</b>		DeGroote School of Business		
<b>NAME OF PROGRAM and PLAN</b>		Business Administration Co-op, M.B.A.		
<b>DEGREE</b>	Master of Business Administration			
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>				
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
CREATION OF NEW MILESTONE <input type="checkbox"/>				
<b>CHANGE IN ADMISSION REQUIREMENTS</b>		<input type="checkbox"/>	<b>CHANGE IN COMPREHENSIVE EXAMINATION PROCEDURE</b>	<input type="checkbox"/>
<b>CHANGE IN THE DESCRIPTION OF A SECTION IN THE GRADUATE CALENDAR</b>		<input checked="" type="checkbox"/>	<b>EXPLAIN:</b> Proposal to changes and inclusions for the MBA with Co-op program	
<b>OTHER CHANGES</b>	<b>EXPLAIN:</b>			

DESCRIBE THE EXISTING REQUIREMENT/PROCEDURE:

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

**Business Administration Co-op, M.B.A.**

**DeGroote MBA with Co-op (4 academic terms alternating with 3 paid work terms)**

The co-op program is designed to provide students with an opportunity to engage in career-oriented paid work experience with host employers over three work terms, for a total of twelve months of experience. Students compete for opportunities with participating employer partners through multiple recruitment cycles facilitated by Career & Professional Development office.

The DeGroote MBA with Co-op combines theoretical business education with the opportunity to complete three paid work terms. An emphasis on both the learning of business fundamentals, and the development of practical skills helps students advance their careers.

**Student Entering the Program as of September 2025**

**Program Requirements**

Level 1 (36 units)

BUSINESS A610 / Financial and Managerial Accounting: Tools for Business Decision Making

BUSINESS B610 / Organizational Behavior: Understanding People at Work

BUSINESS C610 / Health and Society: Shaping the Vision for Efficient and Equitable Healthcare

BUSINESS D610 / Essential Business Skills I: Effective Decision Making, Communication and Team Success

BUSINESS F610 / Managerial Economics: Economics for Investment Decision Makers

BUSINESS F611 / Corporate Finance: Tools for Value Creation and Risk Management

BUSINESS K610 / Digital Transformation: Thriving in a Changing Landscape

BUSINESS M610 / Marketing Strategy: Creating Firm and Customer Value

BUSINESS O610 / Business Analytics: Generating Insight through Data and Analytics

BUSINESS O611 / Operations Management: Improving Processes in Service, Retail, and Manufacturing Industries

BUSINESS P620 / Essential Skills II: Foundational Tools for Strategic Management

1 of the following two courses:

BUSINESS P610 / Sustainability Leadership: Creating Sustainable Futures for Strategic Transformation

BUSINESS P611 / Navigating Disruption: Strategic Leadership in Emerging Industries

~~Students complete a Co-op work term: WT01 – Co-op Work Term~~

**BUSADMIN I110 – Co-op Career Course**

**BUSADMIN WT01 – Co-op Work Term 1**

Level 2 (30 units)

BUSINESS P700 / Business, Government and the Global Environment

BUSINESS P720 / Strategic Management

~~WT02 – Co-op Work Term~~

~~WT03 – Co-op Work Term~~

**BUSADMIN WT02 – Co-op Work Term 2**

**BUSADMIN WT03 – Co-op Work Term 3**

Plus eight 700-level courses (see MBA Course List)

## **NEW TO CALENDAR CONTENT**

### **Program Notes**

1. This co-op program includes three required co-op work terms within curriculum requirements.
2. To remain in the MBA with Co-op program, students must be registered in full-time studies during the academic terms throughout the duration of the program and remain in good academic standing.
3. To be eligible to register a co-op work term, a student must be designated as full-time status in the academic term that immediately precedes the work term and must be returning to full-time status in the academic term that immediately follows the work term.
4. All co-op students must successfully complete BUSADMIN I110 – Co-op Career Course in the first term of the program and prior to their first work term.
5. Approved co-op work term sequences will be provided by the Career and Professional Development team to students participating in the co-op program and any exceptions must receive approval from the Manager of the Career and Professional Development team.
6. Start dates for co-op work terms vary depending on employer needs. Co-op student may not have the opportunity for the same scheduled breaks as other MBA students.
7. Co-op students are not permitted to enroll in courses during their work terms. Students may ask for special consideration to enroll in one course during their final work term. As a part of the request for special consideration, the student will need to submit a letter of support from their Co-op employer. These courses are considered to be off-sequence courses.
8. MBA Co-op Fees: Student enrolled in the MBA with Co-op program will be charged a Co-op Program Fee at the time of enrolment in program as well as Co-op work term fees while registered in BUSADMIN WT01, BUSADMIN WT02 and BUSADMIN WT03.

**BUSADMIN WT01 – Co-op Work Term 1**

Full-time paid employment in an approved work term providing students with work experience related to their academic curriculum. Students must successfully complete a minimum twelve weeks of experience as well as the terms outlined within their letter of offer, obtain a satisfactory employer evaluation, and receive a passing grade on all work term deliverables. All co-op students will be enrolled in BUSADMIN WT01 for their first co-op work term.

Prerequisite(s): enrolment in MBA with Co-op Program, BUSADMIN I110 and successful completion of their first academic term or on permission of the Manager of Student Experience - Career and Professional Development

This course will be evaluated on a pass/fail basis.

### **BUSADMIN WT02 – Co-op Work Term 2**

Full-time paid employment in a DeGroote approved work term providing students with work experience related to their academic curriculum. Students must successfully complete a minimum twelve weeks of experience as well as the terms outlined within their letter of offer, obtain a satisfactory employer evaluation, and receive a passing grade on all work term deliverables. All co-op students will be enrolled in BUSADMIN WT02 for their second co-op work term.

Prerequisite(s): Enrolment in MBA with Co-op Program, BUSADMIN WT01 or on permission of the Manager of Student Experience - Career and Professional Development

This course will be evaluated on a pass/fail basis.

### **BUSADMIN WT03 – Co-op Work Term 3**

Full-time paid employment in a DeGroote approved work term providing students with work experience related to their academic curriculum. Students must successfully complete a minimum twelve weeks of experience as well as the terms outlined within their letter of offer, obtain a satisfactory employer evaluation, and receive a passing grade on all work term deliverables. All co-op students will be enrolled in BUSADMIN WT03 for their third co-op work term.

Prerequisite(s): enrolment in MBA with Co-op Program, BUSADMIN WT02 or on permission of the Manager of Student Experience - Career and Professional Development

This course will be evaluated on a pass/fail basis.

**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?):

As the SGS Calendar is the governing document for our programs, we are looking to include a more comprehensive outline of the MBA with Co-op program including the co-op work term courses. This will help to ensure the academic integrity of our program moving forward as well



as alignment with reporting metrics for accreditation and university reputational rankings. This information previously resided within the MBA handbook.

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

September, 2025

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

Program Notes #8 – we are currently in the process of seeking Student Fees Committee approval for a redistribution in our fees collection. Should our proposal not be approved, the note would read “MBA Co-op Fees: Student enrolled in the MBA with Co-op program will be charged Co-op work term fees while registered in BUSADMIN WT01, BUSADMIN WT02 and BUSADMIN WT03.

Program Requirements – included is the BUSADMIN I110 – Co-op Career Course which is conditional on approval of the new course submission.

**CONTACT INFORMATION FOR THE RECOMMENDED CHANGE:**

Name: Behrouz Bakhtiari Email: bakhtib@mcmaster.ca

Date submitted: January 31, 2025

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

**Recommendation for Change in Graduate Curriculum – For Change(s) Involving Degree Program Requirements / Procedures / Milestones**

**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.

<b>DEPARTMENT</b>	EMBA Program				
<b>NAME OF PROGRAM and PLAN</b>	EMBA in Digital Transformation				
<b>DEGREE</b>	<b>MBA</b>				
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>					
Is this change a result of an IQAP review? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
Creation of a New Milestone <input type="checkbox"/>					
Change in Admission Requirements	<input type="checkbox"/>	Change in Comprehensive Examination Procedure	<input type="checkbox"/>	Change in Course/Program Requirements	<input checked="" type="checkbox"/>
Change in the Description of a section of the Graduate Calendar		<input type="checkbox"/>	EXPLAIN:		
<b>Other Changes:</b>	<input checked="" type="checkbox"/>	<b>Explain:</b> Removal of T722 (Strategic Marketing Analytics) as a required course and addition of a new required course (T735, Strategic Foresight for Digital Transformation)			

**Describe the existing requirement/procedure:**

The EMBA program is a cohort-based program where all courses are required (there are no electives). Current curriculum / course requirements are:

**Module 1 (July - November; Burlington Residency: September)**

- T711 Statistics for Analytics
- T712 Strategic Marketing
- T713 Strategic Information Systems
- T715 Accounting for Decision Making
- Leadership Coaching

**Module 2 (December - March; Burlington Residency: February)**

- T710A Integrative Capstone Project
- T721A Digitally-driven Entrepreneurship
- T722 Strategic Marketing Analytics
- T724 Finance for Decision Making
- T731 Strategic HR Analytics
- T734A Corporate Innovation by Design
- Leadership Coaching

**Module 3 (April - June; Palo Alto Residency: May)**

- T710B Integrative Capstone Project
- T721B Digitally-driven Entrepreneurship
- T732 Organizational Behaviour for Decision Making
- T733 Personal Leadership and Communication
- T734B Corporate Innovation by Design
- Leadership Coaching

**Module 4 (July – September; Burlington Residency: September)**

- T710C Integrative Capstone Project
- T741 Strategic Management for Digital Transformation
- T742 Strategic Valuation for Digital Organizations
- T743 Emerging Topics in Digital Transformation
- Leadership Coaching



**Provide a detailed description of the Recommended Change (*Attach additional pages if space is not sufficient.*)**

In the recent EMBA IQAP review (2024), the following was noted as a Program Area for Enhancement: “The statistics course, in particular, was singled out as needing rethinking, with more focus on advanced concepts during residency weeks, as opposed to basic content which could be delivered in the self-study, online timeframes”. As such, we are proposing the Statistics for Analytics course (T711) cover basic statistical methods and concepts during the pre-residency period (July – September) so that more advanced analytics with an emphasis on application for managerial decision making could be covered during the residency (September). We seek to incorporate material from T722 (Strategic Marketing Analytics) into T711 and T712 (Strategic Marketing), as appropriate. As such, T722 would be removed from the curriculum.

Based on student feedback, T732 (Organizational Behaviour for Decision Making) would be moved from Module 3 to Module 2 as the focus on change management is better positioned earlier in the program. The title for T732 is being proposed to change to “Leading Organizational Change” to better reflect its content. This move of T732 from Module 3 to Module 2 (to replace T722) opens up a spot for a new course in Module 3. The 2024 IQAP review recommended that the EMBA program “introduce new content on digital transformation”. Leveraging the location of Module 3 (Palo Alto), we are proposing a new course on Strategic Foresight for Digital Transformation (proposed new course T735).

With the above recommended changes, the EMBA program requirements would be (changes highlighted in yellow):

**Module 1 (July - November; Burlington Residency: September)**

- **T711 Analytics for Managerial Decision Making**
- T712 Strategic Marketing
- T713 Strategic Information Systems
- T715 Accounting for Decision Making
- Leadership Coaching

**Module 2 (December - March; Burlington Residency: February)**

- T710A Integrative Capstone Project
- T721A Digitally-driven Entrepreneurship
- **T732 Leading Organizational Change**
- T724 Finance for Decision Making
- T731 Strategic HR Analytics
- T734A Corporate Innovation by Design
- Leadership Coaching



**Module 3 (April - June; Palo Alto Residency: May)**

- T710B Integrative Capstone Project
- T721B Digitally-driven Entrepreneurship
- **T735 Strategic Foresight for Digital Transformation**
- T733 Personal Leadership and Communication
- T734B Corporate Innovation by Design
- Leadership Coaching

**Module 4 (July – September; Burlington Residency: September)**

- T710C Integrative Capstone Project
- T741 Strategic Management for Digital Transformation
- T742 Strategic Valuation for Digital Organizations
- T743 Emerging Topics in Digital Transformation
- Leadership Coaching

**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 recommended changes directly address two key recommendations from the 2024 IQAP review: (1) Rethinking the statistics course with more focus on advanced concepts that are applicable to EMBA students; and (2) Introducing new content on digital transformation.

The recommended changes to T711 directly align with Learning Outcome 1 of the program: "Students will demonstrate ability to approach managerial decisions in a critical and evidence-based way"

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

The EMBA program runs off-cycle from typical graduate programs, starting in July rather than September. The implementation date for the proposed changes is July 2025.

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

N/A

**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):**

Please see the revised EMBA program requirements list provided above with changes highlighted in yellow.

**Contact information for the recommended change:**

Name: Milena Head Email: [headm@mcmaster.ca](mailto:headm@mcmaster.ca)

Date submitted: February 6, 2025

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

To : Graduate Council

From : Christina Bryce  
Assistant Graduate Secretary

At its meetings on November 5<sup>th</sup> and February 15<sup>th</sup> the Faculty of Science Graduate Curriculum and Policy Committee approved the following recommendations.

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

**For Approval of Graduate Council:**

- **Math and Stats**
  - **New Dual Degree Stream**
- **Chemistry**
  - **Change to Course Requirements**
- **Radiation Sciences**
  - **Change to Stream Name**
- **Physics and Astronomy**
  - **Change to Course Requirements**

**For Information of Graduate Council:**

- a. **Computational Science and Engineering\***
  - i. **Change to Course Title and Description**
    - 1. 746 Advanced Parallel and High-Performance Computing
  - ii. **New Cross-listed Course**
    - 1. 775 Mathematical Modelling in Management Science
- b. **Kinesiology**
  - i. **Change to Course Title and Description**
    - 1. 736 Scientific Computing for Sensorimotor Neuroscience
  - ii. **New Courses**
    - 1. 738 Human Body Composition: Advanced Methodologies for Healthy and Clinical Populations
    - 2. 739 Special Topics
- c. **SEES**
  - i. **Change in Course Title and Description**
    - 1. 755 Bio- and Hydryo-Meteorology

**ii. New Courses**

1. 6HC3 Public and Community Health
2. 721 Narratives of Science

**d. Chemistry**

**i. New Courses**

1. 6SC3 Sustainable Chemistry - Analysis and Regulation
2. 701 Chemistry Colloquium

**e. Math and Stats**

**i. New Course**

1. 771 Mathematics of Finance

○ **Medical Physics**

▪ **Change to Course Title and Description**

- 783 Anatomy for Medical Physicists

○ **Physics and Astronomy**

▪ **New Courses**

- 757 Biological Physics
- 767 Galaxy Evolution

**\*also approved by the Faculties of Business and Engineering**



**Recommendation for Change in Graduate Curriculum – For Change(s) Involving Degree Program Requirements / Procedures / Milestones**

**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.

<b>DEPARTMENT</b>	Mathematics and Statistics		
<b>NAME OF PROGRAM and PLAN</b>	MSc. (Mathematics) and MSc. (Statistics) program. (This form concerns a dual degree stream of these programs between McMaster University, Universite Grenoble Alpes (UGA) and Institut Polytechnique de Grenoble (INP-UGA).)		
<b>DEGREE</b>	<b>MSc. (thesis) Mathematics and MSc. (thesis) Statistics</b>		
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Creation of a New Milestone <input type="checkbox"/>			
<b>Change in Admission Requirements</b>	<input type="checkbox"/>	<b>Change in Comprehensive Examination Procedure</b>	<input type="checkbox"/>
<b>Change in the Description of a section of the Graduate Calendar</b>	<input checked="" type="checkbox"/>	<b>EXPLAIN:</b> We wish to update the calendar with a description of requirements for the dual degree stream of the MSc. Program in Mathematics and MSc. Program in Statistics (MSc. Thesis in mathematics/ statistics with Universite Grenoble-Alpes (France).	
<b>Other Changes:</b>	<b>Explain:</b>		



**Describe the existing requirement/procedure:**

The dual degree stream appears to have existed since 2022-23 on an interim basis without a formal approval process.

**Provide a detailed description of the Recommended Change (*Attach additional pages if space is not sufficient.*)**

The dual degree stream with Grenoble is designed to allow students enrolled in the MSc thesis program at McMaster to spend the 2nd academic year of their program in Grenoble taking courses and carrying out research with a local co-supervisor. Conversely, Master's students enrolled in Grenoble are to spend their 2<sup>nd</sup> year taking a subset of their required courses at McMaster while being co-supervised by a McMaster faculty member. All the degree requirements from both programs are to be completed, leading to the student receiving degrees from both institutions. An overview and a detailed side-by-side list of degree requirements are given in the accompanying dual degree stream form. McMaster can be either the host or home institution.

**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?):**

1. The dual degree stream supports efforts to harmonize graduate education and establish international curricula and improve student mobility, international experience, and potential for international collaboration.
2. The stream fits into the McMaster Model for Global engagement;
3. The dual degree stream coheres directly with the Department's MSc. Program PLOs, in particular: (i) Research: explain and interpret a coherent body of advanced mathematical knowledge and learn to independently formulate mathematical questions; (ii) Communication: improve the student's capacity to articulate and justify modern ideas and arguments in a manner to varied target audiences.

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



From the start of the 2025-2026 academic year.

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

N/A

**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 to both the MSc Mathematics and MSc Statistics calendar description):

Dual degree stream

Students accepted to the MSc. Thesis program may apply to concurrently earn a Master of Science in Industrial and Applied Mathematics at the Universite Grenoble Alpes (France). After completing the minimum course requirements in their first year and choosing a principal supervisor in McMaster, students will complete their second academic year in Grenoble completing additional coursework and carrying out research under the supervision of a Grenoble faculty member.

**Contact information for the recommended change:**

Name: Hari Kunduri (acting graduate chair – Mathematics and Statistics)

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

Date submitted: Jan 28 2025

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

## Template and Guide for Dual Degree Pathway

Please complete the table below and include the following details:

- Present a copy of the signed MOU between McMaster and the partner institution
- List the full requirements, including placements, major research project etc. of each original program
- Clearly indicate how students will progress to complete the requirements of each program (through collaborative stream or dual program pathway) including what happens if the student is unsuccessful in any component.
- Identify and explain any double counting and where the international experience will satisfy an equivalent requirement, indicate any additional material that would be required in place of an original requirement (portfolio, component of the major research project etc.)
- Clarify the time expected for completion and which program the student is expected to be enrolled in at either institution.
- Clarify which streams of the existing program are open to this pathway.

All curriculum documentation and supplementary material will be approved through the normal curriculum process at McMaster and be reported to both Quality Council and the Ministry on an annual basis in accordance with our normal reporting requirements.

# MSc. Mathematics and Statistics Dual Degree Stream

## McMaster University home/host department:

Department of Mathematics and Statistics

## Partner Institutions:

Universite Grenoble Alpes (UGA) and the Institut Polytechnique de Grenoble (Grenoble INP)

## Overview:

The above parties have established a dual degree stream in Mathematics, Statistics, and Applications. The degree is the **2-year MSc** (thesis) program in Mathematics and MSc. (thesis) program in Statistics at McMaster and the **2-year Master of Science** program in Industrial and Applied Mathematics (MSIAM) at UGA/ Grenoble INP). Students in the dual degree stream must successfully complete the program requirements from both institutions. Tuition is paid to the home institution (although supplementary fees e.g., for health insurance, may be levied by the host institution). The validity of the agreement is valid until 2027/2028.

Students in the dual degree stream are selected from students **already accepted** in the corresponding program of the **Home** institutions. Students spend the first full academic year at the Home institution and the second at the Host institution and must complete a minimum number of courses in both institutions as described in detail below. Grades and credits are awarded according to the rules of institution where the course is offered. Each student has a principal supervisor and co-supervisor at the home and host institution respectively.

## Degrees awarded:

McMaster: MSc in Mathematics or MSc. In Statistics;

Grenoble: Master 'Mathematiques et applications' of Grenoble INP-UGA. (English: Master of Science in Industrial and Applied Mathematics).

## Dual Degree Stream Curriculum Pathway: Mathematics MSc.

McMaster University Program Requirements (each degree within a program will need separate tables completed)	Partner Institution Program Requirements	Dual Degree Pathway
<b>Course requirements:</b> 6 one-term courses, of which no fewer than 4 are at the 700 level.	<b>Course requirements:</b> 2 Full semesters: 1st year: 60 credits – (ECTS) in the 2 <sup>nd</sup> year Ensimag program or MSIAM for INP students and MSIAM program for UGA students	<b>McMaster students:</b> 1st year: (Sept-April) complete 6 courses at McMaster. From May-September they are part time in both institutions starting research work.

	2 <sup>nd</sup> year: 30 credits (ECTS)	<p>2<sup>nd</sup> year: (Sept-Jan) 30 ECTS of courses amongst the MSIAM courses offered. From Feb-August they will pursue research in Grenoble or McMaster equivalent to 30 ECTS.</p> <p><b>Grenoble Students:</b>  1<sup>st</sup> year: for IPN students: full time study with 60 ECTS in the Ensimag program or the Applied Mathematics MSc program. For UGA students, full time study in 1<sup>st</sup> year of the Applied Mathematics MSc program.  2<sup>nd</sup> year: for both IPN and UGA students, 3 terms (one full academic year) at McMaster in the MSc. Mathematics program with coursework equivalent to 30 ECTS (equivalent to 2 courses).</p>
<p><b>Thesis Requirement:</b>  Written Msc. Thesis and oral defence.</p>	<p><b>Thesis Requirement:</b>  Written Msc. Thesis and oral defence (30 credits (ECTS))</p>	<p><b>McMaster students:</b>  From February-August of the 2<sup>nd</sup> year, they will pursue research in Grenoble/McMaster (equivalent to 30 ECTS). Thesis defence to take place in person and remotely.</p> <p><b>Grenoble students:</b>  2<sup>nd</sup> year: in addition to their coursework, students will complete their thesis in McMaster. The thesis and coursework must be equivalent to a minimum of 60 ECTS. Defence takes place in person and remotely.</p>

### **Dual Degree Stream Curriculum Pathway: Statistics MSc**

McMaster University Program Requirements (each degree within a program will need separate tables completed)	Partner Institution Program Requirements	Dual Degree Pathway
<b>Course requirements:</b> 6 one-term courses, of which 4 are required and 2 are elective. The required courses are Stats 743 (Foundations - parts A and B), Stats 752 (Linear models) and Stats 770 (seminar).	<b>Course requirements:</b> 2 Full semesters: 1st year: 60 credits – (ECTS) in the 2 <sup>nd</sup> year Ensimag program or MSIAM for INP students and MS1AM program for UGA students	<b>McMaster students:</b> 1st year: (Sept-April) complete 6 courses at McMaster. From May-September they are part time in both institutions starting research work. 2 <sup>nd</sup> year: (Sept-Jan) 30 ECTS of courses amongst the MSIAM courses offered. From Feb-August they will pursue research in Grenoble or McMaster equivalent to 30 ECTS. <b>Grenoble Students:</b> 1 <sup>st</sup> year: for IPN students: full time study with 60 ECTS in the Ensimag program or the Applied Mathematics MSc program. For UGA students, full time study in 1 <sup>st</sup> year of the Applied Mathematics MSc program. 2 <sup>nd</sup> year: for both IPN and UGA students, 3 terms (one full academic year) at McMaster in the MSc. Mathematics program with coursework equivalent to 30 ECTS. <b>Note:</b> a student who already completed UGA courses with overlapping content with Stats 743 A/B can request the McMaster program coordinator to request that this course requirement be satisfied by different courses.
Written MSc. Thesis and oral defence.	Written Msc. Thesis and oral defence (30 credits (ECTS))	<b>McMaster students:</b>

		<p>From February-August of the 2<sup>nd</sup> year, they will pursue research in Grenoble/McMaster (equivalent to 30 ECTS). Thesis defence to take place in person and remotely.</p> <p><b>Grenoble students:</b></p> <p>2<sup>nd</sup> year: in addition to their coursework, students will complete their thesis in McMaster. The thesis and coursework must be equivalent to a minimum of 60 ECTS. Defence takes place in person and remotely.</p>
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**Recommendation for Change in Graduate Curriculum – For Change(s) Involving Degree Program Requirements / Procedures / Milestones**

**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.

<b>DEPARTMENT</b>	Chemistry & Chemical Biology		
<b>NAME OF PROGRAM and PLAN</b>	Chemistry MSc		
<b>DEGREE</b>	Chemistry MSc		
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Creation of a New Milestone <input type="checkbox"/>			
Change in Admission Requirements	<input type="checkbox"/>	Change in Comprehensive Examination Procedure	Change in Course/Program Requirements <input checked="" type="checkbox"/>
Change in the Description of a section of the Graduate Calendar	<input checked="" type="checkbox"/>	EXPLAIN: Course Requirements	
Other Changes:	Explain:		



**Describe the existing requirement/procedure:**

Students are completing 5 modules (7.5 credits). The departmental colloquium is a program milestone, typically completed during the second year in the program.

**Provide a detailed description of the Recommended Change (*Attach additional pages if space is not sufficient.*)**

Colloquium will be offered in course form (CHEM 701 Chemistry Colloquium) rather than as a milestone. It will be a required course. The students will thus be required to complete 6 modules (9.0 credits).

**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?):**

Colloquium will be offered in course form rather than as a milestone to allow the students to receive 3 credits for 600 level courses and fulfill the SGS requirement of no more than 1/3 of their credit being at the 600 level. The colloquium course will also offer the students more guidance and feedback on their abstract, slide deck and presentation than what they currently receive for their milestone.

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

September 2025

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

n/a

**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):**

The minimum course requirement for the M.Sc. degree is ~~five~~six graduate modules (1.5 units each, ~~7.5~~9.0 units total) or the equivalent, including CHEM 700 (1.5 units) and CHEM 701 (1.5 units), with the remainder selected from any of the offered Chemistry modules, 600-level courses, or extra-departmental graduate courses (usually two module credits each). The



minimum passing grade for any course is B-. Students are strongly encouraged to complete a minimum of two ~~prescribed~~ modules within their sub-discipline (see [Chemistry, Ph.D](#)). A maximum of one 600-level course may be included in the minimum course requirement. In place of a 600-level course, students may instead receive advance credit for one Chemistry 400-level course taken (while completing 600-level material) in the department during their undergraduate degree at McMaster if a Chemistry 600-level equivalent of the course is listed in the Graduate Calendar (see Advance Credit). Advance credit must be approved by the supervisor of the student, the Associate Chair Graduate, Chemistry, as well as the Associate Dean Graduate, Science. Additional courses beyond the minimum requirement may be recommended by the supervisory committee.

**Contact information for the recommended change:**

Name: Peter Kruse    Email: pkruse@mcmaster.ca    Date submitted: 20 November 2024

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

**Recommendation for Change in Graduate Curriculum – For Change(s) Involving Degree  
Program Requirements / Procedures / Milestones**

**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.

<b>DEPARTMENT</b>	Chemistry & Chemical Biology		
<b>NAME OF PROGRAM and PLAN</b>	Chemistry PhD		
<b>DEGREE</b>	Chemistry PhD		
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Creation of a New Milestone <input type="checkbox"/>			
Change in Admission Requirements	<input type="checkbox"/>	Change in Comprehensive Examination Procedure	Change in Course/Program Requirements <input checked="" type="checkbox"/>
Change in the Description of a section of the Graduate Calendar	<input checked="" type="checkbox"/>	<b>EXPLAIN:</b> Course Requirements	
Other Changes:	Explain:		



**Describe the existing requirement/procedure:**

The departmental colloquium is a program milestone, typically completed during the second year in the program.

**Provide a detailed description of the Recommended Change (*Attach additional pages if space is not sufficient.*)**

Colloquium will be offered in course form (CHEM 701 Chemistry Colloquium) rather than as a milestone. It will be a required course.

**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 colloquium course will offer the students more guidance and feedback on their abstract, slide deck and presentation than what they currently receive for their milestone.

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

September 2025

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

n/a

**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):**

There is no course requirement at the Ph.D. level for students who have completed the M.Sc. requirements (listed [here](#); this excludes the thesis, which is not required for students who transfer directly to the PhD program). Students who transfer from the M.Sc. program and have not yet completed all of the other M.Sc. requirements must do so within their first year in the Ph.D. program. Students with direct entry into the Ph.D. program (without first completing an M.Sc.) must complete [CHEM 700](#), [Chem 701](#), and a minimum of [3 units of 700 level courses \(e.g. two prescribed graduate modules from the -within their sub-discipline \(See Service Module List under Chemistry Course Lists\), and must present a departmental](#)

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~~research colloquium~~. However, in all cases, additional courses may be recommended by the supervisory committee.

A student who enters the Ph.D. program with an appropriate M. Sc. degree from another university must complete [CHEM 700](#), [CHEM 701](#), and a minimum of 3 units of 700 level courses (e.g. two graduate modules from the Chemistry Course List), and a minimum of two prescribed modules, or the equivalent, and present a departmental research colloquium (see [here](#)). Additional courses may be recommended by the supervisory committee in cases where background is deemed inadequate for the research being undertaken.

**Contact information for the recommended change:**

Name: Peter Kruse Email: pkruse@mcmaster.ca Date submitted: 20 November 2024

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

**Recommendation for Change in Graduate Curriculum – For Change(s) Involving Degree Program Requirements / Procedures / Milestones**

**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.

<b>DEPARTMENT</b>	Physics and Astronomy – Radiation Sciences Graduate Program		
<b>NAME OF PROGRAM and PLAN</b>	Radiation Biology M.Sc. GSCMS-RADRADMSC  Radiation Biology Ph.D. GSCPH-RADRADPHD		
<b>DEGREE</b>	Radiation Sciences MSc and PhD		
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Creation of a New Milestone <input type="checkbox"/>			
Change in Admission Requirements		Change in Comprehensive Examination Procedure	Change in Course/Program Requirements
Change in the Description of a section of the Graduate Calendar		EXPLAIN:	
Other Changes:	X	Explain: Renaming a stream from Radiation Biology to Medical Radiation Sciences	

**Describe the existing requirement/procedure:**

Our radiation sciences MSc and PhD programs have a number of streams.

Currently the MSc has:

- 1) Medical Physics
- 2) Health Physics
- 3) Radiation Biology (with an option for the clinical “Medical Radiation Science Stream” within this)

Currently the PhD has:

- 1) Medical Physics
- 2) Health Physics
- 3) Radiation Biology

The current Radiation Biology stream exists for two purposes:

- 1) To recruit students into radiation biology research to work with one or both of the two supervisors in this area
- 2) As the only path into Radiation Sciences for students without a strong background in physics (e.g. a BSc in Physics, Engineering Physics, Medical Physics, etc). This is particularly important to allow a path to a graduate degree for students in the MedRadSci undergraduate program at McMaster

The first reason is no longer relevant as our two faculty members working in radiation biology retire, but the second reason remains very important. Colleagues in Medical Physics would like to be able to recruit some students into the program who are excellent students but did not do undergraduate degrees in Physics. There is a history of recruiting excellent students this way. For this reason we do not want to close Radiation Biology, instead we would like to rename the stream and make it more flexible.

The current Radiation Biology stream has the following course requirements:

The M.Sc. in Radiation Sciences (Radiation Biology) requires that a candidate complete satisfactorily 2 of the courses below. Candidates for this M.Sc. are also required to present and defend a thesis, which shall embody the results of original research. Candidates are expected to have knowledge in Radiation Biology and in Radioactivity & Radiation Interactions. If a candidate lacks this knowledge, she/he will be directed by the program to pursue appropriate additional learning opportunities.



- [MED PHYS 779 / Radiation Health Risks and Benefits](#) or
- [MED PHYS 780 / Radiation Effects in Plants and Animals](#) or
- [MED PHYS 782 / Modern Radiation Biology - Implications for the certainty with which scientific positions are held](#)

The medical radiation science substream requires:

Candidates in the Medical Radiation Sciences stream are required to complete the course noted below. Candidates for this M.Sc. are also required to present and defend a thesis, which shall embody the results of original research.

- [MED PHYS 781 / Advanced Clinical Practicum in Medical Radiation Sciences](#)
- One other half course at the 700 level which can be
- [MED PHYS 779 / Radiation Health Risks and Benefits](#) or
  - [MED PHYS 780 / Radiation Effects in Plants and Animals](#) or
  - [MED PHYS 782 / Modern Radiation Biology - Implications for the certainty with which scientific positions are held](#)

**Provide a detailed description of the Recommended Change (*Attach additional pages if space is not sufficient.*)**

This proposal has two pieces: renaming the Radiation Biology stream and modifying the current course requirements for that stream at the MSc level only.

For the first piece, we would like to rename Radiation Biology to Medical Radiation Science

Proposed MSc stream names:

- 1) Medical Physics
- 2) Health Physics
- 3) Medical Radiation Science (keeping a substream but renamed "Clinical Medical Radiation Science")

Proposed PhD stream names

- 1) Medical Physics
- 2) Health Physics



### 3) Medical Radiation Science

For the second piece we propose making the course requirements more flexible so that this stream can be tailored to individual students needs. We propose changing the MSc course requirements to:

Two Medical Physics half courses at the 700 level.

**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 proposed changes will give the stream a more appropriate name and be much more flexible for students working in different research groups.

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

Sept 2025

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

This proposal was approved by the department and discussed extensively with supervisors in the radiation sciences program who unanimously supported these changes.

**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 attached track changes

**Contact information for the recommended change:**

Name: Laura Parker Email: lparker@mcmaster.ca

Date submitted: Jan 15, 2025

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

Radiation Biology Stream renaming calendar language.

MSc

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## M.Sc. in Radiation Sciences (~~Radiation Biology~~ Medical Radiation Science)

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The M.Sc. in Radiation Sciences (~~Radiation Biology~~ Medical Radiation Science) requires that a candidate complete satisfactorily 2- ~~Medical Physics half courses at the 700 level of the courses below~~. Candidates for this M.Sc. are also required to present and defend a thesis, which shall embody the results of original research. Candidates are expected to have knowledge in Radiation Biology and in Radioactivity & Radiation Interactions. If a candidate lacks this knowledge, she/he will be directed by the program to pursue appropriate additional learning opportunities.

- ~~• MED PHYS 779 / Radiation Health Risks and Benefits or~~
- ~~• MED PHYS 780 / Radiation Effects in Plants and Animals or~~
- ~~• MED PHYS 782 / Modern Radiation Biology—Implications for the certainty with which scientific positions are held~~

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### Clinical Medical Radiation Science Stream

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Candidates in the Clinical Medical Radiation Sciences stream are required to complete the course noted below in addition to one other Medical Physics half course at the 700-level. Candidates for this M.Sc. are also required to present and defend a thesis, which shall embody the results of original research.

- MED PHYS 781 / Advanced Clinical Practicum in Medical Radiation Sciences

~~One other half course at the 700 level which can be~~

- ~~• MED PHYS 779 / Radiation Health Risks and Benefits or~~
- ~~• MED PHYS 780 / Radiation Effects in Plants and Animals or~~
- ~~• MED PHYS 782 / Modern Radiation Biology—Implications for the certainty with which scientific positions are held~~

PhD

Medical Radiation Science ~~Radiation Biology~~ Stream

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Candidates in the Medical Radiation Science ~~Radiation Biology~~ field must complete the following:

Two half courses at the 700 level.

Candidates are expected to have knowledge in Radiation Biology and in Radioactivity & Radiation Interactions. If a candidate lacks this knowledge, she/he will be directed by the program to pursue appropriate additional learning opportunities.

**Recommendation for Change in Graduate Curriculum – For Change(s) Involving Degree Program Requirements / Procedures / Milestones**

**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.

<b>DEPARTMENT</b>	Physics and Astronomy		
<b>NAME OF PROGRAM and PLAN</b>	GSCPH - PHYSPHD		
<b>DEGREE</b>	PhD Physics		
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Creation of a New Milestone <input type="checkbox"/>			
Change in Admission Requirements	<input type="checkbox"/>	Change in Comprehensive Examination Procedure	Change in Course/Program Requirements
Change in the Description of a section of the Graduate Calendar	<input type="checkbox"/>	EXPLAIN:	
Other Changes:	X	<b>Explain:</b> Add new course (PHYS 757) in BioPhysics to list of core Physics courses in the graduate calendar.	



**Describe the existing requirement/procedure:**

PhD students in our program are required to take at least two courses from a list of core courses during their MSc or PhD. These courses are offered regularly and are in the core research areas of the department.

**Provide a detailed description of the Recommended Change (*Attach additional pages if space is not sufficient.*)**

Add Biophysics course Physics 757 to list of core courses in Physics Phd course requirements section in the calendar.

**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?):**

Biophysics is a core area of research in our department, but did not have a 700-level course to include on the list of core courses. We have created a new course (see accompanying new course documentation) PHYS 757, which we would like to add to the list of core courses.

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

Sept, 2025

**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 if applicable):**

Add Physics 757 to list of core courses (current calendar copy below with suggested change added in bold).

## Course Requirements

The minimum course requirement for the Ph.D. is one full graduate course at the 700-level beyond the M.Sc., for a minimum total of 3 full graduate courses in the combined M.Sc. and Ph.D. degrees. The Department expects that most candidates will be required by their supervisory committee to complete more than the minimum number of courses. Two of the ~~four~~ following half courses must be completed in either the M.Sc. or Ph.D.:

- [PHYSICS 729 / Condensed Matter Physics I](#)
- [PHYSICS 730 / Condensed Matter Physics II](#)
- [PHYSICS 739 / Advanced Quantum Mechanics I](#)
- [PHYSICS 740 / Advanced Quantum Mechanics II](#)
- [PHYSICS 746 / Advanced Classical Electrodynamics](#)
- [PHYSICS 750 / Advanced Statistical Mechanics I](#)
- [PHYSICS 755 / Soft Condensed Matter Physics](#)
- **PHYSICS 757 / Biophysics**
- [PHYSICS 761 / Introductory Astrophysics I](#) & [PHYSICS 762 / Introductory Astrophysics II](#)

### Contact information for the recommended change:

Name: Laura Parker Email: [lparker@mcmaster.ca](mailto:lparker@mcmaster.ca)

Date submitted: January 15, 2025

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



To : Graduate Council

From : Christina Bryce  
Assistant Graduate Secretary

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At its meeting on November 21<sup>st</sup> and January 16<sup>th</sup> the Faculty of Social Sciences Graduate Curriculum and Policy Committee approved the following graduate curriculum recommendations.

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

**For Approval of Graduate Council:**

- **Religious Studies**
  - **Change to Areas of Study**

**For Information of Graduate Council:**

- **Globalization**
  - **New Cross-listed Course**
    - 706 Bodies, Politics, Data
- **Political Science**
  - **Change to Course Title and Description**
    - 761 Social, Cultural and Economic Foundations of Canadian Politics
    - 748 Democracy and Diversity
  - **Change to Course Title and Description**
    - 785 Public Sector Management (retitled “Public Administration and Governance” and new course description)
  - **Course Cancellations**
    - 6006 Canadian Politics
    - 733 Indigenous State Relations
    - 742 Politics of Developing Areas
    - 744 Politics of Western Democracies
    - 749 Topics in Gender and Politics
    - 755 Lying in Politics
    - 770 Globalization and the Canadian State
    - 782 Development Theory and Administration
    - 789 Global Finance
    - 795 Research Project in Public Policy

**Recommendation for Change in Graduate Curriculum – For Change(s) Involving Degree Program Requirements / Procedures / Milestones**

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

<b>DEPARTMENT</b>	Religious Studies		
<b>NAME OF PROGRAM and PLAN</b>	GSSMA (RELSTTHMA, RELSTCPMA) and GSSPH (RELSTPHD)		
<b>DEGREE</b>	MA and PhD		
<b>NATURE OF RECOMMENDATION (PLEASE CHECK APPROPRIATE BOX)</b>			
Is this change a result of an IQAP review? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Creation of a New Milestone <input type="checkbox"/>			
Change in Admission Requirements		Change in Comprehensive Examination Procedure	Change in Course/Program Requirements
Change in the Description of a section of the Graduate Calendar		EXPLAIN:	
<b>Other Changes:</b>	<b>Explain:</b> Add "Theory, Religion, Politics" to the graduate "areas of study"; and delete "Religion and Politics" and "Western Religious Thought" from the graduate "areas of study"		



**Describe the existing requirement/procedure:**

*Background:* In our graduate program, students take seminars in one or more Areas.

Two-Year-MA students pursue a Concentration (3 courses) in one Area. PhD students select a Major and a Minor Area in which to do coursework and take comprehensive exams in both the Major and Minor Areas. Supervisory committees include members of Major and Minor Areas.

**Provide a detailed description of the Recommended Change (*Attach additional pages if space is not sufficient.*)**

With the addition of “Theory, Religion, Politics” (TRP) as an Area:

- Two-year MA students will be able to pursue a Concentration in TRP; and
- PhD students will be able to designate TRP as a Major or Minor Area.
- 

A minimum of three courses should be taken in Religious Studies.

For their Minor coursework, PhD students majoring in TRP should normally take 1–2 Religious Studies (RELIG ST) courses in another Area such as “Christianity in Antiquity,” “Judaism in Antiquity,” “Buddhism,” “East Asian Religions,” “Islamic Studies,” or “Jewish Studies,” so as to be able to build teaching competence in a religious tradition, alongside their TRP competence.

**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?):**

Our former Areas of Study “Religion & Politics” and “Western Religious Thought” are no longer viable due to recent and upcoming retirements.

Creating a “Theory, Religion, Politics” area makes explicit to our graduate students the tie-ins among the “Theory”/thought/intellectual history resources in Religious Studies, Anthropology, Political Science, English & Cultural Studies, and Philosophy, by allowing them to work with relevant faculty in those departments, as well as with Profs. Hollander and Iqbal, as core faculty of the TRP Area.

By collaborating with the Political Science Department, the creation of a TRP area strengthens our Department’s ability to support graduate study on religion in the public sphere/religion and politics.

The creation of a TRP area makes explicit and strengthens a long-standing element of our graduate programs: that students may complete coursework outside the department when



doing so is relevant for their academic goals. For example, students with theory/philosophy interests have taken courses in Political Science or Philosophy to fulfill their course requirements.

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

July 1, 2025

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

**Participating Faculty:**

Dana Hollander (Religious Studies)

Basit Iqbal (Anthropology; associate member, Religious Studies)

David L. Clark (English & Cultural Studies)

Catherine Frost (Political Science)

Susan Giroux (English & Cultural Studies)

James Ingram (Political Science)

Inder Marwah (Political Science)

Johannes Steizinger (Philosophy)

**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):**

The Department offers graduate work in areas of study, distributed among three fields:

**Asian**

- Buddhism
- East Asian Religions

**Christianity in Antiquity**

- Early Judaism
- Early Christianity

**Western**

- Islamic Studies
- Jewish Studies
- ~~Religion and Politics~~
- Religion and Culture

- ~~Western Religious Thought~~
- Theory, Religion, Politics

**Course list for “Western Religious Thought” and “Religion and Politics” to be replaced with a course list for “Theory, Religion, Politics”**

**Courses in the Department of Religious Studies**

RELIG ST 777 / Topics in Philosophy and Jewish Thought (Hollander)

RELIG ST 790 / Topics in Theory, Religion, Politics (Hollander)

RELIG ST/ANTHROP/GLOBALST 782 / Diaspora, Religion, Representation (Iqbal)

RELIG ST/ANTHROP ??? / Religion, Secularism, and Political Theology (Iqbal)

**Courses in Philosophy, Political Science, and English & Cultural Studies**

Theories of Political Community (POL SCI 757/ GLOBALST 741) (Frost)

Marx and Marxisms (POL SCI/GLOBALST 734) (Marwah)

Cosmopolitanism and Its Critics (POL SCI/GLOBALST 758) (Ingram)

Politics and Its Others (POL SCI 756) (Ingram)

Last Things: Life and Death in the Anthropocenes (ENGLISH/CULTRST 748) (Clark)

Eros Tyrannos: The Politics of Desire in the New Millenium (ENGLISH/CULTR ST 717) (Giroux)

The Novel of Now: Or, How Artists Speak Back to States of Civil Violence and War (ENGLISH/CULTR ST 786) (Giroux)

19th Century Philosophy (PHILOS 755) (Steizinger)

Any other 700-level PHILOS course (except Reading Courses, i.e., 720 or 721)

**Contact information for the recommended change:**

Name: Celia Rothenberg Email: rothenb@mcmaster.ca Date submitted: October 8, 2024

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

Complete Policy Title

**Graduate Course Management Policy**

Policy Number (if applicable):

Approved by

**Senate**

Date of Most Recent Approval

**June 8, 2022**

Date of Original Approval(s)

June 8, 2022

Supersedes/Amends Policy dated

Graduate Course Outlines Policy, June 3, 2009

Responsible Executive

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

Policy Specific Enquiries

[Vice-Provost and Dean of Graduate Studies](#)

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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## PURPOSE

1. This Policy summarizes instructor responsibilities regarding graduate courses. The University expects instructors to clearly communicate their course expectations, so students are able to plan ahead and manage their time accordingly. Additionally, graduate students should normally be assessed more than once and receive feedback early enough to make decisions about their enrollment in the course.
2. This policy applies to all graduate courses at the University. Academic courses are highly varied in format, delivery, objectives, and structure. No course management policy can anticipate all possible circumstances and configurations.

## SECTION A: PROGRAM HANDBOOKS AND THE GRADUATE CALENDAR

3. All departments, schools, programs at the graduate level must have an online Student/Program Handbook that contains the policies, procedures, and items outlined in Procedures Section. These handbooks should be reviewed and approved by the Faculty's graduate curriculum and policy committee.
4. In the event of a conflict between what is written in the program handbook and the Graduate Calendar, the Graduate Calendar prevails.

## SECTION B: COURSE OUTLINES

5. A course outline is a document that sets the expectations for graduate students in terms of course objectives, content, format, assignments, and evaluation.
6. This policy outlines the minimum elements to be included in every graduate course outline. A graduate course outline must include the following:
  - a) Administrative details, such as the year and semester of the course, contact information for the instructor, instructor availability for student consultation, and any prerequisite courses;
  - b) Course objectives;
  - c) Required readings and any other required course material. including the costs of all required readings and materials. If required materials are available at no cost to students (e.g., OER, library resources), this information must also be included;
  - d) Overview of the course content and its format;
  - e) Description of all assignments (including participation), methods of evaluation, the weight given to each course component, due dates for student work, as well as penalties for late submissions;
  - f) Required prerequisite knowledge, if applicable;
  - g) Course absenteeism policy, if applicable;
  - h) The Academic Integrity Policy;
  - i) Any additional relevant statements, such as references to related policies (see section K Related

Policies) or statements referring to the possible modifications of the course, or research ethics; [\\_](#)



7. The graduate course outline must be made available to the Department/Graduate Program at least one week before the start of the course, and to students either before or at the first course meeting.
8. It is sometimes difficult to predict accurately the content and direction the course will take, so course outlines may indicate that alterations might take place as the course progresses. Instructors who wish to revise the course outline during the term should inform students in writing as early as possible in the course but certainly before implementing the change.
9. Departments/Graduate programs reserve the right to change dates, deadlines, and methods and weight of assessment for courses in the case of unforeseen circumstances, such as the illness of the instructor or a labour disruption. Changes made to the course outline must be made in such a way as to maintain the course integrity while not creating undue disadvantages for students. Any changes must be communicated to the students and graduate program by as many means as possible to reach everyone involved quickly but as a minimum by email.
10. Many graduate students register for 'reading' or 'independent study' courses, often taken by an individual student working with an instructor. Reading or independent study courses are not exempt from the requirement to have a course outline.
11. It is the responsibility of the Department/Graduate Program to keep the course outline up to date; the graduate course outline should be kept on file by the Department/Graduate Program for a minimum of one year after its last use.

### **SECTION C: DUE DATE RESTRICTIONS**

12. Academic assessments, due dates and evaluations are described in course outlines except where other University policies apply, e.g., Student Accessibility Services (SAS) accommodations, deferred exams, etc. Restrictions are placed on academic obligations to enable students to plan their work schedules;
13. Due dates for all term work must be on or before the end of the term indicated in the sessional dates;
14. Academic obligations cannot be due during the December holiday break.

### **SECTION D: ACADEMIC ASSESSMENTS AND FEEDBACK ON STUDENT PERFORMANCE**

15. Each course must have at least two individual assessments per term in the evaluation scheme. Where appropriate these assessments should be of different types. Normally a single assessment should not be worth more than 50% of a student's final grade. For courses that do not lend itself to two individual assessments per term, this must be clearly stipulated in the course outline, and requires approval from Graduate Curriculum and Policy Committees.
16. All tests/exams, including those online, are assumed to be closed book unless stipulated otherwise in the course outline.

17. Student assessment must comply with the provisions of SAS Policies for students with registered accommodations.
18. Establish guidelines regarding Group Work and procedures to ensure that students are afforded sufficient individual assessment. Clearly define fair, appropriate, and timely procedures for students who encounter difficulty with their working group.
19. Course descriptions and overall objectives must be consistent and there should be comparable assignment structures and grading schemes in all sections of the same course.
20. Determine what policies, if any, are appropriate regarding the use of class attendance and in class participation (in person or remote) as a basis for grades. If attendance and participation grades are permitted, a rubric must be established and included in the course outline.

## SECTION E: MCMASTER UNIVERSITY GRADING SCALE

### Graduate Student Grading Scale (except for MBA and Master of Finance):

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

### MBA and Master of Finance Grading Scale:

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

## **SECTION F: RETURNING MARKED WORK AND POSTING OF GRADES**

21. Course outlines must inform students of the method to be used for advising them of their grades.
22. Where graded work is returned to students, this must be done in a confidential manner (done in compliance with FIPPA), as determined by the department/ school/ program.
23. Timely (normally 15 days) and constructive feedback in response to student work must be provided.
24. As there may be other considerations in the releasing of final grades, only the School of Graduate Studies may release official course grades.

## **SECTION G: RETENTION OF EXAMINATION PAPERS AND OTHER GRADED MATERIAL**

25. Department Chairs (or Director/Assistant Dean of Program) are responsible for ensuring that all graded materials not meant to be returned to students, and the instructor's record of how the final grades in a course were determined, are:
  - a) retained for at least one year after last use; and
  - b) remain accessible to the Department Chair/Program Director for that period.

This applies to all instructors. Sessional lecturers and those retiring or otherwise leaving the service of the University must notify their immediate supervisor of the on-campus storage location of the material.

## **SECTION H AUTHENTICITY/PLAGIARISM DETECTION**

26. McMaster University approves the use of software to check the authenticity of academic work for the following reasons:
  - a) Prevention – if students know their academic work is being checked for plagiarism, they will use proper citation methods;
  - b) Protection of honest students and their work; and
  - c) Detection – with the type of technology in common use today, it is necessary to use a detection tool which checks academic work against the internet, scholarly publications and previously submitted assignments to McMaster and other institutions.
27. If plagiarism checking software is used, the instructor should indicate this in the course outline.

## **SECTION I: CONFLICT OF INTEREST GUIDELINES**

28. Faculty members and University officers normally shall not take part in any proceedings at any level which affect the academic standing of an immediate family member (spouse, common-law partner, parent, in-law, sibling, child or step-child). Such proceedings include admission, scholarships, financial assistance and reviewing.

29. There shall be no restriction against a student registering in a course taught by an immediate family member. In all such cases, however, the instructor must inform their Department Chair who shall ensure that arrangements are made for an appropriate assessment of the student's performance involving a qualified person or persons other than the instructor.

## **SECTION J: PROTECTION OF PRIVACY**

30. The Privacy Governance and Accountability Framework applies to all McMaster University faculty, staff and students when handling personal information or personal health information on behalf of the institution. The policy sets out the accountabilities for ensuring that all individuals involved in the planning, management and day-to-day operations of McMaster University are in compliance with the *Freedom of Information and Protection of Privacy Act* (FIPPA), the *McMaster University Statement on the Collection of Personal Information and the Protection of Privacy*, and the privacy policies, procedures and practices set out by the University.
31. Instructors should take care to protect student names, student numbers, grades and all other personal information at all times. For example, the submission and return of assignments and the posting of grades must be done in a manner that ensures confidentiality.

## **SECTION K: RELATED POLICIES**

- [Graduate Examinations Policy \(mcmaster.ca\)](#)
- [Academic Integrity Policy \(mcmaster.ca\)](#)
- [Academic Accommodation of Students with Disabilities Policy \(mcmaster.ca\)](#)
- [Research-Plagiarism-Checking-Policy.pdf \(mcmaster.ca\)](#)
- [Incomplete Grades \(Graduate Calendar\)](#)
- [Policy on Academic Accommodation for Religious, Indigenous and Spiritual Observances](#)

# **March 2025 Graduate Council**

## **New Awards – For Approval**

**Award Name:** Dr. John L. Brash Scholarship

**Terms:**

Established in 2024 in honour of Dr. John L. Brash, Distinguished University Professor, by McMaster friends, colleagues, and students in recognition of his extraordinary contributions to research and teaching. To be awarded by the School of Graduate Studies, on the recommendation of the School of Biomedical Engineering, to graduate students in the School of Biomedical Engineering who demonstrate academic and research excellence.

## **Term Changes – For information Only**

**Award Name:** The Thomas Neilson Scholarship

**Current terms:**

The Neilson Scholarship will be awarded to the Biochemistry graduate student deemed to show the greatest potential as an independent scientist at the time of transfer to the Ph.D. program.

**Revised terms:**

The Neilson Scholarship will be awarded to the Biochemistry graduate student deemed to show the greatest potential as an independent scientist after successful completion of the PhD Candidacy Exam.

**Reason for change:**

The program no longer has a transfer exam and the students' potential as an independent scientist is clear with the results of their PhD Candidacy Exam (occurs after 12 months in the program).

# SGS Graduate Excellence, Mentorship, and Supervision (GEMS)

Briefing note, March 2025

Andrea Cole (Project Manager, School of Graduate Studies), Bruce Newbold (Associate Dean of Graduate Studies, Science), Steve Hranilovic (Vice-Provost & Dean of Graduate Studies)

**GEMS is an initiative led by the School of Graduate Studies** to enhance and sustainably support graduate supervision excellence through the development of training modules, digital resources, and workshops for graduate supervisors, graduate students, and other members of the graduate community.

SGS consulted with Student Affairs, Deputy Provost, AVP Teaching & Learning, AVP Equity and Inclusion, Graduate Dean's Council in the development of this initiative. This project is motivated and directly informed by McMaster faculty, students, and administrators who provided input spanning several years (Graduate Council Working Group 2018-20), as well as growing trends in the graduate education sector ([CAGS 2008](#), [OCGS 2023](#)). On-going consultation with the support of an Advisory Group drawn from Graduate Council will provide input into modules.

**Purpose/Overall Objective:** Conflict resolved earlier or prevented results in improved wellbeing/mental health/stress; institutional savings (time, resources) from reduced escalation of concerns; improved student time to completion/less attrition, improved research productivity and career advancement for faculty.

**Online Module Project Goal:** Design and deliver a set of self-paced, asynchronous online learning modules for graduate supervisors, graduate students, and staff/administrators (including Postdoctoral researchers).

**Intended Learner Audiences:** Accessible to any member of the graduate education community at McMaster (faculty, student, or staff) with particular focus on **faculty supervisors** and **graduate students** in research programs. Mentors, postdoctoral fellows, grad chairs/advisors, program administrators, and staff from various campus units who support graduate education may also benefit from taking these modules. The priority audience for Module 1 will be new graduate students and early career faculty members who will supervise graduate students.

**Module Delivery Method:** These optional, self-paced digital learning modules will be offered as professional and career development opportunities to members of the McMaster community through A2L, Macsites, or MS365 learning platforms.

**Learner Incentives:** Because the modules are offered as an optional resource (not a requirement), some learner incentives under consideration include certificates of participation or completion, letters of recognition from senior leaders, prizes through a draw.

**Resourcing and Sustainability:** Utilize available institutional resources for LMS to house and administer the modules (A2L, MS365); One-time investments to design and build essentials modules via Provost and SGS; Ongoing administration and evaluation (tracking enrolment, completion) to be managed in-house

by SGS; Updates/revisions to module content to be maintained by SGS and sustained via the MacPherson Endowment.

### Project Timeline (Three years):

#### Goal Year 1

- By the end of year one (December 31, 2025), the core SGS GEMS Essentials Module is ready for final stakeholder review.
- Generative AI in the age of supervision is built as an additional module.

#### Goal Year 2

- By the end of year two (December 31, 2026), the Essentials Module is live; learners are actively engaging with the content, completing assessments
- Tracking completion rates and learner feedback evaluated
- Essentials modules are updated
- New 'advanced topics' modules added

#### Goal Year 3

- By the end of year three (Dec 31, 2027), faculty and graduate students are completing the essentials and additional modules
- Evaluation metrics are available for reporting and improvement

### Sample List of Module Topics (F=Faculty; G=Grad; P=PDF; S=Staff):

	Learning Catalogue Suggested Modules	F	G	P	S
<b>Year 1</b>	<b>Core SGS Essentials (Module1) applicable to graduate supervisors and students</b>				
	Roles, responsibilities, expectations, regs for grad supervision and student supervisees	X	X	X	X
	Milestones, deadlines, timelines during graduate study & supervision	X	X	X	X
	Effective mentorship of/for graduate learners (incl. pwr dynamics)	X	X	X	
	Effective communication during supervision (incl. conflict resolution)	X	X	X	X
	Bonus Module: Grad Supervision in the age of Generative AI (MacPherson/Microsoft Grant)	X	X	X	X
	<b>Advanced Topics Modules (TBD, examples):</b>				
<b>Years 2 &amp; 3</b>	Supporting the graduate student writing process (SSC)	X	X	X	
	Mental health and well-being of graduate students (Prof Hippo/Okanagan)	X	X	X	X
	Graduate supervision among/with equity deserving groups/from an equity lens	X	X	X	X
	Supervision with Indigenous researchers and scholars	X	X	X	X
	Disability and accommodation in graduate study and supervision (SAS)	X	X	X	X
	International and inter-cultural contexts	X	X	X	X
	Gendered interactions	X	X	X	X
	Career services and development for graduate students (SSC) & postdocs	X	X	X	X
	Thesis Defense Process	X	X	X	X

## **DRAFT OUTLINE** Module 1: Supervision Essentials for Faculty Supervisors and Graduate Students

Draft created: Feb 5, 2025; Outline established with assistance of Chat GPT (08.2024)

Authors: Andrea Cole, Bruce Newbold; Reviewer(s): Erin Allard,

Audience: Faculty Supervisors, Graduate Students, Staff

### **Module 1 Description**

This module is designed to equip supervisors and students with the knowledge, skills, and resources necessary to enact effective and productive mentorship and guidance in the context of a graduate student's academic journey and a supervisor's academic career. Interactive learning activities, mini quizzes & self-assessments will be integrated in each unit.

#### **Module 1 Learning Outcomes:**

1. Differentiate between the roles, responsibilities, and expectations of supervisors versus graduate students at McMaster
2. Identify effective, actionable strategies for creating and maintaining productive, respectful, and supportive supervisory relationships throughout graduate study.
3. Identify resources and services that support effective graduate supervision and graduate student success

#### **Unit 1: Roles, Expectations, and Goals**

1. Understanding the Role of a Supervisor
2. Understanding the Role of a Graduate Student
3. Establishing Expectations and Goals

#### **Unit 2: Academic and Professional Development**

4. A) Providing Academic Support to Graduate Students as a Supervisor  
B) Seeking Academic Support during Graduate School
5. A) Professional Development of Graduate Students during Supervision  
B) Exploring Professional Development as a Graduate Student

#### **Unit 3: Fostering Health, Wellbeing, and Productivity**

6. Addressing Challenges and Conflict Resolution
7. Promoting Work-Life Balance
8. Cultural Competency and Inclusivity
9. Ethical Considerations

#### **Resources and Support**

10. Access to relevant literature, websites, and tools for supervision
11. Institutional support services for supervisors and graduate students

#### **Module Completion Quiz**

- Multiple choice, T/F questions
- Minimum required to pass: 100% (multiple retakes allowed)
- Submitted to SGS for tracking completion and recognition