DEPARTMENT OF CIVIL ENGINEERING
GRADUATE STUDENT HANDBOOK*

2021-2022 ACADEMIC SESSION

McMaster University

Hamilton, Ontario, Canada
L8S 4L7

*Please note that if there is any discrepancy between this document and the 2021-2022 Graduate Calendar, the Graduate Calendar prevails.
*Certain sections may vary or be made inaccurate due to COVID restrictions, especially around registration, employment, and funding. McMaster University reserves the right to change its policies this year in the face of government and public health announcements.
Welcome to the Department of Civil Engineering! We are a research-intensive department with innovative and exciting programs focused within four areas of specialization: intelligent energy systems, resilient infrastructure systems, smarter mobility, and water security under climate change. We have earned a strong reputation for research excellence, ranking 4th in Canada and 40th globally in the Shanghai Global Ranking of Academic Subjects in 2021. Our faculty are exceptional, constantly looking for new ways to innovate in emerging and relevant areas. They collaborate with universities, government, and industry, and attract impressive amounts of funding. Our research programs are supported by state-of-the-art equipment housed in our Applied Dynamics, Environmental Systems, and Soil Mechanics laboratories.

In our pursuit of excellence, we are committed to fostering an inclusive, diverse, and equitable department where everyone belongs. We will work hard to ensure that your graduate experience is both enjoyable and rewarding. Our friendly and competent faculty and staff are here to help you succeed, so please reach out if we can be helpful. Best wishes for a happy and successful year!

Dr. Sarah Dickson-Anderson, P.Eng., Ph.D.
Professor and Chair
# Table of Contents

DEPARTMENT OF CIVIL ENGINEERING GRADUATE PROGRAM CONTACT INFORMATION ................. 4

DEPARTMENT OF CIVIL ENGINEERING PERSONNEL ........................................................................ 5

WEBSITES OF INTEREST ........................................................................................................................................ 9

GENERAL INFORMATION FOR NEW GRADUATE STUDENTS .................................................................. 10

ADMINISTRATIVE INFORMATION .................................................................................................................. 12
  Payment of Scholarships and Teaching Assistantships ........................................................................ 12
  Attendance and Vacations of Full-time Graduate Students ........................................................................ 12
  Health and Safety Requirements .................................................................................................................... 13
  Departmental Photocopying .......................................................................................................................... 13
  Computer Facilities ........................................................................................................................................ 13
  Your McMaster Email Address ....................................................................................................................... 13
  Convocating Students ......................................................................................................................................... 14

COURSE INFORMATION ........................................................................................................................................ 15
  Course Registration ........................................................................................................................................ 15

MASTER OF APPLIED SCIENCE (M.ASC.) DEGREE REQUIREMENTS ................................................ 16
  MASTER OF APPLIED SCIENCE EXAMINATION REGULATIONS ........................................................... 17

MASTER OF ENGINEERING (M.ENG) DEGREE REQUIREMENTS ......................................................... 19
  MASTER OF ENGINEERING PROJECT REPORT GUIDELINES ............................................................... 20

DOCTOR OF PHILOSOPHY (PH.D) DEGREE REQUIREMENTS ................................................................. 22
  Ph.D. SUPERVISION AND RESPONSIBILITIES OF Ph.D. SUPERVISORY COMMITTEE .................... 23
  Ph.D. COMPREHENSIVE EXAMINATION REGULATIONS .................................................................... 24

PERTINENT MCMASTER UNIVERSITY POLICIES AND PROCEDURES .............................................. 27
Department of Civil Engineering Graduate Program Contact Information

Amelia Brook
Graduate Program Administrative Assistant
JHE-301
brookam2@mcmaster.ca
x24287

Amelia Brook is your first point of contact for all 
graduate program-related questions or concerns. 
Amelia is available to meet one-on-one with students 
to discuss policies, examinations, courses and degree 
progression. She is the person you should contact 
prior to the below individuals.

Joanne Gadawski
Administrator
JHE-301
gadawsj@mcmaster.ca
x24746

Joanne Gadawski is your point of contact for teaching 
assistantship or funding questions.

Dr. Saiedeh Razavi
Associate Chair of Graduate Studies
JHE-337
razavi@mcmaster.ca
x27155

Dr. Razavi is your point of contact for supervisory or 
policy related graduate program questions or 
concerns.

Dr. Sarah Dickson-Anderson
Professor and Acting Chair
JHE-225
dickso@mcmaster.ca
x24914

Dr. Dickson-Anderson is the Department Chair and 
can be contacted regarding questions or concerns you 
may have that could not be answered by the Associate 
Chair of Graduate Studies or Graduate Administrative 
Assistant.
Department of Civil Engineering Personnel

FACULTY

Dr. Georgios Balomenos  Assistant Professor, JHE-338  balomeng@mcmaster.ca  
Structural engineering, resilience and sustainability of infrastructure, multi-hazard risk assessment, resilience-based and multi-hazard design, risk analysis of interdependent infrastructure, structural reliability and optimization

Dr. Samir E. Chidiac  Professor, JHE-A414  chidiac@mcmaster.ca  
Durability/service life modeling of engineering materials, modeling heat and mass transfer in porous media, concrete technology, stone masonry, energy efficiency of buildings

Prof. Cameron Churchill  Assistant Professor and Director, Engineering and Society, JHE 316/C  church@mcmaster.ca  
Design of sustainable communities.

Dr. Paulin Coulibaly  Professor, BSB-336  couliba@mcmaster.ca  
Hydrologic modelling and forecasting, hydroinformatics, water resources engineering, environmental and climatic data analysis

Dr. Sarah Dickson-Anderson  Professor, JHE-225,  sdickso@mcmaster.ca  
Hydrogeology, contaminant fate & transport, local water security, coupled-systems (social) hydrology.

Dr. Wael W. El-Dakhakhni  Professor, JHE-303  eldak@mcmaster.ca  
Martini, Mascarin and George Chair in Masonry Design  
Complex systems simulation, data analytics, interdependence and resilience quantification, systemic risk mitigation, infrastructure performance in multi-hazard environments

Dr. Mohamed Ezzeldin  Assistant Professor, JHE-309  ezzeldms@mcmaster.ca  
Earthquake engineering, system-level performance quantification, experimental dynamic testing, numerical and analytical modelling, nonlinear simulation models, reinforced concrete block systems, reinforced concrete structures, resilient systems, risk assessment, structural dynamics, data analytics

Dr. Peijun Guo  Professor, JHE-227  guop@mcmaster.ca  
Geomechanics, geotechnical engineering seismic soil-structure interaction and finite element applications

Dr. Yiping Guo  Professor, JHE-226  guoy@mcmaster.ca  
Uncertainty and trend analysis in water resources engineering, urban hydrology and urban stormwater management

Dr. Mohamed Hussein  Assistant Professor, JHE 228  hussem9@mcmaster.ca  
Road safety, active road users, road user interactions, Bayesian safety models, agent-based modeling, applications of AI, machine learning, computer vision in transportation, AV/CV safety applications, risk-based design and ITS

Dr. Younggy Kim  Associate Professor, JHE-334  younggy@mcmaster.ca  
Canada Research Chair (II) Water and Health  
Biological wastewater treatment, nutrient recovery, PHA (polyhydroxyalkanoate) production, heavy metal separation, microbial electrochemistry, anaerobic digestion, electrodialysis, water quality monitoring

Dr. Zoe (Zhong) Li  Associate Professor, JHE-335  zoeli@mcmaster.ca  
Reliability, vulnerability and risk of environmental infrastructure, climate change modeling and impact assessment, hydrological risk modeling and probabilistic forecasting.
Dr. Moataz Mohammad  
Assistant Professor, JHE-230  
mmohame@mcmaster.ca  
Electrification of transit systems, transit modelling, transportation-energy nexus, electric and autonomous mobility, unmanned aerial vehicles (drones), optimization models and adaptable systems, system impacts, last-mile delivery

Dr. SeonHong Na  
Assistant Professor, JHE A-411  
nas1@mcmaster.ca  
Computational geomechanics, geotechnical engineering, multiscale and Multiphysics analysis, numerical modelling, data-driven modelling, plasticity and fracture mechanics, material constitutive laws

Dr. Saiedeh Razavi  
Associate Professor, JHE-337  
razavi@mcmaster.ca  
Chair in Heavy Construction  
Automation in construction, intelligent transportation systems, AI-driven logistics, data-driven supply chain

Dr. Michael Tait  
Professor, JHE-301  
taitm@mcmaster.ca  
Joe Ng-JNE Consulting Chair in Design, Construction and Management of Infrastructure Renewal  
Structural dynamics, passive structural control systems, base isolation, structural health monitoring, retrofit/rehabilitation

Susan Tighe  
Provost and Vice-President (Academic),  
tighes1@mcmaster.ca  
Sustainable pavement engineering, long-life infrastructure, solar technology in roads and pavement infrastructure, application of asset management to highway and airport operations

Dr. Lydell Wiebe  
Associate Professor, JHE-333  
wiebel@mcmaster.ca  
Endowed Chair in Effective Design of Structures  
Earthquake engineering, structural dynamics, nonlinear dynamic modelling techniques, steel structures, self-centering systems, large-scale physical testing, sustainable and resilient infrastructure

Dr. Cancan Yang  
Assistant Professor, JHE-399  
cancanyang@mcmaster.ca  
Prestressed/reinforced concrete high way bridges, precast concrete components for accelerated bridge construction, corrosion of concrete structures in a changing climate, implementation of advanced materials in structural design for seismic resiliency, vehicle collision with concrete highway bridges

Dr. Hao Yang  
Assistant Professor, JHE-143  
haoyang@mcmaster.ca  
Connected and autonomous vehicles, big data analytics, energy and environment sustainability, and transportation operations and control

Dr. Robin Zhao  
Assistant Professor, JHE-336  
robinzhao@mcmaster.ca  
Climate change mitigation, renewable energy, water security, energy storage, carbon storage, multiphase flow, porous media, electrochemistry

PROFESSORS EMERITUS

Dr. Brian W. Baetz  
Professor Emeritus  
baetz@mcmaster.ca  
Design of sustainable communities.

Dr. Robert G. Drysdale  
Professor Emeritus  
drysdale@mcmaster.ca  
Reinforced and prestressed concrete; building science; properties of masonry; design of masonry structures.

Dr. Ahmed Ghabbarah  
Professor Emeritus  
ghobara@mcmaster.ca  
Dynamic analysis of structures and earthquake engineering. Rehabilitation of structures and seismic upgrade of existing structures using advanced composites.

Dr. F. L. Hall  
Professor Emeritus
Dr. Arthur C. Heidebrecht  
Professor Emeritus  
heidebr@mcmaster.ca  
Earthquake engineering and structural dynamics; seismic analysis of buildings and nuclear power plant structures; seismic qualification of equipment in nuclear power plants.

Dr. Robert M. Korol  
Professor Emeritus  
korol@mcmaster.ca  
Plastic theory of metal structures; inelastic buckling; limit analysis; environmental assessment and life cycle analysis methodologies.

Dr. Stanislaw Pietruszczak  
Professor Emeritus  
pietrusz@mcmaster.ca  
Structural and geotechnical materials – constitutive relations and finite element applications; biomechanics.

Dr. A. Ghani Razaqpur  
Professor Emeritus  
razaqpu@mcmaster.ca  
Reinforced and prestressed concrete, fibre reinforced polymer (FRP) applications in structures, advanced numerical modelling of structures, durability of concrete and reinforcement corrosion, design of structures against blast loads, bridge engineering.

Dr. K.S. (Siva) Sivakumaran  
Professor Emeritus, JHE-229  
siva@mcmaster.ca  
Advanced composite material structures, cold-formed steel structures, structural dynamics, finite element analysis.

Dr. Alan A. Smith  
Professor Emeritus  
alan@alanasmith.com  
Water Resources

Dr. Dieter F. E. Stolle  
Professor Emeritus, JHE-119  
stolle@mcmaster.ca  
Applied mechanics; geotechnical engineering and finite element applications

Dr. Ioannis K. Tsanis  
Professor Emeritus, JHE-143  
tsanis@mcmaster.ca  
Hydraulics, air-water interaction, lake hydrodynamics, diffusion and dispersion of pollutants.

Dr. John C. Wilson  
Professor Emeritus  
jcwilson@mcmaster.ca  
Structural dynamics and earthquake engineering, bridge engineering.

TECHNICIANS

Paul Heerema  
Technician, ADL-105, Ext. 22031  
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Technician, JHE-121, Ext. 24839  
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Technician, JHE-223/A, Ext. 27074  
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Kent Wheeler  
ADL Supervisor and Innovative Experiential Learning Coordinator, ADL-105, Ext. 22031  
wheelek@mcmaster.ca

ADMINISTRATIVE STAFF

Joanne Gadawski  
Administrator, JHE–301/A, Ext. 24746  
gadawsj@mcmaster.ca

Amelia Brook  
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Shannon Krasulja  
Administrative Assistant - Undergraduate, JHE-301, Ext. 24315  
langse@mcmaster.ca
ADJUNCT MEMBERS

Dr. Tracy Becker  Assistant Professor (Adjunct), University of California  tbecker@mcmaster.ca
Dr. Yonas Dibike  Professor (Adjunct), Delft
Dr. Andre Filiatrault  Professor (Adjunct), University of British Columbia
Dr. Sonia Hassini  Assistant Professor (Adjunct), McMaster University  hassnis@mcmaster.ca
Dr. Gordon Huang  Professor (Adjunct), University of Regina
Dr. Dimitrios Konstantinidis  Assistant Professor (Adjunct), University of California  konstant@mcmaster.ca
Dr. Shayne Love  Assistant Professor (Adjunct), McMaster University
Dr. Anna Majury  Assistant Professor (Adjunct), Queens University
Dr. Waleed Mekky  Assistant Professor (Adjunct)  mekkyw@mcmaster.ca
Dr. Li Ningyuan  Assistant Professor (Adjunct), Waterloo University
Dr. C. Schuster-Wallace  Assistant Professor (Adjunct), McMaster University
Dr. Spencer Snowling  Professor (Adjunct), Hydromantis, INC

ASSOCIATE MEMBERS

Dr. Altaf Arain  School of Geography and Earth Sciences
Dr. Carlos Filipe  Chemical Engineering
Dr. Antonio Paez  School of Geography and Earth Sciences
Dr. Tom Wanyama  W. Booth School of Engineering Practice and Technology

INDUSTRY PROFESSOR

Mr. Youngseck Hong  Professor (Adjunct), GE Water
Dr. Paul Hynds  Professor (Adjunct)
Dr. Ayman Saudy  Professor (Adjunct), McMaster
# Websites of Interest

<table>
<thead>
<tr>
<th>Website</th>
<th>URL</th>
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<tbody>
<tr>
<td>McMaster Engineering Graduate Society</td>
<td><a href="http://egs.mcmaster.ca/">http://egs.mcmaster.ca/</a></td>
</tr>
<tr>
<td>McMaster Graduate Students Association</td>
<td><a href="https://gsa.mcmaster.ca/">https://gsa.mcmaster.ca/</a></td>
</tr>
<tr>
<td>Civil Eng. Graduate Course Schedule</td>
<td>Available via Mosaic.</td>
</tr>
<tr>
<td>Graduate Studies Sessional Dates and Deadlines</td>
<td><a href="https://academiccalendars.romcmaster.ca/content.php?catoid=45&amp;navoid=9140">https://academiccalendars.romcmaster.ca/content.php?catoid=45&amp;navoid=9140</a></td>
</tr>
<tr>
<td>Human Rights and Equity Services</td>
<td><a href="https://equity.mcmaster.ca/">https://equity.mcmaster.ca/</a></td>
</tr>
<tr>
<td>International Student Services</td>
<td><a href="https://studentsuccess.mcmaster.ca/international-students/">https://studentsuccess.mcmaster.ca/international-students/</a></td>
</tr>
<tr>
<td>Travelling to McMaster University</td>
<td><a href="https://gs.mcmaster.ca/ive-accepted-my-offer/international-students/#tab-content-travelling-to-mcmaster">https://gs.mcmaster.ca/ive-accepted-my-offer/international-students/#tab-content-travelling-to-mcmaster</a></td>
</tr>
<tr>
<td>Leaves of Absence</td>
<td><a href="https://academiccalendars.romcmaster.ca/content.php?catoid=45&amp;navoid=9133&amp;hl=%22leave+of+absence%22&amp;returnto=search#2-5-7_leaves_of_absence">https://academiccalendars.romcmaster.ca/content.php?catoid=45&amp;navoid=9133&amp;hl=%22leave+of+absence%22&amp;returnto=search#2-5-7_leaves_of_absence</a></td>
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<tr>
<td>OMBUDS Office</td>
<td><a href="https://www.mcmaster.ca/ombuds/">https://www.mcmaster.ca/ombuds/</a></td>
</tr>
<tr>
<td>Parking and Transportation Services</td>
<td>Parking: <a href="http://parking.mcmaster.ca/">http://parking.mcmaster.ca/</a></td>
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<td></td>
<td>Office of Sustainability – Alternative Transportation:</td>
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<tr>
<td>Student Accessibility Services</td>
<td><a href="https://sas.mcmaster.ca/">https://sas.mcmaster.ca/</a></td>
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<tr>
<td></td>
<td>Student Accessibility Services (SAS) provides academic accommodation assistance and related supports to students with disabilities at McMaster. SAS is available to assist students transitioning from high school, other post secondary institutions, undergraduate, continuing and graduate students. Approved accommodations of previous undergraduates at McMaster do not automatically apply during graduate studies. Students needing accommodations should return to SAS soon after commencement of their graduate program to implement or update your student status and to activate accommodations.</td>
</tr>
<tr>
<td>SGS Orientation Hub</td>
<td><a href="https://gs.mcmaster.ca/ive-accepted-my-offer/graduate-student-orientation/">https://gs.mcmaster.ca/ive-accepted-my-offer/graduate-student-orientation/</a></td>
</tr>
<tr>
<td>Setting up your McMaster Email Address and other technology services for students</td>
<td><a href="https://uts.mcmaster.ca/catalogue-students/">https://uts.mcmaster.ca/catalogue-students/</a></td>
</tr>
<tr>
<td>Student Wellness Centre</td>
<td><a href="https://wellness.mcmaster.ca/">https://wellness.mcmaster.ca/</a></td>
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<tr>
<td>SWHAT (Students Walk Home Attendant Team)</td>
<td><a href="https://msumcmaster.ca/service/swhat/">https://msumcmaster.ca/service/swhat/</a></td>
</tr>
<tr>
<td>UHIP</td>
<td><a href="https://studentsuccess.mcmaster.ca/international-students/health-insurance/">https://studentsuccess.mcmaster.ca/international-students/health-insurance/</a></td>
</tr>
</tbody>
</table>
The following information is offered to assist incoming graduate students in establishing their programmes of study and research.

**Programme Counselling:** The Associate Chair of Graduate Studies is Dr. Razavi who can be reached at razavi@mcmaster.ca. Dr. Razavi will advise students on the design of programmes of study and will be available to answer questions concerning general graduate student issues. The Graduate Administrative Assistant, Amelia Brook, will be available in to assist with registration and general inquiries.

Students should discuss course content and research interests with appropriate faculty members so that study programmes can be developed which best suit the student's particular area of interest. All course descriptions are available in the [Graduate Calendar](#), and a list of those offered by the department this year can be found on Mosaic.

**Courses:** Graduate courses will commence on or after September 1, 2021. All students should register in their chosen courses, or indicate if they are working on their research, thesis/project for Terms I and II via MOSIAC by September 24, 2021. You **must** discuss with your supervisor which courses you should register for and complete the Department of Civil Engineering Course Selection Worksheet **PRIOR TO** registering on MOSAIC. Completed worksheets are to be returned to Amelia Brook, Graduate Administrative Assistant by no later than September 24, 2021. Please note, for record keeping purposes, all of your courses for the entire year must be entered.

Students should note that certain courses available for graduate credit are offered concurrently with undergraduate courses. These are designated as 600-level in the Graduate Calendar and 400-level courses in the Undergraduate Calendar. Since all undergraduate classes commence on September 7th, graduate students contemplating registration in such a course(s) should try to attend the first lectures in that week. Timetable and room schedule details are available in MOSAIC. Similarly, it should be noted that students taking graduate classes outside of the department (e.g. in Chemical Engineering) should ensure that their enrolment intentions are made known to the appropriate department. The most effective liaison is by personal contact with the course instructor. Students may be required to submit a request for In-Program Course Adjustments.

**First Time Teaching Assistants (TA):** McMaster University requires all first time TAs to take five hours of training at the start of their first term of TA employment (i.e. first time a student starts to TA). Those who do not complete all five hours will not receive payment for the training and may, at the discretion of McMaster’s Human Resources, incur disciplinary action. All new TAs in Engineering will be required to take MacPherson’s online **anti-oppression training** module on AVENUE, which takes two hours to complete. A quiz at the end of the module will record completion of the course. In addition, Engineering TAs MUST take the three-hour virtual (Fall term) or in-person (Winter term)
Engineering TA training workshop. Engineering has carried out this workshop for over three years, consisting of information on the professional requirements of a TA and many exercises to help new TAs understand the expectations of marking and running tutorials in the Faculty. Engineering TAs may NOT substitute the workshop with other courses through MacPherson, though TAs are welcome to take additional courses through MacPherson’s online offerings with no compensation. Once a TA receives payment for the five hours of training, they will receive no further compensation for any training modules taken, either in the first term or later.

Returning Teaching Assistants for 2021/2022 academic year (tentative): Most returning TAs on campus will have received the required TA training, but this is not the case for Engineering TAs. However, the anti-oppression training is mostly new. Therefore, returning Engineering TAs for the 2021/2022 academic year only will be required to take the two-hour online anti-oppression training module through MacPherson and will receive two hours of pay accordingly. While additional training is encouraged, it will not be compensated.
ADMINISTRATIVE INFORMATION

Payment of Scholarships and Teaching Assistantships
Employment income from TA assignments will be paid bi-weekly by direct deposit to the employee, based on when the student is scheduled to work. TA payments are normally in term 1 (September to December) and/or term 2 (January – April). For more information about when you are scheduled to work, please refer to your employment contract.

Research scholarships paid by Supervisors from a research grant will be paid via lump sum instalments via direct deposit at the beginning of each term, unless otherwise specified by your supervisor. All other scholarships will be disbursed to the student in lump sum instalments via direct deposit at the beginning of each term. Funding for new MASc students entering the program in 2021-2022 extends for 24 months. The funding period is 48 months for the Ph.D. program.

If a student is currently enrolled and wins a major graduate scholarship (NSERC, Vanier, OGS, CREATE, QEII GSST, CSC (China), CNPQ-Brazil, KASP (Saudi Arabia), and EAA (Egypt)) the total stipend provided by the department cannot be reduced by more than $2,500 per term for each term in which the student holds the award (i.e., a maximum stipend adjustment of $7,500 per year). If the student is a new applicant who brings with them a major graduate scholarship, the total support per year provided to the student cannot be less than the Faculty of Engineering minimum stipend. The stipend re-adjustment mentioned above does not apply. It is strongly recommended the applicant receive an offer covering their tuition at least for the duration of the major graduate scholarship, provided by a teaching assistant position, with the remainder provided by the department and supervisor. At no time shall the Faculty of Engineering contribute the $6,250 domestic doctoral scholarship or the $1,250 international doctoral bursary for the years which the applicant is anticipated to hold the major graduate scholarship.

Further information about student accounts, timing of payments and payment schedule for the 2021-2022 academic year will be sent prior to the Fall. Information regarding the funding model can be found here: https://gs.mcmaster.ca/current-students/scholarships/. Should you have questions concerning your monthly payment, please contact our Administrator, Joanne Gadawski, at ext. 24746 (E-mail: gadawsj@mcmaster.ca).

Attendance and Vacations of Full-time Graduate Students
As indicated in the School of Graduate Studies 2021-2022 Calendar, Section 2.5.8. Vacations: “Full-time graduate students are expected to be on campus for all three terms of the university year, as specified in Section 1.3. In addition to statutory holidays (see Sessional Dates) and the closure of the University normally late December until early January, normal vacation entitlement for a graduate student is two weeks of vacation during the year to be scheduled by mutual agreement with the research and employment supervisors. Absences of more than two weeks for any reason, including research, must be approved by the Department Chair in addition to the supervisor. Absences of four weeks or more must be approved by the appropriate Associate Dean of Graduate Studies. Please submit a “Request to be Full-Time Off Campus Form” to seek approval for absences beyond two weeks.
Section 1.3 Responsibilities of Graduate Students to the University - School of Graduate Studies 2021-2022 Calendar also notes that “this permission is needed even for field work or study elsewhere in the world, in order to allow the University to comply with the regulation requiring that a written explanation for such absences be lodged in the Graduate School office. Students may arrange, through the Department and the Associate Dean of Graduate Studies, to be “full-time off-campus” for periods of up to a year. Students will also be required to complete the Risk Management Manual (RMM) 801 forms and gain approval through EOHSS. In cases of unauthorized absence the student will be deemed to have withdrawn voluntarily from graduate study and will have to petition for readmission. No guarantee of readmission or of renewal of financial arrangements can be made. An exception to this policy would be programs that deliver their curriculum either partially or fully in on-line formats. Please refer to details in individual program descriptions”.

**Health and Safety Requirements**
Provincial legislation requires that all people employed in a workplace where hazardous materials are used attend the W.H.M.I.S. training session. The training is mandatory, not optional, for all graduate students in the Department.

All graduate students are **required** to complete the following courses:

- Asbestos Awareness
- COVID-19 Awareness
- Ergonomics
- Fire Safety
- WHMIS 2015
- Slips, Trips and Falls
- Violence & Harassment Prevention in the Workplace

Note that additional safety training courses may also be required depending on your research plans. Safety training plans should be discussed with your supervisor.

**Departmental Photocopying**
The department has a photocopier in Room 302. To use this copier, you must first obtain permission to do so from your supervisor and then request a copying account code. For further information regarding photocopying accounts, please see the Undergraduate Administrative Assistant.

**Computer Facilities**
Graduate students who need to use computers for their research will be provided access to a computer by their research supervisors. For larger scale computation, access can be gained to the SHARCNET supercomputer facilities at McMaster. All graduate students’ rooms are equipped with high-speed internet connections.

**Your McMaster Email Address**
As soon as you are issued your McMaster email address, please notify Amelia Brook. All email communication to students is done through your McMaster email account. We are unable to send emails to YAHOO, Hotmail or Gmail accounts as per University policy.
**Convocating Students**

Please see Amelia Brook to obtain our Departmental Exit Sign-Off sheet when you have completed all of the requirements for your degree and you are about to submit the final electronic copy of your thesis, revised as directed by your defence examining committee, to the School of Graduate Studies. Additionally, we will be happy to forward your mail via Canada Post for up to three months after you have left if you provide us with your forwarding address.

**Plagiarism Checking Software:** Effective October 1st 2021 the university requires all Master’s and Doctoral theses to be reviewed by Ouriginal, a plagiarism checking software, before being seen by an external reviewer (Doctoral) or the finished copy submitted (Master’s). This requirement can be found in Section 3.2.3 of the Graduate Calendar and the University’s Research Plagiarism Checking Policy (found on the Secretariat website). This requirement is not meant to catch plagiarism, but rather to prevent it. By helping students detect sections of text requiring revision before the document is released to the public, the use of this tool can avoid otherwise serious allegations.

Each faculty member has access to the software through AVENUE and is responsible for providing access to their students. Student and supervisor will work together to revise any sections of the thesis that may be overlapping with previously published content that the student does not have permission to copy; sandwich theses are expected to have a substantial amount of already published content, but in this case the student should have sought, and been granted, permission to use it in their document. The student’s supervisor is responsible for confirming the thesis is ready to submit. Videos and guides on using Ouriginal are located on the School of Graduate Studies website: [https://gs.mcmaster.ca/current-students/resources/ouriginal-urkund-plagiarism-software-testing-phase/](https://gs.mcmaster.ca/current-students/resources/ouriginal-urkund-plagiarism-software-testing-phase/)
COURSE INFORMATION

All required courses must be consistent with the content within the areas of research outlined by the department in the School of Graduate Studies Calendar. Courses outside the seven academic departments of Engineering are generally not eligible for use towards graduate degree requirements unless approved by the department and supervisory committee.

Courses in SEPT are not acceptable towards a degree requirement. Professional skills and other complementary type courses like EDU 750 (Principles and Practices of University Teaching) are also not acceptable towards a degree requirement. If your supervisor requires you to take a course outside of the established list approval must be granted by the department. Please see Amelia Brook, Administrative Assistant – Graduate Program for details on how to request approval.

600-level half courses are offered for graduate credit and are also available to senior undergraduate students. In accordance with the School of Graduate Studies regulations, M. Eng. students will not be permitted to take more than two half courses at the 600-level, and M.A.Sc. and Ph.D. students will not normally be permitted to take more than one half course at the 600 level.

Course Registration

Each term there is a deadline for registration and change in course registration (drop/add). Students adding a course after the appropriate deadline will not receive academic credit for that course. Also, students dropping a course after the deadline will receive a failing grade in that course. Students wishing to drop/add extra courses must do so in accordance with the School of Graduate Studies deadlines. If a student wishes to take “extra credit” courses they must submit a petition via MOSAIC. More information can be found in Section 2.6.4 of the School of Graduate Studies 2021-2022 Calendar.

Deadlines for such drop/adds are detailed on School of Graduate Studies website at https://academiccalendars.romcmaster.ca/content.php?catoid=45&navoid=9140. Students are to register for their courses through MOSAIC. All students must meet with their supervisors, and complete and submit a Department of Civil Engineering Graduate Course Registration Worksheet before registering for courses online. This worksheet does not register you for your courses; it simply assures the department that you have met with your supervisor to plan your course of study.

Note: Any change in a student's program requires the approval of the student's Supervisor, Chair, or the Graduate Student Advisor.
**Master of Applied Science (M.A.Sc.) Degree Requirements**

**Graduate Career Planning:** As of September 1, 2015 all new graduate students in Masters or Doctoral programs within the Department of Civil Engineering and the Faculty of Engineering, are required to complete a career planning exercise within their first academic year (September to August). Students must produce a report before the end of their first year. The report should be no more than two pages and must be submitted to the department's Associate Chair of Graduate Studies before the end of August in their first year. For students who start their programs in May or January their career plan must be submitted by the end of their first 12 months in the program. In preparation for writing this career planning exercise, students will be contacted by the Engineering Career Services Dept. for career counseling sessions.

**M.A.Sc. Course Requirements:** Candidates will be required to complete satisfactorily the equivalent of at least four half courses, of which at least two must be from within the Department of Civil Engineering at McMaster University. Please note that the additional course work may be prescribed if deemed necessary by the candidate’s research supervisor. If a student wishes to take “extra credit” courses they must submit a petition via Mosaic. More information can be found in Section 2.6.4 of *School of Graduate Studies 2021-2022 Calendar*.

**Additional Requirements:** In addition to the above course requirements, all full-time Master’s candidates must attend and participate in the Department of Civil Engineering Graduate Student Seminar Day for the first 6 terms (24 months) of study. Master’s candidates who begin studies in September 2017 or later will receive a mid-program progress review from their supervisor. This review must be submitted to the department within 8 months of starting the program for full-time students, and within 16 months for part-time students. Upon completion of all degree requirements, and after the approval of the supervisor, a thesis must be presented which will embody the results of an original investigation usually in the form of one journal paper; and the dissertation is to be defended in an oral examination. Information pertaining to the thesis defence procedures can be found in the Master of Applied Science Examination Regulations section of this document.

**Supervision:** Supervision of M.A.Sc. students is governed by the School of Graduate Studies regulations as outlined in the current “School of Graduate Studies Calendar” (see the following link and refer to Section 3.3: “Regulations for Master’s Degrees”

https://academiccalendars.romcmaster.ca/content.php?catoid=45&navoid=9134&hl=%22masters+%22&returnto=search#3-3- regulations_masters )

**Preparation of Theses (Regular and Sandwich):** The general requirements for the production of a Master’s or Doctoral thesis can be found in the Guide for the Preparation of Master’s and Doctoral Theses of the School of Graduate Studies https://gs.mcmaster.ca/app/uploads/2019/10/guide_for_the_preparation_of_masters_and_doctoral_theses_december_2016.pdf
Defence & Submission of M.A.Sc. Theses: Information on how to write, defend and submit your Master’s thesis can found at https://gs.mcmaster.ca/current-students/completing-your-degree/masters-thesis/

DEPARTMENT OF CIVIL ENGINEERING
McMaster University
Hamilton, Ontario

MASTER OF APPLIED SCIENCE EXAMINATION REGULATIONS

RESEARCH THESIS

All M.A.Sc. (thesis) candidates are required to present a thesis, which embodies the results of an original research investigation. The following regulations apply to theses submitted in partial fulfillment of the M.A.Sc. degree requirements.

1. Examination Committee

Each M.A.Sc. candidate must successfully defend her/his thesis in an open oral examination before a committee appointed by the Department Chair. The committee shall be composed of at least three voting members (at least two from the Department), including the candidate's supervisor, and chaired by a non-voting member.

Proposed examination committee voting membership will be made known to each candidate, who has the right to express her/his own opinion concerning this membership to the Graduate Student Advisor. It is the responsibility of the supervisor to inform the candidate of the proposed voting membership of the examination committee.

2. Thesis Examination

It will be the responsibility of the candidate to submit the thesis to members of the examination committee a minimum of two (2) weeks prior to the tentative date of the oral defence.

Prior to the thesis defence, before sending out the draft to the external examiner, the entire document must be reviewed for its originality using the University’s paid subscription to Ouriginal. The program/supervisor will review the originality report generated by Ouriginal, and either recommend changes to the document or approve it for the defence. A thesis may not be seen by the thesis examining committee (including the external reviewer in the case of a doctoral thesis) until the Ouriginal, generated report was reviewed and approved by the supervisor or the program, unless authorized by the Associate Dean of Graduate Studies.
In the event that a voting member indicates that gross deficiencies exist in the thesis, the examination committee chair will convene a meeting of the voting members to discuss the thesis at least two (2) days before the anticipated date of defence. The purpose of that meeting will be to recommend one of the following courses of action, based on a majority vote:

(a) that the thesis is not acceptable for defence in its present form, and return it to the candidate with explicit comments as to why it is not acceptable;

(b) that specific modifications in the thesis are required prior to formal defence, and direct the candidate to effect those changes; or

(c) that the thesis be formally defended with/without minor modifications.

3. **Seminar**

Each M.A.Sc. candidate must present a seminar on the completed research work. For M.A.Sc. thesis candidates, this seminar will normally be held on the day of the oral examination. Attendance at that seminar is open to all interested persons.

4. **Oral Defence**

The examining committee chair will convene an oral defence only after receiving from voting members written confirmation that the thesis is acceptable for defence. Formal presentation of the thesis work will normally not be required during an oral examination. **The examination will be open to all interested persons.**

5. **Examination Outcome**

A successful defence will include acceptance, by a majority of voting members, of the written thesis and of the oral defence. The outcome of the oral defence will be limited to one of the following, based on majority vote:

(a) the oral defence and thesis are satisfactory; the candidate is passed;

(b) either the thesis or the oral defence is unsatisfactory and the candidate is given an opportunity to be re-examined only once; or

(c) the thesis and/or the oral defence is unsatisfactory; the candidate is failed.
Master of Engineering (M.Eng) Degree Requirements

Graduate Career Planning: As of September 1, 2015 all graduate students in Masters or Doctoral programs within the Department of Civil Engineering and the Faculty of Engineering, are required to complete a career planning exercise within their first academic year (September to August). Students must produce a report before the end of their first year. The report should be no more than two pages and must be submitted to the department's Associate Chair of Graduate Studies before the end of August in their first year. For students who start their programs in May or January their career plan must be submitted by the end of their first 12 months in the program. In preparation for writing this career planning exercise, students will be contacted by the Engineering Career Services Department for career counseling sessions.

M.Eng. Course Requirements: Candidates who begin their studies on September 1st, 2021 or later will be required to complete satisfactorily the equivalent of at least eight half courses, of which at least six must be from within the Department of Civil Engineering at McMaster University, including CivEng 700 which is the required project course. CivEng 700, which is equivalent to two half-courses, is to be taken when students are working on their project, typically after the completion of all academic coursework. Additional course work may be prescribed if deemed necessary by the candidate’s project supervisor. If a student wishes to take “extra credit” courses they must submit a petition via MOSAIC. More information can be found in Section 2.6.4 of the School of Graduate Studies 2021-2022 Calendar.

Additional Requirements: In addition to the above course requirements, all full-time Master’s candidates must attend and participate in the Department of Civil Engineering Graduate Student Seminar Day for the first 6 terms (24 months) of study. Upon completion of all degree requirements, and after the approval of the supervisor, a report must be presented on a project which demonstrates ability to carry out independent study and reach a satisfactory conclusion. The report must be approved by the department and presented orally to the department. Information pertaining to the project presentation procedures can be found in the Master of Engineering Project Report Guidelines section of this document.

Supervision: Supervision of M.Eng. students is governed by the School of Graduate Studies regulations as outlined in the current “School of Graduate Studies Calendar” (see the following link and refer to Section 3.3: “Regulations for Master’s Degrees” https://academiccalendars.romcmaster.ca/content.php?catoid=45&navoid=9134#3-3- regulations masters)

Submission of M.Eng. Projects: Once you have successfully presented your M.Eng. project and all corrections have made, as required by your examination committee, you must submit an electronic copy of your project to our department. This electronic copy must be in a PDF format. Submissions are to be emailed to our Graduate Administrative Assistant. Once this document is received, the appropriate paperwork indicating that you have successfully completed the degree requirements will be submitted to the School of Graduate Studies.
All Master of Engineering (project) candidates are required to complete CivEng 700 and submit a project report.

CIVENG 700 - M.Eng. INDEPENDENT RESEARCH PROJECT M.Eng. Independent Research Project is supervised by a faculty member, and involves an experimental investigation, an analytical investigation, a design project, a state-of-the-art review, or a combination of these elements in a chosen topic matter in civil engineering. A faculty member (from the Department of Civil Engineering) must agree to supervise the project, and it is a student's responsibility to obtain prior consent of a supervisor. The supervisor may request a project proposal. The student must submit a project report which demonstrates ability to carry out independent study and reach a satisfactory conclusion. The written report will be evaluated by the supervisor and an independent reader (another faculty member). Upon approval of the written report, the student must orally present the report to the department. A McMaster letter grade will be assigned by the supervisor and the reader based on the written report and the oral presentation.

All project reports submitted for examination will be subject to the same standards as theses. The format and style will comply with the School of Graduate Studies guidelines for thesis preparation.

Should the candidate desire clarification of any matter related to the project report, the Associate Chair of Graduate Studies should be contacted.

PROJECT REPORT

Project reports submitted in partial fulfillment of the Master of Engineering degree requirements will be examined in the following manner:

1. **Examination Committee**

   The project report will be examined by at least two faculty members of the Department, appointed by the Department Chair, including the candidate's supervisor. A third examining member will only be appointed when required to cast a determining vote for an examination outcome in 4 below.
2. **Project Report Examination**

   The examination will consist of a detailed review of the project report by the examination committee. The examination committee may require an oral defence.

3. **Seminar**

   Each M.Eng. candidate must present a seminar on their project topic. Attendance at that seminar is open to all interested persons.

4. **Examination Outcome**

   A McMaster letter grade will be assigned by the supervisor and the reader based on the written report and the oral presentation.

   A successful examination will include acceptance, by a majority of voting members, of the written project report. The outcome of the examination will be limited to one of the following:

   (a) the project is satisfactory and the candidate passes;

   (b) the project report is unsatisfactory and the candidate is given an opportunity to have the report re-examined only once; or

   (c) the project report is unsatisfactory and the candidate is failed.
Doctor of Philosophy (Ph.D) Degree Requirements

Graduate Career Planning: As of September 1, 2015 all new graduate students in Masters or Doctoral programs within the Department of Civil Engineering and the Faculty of Engineering, are required to complete a career planning exercise within their first academic year (September to August). Students must produce a report before the end of their first year. The report should be no more than two pages and must be submitted to the department's Associate Chair of Graduate Studies before the end of August in their first year. For students who start their programs in May or January their career plan must be submitted by the end of their first 12 months in the program. In preparation for writing this career planning exercise, students will be contacted by the Engineering Career Services Dept. for career counseling sessions.

Ph.D. Course Requirements: Candidates will be required to complete satisfactorily the equivalent of at least four half courses in addition to the course requirements for an M.A.Sc. degree, of which at least two half courses must be from within the Department of Civil Engineering at McMaster University. Additional course work may be prescribed if deemed necessary by the candidate’s research supervisor. If a student wishes to take “extra credit” courses they must submit a petition via Mosaic. More information can be found in Section 2.6.4 of the School of Graduate Studies 2021-2022 Calendar.

Additional Requirements: In addition to the above course requirements, all full-time Ph.D. candidates must attend and participate in the Department of Civil Engineering Graduate Student Seminar Day for the first 12 terms (48 month) of study. The candidate must also pass a Comprehensive Examination which has 2 parts; Part A and Part B. The purpose of this examination is to test the candidate's acquisition of knowledge and maturity of approach to problems in the major field of study, as well as in appropriately chosen cognate subject areas. The detailed regulations governing these examinations is discussed in the Ph.D. Comprehensive Examination Regulation section of this document.

Supervision: Supervision of Ph.D. students is governed by the School of Graduate Studies regulations as outlined in the current “School of Graduate Studies Calendar” (see the following link and refer to Section 3.4: “Regulations for the Doctor of Philosophy Degree” https://academiccalendars.romcmaster.ca/content.php?catoid=45&navoid=9134#3-4_regulations_phd)

Preparation of Theses (Regular and Sandwich): The general requirements for the production of a Master’s or Doctoral thesis can be found in the Guide for the Preparation of Master’s and Doctoral Theses of the School of Graduate Studies https://gs.mcmaster.ca/app/uploads/2019/10/guide_for_the_preparation_of_masters_and_doctoral_theses-december_2016.pdf

Defence & Submission of Ph.D Theses: Information on how to write, defend and submit your Ph.D. thesis can
Prior to the thesis defence and, in the case of a doctoral thesis, before sending out the draft to the external examiner, the entire document must be reviewed for its originality using the University’s paid subscription to Ouriginal. The program-supervisor will review the originality report generated by Ouriginal, and either recommend changes to the document or approve it for the defence. A thesis may not be seen by the thesis examining committee (including the external reviewer in the case of a doctoral thesis) until the Ouriginal, generated report was reviewed and approved by the supervisor or the program, unless authorized by the Associate Dean of Graduate Studies.

DEPARTMENT OF CIVIL ENGINEERING
McMaster University
Hamilton, Ontario

Ph.D. SUPERVISION AND RESPONSIBILITIES OF Ph.D. SUPERVISORY COMMITTEE

Ph.D. students are required to meet with the supervisory committee once per year at the minimum. The 1st supervisory committee meeting is recommended to be held within the first 4-6 months of the program. If the student’s start date is in January or May, they need to have the 1st supervisory meeting no later than November 30th of that year and preferably within the first 4-6 months. It is the responsibility of the student to plan their meeting dates and times based on the availability of the committee, and once this is done they may contact the Graduate Administrative Assistant to book a room. It is the responsibility of the student to communicate the date, time and location to the committee. It is important to note subsequent meetings must occur within 12 months of the preceding meeting as per the Graduate Calendar. At each meeting the student is required to submit the electronic supervisory committee meeting report to their respective committee outlining their progress. The link to this electronic report will be sent by the Graduate Administrative Assistant to the student. The student will verify that the committee is correct and if it is found that it is not they will contact the Graduate Administrative Assistant. If a hard copy of the Ph.D. supervisory committee report form is needed, a copy can be found on the School of Graduate Studies website under ‘Resources’ or on the Department of Civil Engineering website under ‘Resources’.

All Ph.D. students are required to take, and pass, a comprehensive examination in order to become a Ph.D. candidate. The governing regulations can be found in the next section.
1. **Purpose**

The purpose of this examination is to test the candidate's acquisition of knowledge and maturity of approach to problems in the major field of study, as well as in appropriately chosen cognate subject areas. It is intended that this examination will also be used to test the candidate's competence and ability to conduct research in the chosen speciality.

The comprehensive examination will consist of two parts.

2. **Membership of the Ph.D. Examination Committee**

The Part A Ph.D. Examination Committee shall consist of a non-voting Committee Chair, and **three voting members** as follows: the supervisor, one representative from the candidate’s supervisory committee (this representation will be decided by the members of the supervisory committee), and one departmental representative who is not part of the candidate’s Supervisory Committee. The Part B committee shall consist of a non-voting Chair, and the three voting members of the Ph.D. Supervisory Committee.

In case of a re-examination the provision of 6(b) shall also apply.

3. **Chair of the Ph.D. Examination Committee**

The position of the Examination Committee Chair shall be taken by rotation of the departmental faculty. The candidate’s supervisor(s), the Graduate Student Advisor or the Department Chair shall in no instance be the Ph.D. Examination Committee Chair.

4. **Part A: Breadth and Depth of Knowledge**

**Objective:** The objective of Part A, consisting of a written examination and an oral examination, is to test the candidate’s knowledge of undergraduate material in the major field of study, with graduate level understanding and the ability to think independently.

**Time:** Students shall take Part A normally within **10 months** of admission to the doctoral program.
**Written part**: This is a 4-hour open-book/closed-door examination, with three questions in three selected subject areas. For each question, the candidate must demonstrate a graduate-level understanding of undergraduate material. The three subject areas shall be selected by the Examination Committee. The candidate shall be informed of the three areas at least two months prior to the exam. Without restricting the reference materials that candidates may choose to bring to the examination, candidates shall be notified at least two months before the examination of any references that they are required to bring. The use of computers or communicating electronic devices during the examination is strictly prohibited, unless the Examination Committee agrees otherwise and notifies the student at least two months prior to the examination.

**For changes due to the COVID-19 pandemic, please check with the Civil Graduate Program Administrative Assistant.**

**Oral part**: The oral exam shall be conducted normally within 48 hours following the written part.

The oral examination will mostly be based on the questions from the written part of the examination. However, the scope of the oral part may extend to examine the depth of knowledge in the candidate’s discipline area and possible deficiencies in the candidate’s academic background.

The oral exam shall not exceed two hours in duration.

5. **Part B: Research Proposal and Oral Exam**

**Objective**: The objective of Part B is to test the candidate’s competence and ability to conduct research in the chosen specialty.

**Time**: Within 8 months of passing Part A.

**Written part**: The candidate shall submit a research proposal, a minimum of two weeks before the Part B examination, up to a maximum of 25 pages in length. This page length does not include the cover page or references.

**Oral part**: The candidate will be required to present the research proposal in a summary fashion (approximately 20 minutes) to the committee, followed by questions directly related to the proposal and the candidate’s specific area of research. The oral part is an open examination and shall not exceed two hours in duration.
6. **Outcome of the Examination**

The evaluation and outcome of the examination applies to both Parts A and B of the examination.

There shall only be two possible outcomes of the first Ph.D. Comprehensive examination. The committee shall render one of the following decisions:

a. When there are two or more passing votes then the Committee rules that the candidate passed the examination. The Committee may add to this pass conditions to correct any weaknesses detected (e.g., take a specific course). [Designation of ‘Pass’]

b. When there are two or more “Unsatisfactory” votes there shall be a re-examination. For Part A, the re-examination shall be within 4 months of the initial attempt. The Part A re-examination shall contain only three questions. In the event of a re-examination for Part A, one new member shall be added to the original examination committee. For Part B, the re-examination shall be within 3 months of the original examination and within 20 months of admission to the doctoral program, whichever is earlier. [Designation of ‘Re-Examination’]

There shall only be two possible outcomes of a re-examination. The committee shall render one of the following decisions:

c. For Part A, when there are three or more passing votes then the Committee rules that the candidate passed the examination. For Part B, two or more passing votes are required for a pass. The Committee may add to this pass conditions to correct any weaknesses detected (e.g., take a specific course). [Designation of ‘Pass’]

d. When there are two or more “Unsatisfactory” votes, the candidate will fail. The candidate will be required to withdraw from the Ph.D. programme for a "Fail" in the re-examination of either Part A or Part B. [Designation of ‘Fail’]

The Re-Evaluation and Outcome of the Examination apply to both parts of the examination.

7. **Notification of Outcome**

The Chair of the Ph.D. Examination Committee shall verbally inform the candidate of the Committee’s decision based on one of the two possible outcomes above. That decision shall be conveyed to the candidate immediately after the Committee has concluded discussion.

Formal written notification of the Committee ruling will be provided by the Graduate Student Advisor upon receipt of the Committee report.
Pertinent McMaster University Policies and Procedures

Academic Integrity Policy:

Academic Accommodation of Students with Disabilities

Accessibility Policy:

Discrimination, Harassment and Sexual Harassment Prevention and Response Policy:

Fair Dealing Policy

Ownership of Student Work

Policy on Academic Accommodation for Religious, Indigenous and Spiritual Observances

Research Integrity Policy:

Sexual Violence Policy:

Sexual Violence Response Protocol:
https://svpro.mcmaster.ca/

Collective Agreement for TA/RA in Lieu of TA:
https://hr.mcmaster.ca/employees/labour-relations/cupe-local-3906-unit-1-tas/

Copyright Information:
https://copyright.mcmaster.ca/

Graduate Student Leaves of Absence:
https://academiccalendars.romcmaster.ca/content.php?catoid=45&navoid=9133&hl=%22leave+of+absence%22&returnto=search#2-5-7_leaves_of_absence

Petition for Special Consideration:
Incomplete/Failing Grades:
https://academiccalendars.romcmaster.ca/content.php?catoid=45&navoid=9133&hl=%22leave+of+absence%22&returnto=search#2-6-11_milestones

Student Code of Conduct:

Student Appeals Procedure:

Academic Accommodation, Assistance, and Related Supports for Students With Disabilities:
https://sas.mcmaster.ca/