



University Governance Secretariat
St. John's, NL, Canada A1C 5S7
Tel: (709) 864-2176
www.mun.ca/senate
www.mun.ca

December 14, 2022

TO: The Chair and Members of Senate
FROM: Michelle H. Snow, Interim Secretary of Senate
SUBJECT: Notice of Meeting and Agenda

There will be a meeting of Senate on **Tuesday, January 10, 2023 at 4:00 p.m., NDT** via WebEx.

AGENDA

1. Approval of the Agenda
2. Minutes of the regular meeting of Senate held on December 13, 2022
3. Remarks from the Chair of Senate- Questions/Comments from Senators
4. Remarks from the Deputy Chair of Senate- Questions/Comments from Senators

Consent Agenda

5. Report of the Committee on Undergraduate Studies

- A. Faculty of Science

- Biology

- i. Deletion of CHEM 2401
 - ii. Cross-list BIOL 4605 with OSCS 4605
 - iii. Amendments to BIOL 3050
 - iv. Amendments to program regulations- Biology concentrations
 - v. Amendments to course descriptions
 - vi. Amendments to BIOL 4245

- Mathematics and Statistics

- vii. Amendments to course MATH 1001
 - viii. Amendments to course prerequisites MATH 4133
 - ix. Amendments to course prerequisites MATH 4180

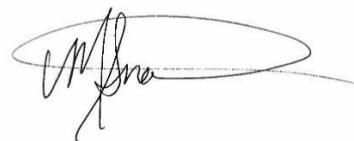
- B. Faculty of Humanities and Social Sciences

- i. Deletion of inactive courses
 - ii. Changes to title of English 4843

- iii. Changes to title English 4844
- iv. Changes to title English 4050/4051
- v. New course CMST 3002
- C. School of Arts and Social Science
 - i. Proposed changes to PSYC 3262
 - ii. Proposed deletion of various prerequisites SCS 2244 and ENG 2244
- D. Faculty of Business Administration
 - i. Amendments/deletion of several courses and Faculty regulations
- E. Marine Institute
 - i. Addition of new courses
 - ii. Amendments to the Maritime Management and Safety Management Majors
- F. Faculty of Medicine
 - i. Amendments to admission regulations
- 6. Report of the Academic Council of the School of Graduate Studies
 - A. Maritime Studies (Public Safety) MSc and PhD Calendar Revisions

Regular Agenda

- 7. Report of the Senate Teaching and Learning Committee
 - A. Categories of Experiential Learning
- 8. Report of the Academic Unit Planning Committee
 - A. Revisions of procedures
- 9. Other Business
- 10. Report of the Committee on Honorary Degrees and Ceremonial
In Camera- Honorary Degree Nominations



Michelle H. Snow
Interim Secretary of Senate

MHS/rh
Attachment

Report of the Committee of Undergraduate Studies



Office of the Registrar
St. John's, NL Canada A1C 5S7
Tel: 709 864 8260 Fax: 709 864 2337
www.mun.ca

December 6, 2022

TO: Secretary, Executive Committee of Senate

FROM: Secretary, Senate Committee on Undergraduate Studies

SUBJECT: Calendar Changes 2022-2023 – Faculty of Science, Faculty of Humanities and Social Science, School of Arts and Social Science

At a meeting held on October 27, 2022, the Senate Committee on Undergraduate Studies considered and approved the following items for transmission to the Executive Committee of Senate:

CONSENT AGENDA

Proposed Calendar Changes – Faculty of Science

- The Department of Biology proposed:
 - o Amendments to program regulations: Deleting CHEM 2401 from the program requirements
 - o Cross list BIOL 4605 with OCSC 4605 and make minor amendments to the course description.

Proposed Calendar Changes – Faculty of Humanities and Social Sciences

- The Department of English proposed:
 - o Deletion of inactive English courses
 - o Changes to the title, description, prerequisite, and credit restrictions of ENGL 4843
 - o Change to the title of ENGL 4844
 - o Changes to title and description of ENGL 4050_

Proposed Calendar Changes – School of Arts and Social Science

- The School proposed changes to the title and description of PSYC 3626

Please be advised that the Senate Committee on Undergraduate Studies has received the information required for the approval of calendar changes.

A handwritten signature in blue ink that reads "Jennifer Porter".

Jennifer Porter Deputy Registrar
and
Secretary to the Committee

JMP/bjh Attachment



Office of the Registrar

St. John's, NL Canada A1C 5S7
Tel: 709 864 8260 Fax: 709 864 2337
www.mun.ca

December 6, 2022

TO: Secretary, Executive Committee of Senate
FROM: Secretary, Senate Committee on Undergraduate Studies
SUBJECT: Calendar Changes 2022-2023 – Faculty of Humanities and Social Science, School of Arts and Social Science

At a meeting held on December 1, 2022, the Senate Committee on Undergraduate Studies considered and approved the following items for transmission to the Executive Committee of Senate:

CONSENT AGENDA

Proposed Calendar Changes – Faculty of Humanities and Social Sciences

- The Faculty proposed:
 - o A new course: CMST 3002: AI and Society
 - o Slight revisions to the regulations for the Minor in Communication Studies.

Proposed Calendar Changes – School of Arts and Social Science

- The School proposed the deletion of unnecessary prerequisites from the courses SCS 2244 and ENGL2244

Please be advised that the Senate Committee on Undergraduate Studies has received the information required for the approval of calendar changes.

A handwritten signature in blue ink that reads "Jennifer Porter".

Jennifer Porter
Deputy Registrar and
Secretary to the Committee

JMP/bjh

Attachment



Office of the Registrar
St. John's, NL Canada A1C 5S7
Tel: 709 864 8260 Fax: 709 864 2337
www.mun.ca

December 13, 2022

TO: Secretary, Executive Committee of Senate
FROM: Secretary, Senate Committee on Undergraduate Studies
SUBJECT: Calendar Changes 2022-2023 – Faculty of Science, Faculty of Business Administration

At meetings held on December 1st and 8th, 2022, the Senate Committee on Undergraduate Studies considered and approved the following items for transmission to the Executive Committee of Senate:

CONSENT AGENDA

Proposed Calendar Changes – Faculty of Science

- The Department of Biology proposed:
 - a. Amend Course – Biology 3050
 - b. Amend Program Regulations – Biology Concentrations
 - c. Amend Course Descriptions
 - d. Amend Course – Biology 4245

Proposed Calendar Changes – Faculty of Business Administration

- The Faculty proposed the amendment and/or deletion of several courses.
- The Faculty also proposed amendments to their Faculty regulations.

Please be advised that the Senate Committee on Undergraduate Studies has received the information required for the approval of calendar changes.

A handwritten signature in blue ink that reads "Jennifer Porter".

Jennifer Porter Deputy Registrar
and
Secretary to the Committee

JMP/bjh Attachment

Memorial University of Newfoundland Undergraduate Calendar Change Proposal Form Cover Page

LIST OF CHANGES

Indicate the Calendar change(s) being proposed by checking and completing as appropriate:

- New course(s):
- Amended or deleted course(s):
- New program(s):
- Amended or deleted program(s): 11.2 Biology **(including Hons. and joint programs)**
- New, amended or deleted Glossary of Terms Used in the Calendar entries
- New, amended or deleted Admission/Readmission to the University (Undergraduate) regulations
- New, amended or deleted General Academic Regulations (Undergraduate)
- New, amended or deleted Faculty, School or Departmental regulations
- Other:

ADMINISTRATIVE AUTHORIZATION

By signing below, you are confirming that the attached Calendar changes have obtained all necessary Faculty/School approvals, and that the costs, if any, associated with these changes can be met from within the existing budget allocation or authorized new funding for the appropriate academic unit.

Signature of Dean/Vice-President: _____

Date: _____

Date of approval by Faculty/Academic Council: _____

Memorial University of Newfoundland Undergraduate Calendar Change Proposal Form Senate Summary Page for Programs

PROGRAM TITLE

11.2 Biology

RATIONALE

The Biology program has always included Organic Chemistry as part of the program requirements, but when the Department of Chemistry stopped offering CHEM 2440, we required Biology majors to take both Introductory Organic Chemistry I (CHEM 2400) and Introductory Organic Chemistry II (CHEM 2401). CHEM 2400 is a pre-requisite for Introduction to Biochemistry (BIOC 2201), which in turn is a pre-requisite to 2 of our courses (BIOL 2060, Principles of Cell Biology; BIOL 4200, Immunology) but CHEM 2401 is not a pre-requisite for any Biology courses. We have not observed any deficit in learning when students delay taking CHEM 2401 before taking any BIOL course. Thus, we propose to delete CHEM 2401 from the program requirements for Biology.

CALENDAR CHANGES

11.2.3.1 Major in Biology

All students majoring in Biology are required to complete a minimum of 45 credit hours in courses from the Department of Biology offering. Those 45 credit hours must include: Biology 1001 and 1002 or their equivalents; the 15 credit hours in core courses listed below; and 24 credit hours in Biology electives at the 2000, 3000 or 4000 level except Biology 2040, 2041, 2120, 3053, and 3820.

Biology Core (15 credit hours): Biology 2060, 2250, 2600, 2900, plus one of Biology 3401, 3402, 4245 or 4404.

A maximum of 9 credit hours can be in Biology courses with no associated laboratory/seminar.

All majors must also successfully complete the following courses or their equivalents:

1. Six credit hours in Critical Reading and Writing (CRW) courses, including at least 3 credit hours in English courses
2. Physics 1020 and 1021 (or equivalent)
3. Mathematics 1000
4. Chemistry 1050 and 1051 (or 1200 and 1001, or 1010 and the former 1011), **and** Chemistry 2400-~~and 2401~~

11.2.4.1 Honours in Biology

2. Core Course Requirements:

All honours students must also successfully complete the following courses or their equivalents:

- a. Six credit hours in Critical Reading and Writing (CRW) courses, including at least 3 credit hours in English courses.
- b. Physics 1020 and 1021 (or equivalent)
- c. Mathematics 1000
- d. Chemistry 1050 and 1051 (or 1200 and 1001, or 1010 and the former 1011), **and** Chemistry 2400-~~and 2401~~

CALENDAR ENTRY AFTER CHANGES

11.2.3.1 Major in Biology

All students majoring in Biology are required to complete a minimum of 45 credit hours in courses from the Department of Biology offering. Those 45 credit hours must include: Biology 1001 and 1002 or their equivalents; the 15 credit hours in core courses listed below; and 24 credit hours in Biology electives at the 2000, 3000 or 4000 level except

Biology 2040, 2041, 2120, 3053, and 3820.

Biology Core (15 credit hours): Biology 2060, 2250, 2600, 2900, plus one of Biology 3401, 3402, 4245 or 4404.

A maximum of 9 credit hours can be in Biology courses with no associated laboratory/seminar.

All majors must also successfully complete the following courses or their equivalents:

1. Six credit hours in Critical Reading and Writing (CRW) courses, including at least 3 credit hours in English courses
2. Physics 1020 and 1021 (or equivalent)
3. Mathematics 1000
4. Chemistry 1050 and 1051 (or 1200 and 1001, or 1010 and the former 1011), and Chemistry 2400

11.2.4.1 Honours in Biology

2. Core Course Requirements:

All honours students must also successfully complete the following courses or their equivalents:

- a. Six credit hours in Critical Reading and Writing (CRW) courses, including at least 3 credit hours in English courses.
- b. Physics 1020 and 1021 (or equivalent)
- c. Mathematics 1000
- d. Chemistry 1050 and 1051 (or 1200 and 1001, or 1010 and the former 1011), and Chemistry 2400

SECONDARY CALENDAR CHANGES

10.1.13 Marine Biology Joint Major

10.1.13.2 Program of Study

6. Chemistry 1050 and 1051 (or 1200 and 1001), and 2400 ~~and 2401~~;

10.2.8. Biology and Earth Sciences Joint Honours

3. Chemistry ~~2440~~2400, Biochemistry 2201 or the former 2101, Biochemistry 3206 or 3106, one of Statistics 2550 or 2560.

10.2.9 Biology and Psychology Joint Honours

5. Mathematics 1000; Chemistry 1050 (or 1200), 1051 (or 1001), ~~and 2400~~ and 2401; Physics 1020 (or 1050) and 1021 (or 1051); Biochemistry 2201 or the former 2101 and 3206 or 3106.

10.2.10 Biology and Psychology (Behavioural Neuroscience) Joint Honours

6. Mathematics 1000 and 1001; Physics 1020 (or 1050) and 1021 (or 1051); Chemistry 1050 (or 1200), 1051 (or 1001), ~~and 2400~~ and 2401.

10.2.11 Biology and Statistics Joint Honours

5. Chemistry 2400 ~~and 2401~~, Biochemistry 2201 or the former 2101, and 3206 or 3106;

10.2.21 Marine Biology Joint Honours

6. Chemistry 1050 and 1051 (or Chemistry 1200 and 1001), and Chemistry 2400 ~~and 2401~~;

Memorial University of Newfoundland Undergraduate Calendar Change Proposal Form Cover Page

LIST OF CHANGES

Indicate the Calendar change(s) being proposed by checking and completing as appropriate:

- New course(s):
- Amended or deleted course(s): *Cross-list existing BIOL 4605 with Ocean Sciences (OCSC 4605) and amend course title and update course description*
- New program(s):
- Amended or deleted program(s):
- New, amended or deleted Glossary of Terms Used in the Calendar entries
- New, amended or deleted Admission/Readmission to the University (Undergraduate) regulations
- New, amended or deleted General Academic Regulations (Undergraduate)
- New, amended or deleted Faculty, School or Departmental regulations
- Other:

ADMINISTRATIVE AUTHORIZATION

By signing below, you are confirming that the attached Calendar changes have obtained all necessary Faculty/School approvals, and that the costs, if any, associated with these changes can be met from within the existing budget allocation or authorized new funding for the appropriate academic unit.

Signature of Dean/Vice-President: _____

Date: _____

Date of approval by Faculty/Academic Council: _____

Memorial University of Newfoundland Undergraduate Calendar Change Proposal Form Senate Summary Page for Courses

COURSE NUMBER AND TITLE

BIOL 4605 Quantitative Methods in Biology

REVISED COURSE NUMBER AND TITLE

BIOL 4605 Statistics in the Biological and Environmental Sciences
OCSC 4605 Statistics in the Biological and Environmental Sciences

ABBREVIATED COURSE TITLE

Stat Sci Biol Env

RATIONALE

We would like to propose a calendar change to adjust this course title to better fit the current content, and cross list it with Ocean Sciences. The change better reflects the evolution of course content, to include the generalized linear model and its extensions, with some exposure to likelihood inference. Cross listing with OCSC 4605 reflects and facilitates collaborative teaching across the two departments (the course developer and instructor has historically been cross-appointed from Ocean Sciences).

CALENDAR CHANGES under 12.2 Biology

4605 Quantitative Methods in Biology Statistics in the Biological and Environmental Sciences

(same as ~~Statistics 4581 Ocean Sciences 4605, and the former Statistics 4605~~) is quantitative reasoning using verbal, graphical and statistical models of scaled quantities (units and dimensions). Exploratory and confirmatory analysis of field and laboratory data. Hypothesis testing, ~~including~~ randomization tests **and likelihood ratios**. Topics include the general linear model (t-tests, ancova etc), correlation, multivariate methods, mixed models, Poisson and logistic regression.

CR: ~~Statistics 4581 and the former Statistics 4605~~; OCSC 4605

LH: 3

PR: Statistics 2550 or any of the courses listed in the credit restrictions of Statistics 2550 **or permission of the instructor.**

CALENDAR ENTRY AFTER CHANGES under 12.2 Biology

4605 Statistics in the Biological and Environmental Sciences

(same as Ocean Sciences 4605) is quantitative reasoning using verbal, graphical and statistical models of scaled quantities (units and dimensions). Exploratory and confirmatory analysis of field and laboratory data. Hypothesis testing, randomization tests and likelihood ratios. Topics include the general linear model (t-tests, ancova etc), correlation, multivariate methods, mixed models, Poisson and logistic regression.

CR: OCSC 4605

LH: 3

PR: Statistics 2550 or any of the courses listed in the credit restrictions of Statistics 2550 or permission of the instructor.

SECONDARY CALENDAR CHANGES

Ocean Sciences 12.9

New entry

4605 Quantitative Methods in Statistics in the Biological and Environmental Sciences

(same as Statistics 4581 Ocean Sciences 4605, and the former Statistics 4605 is quantitative reasoning using verbal, graphical and statistical models of scaled quantities (units and dimensions). Exploratory and confirmatory analysis of field and laboratory data. Hypothesis testing, including randomization tests and likelihood ratios. Topics include the general linear model (t-tests, ancova etc), correlation, multivariate methods, mixed models, Poisson and logistic regression.

CR: OCSC 4605

LH: 3

PR: Statistics 2550 or any of the courses listed in the credit restrictions of Statistics 2550 or permission of the instructor.

Memorial University of Newfoundland Undergraduate Calendar Change Proposal Form Cover Page

LIST OF CHANGES

Indicate the Calendar change(s) being proposed by checking and completing as appropriate:

- New course(s):
- Amended or deleted course(s): **BIOL 3050 – Introduction to Microbiology**
- New program(s):
- Amended or deleted program(s):
- New, amended or deleted Glossary of Terms Used in the Calendar entries
- New, amended or deleted Admission/Readmission to the University (Undergraduate) regulations
- New, amended or deleted General Academic Regulations (Undergraduate)
- New, amended or deleted Faculty, School or Departmental regulations
- Other:

ADMINISTRATIVE AUTHORIZATION

By signing below, you are confirming that the attached Calendar changes have obtained all necessary Faculty/School approvals, and that the costs, if any, associated with these changes can be met from within the existing budget allocation or authorized new funding for the appropriate academic unit.

Signature of Dean/Vice-President: _____

Date: _____

Date of approval by Faculty/Academic Council: _____

Memorial University of Newfoundland Undergraduate Calendar Change Proposal Form Senate Summary Page for Courses

COURSE NUMBER AND TITLE

Biology 3050 – Introduction to Microbiology

RATIONALE

Changes made to this course's PR list in a previous calendar change left this course available to second-year students. This change will ensure students are prepared for the course by ensuring they will have had to take the relevant second-year core.

CALENDAR CHANGES

3050

Introduction to Microbiology

is a course in which the basic principles underlying microbial life are studied. Aspects include structure, function, bioenergetics and growth with an emphasis on prokaryotes. Also studied are viruses, microbial diseases, introductory principles of immunology and the control of microorganisms. The laboratory sessions provide training in culture and determinative techniques using microorganisms.

LH: 3

PR: Science 1807 and Science 1808; ~~BIOL 1001 and 1002~~ BIOL 2250 (or Biochemistry 2100 or Biochemistry 2200); Biochemistry 2201 or the former Biochemistry 2101

CALENDAR ENTRY AFTER CHANGES

3050

Introduction to Microbiology

is a course in which the basic principles underlying microbial life are studied. Aspects include structure, function, bioenergetics and growth with an emphasis on prokaryotes. Also studied are viruses, microbial diseases, introductory principles of immunology and the control of microorganisms. The laboratory sessions provide training in culture and determinative techniques using microorganisms.

LH: 3

PR: Science 1807 and Science 1808; BIOL 2250 (or Biochemistry 2100 or Biochemistry 2200); Biochemistry 2201 or the former Biochemistry 2101

Memorial University of Newfoundland Undergraduate Calendar Change Proposal Form Cover Page

LIST OF CHANGES

Indicate the Calendar change(s) being proposed by checking and completing as appropriate:

- New course(s):
- Amended or deleted course(s):
- New program(s):
- Amended or deleted program(s):
- New, amended or deleted Glossary of Terms Used in the Calendar entries
- New, amended or deleted Admission/Readmission to the University (Undergraduate) regulations
- New, amended or deleted General Academic Regulations (Undergraduate)
- New, amended or deleted Faculty, School or Departmental regulations
- Other:

ADMINISTRATIVE AUTHORIZATION

By signing below, you are confirming that the attached Calendar changes have obtained all necessary Faculty/School approvals, and that the costs, if any, associated with these changes can be met from within the existing budget allocation or authorized new funding for the appropriate academic unit.

Signature of Dean/Vice-President: _____

Date: _____

Date of approval by Faculty/Academic Council: _____

Memorial University of Newfoundland Undergraduate Calendar Change Proposal Form Senate Summary Page for Regulations

SECTION OF CALENDAR

Indicate the section of the Calendar impacted by the proposed change(s):

- Glossary of Terms Used in the Calendar
- Admission/Readmission to the University (Undergraduate)
- General Academic Regulations (Undergraduate)
- Faculty of:
- School of:
- Department of: Biology
- Other:

RATIONALE

The Biology Undergraduate program recently developed a series of optional Concentrations. Each consists of a list of courses from which students can choose six courses (18 credit hours). We have identified additional BIOL courses that fit under the concentrations and wish to amend the regulations to include these here.

NOTE: for reference, course codes for the additions below are:

BIOL 3610 – Boreal Ecology

BIOL 3630 – Freshwater Biology

BIOL 4005 – Biology of Islands

BIOL 4052 – Fundamentals of Plant Pathology

BIOL 4306 – Applied Biology (an upcoming proposal will modify this title – Applied Ecology)

BIOL 4605 – Statistics in the Biological and Environmental Sciences (previously Quantitative Methods in Biology; course title change approves by SCUgS 27 OCT 2022)

CALENDAR CHANGES

11.2.5 Biology Concentrations

11.2.5.1 Applied Ecology and Conservation

Students selecting an Applied Ecology and Conservation concentration are required to complete 18 credit hours from the following courses:

1. Biology 3610, 4122, 4306, 4307, 4360, 4405, 4605, 4650, 4651, 4710, 4810, 4820, 4911

11.2.5.2 Aquatic Life

Students selecting an Aquatic Life concentration are required to complete 18 credit hours from the following courses:

1. Biology 3014, 3050, 3630, 3709, 3710, 3711, 3712, 3714, 3715, 4122, 4601, 4710, 4750, 4912

11.2.5.3 Biological Tools and Techniques

Students selecting a Biological Tools and Techniques concentration are required to complete 18 credit hours from the following courses:

1. Biology 3050, 3709, 3950, 3951, 4270, 4360, 4405, 4605, 4606, 4607, 4710, 4770, 4810, 4820

11.2.5.4 Biology for Health Professions

Students selecting a Biology for Health Professions concentration are required to complete 18 credit hours from the following

courses:

1. Biology 3050, 3052, 3500, 3530, 4010, 4050, 4200, 4241, 4245, 4404, 4550, **4605**
2. Medicine 310A/B

11.2.5.5 Comparative Biology

Students selecting a Comparative Biology concentration are required to complete 18 credit hours from the following courses:

1. Biology 3202, 3300, 3401, 3402, 3640, 3715, 3750, 4122, 4620, 4630, 4701, 4770, 4910

11.2.5.6 Evolutionary Ecology

Students selecting an Evolutionary Ecology concentration are required to complete 18 credit hours from the following courses:

1. Biology 3295, 3715, 3811, 3951, **4005**, 4250, 4270, 4505, **4605**, 4620, 4630, 4701, 4710, 4800, 4910

11.2.5.7 Molecular, Microbial, and Cell Biology

Students selecting a Molecular, Microbial and Cell Biology concentration are required to complete 18 credit hours from the following courses:

1. Biology 3050, 3052, 3401, 3402, 3530, 3950, 3951, 4050, 4241, 4250, 4251, 4404, 4606, **4052**
2. Biochemistry 3207

CALENDAR ENTRY AFTER CHANGES

11.2.5 Biology Concentrations

11.2.5.1 Applied Ecology and Conservation

Students selecting an Applied Ecology and Conservation concentration are required to complete 18 credit hours from the following courses:

2. Biology 3610, 4122, 4306, 4307, 4360, 4405, 4605, 4650, 4651, 4710, 4810, 4820, 4911

11.2.5.2 Aquatic Life

Students selecting an Aquatic Life concentration are required to complete 18 credit hours from the following courses:

2. Biology 3014, 3050, 3630, 3709, 3710, 3711, 3712, 3714, 3715, 4122, 4601, 4710, 4750, 4912

11.2.5.3 Biological Tools and Techniques

Students selecting a Biological Tools and Techniques concentration are required to complete 18 credit hours from the following courses:

2. Biology 3050, 3709, 3950, 3951, 4270, 4360, 4405, 4605, 4606, 4607, 4710, 4770, 4810, 4820

11.2.5.4 Biology for Health Professions

Students selecting a Biology for Health Professions concentration are required to complete 18 credit hours from the following courses:

3. Biology 3050, 3052, 3500, 3530, 4010, 4050, 4200, 4241, 4245, 4404, 4550, 4605
4. Medicine 310A/B

11.2.5.5 Comparative Biology

Students selecting a Comparative Biology concentration are required to complete 18 credit hours from the following courses:

2. Biology 3202, 3300, 3401, 3402, 3640, 3715, 3750, 4122, 4620, 4630, 4701, 4770, 4910

11.2.5.6 Evolutionary Ecology

Students selecting an Evolutionary Ecology concentration are required to complete 18 credit hours from the following courses:

2. Biology 3295, 3715, 3811, 3951, 4005, 4250, 4270, 4505, 4605, 4620, 4630, 4701, 4710, 4800, 4910

11.2.5.7 Molecular, Microbial, and Cell Biology

Students selecting a Molecular, Microbial and Cell Biology concentration are required to complete 18 credit hours from the following courses:

3. Biology 3050, 3052, 3401, 3402, 3530, 3950, 3951, 4050, 4241, 4250, 4251, 4404, 4606, 4052 Biochemistry 3207

Memorial University of Newfoundland Undergraduate Calendar Change Proposal Form Cover Page

LIST OF CHANGES

Indicate the Calendar change(s) being proposed by checking and completing as appropriate:

New course(s):

Amended or deleted course(s):

BIOL 2040 - Modern Biology and Human Society I
 BIOL 2041 - Modern Biology and Human Society II
 BIOL 2060 - Principles of Cell Biology
 BIOL 2122 - Biology of Invertebrates
 BIOL 2210 - Biology of Vertebrates
 BIOL 2250 - Principles of Genetics
 BIOL 2600 - Principles of Ecology
 BIOL 2900 - Principles of Evolution and Systematics
 BIOL 3014 - Biology and Ecology of Boreal and Arctic Seaweeds
 BIOL 3052 - Food Microbiology
 BIOL 3202 - Comparative Vertebrate Anatomy
 BIOL 3295 - Population and Evolutionary Ecology
 BIOL 3300 - Introductory Entomology
 BIOL 3401 - Comparative Animal Physiology
 BIOL 3402 - Principles of Plant Physiology
 BIOL 3715 - Ecology and Evolution of Fishes
 BIOL 3811 - Paleontology
 BIOL 3950 - Research Methods in Genetic Biotechnology
 BIOL 4200 - Immunology
 BIOL 4241 - Advanced Genetics
 BIOL 4307 - Global Change Biology

New program(s):

Amended or deleted program(s):

New, amended or deleted Glossary of Terms Used in the Calendar entries

New, amended or deleted Admission/Readmission to the University (Undergraduate) regulations

New, amended or deleted General Academic Regulations (Undergraduate)

New, amended or deleted Faculty, School or Departmental regulations

Other:

ADMINISTRATIVE AUTHORIZATION

By signing below, you are confirming that the attached Calendar changes have obtained all necessary Faculty/School approvals, and that the costs, if any, associated with these changes can be met from within the existing budget allocation or authorized new funding for the appropriate academic unit.

Signature of Dean/Vice-President: _____

Date: _____

Date of approval by Faculty/Academic Council: _____

**Memorial University of Newfoundland
Undergraduate Calendar Change Proposal Form
Senate Summary Page for Courses**

LIST OF CHANGES

Indicate the Calendar change(s) being proposed by checking and completing as appropriate:

COURSE NUMBER AND TITLE

- BIOL 2040 - Modern Biology and Human Society I
- BIOL 2041 - Modern Biology and Human Society II
- BIOL 2060 - Principles of Cell Biology
- BIOL 2122 - Biology of Invertebrates
- BIOL 2210 - Biology of Vertebrates
- BIOL 2250 - Principles of Genetics
- BIOL 2600 - Principles of Ecology
- BIOL 2900 - Principles of Evolution and Systematics
- BIOL 3014 - Biology and Ecology of Boreal and Arctic Seaweeds
- BIOL 3052 - Food Microbiology
- BIOL 3202 - Comparative Vertebrate Anatomy
- BIOL 3295 - Population and Evolutionary Ecology
- BIOL 3300 - Introductory Entomology
- BIOL 3401 - Comparative Animal Physiology
- BIOL 3402 - Principles of Plant Physiology
- BIOL 3715 - Ecology and Evolution of Fishes
- BIOL 3811 - Paleontology
- BIOL 3950 - Research Methods in Genetic Biotechnology
- BIOL 4200 - Immunology
- BIOL 4241 - Advanced Genetics
- BIOL 4307 - Global Change Biology

RATIONALE

We propose several small amendments to ensure descriptions for courses in Biology are as uniform in structure as possible, and adhere to regulations designating time spent in labs, seminars, tutorials, and otherwise. Many references to former courses are removed as well. A single prerequisite change (for BIOL 4241) is also included.

ADMINISTRATIVE AUTHORIZATION

By signing below, you are confirming that the attached Calendar changes have obtained all necessary Faculty/School approvals, and that the costs, if any, associated with these changes can be met from within the existing budget allocation or authorized new funding for the appropriate academic unit.

Signature of Dean/Vice-President: _____

Date: _____

Date of approval by Faculty/Academic Council: _____

CALENDAR CHANGES

12.2 Biology

2040 Modern Biology and Human Society I

examines various aspects of the human body, and the implications of modern biological research for human beings. Topics include cancer; diet and nutrition and associated diseases; circulatory disease, immunity, human genetics, biorhythms, new diseases, genetic engineering and reproductive engineering.

~~OR: seminars~~

UL: not acceptable as one of the required courses for the Minor, Major or Honours programs in Biology

2041 Modern Biology and Human Society II

examines the origins and consequences of the environmental crisis of the 20th century. Topics include the population explosion, energy, material cycles, air and water and land pollution, global food supplies, the fisheries, wildlands, renewable and non-renewable resources, environmental ethics.

~~OR: seminars~~

UL: not acceptable as one of the required courses for the Minor, Major or Honours programs in Biology

2060 Principles of Cell Biology

is a modern view of the biology of eukaryotic cells, organelles and molecules and their interactions in the functioning of living organisms.

~~CR: the former BIOL 3060~~

LH: 3

PR: Science 1807 and Science 1808; BIOL 2250 OR Biochemistry 2200

2122 Biology of Invertebrates

is a study of the invertebrates with emphasis on structure and function, adaptations and life histories. The laboratories will present a broad survey of the major invertebrate groups.

~~CR: the former BIOL 3122~~

LH: 3

PR: Science 1807 and Science 1808; BIOL 1001, 1002

2210 Biology of Vertebrates

is a study of the vertebrates, with emphasis on structure and function, adaptations and life histories.

~~CR: the former BIOL 3210~~

LH: 3

PR: Science 1807 and Science 1808; BIOL 1001, 1002

2250 Principles of Genetics

is an introduction to Mendelian and molecular genetics. Phenotype and genotype, behaviour of alleles in genetic crosses, chromosome theory of inheritance, genetic linkage, molecular biology of DNA, RNA and protein, molecular basis of mutation, recombinant DNA, applications of genetic biotechnology.

CR: Biochemistry 2100 and Biochemistry 2200, ~~the former BIOL 3250~~

~~LH: 3~~

LH: 3 hour labs alternating weekly with tutorials

PR: Science 1807 and Science 1808; BIOL 1001 and 1002; Chemistry 1050 (or 1200)

2600 Principles of Ecology

is a conceptual course introducing the principles of ecology, including theoretical, functional and empirical approaches.

~~CR: the former BIOL 3600~~

LH: 3

PR: Science 1807 and Science 1808; BIOL 1001 and 1002, or BIOL 2120 and admission to a major in Environmental Physics

2900 Principles of Evolution and Systematics

is an introduction to the processes and patterns of evolution, and the principles of classification. Natural selection and other microevolutionary processes, variation and adaptation, species and speciation, phylogenetic systematics, reconstruction of phylogeny, macro-evolutionary patterns in the fossil record and their interpretation.

~~CR: the former BIOL 3900~~

LH: 3

PR: Science 1807 and Science 1808; BIOL 2250

3014 Biology and Ecology of Boreal and Arctic Seaweeds

is a field course examination of seaweed biology and ecology with special study of living specimens in estuarine, fiordic and exposed coastal sites, demonstrating their physiological and ecological adaptations to cold-water habitats.

~~CR: the former BIOL 4014~~

OR: this course is offered at the Bonne Bay Marine Station during the Summer semester with two weeks of instruction followed by a week to complete course requirements

PR: Science 1807 and Science 1808; BIOL 2600 or equivalent

3052 Food Microbiology

(same as Biochemistry 3052) is the study of the microbiology of water and food with regard to the beneficial and detrimental roles of microorganisms on interaction with these systems. Emphasis will be on the microbiology of food, fermentations, food spoilage and foodborne vectors of human disease.

CR: Biochemistry 3052 ~~and the former Biochemistry 3054, Biochemistry 3401~~

~~LC: three hours per week~~

~~LH: three hours per week~~

~~LH: 3~~

PR: Science 1807 and Science 1808; BIOL 3050

3202 Comparative Vertebrate Anatomy

examines the phylogenetic development and comparative anatomy of the vertebrates.

~~CR: the former BIOL 3200 or the former BIOL 3201~~

LH: 3

PR: Science 1807 and Science 1808; BIOL 1001 and 1002

3295 Population and Evolutionary Ecology

is an introduction to the theory and principles of evolutionary ecology and population dynamics.

~~CR: the former BIOL 4290~~

~~LH: 3~~

PR: Science 1807 and Science 1808; BIOL 2600; at least one of BIOL 2010, 2122 or 2210

3300 Introductory Entomology

is a study of the classification and ecology of insects within an evolutionary framework. Topics will include molecular biological and classical morphological issues surrounding insect taxonomy, evolutionarybased higher systematics, and the ecological roles of insects in a variety of ecosystems.

~~CR: BIOL 4150 and the former BIOL 4140~~

LH: 3

PR: Science 1807 and Science 1808; BIOL 2600. It is recommended that students have successfully completed BIOL 2900

3401 Comparative Animal Physiology

is a comparative study of the basic physiological processes, with special attention paid to those strategies invoked by animals which enable them to adapt to environmental changes.

CO: Biochemistry 3106 or 3206

~~CR: the former BIOL 4401~~

LH: 3

PR: Science 1807 and Science 1808; BIOL 2060 and 2210

PR: Biochemistry 3106 or 3206

3402 Principles of Plant Physiology

is a consideration of the principles of plant physiology, including water relations, nutrition, metabolism, growth and development.

CO: Biochemistry 3106 or 3206

~~CR: the former BIOL 4403~~

LH: 3

PR: Science 1807 and Science 1808; BIOL 2010 and 2060

PR: Biochemistry 3106 or 3206

3715 Ecology and Evolution of Fishes

(same as the former BIOL 4600) examines the evolutionary history and ecology of the world's fishes, with particular emphasis on those of ecological, economical and cultural importance to Eastern Canada. Topics will include taxonomy, life histories, behaviour, zoogeography, evolutionary ecology, population biology, contemporary evolution, and conservation biology.

~~CR: the former BIOL 4600~~

LH: 3

PR: Science 1807 and Science 1808; BIOL 2600 and 2900

3811 Paleontology

(same as Earth Sciences 3811) is taught and administered by the Department of Earth Sciences.

CR: Earth Sciences 3811, ~~the former BIOL 3800, and the former Earth Sciences 3801~~

LH: 3

PR: either Earth Sciences 1002 and BIOL 2120 (or BIOL 1001 and 1002); or BIOL 2122 and 2210

3950 Research Methods in Genetic Biotechnology

~~(same as the former BIOL 4900)~~ **will include covers** DNA extraction, DNA amplification by the Polymerase Chain Reaction (PCR), DNA cloning, DNA sequence analysis and Bioinformatics. Additional modules in gene expression and re-sequencing chip technologies may be included. Theory and methods will be introduced in a research framework.

~~CR: the former BIOL 4900~~

LH: Three hours of lecture and three hours of laboratory per week or a three week on-campus course that embodies equivalent instructor time

PR: Science 1807 and Science 1808; BIOL 2060 and 2250

4200 Immunology

(same as Biochemistry 4105 and Pharmacy 3006) is an introduction to the cells and organs of the innate and adaptive immune systems. The molecular and cellular basis of allergy, autoimmunity, vaccination and cancer immunology will also be discussed.

CR: Biochemistry 4105, Pharmacy 3006, ~~and the former Pharmacy 4105~~

PR: Science 1807 and Science 1808; BIOL 2060

4241 Advanced Genetics

has advanced topics in modern genetic analysis, including regulation of gene expression, developmental genetics, molecular basis of inherited disease, genomics, immunogenetics, behavioural genetics, and molecular evolution.

LH: 3

OR: 3 hours of seminar/discussion group each week

PR: Science 1807 and Science 1808; BIOL 2250 ~~(or BIOC 2100 or 2200) and Biochemistry 2201 or the former 2101~~

4307 Global Change Biology

examines the evolution of biosphere, global role of photosynthesis in oxygen and carbon dioxide balance, glacial-interglacial oscillations, carbon sources and sinks in modern biosphere, greenhouse gases emissions, population dynamics, origin and global impact of agriculture, global changes in Holocene and Anthropocene.

LH: 3

OR: 3 hours of seminar/discussion group each week

PR: BIOL 2600, BIOL 2900 or permission of the instructor

CALENDAR ENTRY AFTER CHANGES

12.2 Biology

2040 Modern Biology and Human Society I

examines various aspects of the human body, and the implications of modern biological research for human beings. Topics include cancer; diet and nutrition and associated diseases; circulatory disease, immunity, human genetics, biorhythms, new diseases, genetic engineering and reproductive engineering.

UL: not acceptable as one of the required courses for the Minor, Major or Honours programs in Biology

2041 Modern Biology and Human Society II

examines the origins and consequences of the environmental crisis of the 20th century. Topics include the population explosion, energy, material cycles, air and water and land pollution, global food supplies, the fisheries, wildlands, renewable and non-renewable resources, environmental ethics.

UL: not acceptable as one of the required courses for the Minor, Major or Honours programs in Biology

2060 Principles of Cell Biology

is a modern view of the biology of eukaryotic cells, organelles and molecules and their interactions in the functioning of living organisms.

LH: 3

PR: Science 1807 and Science 1808; BIOL 2250 OR Biochemistry 2200

2122 Biology of Invertebrates

is a study of the invertebrates with emphasis on structure and function, adaptations and life histories. The laboratories will present a broad survey of the major invertebrate groups.

LH: 3

PR: Science 1807 and Science 1808; BIOL 1001, 1002

2210 Biology of Vertebrates

is a study of the vertebrates, with emphasis on structure and function, adaptations and life histories.

LH: 3

PR: Science 1807 and Science 1808; BIOL 1001, 1002

2250 Principles of Genetics

is an introduction to Mendelian and molecular genetics. Phenotype and genotype, behaviour of alleles in genetic crosses, chromosome theory of inheritance, genetic linkage, molecular biology of DNA, RNA and protein, molecular basis of mutation, recombinant DNA, applications of genetic biotechnology.

CR: Biochemistry 2100

LH: 3 hour labs alternating weekly with tutorials

PR: Science 1807 and Science 1808; BIOL 1001 and 1002; Chemistry 1050

2600 Principles of Ecology

is a conceptual course introducing the principles of ecology, including theoretical, functional and empirical approaches.

LH: 3

PR: Science 1807 and Science 1808; BIOL 1001 and 1002, or BIOL 2120 and admission to a major in

Environmental Physics

2900 Principles of Evolution and Systematics

is an introduction to the processes and patterns of evolution, and the principles of classification. Natural selection and other microevolutionary processes, variation and adaptation, species and speciation, phylogenetic systematics, reconstruction of phylogeny, macro-evolutionary patterns in the fossil record and their interpretation.

LH: 3

PR: Science 1807 and Science 1808; BIOL 2250

3014 Biology and Ecology of Boreal and Arctic Seaweeds

is a field course examination of seaweed biology and ecology with special study of living specimens in estuarine, fiordic and exposed coastal sites, demonstrating their physiological and ecological adaptations to cold-water habitats.

OR: this course is offered at the Bonne Bay Marine Station during the Summer semester with two weeks of instruction followed by a week to complete course requirements

PR: Science 1807 and Science 1808; BIOL 2600 or equivalent

3052 Food Microbiology

(same as Biochemistry 3052) is the study of the microbiology of water and food with regard to the beneficial and detrimental roles of microorganisms on interaction with these systems. Emphasis will be on the microbiology of food, fermentations, food spoilage and food borne vectors of human disease.

CR: Biochemistry 3052

LH: 3

PR: Science 1807 and Science 1808; BIOL 3050

3202 Comparative Vertebrate Anatomy

examines the phylogenetic development and comparative anatomy of the vertebrates.

LH: 3

PR: Science 1807 and Science 1808; BIOL 1001 and 1002

3295 Population and Evolutionary Ecology

is an introduction to the theory and principles of evolutionary ecology and population dynamics.

PR: Science 1807 and Science 1808; BIOL 2600; at least one of BIOL 2010, 2122 or 2210

3300 Introductory Entomology

is a study of the classification and ecology of insects within an evolutionary framework. Topics will include molecular biological and classical morphological issues surrounding insect taxonomy, evolutionary based higher systematics, and the ecological roles of insects in a variety of ecosystems.

LH: 3

PR: Science 1807 and Science 1808; BIOL 2600. It is recommended that students have successfully completed BIOL 2900

3401 Comparative Animal Physiology

is a comparative study of the basic physiological processes, with special attention paid to those strategies invoked by animals which enable them to adapt to environmental changes.

CO: Biochemistry 3106 or 3206

LH: 3

PR: Science 1807 and Science 1808; BIOL 2060 and 2210

PR: Biochemistry 3106 or 3206

3402 Principles of Plant Physiology

is a consideration of the principles of plant physiology, including water relations, nutrition, metabolism, growth and development.

CO: Biochemistry 3106 or 3206
LH: 3
PR: Science 1807 and Science 1808; BIOL 2010 and 2060
PR: Biochemistry 3106 or 3206

3715 Ecology and Evolution of Fishes

(same as the former BIOL 4600) examines the evolutionary history and ecology of the world's fishes, with particular emphasis on those of ecological, economical and cultural importance to Eastern Canada. Topics will include taxonomy, life histories, behaviour, zoogeography, evolutionary ecology, population biology, contemporary evolution, and conservation biology.

LH: 3
PR: Science 1807 and Science 1808; BIOL 2600 and 2900

3811 Paleontology

(same as Earth Sciences 3811) is taught and administered by the Department of Earth Sciences.

CR: Earth Sciences 3811
LH: 3
PR: either Earth Sciences 1002 and BIOL 2120 (or BIOL 1001 and 1002); or BIOL 2122 and 2210

3950 Research Methods in Genetic Biotechnology

covers DNA extraction, DNA amplification by the Polymerase Chain Reaction (PCR), DNA cloning, DNA sequence analysis and Bioinformatics. Additional modules in gene expression and re-sequencing chip technologies may be included. Theory and methods will be introduced in a research framework.

LH: Three hours of lecture and three hours of laboratory per week or a three week on-campus course that embodies equivalent instructor time
PR: Science 1807 and Science 1808; BIOL 2060 and 2250

4200 Immunology

(same as Biochemistry 4105 and Pharmacy 3006) is an introduction to the cells and organs of the innate and adaptive immune systems. The molecular and cellular basis of allergy, autoimmunity, vaccination and cancer immunology will also be discussed.

CR: Biochemistry 4105, Pharmacy 3006
PR: Science 1807 and Science 1808; BIOL 2060

4241 Advanced Genetics

has advanced topics in modern genetic analysis, including regulation of gene expression, developmental genetics, molecular basis of inherited disease, genomics, immunogenetics, behavioural genetics, and molecular evolution.

OR: 3 hours of seminar/discussion group each week
PR: Science 1807 and Science 1808; BIOL 2250 (or BIOC 2100 or 2200)

4307 Global Change Biology

examines the evolution of biosphere, global role of photosynthesis in oxygen and carbon dioxide balance, glacial-interglacial oscillations, carbon sources and sinks in modern biosphere, greenhouse gases emissions, population dynamics, origin and global impact of agriculture, global changes in Holocene and Anthropocene.

OR: 3 hours of seminar/discussion group each week
PR: BIOL 2600, BIOL 2900 or permission of the instructor

SECONDARY CALENDAR CHANGES

Grenfell Campus

13.3 Biology

2122 Biology of Invertebrates

is a study of the invertebrates with emphasis on structure and function, adaptations and life histories. The laboratories will present a broad survey of the major invertebrate groups.

~~CR: the former BIOL 3122~~

LH: 3

PR: BIOL 1001 and BIOL 1002; Science 1807 and Science 1808

2210 Biology of Vertebrates

is a study of the vertebrates, with emphasis on structure and function, adaptations and life histories.

~~CR: the former BIOL 3210~~

LH: 3

PR: BIOL 1002; Science 1807 and Science 1808

2250 Principles of Genetics

is an introduction to Mendelian and molecular genetics. Phenotype and genotype, behaviour of alleles in genetic crosses, chromosome theory of inheritance, genetic linkage, molecular Biology of DNA, RNA and protein, molecular basis of mutation, recombinant DNA, applications of genetic biotechnology.

CO: Chemistry 2440 or Chemistry 2400

~~CR: the former BIOL 3250~~

LH: 3

PR: Chemistry 2440 or Chemistry 2400, BIOL 1001 and 1002, Chemistry 1010, the former 1011 or 1050/1051; Science 1807 and Science 1808

2600 Principles of Ecology

is a conceptual course introducing the principles of ecology, including theoretical, functional and empirical approaches.

~~CR: the former BIOL 3600~~

LH: 3

PR: BIOL 1002; Science 1807 and Science 1808

12.1 Biochemistry

3052 Food Microbiology

(same as Biology 3052) is the study of the microbiology of water and food with regard to the beneficial and detrimental roles of microorganisms on interaction with these systems. Emphasis will be on the microbiology of food, fermentations, food spoilage and foodborne vectors of human disease.

~~CR: Biology 3052, and the former BIOC 3054, BIOC 3401~~

~~LC: three hours per week~~

LH: 3

PR: Biology 3050 and Science 1807 and Science 1808

4105 Immunology

(same as Biology 4200 and Pharmacy 3006 ~~and the former Pharmacy 4105~~) is an introduction to the cells and organs of the innate and adaptive immune systems. The molecular and cellular basis of allergy, autoimmunity, vaccination and cancer immunology will also be discussed.

~~CR: Biology 4200, Pharmacy 3006, the former Pharmacy 3105, the former Pharmacy 4105~~

PR: BIOC 2201 or the former 2101

12.5 Earth Sciences

12.5.3 Third Year

3811 Paleontology

(same as Biology 3811) outlines the major changes in life forms from Archean times through the Phanerozoic to the present day, including details of invertebrate and vertebrate faunas and major floral groups; mechanisms and effects of mega- and micro-evolution in the fossil record; biology and classification of organisms and summaries of their geological significance in biostratigraphy, paleoecology and rock-building; relationships between major cycles of evolution and extinction to global processes.

CR: Biology 3811 ~~or either the former EASC 3801 or the former Biology 3800~~

LH: 3

PR: either Biology 2120 (or Biology 1001 and 1002) and EASC 1002; or Biology 2122 and 2210

Memorial University of Newfoundland Undergraduate Calendar Change Proposal Form Cover Page

LIST OF CHANGES

Indicate the Calendar change(s) being proposed by checking and completing as appropriate:

- New course(s):
- Amended or deleted course(s):
 - BIOL 4245 Physical Biology**
- New program(s):
- Amended or deleted program(s):
- New, amended or deleted Glossary of Terms Used in the Calendar entries
- New, amended or deleted Admission/Readmission to the University (Undergraduate) regulations
- New, amended or deleted General Academic Regulations (Undergraduate)
- New, amended or deleted Faculty, School or Departmental regulations
- Other:

ADMINISTRATIVE AUTHORIZATION

By signing below, you are confirming that the attached Calendar changes have obtained all necessary Faculty/School approvals, and that the costs, if any, associated with these changes can be met from within the existing budget allocation or authorized new funding for the appropriate academic unit.

Signature of Dean/Vice-President: _____

Date: _____

Date of approval by Faculty/Academic Council: _____

Memorial University of Newfoundland Undergraduate Calendar Change Proposal Form Senate Summary Page for Courses

COURSE NUMBER AND TITLE

BIOL 4245 – Biophysics

REVISED COURSE NUMBER AND TITLE

BIOL 4245 – Physical Biology

ABBREVIATED COURSE TITLE

Phys Biol

RATIONALE

This course has been inactive for some time. With a new hire, we have a faculty member who can teach this topic, but with a slightly different focus than what is in the previous calendar description. The new calendar description and name change matches the way the new hire plans to teach this course. We anticipate this will be a regular offering. In addition we have elected to drop on prerequisite that is no longer necessary given the intended course content. The nature of the new course means that it will not fulfill the requirement as one of a possibly physiology courses; this change is reflected in the secondary calendar changes.

CALENDAR CHANGES

13.2 Biology

4245 ~~Biophysics~~ Physical Biology

is an ~~examination of~~ introduction to the physics that govern the smallest scales of life and is intended for students interested in interdisciplinary science. ~~Major topics will include 1) diffusion and viscosity-driven effects and how these shape the lives of microorganisms, and 2) entropy and how entropic effects govern the molecular machinery in living cells and tissues in biomechanics and the functioning of whole organisms with respect to size, shape, support, orientation, transport and motility.~~

LH: 3

PR: Science 1807 and Science 1808; ~~BIOL 2060 and~~ Biochemistry 2201 or the former 2101

CALENDAR ENTRY AFTER CHANGES

4245 Physical Biology

is an introduction to the physics that govern the smallest scales of life and is intended for students interested in interdisciplinary science. Major topics will include 1) diffusion and viscosity-driven effects and how these shape the lives of microorganisms, and 2) entropy and how entropic effects govern the molecular machinery in living cells and tissues.

LH: 3

PR: Science 1807 and Science 1808; Biochemistry 2201 or the former 2101

SECONDARY CALENDAR CHANGES

10.2 Joint Honours

10.2.3 Biochemistry and Cell Biology Joint Honours

6. Biology 2060, 2250, 2600, 2900, 3530, 4241, plus one of Biology 3401, 3402, ~~4245~~ or 4404;

10.2.8 Biology and Earth Sciences Joint Honours

4. Biology 2060, 2250, 2600, 2900, one of 3401, 3402, ~~4245~~ or 4404; plus Biology 3710, 3711, and 4505. In addition, further Biology courses at the 2000, 3000, or 4000 level must be selected by the student in consultation with the

supervisor to make up a minimum of 42 credit hours in Biology not including Biology 499A or 499B.

10.2.9 Biology and Psychology Joint Honours

1. Biology 1001, 1002, 2060, 2250, 2600, 2900; one of 3401, 3402, ~~4245~~ or 4404; four Biology electives at the 2000, 3000 or 4000 level not including Biology 499A or 499B.

10.2.10 Biology and Psychology (Behavioural Neuroscience) Joint Honours

1. Biology 1001, 1002, 2060, 2250, 2600, 2900; one of 3401, 3402, ~~4245~~ or 4404; five Biology electives at the 2000, 3000 or 4000 level not including Biology 499A or 499B.

10.2.11 Biology and Statistics Joint Honours

6. Biology 2060, 2250, 2600, 2900, one of 3401, 3402, ~~4245~~ or 4404. In addition, further Biology courses at the 2000, 3000 or 4000 level must be selected by the student in consultation with the supervisor to make up a minimum of 42 credit hours in Biology but not including Biology 499A or 499B;

11 Program Regulations

11.2.3.1 Major in Biology

All students majoring in Biology are required to complete a minimum of 45 credit hours in courses from the Department of Biology offering. Those 45 credit hours must include: Biology 1001 and 1002 or their equivalents; the 15 credit hours in core courses listed below; and 24 credit hours in Biology electives at the 2000, 3000 or 4000 level except Biology 2040, 2041, 2120, 3053, and 3820.

Biology Core (15 credit hours): Biology 2060, 2250, 2600, 2900, plus one of Biology 3401, 3402, ~~4245~~ or 4404.

11.2.4.1 Honours in Biology

1. Biology Course Requirements:

Students seeking an honours degree in Biology are required to successfully complete a minimum of 69 credit hours in courses from the Department of Biology offering. Those 69 credit hours must include:

- a. Biology 1001 and 1002 or their equivalents;
- b. 15 credit hours in the following core courses: Biology 2060, 2250, 2600, 2900, plus one of Biology 3401, 3402, ~~4245~~ or 4404;

Memorial University of Newfoundland Undergraduate Calendar Change Proposal Form Cover Page

LIST OF CHANGES

Indicate the Calendar change(s) being proposed by checking and completing as appropriate:

- New course(s):
- Amended or deleted course(s): Math 1001 Calculus II
- New program(s):
- Amended or deleted program(s):
- New, amended or deleted Glossary of Terms Used in the Calendar entries
- New, amended or deleted Admission/Readmission to the University (Undergraduate) regulations
- New, amended or deleted General Academic Regulations (Undergraduate)
- New, amended or deleted Faculty, School or Departmental regulations
- Other:

ADMINISTRATIVE AUTHORIZATION

By signing below, you are confirming that the attached Calendar changes have obtained all necessary Faculty/School approvals, and that the costs, if any, associated with these changes can be met from within the existing budget allocation or authorized new funding for the appropriate academic unit.

Signature of Dean/Vice-President: _____

Date: _____

Date of approval by Faculty/Academic Council: _____

Memorial University of Newfoundland Undergraduate Calendar Change Proposal Form Senate Summary Page for Courses

COURSE NUMBER AND TITLE

Math 1001 Calculus II

RATIONALE

The math department is currently reviewing its calculus sequence, which has been largely unchanged since the 1990s. The proposed changes to Math 1001 are motivated by two main goals. First, we want to show students that integration is an important tool with real-world applications, not just a collection of techniques and formulas to learn for the final exam. Second, we want students to be exposed to differential equations earlier in the calculus sequence. While this will be beneficial to all students, it is particularly important to those for whom Math 1001 will be their final math course, as they otherwise might not be exposed to this important topic.

We have accomplished this by removing some of the more involved integration techniques, and reduced the number of lectures on volumes of revolution. This allows us to add two lectures on probability (as an application of integration) and five lectures on ordinary differential equations. Further motivation and a detailed syllabus can be found in the attached document.

CALENDAR CHANGES

MATH 1001 Calculus II is an introduction to integral calculus, including Riemann sums and the Fundamental Theorem of Calculus, techniques of integration, ~~and improper integrals~~ and first order differential equations. Applications include: ~~exponential growth and decay~~, areas between curves, ~~and volumes of solids of revolution~~, probability functions and modelling with differential equations.

PR: MATH 1000 or the former MATH 1081

CALENDAR ENTRY AFTER CHANGES

MATH 1001 Calculus II is an introduction to integral calculus, including Riemann sums and the Fundamental Theorem of Calculus, techniques of integration, improper integrals and first order differential equations. Applications include: area between curves, volumes of solids of revolution, probability functions and modelling with differential equations.

PR: MATH 1000 or the former MATH 1081

SECONDARY CALENDAR CHANGES

Grenfell Campus 13.21 Mathematics and Statistics

MATH 1001 Calculus II is an introduction to integral calculus, including Riemann sums and the Fundamental Theorem of Calculus, techniques of integration, improper integrals and first order differential equations. Applications include: area between curves, volumes of solids of revolution, probability functions and modelling with differential equations.

LH: 1.5

PR: MATH 1000 or the former MATH 1081

Memorial University of Newfoundland Undergraduate Calendar Change Proposal Form Cover Page

LIST OF CHANGES

Indicate the Calendar change(s) being proposed by checking and completing as appropriate:

- New course(s):
- Amended or deleted course(s): Math 4133 Numerical Optimization
- New program(s):
- Amended or deleted program(s):
- New, amended or deleted Glossary of Terms Used in the Calendar entries
- New, amended or deleted Admission/Readmission to the University (Undergraduate) regulations
- New, amended or deleted General Academic Regulations (Undergraduate)
- New, amended or deleted Faculty, School or Departmental regulations
- Other:

ADMINISTRATIVE AUTHORIZATION

By signing below, you are confirming that the attached Calendar changes have obtained all necessary Faculty/School approvals, and that the costs, if any, associated with these changes can be met from within the existing budget allocation or authorized new funding for the appropriate academic unit.

Signature of Dean/Vice-President: _____

Date: _____

Date of approval by Faculty/Academic Council: _____

Memorial University of Newfoundland Undergraduate Calendar Change Proposal Form Senate Summary Page for Courses

COURSE NUMBER AND TITLE

Math 4133 Numerical Optimization

RATIONALE

The current prerequisites for this course (Math 4131 and 4132) have not been offered in several decades, and are not expected to be offered in the near future. This means every student who takes this course needs a prerequisite waiver. In order to make the course more accessible and make the requirements more transparent, we propose changing the prerequisites to Math 3132 Numerical Analysis I, as this course (and its prerequisites) cover all of the material needed for success in Math 4133.

CALENDAR CHANGES

4133 Numerical Optimization is numerical methods for functions of one variable, for functions of several variables including unrestricted search, sequential uniform search, irregular search, non-gradient methods, gradient methods with and without constraints, geometric programming, selection of other topics from dynamic programming, integer programming, etc., solution of applied problems by numerical optimization.

PR: ~~MATH 4131, 4132~~, MATH 3132

CALENDAR ENTRY AFTER CHANGES

4133 Numerical Optimization is numerical methods for functions of one variable, for functions of several variables including unrestricted search, sequential uniform search, irregular search, non-gradient methods, gradient methods with and without constraints, geometric programming, selection of other topics from dynamic programming, integer programming, etc., solution of applied problems by numerical optimization.

PR: MATH 3132

Memorial University of Newfoundland Undergraduate Calendar Change Proposal Form Cover Page

LIST OF CHANGES

Indicate the Calendar change(s) being proposed by checking and completing as appropriate:

- New course(s):

X Amended or deleted course(s): Math 4180 Introduction to Fluid Mechanics

- New program(s):
- Amended or deleted program(s):
- New, amended or deleted Glossary of Terms Used in the Calendar entries
- New, amended or deleted Admission/Readmission to the University (Undergraduate) regulations
- New, amended or deleted General Academic Regulations (Undergraduate)
- New, amended or deleted Faculty, School or Departmental regulations
- Other:

ADMINISTRATIVE AUTHORIZATION

By signing below, you are confirming that the attached Calendar changes have obtained all necessary Faculty/School approvals, and that the costs, if any, associated with these changes can be met from within the existing budget allocation or authorized new funding for the appropriate academic unit.

Signature of Dean/Vice-President:

Date:

Date of approval by Faculty/Academic Council:

Memorial University of Newfoundland

Undergraduate Calendar Change Proposal Form

Senate Summary Page for Courses

COURSE NUMBER AND TITLE

Math 4180 Introduction to Fluid Mechanics

RATIONALE

The current prerequisites for Math 4180 (Physics 3220 and Math 4160) are overly restrictive, and limit the course to a very narrow audience. We propose modifying these prerequisites to Math 2260 and 3202, as these cover all of the mathematical skills needed to enter Math 4180, namely ordinary differential equations and vector calculus. Historically about half the students in Math 4180 did not satisfy the current prerequisites, but were waived into the course and performed satisfactorily. Eliminating unnecessary prerequisites will make the course accessible to a broader group of students. In addition, this will increase transparency in the calendar description and reduce administrative burden by removing the need to grant waivers to approximately half of the students in the course. Based on feedback from Engineering, we have also added a credit restriction with ONAE 4020 (Marine Fluid Dynamics), as their program allows for a minor in Mathematics.

CALENDAR CHANGES

4180 Introduction to Fluid Dynamics (same as Physics 4205) covers basic observations, mass conservation, vorticity, stress, hydrostatics, rate of strain, momentum conservation (Navier-Stokes equation), simple viscous and inviscid flows, Reynolds number, boundary layers, Bernoulli's and Kelvin's theorems, potential flows, water waves, thermodynamics.

CR: Physics 4205, ONAE 4020

PR: ~~Physics 3220 and either MATH 4160 or the former Physics 3821, MATH 2260 (or the former MATH 3260) and 3202~~

CALENDAR ENTRY AFTER CHANGES

MATH 4180 Introduction to Fluid Dynamics (same as Physics 4205) covers basic observations, mass conservation, vorticity, stress, hydrostatics, rate of strain, momentum conservation (Navier-Stokes equation), simple viscous and inviscid flows, Reynolds number, boundary layers, Bernoulli's and Kelvin's theorems, potential flows, water waves, thermodynamics.

CR: Physics 4205, ONAE 4020

PR: MATH 2260 (or the former MATH 3260) and 3202

SECONDARY CALENDAR CHANGES

PHYS 4205 Introduction to Fluid Dynamics (same as Mathematics 4180) covers basic observations, mass conservation, vorticity, stress, hydrostatics, rate of strain, momentum conservation (Navier-Stokes equation), simple viscous and inviscid flows, Reynolds number, boundary layers, Bernoulli's and Kelvin's theorems, potential flows, water waves, thermodynamics.

CR: Mathematics 4180, ONAE 4020

PR: ~~PHYS 3220 and either Mathematics 4160 or the former PHYS 3821 or waiver approved by the instructor,~~ Mathematics 2260 (or the former Mathematics 3260) and Mathematics 3202

ONAE 4020 Marine Fluid Dynamics (same as the former ENGI 4020) includes fluid statics; fluid flow phenomena, in general and in marine applications; control volume analysis of fluid motion; conservation of mass, momentum and energy; differential approach to flow analysis; head losses; applications of conservation laws; external vs. internal flow; dimensional analysis and scaling; fluid-structure interaction concepts; potential flow theory, lift and Kutta-Joukowski theorem; viscous flow, boundary layers and drag.

CR: the former ENGI 4020, Mathematics 4180, Physics 4205

LH: at least four 3-hour sessions per semester

OR: tutorial 1 hour per week

PR: ONAE 3054 or the former ENGI 3054

Memorial University of Newfoundland Undergraduate Calendar Change Proposal Form Cover Page

LIST OF CHANGES

Indicate the Calendar change(s) being proposed by checking and completing as appropriate:

- New course(s):
- Amended or deleted course(s): - Deletion of Inactive Courses from Department of English Calendar
- New program(s):
- Amended or deleted program(s):
- New, amended or deleted Glossary of Terms Used in the Calendar entries
- New, amended or deleted Admission/Readmission to the University (Undergraduate) regulations
- New, amended or deleted General Academic Regulations (Undergraduate)
- New, amended or deleted Faculty, School or Departmental regulations
- Other:

ADMINISTRATIVE AUTHORIZATION

By signing below, you are confirming that the attached Calendar changes have obtained all necessary Faculty/School approvals, and that the costs, if any, associated with these changes can be met from within the existing budget allocation or authorized new funding for the appropriate academic unit.

Signature of Dean/Vice-President: _____

Date: _____

Date of approval by Faculty/Academic Council: _____

Memorial University of Newfoundland Undergraduate Calendar Change Proposal Form Senate Summary Page for Courses

COURSE NUMBER AND TITLE

ENGL 3001: Satire; ENGL 3100: The Poem Close Up; ENGL 3172: Irish Poetry; ENGL 3190: Scottish Literature; ENGL 3911: Writing Satire; ENGL 3920: Reviewing; ENGL 4000: English Literature and the History of Ideas I; ENGL 4001: English Literature and the History of Ideas II; ENGL 4403: Etymology- History of English Words; ENGL 4914: Advanced Editing.

REVISED COURSE NUMBER AND TITLE

N/A

ABBREVIATED COURSE TITLE

N/A

RATIONALE

We propose the deletion of the courses listed here from the calendar because they have become obsolete within our programs and are no longer regularly taught.

CALENDAR CHANGES

~~ENGL 3001 Satire is a study of satire from classical times, examining major forms of satiric expression such as the monologue, the parody and the long narrative.~~

~~DR: ENGL 3245~~

~~PR: 3 credit hours in English at the 2000 level.~~

~~ENGL 3100 The Poem Close Up explores in detail a wide range of poetry, using one or more of a variety of methods contemporary and traditional, designed to lead [to] an understanding of the thematic and technical [STET] of individual poems~~

~~PR: 3 credit hours in English at the 2000 level.~~

~~ENGL 3172 Irish Poetry focuses on major Irish poets, mainly of the twentieth century~~

~~PR: 3 credit hours in English at the 2000 level.~~

~~ENGL 3190 Scottish Literature is a study of representative Scottish poetry and prose from the eighteenth to the twenty-first century including selected works by such writers as Boswell, Burns, Hobb, Scott, Stevenson, Spark and Rankin.~~

~~CR: ENGL 3192~~

~~PR: 3 credit hours in English at the 2000 level~~

~~ENGL 3911 Writing Satire uses models of contemporary satire as a basis for students' own work. Guest satirists will be invited to meet with students who will write satirical sketches, articles and/or plays based on their own experiences in response to current affairs and topical items of interest. Students will engage in at least one collaborative project.~~

~~PR: Normally, submission of a portfolio specified by the instructor and permission of the instructor. Class size will be limited.~~

~~ENGL 3920 Reviewing permits students to analyse and practice reviewing of three kinds: (a) performance; (b) film, TV, video; c) books.~~

PR: 3 credit hours in English at the 2000 level.

ENGL 4000 English Literature and the History of Ideas I is a study of European thought and culture as they affect the history and development of English literature from the Middle Ages to the eighteenth century.

PR: 3 credit hours in English at the 3000 level.

ENGL 4001 English Literature and the History of Ideas II is a study of European thought and culture as they affect the history and development of English literature from the eighteenth century to the present.

PR: 3 credit hours in English at the 3000 level.

ENGL 4403 Etymology-History of English Words — inactive course.

ENGL 4914 Advanced Editing is editing for the workplace: an intensive course in drafting and editing. Students will be expected to work both individually and collaboratively.

PR: 3 credit hours in English at the 3000 level.

CALENDAR ENTRY AFTER CHANGES

N/A

SECONDARY CALENDAR CHANGES

15.6.5 Courses to Fulfill Requirements for the Minor, Major, and Honours Programs in English

Table 1 English Courses to Fulfill Requirements for the Minor, Major, and Honours Programs in English

Level	Canadian Literature	American Literature	Pre-19th Century	19th Century	20th and 21st Century
2000-Level	2150, 2151, 2160	2160, the former 2213, the former 2214, 2216, 2217, 2218		2211, the former 2214	2122, 2150, 2151, 2212, the former 2213, 2811, 2813, 2815, 2850, 2851
3000-Level	3152, 3153, 3155, 3156, 3157, 3158, 3820, 3848	3260, 3261, 3262, 3263, 3265, 3848	3001 , the former 3001, 3002, 3006, 3021, 3022, 3130, 3190 , the former 3190, 3600, 3710, 3715, 3819, 3828	3152, 3160, 3161, 3172 , the former 3172, 3175, 3190 , the former 3190, 3710, 3711, 3819, 3830	3009, 3100 , the former 3100, 3152, 3153, 3155, 3156, 3157, 3158, 3160, 3161, 3172 , the former 3172, 3175, 3190 , the former 3190, 3260, 3265, 3711, 3713, 3714, 3811, 3819, 3820, 3830, 3843, 3844, 3848
4000-Level	4821, 4822, 4850, 4851, 4852- 4860	the former 4251, the former 4260, 4261, the former 4270, 4271, 4272	4000 , the former 4000, 4010, 4030, 4040, 4041, 4050, 4051, 4210, 4211, 4271, 4500, the former 4501, 4600, 4601	4001 , the former 4001 4050, 4051, 4060, 4061, 4070, the former 4251, the former 4260, 4271, 4300, the former 4805, 4817, 4821, 4851	4001 , the former 4001, 4070, 4071, 4080, 4101, the former 4261, the former 4270, 4272, 4300, 4301, 4302, 4810, 4817, 4819, 4821, 4822, 4843, 4844, 4850

7.10.4 Regulations for the Diploma in Stage and Screen Technique

3. 3 credit hours in a Creative Writing course chosen from English 3902, English 3912, English 3913 or Communication Studies 3913, ~~English 3920~~, the former English 3920, English 4912 or a Podcasting course; and

Memorial University of Newfoundland Undergraduate Calendar Change Proposal Form Cover Page

LIST OF CHANGES

Indicate the Calendar change(s) being proposed by checking and completing as appropriate:

- New course(s):
- Amended or deleted course(s): change course title and deletion of prerequisite for ENGL 4843 - Title, PR, and Crosslist Change for ENGL 4843
- New program(s):
- Amended or deleted program(s):
- New, amended or deleted Glossary of Terms Used in the Calendar entries
- New, amended or deleted Admission/Readmission to the University (Undergraduate) regulations
- New, amended or deleted General Academic Regulations (Undergraduate)
- New, amended or deleted Faculty, School or Departmental regulations
- Other: cross-listing ENGL 4843 with Communication Studies

ADMINISTRATIVE AUTHORIZATION

By signing below, you are confirming that the attached Calendar changes have obtained all necessary Faculty/School approvals, and that the costs, if any, associated with these changes can be met from within the existing budget allocation or authorized new funding for the appropriate academic unit.

Signature of Dean/Vice-President:

Date:

Date of approval by Faculty/Academic Council:

Memorial University of Newfoundland Undergraduate Calendar Change Proposal Form Senate Summary Page for Courses

COURSE NUMBER AND TITLE

ENGL 4843: Graphic Memoir

REVISED COURSE NUMBER AND TITLE

ENGL 4843: Comics and Autobiography

ABBREVIATED COURSE TITLE

Comics and Autobiography

RATIONALE

The change in title is to address any confusion students may have about what 'graphic memoir' is and to thus attract a larger number of students to the course.

The cross-listing with Communication Studies is in line with the programme's focus on how different media, including visual media, communicate or narrate stories. It would join other ENGL course offerings in comics -- ENGL 3843: Introduction to Comics and ENGL 4844: Comics and Medicine -- that further knowledge of both the vocabulary and the methodologies used to examine images and word-image combinations critically.

The deletion of prerequisites is to accommodate advanced students in Communication Studies that require advanced courses and may not have taken an ENGL 3000-level course. It also aligns ENGL 4843: Comics and Autobiography with the existing ENGL 4844: Graphic Medicine (see proposal for changing name to Comics and Medicine) in having no requirements.

CALENDAR CHANGES

ENGL 4843 ~~Graphic Memoir~~ Comics and Autobiography (same as Communication Studies 4843) examines a broad spectrum of autobiographical comics ~~graphic memoirs~~ taking into account theoretical developments in both comics' studies and autobiographical studies.

CR: ENGL 3841 and CMST 4843

PR: ~~3 credit hours in English at the 3000 level~~

CALENDAR ENTRY AFTER CHANGES

ENGL 4843 Comics and Autobiography (same as Communication Studies 4843) examines a broad spectrum of autobiographical comics taking into account theoretical developments in both comics' studies and autobiographical studies.

CR: ENGL 3841 and CMST 4843

SECONDARY CALENDAR CHANGES

This course will be cross-listed with Communication Studies. The **new calendar entry** for Communication Studies reads:

CMST 4843 Comics and Autobiography (same as English 4843) examines a broad spectrum of autobiographical comics taking into account theoretical developments in both comics' studies and autobiographical studies.

CR: ENGL 3841 and ENGL 4843

15.6.6.5 Course List

Not all courses are necessarily offered each year. Students must be careful not to register for different designations of the same course that is cross-listed with different departments. Normal departmental prerequisites for courses are applicable.

Table 1 Core Faculty of Humanities and Social Sciences Courses Approved for the Major and Minor in Communication Studies

1000 and 2000 Level Courses	3000 Level Courses	4000 Level Courses
<ul style="list-style-type: none"> • CMST 2000, 2001, 2100 • CMST 2813 or English 2813 • Linguistics 1100 • Philosophy 2140 or the former 2582 • Philosophy 2360 or the former 3620 • Religious Studies 2812 • Sociology 2210 	<ul style="list-style-type: none"> • Anthropology 3630 or Sociology 3630 • CMST 3000, 3001 • CMST 3010-3020 • CMST 3816 or the former English 3816 • CMST 3913 or English 3913 • English 3843, 3912 • Folklore 3612, 3930 • Political Science 3350, 3860 	<ul style="list-style-type: none"> • CMST 4000, 4001, 4002, 4010-4020, 4402 or the former English 4402, 4700, <u>4843 or English 4843</u>, 4844 or English 4844 • Sociology 4107

SECONDARY CALENDAR CHANGES AFTER CHANGES

The **new calendar entry** for Communication Studies reads:

CMST 4843 Comics and Autobiography (same as English 4843) examines a broad spectrum of autobiographical comics taking into account theoretical developments in both comics' studies and autobiographical studies.

CR: ENGL 3841 and ENGL 4843

15.6.6.5 Course List

Not all courses are necessarily offered each year. Students must be careful not to register for different designations of the same course that is cross-listed with different departments. Normal departmental prerequisites for courses are applicable.

Table 1 Core Faculty of Humanities and Social Sciences Courses Approved for the Major and Minor in Communication Studies

1000 and 2000 Level Courses	3000 Level Courses	4000 Level Courses

<ul style="list-style-type: none"> • CMST 2000, 2001, 2100 • CMST 2813 or English 2813 • Linguistics 1100 • Philosophy 2140 or the former 2582 • Philosophy 2360 or the former 3620 • Religious Studies 2812 • Sociology 2210 	<ul style="list-style-type: none"> • Anthropology 3630 or Sociology 3630 • CMST 3000, 3001 • CMST 3010-3020 • CMST 3816 or the former English 3816 • CMST 3913 or English 3913 • English 3843, 3912 • Folklore 3612, 3930 • Political Science 3350, 3860 	<ul style="list-style-type: none"> • CMST 4000, 4001, 4002, 4010-4020, 4402 or the former English 4402, 4700, 4843 or English 4843, 4844 or English 4844 • Sociology 4107
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Memorial University of Newfoundland Undergraduate Calendar Change Proposal Form Cover Page

Title change for ENGL/CMST 4844

LIST OF CHANGES

Indicate the Calendar change(s) being proposed by checking and completing as appropriate:

- New course(s):
- Amended or deleted course(s): change in title for ENGL 4844 & course is being added to 15.6.5 Table 1
- New program(s):
- Amended or deleted program(s):
- New, amended or deleted Glossary of Terms Used in the Calendar entries
- New, amended or deleted Admission/Readmission to the University (Undergraduate) regulations
- New, amended or deleted General Academic Regulations (Undergraduate)
- New, amended or deleted Faculty, School or Departmental regulations
- Other:

ADMINISTRATIVE AUTHORIZATION

By signing below, you are confirming that the attached Calendar changes have obtained all necessary Faculty/School approvals, and that the costs, if any, associated with these changes can be met from within the existing budget allocation or authorized new funding for the appropriate academic unit.

Signature of Dean/Vice-President:



Date:

May 31, 2022

Date of approval by Faculty/Academic Council: Oct 5, 2022

Memorial University of Newfoundland Undergraduate Calendar Change Proposal Form Senate Summary Page for Courses

COURSE NUMBER AND TITLE

ENGL 4844: Graphic Medicine

REVISED COURSE NUMBER AND TITLE

ENGL 4844: Comics and Medicine

ABBREVIATED COURSE TITLE

Comics and Medicine

RATIONALE

The change in title is to address any confusion students may have about what 'graphic medicine' is and to thus attract a larger number of students to the course. It is also meant to broaden the course's appeal for students in nursing, medicine, sociology, or other disciplines with a focus on health care. We have included a secondary calendar change, which adds this course to the appropriate category in Table 1 English Courses to Fulfill Requirements for the Minor, Major, and Honours Programs in English.

CALENDAR CHANGES

ENGL 4844 ~~Graphic Medicine~~ Comics and Medicine (same as Communication Studies 4844) examines a broad spectrum of graphic illness narratives across various media taking into account theoretical developments in comics studies, autobiographical studies, and graphic medicine.

CR: Communication Studies 4844

CALENDAR ENTRY AFTER CHANGES

ENGL 4844 Comics and Medicine (same as Communication Studies 4844) examines a broad spectrum of graphic illness narratives across various media taking into account theoretical developments in comics studies, autobiographical studies, and graphic medicine.

CR: Communication Studies 4844

SECONDARY CALENDAR CHANGES

CMST 4844 ~~Graphic Medicine~~ Comics and Medicine (same as English 4844) examines a broad spectrum of graphic illness narratives across various media taking into account theoretical developments in comics studies, autobiographical studies, and graphic medicine.

CR: English 4844

15.6.5 Courses to Fulfill Requirements for the Minor, Major, and Honours Programs in English

Table 1 English Courses to Fulfill Requirements for the Minor, Major, and Honours Programs in English

Level	Canadian Literature	American Literature	Pre-19th Century	19th Century	20th and 21st Century
2000-Level	2150, 2151, 2160	2160, the former 2213, the former 2214, 2216, 2217, 2218		2211, the former 2214	2122, 2150, 2151, 2212, the former 2213, 2811, 2813, 2815, 2850, 2851
3000-Level	3152, 3153, 3155, 3156, 3157, 3158, 3820, 3848	3260, 3261, 3262, 3263, 3265, 3848	3001, 3002, 3006, 3021, 3022, 3130, 3190, 3600, 3710, 3715, 3819, 3828	3152, 3160, 3161, 3172, 3175, 3190, 3710, 3711, 3819, 3830	3009, 3100, 3152, 3153, 3155, 3156, 3157, 3158, 3160, 3161, 3172, 3175, 3190, 3260, 3265, 3711, 3713, 3714, 3811, 3819, 3820, 3830, 3843, 3844, 3848
4000-Level	4821, 4822, 4850, 4851, 4852- 4860	the former 4251, the former 4260, 4261, the former 4270, 4271, 4272	4000, 4010, 4030, 4040, 4041, 4050, 4051, 4210, 4211, 4271, 4500, the former 4501, 4600, 4601	4001, 4050, 4051, 4060, 4061, 4070, the former 4251, the former 4260, 4271, 4300, the former 4805, 4817, 4821, 4851	4001, 4070, 4071, 4080, 4101, the former 4261, the former 4270, 4272, 4300, 4301, 4302, 4810, 4817, 4819, 4821, 4822, 4843, 4844, 4850

Memorial University of Newfoundland Undergraduate Calendar Change Proposal Form Cover Page

LIST OF CHANGES

Indicate the Calendar change(s) being proposed by checking and completing as appropriate:

- New course(s):
- Amended or deleted course(s): Title and Description Change for ENGL 4050/ Deletion of ENGL 4051
- New program(s):
- Amended or deleted program(s):
- New, amended or deleted Glossary of Terms Used in the Calendar entries
- New, amended or deleted Admission/Readmission to the University (Undergraduate) regulations
- New, amended or deleted General Academic Regulations (Undergraduate)
- New, amended or deleted Faculty, School or Departmental regulations
- Other:

ADMINISTRATIVE AUTHORIZATION

By signing below, you are confirming that the attached Calendar changes have obtained all necessary Faculty/School approvals, and that the costs, if any, associated with these changes can be met from within the existing budget allocation or authorized new funding for the appropriate academic unit.

Signature of Dean/Vice-President:

Date:

Date of approval by Faculty/Academic Council:

Memorial University of Newfoundland Undergraduate Calendar Change Proposal Form Senate Summary Page for Courses

COURSE NUMBER AND TITLE

ENGL 4050: British Romanticism I

REVISED COURSE NUMBER AND TITLE

ENGL 4050: Topics in British Romanticism

ABBREVIATED COURSE TITLE

Romanticism

RATIONALE

In an ongoing effort to keep our calendar up to date and eliminate redundancies and inactive courses, we are proposing to merge our two 4000-level courses in Romanticism into a single course. We only have the capacity to offer one of these courses in any given year. The calendar entry is deliberately broad to enable many different possible iterations of the course, including both canonical texts and authors as well as those that respond to or challenge the canon.

CALENDAR CHANGES

4050 Topics in British Romanticism I is an advanced seminar a study of that studies late eighteenth- and early nineteenth-century texts in their environmental, social, political, and cultural contexts, with particular focus on the first generation of Romantic writers.

PR: 3 credit hours in English at the 3000 level

~~**4051 British Romanticism II** is a study of late eighteenth- and early nineteenth-century texts in their social, political, and cultural contexts, with particular focus on the second generation of Romantic writers.~~

~~PR: 3 credit hours in English at the 3000 level~~

CALENDAR ENTRY AFTER CHANGES

4050 Topics in British Romanticism is an advanced seminar that studies late eighteenth- and early nineteenth-century texts in their environmental, social, political, and cultural contexts.

PR: 3 credit hours in English at the 3000 level

SECONDARY CALENDAR CHANGES

15.6.5 Courses to Fulfill Requirements for the Minor, Major, and Honours Programs in English

Table 1 English Courses to Fulfill Requirements for the Minor, Major, and Honours Programs in English

Level	Canadian Literature	American Literature	Pre-19th Century	19th Century	20th and 21st Century
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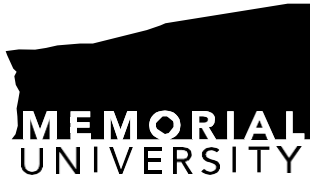
2000-Level	2150, 2151, 2160	2160, the former 2213, the former 2214, 2216, 2217, 2218		2211, the former 2214	2122, 2150, 2151, 2212, the former 2213, 2811, 2813, 2815, 2850, 2851
3000-Level	3152, 3153, 3155, 3156, 3157, 3158, 3820, 3848	3260, 3261, 3262, 3263, 3265, 3848	3001, 3002, 3006, 3021, 3022, 3130, 3190, 3600, 3710, 3715, 3819, 3828	3152, 3160, 3161, 3172, 3175, 3190, 3710, 3711, 3819, 3830	3009, 3100, 3152, 3153, 3155, 3156, 3157, 3158, 3160, 3161, 3172, 3175, 3190, 3260, 3265, 3711, 3713, 3714, 3811, 3819, 3820, 3830, 3843, 3844, 3848
					75, 3190, 3260, 3265, 3711, 3713, 3714, 3811, 3819, 3820, 3830, 3843, 3844, 3848
4000-Level	4821, 4822, 4850, 4851, 4852- 4860	the former 4251, the former 4260, 4261, the former 4270, 4271, 4272	4000, 4010, 4030, 4040, 4041, 4050, the former 4051, 4210, 4211, 4271, 4500, the former 4501, 4600, 4601	4001, 4050, the former 4051, 4060, 4061, 4070, the former 4251, the former 4260, 4271, 4300, the former 4805, 4817, 4821, 4851	4001, 4070, 4071, 4080, 4101, the former 4261, the former 4270, 4272, 4300, 4301, 4302, 4810, 4817, 4819, 4821, 4822, 4843, 4844, 4850

SECONDARY CALENDAR CHANGES – ENTRY AFTER CHANGES

15.6.5 Courses to Fulfill Requirements for the Minor, Major, and Honours Programs in English

Table 1 English Courses to Fulfill Requirements for the Minor, Major, and Honours Programs in English

Level	Canadian Literature	American Literature	Pre-19th Century	19th Century	20th and 21st Century
2000-Level	2150, 2151, 2160	2160, the former 2213, the former 2214, 2216, 2217, 2218		2211, the former 2214	2122, 2150, 2151, 2212, the former 2213, 2811, 2813, 2815, 2850, 2851
3000-Level	3152, 3153, 3155, 3156, 3157, 3158, 3820, 3848	3260, 3261, 3262, 3263, 3265, 3848	3001, 3002, 3006, 3021, 3022, 3130, 3190, 3600, 3710, 3715, 3819, 3828	3152, 3160, 3161, 3172, 3175, 3190, 3710, 3711, 3819, 3830	3009, 3100, 3152, 3153, 3155, 3156, 3157, 3158, 3160, 3161, 3172, 3175, 3190, 3260, 3265, 3711, 3713, 3714, 3811, 3819, 3820, 3830, 3843, 3844, 3848
4000-Level	4821, 4822, 4850, 4851, 4852- 4860	the former 4251, the former 4260, 4261, the former 4270, 4271, 4272	4000, 4010, 4030, 4040, 4041, 4050, the former 4051, 4210, 4211, 4271, 4500, the former 4501, 4600, 4601	4001, 4050, the former 4051, 4060, 4061, 4070, the former 4251, the former 4260, 4271, 4300, the former 4805, 4817, 4821, 4851	4001, 4070, 4071, 4080, 4101, the former 4261, the former 4270, 4272, 4300, 4301, 4302, 4810, 4817, 4819, 4821, 4822, 4843, 4844, 4850



Collection Development Division
Queen Elizabeth II Library
St. John's, NL A1B 3Y1

TO: Dr. Jennifer Lokash, Head, Department of English

FROM: Janet Goosney, English Collections Librarian (Pro Tem), QEII Library

SUBJECT: Library review re. proposed changes to English 4050: *British Romanticism I*

DATE: 23rd March 2022

The changes proposed for English 4050 involve a course title change from *British Romanticism I* to *British Romanticism*, as well as some revisions to the calendar description. As the proposal indicates, these changes are needed in order to merge English 4050 with English 4051, *British Romanticism II*, and to offer the two as a single course.

English 4050 and 4051 are long-standing courses at Memorial, and are well supported by existing Memorial Libraries collections. It is unlikely that the proposed changes will lead to any new or substantially different resource implications for Memorial Libraries. The library is well-positioned to support study and research in this area, and will continue to build our collections and purchase research resources relevant to British romanticism in as far as the budget allows.

Sincerely,
Janet Goosney

Memorial University of Newfoundland Undergraduate Calendar Change Proposal Form Cover Page

LIST OF CHANGES

Indicate the Calendar change(s) being proposed by checking and completing as appropriate:

- New course(s): Communication Studies CMST 3002: AI and Society
- Amended or deleted course(s):
- New program(s):
- Amended or deleted program(s):
- New, amended or deleted Glossary of Terms Used in the Calendar entries
- New, amended or deleted Admission/Readmission to the University (Undergraduate) regulations
- New, amended or deleted General Academic Regulations (Undergraduate)
- New, amended or deleted Faculty, School or Departmental regulations
- Other:

ADMINISTRATIVE AUTHORIZATION

By signing below, you are confirming that the attached Calendar changes have obtained all necessary Faculty/School approvals, and that the costs, if any, associated with these changes can be met from within the existing budget allocation or authorized new funding for the appropriate academic unit.

Signature of Dean/Vice-President:

Date:

Date of approval by Faculty/Academic Council:

Memorial University of Newfoundland Undergraduate Calendar Change Proposal Form Senate Summary Page for Courses

COURSE NUMBER AND TITLE

Communication Studies CMST 3002: AI and Society

REVISED COURSE NUMBER AND TITLE

N/A – This is a new course

ABBREVIATED COURSE TITLE

AI and Society

RATIONALE

In recent years, artificial intelligence has become a growing subject of interest in the field of communication studies, particularly in relation to social media and the political implications of AI generated propaganda and misinformation. AI and Society examines the history of artificial intelligence and its implementation in society to understand the current challenges and controversies surrounding its use and misuse. This course will equip students with the tools to critically analyze the implementation of AI in media and society.

This course serves to expand the course offerings of the Communication Studies program to meet the demands of students looking for additional advanced courses. It is proposed at the third-year level as course materials and discussions will require that students have a foundational understanding of communication and media theory to examine the nuances of the debates around artificial intelligence and the implications of its varied implementations in society. A comparable course is not currently offered in HSS. Based on informal discussions with students, it is anticipated that this course will be of interest to many students in Communication Studies.

This package also corrects an oversight that came about as result of university wide consultation and revises the list of CMST courses available to students completing a Minor in Communication Studies.

CALENDAR CHANGES

Communication Studies 3002: AI and Society explores the past, present, and future of artificial intelligence to understand its impact on society. The course will examine AI and the controversies that surround its use in relation to communication, media production, politics, labour, and surveillance.

PR: CMST 2000 and 2001, or permission of the instructor.

CALENDAR ENTRY AFTER CHANGES

Communication Studies 3002: AI and Society explores the past, present, and future of artificial intelligence to understand its impact on society. The course will examine AI and the controversies that surround its use in relation to communication, media production, politics, labour, and surveillance.

PR: CMST 2000 and 2001, or permission of the instructor.

SECONDARY CALENDAR CHANGES

15.6.6.4 Regulations for the Minor in Communication Studies

Students who choose to complete a Minor in Communication Studies must complete at least 24 credit hours in Communication Studies as follows:

1. CMST 2000; 2001; 3000; 4000;
2. 3 credit hours chosen from: CMST 2100, 2813, 3001, 3002, 3010-3020, 3816, 3913, 4001, 4002, 4003, 4010-4020, 4402, 4700, ~~or 4844, 4700~~; and
3. An additional 9 credit hours in ~~additional Communication Studies~~ courses from Table 1 Core Faculty of Humanities and Social Sciences Courses Approved for the Major and Minor in Communication Studies.
4. A minimum of 9 credit hours must come from the 3000 level or above. Of the 24 credit hours listed for the minor above, a minimum of 9 credit hours must be at the 3000 level or above.
5. Students should normally enroll in the Communication Studies (CMST) section of any applicable cross-listed courses.

15.6.6.5 Course List

Not all courses are necessarily offered each year. Students must be careful not to register for different designations of the same course that is cross-listed with different departments. Normal departmental prerequisites for courses are applicable.

Table 1 Core Faculty of Humanities and Social Sciences Courses Approved for the Major and Minor in Communication Studies

1000 and 2000 Level Courses	3000 Level Courses	4000 Level Courses
CMST 2000, 2001, 2100 CMST 2813 or English 2813 Linguistics 1100 Philosophy 2140 or the former 2582 Philosophy 2360 or the former 3620 Religious Studies 2812 Sociology 2210	Anthropology 3630 or Sociology 3630 CMST 3000, 3001, <u>3002</u> CMST 3010-3020 CMST 3816 or the former English 3816 CMST 3913 or English 3913 English 3843, 3912 Folklore 3612, 3930 Political Science 3350, 3860	CMST 4000, 4001, 4002, 4003, 4010-4020, 4402 or the former English 4402, 4700, 4844 or English 4844 Sociology 4107

SECONDARY CALENDAR CHANGES – ENTRY AFTER CHANGES

15.6.6.4 Regulations for the Minor in Communication Studies

Students who choose to complete a Minor in Communication Studies must complete at least 24 credit hours in Communication Studies as follows:

1. CMST 2000; 2001; 3000; 4000;
2. 3 credit hours chosen from: CMST 2100, 2813, 3001, 3002, 3010-3020, 3816, 3913, 4001, 4002, 4003, 4010-4020, 4402, 4700, 4844; and
3. An additional 9 credit hours in courses from **Table 1 Core Faculty of Humanities and Social Sciences Courses Approved for the Major and Minor in Communication Studies.**

4. Of the 24 credit hours listed for the minor above, a minimum of 9 credit hours must be at the 3000 level or above.
5. Students should normally enroll in the Communication Studies (CMST) section of any applicable cross-listed courses.

15.6.6.5 Course List

Not all courses are necessarily offered each year. Students must be careful not to register for different designations of the same course that is cross-listed with different departments. Normal departmental prerequisites for courses are applicable.

Table 1 Core Faculty of Humanities and Social Sciences Courses Approved for the Major and Minor in Communication Studies

1000 and 2000 Level Courses	3000 Level Courses	4000 Level Courses
CMST 2000, 2001, 2100 CMST 2813 or English 2813 Linguistics 1100 Philosophy 2140 or the former 2582 Philosophy 2360 or the former 3620 Religious Studies 2812 Sociology 2210	Anthropology 3630 or Sociology 3630 CMST 3000, 3001, 3002 CMST 3010-3020 CMST 3816 or the former English 3816 CMST 3913 or English 3913 English 3843, 3912 Folklore 3612, 3930 Political Science 3350, 3860	CMST 4000, 4001, 4002, 4003, 4010-4020, 4402 or the former English 4402, 4700, 4844 or English 4844 Sociology 4107

Memorial University of Newfoundland Undergraduate Calendar Change Proposal Form Senate Summary Page for Courses

COURSE NUMBER AND TITLE

Psychology 3626 - Contemporary Issues in Abnormal Psychology

REVISED COURSE NUMBER AND TITLE

Psychology 3626 - Psychopathology

ABBREVIATED COURSE TITLE

Psychopathology

RATIONALE

The rationale for this proposed course title change is to remove stigmatizing language within this area of psychology. Although it is a long-standing and widely-used term, 'abnormal' in reference to this domain of psychology is increasingly being replaced with terms that move away from pejorative labels. The term 'psychopathology' accurately represents this area of psychology, has long been used, and does not carry the stigmatizing limitations of the word 'abnormal'. 'Psychopathology' is a term that refers to the study of mental illness, as opposed to a label of 'abnormal' for people who experience mental illness. As further evidence to support this course title change, the key academic journal in this field has recently changed its title from the *Journal of Abnormal Psychology* to the *Journal of Psychopathology and Clinical Science*.

CALENDAR CHANGES

In the Grenfell Campus section of the Calendar: 13.25
13.25.2

3626 **Psychopathology Contemporary Issues in Abnormal Psychology** explores the definition of mental illness, abnormal behaviour, clinical assessment, classification, and diagnosis. The core theoretical perspectives on psychological disorders are examined. For each disorder the diagnostic criteria, etiology, treatment, and prognosis is **will** be presented. This course enhances the students' ability to think critically about issues pertaining to mental health and illness.

CR: Psychology 3640, Psychology 3650, and the former Psychology 3600 PR:

Psychology 2625 and Psychology 2925

CALENDAR ENTRY AFTER CHANGES

3626 **Psychopathology** explores mental illness, clinical assessment, classification, and diagnosis. The core theoretical perspectives on psychological disorders are examined. For each disorder the diagnostic criteria, etiology, treatment, and prognosis will be presented.

This course enhances the ability to think critically about issues pertaining to mental health and illness.

CR: Psychology 3640, Psychology 3650, and the former Psychology 3600

PR: Psychology 2625 and Psychology 2925

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Senate Summary Page for Courses

COURSE NUMBER AND TITLE

SCS 2244 The Graphic Novel — Historical, Cultural and Literary Contexts ENGL 2244
The Graphic Novel — Historical, Cultural and Literary Contexts

RATIONALE

The pre-requisite of Folklore 1000, Anthropology 1031 or Sociology 1000 is unnecessary and creates a barrier to students hoping to take this class. Requiring six credit hours in English at the 1000 level is in line with other 2000-level English courses.

CALENDAR CHANGES

13.28 Social/Cultural Studies

2244 The Graphic Novel - Historical, Cultural and Literary Contexts (same as English 2244) examines the historical, cultural and literary impact of the Graphic Novel; investigates its continuing development; and introduces students to significant works within the genre.

CR: [English 3843](#), [English 2244](#)

PR: 6 credit hours in English at the 1000

CALENDAR ENTRY AFTER CHANGES

13.28 Social/Cultural Studies

2244 The Graphic Novel - Historical, Cultural and Literary Contexts (same as English 2244) examines the historical, cultural and literary impact of the Graphic Novel; investigates its continuing development; and introduces students to significant works within the genre.

CR: [English 3843](#), [English 2244](#)

PR: 6 credit hours in English at the 1000 level.

SECONDARY CALENDAR CHANGES Crosslisted
information for English:

13.10 English

13.10.4 Post-1900 Courses

2244 The Graphic Novel - Historical, Cultural and Literary Contexts (same as Social/Cultural Studies 2244) examines the historical, cultural and literary impact of the Graphic Novel; investigates its continuing development; and introduces students to significant works within the genre.

CR: [English 3843](#), [English 2244](#)

PR: 6 credit hours in English at the 1000 level; ~~one of Folklore 1000, Anthropology 1031, or Sociology 1000~~

SECONDARY CALENDAR AFTER CHANGES

13.10 English

13.10.4 Post-1900 Courses

2244 The Graphic Novel - Historical, Cultural and Literary Contexts (same as Social/Cultural Studies 2244) examines the historical, cultural and literary impact of the Graphic Novel; investigates its continuing development; and introduces students to significant works within the genre.

CR: [English 3843](#), [English 2244](#)

PR: 6 credit hours in English at the 1000 level

Memorial University of Newfoundland Undergraduate Calendar Change Proposal Form Senate Summary Page for Courses

COURSE NUMBER AND TITLE

BUSI 2011 Business Writing

RATIONALE

The academic program review process revealed that students do not have adequate writing skills and that additional formal instruction on writing for business is necessary. Students involved in the review process also indicated that there are limited opportunities throughout their degree to focus on individual writing skills. The Faculty of Business Administration's post-2022 undergraduate programs include BUSI 2011 *Business Writing* as a core course and prerequisite for many other Business courses. It serves as the foundation for individual writing skills that will be required for subsequent business courses.

This proposal revises the course description for BUSI 2011 to clarify that the course is intended to provide a foundation in individual writing skills that will enhance student success in subsequent courses that involve written assignments.

CALENDAR CHANGES

2011 Business Writing

introduces students to ~~the fundamentals of~~ effective business writing and provides a foundation in individual writing skills. ~~Students will learn how to apply writing and research skills, and produce professional-quality business documents. In reading, analyzing, planning, and writing documents for various audiences,~~ Through individual written assignments and with extensive instructor feedback, students will learn about the distinctive elements of business writing. Students will develop awareness of language and tone, and will learn how to research, reference, organize and convey information and ideas ~~and information using appropriate means to accomplish their intended purpose~~ to produce professional-quality business documents.

CR: the former BUSI 2010

PR: BUSI 1000, 6 credit hours in English of which 3 credit hours may be replaced by any Memorial University of Newfoundland Critical Reading and Writing (CRW) course

CALENDAR ENTRY AFTER CHANGES

2011 Business Writing

introduces students to effective business writing and provides a foundation in individual writing skills. Through individual written assignments and with extensive instructor feedback, students will learn about the distinctive elements of business writing.

Students will develop awareness of language and tone and will learn how to research, reference, organize, and convey information and ideas to produce professional-quality business documents.

CR: the former BUSI 2010

PR: BUSI 1000, 6 credit hours in English of which 3 credit hours may be replaced by any [Memorial University of Newfoundland Critical Reading and Writing \(CRW\)](#) course

Memorial University of Newfoundland Undergraduate Calendar Change Proposal Form Senate Summary Page for Courses

COURSE NUMBER AND TITLE

BUSI 2012 Business Professionalism

RATIONALE

In the current calendar, BUSI 2012 is credit restricted with BUSI 2010 (Business Research and Writing). The proposal is to remove this restriction for several reasons:

1. Students in post-2022 program have taken BUSI 2010 in place of BUSI 2011 as BUSI 2011 was not yet available.
2. Students in our pre-2022 programs will benefit from being able to take BUSI 2012 as an elective.
3. The courses are different enough that students can benefit from taking both.

CALENDAR CHANGES 2012

Business Professionalism

introduces students to the essential skills which help business professionals be successful. Beyond strong technical and analytical skills, business graduates are expected to possess effective presentation, social and emotional skills with ethics, integrity and attention to inclusion and diversity. This knowledge and skill set will be developed through use of various readings, exercises, group work and individual presentations to foster professionalism, empathy, and effective interactions with all stakeholders.

~~CR: the former BUSI 2010~~

PR: BUSI 1000, BUSI 2011

CALENDAR ENTRY AFTER CHANGES 2012

Business Professionalism

introduces students to the essential skills which help business professionals be successful. Beyond strong technical and analytical skills, business graduates are expected to possess effective presentation, social and emotional skills with ethics, integrity and attention to inclusion and diversity. This knowledge and skill set will be developed through use of various readings, exercises, group work and individual presentations to foster professionalism, empathy, and effective interactions with all stakeholders.

PR: BUSI 1000, BUSI 2011

Memorial University of Newfoundland Undergraduate Calendar Change Proposal Form Senate Summary Page for Courses

COURSE NUMBER AND TITLE

BUSI 5001 Strategic Management

RATIONALE

The proposal is to update prerequisite structure of BUSI 5001.

BUSI 5001 *Strategic Management* is the same as the former BUSI 7000 *Strategic Management II* from the pre-2022 business programs. It serves as the capstone course for all business undergraduate degree programs and requires students to integrate knowledge from across their programs. During the implementation process for the post-2022 programs, we discovered that the prerequisite structure for BUSI 5001 only requires students to have completed approximately half of the core business courses in the program, while the former BUSI 7000 required students to have completed the full business core. The primary reason for this disconnect is that BUSI 7000 had included much of the business core indirectly by including BUSI 4050 *Strategic Management I* as a prerequisite, however BUSI 4050 is not part of the post-2022 programs.

This proposal resolves the inconsistency by adding the following core business courses to the prerequisites for BUSI 5001:

- BUSI 2112 *Introductory Management Accounting*,
- BUSI 2600 *Entrepreneurial Thinking and Behaviour*,
- BUSI 3310 *Organizational Behaviour*,
- BUSI 3335 *Labour Relations*,
- BUSI 3401 *Operations Management*,
- BUSI 3700 *Information Systems*,
- BUSI 4720 *Business Analytics*.

CALENDAR CHANGES 5001

Strategic Management

(same as the former BUSI 7000) develops student's skills to create and implement organizational strategy aimed at achieving superior performance and sustaining it over the long run. Primarily based on case studies and experiential learning, students apply theories of strategy and integrate concepts of the various functional areas of business, learning how successful strategy simultaneously satisfies internal and external circumstances of an organization.

CR: Business 4010, the former BUSI 7000

PR: BUSI 2012, [BUSI 2112 or the former BUSI 2101](#), BUSI 2205 or the former BUSI 2210, [BUSI 2600 or the former BUSI 1600](#), [BUSI 3310](#), BUSI 3325 or the former BUSI 4320, [BUSI 3335 or the former BUSI 4330](#), [BUSI 3401](#), BUSI 3550 or the former BUSI 4500, [BUSI 3700](#), BUSI 4306 or the former BUSI 5302, [BUSI 4720](#)

CALENDAR ENTRY AFTER CHANGES 5001

Strategic Management

(same as the former BUSI 7000) develops student's skills to create and implement organizational strategy aimed at achieving superior performance and sustaining it over the long run. Primarily based on case studies and experiential learning, students apply theories of strategy and integrate concepts of the various functional areas of business, learning how successful strategy simultaneously satisfies internal and external circumstances of an organization.

CR: Business 4010, the former BUSI 7000

PR: BUSI 2012, BUSI 2112 or the former BUSI 2101, BUSI 2205 or the former BUSI 2210, BUSI 2600 or the former BUSI 1600, BUSI 3310, BUSI 3325 or the former BUSI 4320, BUSI 3335 or the former BUSI 4330, BUSI 3401, BUSI 3550 or the former BUSI 4500, BUSI 3700, BUSI 4306 or the former BUSI 5302, BUSI 4720

Memorial University of Newfoundland Undergraduate Calendar Change Proposal Form Senate Summary Page for Programs

PROGRAM TITLE

Bachelor of Commerce

Bachelor of Commerce (Co-operative)

Joint Degrees of Bachelor of Commerce (Co-operative) and Bachelor of Arts Joint Degrees of Bachelor of Commerce and Bachelor of Music

Diploma in Business Administration

RATIONALE

In March 2022, CUGS approved a waiver to permit MATH 1005: Calculus for Business to be used by students in lieu of MATH 1000 for Undergraduate Business Degrees as well as the Diploma program. In addition, MATH 1005 can serve as a prerequisite for all BUSI courses with MATH 1000 as a current prerequisite (see Appendix A). The first offering of MATH 1005 was in Fall 2022 and currently has 85 students registered.

This calendar change is to update the calendar to reflect the CUGS waiver.

CALENDAR CHANGES

4.3 Business One

- All undergraduate business degree students will complete a common first year called Business One, after which they must apply for entry into either the Bachelor of Commerce or the Bachelor of Commerce (Co-operative).
- Business One is 30 credit hours comprised of BUSI 1000, Economics 1010, Economics 1020, 6 credit hours in English, 3 credit hours of which may be replaced by any Memorial University of Newfoundland Critical Reading and Writing (CRW) course, Mathematics 1000 or Mathematics 1005, and 12 additional credit hours in non-BUSI electives. Critical Reading and Writing (CRW) courses are regulated by the Faculty of Humanities and Social Sciences and are indicated under Faculty of Humanities and Social Sciences.
 - Mathematics 1005 is a calculus course intended for business students and is not intended for those planning on taking further calculus courses. Business students who plan to take further calculus courses should complete Mathematics 1000 instead of Mathematics 1005.
- The courses comprising Business One must be successfully completed with an overall average of at least 65%, and an overall cumulative average of at least 60%.
- A student who wishes to complete the Joint Degrees of Bachelor of Commerce (Co-operative) and Bachelor of Arts should structure Business One as outlined under Joint Degrees of Bachelor of Commerce (Co-operative) and Bachelor of Arts to ensure the timely completion of the Joint Degrees.
- Modifications to Business One requirements for the Joint Degrees of Bachelor of Commerce and Bachelor of Music are outlined in Table 6 Program of Study for the Bachelor of Commerce Component of the Joint Degrees of Bachelor of Commerce and Bachelor of Music.

5.2.1 Direct Entry (for High School Students)

5.2.1.1 Business One

1. To be admitted to Business One, applicants should select Business One as the program of study on the online application to the University. The application for admission to programs is submitted online and applicants should follow the application instructions at www.mun.ca/undergrad/apply. Application deadlines are strictly enforced. A complete application includes an application to the University and any other required supporting documentation. Application fees must be paid when the application forms are submitted. Direct admission from high school is subject to the applicant's final acceptance to the University and admissibility into Mathematics 1000, 1005, 1090 or 109A/B. Business One normally begins in the Fall semester commencing in September.
2. Upon meeting general admission requirements to Memorial University of Newfoundland, applicants are admitted to Business One and may apply for admission into the program after a completion of a minimum of 30 credit hours of

the courses comprising **Business One**. Business One courses are outlined under **Table 1 Suggested Program of Study for the Bachelor of Commerce**.

3. Upon completion of Business One, a student may wish to apply for admission to the Bachelor of Commerce program. In this regard, a student should follow the instructions listed below

under [Beyond Business One, Admission](#).

5.3.1 Direct Entry (for High School Students)

5.3.1.1 Business One

1. Applicants may declare Business One directly from high school. The application for admission to programs is submitted online and applicants should follow the application instructions at www.mun.ca/undergrad/apply. Application deadlines are strictly enforced. A complete application includes an application to the University and any other required supporting documentation. Application fees must be paid when the application is submitted. Direct admission from high school is subject to the applicant's final acceptance to the University and admissibility into Mathematics 1000, [1005](#), 1090 or 109A/B. Business One normally begins in the Fall semester commencing in September.
2. Upon meeting general admission requirements to Memorial University of Newfoundland, applicants are admitted to Business One and may apply for admission into the program after a completion of a minimum of 30 credit hours of the courses comprising [Business One](#). Business One courses are outlined under [Table 2 Suggested Program of Study for the Bachelor of Commerce \(Co-operative\)](#).
3. Upon completion of Business One, a student may wish to apply for admission to the Bachelor of Commerce (Co-operative) program. In this regard, a student should follow the instructions listed below under [Beyond Business One, Admission](#).

6.1 Bachelor of Commerce

- The full or part-time Bachelor of Commerce requires 120 successfully completed credit hours comprised of 30 credit hours completed during [Business One](#), 90 credit hours completed after Business One, and three Business Professional Development seminars.
- The 120 required credit hours are outlined below in [Table 1 Suggested Program of Study for the Bachelor of Commerce](#).
- Critical Reading and Writing (CRW) courses are regulated by the Faculty of Humanities and Social Sciences. Eligible CRW courses are indicated under [Faculty of Humanities and Social Sciences](#).
- Non-Business electives can be a 3 credit hour course chosen from any discipline except Business. A student must complete sixteen electives (48 credit hours), all of which can be non-Business electives. Of the sixteen electives (48 credit hours), a student has the option of completing a maximum of nine Business electives (27 credit hours).
- A student is advised to consult with an academic advisor in the [Academic Programs Office](#) to discuss course selection throughout the program by email to busihelp@mun.ca.

Table 1 Suggested Program of Study for the Bachelor of Commerce

Term	Required Courses	Electives
Business One (30 credit hours completed prior to admission into the Bachelor of Commerce)	BUSI 1000 Economics 1010, Economics 1020 6 credit hours in English, 3 credit hours of which may be replaced by any Memorial University of Newfoundland Critical Reading and Writing (CRW) course Mathematics 1000 or Mathematics 1005 (see note 1)	12 additional credit hours in non-BUSI electives
Year 2	BUSI 200W, 2011, 2012, 2111, 2112, 2205, 2600, 2720 Statistics 2500	6 additional credit hours of electives
Year 3	BUSI 400W, 3005, 3310, 3325, 3335, 3401, 3550, 3700	9 additional credit hours of electives
Year 4	BUSI 500W, 4306, 4720, 5001	21 additional credit hours of electives

[Note 1: Mathematics 1005 is a calculus course intended for business students and is not intended for those planning on taking further calculus courses. Business students who plan to take further calculus courses should complete Mathematics 1000 instead of Mathematics 1005.](#)

6.2 Bachelor of Commerce (Co-operative)

- The Bachelor of Commerce (Co-operative) is a full-time, 135 credit hour program comprised of 30 credit hours completed during **Business One**, four Business Professional Development seminars, 105 credit hours completed after Business One, and three co-operative work terms. The program must be completed in the sequence, order and course load as outlined below in **Table 2 Program of Study for the Bachelor of Commerce (Co-operative)**.
- Critical Reading and Writing (CRW) courses are regulated by the Faculty of Humanities and Social Sciences. Eligible CRW courses are indicated under [Faculty of Humanities and Social Sciences](#).
- Non-Business electives can be chosen from any discipline except Business. Of the 51 credit hours required in elective courses from academic terms 1 through 7, 24-39 credit hours must be Business electives and 12-27 credit hours must be non-Business electives.
- A student will require special permission to register for courses during work terms or academic terms if the courses are in addition to the prescribed program. Any course with the prefix BUSI, that is not a required core course, is a **Business Elective**.
- Exceptions to this prescribed program, including specified course load, must have the approval of the Committee on Undergraduate Studies of the Faculty. A student must earn a minimum grade of 65% on courses taken out of sequence.
- A student is advised to consult with an academic advisor in the [Academic Programs Office](#) to discuss course selection throughout the program by email to bushelp@mun.ca.

Table 2 Program of Study for the Bachelor of Commerce (Co-operative)

Term	Required Core Courses	Required Electives
Business One (30 credit hours completed prior to admission)	BUSI 1000 Economics 1010, Economics 1020 6 credit hours in English, 3 credit hours of which may be replaced by any Memorial University of Newfoundland Critical Reading and Writing (CRW) course Mathematics 1000 or Mathematics 1005 (see note 1)	12 additional credit hours in non-BUSI electives
Fall Academic Term 1	BUSI 2011, 2111 3 credit hours chosen from BUSI 2205, 2600, 2720 Statistics 2500	3 credit hour elective course
Winter Academic Term 2	BUSI 200W, 2012, 2112 6 credit hours from BUSI 2205, 2600, 2720 (which must be different from the 3 credit hours chosen in Fall, Academic Term 1)	3 credit hour elective course
Fall Academic Term 3	BUSI 300W, 3325, 3401, 3550	6 credit hours in elective courses
Winter Work Term 1	BUSI 399W	
Spring Academic Term 4	BUSI 400W, 3005, 3310, 3335, 3700	3 credit hour elective course
Fall Work Term 2	BUSI 499W	
Winter Academic Term 5	BUSI 4720	12 credit hours in elective courses
Spring Work Term 3	BUSI 599W	
Fall Academic Term 6	BUSI 500W, 4306	12 credit hours in elective courses
Winter Academic Term 7	BUSI 5001	12 credit hours in elective courses
Note 1: Mathematics 1005 is a calculus course intended for business students and is not intended for those planning on taking further calculus courses. Business students who plan to take further calculus courses should complete Mathematics 1000 instead of Mathematics 1005.		

6.4 Diploma in Business Administration

- The full or part-time Diploma in Business Administration is comprised of 60 credit hours.
- To be considered for graduation a student must have been admitted to the Diploma program and have successfully completed the 60 credit hours outlined below in **Table 4 Program of Study for the Diploma in Business Administration**.
- A student must achieve an overall grade point average of at least 2.5 and a numeric average of at least 60% in the courses which comprise the 60 credit hours outlined below in **Table 4 Program of Study for the Diploma in Business Administration**. A student failing to meet this requirement will be required to repeat a course(s) to raise the overall average and/or GPA to the minimum acceptable level.
- Critical Reading and Writing (CRW) courses are regulated by the Faculty of Humanities and Social Sciences. Eligible CRW courses are indicated under [Memorial University of Newfoundland Critical Reading and Writing \(CRW\)](#).
- A student pursuing the Diploma in Business Administration will be required to complete more than half of the total credit hours required for the Diploma at this University. The courses comprising these credit hours must be applicable to the Diploma in Business Administration.
- A student pursuing the Diploma in Business Administration who has completed a Bachelor's degree at this University or another recognized post-secondary institution will be required to complete at least 30 credit hours at this University beyond those required for that degree. The courses comprising these credit hours must be applicable to the Diploma in Business Administration.
- A student should plan the program of study carefully as course offerings vary from term to term. A student is advised to consult with an academic advisor in the [Academic Programs Office](#) to discuss program planning by email to busihelp@mun.ca.

Table 4 Program of Study for the Diploma in Business Administration

30 Credit Hours Required Prior to Admission	30 Credit Hours Required After Admission
BUSI 1000, 2011, 2111, 2205, 2600	BUSI 2012, 2112, 2720 3 credit hours chosen from BUSI 3325 or 3335
6 credit hours in English, 3 credit hours of which may be replaced by any Memorial University of Newfoundland Critical Reading and Writing (CRW) course 9 credit hours chosen from of the following: BUSI 2012, 2112, 2720, 3005, 3310, 3325, 3335, 3401, 3550, 3700, 4306, 4720, Economics 1010, Economics 1020	3 credit hours chosen from BUSI 3310, 3325, 3335, 3401, 3550, 3700, 4306, 4720 Economics 1010, Economics 1020 Mathematics 1000 or Mathematics 1005 (see note 1) Statistics 2500 or equivalent 3 credit hours in non-BUSI electives . Non-Business electives can chosen from any discipline except Business.
Note 1: Mathematics 1005 is a calculus course intended for business students and is not intended for those planning on taking further calculus courses. Business students who plan to take further calculus courses should complete Mathematics 1000 instead of Mathematics 1005.	

6.5.1.2 Bachelor of Arts

1. A student intending to complete the Joint Degrees in the minimum number of 150 credit hours should ensure that at least 78 of these credit hours are completed in courses offered by departments within the Faculty of Humanities and Social Sciences. Careful planning, particularly in the selection of elective courses as well as in the sequence of Major program courses, is therefore recommended to ensure timely completion of the Joint Degrees.
2. A student is advised that, in order to complete the Joint Degrees within the minimum 150 credit hours, at least five of the courses required for the Bachelor of Arts must be successfully completed as opportunities arise and as courses are offered. These courses may be completed during the Spring semesters between Business One and Term 1, between Terms 2 and 3, or during any of the three Work Terms or as a sixth course during any of the Academic Terms following submission and approval of a course load waiver request to the [Academic Programs Office](#).
3. A student who chooses to pursue a Major from the Faculty of Science (Computer Science, Mathematics and Statistics, and Psychology) will require more than 150 credit hours to complete their program to ensure meeting the 78 credit hour requirement from the Faculty of Humanities and Social Sciences. Regular consultation with the appropriate academic advisors within the Faculty of Humanities and Social Sciences and Faculty of Science is

encouraged.

4. The Bachelor of Arts requires completion of a **Major Program**, a **Minor Program**, a set of **Core Requirements** (comprising a **Breadth of Knowledge Requirement**, a **Critical Reading and Writing (CRW) Requirement**, a **Language Study (LS) Requirement**, a **Quantitative Reasoning (QR) Requirement**, and **Elective** courses, totalling at least 78 credit hours in courses offered by departments within the Faculty of Humanities and Social Sciences. Majors are also available from the following Departments in the Faculty of Science: **Computer Science**, **Mathematics and Statistics**, and **Psychology**. When the Bachelor of Arts is completed jointly with the Bachelor of Commerce (Co-operative) the following course adjustments will be made to the Bachelor of Arts degree:
 - a. Minor program requirements are satisfied by Business (BUSI) courses specified in **Table 5 Bachelor of Commerce (Co-operative) Curriculum Completed Jointly with the Bachelor of Arts**; and
 - b. the 6 credit hours for the Quantitative Reasoning (QR) requirement for the Bachelor of Arts are satisfied by Mathematics 1000 **(or Mathematics 1005)** and Statistics 2500;
 - c. Major requirements for the Bachelor of Arts may be satisfied in 36 to 45 credit hours, depending on the department or program chosen. A student is strongly recommended to seek advice from the department or program of the chosen Major to ensure that the proposed degree program is possible within the constraints of course scheduling and prerequisites.
5. A student must also complete the special requirements outlined above under **Bachelor of Commerce (Co-operative)**.

6.5.2 Bachelor of Commerce (Co-operative) Completed Jointly with the Bachelor of Arts

- In addition to the requirements listed below in **Table 5 Bachelor of Commerce (Co-operative) Completed Jointly with the Bachelor of Arts**, students should also refer to information listed under **Joint Degrees of Bachelor of Commerce (Co-operative) and Bachelor of Arts** including the **Special Requirements for the Joint Degrees of Bachelor of Commerce (Co-operative) and Bachelor of Arts**.

Table 5 Bachelor of Commerce (Co-operative) Completed Jointly with the Bachelor of Arts

Term	Required Courses	Electives
Business One (30 credit hours completed prior to admission)	BUSI 1000 Economics 1010, Economics 1020 6 credit hours in English, 3 credit hours of which may be replaced by any Memorial University of Newfoundland Critical Reading and Writing (CRW) course Mathematics 1000 or Mathematics 1005 (see note 1)	12 additional credit hours in non-BUSI electives as indicated in Special Requirements for the Joint Degrees of Bachelor of Commerce (Co-operative) and Bachelor of Arts, Bachelor of Arts , 4. above
Fall Academic Term 1	<ul style="list-style-type: none"> • BUSI 2011, 2111 • 3 credit hours chosen from BUSI 2205, 2600, 2720 • Statistics 2500 	3 credit hours in Major, Core or elective courses as indicated in Special Requirements for the Joint Degrees of Bachelor of Commerce (Co-operative) and Bachelor of Arts, Bachelor of Arts , 4. above
Winter Academic Term 2	<ul style="list-style-type: none"> • BUSI 200W, 2012, 2112, • 6 credit hours from BUSI 2205, 2600, 2720 which must be different from the 3 credit hours chosen in Fall, Academic Term 1 	3 credit hours in Major, Core or elective courses as indicated in Special Requirements for the Joint Degrees of Bachelor of Commerce (Co-operative) and Bachelor of Arts, Bachelor of Arts , 4. above
Spring		See Special Requirements for the Joint Degrees of Bachelor of Commerce (Co-operative) and Bachelor of Arts, Bachelor of Commerce (Co-operative) and Bachelor of Arts , 2. above

Fall Academic Term 3	BUSI 300W, 3325, 3401, 3550	6 credit hours in Major, Core or elective courses as indicated in Special Requirements for the Joint Degrees of Bachelor of Commerce (Co-operative) and Bachelor of Arts, Bachelor of Commerce (Co-operative) 1. above and in Special Requirements for the Joint Degrees of Bachelor of Commerce (Cooperative) and Bachelor of Arts, Bachelor of Arts , 1. and 4. respectively
Winter Work Term 1	BUSI 399W	See Special Requirements for the Joint Degrees of Bachelor of Commerce (Co-operative) and Bachelor of Arts, Bachelor of Commerce (Co-operative) and Bachelor of Arts , 2. above
Spring Academic Term 4	<ul style="list-style-type: none"> BUSI 3005, 3310, 3335, 3700, 400W 	3 credit hours in Major, Core or elective courses as indicated in Special Requirements for the Joint Degrees of Bachelor of Commerce (Co-operative) and Bachelor of Arts, Bachelor of Commerce (Co-operative) 1. above and in Special Requirements for the Joint Degrees of Bachelor of Commerce (Cooperative) and Bachelor of Arts, Bachelor of Arts , 1. and 4. respectively
Fall Work Term 2	BUSI 499W	See Special Requirements for the Joint Degrees of Bachelor of Commerce (Co-operative) and Bachelor of Arts, Bachelor of Commerce (Co-operative) and Bachelor of Arts , 2. above
Winter Academic Term 5	BUSI 4720	12 credit hours in Major, Core or elective courses as indicated in Special Requirements for the Joint Degrees of Bachelor of Commerce (Co-operative) and Bachelor of Arts, Bachelor of Commerce (Co-operative) 1. above and in Special Requirements for the Joint Degrees of Bachelor of Commerce (Cooperative) and Bachelor of Arts, Bachelor of Arts , 1. and 4. respectively
Spring Work Term 3	BUSI 599W	See Special Requirements for the Joint Degrees of Bachelor of Commerce (Co-operative) and Bachelor of Arts, Bachelor of Commerce (Co-operative) and Bachelor of Arts , 2. above
Fall Academic Term 6	BUSI 4306, 500W	12 credit hours in Major, Core or elective courses as indicated in Special Requirements for the Joint Degrees of Bachelor of Commerce (Co-operative) and Bachelor of Arts, Bachelor of Commerce (Co-operative) 1. above and in Special Requirements for the Joint Degrees of Bachelor of Commerce (Cooperative) and Bachelor of Arts, Bachelor of Arts , 1. and 4. respectively

Winter Academic Term 7	BUSI 5001	12 credit hours in Major, Core or elective courses as indicated in Special Requirements for the Joint Degrees of Bachelor of Commerce (Co-operative) and Bachelor of Arts, Bachelor of Commerce (Co-operative) 1. above and in Special Requirements for the Joint Degrees of Bachelor of Commerce (Cooperative) and Bachelor of Arts, Bachelor of Arts , 1. and 4. respectively
<p>Note 1: Mathematics 1005 is a calculus course intended for business students and is not intended for those planning on taking further calculus courses. Business students who plan to take further calculus courses should complete Mathematics 1000 instead of Mathematics 1005.</p>		

6.6 Joint Degrees of Bachelor of Commerce and Bachelor of Music

- The Joint Degrees of Bachelor of Commerce and Bachelor of Music is a five-year program offered jointly with the Faculty of Business Administration and the School of Music. Students choose from one of the following majors for the Bachelor of Music degree: [General Music Studies](#) (157 credit hours), [Composition](#) (160 credit hours), or [Performance](#) (164 credit hours).
- A student concurrently completing the Joint Degrees program will be permitted to make the adjustments to the Bachelor of Commerce program as outlined in [Table 6 Program of Study for the Bachelor of Commerce Component of the Joint Degrees of Bachelor of Commerce and Bachelor of Music](#) below. These adjustments to the normal curriculum will only be permitted for students who are graduating with the Bachelor of Commerce degree and the Bachelor of Music degree at the same convocation.
- A student must meet the [Continuance Regulations for the Bachelor of Commerce](#) program and the [Academic Standards and Continuance Regulations in the Bachelor of Music](#). A student who fails to meet Continuance Regulations are advised to seek academic advice from the appropriate academic unit.
- Critical Reading and Writing (CRW) courses are regulated by the Faculty of Humanities and Social Sciences. Eligible CRW courses are indicated under [Memorial University of Newfoundland Critical Reading and Writing \(CRW\)](#).
- Careful planning of courses is crucial to ensure timely completion of the Joint Degrees of Bachelor Commerce and Bachelor of Music. Therefore, a student is strongly encouraged to consult regularly with academic advisors in the [Faculty of Business Administration](#) and the [School of Music](#).
- For program requirements for the Major in General Music Studies see [School of Music, Joint Degrees of Bachelor of Music with a Major in General Music Studies and Bachelor of Commerce](#). For program requirements for the Major in Composition see [School of Music, Joint Degrees of Bachelor of Music with a Major in Composition and Bachelor of Commerce](#). For program requirements for the Major in Performance see [School of Music, Joint Degrees of Bachelor of Music with a Major in Performance and Bachelor of Commerce](#).

Table 6 Program of Study for the Bachelor of Commerce Component of the Joint Degrees of Bachelor of Commerce and Bachelor of Music

Business One Requirements for the Bachelor of Commerce Component	Required Courses for the Bachelor of Commerce Component	Bachelor of Music Major Component
<p>Business One (30 credit hours). Students completing the</p>	<p>Required Business One Courses BUSI 1000 Economics 1010, Economics 1020 6 credit hours in English, 3 credit hours of which may be replaced by any Memorial University of Newfoundland Critical Reading and Writing (CRW) course Mathematics 1000 <u>or</u> Mathematics 1005 (see note)</p>	<p>Students must complete one of three Major programs below in the course sequencing as outlined for the chosen Major program.</p> <p>Major in General Music Studies For program requirements for the Major in General Music Studies see School of Music, Joint Degrees of Bachelor of Music with a Major in General Music Studies and Bachelor of Commerce.</p> <p>Major in Composition For program requirements for the Major</p>

<p>Joint Degrees of Bachelor of Commerce and Bachelor of Music must have an average of at least 65% on the 30 credit hours that comprise Business One at the time they complete those 30 credit hours.</p>	<p>1) 12 additional credit hours as determined by the Music Major</p> <p>Required Business And Other Courses BUSI 200W, 400W, 500W, 2011, 2012, 2111, 2112, 2205, 2600, 2720, 3005, 3210, 3310, 3325, 3335, 3401, 3550, 3700, 4306, 4720, 5002 Statistics 2500</p>	<p>in Composition see School of Music, Joint Degrees of Bachelor of Music with a Major in Composition and Bachelor of Commerce.</p> <p>Major in Performance For program requirements for the Major in Performance see School of Music, Joint Degrees of Bachelor of Music with a Major in Performance and Bachelor of Commerce.</p>
		<p>The student must meet the Continuance Regulations for the Bachelor of Commerce program and the Academic Standards and Continuance Regulations in the Bachelor of Music.</p>
<p>Careful planning of courses is crucial to ensure timely completion of the Joint Degrees of Bachelor Commerce and Bachelor of Music. A student is strongly encouraged to consult regularly with academic advisors in the Faculty of Business Administration and the School of Music.</p> <p>A student must graduate with the Bachelor of Commerce degree and the Bachelor of Music degree at the same convocation.</p> <p>Note 1: Mathematics 1005 is a calculus course intended for business students and is not intended for those planning on taking further calculus courses. Business students who plan to take further calculus courses should complete Mathematics 1000 instead of Mathematics 1005.</p>		

11 Course Descriptions

2400 Decision Modeling provides an introduction to linear optimization and the related topics of integer, assignment, and transportation models; and decision analysis including payoff matrices, decision trees, and Bayesian revision. All topics will be taught within the context of business applications.

CO: Statistics 2500

PR: Mathematics 1000 [or Mathematics 1005](#)

4720 Business Analytics introduces concepts and techniques to select, evaluate, prepare and process data for decision making in organizations. Students learn to select and apply descriptive, predictive and prescriptive techniques, including deep learning, sequence analysis and text mining, to solve business problems, and learn to interpret and communicate results. The course also examines ethical and legal issues in the use of business analytics and discusses appropriate governance and oversight. Students analyze real- life data using modern software.

PR: BUSI 2720, Mathematics 1000 [or Mathematics 1005](#), Statistics 2500

CALENDAR ENTRY AFTER CHANGES

4.3 Business One

- All undergraduate business degree students will complete a common first year called Business One, after which they must apply for entry into either the Bachelor of Commerce or the Bachelor of Commerce (Co-operative).
- Business One is 30 credit hours comprised of BUSI 1000, Economics 1010, Economics 1020, 6 credit hours in English, 3 credit hours of which may be replaced by any Memorial University of Newfoundland Critical Reading and Writing (CRW) course, Mathematics 1000 or Mathematics 1005, and 12 additional credit hours in non-BUSI electives. Critical Reading and Writing (CRW) courses are regulated by the Faculty of Humanities and Social Sciences and are indicated under [Faculty of Humanities and Social Sciences](#).
 - Mathematics 1005 is a calculus course intended for business students and is not intended

for those planning on taking further calculus courses. Business students who plan to take further calculus courses should complete Mathematics 1000 instead of Mathematics 1005.

- The courses comprising Business One must be successfully completed with an overall average of at least 65%, and an overall cumulative average of at least 60%.
- A student who wishes to complete the Joint Degrees of Bachelor of Commerce (Co-operative) and Bachelor of Arts should structure Business One as outlined under [Joint Degrees of Bachelor of Commerce \(Co-operative\) and Bachelor of Arts](#) to ensure the timely completion of the Joint Degrees.
- Modifications to Business One requirements for the Joint Degrees of Bachelor of Commerce and Bachelor of Music are outlined in [Table 6 Program of Study for the Bachelor of Commerce Component of the Joint Degrees of Bachelor of Commerce and Bachelor of Music](#).

5.2.1 Direct Entry (for High School Students)

5.2.1.1 Business One

1. To be admitted to Business One, applicants should select Business One as the program of study on the [online application](#) to the University. The application for admission to programs is submitted online and applicants should follow the application instructions at www.mun.ca/undergrad/apply. Application deadlines are strictly enforced. A complete application includes an application to the University and any other required supporting documentation. Application fees must be paid when the application forms are submitted. Direct admission from high school is subject to the applicant's final acceptance to the University and admissibility into Mathematics 1000, 1005, 1090 or 109A/B. Business One normally begins in the Fall semester commencing in September.
2. Upon meeting general admission requirements to Memorial University of Newfoundland, applicants are admitted to Business One and may apply for admission into the program after a completion of a minimum of 30 credit hours of the courses comprising [Business One](#). Business One courses are outlined under [Table 1 Suggested Program of Study for the Bachelor of Commerce](#).
3. Upon completion of Business One, a student may wish to apply for admission to the Bachelor of Commerce program. In this regard, a student should follow the instructions listed below under [Beyond Business One, Admission](#).

5.3.1 Direct Entry (for High School Students)

5.3.1.1 Business One

4. Applicants may declare Business One directly from high school. The application for admission to programs is submitted online and applicants should follow the application instructions at www.mun.ca/undergrad/apply. Application deadlines are strictly enforced. A complete application includes an application to the University and any other required supporting documentation. Application fees must be paid when the application is submitted. Direct admission from high school is subject to the applicant's final acceptance to the University and admissibility into Mathematics 1000, 1005, 1090 or 109A/B. Business One normally begins in the Fall semester commencing in September.
5. Upon meeting general admission requirements to Memorial University of Newfoundland, applicants are admitted to Business One and may apply for admission into the program after a completion of a minimum of 30 credit hours of the courses comprising [Business One](#). Business One courses are outlined under [Table 2 Suggested Program of Study for the Bachelor of Commerce \(Co-operative\)](#).
6. Upon completion of Business One, a student may wish to apply for admission to the Bachelor of Commerce (Co-operative) program. In this regard, a student should follow the instructions listed below under [Beyond Business One, Admission](#).

6.1 Bachelor of Commerce

- The full or part-time Bachelor of Commerce requires 120 successfully completed credit hours comprised of 30 credit hours completed during [Business One](#), 90 credit hours completed after Business One, and three Business Professional Development seminars.
- The 120 required credit hours are outlined below in [Table 1 Suggested Program of Study for the Bachelor of Commerce](#).
- Critical Reading and Writing (CRW) courses are regulated by the Faculty of Humanities and Social Sciences. Eligible CRW courses are indicated under [Faculty of Humanities and Social Sciences](#).

- Non-Business electives can be a 3 credit hour course chosen from any discipline except Business. A student must complete sixteen electives (48 credit hours), all of which can be non-Business electives. Of the sixteen electives (48 credit hours), a student has the option of completing a maximum of nine Business electives (27 credit hours).
- A student is advised to consult with an academic advisor in the [Academic Programs Office](#) to discuss course selection throughout the program by email to bushelp@mun.ca.

Table 1 Suggested Program of Study for the Bachelor of Commerce

Term	Required Courses	Electives
Business One (30 credit hours completed prior to admission into the Bachelor of Commerce)	BUSI 1000 Economics 1010, Economics 1020 6 credit hours in English, 3 credit hours of which may be replaced by any Memorial University of Newfoundland Critical Reading and Writing (CRW) course Mathematics 1000 or Mathematics 1005 (see note 1)	12 additional credit hours in non-BUSI electives
Year 2	BUSI 200W, 2011, 2012, 2111, 2112, 2205, 2600, 2720 Statistics 2500	6 additional credit hours of electives
Year 3	BUSI 400W, 3005, 3310, 3325, 3335, 3401, 3550, 3700	9 additional credit hours of electives
Year 4	BUSI 500W, 4306, 4720, 5001	21 additional credit hours of electives

Note 1: Mathematics 1005 is a calculus course intended for business students and is not intended for those planning on taking further calculus courses. Business students who plan to take further calculus courses should complete Mathematics 1000 instead of Mathematics 1005.

6.2 Bachelor of Commerce (Co-operative)

- The Bachelor of Commerce (Co-operative) is a full-time, 135 credit hour program comprised of 30 credit hours completed during [Business One](#), four Business Professional Development seminars, 105 credit hours completed after Business One, and three co-operative work terms. The program must be completed in the sequence, order and course load as outlined below in [Table 2 Program of Study for the Bachelor of Commerce \(Co-operative\)](#).
- Critical Reading and Writing (CRW) courses are regulated by the Faculty of Humanities and Social Sciences. Eligible CRW courses are indicated under [Faculty of Humanities and Social Sciences](#).
- Non-Business electives can be chosen from any discipline except Business. Of the 51 credit hours required in elective courses from academic terms 1 through 7, 24-39 credit hours must be Business electives and 12-27 credit hours must be non-Business electives.
- A student will require special permission to register for courses during work terms or academic terms if the courses are in addition to the prescribed program. Any course with the prefix BUSI, that is not a required core course, is a [Business Elective](#).
- Exceptions to this prescribed program, including specified course load, must have the approval of the Committee on Undergraduate Studies of the Faculty. A student must earn a minimum grade of 65% on courses taken out of sequence.
- A student is advised to consult with an academic advisor in the [Academic Programs Office](#) to discuss course selection throughout the program by email to bushelp@mun.ca.

Table 2 Program of Study for the Bachelor of Commerce (Co-operative)

Term	Required Core Courses	Required Electives
Business One (30 credit hours completed prior to admission)	BUSI 1000 Economics 1010, Economics 1020 6 credit hours in English, 3 credit hours of which may be replaced by any Memorial University of Newfoundland Critical Reading and Writing (CRW) course Mathematics 1000 or Mathematics 1005 (see note 1)	12 additional credit hours in non-BUSI electives

Fall Academic Term 1	BUSI 2011, 2111 3 credit hours chosen from BUSI 2205, 2600, 2720 Statistics 2500	3 credit hour elective course
Winter Academic Term 2	BUSI 200W, 2012, 2112 6 credit hours from BUSI 2205, 2600, 2720 (which must be different from the 3 credit hours chosen in Fall, Academic Term 1)	3 credit hour elective course
Fall Academic Term 3	BUSI 300W, 3325, 3401, 3550	6 credit hours in elective courses
Winter Work Term 1	BUSI 399W	
Spring Academic Term 4	BUSI 400W, 3005, 3310, 3335, 3700	3 credit hour elective course
Fall Work Term 2	BUSI 499W	
Winter Academic Term 5	BUSI 4720	12 credit hours in elective courses
Spring Work Term 3	BUSI 599W	
Fall Academic Term 6	BUSI 500W, 4306	12 credit hours in elective courses
Winter Academic Term 7	BUSI 5001	12 credit hours in elective courses

Note 1: Mathematics 1005 is a calculus course intended for business students and is not intended for those planning on taking further calculus courses. Business students who plan to take further calculus courses should complete Mathematics 1000 instead of Mathematics 1005.

6.4 Diploma in Business Administration

- The full or part-time Diploma in Business Administration is comprised of 60 credit hours.
- To be considered for graduation a student must have been admitted to the Diploma program and have successfully completed the 60 credit hours outlined below in **Table 4 Program of Study for the Diploma in Business Administration**.
- A student must achieve an overall grade point average of at least 2.5 and a numeric average of at least 60% in the courses which comprise the 60 credit hours outlined below in **Table 4 Program of Study for the Diploma in Business Administration**. A student failing to meet this requirement will be required to repeat a course(s) to raise the overall average and/or GPA to the minimum acceptable level.
- Critical Reading and Writing (CRW) courses are regulated by the Faculty of Humanities and Social Sciences. Eligible CRW courses are indicated under [Memorial University of Newfoundland Critical Reading and Writing \(CRW\)](#).
- A student pursuing the Diploma in Business Administration will be required to complete more than half of the total credit hours required for the Diploma at this University. The courses comprising these credit hours must be applicable to the Diploma in Business Administration.
- A student pursuing the Diploma in Business Administration who has completed a Bachelor's degree at this University or another recognized post-secondary institution will be required to complete at least 30 credit hours at this University beyond those required for that degree. The courses comprising these credit hours must be applicable to the Diploma in Business Administration.
- A student should plan the program of study carefully as course offerings vary from term to term. A student is advised to consult with an academic advisor in the [Academic Programs Office](#) to discuss program planning by email to busihelp@mun.ca.

Table 4 Program of Study for the Diploma in Business Administration

30 Credit Hours Required Prior to Admission	30 Credit Hours Required After Admission
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<p>BUSI 1000, 2011, 2111, 2205, 2600 6 credit hours in English, 3 credit hours of which may be replaced by any Memorial University of Newfoundland Critical Reading and Writing (CRW) course 9 credit hours chosen from of the following: BUSI 2012, 2112, 2720, 3005, 3310, 3325, 3335, 3401, 3550, 3700, 4306, 4720, Economics 1010, Economics 1020</p>	<p>BUSI 2012, 2112, 2720 3 credit hours chosen from BUSI 3325 or 3335 3 credit hours chosen from BUSI 3310, 3325, 3335, 3401, 3550, 3700, 4306, 4720 Economics 1010, Economics 1020 Mathematics 1000 or Mathematics 1005 (see note 1) Statistics 2500 or equivalent 3 credit hours in non-BUSI electives. Non-Business electives can chosen from any discipline except Business.</p>
<p>Note 1: Mathematics 1005 is a calculus course intended for business students and is not intended for those planning on taking further calculus courses. Business students who plan to take further calculus courses should complete Mathematics 1000 instead of Mathematics 1005.</p>	

6.5.1.2 Bachelor of Arts

6. A student intending to complete the Joint Degrees in the minimum number of 150 credit hours should ensure that at least 78 of these credit hours are completed in courses offered by departments within the Faculty of Humanities and Social Sciences. Careful planning, particularly in the selection of elective courses as well as in the sequence of Major program courses, is therefore recommended to ensure timely completion of the Joint Degrees.
7. A student is advised that, in order to complete the Joint Degrees within the minimum 150 credit hours, at least five of the courses required for the Bachelor of Arts must be successfully completed as opportunities arise and as courses are offered. These courses may be completed during the Spring semesters between Business One and Term 1, between Terms 2 and 3, or during any of the three Work Terms or as a sixth course during any of the Academic Terms following submission and approval of a course load waiver request to the [Academic Programs Office](#).
8. A student who chooses to pursue a Major from the Faculty of Science (Computer Science, Mathematics and Statistics, and Psychology) will require more than 150 credit hours to complete their program to ensure meeting the 78 credit hour requirement from the Faculty of Humanities and Social Sciences. Regular consultation with the appropriate academic advisors within the Faculty of Humanities and Social Sciences and Faculty of Science is encouraged.
9. The Bachelor of Arts requires completion of a **Major Program**, a **Minor Program**, a set of **Core Requirements** (comprising a **Breadth of Knowledge Requirement**, a **Critical Reading and Writing (CRW) Requirement**, a **Language Study (LS) Requirement**, a **Quantitative Reasoning (QR) Requirement**, and **Elective** courses, totalling at least 78 credit hours in courses offered by departments within the Faculty of Humanities and Social Sciences. Majors are also available from the following Departments in the Faculty of Science: [Computer Science](#), [Mathematics and Statistics](#), and [Psychology](#). When the Bachelor of Arts is completed jointly with the Bachelor of Commerce (Co-operative) the following course adjustments will be made to the Bachelor of Arts degree:
 - a. Minor program requirements are satisfied by Business (BUSI) courses specified in [Table 5 Bachelor of Commerce \(Co-operative\) Curriculum Completed Jointly with the Bachelor of Arts](#); and
 - b. the 6 credit hours for the Quantitative Reasoning (QR) requirement for the Bachelor of Arts are satisfied by Mathematics 1000 (or Mathematics 1005) and Statistics 2500;
 - c. Major requirements for the Bachelor of Arts may be satisfied in 36 to 45 credit hours, depending on the department or program chosen. A student is strongly recommended to seek advice from the department or program of the chosen Major to ensure that the proposed degree program is possible within the constraints of course scheduling and prerequisites.
10. A student must also complete the special requirements outlined above under [Bachelor of Commerce \(Co-operative\)](#).

6.5.2 Bachelor of Commerce (Co-operative) Completed Jointly with the Bachelor of Arts

- In addition to the requirements listed below in [Table 5 Bachelor of Commerce \(Co-operative\) Completed Jointly with the Bachelor of Arts](#), students should also refer to information listed under [Joint Degrees of Bachelor of Commerce \(Co-operative\) and Bachelor of Arts](#) including the [Special Requirements for the Joint Degrees of Bachelor of Commerce \(Co-operative\) and Bachelor of Arts](#).

Table 5 Bachelor of Commerce (Co-operative) Completed Jointly with the Bachelor of Arts

Term	Required Courses	Electives
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Business One (30 credit hours completed prior to admission)	BUSI 1000 Economics 1010, Economics 1020 6 credit hours in English, 3 credit hours of which may be replaced by any Memorial University of Newfoundland Critical Reading and Writing (CRW) course Mathematics 1000 or Mathematics 1005 (see note 1)	12 additional credit hours in non-BUSI electives as indicated in Special Requirements for the Joint Degrees of Bachelor of Commerce (Co-operative) and Bachelor of Arts, Bachelor of Arts, 4. above
Fall Academic Term 1	<ul style="list-style-type: none"> • BUSI 2011, 2111 • 3 credit hours chosen from BUSI 2205, 2600, 2720 • Statistics 2500 	3 credit hours in Major, Core or elective courses as indicated in Special Requirements for the Joint Degrees of Bachelor of Commerce (Co-operative) and Bachelor of Arts, Bachelor of Arts, 4. above
Winter Academic Term 2	<ul style="list-style-type: none"> • BUSI 200W, 2012, 2112, • 6 credit hours from BUSI 2205, 2600, 2720 which must be different from the 3 credit hours chosen in Fall, Academic Term 1 	3 credit hours in Major, Core or elective courses as indicated in Special Requirements for the Joint Degrees of Bachelor of Commerce (Co-operative) and Bachelor of Arts, Bachelor of Arts, 4. above
Spring		See Special Requirements for the Joint Degrees of Bachelor of Commerce (Co-operative) and Bachelor of Arts, Bachelor of Commerce (Co-operative) and Bachelor of Arts , 2. above
Fall Academic Term 3	BUSI 300W, 3325, 3401, 3550	6 credit hours in Major, Core or elective courses as indicated in Special Requirements for the Joint Degrees of Bachelor of Commerce (Co-operative) and Bachelor of Arts, Bachelor of Commerce (Co-operative) 1. above and in Special Requirements for the Joint Degrees of Bachelor of Commerce (Co-operative) and Bachelor of Arts, Bachelor of Arts , 1. and 4. respectively
Winter Work Term 1	BUSI 399W	See Special Requirements for the Joint Degrees of Bachelor of Commerce (Co-operative) and Bachelor of Arts, Bachelor of Commerce (Co-operative) and Bachelor of Arts , 2. above
Spring Academic Term 4	<ul style="list-style-type: none"> • BUSI 3005, 3310, 3335, 3700, 400W 	3 credit hours in Major, Core or elective courses as indicated in Special Requirements for the Joint Degrees of Bachelor of Commerce (Co-operative)
		and Bachelor of Arts, Bachelor of Commerce (Co-operative) 1. above and in Special Requirements for the Joint Degrees of Bachelor of Commerce (Co-operative) and Bachelor of Arts, Bachelor of Arts , 1. and 4. respectively

Fall Work Term 2	BUSI 499W	See Special Requirements for the Joint Degrees of Bachelor of Commerce (Co-operative) and Bachelor of Arts, Bachelor of Commerce (Co-operative) and Bachelor of Arts , 2. above
Winter Academic Term 5	BUSI 4720	12 credit hours in Major, Core or elective courses as indicated in Special Requirements for the Joint Degrees of Bachelor of Commerce (Co-operative) and Bachelor of Arts, Bachelor of Commerce (Co-operative) 1. above and in Special Requirements for the Joint Degrees of Bachelor of Commerce (Cooperative) and Bachelor of Arts, Bachelor of Arts , 1. and 4. respectively
Spring Work Term 3	BUSI 599W	See Special Requirements for the Joint Degrees of Bachelor of Commerce (Co-operative) and Bachelor of Arts, Bachelor of Commerce (Co-operative) and Bachelor of Arts , 2. above
Fall Academic Term 6	BUSI 4306, 500W	12 credit hours in Major, Core or elective courses as indicated in Special Requirements for the Joint Degrees of Bachelor of Commerce (Co-operative) and Bachelor of Arts, Bachelor of Commerce (Co-operative) 1. above and in Special Requirements for the Joint Degrees of Bachelor of Commerce (Cooperative) and Bachelor of Arts, Bachelor of Arts , 1. and 4. respectively
Winter Academic Term 7	BUSI 5001	12 credit hours in Major, Core or elective courses as indicated in Special Requirements for the Joint Degrees of Bachelor of Commerce (Co-operative) and Bachelor of Arts, Bachelor of Commerce (Co-operative) 1. above and in Special Requirements for the Joint Degrees of Bachelor of Commerce (Cooperative) and Bachelor of Arts, Bachelor of Arts , 1. and 4. respectively

Note 1: Mathematics 1005 is a calculus course intended for business students and is not intended for those planning on taking further calculus courses. Business students who plan to take further calculus courses should complete Mathematics 1000 instead of Mathematics 1005.

6.6 Joint Degrees of Bachelor of Commerce and Bachelor of Music

- The Joint Degrees of Bachelor of Commerce and Bachelor of Music is a five-year program offered jointly with the Faculty of Business Administration and the School of Music. Students choose from one of the following majors for the Bachelor of Music degree: [General Music Studies](#) (157 credit hours), [Composition](#) (160 credit hours), or [Performance](#) (164 credit hours).
- A student concurrently completing the Joint Degrees program will be permitted to make the adjustments to the Bachelor of Commerce program as outlined in [Table 6 Program of Study for the Bachelor of Commerce Component of the Joint Degrees of Bachelor of Commerce and Bachelor of Music](#) below. These adjustments to the normal curriculum will only be permitted for students who are graduating with the Bachelor of Commerce degree and the Bachelor of Music degree at the same convocation.
- A student must meet the [Continuance Regulations for the Bachelor of Commerce](#) program and the [Academic Standards and Continuance Regulations in the Bachelor of Music](#). A student who fails to meet Continuance Regulations are advised to seek academic advice from the appropriate academic unit.
- Critical Reading and Writing (CRW) courses are regulated by the Faculty of Humanities and Social Sciences.

Eligible CRW courses are indicated under [Memorial University of Newfoundland Critical Reading and Writing \(CRW\)](#).

- Careful planning of courses is crucial to ensure timely completion of the Joint Degrees of Bachelor Commerce and Bachelor of Music. Therefore, a student is strongly encouraged to consult regularly with academic advisors in the [Faculty of Business Administration](#) and the [School of Music](#).
- For program requirements for the Major in General Music Studies see [School of Music, Joint Degrees of Bachelor of Music with a Major in General Music Studies and Bachelor of Commerce](#). For program requirements for the Major in Composition see [School of Music, Joint Degrees of Bachelor of Music with a Major in Composition and Bachelor of Commerce](#). For program requirements for the Major in Performance see [School of Music, Joint Degrees of Bachelor of Music with a Major in Performance and Bachelor of Commerce](#).

Table 6 Program of Study for the Bachelor of Commerce Component of the Joint Degrees of Bachelor of Commerce and Bachelor of Music

Business One Requirements for the Bachelor of Commerce Component	Required Courses for the Bachelor of Commerce Component	Bachelor of Music Major Component
<p>Business One (30 credit hours). Students completing the Joint Degrees of Bachelor of Commerce and Bachelor of Music must have an average of at least 65% on the 30 credit hours that comprise Business One at the time they complete those 30 credit hours.</p>	<p>Required Business One Courses BUSI 1000 Economics 1010, Economics 1020 6 credit hours in English, 3 credit hours of which may be replaced by any Memorial University of Newfoundland Critical Reading and Writing (CRW) course Mathematics 1000 or Mathematics 1005 (see note 1) 12 additional credit hours as determined by the Music Major Required Business And Other Courses BUSI 200W, 400W, 500W, 2011, 2012, 2111, 2112, 2205, 2600, 2720, 3005, 3210, 3310, 3325, 3335, 3401, 3550, 3700, 4306, 4720, 5002 Statistics 2500</p>	<p>Students must complete one of three Major programs below in the course sequencing as outlined for the chosen Major program.</p> <p>Major in General Music Studies For program requirements for the Major in General Music Studies see School of Music, Joint Degrees of Bachelor of Music with a Major in General Music Studies and Bachelor of Commerce.</p> <p>Major in Composition For program requirements for the Major in Composition see School of Music, Joint Degrees of Bachelor of Music with a Major in Composition and Bachelor of Commerce.</p> <p>Major in Performance For program requirements for the Major in Performance see School of Music, Joint Degrees of Bachelor of Music with a Major in Performance and Bachelor of Commerce.</p>
		<p>The student must meet the Continuance Regulations for the Bachelor of Commerce program and the Academic Standards and Continuance Regulations in the Bachelor of Music.</p>

Careful planning of courses is crucial to ensure timely completion of the Joint Degrees of Bachelor Commerce and Bachelor of Music. A student is strongly encouraged to consult regularly with academic advisors in the Faculty of Business Administration and the School of Music.

A student must graduate with the Bachelor of Commerce degree and the Bachelor of Music degree at the same convocation.

Note 1: Mathematics 1005 is a calculus course intended for business students and is not intended for those planning on taking further calculus courses. Business students who plan to take further calculus courses should complete Mathematics 1000 instead of Mathematics 1005.

11 Course Descriptions

2400 Decision Modeling provides an introduction to linear optimization and the related topics of integer, assignment, and transportation models; and decision analysis including payoff matrices, decision trees, and Bayesian revision. All topics will be taught within the context of business applications.

CO: Statistics 2500

PR: Mathematics 1000 or Mathematics 1005

4720 Business Analytics introduces concepts and techniques to select, evaluate, prepare and process data for decision making in organizations. Students learn to select and apply descriptive, predictive and prescriptive techniques, including deep learning, sequence analysis and text mining, to solve business problems, and learn to interpret and communicate results. The course also examines ethical and legal issues in the use of business analytics and discusses appropriate governance and oversight. Students analyze real- life data using modern software.

PR: BUSI 2720, Mathematics 1000 or Mathematics 1005, Statistics 2500

SECONDARY CALENDAR CHANGES

6.13 Joint Degrees of Bachelor of Music and Bachelor of Commerce

6.13.1 The Curriculum

1. To be considered for the award of the Joint Degrees of Bachelor of Music and Bachelor of Commerce, a student shall comply with all regulations of the School of Music and the Faculty of Business Administration regarding the respective degrees, except:
 - a. Notwithstanding clauses 5., 6., and 7. of the **Core Program Requirements** under the Bachelor of Music Degree Regulations, students in the Bachelor of Music program who are concurrently completing the Bachelor of Commerce program will be exempted from clauses 5. and 6., and will be permitted to replace clause 7. with the following:

Ensemble II: 10 credit hours according to **Principal Applied Study** below:

 - i. **Voice:** Music 2700 and 2701, and 2 credit hours from Music 2611-2612, plus 6 additional credit hours from Music 2611, 2612, 2616, 2617, 3517 or 3518 with a maximum of 1 credit hour from Music 3517-3518. Students will be placed in one of these ensemble courses during each semester in which they are enrolled in Principal Applied Study. The assignment will be based on their ensemble audition, the appropriateness of the ensemble for the student's musical development and program of study, and the need to create balanced ensembles.
 - ii. **Piano, organ, or guitar:** 8 credit hours chosen from Music 2611-2620, 3517, 3518 with at least 2 credit hours from Music 2611-2612 and no more than 2 credit hours from Music 3517-3518. An additional 2 credit hours of music electives chosen from courses beyond the 1000 level. Students will be placed in one of these ensemble courses during each semester in which they are enrolled in Principal Applied Study. The assignment will be based on their ensemble audition, the appropriateness of the ensemble for the student's musical development and program of study, and the need to create balanced ensembles.
 - iii. **All other Principal Applied Study, i.e. percussion or a string or wind instrument:** 10 credit hours from Music 2611-2615, 2619, 2620, 3517, 3518, with at least 1 credit hour chosen from Music 2611 or Music 2612, and no more than 1 credit hour chosen from Music 3517 or 3518. Students will be placed in one of these ensemble courses during each semester in which they are enrolled in Principal Applied Study. The assignment will be based on their ensemble audition, the appropriateness of the ensemble for the student's musical development and program of study, and the need to create balanced ensembles.
 - b. The courses required for the Bachelor of Commerce component of the Joint degree program are outlined

in the Faculty of Business Administration section of the University Calendar under [Table 6 Program of Study for the Bachelor of Commerce Component of the Joint Degrees of Bachelor of Commerce and Bachelor of Music](#).

- c. The adjustments to the normal curriculum will only be permitted for students who are graduating with the Bachelor of Bachelor of Music and the Bachelor of Commerce degrees at the same convocation. In order to meet all of the requirements of both degree programs at the same time, students who are completing the joint degrees are strongly advised to follow [Table 1 Joint Degrees of Bachelor of Music with a Major in General Musical Studies and Bachelor of Commerce](#), [Table 2 Joint Degrees of Bachelor of Music with a Major in Composition and Bachelor of Commerce](#), or [Table 3 Joint Degrees of Bachelor of Music with a Major in Performance and Bachelor of Commerce](#), as appropriate. Students are reminded that they must meet the continuance requirements of the Bachelor of Commerce program and the Bachelor of Music program. Students who fail to meet the continuance requirements are advised to seek academic advice from the appropriate academic unit.
- 2. Students completing the Joint Degrees of Bachelor of Music and Bachelor of Commerce must meet the following additional continuance requirement:
 - a. an average of at least 65% on the 30 credit hours that comprise Business One as outlined under [Table 6 Program of Study for the Bachelor of Commerce Component of the Joint Degrees of Bachelor of Commerce and Bachelor of Music, Business One Requirements for the Bachelor of Commerce Component](#) at the time they complete those 30 credit hours.

6.13.1.1 Joint Degrees of Bachelor of Music with a Major in General Musical Studies and Bachelor of Commerce

To be considered for the award of the Joint Degrees of Bachelor of Music with a Major in General Musical Studies and Bachelor of Commerce, students must successfully complete the following 157 credit hours with a grade point average on those 157 credit hours of at least 2.5 and a numeric average on those 157 credit hours of at least 60%:

1. 53 credit hours from the Music [Core Program Requirements](#) as modified in clause 1.a. of [The Curriculum](#) above;
2. Music 340A/B, 440A/B, 4800;
3. 6 credit hours chosen from Musicologies or Music Theory and Composition courses beyond the 2000 level;
4. 12 credit hours chosen from Music courses beyond the 1000 level including:
 - a. a maximum of 2 credit hours from Music 2611-2614, 2619, 2620, 263A/B, in addition to those from the Music [Core Program Requirements](#) modified in clause 1.a. of [The Curriculum](#) above;
 - b. a maximum of 2 credit hours from Music 2615-2617, 265A/B, 3514-3518 in addition to those from the Music [Core Program Requirements](#) modified in clause 1.a. of [The Curriculum](#) above;
 - c. a maximum of 3 credit hours from Music 2021-2023; and
 - d. a maximum of 6 credit hours from Music 3500-3513, 3611-3613;
5. The courses required for the Bachelor of Commerce component of the Joint degree program are outlined in the Faculty of Business Administration section of the University Calendar under [Table 6 Program of Study for the Bachelor of Commerce Component of the Joint Degrees of Bachelor of Commerce and Bachelor of Music](#).

Table 1 Joint Degrees of Bachelor of Music with a Major in General Musical Studies and Bachelor of Commerce

Fall Academic Term 1	Business 1000 Mathematics 1090 or 1000 or 1005 [see note 1 below] MUS 140A, 1005, 1107, 1117, 1700 1 credit hour chosen to meet Ensemble II credit requirements outlined in clause 1.a. of The Curriculum
Winter Academic Term 2	Business 2600 Economics 1010 or Mathematics 1000 if not successfully completed in Term 1 [see note 1 below] English 1090 MUS 140B, 1006, 1108, 1118 1 credit hour chosen to meet Ensemble II credit requirements outlined in clause 1.a. of The Curriculum

Fall Academic Term 3	Economics 1020 3 credit hours of Memorial University of Newfoundland Critical Reading and Writing (CRW) course MUS 240A, 2005, 2107, 2117 1 credit hour chosen to meet Ensemble II credit requirements outlined in clause 1.a. of The Curriculum
Winter Academic Term 4	Business 2011, 2205 Economics 1010 if not successfully completed in Term 2 [see note 1 below] MUS 240B, 2006, 2108, 2118 1 credit hour chosen to meet Ensemble II credit requirements outlined in clause 1.a. of The Curriculum
Fall Academic Term 5	Business 200W, 2012, 2111 MUS 340A, 3009, 3105 1 credit hour chosen to meet Ensemble II credit requirements outlined in clause 1.a. of The Curriculum
Winter Academic Term 6	Business 2112, 2720 MUS 340B Statistics 2500 1 credit hour chosen to meet Ensemble II credit requirements outlined in clause 1.a. of The Curriculum 3 credit hours chosen to meet requirements outlined in clauses 3. and 4. of the Joint Degrees of Bachelor of Music with a Major in General Musical Studies and Bachelor of Commerce above
Fall Academic Term 7	Business 400W, 3310, 3401, 3700 MUS 440A 1 credit hour chosen to meet Ensemble II credit requirements outlined in clause 1.a. of The Curriculum 3 credit hours chosen to meet requirements outlined in clauses 3. and 4. of the Joint Degrees of Bachelor of Music with a Major in General Musical Studies and Bachelor of Commerce above
Winter Academic Term 8	Business 3005, 3335, 3550 MUS 440B 1 credit hour chosen to meet Ensemble II credit requirements outlined in clause 1.a. of The Curriculum 3 credit hours chosen to meet requirements outlined in clauses 3. and 4. of the Joint Degrees of Bachelor of Music with a Major in General Musical Studies and Bachelor of Commerce above
Fall	Business 500W, 3325, 4306, 4720
Academic Term 9	1 credit hour chosen to meet Ensemble II credit requirements outlined in clause 1.a. of The Curriculum 3 credit hours chosen to meet requirements outlined in clauses 3. and 4. of the Joint Degrees of Bachelor of Music with a Major in General Musical Studies and Bachelor of Commerce above
Winter Academic Term 10	Business 3210, 5002 MUS 4800 1 credit hour chosen to meet Ensemble II credit requirements outlined in clause 1.a. of The Curriculum
Harlow Campus	Optional: 6 credit hours in the Harlow Music Semester offered at Harlow Campus. [see note 2 below]

Notes:

1. Students who are required to take Mathematics 1090 prior to Mathematics 1000 ([or Mathematics 1005](#)) should complete Mathematics 1090 in Term 1, Mathematics 1000 ([or Mathematics 1005](#)), in place of Economics 1010 in Term 2, and Economics 1010 in Term 4.
 - a) [Mathematics 1005 is a calculus course intended for business students and is not intended for those planning on taking further calculus courses. Business students who plan to take further calculus courses should complete Mathematics 1000 instead of Mathematics 1005.](#)
2. Students who elect not to participate in the Harlow Music Semester offered at Harlow Campus must complete a total of 6 additional credit hours chosen to meet requirements outlined in clauses 3. and 4. of the [Joint Degrees of Bachelor](#)

of Music with a Major in General Musical Studies and Bachelor of Commerce above as opportunities arise and as courses are offered during Term 5 through Term 10.

- Students who wish to deviate from the above curriculum, including students who wish to complete online courses or courses in the Spring semester, Intersession, or Summer session, should consult with an advisor in the Faculty of Business Administration or the School of Music to ensure that they do not experience unforeseen delays in completing the joint degrees program.

6.13.1.2 Joint Degrees of Bachelor of Music with a Major in Composition and Bachelor of Commerce

To be considered for the award of the Joint Degrees of Bachelor of Music with a Major in Composition and Bachelor of Commerce, students must successfully complete the following 160 credit hours with a grade point average on those 160 credit hours of at least 2.5 and a numeric average on those 160 credit hours of at least 60%.

- 53 credit hours from the Music Core Program Requirements as modified in clause 1.a. of The Curriculum above;
- Music 340A/B, 440A/B, 4800;
- 6 credit hours of Music 3140 and 3 credit hours of Music 4140;
- 12 credit hours chosen from Music 3100, 3104, 3112, 4104, 4112, and either 3106 or 3108. Students interested in this Major are strongly encouraged to take Music 3100 in second year.
- The courses required for the Bachelor of Commerce component of the Joint degree program are outlined in the Faculty of Business Administration section of the University Calendar under Table 6 Program of Study for the Bachelor of Commerce Component of the Joint Degrees of Bachelor of Commerce and Bachelor of Music.

Table 2 Joint Degrees of Bachelor of Music with a Major in Composition and Bachelor of Commerce

Fall Academic Term 1	Business 1000 Mathematics 1090 or 1000 <u>or 1005</u> [see note 1 below] MUS 140A, 1005, 1107, 1117, 1700 1 credit hour chosen to meet <u>Ensemble II</u> credit requirements outlined in clause 1.a. of <u>The Curriculum</u>
Winter	Business 2600
Academic Term 2	Economics 1010 or Mathematics 1000 if not successfully completed in Term 1 [see note 1 below] English 1090 MUS 140B, 1006, 1108, 1118 1 credit hour chosen to meet <u>Ensemble II</u> credit requirements outlined in clause 1.a. of <u>The Curriculum</u>
Fall Academic Term 3	Economics 1020 3 credit hours of <u>Memorial University of Newfoundland Critical Reading and Writing (CRW)</u> course MUS 240A, 2005, 2107, 2117, 3100 1 credit hour chosen to meet <u>Ensemble II</u> credit requirements outlined in clause 1.a. of <u>The Curriculum</u>
Winter Academic Term 4	Business 2011 2205 Economics 1010 if not successfully completed in Term 2 [see note 1 below] MUS 240B, 2006, 2108, 2118 1 credit hour chosen to meet <u>Ensemble II</u> credit requirements outlined in clause 1.a. of <u>The Curriculum</u>
Fall Academic Term 5	Business 200W, 2012, 2111 MUS 340A, 3009, 3105, 3140 1 credit hour chosen to meet <u>Ensemble II</u> credit requirements outlined in clause 1.a. of <u>The Curriculum</u>

Winter Academic Term 6	Business 2112, 2720 MUS 340B, 3140 Statistics 2500 1 credit hour chosen to meet Ensemble II credit requirements outlined in clause 1.a. of The Curriculum 3 credit hours chosen to meet requirements outlined in clause 4. of the Joint Degrees of Bachelor of Music with a Major in Composition and Bachelor of Commerce above
Fall Academic Term 7	Business 400W, 3310, 3401, 3700 MUS 440A, 4140 1 credit hour chosen to meet Ensemble II credit requirements outlined in clause 1.a. of The Curriculum
Winter Academic Term 8	Business 3005, 3335, 3550 MUS 440B 1 credit hour chosen to meet Ensemble II credit requirements outlined in clause 1.a. of The Curriculum 3 credit hours chosen to meet requirements outlined in clause 4. of the Joint Degrees of Bachelor of Music with a Major in Composition and Bachelor of Commerce above
Fall Academic Term 9	Business 500W, 3325, 4306, 4720 1 credit hour chosen to meet Ensemble II credit requirements outlined in clause 1.a. of The Curriculum 3 credit hours chosen to meet requirements outlined in clause 4. of the Joint Degrees of Bachelor of Music with a Major in Composition and Bachelor of Commerce above
Winter Academic Term 10	Business 3210, 5002 MUS 4800 1 credit hour chosen to meet Ensemble II credit requirements outlined in clause 1.a. of The Curriculum

Notes:

1. Students who are required to take Mathematics 1090 prior to Mathematics 1000 (or Mathematics 1005) should complete Mathematics 1090 in Term 1, Mathematics 1000 (or Mathematics 1005) in place of Economics 1010 in Term 2, and Economics 1010 in Term 4.
 - a) *Mathematics 1005 is a calculus course intended for business students and is not intended for those planning on taking further calculus courses. Business students who plan to take further calculus courses should complete Mathematics 1000 instead of Mathematics 1005.*
2. Students who wish to deviate from the above curriculum, including students who wish to complete online courses or courses in the Spring semester, Intersession, or Summer session, should consult with an advisor in the Faculty of Business Administration or the School of Music to ensure that they do not experience unforeseen delays in completing the joint degrees program.

6.13.1.3 Joint Degrees of Bachelor of Music with a Major in Performance and Bachelor of Commerce

To be considered for the Joint Degrees of Bachelor of Music with a Major in Performance and Bachelor of Commerce, students must successfully complete the following 164 credit hours with a grade point average on those 164 credit hours of at least 2.5 and a numeric average on those 164 credit hours of at least 60%.

1. 53 credit hours from the Music **Core Program Requirements** as modified in clause 1.a. of **The Curriculum** above;
2. Music 345A/B, 445A/B, 4800;
3. 6 credit hours chosen from Music 3704, 3751, 3764, 3774, 4601, 4602, 4603, 4701, 4702, 4703;
4. 6 credit hours chosen from Music 2615, 2616, 2617, 265A/B, 3500, the former 3510, 3511- 3518, 3611-3613;
5. For students whose Principal Applied Study is Voice, 12 credit hours, including:
 - a. 3 credit hours chosen from courses beyond the 2000 level in Musicologies and Music Theory/Composition; and
 - b. 3 credit hours in each of Italian, German, and French for a total of 9 credit hours;
6. For students whose Principal Applied Study is Piano, Organ, Guitar, Percussion, or a String or Wind instrument, 12 credit hours chosen from Music courses beyond the 1000 level, including:
 - a. At least 6 credit hours chosen from courses beyond the 2000 level in Musicologies and Music Theory/Composition;

- b. A maximum of 2 credit hours from Music 2611-2614, 2619, 2620, 263A/B, in addition to those from the Music [Core Program Requirements](#) as modified in clause 1.a. of [The Curriculum](#) above;
 - c. A maximum of 2 credit hours from Music 2615-2617, 265A/B, 3514-3518, 3611-3613 in addition to those from the Music [Core Program Requirements](#) as modified in clause 1.a. of [The Curriculum](#) above;
 - d. A maximum of 3 credit hours from Music 2021-2023;
 - e. A maximum of 6 credit hours from Music 3500-3513;
7. The courses required for the Bachelor of Commerce component of the Joint degree program are outlined in the Faculty of Business Administration section of the University Calendar under [Table 6 Program of Study for the Bachelor of Commerce Component of the Joint Degrees of Bachelor of Commerce and Bachelor of Music](#).

Table 3 Joint Degrees of Bachelor of Music with a Major in Performance and Bachelor of Commerce

Fall Academic Term 1	Business 1000 Mathematics 1090 or 1000 or 1005 [see note 1 below] MUS 140A, 1005, 1107, 1117, 1700 1 credit hour chosen to meet Ensemble II credit requirements outlined in clause 1.a. of The Curriculum
Winter Academic Term 2	Business 2600 Economics 1010 or Mathematics 1000 if not successfully completed in Term 1 [see note 1 below] English 1090 MUS 140B, 1006, 1108, 1118 1 credit hour chosen to meet Ensemble II credit requirements outlined in clause 1.a. of The Curriculum
Fall Academic Term 3	Economics 1020 3 credit hours of Memorial University of Newfoundland Critical Reading and Writing (CRW) course MUS 240A, 2005, 2107, 2117 1 credit hour chosen to meet Ensemble II credit requirements outlined in clause 1.a. of The Curriculum
Winter Academic Term 4	Business 2011, 2205 Economics 1010 if not successfully completed in Term 2 [see note 1 below] MUS 240B, 2006, 2108, 2118 1 credit hour chosen to meet Ensemble II credit requirements outlined in clause 1.a. of The Curriculum
Fall Academic Term 5	Business 200W, 2012, 2111 MUS 345A, 3009 [see note 2 below], 3105 1 credit hour chosen to meet Ensemble II credit requirements outlined in clause 1.a. of The Curriculum 3 credit hours chosen to meet requirements outlined in clauses 3. and 4. of the Joint Degrees of Bachelor of Music with a Major in Performance and Bachelor of Commerce above
Winter Academic Term 6	Business 2112, 2720 MUS 345B Statistics 2500 1 credit hour chosen to meet Ensemble II credit requirements outlined in clause 1.a. of The Curriculum 3 credit hours chosen to meet requirements outlined in clauses 3. and 4. of the Joint Degrees of Bachelor of Music with a Major in Performance and Bachelor of Commerce above

Fall Academic Term 7	Business 400W, 3310, 3401, 3700 MUS 445A 1 credit hour chosen to meet Ensemble II credit requirements outlined in clause 1.a. of The Curriculum 3 credit hours chosen to meet requirements outlined in clauses 3. and 4. of the Joint Degrees of Bachelor of Music with a Major in Performance and Bachelor of Commerce above
Winter Academic Term 8	Business 300S, 333S, 3550 MUS 445B 1 credit hour chosen to meet Ensemble II credit requirements outlined in clause 1.a. of The Curriculum 3 credit hours chosen to meet requirements outlined in clauses 5. and 6. of the Joint Degrees of Bachelor of Music with a Major in Performance and Bachelor of Commerce above
Fall Academic Term 9	Business 500W, 332S, 4306, 4720 1 credit hour chosen to meet Ensemble II credit requirements outlined in clause 1.a. of The Curriculum 3 credit hours chosen to meet requirements outlined in clauses 5. and 6. of the Joint Degrees of Bachelor of Music with a Major in Performance and Bachelor of Commerce above
Winter Academic Term 10	Business 3210, 5002 MUS 4800 1 credit hour chosen to meet Ensemble II credit requirements outlined in clause 1.a. of The Curriculum 3 credit hours chosen to meet requirements outlined in clauses 5. and 6. of the Joint Degrees of Bachelor of Music with a Major in Performance and Bachelor of Commerce above
Harlow Campus	Optional: 6 credit hours in the Harlow Music Semester offered at Harlow Campus. [see note 2 below]

Notes:

1. Students who are required to take Mathematics 1090 prior to Mathematics 1000 (or Mathematics 1005) should complete Mathematics 1090 in Term 1, Mathematics 1000 (or Mathematics 1005) in place of Economics 1010 in Term 2, and Economics 1010 in Term 4.
 - a) Mathematics 1005 is a calculus course intended for business students and is not intended for those planning on taking further calculus courses. Business students who plan to take further calculus courses should complete Mathematics 1000 instead of Mathematics 1005.
2. Students who attend Harlow campus in the summer receive 3 credit hours of Musicologies. The remaining 3 credit hours may count as music electives or as a substitute for MUS 3009. Students who elect not to participate in the Harlow Music Semester must complete a total of 3 additional credit hours chosen to meet requirements outlined in clauses 5. and 6. of the **Joint Degrees of Bachelor of Music with a Major in Performance and Bachelor of Commerce** above as opportunities arise and as courses are offered during Term 5 through Term 10.
3. Students who wish to deviate from the above curriculum, including students who wish to complete online courses or courses in the Spring semester, Intersession, or Summer session, should consult with an advisor in the Faculty of Business Administration or the School of Music to ensure that they do not experience unforeseen delays in completing the joint degrees program.

6.7.1 Special Requirements for the Joint Degrees of Bachelor of Arts and Bachelor of Commerce (Co-operative)

6.7.1.1 Bachelor of Arts

1. A student intending to complete the Joint Degrees in the minimum number of 150 credit hours should ensure that at least 78 of these credit hours are completed in courses offered by departments within the Faculty of Humanities and Social Sciences. Careful planning, particularly in the selection of elective courses as well as in

the sequence of Major program courses, is therefore recommended to ensure timely completion of the Joint Degrees.

2. A student is advised that, in order to complete the Joint Degrees within the minimum 150 credit hours, at least five of the courses required for the Bachelor of Arts must be successfully completed as opportunities arise and as courses are offered. These courses may be completed during the Spring semesters between Business One and Term 1, between Terms 2 and 3, or during any of the three Work Terms or as a sixth course during any of the academic terms following submission and approval of a course load waiver request to the [Academic Programs Office](#).
3. A student who chooses to pursue a Major from the Faculty of Science (Computer Science, Mathematics and Statistics, and Psychology) will require more than 150 credit hours to complete their program to ensure meeting the 78 credit hour requirement from the Faculty of Humanities and Social Sciences. Regular consultation with the appropriate academic advisors within the Faculty of Humanities and Social Sciences and Faculty of Science is encouraged.
4. The Bachelor of Arts requires completion of a **Major Program**, a **Minor Program**, a set of **Core Requirements** (comprising a **Breadth of Knowledge Requirement**, a **Critical Reading and Writing (CRW) Requirement**, a **Language Study (LS) Requirement**, a **Quantitative Reasoning (QR) Requirement**, and **Elective** courses, totalling at least 78 credit hours in courses offered by departments within the Faculty of Humanities and Social Sciences. Majors are also available from the following Departments in the Faculty of Science: [Computer Science](#), [Mathematics and Statistics](#), and [Psychology](#). When the Bachelor of Arts is completed jointly with the Bachelor of Commerce (Co-operative) the following course adjustments will be made to the Bachelor of Arts degree:
 - a. Minor program requirements are satisfied by Business courses specified in [Table 1 Joint Degrees of Bachelor of Arts and Bachelor of Commerce \(Co-operative\)](#); and
 - b. the 6 credit hours for the Quantitative Reasoning (QR) requirement for the Bachelor of Arts are satisfied by Mathematics 1000 or [Mathematics 1005](#) and Statistics 2500;
 - i. *[Mathematics 1005 is a calculus course intended for business students and is not intended for those planning on taking further calculus courses. Business students who plan to take further calculus courses should complete Mathematics 1000 instead of Mathematics 1005.](#)*
 - c. Major requirements for the Bachelor of Arts may be satisfied in 36 to 45 credit hours, depending on the department or program chosen. A student is strongly recommended to seek advice from the department or program of the chosen Major to ensure that the proposed degree program is possible within the constraints of course scheduling and prerequisites.
3. A student must also complete the special requirements outlined below under [Bachelor of Commerce \(Co-operative\)](#).

6.7.1.2 Bachelor of Commerce (Co-operative)

1. A student in the Bachelor of Commerce (Co-operative) program who is concurrently completing the Bachelor of Arts degree must complete not fewer than 18 and not more than 39 credit hours in approved Business Electives, and no fewer than 12 credit hours, but no more than 33 credit hours, in elective courses chosen from the Faculty of Humanities and Social Sciences.
2. A student in the Bachelor of Commerce (Co-operative) program who is concurrently completing the Bachelor of Arts degree must complete the special requirements outlined above under [Bachelor of Arts](#).

6.7.2 Bachelor of Arts Completed Jointly with the Bachelor of Commerce (Co-operative)

- In addition to the requirements listed below in [Table 1 Joint Degrees of Bachelor of Arts and Bachelor of Commerce \(Co-operative\)](#), students should also refer to information listed under [Joint Degrees of Bachelor of Arts and Bachelor of Commerce \(Co-operative\)](#) including the [Special Requirements for the Joint Degrees of Bachelor of Arts and Bachelor of Commerce \(Co-operative\)](#).

Table 1 Joint Degrees of Bachelor of Arts and Bachelor of Commerce (Co-operative)

Term	Required Courses	Electives
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Business One (30 credit hours completed prior to admission)	Business 1000 Economics 1010, Economics 1020 6 credit hours in English, 3 credit hours of which may be replaced by any Memorial University of Newfoundland Critical Reading and Writing (CRW) course Mathematics 1000 or Mathematics 1005 (see Note 1)	12 additional credit hours in non-Business electives as indicated in Special Requirements for the Joint Degrees of Bachelor of Arts and Bachelor of Commerce (Co-operative) , 4. above
Fall Academic Term 1	Business 2011, 2111 3 credit hours chosen from Business 2205, 2600, 2720 Statistics 2500	3 credit hours in Major, Core or elective courses as indicated in Special Requirements for the Joint Degrees of Bachelor of Arts and Bachelor of Commerce (Co-operative) , 4. above
Winter Academic Term 2	Business 200W, 2012, 2112, 6 credit hours from Business 2205, 2600, 2720 which must be different from the 3 credit hours chosen in Fall, Academic Term 1	3 credit hours in Major, Core or elective courses as indicated in Special Requirements for the Joint Degrees of Bachelor of Arts and Bachelor of Commerce (Co-operative) , 4. above
Spring		See Special Requirements for the Joint Degrees of Bachelor of Arts and Bachelor of Commerce (Co-operative) and Bachelor of Arts , 2. above
Fall Academic Term 3	Business 300W, 3325, 3401, 3550	6 credit hours in Major, Core or elective courses as indicated in Special Requirements for the Joint Degrees of Bachelor of Arts and Bachelor of Commerce (Co-operative) , Bachelor of Commerce (Co-operative) 1. above and in Special Requirements for the Joint Degrees of Bachelor of Arts and
		Bachelor of Commerce (Co-operative) , Bachelor of Arts , 1. and 4. respectively
Winter Work Term 1	Business 399W	See Special Requirements for the Joint Degrees of Bachelor of Arts and Bachelor of Commerce (Co-operative) and Bachelor of Arts , 2. above
Spring Academic Term 4	Business 3005, 3310, 3335, 3700, 400W	3 credit hours in Major, Core or elective courses as indicated in Special Requirements for the Joint Degrees of Bachelor of Arts and Bachelor of Commerce (Co-operative) 1. above and in Special Requirements for the Joint Degrees of Bachelor of Arts and Bachelor of Commerce (Co-operative) , 1. and 4. respectively
Fall Work Term 2	Business 499W	See Special Requirements for the Joint Degrees of Bachelor of Arts and Bachelor of Commerce (Co-operative) and Bachelor of Arts , 2. above
Winter Academic Term 5	Business 4720	12 credit hours in Major, Core or elective courses as indicated in Special Requirements for the Joint Degrees of Bachelor of Arts and Bachelor of Commerce (Co-operative) , Bachelor of Commerce (Co-operative) 1. above and in Special Requirements for the Joint Degrees of Bachelor of Arts and Bachelor of Commerce (Co-operative) , Bachelor of Arts , 1. and 4. respectively

Spring Work Term 3	Business 599W	See Special Requirements for the Joint Degrees of Bachelor of Arts and Bachelor of Commerce (Co-operative), Bachelor of Commerce (Co-operative) and Bachelor of Arts , 2. above
Fall Academic Term 6	Business 4306, 500W	12 credit hours in Major, Core or elective courses as indicated in Special Requirements for the Joint Degrees of Bachelor of Arts and Bachelor of Commerce (Co-operative), Bachelor of Commerce (Co-operative) 1. above and in Special Requirements for the Joint Degrees of Bachelor of Arts and Bachelor of Commerce (Co-operative), Bachelor of Arts , 1. and 4. respectively
Winter Academic Term 7	Business 5001	12 credit hours in Major, Core or elective courses as indicated in Special Requirements for the Joint Degrees of Bachelor of Arts and Bachelor of Commerce (Co-operative), Bachelor of Commerce (Co-operative) 1. above and in Special Requirements for the Joint Degrees of Bachelor of Arts and Bachelor of Commerce (Co-operative), Bachelor of Arts , 1. and 4. respectively
<p><i>Note 1: Mathematics 1005 is a calculus course intended for business students and is not intended for those planning on taking further calculus courses. Business students who plan to take further calculus courses should complete Mathematics 1000 instead of Mathematics 1005.</i></p>		

Memorial University of Newfoundland Undergraduate Calendar Change Proposal Form Cover Page

LIST OF CHANGES

Indicate the Calendar change(s) being proposed by checking and completing as appropriate:

- New course(s):
- Amended or deleted course(s):
- New program(s):
- Amended or deleted program(s):**
- New, amended or deleted Glossary of Terms Used in the Calendar entries
- New, amended or deleted Admission/Readmission to the University (Undergraduate) regulations
- New, amended or deleted General Academic Regulations (Undergraduate)
- New, amended or deleted Faculty, School or Departmental regulations
- Other:

ADMINISTRATIVE AUTHORIZATION

By signing below, you are confirming that the attached Calendar changes have obtained all necessary Faculty/School approvals, and that the costs, if any, associated with these changes can be met from within the existing budget allocation or authorized new funding for the appropriate academic unit.

Signature of Dean/Vice-President: _____

Date: _____

Date of approval by Faculty/Academic Council: _____

Memorial University of Newfoundland Undergraduate Calendar Change Proposal Form Senate Summary Page for Regulations

SECTION OF CALENDAR

Indicate the section of the Calendar impacted by the proposed change(s):

- Glossary of Terms Used in the Calendar
- Admission/Readmission to the University (Undergraduate)
- General Academic Regulations (Undergraduate)
- Faculty of:
- School of Ocean Technology (Marine Institute)**
- Department of:
- Other:

RATIONALE

- Add LEAD 3000 (Leadership Fundamentals) and LEAD 3006 (Special Topics in Leadership) to the list of Group B Electives to the Engineering Technology and Health Science majors in the BTECH program. The School of Ocean Technology is always looking to enhance the course offerings to the student body and this decision to add these two LEAD courses to the list of electives will help with that goal.

CALENDAR CHANGES

6.2.1 Engineering Technology and Applied Science Major

- A student must take 39 credit hours with 24 credit hours from the required courses and 15 credit hours from the electives.
- At least one elective must be chosen from each of the groups A and B.

Table 4 Bachelor of Technology - Engineering Technology and Applied Science

Major		
Required Courses	Group A Electives	Group B Electives
<ul style="list-style-type: none"> • 3 credit hours in a Critical Reading and Writing (CRW) course or 3 credit hours in English at the 1000 level (excluding English 1020 and 1021) • TECH 4010 • TECH 4019 • TECH 4020 • TECH 4025 or Statistics 1510 or 2500 or equivalent • TECH 4040 • TECH 4060 • TECH 4400 	<ul style="list-style-type: none"> • Business 2102 or 2111 • Business 3005 • Economics 3360 • MARI 4008 • TECH 4011 • TECH 4012 • TECH 4013 • TECH 4017 • TECH 4050 • TECH 4070 • TECH 4080 • TECH 4090 or Business 1000 • TECH 4130 	<ul style="list-style-type: none"> • Economics 1010 or the former 2010 • Economics 1020 or the former 2020 • Economics 3080 • LEAD 3000 • LEAD 3006 • Philosophy 1100 • Philosophy 2330 or the former 2571 • TECH 4014 • TECH 4015 • TECH 4016 • TECH 4030 or Sociology 2120 or Geography 3015 or Sociology 3015 • TECH 4055 • TECH 4120

6.2.2 Health Science Technology Major

- A student must take 39 credit hours with 18 credit hours from the required courses and 21 credit hours from the electives.
- At least one elective must be chosen from each of the groups A, B, and C.

Table 5 Bachelor of Technology - Health Science Technology Major

Required Courses	Group A Electives	Group B Electives	Group C Electives
<ul style="list-style-type: none"> • 3 credit hours in a Critical Reading and Writing (CRW) course or 3 credit hours in English at the 1000 level (excluding English 1020 and 1021) • TECH 4019 • TECH 4025 or Statistics 1510 or 2500 or equivalent • TECH 4040 • TECH 4060 • TECH 4400 	<ul style="list-style-type: none"> • Business 2102 or 2111 • Business 3005 • Economics 3360 • MARI 4008 • TECH 4011 • TECH 4012 • TECH 4013 • TECH 4017 • TECH 4050 • TECH 4090 or Business 1000 • TECH 4130 	<ul style="list-style-type: none"> • Economics 1010 or the former 2010 • Economics 1020 or the former 2020 • Economics 3080 • LEAD 3000 • LEAD 3006 • Philosophy 1100 • Philosophy 2100 or the former 2551; 2110 or the former 2553; 2120 or the former 2552 • Philosophy 2330 or the former 2571 • TECH 4014 • TECH 4015 • TECH 4016 • TECH 4030 or Sociology 2120 or Geography 3015 or Sociology 3015 • TECH 4055 • TECH 4080 • TECH 4120 	<ul style="list-style-type: none"> • Biology 2040 or 2041 • Psychology 1000 • Psychology 2010 • Psychology 2020 • Psychology 2030 • Psychology 2800 • TECH 4110 • TECH 4111

Secondary Changes

NONE

CALENDAR ENTRY AFTER CHANGES

6.2.1 Engineering Technology and Applied Science Major

- A student must take 39 credit hours with 24 credit hours from the required courses and 15 credit hours from the electives.
- At least one elective must be chosen from each of the groups A and B.

Table 4 Bachelor of Technology - Engineering Technology and Applied Science Major

Required Courses	Group A Electives	Group B Electives
<ul style="list-style-type: none"> • 3 credit hours in a Critical Reading and Writing (CRW) course • TECH 4010 • TECH 4019 • TECH 4020 • TECH 4025 or Statistics 1510 or 2500 or equivalent • TECH 4040 • TECH 4060 • TECH 4400 	<ul style="list-style-type: none"> • Business 2102 or 2111 • Business 3005 • Economics 3360 • MARI 4008 • TECH 4011 • TECH 4012 • TECH 4013 • TECH 4017 • TECH 4050 • TECH 4070 • TECH 4080 • TECH 4090 or Business 1000 • TECH 4130 	<ul style="list-style-type: none"> • Economics 1010 or the former 2010 • Economics 1020 or the former 2020 • Economics 3080 • LEAD 3000 • LEAD 3006 • Philosophy 1100 • Philosophy 2330 or the former 2571 • TECH 4014 • TECH 4015 • TECH 4016 • TECH 4030 or Sociology 2120 or Geography 3015 or Sociology 3015 • TECH 4055 • TECH 4120

6.2.2 Health Science Technology Major

- A student must take 39 credit hours with 18 credit hours from the required courses and 21 credit hours from the electives.
- At least one elective must be chosen from each of the groups A, B, and C.

Table 5 Bachelor of Technology - Health Science Technology Major

Required Courses	Group A Electives	Group B Electives	Group C Electives
<ul style="list-style-type: none"> • 3 credit hours in a Critical Reading and Writing (CRW) course • TECH 4019 • TECH 4025 or Statistics 1510 or 2500 or equivalent • TECH 4040 • TECH 4060 • TECH 4400 	<ul style="list-style-type: none"> • Business 2102 or 2111 • Business 3005 • Economics 3360 • MARI 4008 • TECH 4011 • TECH 4012 • TECH 4013 • TECH 4017 • TECH 4050 • TECH 4090 or Business 1000 • TECH 4130 	<ul style="list-style-type: none"> • Economics 1010 or the former 2010 • Economics 1020 or the former 2020 • Economics 3080 • LEAD 3000 • LEAD 3006 • Philosophy 1100 • Philosophy 2100 or the former 2551; 2110 or the former 2553; 2120 or the former 2552 • Philosophy 2330 or the former 2571 • TECH 4014 • TECH 4015 • TECH 4016 • TECH 4030 or Sociology 2120 or Geography 3015 or Sociology 3015 • TECH 4055 • TECH 4080 • TECH 4120 	<ul style="list-style-type: none"> • Biology 2040 or 2041 • Psychology 1000 • Psychology 2010 • Psychology 2020 • Psychology 2030 • Psychology 2800 • TECH 4110 • TECH 4111

Memorial University of Newfoundland Undergraduate Calendar Change Proposal Form Cover Page

LIST OF CHANGES

Indicate the Calendar change(s) being proposed by checking and completing as appropriate:

- New course(s):
- Amended or deleted course(s):
- New program(s):
- Amended or deleted program(s):
- New, amended or deleted Glossary of Terms Used in the Calendar entries
- New, amended or deleted Admission/Readmission to the University (Undergraduate) regulations
- New, amended or deleted General Academic Regulations (Undergraduate)
- New, amended or deleted Faculty, School or Departmental regulations
- Other:

ADMINISTRATIVE AUTHORIZATION

By signing below, you are confirming that the attached Calendar changes have obtained all necessary Faculty/School approvals, and that the costs, if any, associated with these changes can be met from within the existing budget allocation or authorized new funding for the appropriate academic unit.

Signature of Dean/Vice-President: _____

Date: _____

Date of approval by Faculty/Academic Council: _____

Memorial University of Newfoundland Undergraduate Calendar Change Proposal Form Senate Summary Page for Regulations

SECTION OF CALENDAR

Indicate the section of the Calendar impacted by the proposed change(s):

- Glossary of Terms Used in the Calendar
- Admission/Readmission to the University (Undergraduate)
- General Academic Regulations (Undergraduate)
- Faculty of:
- School of: Maritime Studies (Marine Institute)
- Department of:
- Other:

RATIONALE

1. Move of MARI 4004 Marine Environmental Management from Group B elective to Required Courses for the Maritime Management Major. This move was intended to be completed in conjunction with a similar move for the Safety Management Major for the 2022/23 Calendar but was overlooked. This change reflects the importance of environmental stewardship within the maritime industry. This move will change the number of credit hours for required courses from 21 to 24.
2. List the course MARI 1900 Critical Reading and Writing: Maritime Studies in the two course tables for Maritime Management and Safety Management majors. This course was designed specifically for this degree. Other CRW courses remain acceptable as noted in the tables.
3. Change Calendar description for MARI 4008 Introduction to Offshore Oil and Gas to reflect a broader focus for the course. The course will be modified to include the wider spectrum of the maritime energy sector as opposed to only the maritime oil and gas sector. This change will constitute less than 30% of the overall course content. It is also proposed that, because of this broadening of the focus, that the course name be modified and become "Introduction to the Offshore Energy Sector".
4. Remove of the "same as" designation on MARI 4107 Communications and Conflict Management. In discussions with the School of Ocean Technology it was determined that, while the topics for TECH 4120 and LEAD 4003 are similar, the focus of the courses are distinct enough to remove the "same as" designation. In addition, modify the course description to highlight the focus of the course to the maritime sector. Proposed secondary changes have been discussed and suggested by the School of Ocean Technology (supporting email included)

CALENDAR CHANGES

6.1 Bachelor of Maritime Studies

6.1.1 Maritime Management Major

- A student must complete 39 credit hours in addition to the work which was required under their category of admission.
- The required and elective courses are listed in [Table 2 Bachelor of Maritime Studies - Maritime Management Major](#).

- A maximum of 9 transfer credit hours applicable to the degree may be used to meet the degree requirements.
- When transfer credit has been granted for a course(s) taken to satisfy the requirements for admission, a student must take an additional elective University course(s).
- To meet the academic requirements for a Bachelor of Maritime Studies a candidate shall successfully complete the following program with a minimum overall average of 60% and a minimum numeric grade of 50% in each course required for the degree unless stated otherwise within the course description.
- A student must take 39 credit hours with ~~21~~ 24 credit hours from the required courses and ~~18~~ 15 credit hours from the electives.
- At least three electives must be chosen from **Group A** and at least one elective must be chosen from **Group B** listed in **Table 2 Bachelor of Maritime Studies - Maritime Management Major**

Table 2 Bachelor of Maritime Studies - Maritime Management Major

Required Courses	Group A Electives	Group B Electives
<ul style="list-style-type: none"> • <u>MARI 1900</u> or 3 credit hours in a Critical Reading and Writing (CRW) course or 3 credit hours in English at the 1000 level (excluding English 1020 and 1021) • MARI 4001 • MARI 4002 • <u>MARI 4004</u> • MARI 4103 • MARI 4105 • MARI 4106 • MARI 4116 or TECH 4025 or Statistics 1510 or 2500 or equivalent 	<ul style="list-style-type: none"> • MARI 4005 • MARI 4006 • MARI 4007 • MARI 4008 • MARI 4101 • MARI 4102 • MARI 4104 • MARI 4107 • MARI 4113 	<ul style="list-style-type: none"> • Business 2102 or 2111 • Business 3005 • Economics 1010 or the former 2010 • Economics 1020 or the former 2020 • Geography 3510 • MARI 4004 • Philosophy 2330 or the former 2571 • Sociology 2120 • TECH 4019 • TECH 4020 • TECH 4030 • TECH 4040 • TECH 4050

6.1.2 Safety Management Major

- A student must complete 39 credit hours in addition to the work which was required under their category of admission.
- The required and elective courses are listed in **Table 3 Bachelor of Maritime Studies - Safety Management Major**.
- When transfer credit has been granted for a course(s) taken to satisfy the requirements for admission, a student must take an additional elective University course(s).
- To meet the academic requirements for a Bachelor of Maritime Studies a student shall successfully complete the program with a minimum overall average of 60% and a minimum numeric grade of 50% in each course required for the degree unless stated otherwise within the course description.
- A student must take 39 credit hours with 27 credit hours from the required courses and 12 credit hours from the electives.
- At least two electives must be chosen from **Group A** and at least one elective must be chosen from **Group B** listed in **Table 3 Bachelor of Maritime Studies - Safety Management Major**.

Table 3 Bachelor of Maritime Studies - Safety Management Major

Required Courses	Group A Electives	Group B Electives
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<ul style="list-style-type: none"> • MARI 1900 or 3 credit hours in a Critical Reading and Writing (CRW) course or 3 credit hours in English at the 1000 level (excluding English 1020 and 1021) • MARI 4004 • MARI 4101 • MARI 4103 • MARI 4104 • MARI 4107 • MARI 4109 • MARI 4110 • MARI 4111 	<ul style="list-style-type: none"> • MARI 4001 • MARI 4008 • MARI 4112 • MARI 4113 • MARI 4114 • MARI 4115 • MARI 4116 or TECH 4025 or Statistics 1510 or 2500 or equivalent 	<ul style="list-style-type: none"> • Business 2102 or 2111 • MARI 4002 • MARI 4106 • Philosophy 1100 • Philosophy 2330 • Sociology 2120 or TECH 4030 • TECH 4019 • TECH 4040
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6.1.3 Safety Management Minor

1. A student who is completing a degree program which provides for the completion of a Minor may complete a Minor in Safety Management.
2. Declaration of the Minor in Safety Management may be made at the time of application to the University or by means of the [Declaration/Change of Academic Program](#) form following admission to the University.
3. A maximum of 9 credit hours from the Major may be used to satisfy the requirements of the Minor.
4. A Minor in Safety Management shall be comprised of the following Safety Management courses: MARI 4004, 4101, 4104, 4107, 4109, 4110 and 4111 as well as 3 credit hours chosen from MARI courses within the **Group A Electives** in [Table 3 Bachelor of Maritime Studies - Safety Management Major](#).
5. A student who has taken courses appropriate to their Minor at another university is required to complete at least 15 credit hours in courses from the Minor subject at this University.

11.2 Maritime Studies

Maritime Studies courses are designated by MARI.

4008 Introduction to [the Offshore Oil and Gas Energy Sector](#) (same as the former MSTM 4008) provides students with an understanding of the basic concepts of the [oil and gas industry energy sector](#) from a marine perspective. This course will cover the [entire energy](#) supply chain and industry structure from upstream to downstream. ~~Topics discussed will give an overview of oil and gas; how it is explored and evaluated, extracted, refined, transported and traded.~~

CR: the former MSTM 4008

4107 Communications and Conflict Management ~~(same as LEAD 4003, TECH 4120)~~ provides students with the knowledge, tools and strategies to effectively manage and resolve conflicts in the workplace. The necessary communication skills taught in this course will allow students to respond to interpersonal and organizational conflicts in a collaborative manner to ensure a safe and productive workplace. [Many concepts are specifically applied to safety management to demonstrate the need for effective conflict resolution skills in the maritime sector.](#)

CR: LEAD 4003, TECH 4120

Secondary Changes

~~LEAD 4003 Communications and Conflict Management (same as MARI 4107, TECH 4120) provides students with the knowledge, tools and strategies to effectively manage and resolve conflicts in the workplace. The necessary communication skills taught in this course will allow students to respond to interpersonal and organizational conflicts in a collaborative manner to ensure a safe and productive workplace.~~ provides participants with an understanding of the basic principles of conflict resolution, negotiation, and effective communication and interpersonal skills to investigate and solve problems and manage conflicts within the workplace.

CR: MARI 4107, TECH 4120

TECH 4120 Conflict Management and Communication Strategies (same as ~~MARI 4107~~, LEAD 4003) provides participants with an understanding of the basic principles of conflict resolution, negotiation, and effective communication and interpersonal skills to investigate and solve problems and manage conflicts within the workplace.

CR: LEAD 4003, MARI 4107

CALENDAR ENTRY AFTER CHANGES

6.1 Bachelor of Maritime Studies

6.1.1 Maritime Management Major

- A student must complete 39 credit hours in addition to the work which was required under their category of admission.
- The required and elective courses are listed in **Table 2 Bachelor of Maritime Studies - Maritime Management Major**.
- A maximum of 9 transfer credit hours applicable to the degree may be used to meet the degree requirements.
- When transfer credit has been granted for a course(s) taken to satisfy the requirements for admission, a student must take an additional elective University course(s).
- To meet the academic requirements for a Bachelor of Maritime Studies a candidate shall successfully complete the following program with a minimum overall average of 60% and a minimum numeric grade of 50% in each course required for the degree unless stated otherwise within the course description.
- A student must take 39 credit hours with 24 credit hours from the required courses and 15 credit hours from the electives.
- At least three electives must be chosen from **Group A** and at least one elective must be chosen from **Group B** listed in **Table 2 Bachelor of Maritime Studies - Maritime Management Major**

Table 2 Bachelor of Maritime Studies - Maritime Management Major

Required Courses	Group A Electives	Group B Electives
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<ul style="list-style-type: none"> • MARI 1900 or 3 credit hours in a Critical Reading and Writing (CRW) course • MARI 4001 • MARI 4002 • MARI 4004 • MARI 4103 • MARI 4105 • MARI 4106 • MARI 4116 or TECH 4025 or Statistics 1510 or 2500 or equivalent 	<ul style="list-style-type: none"> • MARI 4005 • MARI 4006 • MARI 4007 • MARI 4008 • MARI 4101 • MARI 4102 • MARI 4104 • MARI 4107 • MARI 4113 	<ul style="list-style-type: none"> • Business 2102 or 2111 • Business 3005 • Economics 1010 or the former 2010 • Economics 1020 or the former 2020 • Geography 3510 • Philosophy 2330 or the former 2571 • Sociology 2120 • TECH 4019 • TECH 4020 • TECH 4030 • TECH 4040 • TECH 4050
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6.1.2 Safety Management Major

- A student must complete 39 credit hours in addition to the work which was required under their category of admission.
- The required and elective courses are listed in **Table 3 Bachelor of Maritime Studies - Safety Management Major**.
- When transfer credit has been granted for a course(s) taken to satisfy the requirements for admission, a student must take an additional elective University course(s).
- To meet the academic requirements for a Bachelor of Maritime Studies a student shall successfully complete the program with a minimum overall average of 60% and a minimum numeric grade of 50% in each course required for the degree unless stated otherwise within the course description.
- A student must take 39 credit hours with 27 credit hours from the required courses and 12 credit hours from the electives.
- At least two electives must be chosen from **Group A** and at least one elective must be chosen from **Group B** listed in **Table 3 Bachelor of Maritime Studies - Safety Management Major**.

Table 3 Bachelor of Maritime Studies - Safety Management Major

Required Courses	Group A Electives	Group B Electives
<ul style="list-style-type: none"> • MARI 1900 or 3 credit hours in a Critical Reading and Writing (CRW) course • MARI 4004 • MARI 4101 • MARI 4103 • MARI 4104 • MARI 4107 • MARI 4109 • MARI 4110 • MARI 4111 	<ul style="list-style-type: none"> • MARI 4001 • MARI 4008 • MARI 4112 • MARI 4113 • MARI 4114 • MARI 4115 • MARI 4116 or TECH 4025 or Statistics 1510 or 2500 or equivalent 	<ul style="list-style-type: none"> • Business 2102 or 2111 • MARI 4002 • MARI 4106 • Philosophy 1100 • Philosophy 2330 • Sociology 2120 or TECH 4030 • TECH 4019 • TECH 4040

6.1.3 Safety Management Minor

1. A student who is completing a degree program which provides for the completion of a Minor may complete a Minor in Safety Management.
2. Declaration of the Minor in Safety Management may be made at the time of application to the

University or by means of the [Declaration/Change of Academic Program](#) form following admission to the University.

3. A maximum of 9 credit hours from the Major may be used to satisfy the requirements of the Minor.
4. A Minor in Safety Management shall be comprised of the following Safety Management courses: MARI 4004, 4101, 4104, 4107, 4109, 4110 and 4111 as well as 3 credit hours chosen from MARI courses within the **Group A Electives** in [Table 3 Bachelor of Maritime Studies - Safety Management Major](#).
5. A student who has taken courses appropriate to their Minor at another university is required to complete at least 15 credit hours in courses from the Minor subject at this University.

11.2 Maritime Studies

Maritime Studies courses are designated by MARI.

4008 Introduction to the Offshore Energy Sector (same as the former MSTM 4008) provides students with an understanding of the basic concepts of the energy sector from a marine perspective. This course will cover the energy supply chain and industry structure from upstream to downstream.

CR: the former MSTM 4008

4107 Communications and Conflict Management (~~same as LEAD 4003, TECH 4120~~) provides students with the knowledge, tools and strategies to effectively manage and resolve conflicts in the workplace. The necessary communication skills taught in this course will allow students to respond to interpersonal and organizational conflicts in a collaborative manner to ensure a safe and productive workplace. Many concepts are specifically applied to safety management to demonstrate the need for effective conflict resolution skills in the maritime sector.

CR: LEAD 4003, TECH 4120

Secondary Changes

LEAD 4003 Communications and Conflict Management (same as TECH 4120) provides participants with an understanding of the basic principles of conflict resolution, negotiation, and effective communication and interpersonal skills to investigate and solve problems and manage conflicts within the workplace.

CR: MARI 4107, TECH 4120

TECH 4120 Conflict Management and Communication Strategies (same as LEAD 4003) provides participants with an understanding of the basic principles of conflict resolution, negotiation, and effective communication and interpersonal skills to investigate and solve problems and manage conflicts within the workplace.

CR: LEAD 4003, MARI 4107

Memorial University of Newfoundland Undergraduate Calendar Change Proposal Form Cover Page

LIST OF CHANGES

Indicate the Calendar change(s) being proposed by checking and completing as appropriate:

- New course(s):
- Amended or deleted course(s):
- New program(s):
- Amended or deleted program(s):
- New, amended or deleted Glossary of Terms Used in the Calendar entries
- New, amended or deleted Admission/Readmission to the University (Undergraduate) regulations ✓
- New, amended or deleted General Academic Regulations (Undergraduate)
- New, amended or deleted Faculty, School or Departmental regulations
- Other:

ADMINISTRATIVE AUTHORIZATION

By signing below, you are confirming that the attached Calendar changes have obtained all necessary Faculty/School approvals, and that the costs, if any, associated with these changes can be met from within the existing budget allocation or authorized new funding for the appropriate academic unit.

Signature of Dean/Vice-President: _____

Date: _____

December 14, 2022

Date of approval by Faculty/Academic Council: November 15, 2022

Memorial University of Newfoundland Undergraduate Calendar Change Proposal Form Senate Summary Page for Regulations

SECTION OF CALENDAR

Indicate the section of the Calendar impacted by the proposed change(s):

- Glossary of Terms Used in the Calendar
- Admission/Readmission to the University (Undergraduate)
- General Academic Regulations (Undergraduate)
- Faculty of: **Medicine**
- School of: n/a
- Department of:
- Other:

RATIONALE

These proposed calendar changes aim to clarify language and remove ambiguity in interpretation for “10 - Regulations for the Degree of Doctor of Medicine”.

CALENDAR CHANGES

1. All applications ~~for entry to the program of studies leading to the Doctor of Medicine (M.D.) degree are dealt with by the~~ Applications ~~submitted to the Admissions Office of the Faculty of Medicine via an online application system~~ and must be submitted to that office on or before the application deadline. ~~closing date. The~~ deadline exact date is located in ~~can be found under Important Dates on the Faculty of Medicine website. No application received after this date will be considered. An application processing fee of \$275.00 is required from all applicants.~~
2. Applications are reviewed after the closing date by the Admissions and Interview Committees of the Faculty of Medicine. The Interview Committee reviews applications after the application deadline and only those applications that are complete, as described on the Admissions webpage. The Interview Committee, a sub-committee of the Admissions Committee, evaluates, collaborates, corroborates and decides ~~determines~~ which those applicants will be invited for an to interview. (New paragraph) The Admissions Committee reviews applications after interviews are complete and has the delegated authority of the Faculty Council to admit or decline ~~reject applicants~~ to admit students, following guidelines and procedures acceptable to ~~approved by~~ that Council.
3. Admissions will normally be to the first year of medical studies. In exceptional circumstances, admission with advanced standing may be offered.
4. Entry to medical school is depends on the basis of competition for a fixed number of places. The Admissions Committee considers an applicant's academic background; performance on the Medical College Admissions Test (MCAT) required standardized tests; and information regarding an applicant's personal characteristics and achievements (as described by the applicant); the applicant's references; and by personal interviews in deciding which applicants receive offers of admission. (New paragraph) Age is not used as a basis for selection or rejection. Both age and the length of time away from full-time studies may be considered. The final residency status of each Newfoundland and Labrador applicant at the time of the deadline on the date for of applications application deadline will be determined is decided by guidelines established by the Admissions Committee and approved by Faculty Council. Residency definitions for each competitive pool are on the Admissions webpage. For each applicant, The residency status of each applicant ~~determined at~~

that ~~the~~ time of application applies will apply throughout the admissions process and during the period of undergraduate medical education. ~~Priority~~ Preference for admittance is given to applicants who are **bona fide** residents of this province Newfoundland and Labrador as well as applicants of and Indigenous descent applicants of the province, who wholly fulfill the definition of a Newfoundland and Labrador resident. Further information is available at for Indigenous applicants is available at Indigenous Applicants on the Faculty of Medicine website.

5. The Admissions Committee's decision to admit or ~~decline~~ reject to admit an applicant depends on ~~will be made on the basis of~~ the competition for entry in the year of application, ~~and will be determined by~~ The Committee's Committee also evaluates the application with respect to ~~judgement of~~ the likelihood of success ~~an applicant succeeding~~ in the academic and professional studies leading to the award of the Doctor of Medicine degree M.D. and in the future eventual practice of medicine.
6. To be eligible for admission, an applicant shall have completed a Bachelor's degree at a recognized university or university-college before admission- and all standardized tests, including credential evaluations where required, as described on the Admissions webpage.

~~In exceptional circumstances an application may be considered from someone who does not expect to hold a bachelor's degree at the time of admission. Such an applicant will have completed at least 60 credit hours at a recognized university or university college before admission and be a student who has work related or other experience acceptable to the Admissions Committee.~~

~~No application will be considered from an applicant who cannot produce evidence that the above requirements have been met or will have been met by the time of entry to the Medical School. In addition, all applicants must write the MCAT a minimum of 14 days prior to the application deadline date which can be found under Important Dates on the Faculty of Medicine website. The MCAT must be written within the preceding five years of the application deadline date. (Delete and replace with below)~~

All applicants must complete the standardized tests by the dates specified in the Important Dates section on the Admissions webpage of the Faculty of Medicine. Requirements for all standardized tests can be found on the Admissions webpage.

7. Applicants ~~need to~~ must be aware of the ~~policy related to~~ Essential Skills and Abilities Required for the Study of Medicine guidelines, which outline the crucial characteristics needed to succeed in the Doctor of Medicine degree. This ~~policy outlines essential skills and abilities needed to succeed in the M.D. program and it includes technical standards for students in the program and information for students with disability.~~ The guidelines include Technical Standards for learners in the degree as well as information for applicants with disabilities. This information is available at Application Preparation on the Faculty of Medicine website.
8. Each applicant is responsible for ensuring that all the required ~~information~~ documents on the ~~for~~ application, ~~form, e.g. transcripts, MCAT scores, CASPer scores and references,~~ as stated on the Admissions webpage, ~~is supplied to the Committees,~~ are submitted by published deadlines, ~~and for providing any further information required by the Committees.~~ An application is not considered complete until these documents without meeting these requirements; ~~have been received.~~ incomplete applications are closed.
9. The Interview Committee ~~may request that an applicant attend an interview.~~ (Delete and replace with below)
Applicants who are invited for an interview and do not attend are not eligible for further consideration and their application is closed.
10. Official notification to applicants of the Committee's decisions ~~will be made to an applicant by~~ is via letter signed sent by email, signed by or on behalf of, the Chair of the Admissions Committee. No other form of notification ~~can be considered to be official~~ is provided.

11. The letter of acceptance will give the successful applicant fourteen (14) days in which to confirm that the applicant will accept the place offered. The signed intention to accept the offered place must be accompanied by a deposit of \$200.00 which will be credited towards tuition fees. The deposit will be forfeited if the applicant subsequently declines the place. If no reply to the offer of a place is received within fourteen days, the offer by the Faculty of Medicine will be withdrawn on the appropriate date, and the applicant will be informed of this by letter. ~~(Delete and replace with below).~~

Letters of acceptance allow seven (7) days for confirmation. Applicants accepting a seat in the medical school must return all paperwork with the offer to munmed@mun.ca in addition to a deposit, which is credited towards tuition fees upon registration. Should the applicant subsequently decline, the deposit is forfeited. If confirmation is not received within the timeframe specified, the offer expires and subsequently goes to the next applicant on the reserve list. In such instances, the Admissions Office will notify applicants officially.

Applicants offered a place on the reserve list must confirm or decline the offer in writing within three (3) days of official notification by returning their completed documents to the Admissions Office via munmed@mun.ca. If confirmation is not received within three (3) days, the applicant's rank position on the reserve list expires and they move to the bottom of the reserve list. Should a seat become available, it is offered to the next person on the reserve list who has completed and returned the documents as required.

12. In order to register, applicants who have been accepted as international students will be required to indicate in writing that they will pay differential fees throughout the undergraduate medical program and that they will have the status of non-Canadians in the postgraduate matching process (Canadian Resident Matching Service (CaRMS), www.carms.ca).
13. The Admissions Committee, at its discretion, may grant deferral of admission for one year to a maximum of four successful applicants (normally not to exceed this number) per cycle in the first round of offers for any one admission cycle. An applicant must request a deferred entry at the time of responding to an offer of admission. The first round of offers are normally confirmed by mid-May and requests for deferral are considered. Deferrals are considered on a first-come, first-serve basis; the deadline to request a deferral is six weeks before the first day of classes. All deferral requests are evaluated and decided by the Admissions Committee by mid-June.
14. Unsuccessful applicants who wish to reapply for admission are required to submit the a new, complete application, forms relevant to the year of re-application and will be required to enter the competition in that year. including all required documents and exam scores. An unsuccessful applicant can meet with the Assistant Dean for Admissions or the Admissions Officer to discuss reapplying prior to the end of the application cycle deadline for submission of a new application. The last day of the application cycle is the day prior to the online application system opening for access to prospective applicants.
15. An unsuccessful applicant has the right to appeal against the decision of the Admissions Committee not to offer make the applicant a place an offer of admission, if it is felt by the applicant that the decision was reached on grounds other than those specified in Clauses 1-4 above. The appeal should must be made in writing within ~~fourteen~~ seven (7) days of the notification of the decision and should be directed to the Dean of Medicine. The letter should state clearly and fully the grounds for the appeal. If the Dean of Medicine, in consultation with the Registrar, judges the grounds to be sufficient, the formal appeals mechanism will be initiated.

CALENDAR ENTRY AFTER CHANGES

1. Applications to the Doctor of Medicine (M.D.) degree are submitted to the Admissions Office of the Faculty of Medicine via an online application system on or before the application deadline. The deadline date is located in [Important Dates on the Faculty of Medicine website](#).

2. The Interview Committee reviews applications after the application deadline and only those applications that are complete. The Interview Committee, a sub-committee of the Admissions Committee, evaluates, corroborates, and determines those applicants invited to interview.

The Admissions Committee reviews applications after interviews are complete and has the delegated authority of the Faculty Council to admit or reject applicants following guidelines and procedures approved by that Council.

3. Entry to medical school depends on competition for a fixed number of places. The Admissions Committee considers an applicant's academic background; performance on required standardized tests; information regarding an applicant's personal characteristics and achievements (as described by the applicant); the applicant's references; and personal interviews in deciding which applicants receive offers of admission.

The final residency status of each Newfoundland and Labrador applicant on the date of application deadline is decided by guidelines established by the Admissions Committee and approved by Faculty Council. Residency definitions for each competitive pool are on the [Admissions webpage](#). The residency status of each applicant at the time of application applies throughout the admissions process and during the period of undergraduate medical education. Preference for admittance is given to **bona fide** residents of Newfoundland and Labrador and Indigenous applicants of the province, who wholly fulfill the definition of a Newfoundland and Labrador resident. Further information for Indigenous applicants is available at [Indigenous Applicants on the Faculty of Medicine website](#).

4. The Admissions Committee's decision to admit or reject an applicant depends on the competition for entry in the year of application. The Committee also evaluates the application with respect to the likelihood of success in the academic and professional studies leading to the award of the Doctor of Medicine degree and in the future practice of medicine.
5. To be eligible for admission, an applicant shall have completed a Bachelor's degree at a recognized university or university-college before admission, and all standardized tests, including credential evaluations where required, as described on the [Admissions webpage](#).

All applicants must complete the standardized tests by the dates specified in the [Important Dates section](#) on the [Admissions webpage](#) of the Faculty of Medicine. Requirements for all standardized tests can be found on the [Admissions webpage](#).

6. Applicants must be aware of the [Essential Skills and Abilities Required for the Study of Medicine guidelines](#), which outline the crucial characteristics needed to succeed in the Doctor of Medicine degree. The guidelines include Technical Standards for learners in the degree as well as information for applicants with disabilities. This information is available at [Application Preparation on the Faculty of Medicine website](#).
7. Each applicant is responsible for ensuring that all the required documents for application, as stated on the [Admissions webpage](#), are submitted by published deadlines. An application is not complete without meeting these requirements; incomplete applications are closed.

Applicants who are invited for an interview and do not attend are not eligible for further consideration and their application is closed.

8. Official notification to applicants of the Committee's decisions is via letter, sent by email, signed by or on behalf of, the Chair of the Admissions Committee. No other form of notification is provided.

Letters of acceptance allow seven (7) days for confirmation. Applicants accepting a seat in the medical school must return all paperwork with the offer to munmed@mun.ca in addition to a deposit, which is credited towards tuition fees upon registration. Should the applicant subsequently decline, the deposit is forfeited. If confirmation is not received within the timeframe specified, the offer expires and subsequently goes to the next applicant on the reserve list. In such instances, the Admissions Office will notify applicants officially.

Applicants offered a place on the reserve list must confirm or decline the offer in writing within three (3) days of official notification by returning their completed documents to the Admissions Office via munmed@mun.ca. If confirmation is not received within three (3) days, the applicant's rank position on the reserve list expires and they move to the bottom of the reserve list. Should a seat then become available, it is offered to the next person on the reserve list who has completed and returned the documents as required.

9. The Admissions Committee, at its discretion, may grant deferral of admission to a maximum of four (4) successful applicants per cycle. Deferrals are considered on a first-come, first-serve basis; the deadline to request a deferral is six (6) weeks before the first day of classes. All deferral requests are evaluated and decided by the Admissions Committee by mid-June.
10. Unsuccessful applicants who wish to reapply for admission are required to submit a new, complete application, including all required documents and exam scores. An unsuccessful applicant can meet with the Assistant Dean for Admissions or the Admissions Officer to discuss reapplying prior to the end of the application cycle. The last day of the application cycle is the day prior to the online application system opening for access to prospective applicants.
11. An unsuccessful applicant has the right to appeal against the decision of the Admissions Committee not to make an offer of admission. The appeal must be made in writing within seven (7) days of the notification of the decision and should be directed to the Dean of Medicine. The letter should state clearly and fully the grounds for the appeal. If the Dean of Medicine, in consultation with the Registrar, judges the grounds to be sufficient, the formal appeals mechanism will be initiated.

SECONDARY CALENDAR CHANGES

N/A

Report of the Academic Council of the School of Graduate Studies



**SCHOOL OF
GRADUATE STUDIES**

Office of the Associate Vice-President (Academic) and
Dean, School of Graduate Studies
St. John's, NL Canada A1C 5S7
Tel: 709 864 2445 Fax: 709 864 4702
sgs@mun.ca
<http://www.mun.ca/sgs>

December 14, 2022

TO: Executive Committee of Senate
FROM: Dr. Amy Warren, Chair of Academic
Council SUBJECT: Items of Business

The Academic Council, School of Graduate Studies, will review the following items of business on December 19, 2022 and they are being transmitted for information/approval to Senate.

CONSENT AGENDA

1. Maritime Studies (Public Safety) MSc & PhD Calendar Revisions

The Fisheries and Marine Institute of Memorial University is requesting approval of revisions to sections 37 and 40 of the University Calendar. The Fisheries and Marine Institute of Memorial University is seeking to add to the existing undergraduate programs in maritime studies and graduate programs in Maritime Management, new programs will be developed in the specialized areas of ocean safety, public safety, emergency services, fire rescue, and industrial fire operations.

Please note that this item is being approved at the December 19th SGS Academic Council Meeting and we would like these placed at the Senate Executive Agenda pending approval

A handwritten signature in black ink that reads "Amy M. Warren".

Dr. Amy Warren
Interim Associate Vice-President (Academic)
and Dean, School of Graduate Studies

Calendar Regulations - Showing Changes

MSc in Maritime Studies (Safety: The Human Element)

MSc in Maritime Studies (Public Safety)

PhD in Maritime Studies

37 Regulations Governing the Degree of Master of Science in Maritime Studies (~~Safety: The Human Element~~)

- www.mun.ca/sqs/contacts/sqscontacts.php
- www.mun.ca/soewrkwww.mi.mun.ca
- www.mun.ca/become/graduate/apply/app_deadlines.php

The degree of Master of Science in Maritime Studies is a research-focused Master's degree offered by the School of Maritime Studies, at the Fisheries and Marine Institute. The degree of Master of Science in Maritime Studies is offered, at present, in (1) Safety: The Human Element and (2) Public Safety.

An Academic Advisory Committee will be appointed by the Dean of Graduate Studies on the recommendation of the Vice-President (Marine Institute). This Committee will consist of an Academic Director as Chair, three members from the Marine Institute, and two members from other academic units of the University. Normally, all appointments will be for a period of three years.

Every student in graduate studies shall comply with the **General Regulations**, the Degree Regulations, and all additional requirements of the appropriate academic unit.

37.1 Maritime Studies (Safety: The Human Element)

The degree of Master of Science in Maritime Studies (Safety: The Human Element) is a research-focused Master's degree offered by the School of Maritime Studies, at the Fisheries and Marine Institute. This program is for students who aim to pursue a career in maritime studies, and includes skills training that will empower students to conduct publication-quality research in areas of safety and survival. The degree is normally offered to full-time students.

These regulations must be read in conjunction with the [General Regulations](#) of the School of Graduate Studies of Memorial University of Newfoundland.

37.2 1.1 Qualifications for Admission

1. Admission is limited and competitive. To be considered for admission an applicant will normally hold at least a high second-class Honours Degree (from areas such as, but not limited to, emergency management, engineering, kinesiology, maritime studies, occupational therapy, physiotherapy, psychology), or an M.D. Degree, or the equivalent of either, both in achievement and depth of study, from an institution recognized by the Senate.
2. The applicant demonstrates a commitment and passion for safety and survival. Experience in research programs, marine-based industries (e.g., fisheries, oil and gas), marine transport, firefighting, search and rescue, regulatory agencies or government departments, non-governmental organizations, consulting activities, or other relevant activities is considered an asset.
3. Any applicant who does not hold a high second-class Honours Degree or an M.D. Degree may be considered for admission provided that:
 - a. the applicant's undergraduate record after the first year shows an average of at least Grade 'B' in courses in the proposed field of specialization; and
 - b. the applicant's overall undergraduate record after the first year shows an average of at least Grade 'B' in all courses taken.
4. Admission requirements related to English proficiency follows and are described under [General Regulations, English Proficiency Requirements](#) of the School of Graduate Studies.

37.3 1.2 Program of Study and Research

1. Every student in the Master of Science in Maritime Studies (Safety: The Human Element) program shall be required to complete all of:
 - a. 12 credit hours of core course work, including MARI 6000, MARI 6001, MARI 6002, and MARI 6003;
 - b. 3 credit hours of course work relevant to the student's research area and chosen in consultation with the supervisor; and
 - c. a thesis composed of at least one manuscript of original research.
2. Students may be required by their Supervisory Committee to take additional courses.
3. All program course requirements should be completed within four semesters from the date of first registration in the M.Sc. degree program. Students will normally complete course requirements in their first three semesters.
4. Within three months of the first registration in the M.Sc. degree program, the student will meet with their Supervisory Committee. A meeting report, signed by all members of the Supervisory Committee and student, must be given to the Academic Unit. A copy will be sent to the graduate student and to the Dean of Graduate Studies. Subsequent meetings must occur at least annually, with a report filed after each meeting.
5. The student shall complete a written thesis proposal that is approved by the Supervisor and Supervisory Committee and normally submitted within twelve months of the first registration in the M.Sc. degree program. The proposal shall be provided to the Head for inclusion in the student's file.
6. The student must present a thesis seminar of 20-30 minutes duration prior to submission of the thesis to the School of Graduate Studies.

7. Theses shall conform to **General Regulation Theses and Reports** of the School of Graduate Studies.

37.1.34 Evaluation

1. In order to continue in the School of Graduate Studies and in order to qualify for a Master's degree, a student shall obtain an 'A' or 'B' grade in each program course as indicated under **General Regulation, Evaluation, Evaluation of Graduate Students** of the School of Graduate Studies.
2. The Supervisor and the Supervisory Committee may recommend that a student be required to withdraw from the program, if after consultation with the student, it is determined that the student is not making satisfactory progress towards completion of the program and the unsatisfactory progress is unlikely to be corrected.

37.5 1.4 Thesis

Theses shall conform to **General Regulation Theses and Reports** of the School of Graduate Studies.

37.6 1.5 Courses

MARI 6000 Introduction to Maritime Safety and Survival Research
MARI 6001 Statistics and Research Design for Maritime Studies
MARI 6002 Science Communication for Maritime Studies (*may be offered in accelerated format*)
MARI 6003 Human Factors in Safety and Survival (*may be offered in accelerated format*)
MARI 6004 Special Topics in Safety and Survival (Learning) (*prerequisite: MARI 6000*)
MARI 6005 Special Topics in Safety and Survival (Human Behavior) (*prerequisite: MARI 6000*)
MARI 6006 Special Topics in Safety and Survival (Engineering Technology) (*prerequisite: MARI 6000*)

37.2 Maritime Studies (Public Safety)

The degree of Master of Science in Maritime Studies (Public Safety) is a research-focused Master's degree offered by the School of Maritime Studies, at the Fisheries and Marine Institute. This program is for students who aim to pursue a career in public safety, and includes skills training that will empower students to conduct publication-quality research in areas of safety and survival. The degree is normally offered to full-time students.

These regulations must be read in conjunction with the **General Regulations** of the School of Graduate Studies of Memorial University of Newfoundland.

37.2.1 Qualifications for Admission

1. Admission is limited and competitive. To be considered for admission an applicant will normally hold at least a high second-class Honours Degree (from areas such as, but not limited to, criminology or criminal justice, emergency management, engineering, kinesiology, maritime studies, occupational therapy, physiotherapy, psychology or sociology), or an M.D. Degree, or the equivalent of either, both in achievement and depth of study, from an institution recognized by the Senate.
2. The applicant demonstrates a commitment and passion for safety – personal, institutional, and public. Experience in research programs, marine based industries (e.g., fisheries, oil and gas), marine transport, firefighting, search and rescue, coast guard, policing, correctional services, paramedics, intelligence, public safety communications, regulatory agencies or government departments, non-governmental organizations, consulting activities, or other relevant activities is considered an asset.
3. Up to two seats per year are reserved for applicants of Indigenous ancestry who have met the admission requirements but are not in the top ranked candidates. Applicants wishing to be considered under this Clause must check the appropriate space provided on the application form and provide documentation of Indigenous ancestry.
4. Any applicant who does not hold a high second-class Honours Degree or an M.D. Degree may be considered for admission provided that:
 - a. the applicant's undergraduate record after the first year shows an average of at least Grade 'B' in courses in the proposed field of specialization; and
 - b. the applicant's overall undergraduate record after the first year shows an average of at least Grade 'B' in all courses taken.
5. Admission requirements related to English proficiency follows and are described under **General Regulations, English Proficiency Requirements** of the School of Graduate Studies.

37.2.2 Program of Study and Research

1. Every student in the Master of Science in Maritime Studies (Public Safety) program shall be required to complete all of:
 - a. 12 credit hours of core course work, including MARI 6000, MARI 6002, MARI 6003 and MARI 6008;
 - b. 3 credit hours of course work relevant to the student's research area and chosen in consultation with the supervisor; and
 - c. a thesis composed of at least one manuscript of original research.
2. Students may be required by their Supervisory Committee to take additional courses.
3. All program course requirements should be completed within four semesters from the date of first registration in the M.Sc. degree program. Students will normally complete course requirements in their first three semesters.
4. Within three months of the first registration in the M.Sc. degree program, the student will meet with their Supervisory Committee. A meeting report, signed by all members of the Supervisory Committee and student, must be given to the Academic Unit. A copy will be sent to the graduate student and to the Dean of Graduate Studies. Subsequent meetings must occur at least annually, with a report filed after each meeting.

5. The student shall complete a written thesis proposal that is approved by the Supervisor and Supervisory Committee and normally submitted within twelve months of the first registration in the M.Sc. degree program. The proposal shall be provided to the Head for inclusion in the student's file.
6. The student must present a thesis seminar of 20-30 minutes duration prior to submission of the thesis to the School of Graduate Studies.
7. Theses shall conform to **General Regulation Theses and Reports** of the School of Graduate Studies.

37.2.3 Evaluation

1. In order to continue in the School of Graduate Studies and in order to qualify for a Master's degree, a student shall obtain an 'A' or 'B' grade in each program course as indicated under **General Regulation, Evaluation, Evaluation of Graduate Students** of the School of Graduate Studies.
2. The Supervisor and the Supervisory Committee may recommend that a student be required to withdraw from the program, if after consultation with the student, it is determined that the student is not making satisfactory progress towards completion of the program and the unsatisfactory progress is unlikely to be corrected.

37.2.4 Thesis

Theses shall conform to **General Regulation Theses and Reports** of the School of Graduate Studies.

37.2.5 Courses

- MARI 6000 Introduction to Maritime Safety and Survival Research
- MARI 6001 Statistics and Research Design for Maritime Studies
- MARI 6002 Science Communication for Maritime Studies (may be offered in accelerated format)
- MARI 6003 Human Factors in Safety and Survival (may be offered in accelerated format)
- MARI 6004 Special Topics in Safety and Survival (Learning) (prerequisite: MARI 6000)
- MARI 6005 Special Topics in Safety and Survival (Human Behavior) (prerequisite: MARI 6000)
- MARI 6006 Special Topics in Safety and Survival (Engineering Technology) (prerequisite: MARI 6000)
- MARI 6007 Qualitative Methods
- MARI 6008 Public Safety
- MARI 6009 Special Topics in Public Safety (may be offered in accelerated format) (prerequisite: MARI 6000)

40.27 Maritime Studies

- www.mun.ca/sgs/contacts/sgscontacts.php
- www.mi.mun.ca
- www.mun.ca/become/graduate/apply/app_deadlines.php

The Degree of Doctor of Philosophy is offered in Maritime Studies to full-time and part-time students. These regulations must be read in conjunction with the **General Regulations** of the School of Graduate Studies of Memorial University of Newfoundland.

An Academic Advisory Committee will be appointed by the Dean of Graduate Studies on the recommendation of the Vice-President (Marine Institute). This Committee will consist of an Academic Director as Chair, three members from the Marine Institute, and two members from other academic units of the University. Normally, all appointments will be for a period of three years.

40.27.1 Admission and Program of Study

1. Admission into the Ph.D. program in Maritime Studies is normally restricted to applicants holding a Master's degree or its equivalent with relevant background and core knowledge in, but not limited to, criminology or criminal justice, emergency management, engineering, human kinetics, maritime studies, ~~or~~ psychology, or sociology. Applicants are normally expected to have a 'B' in all course work completed for the Master's degree. In exceptional circumstances, an applicant with a B.Sc. degree who has spent not less than 12 months in an M.Sc. degree program may be recommended for transfer into a Ph.D. program. For this transfer to be accepted, the applicant must demonstrate, to the satisfaction of the Supervisor and Supervisory Committee, their ability to pursue research at the doctoral level.
2. Up to two seats per year are reserved for applicants of Indigenous ancestry who have met the admission requirements but are not in the top ranked candidates. Applicants wishing to be considered under this Clause must check the appropriate space provided on the application form and provide documentation of Indigenous ancestry.
- 1-3. In addition to completing a thesis, normally containing three or more papers of original research, students will be required to meet the M.Sc. core course requirements for either the Safety: The Human Element option (MARI 6000, 6001, 6002 and 6003) or the Public Safety option (MARI 6000, 6002, 6003 and 6008) either directly or via equivalent courses from their previous M.Sc. program, and complete, at minimum, two additional courses relevant to the program. Depending on the student's background, their Supervisor and Supervisory Committee may deem the student to be exempt from completing any or all of these courses.
- 2-4. Within three months of the first registration in the Ph.D. degree program, the student will meet with their Supervisory Committee. It is the function of a Supervisory Committee to have regular meetings, at least annually, with its graduate student. A meeting report, signed by all members of the Supervisory Committee and student, must be given to the Academic Unit. A copy will be sent to the graduate student and to the Dean of Graduate Studies.
- 3-5. At the first committee meeting, the Supervisory Committee shall discuss the student's program and will explore areas of weakness in the student's knowledge, especially where these relate to the intended areas of research. The Supervisory Committee may require the student to take additional courses.
- 4-6. The student and the Supervisory Committee will agree on a written thesis proposal outlining the objectives, methods, timetable, and funding for the project, and provide the proposal (signed by the student and the supervisory Committee) to the Head for inclusion in the student's file. This proposal shall normally be submitted within 15 months of the first registration in the Ph.D. degree program and a minimum of three months prior to the Comprehensive Exam.
- 5-7. The student will present a research seminar to the Academic Unit, normally by the end of the fourth semester following admission, to describe the research topic being investigated and the methodologies to be employed. This seminar provides an opportunity for the student to receive constructive input from the research community.
- 6-8. Within the first eighteen months, students must successfully complete a Comprehensive Examination, following the **General Regulations, Comprehensive Examinations, Ph.D. and Psy.D. Comprehensive Examination**. The comprehensive examination will be an oral examination. Students should consult with the academic unit's guidelines for further information and a detailed description of the content of the Comprehensive Examination.

9. Theses shall conform with **General Regulations, Theses and Reports** of the School of Graduate Studies. As part of these regulations, all Ph.D. candidates are required to participate in a formal oral defense of their work.

40.27.2 Courses

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- MARI 6006 Special Topics in Safety and Survival (Engineering Technology) (*prerequisites: MARI 6000*)
- [MARI 6007 Qualitative Methods](#)
- [MARI 6008 Public Safety](#)
- [MARI 6009 Special Topics in Public Safety \(may be offered in accelerated format\) \(prerequisite: MARI 6000\)](#)

Calendar Regulations

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MSc in Maritime Studies (Safety: The Human Element)

MSc in Maritime Studies (Public Safety)

PhD in Maritime Studies

37 Regulations Governing the Degree of Master of Science in Maritime Studies

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2. The applicant demonstrates a commitment and passion for safety and survival. Experience in research programs, marine-based industries (e.g., fisheries, oil and gas), marine transport, firefighting, search and rescue, regulatory agencies or government departments, non-governmental organizations, consulting activities, or other relevant activities is considered an asset.
3. Any applicant who does not hold a high second-class Honours Degree or an M.D. Degree may be considered for admission provided that:
 - a. the applicant's undergraduate record after the first year shows an average of at least Grade 'B' in courses in the proposed field of specialization; and
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 - c. a thesis composed of at least one manuscript of original research.
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2. The applicant demonstrates a commitment and passion for safety – personal, institutional, and public. Experience in research programs, marine based industries (e.g., fisheries, oil and gas), marine transport, firefighting, search and rescue, coast guard, policing, correctional services, paramedics, intelligence, public safety communications, regulatory agencies or government departments, non-governmental organizations, consulting activities, or other relevant activities is considered an asset.
3. Up to two seats per year are reserved for applicants of Indigenous ancestry who have met the admission requirements but are not in the top ranked candidates. Applicants wishing to be considered under this Clause must check the appropriate space provided on the application form and provide documentation of Indigenous ancestry.
4. Any applicant who does not hold a high second-class Honours Degree or an M.D. Degree may be

considered for admission provided that:

- a. the applicant's undergraduate record after the first year shows an average of at least Grade 'B' in courses in the proposed field of specialization; and
 - b. the applicant's overall undergraduate record after the first year shows an average of at least Grade 'B' in all courses taken.
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37.2.2 Program of Study and Research

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- MARI 6007 Qualitative Methods
- MARI 6008 Public Safety
- MARI 6009 Special Topics in Public Safety (may be offered in accelerated format) (*prerequisite: MARI 6000*)

40.27 Maritime Studies

- www.mun.ca/sqs/contacts/sqscontacts.php
- www.mi.mun.ca
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The Degree of Doctor of Philosophy is offered in Maritime Studies to full-time and part-time students. These regulations must be read in conjunction with the **General Regulations** of the School of Graduate Studies of Memorial University of Newfoundland.

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2. Up to two seats per year are reserved for applicants of Indigenous ancestry who have met the admission requirements but are not in the top ranked candidates. Applicants wishing to be considered under this Clause must check the appropriate space provided on the application form and provide documentation of Indigenous ancestry.
3. In addition to completing a thesis, normally containing three or more papers of original research, students will be required to meet the M.Sc. core course requirements for either the Safety: The Human Element option (MARI 6000, 6001, 6002 and 6003) or the Public Safety option (MARI 6000, 6002, 6003 and 6008) either directly or via equivalent courses from their previous M.Sc. program, and complete, at minimum, two additional courses relevant to the program. Depending on the student's background, their Supervisor and Supervisory Committee may deem the student to be exempt from completing any or all of these courses.
4. Within three months of the first registration in the Ph.D. degree program, the student will meet with their Supervisory Committee. It is the function of a Supervisory Committee to have regular meetings, at least annually, with its graduate student. A meeting report, signed by all members of the Supervisory Committee and student, must be given to the Academic Unit. A copy will be sent to the graduate student and to the Dean of Graduate Studies.
5. At the first committee meeting, the Supervisory Committee shall discuss the student's program and will explore areas of weakness in the student's knowledge, especially where these relate to the intended areas of research. The Supervisory Committee may require the student to take additional courses.
6. The student and the Supervisory Committee will agree on a written thesis proposal outlining the objectives, methods, timetable, and funding for the project, and provide the proposal (signed by the student and the supervisory Committee) to the Head for inclusion in the student's file. This proposal shall normally be submitted within 15 months of the first registration in the Ph.D. degree program and a minimum of three months prior to the Comprehensive Exam.
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8. Within the first eighteen months, students must successfully complete a Comprehensive Examination, following the **General Regulations, Comprehensive Examinations, Ph.D. and Psy.D. Comprehensive Examination**. The comprehensive examination will be an oral examination. Students should consult with the academic unit's guidelines for further information and a detailed description of the content of the Comprehensive Examination.
9. Theses shall conform with **General Regulations, Theses and Reports** of the School of Graduate Studies. As part of these regulations, all Ph.D. candidates are required to participate in a formal oral defense of their work.

40.27.2 Courses

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- MARI 6008 Public Safety
- MARI 6009 Special Topics in Public Safety (*may be offered in accelerated format*) (*prerequisite: MARI 6000*)

Report of the Teaching and Learning Committee

Summary

This motion asks members of Senate to approve three categories of experiential learning (these are: work-integrated learning; community engaged learning; and experiential learning) for notation on a student's transcript. Adoption of this motion will help identify to students and communicate to those who review graduates' transcripts the for-credit learning experiences where students engaged in experiential learning, over the course of their studies at the university.

Motion

WHEREAS, Memorial University has an established history of offering curricular experiential learning, most notably work-integrated learning facilitated, in part, through co-op work terms and clinical placements; and

WHEREAS, Students are enrolled today in programs and courses where experiential learning, other than work-integrated learning, is a component of the taught curricula; and

WHEREAS, Experiential learning, when incorporated into curricular learning experiences has been demonstrated to enhance students' perceptions of engagement and allow for the application of theory in authentic settings; and

WHEREAS, Experiential learning and community-engaged learning are deemed institutional priorities in the most recent university strategic plan; and

WHEREAS, A 2019 taskforce on EL proposed definitions for St. John's campus; and

WHEREAS, A 2022 pan-institutional working group reviewed and revised the proposed categories of EL, ensuring relevance across the institution and the diversity of learning experiences facilitated across our campuses; and

WHEREAS, The proposed categories are not meant to limit the kinds of EL that can be facilitated in a classroom; therefore, be it

RESOLVED, That three categories of experiential learning (work-integrated, community engaged and experiential) are adopted; and be it

RESOLVED, That these categories are noted on students' transcripts, when the student successfully completes a course with learning experiences that fit within one of these three categories.

Background

Experiential learning (EL), broadly speaking, is theorized as "teaching and learning situations when educators deliberately plan learning in which the learners have primary experiences of the external world" (Jarvis, Holford & Griffin, 2003, p. 67). More succinctly, experiential learning can be described as *learning by doing*.

Memorial University has a long history with providing rich experiential learning opportunities to students. With the first co-op program offered in 1969 in the Faculty of Engineering, Memorial has been recognized as one of the first Canadian institutions to offer work-integrated learning. In courses

where meaningful experiential learning is deliberately included, students describe gaining first-hand experience applying skills they learned in the classroom to real-world issues (Berard & Ravelli, 2021). Research also suggests a connection between (enhanced) student engagement and courses that incorporate experiential learning (see Park, Jeong, Lee & Cullen, 2020; Li, Öchsner & Hall, 2019; Yusof et al., 2020, for findings that articulate this relationship across multiple disciplines). As a result, incorporating meaningful experiential learning into course and program curricula is seen to enhance the student learning experience, an aim of the university's 2018-2023 Teaching and Learning framework.

While experiential learning has been incorporated directly into Memorial program curricula for over 50 years, *Transforming our Horizons* specifically called out experiential learning as a way to advance the needs of the province through community-engaged learning, and help meet the institutions goals related to the proactive programs strategic priority. As a result, it can be expected that more opportunities will be developed for students to engage in experiential learning over the period of the strategic plan.

Timeline

2019

The Associate Vice President (Academic), Students and the Associate Vice President, Teaching and Learning struck a task force on experiential learning on St. John's campus (fall, 2019). The goal of the task force was to propose definitions of experiential education contextualized to campus practice. Membership included faculty, students and staff representatives from Student Life, Centre for Innovation in Teaching and Learning, Centre for Social Enterprise, Faculty of Business, Faculty of Human Kinetics & Recreation, Faculty of Medicine, and Co-operative Education. The task force returned a report, with a framework for EL and definitions in late 2020.

2021

Transforming our Horizons was launched in 2021, with community engaged learning and experiential learning specifically identified within the framework. With Memorial's long-standing focus on work-integrated learning (including work term placements, internships, clinical placements, and student teaching) the strategic plan's articulation of community engaged learning helped delineate the proposed three categories of EL.

2022

In the spring of 2022, a pan-institutional working group, by request of the Associate Vice President (Academic), Students and the Associate Vice President, Teaching and Learning, came together to review the categories and definitions. With representatives from MI, Grenfell, Labrador and St. John's campuses, definitions were revised to include the varied contexts of all Memorial campuses.

Questions

Q: I teach with an experiential education method that's not listed. Is this an exhaustive list of experiential learning, and would the course I teach be excluded?

A: If you teach a course that incorporates experiential learning that is not listed amongst the activities and approaches in the EL category it is still experiential learning, and the course could be categorized as such. The EL category is intended to be inclusive of any EL (that isn't work-integrated learning or community engaged learning), and the list of activities provided are examples of kinds of EL. This is meant to be addressed, in part, with the statement that precedes the list "...include, but are not limited to."

Q: How will courses be identified?

A: The process of identifying courses is an adjacent process to the approval of the categories of EL, and not directly addressed in this motion. The Office of the Registrar, however, has been a member of the planning process since 2022 and it is expected that any identification would use current processes (e.g., the course audit process or new course proposal).

Q: Will there be any kind of audit process for courses identified as including experiential learning?

A: While direct questions of implementation are outside the scope of this agenda item, there will not be any auditing of courses identified as including experiential learning. Academic units will add and remove courses from any institution list at their discretion, through a regular process.

Q: How has institutional priorities of EDI-AR and Indigenization been considered?

A: Within the context of indigenization, land-based and water-based learning is EL informed by indigenous ways of knowing, and these have been included in the list of example activities. From the perspective of EDI-AR, we know that for many equity-deserving students, EL can be an exclusionary experience. As identified in Mitchell et al. (2012), the institution also can consider how these curricular experiences can be locus for critical engagement with race. Adopting the categories would be a first step in being able, as an institution, to understand who accesses, experiences and benefits from EL.

Last updated: December 5, 2022

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Report of the Academic Unit Planning Committee



To: Executive Committee of Senate

From: Dr. E. Kendall, Chair, Academic Unit Planning Committee

Subject: Academic Unit Planning (AUP) Procedures - revisions

Date: December 20, 2022

Dear Colleagues:

The Academic Unit Planning Committee (AUPC) is requesting that the Revised Academic Unit Planning (AUP) Procedures be placed on the agenda for the February 2023 meeting of Senate with time allotted for a presentation from the Chair of AUPC and discussion of revised procedures. As these Procedures have pan-institutional implications, we are seeking their endorsement by Senate.

In April 2020, Senate approved a revised version of the AUP procedures capturing all elements of AUP in a multi-campus format. As a part of its mandate to continuously improve the Academic Unit Planning process, the AUPC has reviewed the AUP Procedures over the past few months and is proposing the following changes:

- Update to *Introduction* section to include language related to *Transforming Our Horizons* and to correct language regarding plans and frameworks (p. 1 and throughout)
- Removal of “,or an Interdisciplinary Program” from Note 1, due to the removal of graduate interdisciplinary programs under SGS and the Faculty of Science from the AUP process (p. 1)
- Change of “Dean of the School” for Grenfell Campus to “Vice-President (Grenfell Campus)” (p. 3)
- Added *Dean of Record* and *Office of the Vice- President (Academic), Vice-President (Grenfell Campus), and Vice-President (Marine Institute)* under *Organization and Responsibility* (p. 5)
- Change responsibility of approval for extensions to sit with the Vice-President instead of the Dean of Record for departmentalized units. Responsibility for approval of extensions is already with Vice-Presidents for non-departmentalized units. (pp. 5 and 6)
- Addition of wording to allow remote panel reviews (pp. 6 and 9)
- Addition of wording related to *Lay Summary* (pp. 3, 6, 10, 11, 15, 17, 20)
- Removal of School of Graduate Studies (Interdisciplinary PhD, Master of Employment Relations, and Master of Occupational Health and Safety) from Appendix A (p. 12)
- Removal of Science Interdisciplinary Graduate Programs from Appendix A (p. 12)
- Faculty of Engineering and Applied Science altered in Appendix A to reflect change to departmentalized Faculty and AUP process for each Engineering department (p. 12)
- Update Grenfell Campus units: Dean of School is Unit Head and Vice-President (Grenfell Campus) is Dean of Record; School of Science and Environment to be reviewed as single academic unit (p. 14)
- Addition of Appendix I: Recommended Format of the Lay Summary (p. 32)

- Addition of Appendix J: Additional Resources for Academic Unit Planning (p. 33)

In completing this revision, the Committee received input from the interim Associate Vice-President (Academic), administration at the Marine Institute and Grenfell Campus, administration in the Faculty of Engineering and Applied Science, the Dean of the School of Graduate Studies, and the Dean of Science.

Kind regards,

Edward Kendall
Chair
Professor, Faculty of Medicine.

Academic Unit Planning

PROCEDURES

December 2022

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INTRODUCTION

Memorial University is guided in its mission by Memorial's 2021-26 strategic plan, "Transforming Our Horizons", which identifies the main priorities and values of the institution. It is supported by faculty-level and unit-level plans that provide detail at each administrative level. There are also institution-wide frameworks that focus on social justice, infrastructure and finance. These plans and frameworks set priorities and direction so that the institution will achieve progress in fulfilling its mission. The following procedures outline the overarching philosophy and process for academic unit planning at Memorial University, informed by institution-level decanal plans and frameworks. Each unit is required to prepare a plan that supports its Faculty and Institution strategic plans. Academic Units¹ are primary contributors to the successful achievement of the mission. As a result, on a regular basis the Units must assess their activities and plan for the future.

Academic Unit Planning (AUP) is a Unit-level process that helps to shape education, research and community engagement at Memorial University. The AUP process brings faculty, staff, students and community representatives together to reflect on current contributions and to explore exciting ways forward.

AUP is intrinsically-forward looking. Its purposes are to:

- reflect on the value and effectiveness of current activities, curriculum offerings, practices and processes
- promote academic planning that aligns with the University's Mission and Strategic Frameworks and relevant institutional plans and initiatives
- evaluate the Unit's success in achieving its existing goals and its contribution to the University's Mission
- provide an occasion for Units to identify new opportunities and synergies, and find ways to pursue them
- consider the perspectives of colleagues outside Memorial

Certain overarching principles guide the AUP process. These are:

- Inclusiveness
- Collegiality
- Relevance
- Responsibility and Accountability
- Innovation
- Exploration and Discovery

¹For the purposes of this document, an Academic Unit is defined as a Department, a non-departmentalized Faculty, a School, a cluster of programs as defined by the Dean. A list of Academic Units by Campus is provided in Appendix A.

THE ACADEMIC UNIT PLANNING PROCESS: AN OVERVIEW

Units launch academic unit planning every seven years at the St. John's Campus and Grenfell Campus, and every five years at the Marine Institute. However, the process may be initiated at a different time by the Academic Unit Planning Committee (AUPC) to align the process with an external accreditation cycle or upon recommendation of a Dean of Record² or Vice-President (Academic).

The AUPC, a senate committee, establishes a multi-year review schedule in consultation with the Deans of Record. Each review begins with an information session. This session familiarizes Unit members with the process and expectations thereof.

The general activities for the AUP process are outlined below. Specific activities and timelines for each campus are further outlined in Appendices B, C, and D.

- Information session
- Self-Study
- External Panel Site Visit established
- Self-Study submitted
- Site Visit conducted
- External Panel Report submitted
- Formal Response and Action Plan submitted
- Formal documents submitted to the AUPC for process review. AUPC determines if the process is properly completed.
- One- to two-page lay summary submitted for online publication
- Unit submits one-year update with Dean of Record providing update on progress. Update forwarded to AUPC for review.
- Unit submits three-year update with Dean of Record providing update on progress. Update forwarded to AUPC for review.

Alignment of Accreditation with the AUP Process

A number of Memorial University programs are subject to external accreditation review. Some aspects of external review are similar to AUP but they are distinct processes undertaken for different purposes. Accreditation ensures that established standards are maintained. AUP takes a more holistic approach to analysis that includes graduate and undergraduate programs, research and public engagement. AUP produces an action plan that lays out the Unit's future direction, taking into account the mission, vision, values and strategic direction of the University. Accreditation is not a substitute for an AUP process.

² For the St. John's Campus, the Dean of Record for departmentalized Faculties, is the cognate Dean of the Faculty or School. In the case of non-departmentalized Faculties or Schools, the Associate Vice-President (Academic) serves as the Dean of Record. For the Marine Institute, the Dean of Record is the Associate Vice-President (Academic and Student Affairs) Marine Institute. For the Grenfell Campus, the Dean of Record is the Vice-President (Grenfell Campus).

Recognizing that overlap does exist between accreditation and AUP, it is the intent of these procedures to provide Units the flexibility to manage these processes efficiently. Units are encouraged to consider how information gathered for one process can be used to support the other.

The AUP process may be undertaken before, during or after external accreditation review. Normally, both processes are completed within a year of each other, but they may occur any time during the accredited/approval period and use existing information. The Unit must inform the AUP coordinator and the Dean of Record how it intends to complete these processes; the coordinator will schedule the AUP. Units may wish to consider the following when deciding in which order the AUP review and accreditation are to occur:

1. While serving different purposes, if planned effectively the AUP and Accreditation processes may act in synergy. If conducted prior to the accreditation process, the AUP process may identify issues which can be addressed prior to the accreditation self-study being undertaken. If undertaken after the accreditation process, AUP has the potential to support recommendations made during an accreditation process.
2. Documentation prepared for accreditation may be referenced for AUP. This may include accreditation reports and/or accreditation letters from the past reviews. This information need not be repeated within the body of the AUP report.

ORGANIZATION AND RESPONSIBILITY

Academic Unit Planning Committee of Senate

The Academic Unit Planning Committee of Senate is responsible for overseeing the AUP process. The specific role of the committee is to:

- Review and approve the schedule of reviews.
- Monitor adherence to timelines of the AUP process and refer any concerns to the Vice-President (Academic).
- Review all Unit AUP reports at three stages:
 - Following completion of the Action Plan
 - After the one-year update
 - After the three-year update
- Review submitted AUP documentation. Significant issues and/or concerns arising from the AUP process or AUP documentation are forwarded to the Vice-President (Academic) for information and follow-up.
- Participate in the Information Session with the Academic Unit as necessary.

Centre for Institutional Analysis and Planning

The Centre for Institutional Analysis and Planning (CIAP) coordinates the AUP process on behalf of the Office of the Vice-President (Academic).

CIAP's coordination role includes:

- Develop the schedule for AUP reviews, in consultation with the cognate Deans or Vice-Presidents

- Confer with Unit Heads to schedule the AUP process
- Arrange the External Panel Site Visits (travel, accommodations, hosting, etc.)
- Assist, as required, in the gathering of supporting materials for both the Self-Study and the External Panel
- Serve as custodian for all documents relating to the AUP process
- Perform other duties, as required, in support of the AUP process

Dean of Record

The Dean of Record oversees the AUP process for units within their faculties/schools and is responsible for ensuring those units remain on-track and follow the AUP Procedures. The Dean of Record should be in regular communication with unit heads throughout the AUP Process and challenges experienced by units should be brought to the attention of the Dean of Record.

The role of the Dean of Record in AUP includes:

- Confer with units heads to ensure adherence to timelines and AUP procedures
- Receive and review all AUP reports before sending the documents to the AUP coordinator
- Attend AUP launch meetings, scheduled meetings with AUP panels, and other AUP-related meetings as necessary
- Provide support to units, as necessary, throughout the process
- Consider, and make recommendations to the VP (or delegate), regarding requests for extensions of deadlines

Office of the Vice-President (Academic), Vice-President (Grenfell Campus), and Vice-President (Marine Institute)

Academic Unit Planning falls under the purview of the Office of the VPA at St. John's Campus, the Vice-President (Grenfell Campus) at Grenfell Campus, and Vice-President (Marine Institute) at Marine Institute. The VP (or delegate) engages with all AUP processes.

The role of the Office of the VPA, VP(GC), and VP(MI) in AUP includes:

- Confer with the Academic Unit Planning Committee and CIAP to ensure the AUP process is timely and productive
- Receive and review AUP reports, including advice and recommendations from the Academic Unit Planning Committee
- Attend AUP launch meetings, scheduled meetings with AUP panels, and other AUP-related meetings as necessary
- Consider and render decisions on requests for extensions of deadlines

External Panel

Each Unit is reviewed by an External Panel that examines the self-study and related documents, conducts a Site Visit, and prepares a report. The panel can either be held on-site or remotely, depending on the needs of the unit.

The Panel will normally be composed of four members (Panelists) from outside of the Unit, all from disciplines related, so far as possible, to those within the Unit. The following describes the composition and process for selection of the Panelists:

- One Memorial University of Newfoundland member from outside the Unit who will be chosen by the Dean of Record.
- One Memorial University of Newfoundland member from outside the Unit who will be chosen by the Unit's Faculty.
- Two members from outside of Memorial University of Newfoundland (faculty from other institutions or other professionally qualified individuals) representing the discipline(s) of the Unit. These will be chosen by the Dean of Record in consultation with the Dean of Graduate Studies (for Units with a graduate program). At least one of these will be chosen from a list of three or more names provided by the Faculty of the Unit.

To ensure a fair and objective assessment, panelists are encouraged to self-identify any real or perceived conflict of interest³.

The Dean of Record will appoint one of the internal members to be Chair of the Panel. After consulting with the Chair of the Panel and the Unit Head undergoing the AUP process, the dates for the Site Visit will be established.

ACADEMIC UNIT PLANNING PROCESS

The full planning process is organized into three parts: Self-Study, Panel Appraisal, and Follow-up. Each is described below. Please note that, once the self-study, panel report, unit response, and action plan have been reviewed by the AUPC, the unit is asked to provide a one- to two-page lay summary of the process thus far to be published online.⁴

For an overview of AUP activities and timelines specific to each campus, see Appendices B, C, and D.

SELF-STUDY

The Unit will first undertake a Self-Study following the guidelines provided. The Unit will complete a Self-Study report within 12 months (3 months at the Marine Institute) following the initial information session.

The Self-Study phase is central to the AUP process, as it provides the basis for further deliberations and goal setting within the context of University priorities. The Unit should consider the following as it prepares its Self-Study.

- Encourage full participation of faculty, staff, and students and allow time for adequate discussion of relevant issues

³ In accordance with the [Memorial University Conflict of Interest Policy](#).

⁴ Lay Summaries are posted on the AUPC website: <https://www.mun.ca/senate/standing-committees-of-senate/academic-unit-planning-committee/planning-process/aup-reports/>

- Encourage external stakeholder input
- Review and reflect on work within the context of unit- or faculty-level plans and priorities
- Review and reflect on work within the context of the University's strategic plans and frameworks
- Provide a clear picture of activities (i.e. teaching, research, and engagement) and how objectives are being met
- Provide a clear indication of aspirations
- Comment on the value and utility of offerings and processes

To avoid dramatic increases in workload in connection with the AUP, Units should endeavor to maintain files containing current information and statistics pertinent to the planning process. It is also recommended that Academic Unit Planning be a standing agenda item for discussion at Unit meetings.

Purpose

The Self-Study process and documentation should reflect on and include:

- Assessment of strategic direction of the unit
- Unit description (enrolment, teaching, courses, programs, organization, management and resources)
- Unit contributions to the academic discipline, the University and its frameworks and planning initiatives, and to the community
- Description of plans or proposed innovations
- Successes and barriers as well as future opportunities and challenges

Responsibilities

The Unit Head will determine the most appropriate approach to the development of the Self-Study document (e.g. appointment of a faculty member, establishing a committee, etc.)

Students, faculty, staff, and external stakeholders, should be engaged in some manner (meetings, interviews, surveys⁵, etc.) during the preparation of the self-study documents and the Site Visit.

Faculty members will provide:

- either a CV, a standard Research Council personal information form, or other documentation of activity
- representative course outlines, assignments and typical exam question papers for these courses

Student engagement in a meaningful manner is a priority consideration in the AUP process. To that end, at least two undergraduate students and, where applicable, at least **two graduate students**, chosen by students within the Unit, should participate in the Self-Study and consult with the Panel during the Site Visit.

⁵ All surveys require approval from the Institutional Survey Oversight Committee and are subject to the [Institutional Surveys policy](#).

Self-Study Document

The Self-Study is the central element of the AUP process. It must be reflective and forward-thinking. It is not a report on the state of the Unit but should assess its work in relation to the University planning documents as well as focusing on its future strategic direction. Ideally, it will achieve a proper balance between details and inclusiveness, and available resources (especially time). The Self-Study must provide enough information to be useful and understandable by the Panelists.

The Self-Study document must provide a clear description of the Unit, its objectives and how those objectives are being met. The documentation should be concise and pertinent to the AUP process. While the diversity of disciplines in the University will mean that not all areas of assessment or indicators will apply in the same way to every Unit and program, there is an expectation that a standard set of topics and indicators will be addressed. A full list of suggested Self-Study topics and indicators are outlined in Appendix E, Recommended Format for the Self-Study Document.

The Self-Study document should be no longer than 30 pages. Supporting documentation may be provided in Appendices. The Dean of Record reviews the document for completeness.

EXTERNAL PANEL VISIT AND REPORT

Review of the Self-Study Document

Members of the External Panel will have received the Self-Study document for review in advance of the Site Visit. Panelists are encouraged to request additional materials, as needed.

Site Visit

The date of the Site Visit will be established approximately two months prior to the Site Visit occurring.

All Panelists will participate in all aspects of the Site Visit and in the preparation of the Panel Report. It is the responsibility of the Panel chairperson to ensure that members of the Panel work together throughout the process.

Units may hold these panel reviews in-person or remotely, depending on the needs of the unit. In-person site visits will normally be held over two days, while remote site visits will occur over an extended period to allow for ease of scheduling and comfort of participants.

The Unit Head, in consultation with the Dean of Record, will prepare a schedule for the Site Visit. It is important that faculty, staff, students (undergraduate and graduate), alumni and external stakeholders of the Unit meet with the Panel. The Dean of Record must ensure that all interested parties are invited to participate. The Panelists may also conduct other interviews that they or the Unit Head deem appropriate. The Panelists invite written comments when individuals are unable to meet with the Panel. With the consent of the Dean of Record and members of the Unit, some interviews may be conducted, and information gathered, by the Memorial internal panelists prior to the arrival of the external panelists. Such material should be shared with other panelists in a timely manner. A sample Site Visit itinerary is provided in Appendix F.

At the beginning of the panel process, Panel members will discuss how they wish to proceed with the review. Then they will meet with the Unit Head and/or the Dean of Record. This meeting serves as an orientation and gives Panelists the opportunity to ask questions about the planning process and the Unit. For in-person panel visits, the Unit Head or Dean of Record then escorts the Panelists on a tour

of the Unit's facilities and of other campus facilities pertinent to the Unit's operations. For remote panel visits, CIAP and CITL will collaborate with the unit to prepare a photographic tour of the facilities which will be provided to panelists ahead of the review.

The Site Visit will include time for the Panelists to meet alone to outline their report and to distribute the writing responsibilities. At the conclusion of the Site Visit, the Panelists will hold exit meetings with the Dean of Record, the Unit Head and all interested members of the Unit to outline the highlights of their findings.

Process for Submitting the Panel Report

The draft report of the Panel is due one month following the completion of the Site Visit and will be submitted to the Dean of Record. The Dean of Record, will be responsible for verifying the report for factual accuracy. Following any necessary revisions by the Panel, the Final Report of the Panel is submitted to the Dean of Record who forwards it to the Unit Head for circulation to faculty and staff within the Unit.

Expectations of the Panel's Final Report

It is the responsibility of the Panel chairperson to ensure that the Panel Report reflects the views of all Panelists. The Panel Chairperson should also review the report to ensure that it respects individual privacy. The Panel Report should:

- Place the Unit in the larger context of the discipline as studied and taught in Canada and should assess the Unit according to the norms for that discipline
- Address any major issues facing the Unit
- Comment on the alignment and compatibility of the Unit's purpose, achievements, plans and goals with those of the University's mission, its frameworks and planning initiatives
- Provide recommendations that, in the view of the Panel, will lead to improvements
- Focus on the Unit as a whole without reference to individuals and be written to inform both the Unit and Senate

The points usually addressed in the Final Report are outlined in Appendix G.

FOLLOW-UP

Unit Response to the Panel Report

The Unit prepares a formal response to the Panel Report and submits it to the Dean of Record. The response must indicate acceptance of or disagreement with the key recommendations contained in the Panel Report. The Unit response is due no later than 30 days from receipt of the Panel Report.

Action Plan

The Dean of Record and the Unit Head meet to discuss the final AUP report, which consists of:

- Self-Study Document
- Panel Report

- Unit Response to the Panel Report

The Unit Head, in consultation with the Dean of Record, formulates an Action Plan, which includes a timeline and assignment of responsibilities. This is circulated to faculty/staff within the Unit for discussion and comment (see suggested outline for the Action Plan presented in Appendix H). The Action Plan is submitted to the Dean of Record within three months of the Unit Head receiving the Panel Report.

NOTE: The response to the Panel report and the Action Plan may be combined and will be due three months after receipt of the report by the Unit Head.

Review by the Academic Unit Planning Committee

The final AUP Report (consisting of the Self-Study Document, the Panel Report and the Unit Response to the Panel Report) and the Action Plan are forwarded to the AUPC.

The AUPC will consider the AUP documentation. Significant issues and/or concerns with respect to either the AUP process and/or AUP documentation are forwarded to the Vice-President (Academic) for information and follow-up. The AUPC will communicate to the Unit when it has completed its review.

Review by the Vice-President (Academic)

The final AUP Report (consisting of the Self-Study Document, the Panel Report and the Unit Response to the Panel Report) and the Action Plan are forwarded to the Vice-President (Academic), for discussion with respect to implications for the Unit's operation, academic programming and resource requirements. Documents related to academic units at the Grenfell Campus and Marine Institute are also forwarded to senior leadership at those campuses.

AUP Lay Summary by the academic unit

One month after receiving the communication from the AUPC, the Unit prepares a lay summary of the process thus far, to be posted online. A template for the lay summary can be found in Appendix I.

One-year Progress Report

One-year after submission of the final AUP Report and the Action Plan, the Unit Head will submit to the Dean of Record a report on progress on the items in the Action Plan (see Action Plan Guidelines presented in Appendix H for the suggested format of the one-year Progress Report). The AUPC will review the one-year progress report. Significant issues or concerns will be forwarded to the Vice-President (Academic) for information and follow-up.

Three-year Progress Report

Three-years after submission of the final AUP Report and the Action Plan, the Unit Head will submit to the Dean of Record a report on progress towards implementation of the Action Plan (see Action Plan Guidelines presented in Appendix H for suggested format of the three-year Progress Report). As the Marine Institute follows a five-year AUP cycle, academic units on that campus are not required to submit a three-year update.

APPENDIX A: ACADEMIC UNITS BY CAMPUS

Unit	Associated programs	Unit Head	Dean of Record
St. John's Campus			
Faculty of Business Administration		Dean	AVPA
Faculty of Education	with Education and Francophone Literatures and Cultures	Dean	AVPA
Faculty of Medicine	Biomedical Sciences	Assistant Dean, RGS	Dean
	Community Health and Humanities	Assistant Dean, RGS	Dean
Faculty of Nursing		Dean	AVPA
School of Human Kinetics and Recreation		Dean	AVPA
School of Music	with Ethnomusicology	Dean	AVPA
School of Pharmacy		Dean	AVPA
School of Social Work		Dean	AVPA
Faculty of Engineering and Applied Science			
Civil Engineering		Department Head	Dean
Electrical and Computer Engineering		Department Head	Dean
Mechanical Engineering		Department Head	Dean
Ocean and Naval Architectural Engineering		Department Head	Dean
Process Engineering		Department Head	Dean
Faculty of Humanities and Social Science			
Anthropology		Department Head	Dean
Archaeology		Department Head	Dean
Classics		Department Head	Dean
Economics		Department Head	Dean
English	with Communication Studies	Department Head	Dean
Folklore		Department Head	Dean
Gender Studies		Department Head	Dean
Geography		Department Head	Dean

History		Department Head	Dean
Linguistics		Department Head	Dean
Modern Languages, Literatures and Cultures		Department Head	Dean
Philosophy	with Medieval Studies	Department Head	Dean
Political Science	with Law and Society	Department Head	Dean
Religious Studies		Department Head	Dean
Sociology	with Police Studies	Department Head	Dean
Faculty of Science			
Biochemistry		Department Head	Dean
Biology		Department Head	Dean
Chemistry		Department Head	Dean
Computer Science		Department Head	Dean
Earth Sciences		Department Head	Dean
Mathematics and Statistics		Department Head	Dean
Ocean Sciences		Department Head	Dean
Physics and Physical Oceanography		Department Head	Dean
Psychology		Department Head	Dean
Marine Institute			
School of Ocean Technology		School Head	AVP(ASA) MI
School of Maritime Studies		School Head	AVP(ASA) MI
School of Fisheries		School Head	AVP(ASA) MI
Grenfell Campus			
School of Fine Arts		Dean	Vice-President (Grenfell Campus), or designate
School of Arts and Social Sciences		Dean	Vice-President (Grenfell Campus), or designate
School of Science and the Environment		Dean	Vice-President (Grenfell Campus), or designate

APPENDIX B: ACADEMIC UNIT PLANNING PROCESS FOR THE ST. JOHN'S CAMPUS

Time	Activity
Self Study	
AUP start	Information session: The AUP Coordinator and the Associate Vice-president (Academic) (AVPA) meet with the Unit to outline the AUP process.
Immediately following Info session	Self-Study: The Unit Head establishes process for the Self-Study.
Six (6) months after AUP start	External Panel and Site Visit date established: The Dean of Record consults with the Unit Head regarding prospective External Panel members and the dates are established for the Site Visit.
Up to one year after AUP start	Self-Study submitted to Dean of Record: The Dean of Record reviews the report for completeness then forwards the report to the AUP Coordinator for distribution to the External Panel.
External Panel Review	
Approximately one month after submission of Self-Study	Site Visit conducted: The Panel conducts a Site Visit with the Unit and meets with stakeholders.
One month after the Site Visit	External Panel Report submitted to the Dean of Record: The Dean of Record verifies the factual accuracy of the panel report. Following any necessary revisions by the Panel, the report is sent to the Unit Head who circulates it to faculty and staff within the Unit.
Action Plan	
Three months after receipt of panel report by Unit Head	Unit Submits Formal Response and Action Plan: The Academic Unit prepares a formal response to the Panel Report. The Dean of Record and Unit Head meet to discuss all AUP reports and the recommendations that have been made. The Unit Head, in consultation with faculty, staff, and students, formulate an Action Plan. The Dean of Record and Unit Head hold a follow-up meeting to make any necessary amendments to the Action Plan. The Dean of Record submits the Unit Response and Action Plan to the AUP Coordinator.
Following receipt of the Formal Response & Action Plan	The AUPC reviews all AUP reports to determine if the process was properly completed.
Follow-Up	
One month following AUPC approval of AUP package	Unit submits Lay Summary to AUPC: The Unit Head submits a one- to two-page summary for online publication.
One year after AUPC review of the Formal Response & Action Plan	Unit submits one-year update to Dean of Record: The Unit Head submits a report on progress towards implementation of the Action Plan to the Dean of Record. The update report is forwarded to AUPC for review.

Three years after submission of the Formal Response & Action Plan	Unit submits three-year update to Dean of Record: The Unit Head submits a report on progress towards implementation of the Action Plan to the Dean of Record. The update report is forwarded to AUPC for review.
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APPENDIX C: ACADEMIC UNIT PLANNING PROCESS FOR THE GRENFELL CAMPUS

Time	Activity
Self-Study	
AUP start	Information session: The AUP Coordinator (via video-conferencing), AVP-Research and Graduate Studies (if involving a graduate program), and the Dean will meet with the Unit to outline the AUP process.
Immediately following Info session	Self-Study: The Unit Head establishes process for the Self-Study
Six (6) months after AUP start	External Panel and Site Visit date established: The Dean of Record consults with the Unit Head regarding prospective External Panel members and the dates are established for the Site Visit. If involving a Graduate Program, the Dean will also consult with the AVP (Research and Graduate Studies).
Up to one year after AUP start	Self-Study submitted to Dean of Record: The Dean of Record reviews the report for completeness then forwards it to the Senior Administrator's Group for verification. The Dean then forwards the Self-Study to the AUP Coordinator for distribution to the External Panel.
External Panel Review	
Approximately one month after submission of Self-Study	Site Visit conducted: The Panel conducts a Site Visit with the Unit and meets with stakeholders.
One month after the Site Visit	External Panel Report submitted to the Dean of Record: The Dean of Record verifies the factual accuracy of the panel report, in consultation with the Senior Administrator's Group. Following any necessary revisions by the Panel, the report is sent to the Unit Head who circulates it to faculty and staff within the Unit.
Action Plan	
Three months after receipt of panel report by Unit Head	Unit Submits Formal Response/ Action Plan: The Academic Unit prepares a formal response to the Panel Report. The Dean of Record and Unit Head meet to discuss all AUP reports and the recommendations that have been made. The Unit Head, in consultation with faculty, staff, and students formulate an Action Plan. The Dean of Record and Unit Head hold a follow-up meeting to make any necessary amendments to the Action Plan. The Dean of Record submits the Unit Response and Action Plan to the AUP Coordinator and the Senior Administrator's Group
One month after the receipt of the Formal Response & Action Plan	The AUPC reviews all AUP reports to determine if the process was properly completed.

Follow-Up	
One month following AUPC approval of AUP package	Unit submits Lay Summary to AUPC: The Unit Head submits a one- to two-page summary for online publication.
One year after AUPC review of the Formal Response & Action Plan	Unit submits one-year update to Dean of Record: The Unit Head will submit a report on progress towards implementation of the Action Plan to the Dean of Record. The update report is forwarded to AUPC for review. This report will also be forwarded to the Senior Administrator's Group.
Three years after submission of the Formal Response & Action Plan	Unit submits three-year update to Dean of Record: The Unit Head will submit a report on progress towards implementation of the Action Plan to the Dean of Record. The update report is forwarded to AUPC for. This report will also be forwarded to the Senior Administrator's Group.

APPENDIX D: ACADEMIC UNIT PLANNING PROCESS FOR THE MARINE INSTITUTE

Time	Activity
Self-Study	
AUP Coordination	MI Academic Working Group coordinates AUP start dates for schools in consultation with CIAP, according to a five-year cycle
AUP start (January)	Information session: The AUP Coordinator and AVP(ASA) MI meet with faculty, staff and students of the school to provide information about the AUP process.
Immediately following Information session	Self-Study: The School Head establishes a process for the Self-Study and the school has three months to complete it.
Two (2) months after AUP start (March)	Establish External Panel and Site Visit date: AVP(ASA) MI consults with School Head regarding prospective External Panel members and the dates are established for the Site Visit.
Three months after AUP start (April)	Self-Study submitted to AVP(ASA) MI: The AVP(ASA) MI forwards the report to the AUP Coordinator for distribution to the External Panel for review.
External Panel Review	
After submission of Self-Study (September)	Site Visit conducted: The Panel conducts a Site Visit with the school and meets with stakeholders.
One month after the Site Visit (October/November)	External Panel Report is submitted to AVP(ASA) MI: the AVP(ASA) MI verifies the factual accuracy of the panel report. Following any necessary revisions by the Panel, the report is sent to the School Head who circulates it to faculty and staff within the school.
Action Plan	
After receipt of panel report by School Head (November/December)	School Prepares Formal Response: During the School retreat(s), the school discusses a formal response to the Panel Report. Following the retreats, the School Head prepares and submits the draft formal response to the AVP(ASA) MI. Subsequently the AVP(ASA) MI and School Head meet to discuss the draft AUP Report (consisting of the Self-Study, Panel Report, and the school's response), particularly any recommendations that have been made.
After receipt of draft AUP report by AVP (ASA) MI (April)	Draft AUP Report submitted to Marine Institute Annual Planning Retreat: During the planning retreat, the draft AUP Report will be presented and discussed. Priorities, timelines, resource allocations, and an assignment of responsibilities will be determined and Action Plan developed. The AUP Report with Action Plan will be finalized and submitted to the AVP (ASA) MI and forwarded to the MI Academic Working Group for review.
One month after MI Planning Retreat (May/June)	AUP Report with Action Plan submitted to AVP(ASA) MI and then the AUP Coordinator: The AVP (ASA) MI submits the AUP report and Action Plan to the AUP Coordinator for forwarding to the AUPC for review.

Follow-Up	
One month following AUPC approval of AUP package	Unit submits Lay Summary to AUPC: The Unit Head submits a one- to two-page summary for online publication.
One year after submission of the Action Plan	School Head submits one-year update to AVP(ASA) MI: The School Head will submit a report on progress towards implementation of the Action Plan to the AVP(ASA) MI. This report will be forwarded to the MI Academic Working Group. The Action Plan update will be forwarded to the AUPC for review.
Three years after submission of the Action Plan	As Marine Institute follows a five year AUP planning cycle, units are not required to submit a three-year update.

APPENDIX E: RECOMMENDED FORMAT FOR THE SELF-STUDY DOCUMENT

The Self-Study should achieve a proper balance between details and inclusiveness, and available resources (especially time). The Self-Study document should be NO LONGER than 30 pages. Supporting documentation can be provided in Appendices. The Self-Study should provide enough information to be useful and understandable by professionals outside of your Unit, within and outside the University. The Self-Study should be considered as the central element for the panel appraisal.

The following provides the topic areas that your Unit should focus on in their Self-Study report. While the diversity of disciplines in the University will mean that not all topics will apply in the same way to every Unit and program, the following areas will normally be addressed:

Executive Summary

Provide a one-page executive summary of the report for publication on the Vice-President (Academic) website.

1. Self-Study Process

Briefly describe the process undertaken to develop your Self-Study document, as well as who was involved in the process, such as faculty, staff, students and external stakeholders.

2. Unit Background

Provide an overview of your Unit. This may include a brief account of your Unit's history, structure and key developments that have taken place in recent years. This section may also provide an assessment of the extent that recommendations identified in the previous AUP process have been addressed.

3. Strategic Objectives

Briefly describe the strategic initiatives of the Unit (if applicable, provide a strategic plan or strategic direction and objectives that guide your Unit and describe the process undertaken to develop these). Highlight any examples of achievements and the extent that the current activities of your Unit are in line with strategic objectives. Summarize perceived changes required to better meet your Unit's objectives.

Briefly summarize examples of alignment with (1) the University Teaching and Learning Framework, (2) the University Research Strategy, (3) the University Public Engagement Framework and other planning documents within the University. Describe any perceived changes required to better meet the University's mission and objectives.

4. Undergraduate Program

4.1 Curriculum

Provide an overview of your Unit's undergraduate program offerings. Briefly describe the extent that the curriculum delivered is consistent with calendar descriptions, course requirements, degree requirements and standards for admission. Provide an overall assessment of your Unit's curriculum, such as the extent that:

- your Unit is effectively performing its undergraduate teaching and learning function
- class sizes are appropriate to accomplish teaching and learning goals

- student/faculty ratios are appropriate
- the curriculum is sufficiently rigorous and cohesive
- the curriculum is comprehensive and rigorous in comparison to similar programs in Canada
- Program delivery methods (for example: in-class, online, blended or partnering with other departments) are operating effectively

Comment on the extent that your Unit collaborates with other Units to deliver its curriculum and whether there are further opportunities for collaboration.

4.2 Student enrolment and retention

Provide an overview of enrolment (e.g. the number of undergraduate students, majors, non-traditional students, etc.) as well as a comparison to the previous five years. If possible, comment on the following:

- level of success of your Unit's undergraduate program in attracting qualified students
- extent that student admissions criteria is attracting suitable numbers of qualified applicants
- extent that recruitment activities are suitable for attracting appropriate numbers of qualified applicants
- extent that student demand for the program is sufficient
- alignment with the University Enrolment Plan
- reasons for gaps or barriers to reaching enrolment targets

Provide an assessment of student retention. If possible, comment on the following:

- the extent that retention rates are satisfactory
- reasons for positive or negative retention trends
- if retention is a concern, strategies that could be introduced to address the issue

4.3 Program outcomes

Comment on the primary areas of employment for your Unit's graduates as well as the proportion of graduates successfully pursuing professional employment opportunities and/or gaining admission to a graduate program or post-secondary program.

Assess whether program offerings are current, relevant and meet employer demands.

4.4 Satisfaction with the Undergraduate Program

Describe the process undertaken to assess student and graduate satisfaction. Provide an assessment of student or graduate satisfaction and any actions undertaken to address concerns.

5. Graduate Program

5.1 Curriculum

Provide an overview of your Unit's graduate program offerings. Briefly describe the extent that admission requirements and program and assessment standards of students are rigorous and consistent with those used in other graduate programs in Canada. Provide an overall assessment of your Unit's curriculum, such as the extent that:

- your Unit is effectively performing its graduate teaching, learning and supervision responsibilities
- the curriculum is sufficiently rigorous and cohesive
- the curriculum is comprehensive and rigorous in comparison to similar programs in Canada and elsewhere

- student demand for the program is sufficient
- online courses are offered and their impacts on student learning

Comment on any challenges faced with delivering the graduate program. Identify any opportunities for new program offerings.

5.2 Student enrolment and retention

Provide an overview of enrolment (e.g. number of students in Masters, Doctoral or other graduate programs) as well as a comparison to the previous five years. If possible, comment on the following:

- level of success of your Unit's graduate program in attracting qualified students
- extent that student admissions criteria is attracting suitable numbers of qualified applicants
- extent that recruitment activities are suitable for attracting appropriate numbers of qualified applicants
- alignment with the University Enrolment Plan
- reasons for gaps or barriers to reaching enrolment targets

Provide an assessment of student retention. If possible, comment on the following:

- attrition and graduation rates over the past five years
- reasons for significant positive or negative trends
- the average time for completion of the program and extent that it is appropriate
- the extent that student financial support is at a level appropriate for the scope of graduate education activities desired within your Unit
- if retention/low graduation is a concern, strategies that could be introduced to address the issues

5.3 Program outcomes

Comment on the primary areas of employment for your Unit's graduates and provide examples of graduates successfully pursuing professional employment or post-doctoral opportunities. Assess whether program offerings are current, relevant and meeting employer demands.

5.4 Satisfaction with the Graduate Program

Describe the process undertaken to assess student and graduate satisfaction. Provide an assessment of student or graduate satisfaction and any actions undertaken to address concerns.

6. Faculty Research and Scholarship

Describe your Unit's research sources and overall funding, including level of productivity of researchers (provide CVs with evidence of funding and publications, dissemination of research). Provide a comparison to similar institutions regarding research productivity and quality, where possible. Comment on overall research activity, including:

- potential barriers to research success within your Unit
- opportunities that may contribute to future research success

Assess the extent that your Unit is generating external funding to their full potential, including a comparison to similar institutions regarding external funding obtained. Comment on research funding challenges and opportunities for growth.

Provide an assessment of the perceived balance of teaching, research, creative work and service in the workloads of faculty and professional staff. If relevant, provide examples of research impacting teaching and service.

7. Public Engagement and University Collaboration

7.1 Community Partnerships

Summarize your Unit's relationships with community partners for program delivery. Identify strengths and challenges of partnerships. Provide an analysis of whether some partnerships are more effective than others and why. Comment on further collaboration opportunities that may exist.

7.2 Public Engagement

Provide an overview of your Unit's participation in public engagement. Describe how:

- your Unit is fulfilling opportunities to engage with and support the community
- faculty and staff are active and recognized participants in regional, national, and international professional organizations
- faculty and staff are effectively engaged in relationships with business, government, cultural, or other relevant communities
- your Unit, where appropriate, effectively introduces and engages students with professional public engagement opportunities

7.3 Collaboration with other University Units or programs

Summarize how your Unit encourages and contributes to interdisciplinary activities and to other Units in the University. This may include roles of faculty in the University's research centers and interdisciplinary research groups or in collaborative teaching initiatives. Provide an assessment of whether your Unit should apply its efforts and resources in new or different ways in order to enhance its role within the University and community.

8. Organizational Structure and Unit Resources

8.1 Governance and organizational processes

Describe your Unit's governance structure, policies and procedures and the extent that these support the achievement of your Unit's objectives. If available, provide further information such as an organizational chart, committee structure and governance documents (e.g., constitution/by-laws) or any other relevant policies or procedures.

8.2 Financial resources

Provide an overview of your Unit's financial resources (including an operational budget for the previous five years). Provide an overall assessment of your Unit's resources, such as:

- level of success in obtaining new funding requests (internal)
- funding generated from external sources (including an appropriate share of indirect cost recovery)
- the extent that your Unit deploys its resources effectively
- an assessment of ways to improve efficiency and optimize use of resources

8.3 Human Resources

Provide an overview of your Unit's human resources (e.g. FTE faculty, professionals and staff rank, and function). Provide an assessment of whether your Unit's structure leads to efficient and effective achievement of objectives, including the extent that:

- your Unit is properly staffed to support its teaching, research and engagement responsibilities
- administrative structures are effective and efficient to support the successful operation of your Unit
- the reporting structure ensures managerial efficiency and administrative effectiveness
- faculty and staff resources are used effectively

8.4 Facilities

Provide an overview of your Unit's facilities (e.g. space, equipment, computing, laboratory and library resources, etc.) including:

- the extent that facilities are adequate to deliver programs
- the extent that your Unit has access to the resources necessary to support programs
- the management and utilization of facilities

Describe any initiatives taken to address Unit needs.

9. Overall Unit Assessment

9.1 Unit successes

Describe your Unit's strengths (and internal or external factors that have contributed to successful outcomes for your Unit). Provide examples of your Unit's successes over the last five years.

Identify future opportunities for your Unit or initiatives that may allow your Unit to better meet objectives and strategic goals.

9.2 Unit challenges

Describe your Unit's challenges (and internal or external factors that have impeded success among your Unit). Provide examples of challenges faced over the last five years. Provide an assessment of whether your Unit is trying to do too much with the resources available.

Identify challenges or barriers that your Unit may anticipate over the next five years and provide proposed strategies to address these.

9.3 Areas for development and enhancement

Summarize proposed changes or enhancements that could be implemented by your Unit, faculty, staff and administrators to better meet objectives.

Your Unit is encouraged to reference existing documentation to answer questions from the above and provide as Appendices if it is deemed relevant to the current report. This may include:

- *Accreditation Reports and/or accreditation letters from the past reviews;*
- *Calendar description of undergraduate curricula and programs;*
- *Statistical data on course enrolments, class size, and number of majors and number of minors, etc.;*
- *Assessment surveys of students and alumni; and*
- *Reports from previous reviews and pertinent information from the Strategic Plan or any similar exercise.*
- *Do NOT include CEQ results.*

APPENDIX F: SAMPLE PANEL VISIT ITINERARY

[Unit Name/Program]
Site Visit Itinerary – [Date]

Academic Unit Planning

Thursday, [Date] Room:		Friday, [Date] Room:		Saturday [Date]
9:00 AM	Welcome Breakfast – Panel members meet with Associate VP(Academic), Dean of Record, Dean of Grad Studies, AUP Coordinator	9:00 AM	Organizational Meeting: Panel & AUP Coordinator	Panel: Draft Report Room:
9:30 AM		9:30 AM		
10:00 AM	Organizational Meeting: Panel & AUP Coordinator	10:00 AM	<i>[Unit to determine]</i>	
10:30 AM	Unit Head Tour of Facilities	10:30 AM	<i>[Unit to determine]</i>	
11:00 AM	<i>[Unit to determine]</i>	11:00 AM	<i>[Unit to determine]</i>	
11:30 AM	<i>[Unit to determine]</i>	11:30 AM	<i>[Unit to determine]</i>	
12:00 PM	Panel Lunch with Unit Head and 2 Guests	12:00 PM	Panel Working Lunch	
12:30 PM		12:30 PM		
1:00 PM		1:00 PM		
1:30 PM	<i>[Unit to determine]</i>	1:30 PM	<i>[Unit to determine]</i>	
2:00 PM	<i>[Unit to determine]</i>	2:00 PM	<i>[Unit to determine]</i>	
2:30 PM	<i>[Unit to determine]</i>	2:30 PM	<i>[Unit to determine]</i>	
3:00 PM	<i>[Unit to determine]</i>	3:00 PM	Panel confers for exit meetings	
3:30 PM	Coffee Break	3:30 PM	Exit Meeting with Dean of Record (Panel shares preliminary findings)	
4:00 PM	<i>[Unit to determine]</i>	4:00 PM	Exit Meeting with Unit Head (Panel shares preliminary findings)	
4:30 PM	<i>[Unit to determine]</i>	4:30 PM	Exit Meeting with Unit Head, Faculty, Students, Staff (Panel shares preliminary findings)	
5:00 PM	Suggested time for panel to confer	5:00 PM	Suggested time for panel to confer	
7:00 PM	Working supper for panel to discuss meetings and report writing	7:00 PM	Working supper for panel to discuss meetings and report writing	

Typical Items Included in the Site Visit Schedule

Site Visits are normally held on a Thursday and Friday.

- An initial meeting AVPA, Dean of Record, and the review panel usually takes place on Thursday morning.
- An organizational meeting takes place with the review panel and AUP coordinator at the start of each morning.
- On both Thursday and Friday the first unit meeting is usually with the Unit Head (morning coffee).
- On Thursday there is a panel lunch with the four reviewers, the Unit Head, and two guests
- If applicable, a tour of facilities is included on the first day.
- Interviews normally take place with the following people, although other individuals/groups who are identified can also be included:
 - Faculty members - individually or in groups
 - Students - undergraduate and graduate
 - Staff
 - Alumni
 - Dean/Associate Dean
 - Dean of Graduate Studies
 - Others, as determined by the unit
- Writing time is provided for the panel on Thursday and Friday either before or after the supper break, and at times throughout the day if the schedule allows.
- The last scheduled meetings are exit interviews (last thing Friday afternoon) with the panel, Dean of Record, Unit Head, and members of the Unit.
- The panel is usually given time before the exit interviews for a meeting to confer.
- The panel has time on Saturday for report writing (usually goes until lunchtime).

APPENDIX G: RECOMMENDED FORMAT FOR THE PANEL REPORT

The following provides topic areas and questions that the panel should focus on in their report. While the diversity of disciplines in the University will mean that not all topics will apply in the same way to every Unit and program, the following areas will normally be addressed:

Executive Summary

Provide a one-page executive summary of the report for publication on the Vice-President (Academic) website.

1. Panel Visit Overview

Briefly outline the details of the panel visit, including (1) dates of the panel visit, (2) panel members and (3) the types of stakeholders consulted during the panel visit (for example, faculty, staff, students, external stakeholders).

2. Strategic Objectives

- What are the strategic objectives of the Unit?
- To what extent are stated Unit objectives being met? What is the evidence for these achievements?
- How does the Unit support the mission and objectives of the University and other programs within the University? i.e. alignment with the University's Strategic Frameworks <http://www.mun.ca/president/initiatives/frameworks.php> and other planning documents within the University.
- How are the efforts of the Unit focused upon achieving the level of excellence (provincial, national, international) to which the Unit aspires?

3. Undergraduate Program

- How well is the Unit performing its undergraduate teaching and learning function?
- Is the curriculum sufficiently comprehensive and rigorous compared to similar programs in Canada and elsewhere?
- Are the grading norms consistent with those used in similar programs in Canada and elsewhere?
- Is the Unit properly staffed to fulfill its undergraduate responsibilities?
- Are classes the appropriate size to accomplish its teaching and learning goals?
- Is there sufficient demand from students for the program?
- How competitive are the Unit's undergraduate programs nationally and regionally in attracting and retaining qualified students?
- Are recruiting and retention opportunities being maximized, both by the Unit and by the University?
- Does the University supply the library resources, computing and laboratory facilities, and other resources necessary to support the undergraduate program?
- Is the Unit fulfilling its service responsibilities to other Units in the University and/or community?

4. Graduate Program

- How effective is the Unit in performing its graduate teaching, learning and supervision responsibilities?
- Is the research and scholarly productivity of the Unit's faculty appropriate to its graduate responsibilities?

- Are the graduate programs' admissions criteria appropriate?
- How successful are the Unit's graduate programs nationally and regionally in attracting and retaining qualified graduate students?
- Is the curriculum sufficiently comprehensive and rigorous compared to similar programs in Canada and elsewhere?
- Are the assessment standards consistent with those used in graduate programs in Canada and elsewhere?
- Is financial support for students at a level appropriate for the scope of graduate education activities desired within the Unit?
- Is the Unit appropriately resourced to action its responsibilities with respect to graduate programs?
- Does the University supply the library resources, computing and laboratory facilities, and other resources necessary to support the graduate program?

5. Faculty Research and Scholarship

- Is the balance of research, creative activity, and scholarship of the faculty appropriate for providing first-rate academic programs?
- How does the Unit rank among those in similar institutions regarding research productivity and quality, external funding, academic programs and teaching loads?
- Are research facilities and library resources sufficiently supportive of faculty research and scholarly activities?
- Are faculty generating external funding up to their full potential?
- Are there potential barriers to research success within the Unit?
- Are there opportunities that may contribute to future research success for the Unit?

6. Public Engagement and University Collaboration

- Is the Unit fulfilling opportunities to engage with and support the community?
- Is the Unit, where appropriate, effectively introducing students to professional community service opportunities?
- Are the faculty and staff engaged in regional, national and international professional organizations?
- Are faculty and staff engaged in relationships with business, government, cultural, or other relevant communities?
- Does the Unit effectively reinforce the goals of other Units?
- Do its members encourage and contribute to interdisciplinary activities?
- Should the Unit apply its efforts and resources in new or different ways in order to enhance its role within the University?
- What role are faculty playing in the University's research centers, interdisciplinary research groups, collaborating teaching initiatives and external partnerships?

7. Organizational Structure and Unit Resources

- How effective and appropriate is the Unit's organizational structure and policies and procedures?
- Are promotion and tenure policies appropriate to the Unit's mission and aspirations?
- How successful is the Unit in implementing University employment equity policies?
- Are faculty and staff workloads equitable and appropriate to the Unit's missions?
- Are administrative decisions made and administrative tasks carried out efficiently and effectively?

- Does the reporting structure ensure managerial efficiency and administrative effectiveness within the Unit?
- How well are faculty and staff resources being used?
- Is the Unit receiving adequate resources from its Faculty and from the University at large?
- Are its facilities adequate? (Attention should be paid to space, equipment, computing, laboratory, library resources, etc.)
- Is the Unit adequately staffed?
- If the Unit has made requests for additional resources, which requests does the Panel support and why?
- How might the Unit's resources be redistributed to realize its goals and those of the University?

8. Overall Assessment

- Are the objectives of the Unit appropriate to the mission of the University?
- Is the Unit trying to do too much?
- What opportunities exist that may allow the Unit to better meet their objectives and strategic goals?
- What potential changes or enhancements could be implemented by the Unit, faculty, staff and administrators to better meet objectives?

APPENDIX H: RECOMMENDED FORMAT OF THE ACTION PLAN

The Action Plan summarizes the Unit's plans to address the key recommendations contained in the Panel Report and facilitates tracking of progress towards established goals. Please use the form below to report on the Unit's action plan, as well as one-year and three-year updates.⁶

ACTION PLAN IN RESPONSE TO THE ACADEMIC UNIT PLANNING PROCESS OF THE FACULTY/SCHOOL/DEPARTMENT OF XXXX

Introduction

Provide a brief commentary on the overall sense of the recommendations and implications.
(No more than 5 lines)

Actions and Status of Recommendations

Recommendation 1:	
<i>(Include the specific recommendation from the Panel Report. Several recommendations of a similar nature or overlapping outcome may be addressed. State all relevant recommendations.)</i>	
Action Plan:	<i>State the actions to be taken by the school to address the recommendation</i>
Timeline to complete:	<i>Short (within one year), medium (2-3 years) or long term (more than 3 years)</i>
Responsible person(s):	<i>Indicate who will be responsible for ensuring that the action to address the recommendation is undertaken and completed</i>
One Year update:	<i>One year after the action plan is submitted, use this space to indicate the status of the action item for the above noted recommendation</i>
Three year update:	<i>Three years after the action plan is submitted, use this space to indicate the status of the action item for the above noted recommendation</i>

Repeat the above table for all recommendations from the Panel Report to be address.

⁶ An Excel spreadsheet template for the Action Plan can be found at <https://www.mun.ca/senate/standing-committees-of-senate/academic-unit-planning-committee/planning-process/resources-for-units/>

APPENDIX I: RECOMMENDED FORMAT OF THE LAY SUMMARY

The Lay Summary document is intended to provide an overview of a unit's Academic Unit Planning process thus far (Self-Study, Panel Visit, Panel Report, Unit Response to Panel Report, and Action Plan), and is published online via the [VP \(Academic\) website](#). This document should be NO LONGER than two pages. In cases where acronyms are used, the full phrase should be spelled out with the acronym in parentheses. The summary should provide enough information for people within and outside the university to understand the process, and should include timelines and high-level details of each step thus far.

LAY SUMMARY OF THE ACADEMIC UNIT PLANNING PROCESS FOR THE FACULTY/SCHOOL/DEPARTMENT OF XXXX

Timeline

Launch semester: please note the semester and year in which the AUP process began for your unit.

Action Plan approval: please note the semester and year in which the action plan for your unit was approved.

1. Self-Study Process

Briefly describe the process undertaken to develop your Self-Study document, as well as the recommendations or priorities that were highlighted in the Self-Study Report.

2. Panel Review

Briefly describe the panel process and highlight recommendations brought forward by the panel.

3. Unit Response and Action Plan

Briefly describe the highlights of your unit response to the panel report.

Briefly describe the actions and timelines outlined in your action plan.

APPENDIX J: ADDITIONAL RESOURCES FOR ACADEMIC UNIT PLANNING

The Academic Unit Planning Committee, in collaboration with CIAP and the Office of the VPA, maintains a repository of up-to-date resources for academic unit planning on the Senate Sub-Committee webpage for the AUPC.⁷ It is recommended that units familiarize themselves with resources at the beginning of the AUP process. Resources for units include:

Templates

- Self-Study Report
- Panel visit itinerary
- Panel report
- Action plan
- Lay summary

Guidelines and Handbooks

- AUP Handbook for Unit Heads
- Considerations for Consulting Students
- Guide for Remote Site Visits
- Considerations for Extension Requests
- Considerations for Accreditation and Academic Unit Planning
- Standard Student Survey Template

⁷ <https://www.mun.ca/senate/standing-committees-of-senate/academic-unit-planning-committee/planning-process/resources-for-units/>