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July 19, 2016

Ms. Cindy Smith
Course and Program Administrator and Secretary to SCTP
McGill University

Dear Cindy,

The Faculty of Science has reviewed the following 3 programs that are currently not being offered and consulted with the relevant departments. They have agreed that these programs can be retired.

Doctor of Philosophy (Ph.D.); Chemistry — Chemical Biology (0 credits)
Master of Science (M.Sc.); Chemistry (Thesis) — Chemical Biology (45 credits)
Master of Arts (M.A.); Geography (Thesis) — Social Statistics (45 credits)

We have also reviewed our other current offerings and there are no others at this point that we wish to retire.

Best regards,

A handwritten signature in black ink, appearing to read "Tamara L. Western".

Tamara L. Western
Associate Dean (Academic) – Faculty of Science

List of programs that are indicated as “NOT OFFERED” within current eCalendars.

Faculty of Science

Doctor of Philosophy (Ph.D.); Chemistry — Chemical Biology (0 credits)

Program Requirements

This program is currently not offered.

Thesis

A thesis for the doctoral degree must constitute original scholarship and must be a distinct contribution to knowledge. It must show familiarity with previous work in the field and must demonstrate ability to plan and carry out research, organize results, and defend the approach and conclusions in a scholarly manner. The research presented must meet current standards of the discipline; as well, the thesis must clearly demonstrate how the research advances knowledge in the field. Finally, the thesis must be written in compliance with norms for academic and scholarly expression and for publication in the public domain.

Required Courses

BIOC 610 Seminars in Chemical Biology 1 (1 credit)

BIOC 611 Seminars in Chemical Biology 3 (1 credit)

BIOC 689 Seminars in Chemical Biology 2 (1 credit)

BIOC 690 Seminars in Chemical Biology 4 (1 credit)

CHEM 650 Seminars in Chemistry 1 (1 credit)

CHEM 651 Seminars in Chemistry 2 (1 credit)

CHEM 688 Assessment (3 credits)

CHEM 701 Comprehensive Examination 1

CHEM 702 Comprehensive Examination 2

Complementary Courses

Students entering the program with an M.Sc. degree will normally take three (3) graduate-level courses. Students entering without an M.Sc. degree will normally take five (5) graduate-level courses. At least three courses must be from the following list, including at least 3 credits from the first two courses listed below.

BIOC 603 Genomics and Gene Expression (3 credits)

BIOC 604 Macromolecular Structure (3 credits)

CHEM 502 Advanced Bio-Organic Chemistry (3 credits)

CHEM 503 Drug Design and Development 1 (3 credits)

CHEM 504 Drug Design and Development 2 (3 credits)

CHEM 514 Biophysical Chemistry (3 credits)

CHEM 522 Stereochemistry (3 credits)

CHEM 591 Bioinorganic Chemistry (3 credits)

CHEM 621 Reaction Mechanisms in Organic Chemistry (5 credits)

CHEM 629 Organic Synthesis (5 credits)

CHEM 655 Advanced NMR Spectroscopy (4 credits)

PHAR 503 Drug Discovery and Development 1 (3 credits)

PHAR 504 Drug Discovery and Development 2 (3 credits)

PHAR 562 Neuropharmacology (3 credits)

PHAR 563 Endocrine Pharmacology (3 credits)

PHAR 707 Topics in Pharmacology 6 (3 credits)

The remaining credits may be 500-, 600-, or 700-level courses approved by the Department.

Master of Science (M.Sc.); Chemistry (Thesis) — Chemical Biology (45 credits)

Program Requirements

This program is currently not offered.

Thesis Courses (24 credits)

(minimum 24 credits)

At least 24 credits chosen from the following:

CHEM 691 M.Sc. Thesis Research 1 (3 credits)

CHEM 692 M.Sc. Thesis Research 2 (6 credits)

CHEM 693 M.Sc. Thesis Research 3 (9 credits)

CHEM 694 M.Sc. Thesis Research 4 (12 credits)

CHEM 695 M.Sc. Thesis Research 5 (15 credits)

CHEM 697 M.Sc. Thesis Research 7 (9 credits)

CHEM 698 M.Sc. Thesis Research 8 (12 credits)

Master of Science (M.Sc.); Chemistry (Thesis) — Chemical Biology (45 credits) [continued]

Required Courses (5 credits)

CHEM 650 Seminars in Chemistry 1 (1 credit)

CHEM 651 Seminars in Chemistry 2 (1 credit)

CHEM 688 Assessment (3 credits)

Complementary Courses (11 credits)

(minimum 11 credits)

2 credits, two of the following courses:

BIOC 610 Seminars in Chemical Biology 1 (1 credit)

BIOC 611 Seminars in Chemical Biology 3 (1 credit)

BIOC 689 Seminars in Chemical Biology 2 (1 credit)

BIOC 690 Seminars in Chemical Biology 4 (1 credit)

Students will take at least three courses from the following list, including at least 3 credits from the first two courses listed below:

BIOC 603 Genomics and Gene Expression (3 credits)

BIOC 604 Macromolecular Structure (3 credits)

CHEM 502 Advanced Bio-Organic Chemistry (3 credits)

CHEM 503 Drug Design and Development 1 (3 credits)

CHEM 504 Drug Design and Development 2 (3 credits)

CHEM 514 Biophysical Chemistry (3 credits)

CHEM 522 Stereochemistry (3 credits)

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PHAR 503 Drug Discovery and Development 1 (3 credits)

PHAR 504 Drug Discovery and Development 2 (3 credits)

PHAR 562 Neuropharmacology (3 credits)

PHAR 563 Endocrine Pharmacology (3 credits)

PHAR 707 Topics in Pharmacology 6 (3 credits)

The remaining credits may be graduate-level courses approved by the Department.

Master of Arts (M.A.); Geography (Thesis) — Social Statistics (45 credits)

Program Requirements

This program is currently not offered.

The Social Statistics Option focuses on applications of quantitative methods in social science and is composed of the thesis (30 credits), required Geography courses (6 credits) and complementary Geography, Sociology, Economics, and Political Science courses (9 credits).

Thesis Courses (30 credits)

GEOG 698 Thesis Proposal (6 credits)

GEOG 699 Thesis Research (24 credits)

Required Courses (6 credits)

GEOG 631 Methods of Geographical Research (3 credits)

GEOG 634 Quantitative Methods in Geography (3 credits)

Complementary Courses (9 credits)

3 credits, one of the following courses:

ECON 688 Seminar on Social Statistics (3 credits)

POLI 688 Seminar on Social Statistics (3 credits)

6 credits, two 3-credit graduate-level courses selected according to guidelines of the Department. GEOG 696 can count among these complementary credits for students with an appropriate background.

PROGRAM RETIREMENT AND REINSTATEMENT PROCESS

Recently, the APC Subcommittee on Courses and Teaching Programs [SCTP] was queried on the process for reinstating retired programs. As no process currently exists, a process has been developed by SCTP, which was approved by the Academic Policy Committee of Senate [APC]. A program reinstatement process is needed because the University, via SCTP, will regularly ask that Faculties/Schools review and consider retiring any programs that are not offered, have low enrolment, or that may have become obsolete.

It should be noted for clarification purposes: if a program is retired, current students in the program **will be able** to complete the program's requirements to graduate – the program requirements are not removed from Banner.

It should also be noted that the decision to retire or keep a program **is up to the discretion of the Dean**.

The process of retiring a program allows Enrolment Services [ES] staff to close the program to future admissions, recruitment, and the CAPP process; also, it allows the program to be removed from the appropriate eCalendar.

Program Retirement:

- 1) Each Faculty/School is asked to review their programs and retire any that are no longer needed. For some Faculties/Schools, this review will include a list of programs that are indicated within current eCalendars as not offered [each program's requirements included] – this list is provided by SCTP. Please confirm that the programs included in the "Not Offered" list may be retired.
- 2) You are asked to provide a short rationale for programs that will not be retired at this time.
- 3) The retirement of programs requested via a memo to SCTP or the list provided, if applicable, will be processed by the Course and Program Administrator, who will report program retirements to Degree Evaluation staff within ES and to Graduate and Postdoctoral Studies [GPS] (if graduate level).
- 4) Every 3-5 years, SCTP will provide Associate Deans [Academic] with a list of programs within their Faculty/School that are indicated in the current eCalendars as "Not offered", "Program is under review", or "Closed for admissions". This will not be an exhaustive list, therefore, Associate Deans [Academic] are invited to review and consider retiring programs that have low enrolment or those that may have become obsolete.

Retired Program Reinstatement Process:

- 1) A program that has been retired for no more than 5 years may be reinstated.
- 2) Criteria for the reinstatement of a retired program is up to the discretion of each Dean.
NOTE: A program that has been retired because of a program title change may not be reinstated.
- 3) Once approval has been obtained by the offering Faculty/School, a memo request [for programs that do not require revisions] or a program revision proposal [for programs that require revisions] should be submitted to the Course and Program Administrator to reinstate the retired program; this request will be submitted to SCTP for approval. The reinstatement request needs to be supported and approved by the offering unit's Chair/Director, contain a rationale, indicate an effective term, and include a list of all program requirements for the program at the time of retirement. If a program revision proposal is used, then the rationale should include the request to reinstate the retired program along with an explanation of the requested changes to the program; the existing program requirements should be listed as they existed at the time of retirement. If it is determined that revisions to the retired program significantly alter the program, then the proposing unit would need to propose a new program that would need to follow the usual approval process [CGPS, SCTP, APC, Senate - as needed].

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- 4) The Course and Program Administrator will verify the existence of all courses contained within program requirements; a request will be sent to the proposing unit to reinstate any retired courses. If another unit's courses are listed, then consultations will be needed from the other unit(s) to confirm that course content is still appropriate for the program.
- 5) For graduate-level programs, the Course and Program Administrator will submit the reinstatement request to GPS for consideration and approval prior to SCTP's review. If undergraduate level, the reinstatement request will go directly to SCTP for consideration and approval.
- 6) Following SCTP's approval, the Course and Program Administrator will report the reinstated program to Degree Evaluation staff within ES for updating in Banner and addition to the eCalendar; if graduate level, GPS will be copied on the notice sent to ES. SCTP is final approval needed to reinstate a program that has been retired not more than 5 years.
- 7) Any program that has been retired for more than 5 years may not be reinstated and it should be considered as a new program. Therefore, a new program proposal is needed and it must follow the usual approval process for new programs [department, faculty/school etc.].

Approved by SCTP: March 10, 2016

Approved by APC: April 21, 2016