

University of
Lethbridge



Graduate Studies Calendar

2010/2011

The UofL Calendar is also available online at
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The Calendar is updated annually. If necessary, a list of corrections and post-publication updates to the print edition of the 2010/2011 Calendar, which have been changed in the online edition, will be posted at www.uleth.ca/ross/calendar/updates.html. Check this web page regularly to keep informed of changes.

To our students, we make a promise:

A promise to do our best, so they can be their best.

A promise to foster exploration, to share ideas and information, to teach but also to learn.

A promise to build the buildings, acquire the technology, cultivate the partnerships, and welcome the people essential to advancing an environment that excites and ignites learning.

A promise to create an environment where professors and students are colleagues and everyone grows together, an environment that recognizes the power of every student's dream. And helps that dream come true.



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I. M.A./M.SC. PROGRAM GRID

Degree

M.A. (offered in the Faculty of Arts and Science and the Faculty of Fine Arts)

Major

Agricultural Studies
Anthropology
Archaeology
Art
Canadian Studies
Dramatic Arts
Economics
English
French
French/German
French/Spanish
Geography
German
History
Kinesiology
Individualized Multidisciplinary*
Music
Native American Studies
New Media
Philosophy
Political Science
Psychology
Religious Studies
Sociology
Urban and Regional Studies
Women's Studies

*Students who choose an Individualized Multidisciplinary major may elect to complete a Concentration—e.g., Social Sciences Concentrations are available in Anthropology, Kinesiology, Sociology, or Women's Studies; see Section c. Concentrations (p. 9).

Degree

M.Sc. (offered in the Faculty of Arts and Science and the Faculty of Health Sciences)

Major

Addictions Counselling
Agricultural Biotechnology
Agricultural Studies
Archaeology
Biochemistry
Biological Sciences
Chemistry
Computer Science
Computer Science and Geographical Information Science
Environmental Science
Exercise Science
Geography
Health Sciences

Kinesiology
Mathematics
Individualized Multidisciplinary
Neuroscience
Nursing
Physics
Psychology

2. STATEMENT OF PURPOSE

The Master of Arts or Master of Science program offers students in a wide range of disciplines the opportunity to earn a master's degree by writing a thesis and successfully completing a limited number of courses. The number and details of the courses are determined within the first semester of the student's program.

Students may complete their degrees in either a full- or part-time capacity. Full-time students complete a 24-month program while part-time students complete a 48-month program. Part-time students will normally complete all required course work in the first 24 months, with the subsequent months committed to continued research and production of the thesis.

Although degrees are awarded in specific disciplines, the program is administered centrally by the School of Graduate Studies, rather than by individual departments or faculties/schools.

Graduate degrees traditionally have been awarded for the successful completion of a satisfactory thesis. The thesis route expresses the fundamental tradition of academic scholarship. It also relates to the University's undergraduate programs, because the creation of a thesis in any discipline calls for a range of skills which are central to the liberal education tradition, including analysis and synthesis of ideas, empirical investigations, the construction and articulation of arguments, and writing skills.

Because of the nature of the M.A. or M.Sc. program, the thesis forms the central requirement of the program. At the master's level, a thesis involves close collaboration between supervisor and student. Consequently, it is necessary for a candidate to establish contact with potential supervisors prior to application for admission. Candidates seeking potential supervisors should contact either the relevant academic department or the School of Graduate Studies.

3. ADMISSION REQUIREMENTS

a. Academic Qualifications for Admission

Applicants normally must meet the following minimum requirements before the University will consider admission:

1. A University of Lethbridge baccalaureate degree, or its academic equivalent from another recognized degree-granting institution, in the discipline of interest or in a closely cognate discipline. The University of Lethbridge reserves the right to determine whether degrees and other academic programs completed elsewhere are equivalent to University of Lethbridge baccalaureate degrees. Applied and Technology Degrees are not normally considered to be a basis of admission for graduate studies programs.

2. A minimum grade point average of 3.00 (based on a 4.00 scale) on the last 20 graded university-level semester courses.

Applicants are considered on a case-by-case basis. Preference is given to students whose proposed research is related to the supervisor's funded research program.

Applicants whose first language is not English must meet the English Language Proficiency (ELP) Requirement for Graduate Studies (see **Section 13. English Language Proficiency for Graduate Students, p. 18**).

b. Application Deadlines

Students may be admitted to the M.A. or M.Sc. program in order to begin their studies on January 1 (Spring), May 1 (Summer) or September 1 (Fall).

Application deadlines:

Spring	Summer	Fall (First Round)	Fall (Second Round)
Oct. 1	March 1	March 1	May 1

Note: There are two rounds of admission for Fall (September 1) entry to the M.A. or M.Sc. program. The Second Round of admission is intended for applicants who are unable to confirm funding from external agencies (e.g., NSERC) before March 1. Applicants who can confirm funding before March 1 should submit their application for the First Round of admission. Applicants who choose an M.A. Individualized Multidisciplinary major with a Social Sciences Concentration in Anthropology, Kinesiology, Sociology, or Women's Studies are accepted for admission to the Fall semester only and must apply by March 1 or May 1.

Spaces are limited in this program; the School of Graduate Studies encourages early application. However, students are admitted on a case-by-case basis.

Until commitment is obtained from a faculty member who is eligible to supervise graduate students, consideration for an application will not begin.

Applications and all supporting documentation (transcripts, letter of recommendation and recommendation forms, program proposal and endorsement form, letter of support from potential supervisor, and financial support information), with the possible exception of final semester grades for those currently enrolled, must be received no later than the deadlines listed above.

c. Procedures for Application/Admission

The application packages for the M.A. and M.Sc. programs are available from the School of Graduate Studies (online: www.uleth.ca/graduatestudies; phone: 403-329-2793) and includes the following forms:

- *Application for Admission - Master of Arts or Master of Science Degree Programs* form
- *Program Proposal and Endorsement* form
- *Letter of Recommendation* forms
- *Appointment of Research Assistantship (R.A.) (Trust Funds)* form

Applicants should begin work on the application package as soon as possible (see **Section b. Application Deadlines**).

No application can receive formal consideration until all documentation is received. All documents received in support of an application become the property of the University and will not be released or copied except to other officers of the University as required by University procedures.

Note: *Students who are graduates of non-Canadian universities must provide notarized English translations of all documents not in the English language.*

Eligible applicants must apply for admission by following the process outlined in **Table 1: M.A. or M.Sc. Program Application Procedure (p. 8)** (see also **Section a. Academic Qualifications for Admission, p. 6**).

Table 1: M.A. or M.Sc. Program Application Procedure

<p>STEP 1 - Applicant finds a potential supervisor</p>	<p>To find a potential supervisor, the applicant contacts a University of Lethbridge faculty member with expertise in the applicant's research area. For assistance in identifying a potential supervisor, contact the Graduate Liaison and Communications Officer (sgsinquiries@uleth.ca). The research interests of faculty members interested and eligible to participate in graduate studies are available from the School of Graduate Studies (www.uleth.ca/graduatestudies) or the Chair of the department.</p> <p>The applicant is advised to provide the potential supervisor a copy of unofficial transcripts in the consultation process.</p> <p>Should the previous program undertaken by the applicant show weaknesses, additional course work or other study may be required. Such work will not count toward the requirements for the master's degree.</p>	
<p>STEP 2 - Complete the Application Package</p>	<p>Get application package</p>	<p>Application packages are available from the School of Graduate Studies (online: www.uleth.ca/graduatestudies; phone: 403-329-2793).</p>
<p>A. Applicant's Responsibility</p>	<p>Application for admission</p>	<p>Applicant completes and submits the <i>Application for Admission - Master of Arts or Master of Science Degree Program</i> form with the application fee and arranges for the following documents to be submitted to the Registrar's Office and Students Services (ROSS):</p> <ul style="list-style-type: none"> • Official academic transcripts (including proof of graduation for the baccalaureate degree and transcripts of all post-baccalaureate work, if any) sent directly from the issuing institution to ROSS • Three academic references (each referee submits a letter of reference articulating the student's background preparation and suitability for graduate work as well as completes a <i>Letter of Recommendation</i> form and submits both to ROSS. The applicant must have studied with at least one referee) • Applicant's Curriculum Vitae (c.v.) (include academic background, work experience, awards, scholarships, and publications) • A one-page Letter of Intent indicating in general terms the reasons, goals, or objectives for seeking a graduate degree in the chosen discipline • Financial Support documentation (financial assistance from external agencies or other sources, if any) • Evidence of English Language Proficiency must be presented by all applicants whose first language is not English <p>If additional documentation is required, the School of Graduate Studies will contact the applicant</p>
<p>B. Supervisor's Responsibility</p>	<p>Program proposal and endorsement</p>	<p>The supervisor completes and/or processes the following documentation:</p> <ul style="list-style-type: none"> • <i>Program Proposal and Endorsement</i> form (Part One and Part Two) <p>Note: The supervisor is advised to request from the applicant unofficial transcripts and other documentation to ensure they meet the minimum admission requirements.</p> <ul style="list-style-type: none"> • Letter of support including funding and resource information • Supervisor's Curriculum Vitae (c.v.) • <i>Appointment of Graduate Research Assistantship (RA) (Trust Funds)</i> form (if the supervisor is directing research support to the applicant)
<p>STEP 3 - Applicant submits application package</p>	<p>The applicant submits the original package, plus the application fee, to ROSS. The Program Committee reviews the application package.</p> <p>Note: It is the responsibility of the applicant to ensure the application is complete, including documentation submitted by the prospective supervisor.</p> <p>The Dean of the School of Graduate Studies informs the applicant of the Program Committee's decision. Applicants and their faculty supervisors will be notified of admission status by May 1, July 1, or December 1. Successful applicants will be advised of registration procedures at that time.</p> <p>Applicants may also be called for an interview with the Program Committee.</p>	
<p>STEP 4 - Applicant completes thesis proposal</p>	<p>As a condition of admission, the applicant, after being admitted to the program, must complete a thesis proposal and submit it to the School of Graduate Studies. This proposal is due six weeks after the student registers in his/her first semester.</p>	

d. Admission Criteria

Because the capacity of the program is limited, not all students meeting the minimum admission requirements can be admitted.

Criteria used for admission include:

- the student's record and letters of recommendation;
- the proposed supervisor's record of scholarship, completed and current, especially in relation to the proposed work;
- the feasibility of the project in the light of available resources; and,
- financial support for the student.

Students judged to be of suitable calibre but lacking in some necessary preparation may be considered for admission subject to those conditions judged necessary to correct the deficiencies. Candidates may be given one of two options: the required preparation may be undertaken prior to admission, with the permission of the Program Committee; or it may be taken after admission and within the maximum time limit of 24 months for full-time students and 48 months for part-time students. In either case the Program Committee establishes a definite date by which all conditions must be fully satisfied.

Unless alternative arrangements have been made, a student receiving an offer of admission to the program must register in the program no later than the date specified in the offer of admission. Failing to register in this way will result in the student forfeiting admission status.

Newly admitted students in the M.A. or M.Sc. program are required to pay a non-refundable \$100 deposit to confirm their acceptance of their admission. This deposit is credited toward their registration in the program.

It is highly recommended that full-time students not be employed outside their program more than 10 hours per week. Full-time students who would like to engage in outside employment during their program of study should contact the Dean to discuss their circumstances. Part-time students are typically employed in full-time jobs or are engaged in family or other personal obligations that prevent full-time studies. All applicants for part-time studies should contact the School of Graduate Studies prior to application.

e. Admission After an Approved Master's Degree

A student holding an approved master's degree from a recognized institution who wants to pursue further studies in his/her field may be considered for admission to a UofL post-master's certificate program provided he/she meets all of the admission requirements.

A student holding an approved master's degree from a recognized institution who wants to pursue an entirely different field of study to enhance or change their career focus or international students seeking North American credentials may be considered for admission to a UofL master's degree or graduate post-baccalaureate certificate program provided he/she meets all of the admission requirements.

Students normally are not eligible to pursue a second master's degree which is similar to one already completed at a recognized institution. Generally, degrees with identical or closely related majors are considered to be

similar. Courses used to complete the requirements of the first master's degree normally cannot be used to fulfill the requirements of the second master's degree or graduate post-baccalaureate certificate; recommendations regarding exceptions may be made by the Program Committee to the Dean of the School of Graduate Studies. In all cases, the decision of the Dean of the School of Graduate Studies shall be final.

f. Exchange Students

Under approved exchange arrangements, M.A. or M.Sc. students registered in programs at other post-secondary institutions who are not pursuing a degree at the University of Lethbridge may be admitted to take courses. The University of Lethbridge is a signatory of the Western Deans' Agreement (see **Section 14. Western Deans' Agreement, p. 18**).

g. Visiting Students

Where applicable, the appropriate permission of the sending and receiving institutions, students may be admitted as Visiting Students for study where formal exchange arrangements are not in place. They must satisfy the normal admission requirements of the University of Lethbridge.

4. REQUIREMENTS FOR DEGREE

The program consists of the courses specified by the Program Committee and the thesis, as outlined below:

a. Courses

For a student who is admitted unconditionally, from two to six graduate semester courses, each worth 3.0 credit hours, are required. The courses may include one or more senior undergraduate courses provided that at least two graduate-level courses are included in the program. Any courses credited toward any other university credential are not counted toward the program.

b. Thesis (90.0 credit hours)

Although there is some variation over disciplines, most theses follow a conventional format. Standards and conventions widely used in Canada and adopted by the University are to be found in the *University of Lethbridge M.A. & M.Sc. Program: Policies and Guidelines* handbook, available from the School of Graduate Studies or online at www.uleth.ca/graduatestudies.

When the thesis (90.0 credit hours) is complete the candidate must defend it in an oral examination. A Thesis Examination Committee is appointed to conduct the examination in accordance with the procedures described in the *University of Lethbridge M.A. & M.Sc. Program: Policies and Guidelines* handbook. Once the thesis is final (i.e., assessed and corrected, if necessary), it must be submitted in both print and electronic formats.

c. Concentrations

A Social Science Concentration in Anthropology, Kinesiology, Sociology, or Women's Studies is available to students who choose an Individualized Multidisciplinary major in the M.A. program only. The courses required to complete a Social Science Concentration are as follows:

Anthropology

Students who choose a Social Science Concentration in Anthropology will complete the following courses:

Social Sciences 5001 - Research Methods
Social Sciences 5003 - Classical Social Theory
Social Sciences 5005 - Contemporary Social Theory
Social Sciences 5007 - Professional Seminar

Up to two additional courses may be required, chosen in consultation with the supervisor. These courses may include Independent Study courses.

Kinesiology

Students who choose a Social Science Concentration in Kinesiology will complete the following courses:

Social Sciences 5001 - Research Methods
Social Sciences 5003 - Classical Social Theory or Social Sciences 5005 - Contemporary Social Theory
Social Sciences 5007 - Professional Seminar

Up to three additional courses may be required, chosen in consultation with the supervisor. These courses may include Independent Study courses.

Sociology

Students who choose a Social Science Concentration in Sociology will take the following courses:

Social Sciences 5001 - Research Methods
Social Sciences 5003 - Classical Social Theory
Social Sciences 5005 - Contemporary Social Theory
Social Sciences 5007 - Professional Seminar
Social Sciences 5130 - Multivariate Statistics or equivalent graduate-level Multivariate Social Statistics course

One additional course may be required, chosen in consultation with the supervisor. This course may be an Independent Study course.

Women's Studies

Students who choose a Social Science Concentration in Women's Studies will take the following courses:

Social Sciences 5001 - Research Methods
Social Sciences 5003 - Classical Social Theory
Social Sciences 5005 - Contemporary Social Theory
Social Sciences 5007 - Professional Seminar

Up to two additional courses may be required, chosen in consultation with the supervisor. These courses may include Independent Study courses.

For students who complete all of the degree requirements, the Concentration will be acknowledged on the official transcript.

One or more courses may be waived for students who are deemed to have the necessary background. Such waivers will be granted on a case-by-case basis upon recommendation from the supervisor to the Dean of Graduate Studies.

5. COURSES

Most of the courses for students in the M.A. and M.Sc. programs are developed at the time of admission and not listed.

All listed graduate courses can be found at www.uleth.ca/ross/calendar/sgs/courses/index.html.

a. Art

ART 5048

Graduate Studio I

Credit hours: 9.0

Contact hours per week: 0-0-9

Self-directed study focusing on conceptual and material development in studio practice.

Prerequisite(s): Admission to the M.F.A. (Art) program

ART 5049

Graduate Studio II

Credit hours: 9.0

Contact hours per week: 0-0-9

Self-directed study focusing on conceptual and material development in studio practice.

Prerequisite(s): Admission to the M.F.A. (Art) program

ART 5261

Art Now Graduate Seminar

Credit hours: 3.0

Contact hours per week: 3-0-0

Directed readings on assigned topics. Attendance at Visiting Artists Series.

Prerequisite(s): Admission to the M.F.A. (Art) program

Grading: Pass/Fail

ART 5262

Art Now Graduate Seminar

Credit hours: 3.0

Contact hours per week: 3-0-0

Directed readings on assigned topics. Attendance at Visiting Artists Series.

Prerequisite(s): Admission to the M.F.A. (Art) program

Grading: Pass/Fail

ART 5850

Topics in Art

Credit hours: 3.0

Contact hours per week: 3-0-0

Topics in art not covered by regular courses may be offered under this designation, depending on student interest and availability of faculty and expertise.

Prerequisite(s): Admission to the M.F.A. (Art) program

Grading: Pass/Fail

ART 6001

Directed Studies/Thesis Preparations

Credit hours: 9.0

A preparation course for the creative research project and the written thesis.

Prerequisite(s): Admission to the M.F.A. (Art) program

Grading: Pass/Fail

ART 6002

Thesis

Credit hours: 9.0

Thesis course for the creative research project and written thesis.

Prerequisite(s): Admission to the M.F.A. (Art) program

Grading: Pass/Fail

b. Art History/Museum Studies

ART HISTORY/MUSEUM STUDIES 5150

Art History Graduate Seminar (Series)

Credit hours: 3.0

Contact hours per week: 3-0-0

Offerings in subject areas dealing with significant developments in art history.

Prerequisite(s): Admission to the M.F.A. (Art) program

Equivalent: Art 5150 (prior to 2010/2011)

c. Biology

BIOLOGY 5010

Advances in Molecular and Cellular Biology (Series)

Credit hours: 3.0

Contact hours per week: 3-0-0

Recent advances in the fields of genetics, molecular biology, and cellular biology, with an emphasis on primary literature and modern techniques.

Prerequisite(s): Admission to the M.Sc. program

BIOLOGY 5410

Advances in Organismal Biology (Series)

Credit hours: 3.0

Contact hours per week: 3-0-0

Recent advances in the fields of organismal biology, including physiology and developmental biology, with emphasis on primary literature and modern techniques.

Prerequisite(s): Admission to the M.Sc. program

BIOLOGY 5500

Graduate Seminar Series: Current Topics in Biological Sciences

Credit hours: 3.0

Contact hours per week: 3-0-0

A scientific literature-based course in which students will critically examine recent developments in a range of biological sciences, including cellular/molecular biology, organismal biology, and evolution/ecology. Seminar-style format including oral presentations, group discussions of assigned readings, and scientific writing.

Prerequisite(s): Admission to the M.Sc. program

Note: This course is required for M.Sc. students in graduate programs in the Department of Biological Sciences.

BIOLOGY 5710

Advances in Ecology and Evolution (Series)

Credit hours: 3.0

Contact hours per week: 3-0-0

Recent advances in the fields of ecology, evolution, and systematics, with an emphasis on primary literature and modern techniques.

Prerequisite(s): Admission to the M.Sc. program

BIOLOGY 7500

Graduate Seminar Series: Current Topics in Biological Sciences

Credit hours: 3.0

Contact hours per week: 3-0-0

A scientific literature-based course in which students will critically examine recent developments in a range of biological sciences, including cellular/molecular biology, organismal biology, and evolution/ecology. Seminar-style format including oral presentations, group discussions of assigned readings, and scientific writing.

Prerequisite(s): Admission to the Ph.D. program

d. Chemistry

CHEMISTRY 5250

Advanced Contemporary Chemistry

Credit hours: 3.0

Contact hours per week: 3-0-0

Current developments in Chemistry at the graduate level with a focus on leading-edge developments in the discipline. Specific topics will be presented each week by invited speakers, staff, and by the graduate students themselves.

Prerequisite(s): Admission to the M.Sc. program

Substantially Similar: Chemistry 7250

Note: All M.Sc. students enrolled in Chemistry must take this course for credit once during their program.

CHEMISTRY 7250

Advanced Contemporary Chemistry

Credit hours: 3.0

Contact hours per week: 3-0-0

Current developments in Chemistry at the graduate level with a focus on leading-edge developments in the discipline. Specific topics will be presented each week by invited speakers, staff, and by the graduate students themselves.

Prerequisite(s): Admission to the Ph.D. program

Substantially Similar: Chemistry 5250

Note: All Ph.D. students in one of the multidisciplinary Ph.D. programs, but defined as students in Chemistry, must take this course for credit once during their program unless they already have credit for Chemistry 5250.

e. Drama

DRAMA 5150

Graduate Theatre Studies (Series)

Credit hours: 3.0

Contact hours per week: 3-0-0

Graduate level course with offerings in subject areas dealing with significant developments in theatre and dramatic arts such as major artists/theorists, major playwrights, genres and styles, historical periods, non-Western Theatre, dance, and film.

Prerequisite(s): Admission to the M.F.A. (Theatre & Dramatic Arts) program

DRAMA 521 I**Graduate Seminar in Theories of Theatre**

Credit hours: 3.0

Contact hours per week: 3-0-0

Advanced theories of theatre since Aristotle, with an emphasis on the 20th Century and contemporary critical theory.

Prerequisite(s): Admission to the M.F.A. (Theatre & Dramatic Arts) program

Grading: Pass/Fail

DRAMA 5600**Theatre Studio Performance**

Credit hours: 3.0

Contact hours per week: Variable

Approved participation in one major production of the Department of Theatre and Dramatic Arts. Preparation of material from the perspective of actor, designer, or technician.

Prerequisite(s): Admission to the M.F.A. (Theatre & Dramatic Arts) program

Grading: Pass/Fail

DRAMA 5850**Topics in Dramatic Arts**

Credit hours: 3.0

Contact hours per week: Variable

Topics in drama not covered by regular courses may be offered under this designation, depending on student interest and availability of faculty and expertise.

Prerequisite(s): Admission to the M.F.A. (Theatre & Dramatic Arts) program

Grading: Pass/Fail

DRAMA 5990**Independent Studies in Dramatic Arts**

Credit hours: 3.0

Contact hours per week: Variable

Independent studies of any topic in the Dramatic Arts.

Prerequisite(s): Admission to the M.F.A. (Theatre & Dramatic Arts) program

Grading: Pass/Fail

DRAMA 6001**Directed Studies/Thesis Preparations**

Credit hours: 9.0

A preparation course for the creative research project and the written thesis.

Prerequisite(s): Admission to the M.F.A. (Theatre & Dramatic Arts) program

Grading: Pass/Fail

DRAMA 6002**Theatre Studio Performance/Thesis**

Credit hours: 9.0

Thesis course for the creative research project and written thesis.

Prerequisite(s): Admission to the M.F.A. (Theatre & Dramatic Arts) program

Grading: Pass/Fail

f. Mathematics**MATHEMATICS 5410****Algebra**

Credit hours: 3.0

Contact hours per week: 3-0-0

Topics in group and ring theory, modules, commutative and non-commutative algebras.

Prerequisite(s): One of Mathematics 4400 or two semesters of Abstract Algebra

MATHEMATICS 5510**Analysis**

Credit hours: 3.0

Contact hours per week: 3-0-0

Topics in measure theory, Banach spaces, Lp-spaces, Fourier and Complex analysis.

Prerequisite(s): One of Mathematics 4500 or two semesters of Real Analysis

Equivalent: Mathematics 5850 (Advanced Analysis) (prior to 2009/2010)

g. Music**MUSIC 5000****Musicology Seminar (Series)**

Credit hours: 3.0

Contact hours per week: 3-0-0

Areas of special interest not covered by regular music courses may be offered under this designation, depending upon student interest and availability of expertise of faculty.

Prerequisite(s): Admission to the M.Mus. program

MUSIC 5010**Music Theory Seminar (Series)**

Credit hours: 3.0

Contact hours per week: 3-0-0

Areas of special interest not covered by regular music courses may be offered under this designation, depending upon student interest and availability of expertise of faculty.

Prerequisite(s): Admission to the M.Mus. program

MUSIC 5020**Bibliography and Research Methods**

Credit hours: 3.0

Contact hours per week: 3-0-0

A course designed to acquaint the graduate student with the information resources necessary to conduct research in the areas of music literature, music history, music theory, and applied music.

Prerequisite(s): Admission to the M.Mus. program

MUSIC 5450**Collaborative Piano/Guitar - Voice**

Credit hours: 3.0

Contact hours per week: 2-0-1

Studies in vocal accompanying performance and literature. Bi-weekly class performances and bi-weekly coaching with the instructor; with other performances as arranged. A written project related to the performance repertoire will be required.

Prerequisite(s): Admission to the M.Mus. program

MUSIC 5451**Collaborative Piano/Guitar - Instruments**

Credit hours: 3.0

Contact hours per week: 2-0-1

Studies in instrumental accompanying performance and literature. Bi-weekly class performances and coaching with the instructor; with other performances as arranged. A written project related to the performance repertoire will be required.

Prerequisite(s): Admission to the M.Mus. program

MUSIC 5748**Graduate Studio I**

Credit hours: 3.0

Contact hours per week: 2-4-0

Two hours of individual and up to four hours of master class instruction per week.

Prerequisite(s): Admission to the M.Mus. program

MUSIC 5758**Recital**

Credit hours: 3.0

Contact hours per week: 2-4-0

Two hours of individual and up to four hours of master class instruction per week. Design and presentation of a full-length recital.

Prerequisite(s): Music 5748

MUSIC 5848**Graduate Studio II**

Credit hours: 3.0

Contact hours per week: 2-4-0

Two hours of individual and up to four hours of master class instruction per week.

Prerequisite(s): Music 5748

MUSIC 5850**Special Topics in Music**

Credit hours: 3.0

Contact hours per week: 3-0-0

Topics in music not covered by regular courses may be offered under this designation, depending on student interest and availability of faculty and expertise.

Prerequisite(s): Admission to the M.Mus. program

MUSIC 5871**Opera Workshop I**

Credit hours: 3.0

Contact hours per week: 3-0-0

Preparation and performance of musical material in an opera workshop production.

Prerequisite(s): Admission to the M.Mus. program

MUSIC 5872**Opera Workshop II**

Credit hours: 3.0

Contact hours per week: 3-0-0

Preparation and performance of musical material in an opera workshop production.

Prerequisite(s): Admission to the M.Mus. program

MUSIC 6001**Research Project**

Credit hours: 12.0

A public lecture recital performed in the second year of the M.Mus. program. The topic of the lecture recital is the research project approved by the M.F.A./M.Mus. Program Committee. Its duration is approximately one hour (30 minutes each for lecture and performance). Questions from the audience may follow the lecture recital. The lecture recital's research project forms the basis of a written thesis. Both the research project and the written thesis will be defended in the Final Written Thesis Defence/Oral Examination.

Prerequisite(s): Admission to the M.Mus. program

Grading: Pass/Fail

MUSIC 6002**Written Thesis**

Credit hours: 12.0

A written thesis no less than 30 pages represents a more formal version of the research project presented during the lecture recital. The format and direction of the written thesis must be determined by the student in consultation with the supervisor. The proposed written thesis must be approved by the Supervisory Committee. When complete, the candidate must defend the thesis in an oral examination.

Prerequisite(s): Admission to the M.Mus. program

Grading: Pass/Fail

h. Music Ensemble Activity**MUSIC ENSEMBLE ACTIVITY 5770****Ensemble I**

Credit hours: 1.5

Contact hours per week: 0-0-4

Participatory ensemble studies in Chamber Music, Jazz Ensemble, University Singers, or Vox Musica. Weekly rehearsals with supplementary rehearsals and performances as required.

Prerequisite(s): Admission to the M.Mus. program

MUSIC ENSEMBLE ACTIVITY 5775

Ensemble II

Credit hours: 1.5

Contact hours per week: 0-0-4

Participatory ensemble studies in Chamber Music, Jazz Ensemble, University Singers, or Vox Musica. Weekly rehearsals with supplementary rehearsals and performances as required.

Prerequisite(s): Admission to the M.Mus. program

MUSIC ENSEMBLE ACTIVITY 5880

Ensemble III

Credit hours: 1.5

Contact hours per week: 0-0-4

Participatory ensemble studies in Chamber Music, Jazz Ensemble, University Singers, or Vox Musica. Weekly rehearsals with supplementary rehearsals and performances as required.

Prerequisite(s): Admission to the M.Mus. program

MUSIC ENSEMBLE ACTIVITY 5885

Ensemble IV

Credit hours: 1.5

Contact hours per week: 0-0-4

Participatory ensemble studies in Chamber Music, Jazz Ensemble, University Singers, or Vox Musica. Weekly rehearsals with supplementary rehearsals and performances as required.

Prerequisite(s): Admission to the M.Mus. program

i. Neuroscience

NEUROSCIENCE 5025

Contemporary Problems in Brain, Behaviour, and Cognitive Science (Series)

Credit hours: 3.0

Contact hours per week: 3-0-0

In-depth study of specific topics in, approaches to, and contemporary research in psychology and neuroscience. Discussion of preparation of talks and research posters. Includes seminars on various contemporary problems in brain, behaviour, and cognitive science by staff, invited speakers and graduate students.

Prerequisite(s): Admission to the M.Sc. program

NEUROSCIENCE 5650

Cortical Function

Credit hours: 3.0

Contact hours per week: 3-0-0

In-depth study of selected topics in cortical organization and function.

Prerequisite(s): Admission to the M.Sc. or Ph.D. program

Recommended Background: B.Sc.

Equivalent: Psychology 5650 (prior to 2006/2007)

NEUROSCIENCE 7025

Contemporary Problems in Brain, Behaviour, and Cognitive Science (Series)

Credit hours: 3.0

Contact hours per week: 3-0-0

In-depth study of specific topics in, approaches to, and contemporary research in psychology and neuroscience. Discussion of preparation of talks and research posters as well as preparation for comprehensive examinations. Includes seminars on various contemporary problems in brain, behaviour, and cognitive science by staff, invited speakers and graduate students.

Prerequisite(s): Admission to the Ph.D. program

j. New Media

NEW MEDIA 5048

Graduate Studio I

Credit hours: 9.0

Contact hours per week: 0-0-9

Self-directed study focusing on conceptual and material development in studio practice.

Prerequisite(s): Admission to the M.F.A. (New Media) program

NEW MEDIA 5049

Graduate Studio II

Credit hours: 9.0

Contact hours per week: 0-0-9

Self-directed study focusing on conceptual and material development in studio practice.

Prerequisite(s): Admission to the M.F.A. (New Media) program

NEW MEDIA 5850

Topics in New Media

Credit hours: 3.0

Contact hours per week: 3-0-0

Topics in New Media not covered by regular courses may be offered under this designation, depending on student interest and availability of faculty and expertise.

Prerequisite(s): Admission to the M.F.A. (New Media) program

Grading: Pass/Fail

NEW MEDIA 6001

Directed Studies/Thesis Preparations

Credit hours: 9.0

A preparation course for the creative research project and the written thesis.

Prerequisite(s): Admission to the M.F.A. (New Media) program

Grading: Pass/Fail

NEW MEDIA 6002

Thesis

Credit hours: 9.0

Thesis course for the creative research project and written thesis.

Prerequisite(s): Admission to the M.F.A. (New Media) program

Grading: Pass/Fail

- k. **Social Sciences** (Concentration courses available to M.A. - Individualized Multidisciplinary majors only)
Note: These courses are intended for graduate students in the M.A. program.

SOCIAL SCIENCES 5001

Research Methods

Credit hours: 3.0

Contact hours per week: 3-0-0

Advanced investigation of qualitative and quantitative methods. Specific aspects to be emphasized include epistemological and ontological concerns, feminist approaches, reflexivity and ethics, and dissemination of results. Students will complete three components from areas such as the following: research design and ethical concerns (required for all students); ethnographic methods; qualitative interviews; survey methods; and participatory action research.

Prerequisite(s): Admission to a graduate program

SOCIAL SCIENCES 5003

Classical Social Theory

Credit hours: 3.0

Contact hours per week: 3-0-0

Introduction to perspectives in classical theories of the social world. An advanced exploration of the ways in which theories underpin methods of inquiry and knowledge development. Students will complete three components from areas such as the following: enlightenment thinking; classical feminist theory; structuralism/functionalism; historical materialism; and culture and history.

Prerequisite(s): Admission to a graduate program

SOCIAL SCIENCES 5005

Contemporary Social Theory

Credit hours: 3.0

Contact hours per week: 3-0-0

Introduction to perspectives in contemporary theories of the social world. Advanced exploration of the ways in which theories underpin methods of inquiry and knowledge development. Students will complete three components from areas such as the following: poststructuralism/postmodernism; contemporary feminist thought; critical theory; post-colonialism; and cultural studies.

Prerequisite(s): Admission to a graduate program

SOCIAL SCIENCES 5007

Professional Seminar

Credit hours: 3.0

Contact hours per week: 3-0-0

Various topics relating to the practical aspects of academic life. Topics may include, but would not necessarily be limited to, grantmanship, a curriculum vitae, professional ethics, professional associations, publication practices, and career options.

Prerequisite(s): Admission to a graduate program

Grading: Pass/Fail

SOCIAL SCIENCES 5130

Multivariate Statistics

Credit hours: 3.0

Contact hours per week: 3-3-0

Advanced quantitative data analysis using statistical programs like SPSS, as well as familiarity with a range of statistical procedures such as multiple regression, factor analysis, logistic regression, discriminant function analysis, MANOVA, cluster analysis, and multi-dimensional scaling.

Prerequisite(s): Admission to a graduate program

6. GENERAL REGULATIONS

a. Credit for Previous Work

With the express permission of the Program Committee in each case, courses which have not already been credited toward a completed university credential may be accepted for credit in the master's program. All courses considered for transfer credit must carry a grade of 'B-' or higher and must have been completed no longer than seven years prior to the student's admission to the program.

b. Residence Requirements and Time Limits

Residence is defined as the period during which the student is registered in the program, taking courses or pursuing scholarly work, or both, at the University of Lethbridge.

The minimum residence requirement for full-time students shall be 12 months continuous registration in the program (three semesters per year). Residency requirements for part-time students may be adjusted.

For full-time students, the maximum time limit for degree completion shall be 24 months continuous registration in the program. For part-time students, the maximum time limit for degree completion shall be 48 months continuous registration in the program.

All courses specified by the Program Committee must be completed and the thesis submitted within the maximum time limit. Except with the written permission of the Program Committee, students must maintain continuous registration in the program.

At the end of the maximum time limit, in cases where there is judged to be cause and where completion is imminent, the Program Committee may approve a leave of absence or extend the time limit for a maximum period of 12 months. Failure to complete within this period will result in the candidate being required to withdraw from the program.

Full-time or part-time students who do not register in the program in any semester will be considered to have withdrawn unless a leave of absence has been granted by the Program Committee. Since permission is not automatic, students who anticipate an interruption in their program should notify the School of Graduates Studies, seeking prior approval for a leave of absence. Residence requirements must still be met.

Leave of Absence

During an approved Leave of Absence, the student is not required to register, no fees are assessed, and the time granted is not counted toward the residency requirement. The Leave of Absence may be granted up to a maximum of one year during the tenure of study in the master's program.

With the expressed permission of the Program Committee, a student may maintain resident status while conducting research off-campus (e.g., on field trips, using facilities or consulting libraries elsewhere).

It may be necessary for students to include in their program courses to be completed at other institutions. Proposals for such courses must be approved by the Program Committee and the residence requirements may be adjusted, if necessary.

c. Academic Standards

Students must receive a minimum grade of 'B-' (2.70 on a 4.0 scale) in all courses which are graded and which count toward the degree. A student who receives more than two grades below a 'B-' may be asked to withdraw from the program. All courses completed in the M.A. or M.Sc. program or transferred into the program are included in the calculation of the program GPA for graduation purposes. Transfer credit is not included in the GPA on the official transcript. A student must obtain a minimum cumulative program GPA of 3.00 in order to graduate from the program.

A student whose performance in the program is judged unsatisfactory by the Program Committee may be placed on probation; continued unsatisfactory performance may result in the student being required to withdraw from the program.

d. Appeals

All appeals in the M.A. or M.Sc. program should be directed to the Chair of the M.A. or M.Sc. program. Grade appeals for courses in the M.A. or M.Sc. program will be processed through the School of Graduate Studies. Other appeals will be heard by the Program Committee. Any appeal decisions may be addressed to the Executive Committee of the School of Graduate Studies, whose decision shall be final.

Students should consult the full description of the University policies on Appeal of Grade in the Calendar (see **Section 4. Grade Appeal Policy in Academic Regulations on p. 119**).

e. Academic Offences and Discipline

Graduate students are expected to exemplify high standards of academic and ethical behaviour and are subject to the University's student discipline and ethical behaviour policies.

f. Fees

Fees are charged on a program basis. Fees for full-time students are assessed for the first calendar year (three semesters of study) and to be paid over three semesters of study—once in each of the three semesters. Full-time students are assessed a continuation fee per semester effective in their second year of study. Part-time students are assessed fees over the first six semesters of their program. Part-time students are assessed a continuation fee per semester effective in their third year of study.

Note: *The total tuition assessed for full-time students is equal to that of part-time students over the tenure of their respective programs. Tuition will not be reduced if students complete their programs earlier than the minimum time limit.*

A Continuation Fee shall be assessed for each subsequent semester while a student remains in the program, whether the student is resident for all or part of that

semester. The semester fee shall be set each year by the Board of Governors.

See the **Graduate Programs 2010/2011 Fee schedule in Fees on p. 142**.

For fee payment deadlines, see **Section 11. Fee Deadlines in Fees on p. 145**.

g. Full- and Part-Time Studies

Students continue with the participation status under which they started, i.e., full-time or part-time studies. However, under extraordinary circumstances, students may seek approval to change their participation status. Students seeking approval to change participation from full-time to part-time studies or vice versa must obtain approval from their supervisor, the Chair of the department or department graduate coordinator, and the Dean of the School of Graduate Studies. Such approval must be obtained no later than at the end of the first 12 months of study. Students may not change their status after 12 months of study.

7. ACADEMIC REGULATIONS AND POLICIES

See *Academic Regulations and Policies on p. 113 in the Information for All Programs section*.

8. REGISTRATION

See *Registration on p. 131 in the Information for All Programs section*.

9. FEES

See *Fees on p. 137 in the Information for All Programs section*.

10. SUPERVISION

Guidelines for supervisory procedures, including the conduct of a supervisor and suggestions for good practice, are contained in the *University of Lethbridge M.A. & M.Sc. Program: Policies and Guidelines* handbook, available from the School of Graduate Studies or online at www.uleth.ca/graduatestudies.

11. FINANCIAL ASSISTANCE

a. Preamble

This section contains general guidelines for the financial assistance of graduate students at the University of Lethbridge. It is not intended to provide prescriptions for every situation, but is a framework within which the faculties and schools can operate. Specific interpretation and implementation of these guidelines rests with the supervisor and the Dean (or designate) of the appropriate Faculty or School.

The School of Graduate Studies *recommends* a financial support package in the amount of \$17,000 per year for two years for full-time M.A. and M.Sc. students.

Of the \$17,000 target, \$7,000 per year is provided as a Graduate Teaching Assistantship (GTA) by the University, in return for which the student provides services in support of teaching, and \$3,000 is provided as an entrance and continuing award by the University. Every eligible student receives the GTA and the entrance and continuing award. For full-time students who do not have outside funding, where possible the remaining \$7,000 (or more) is provided by the student's supervisor in the form of a Research Assistantship. Where a supervisor cannot provide financial support, efforts will be made to provide alternative funding, possibly through additional funding in the appropriate Faculty or School.

Additionally, international students in the M.A. and M.Sc. programs receive an International Research Award of \$2,000 in their first year of study.

In keeping with the commitment of the M.A. and M.Sc. programs to offer opportunities for pedagogical experience, part-time students will be granted Graduate Teaching Assistantships for two semesters (at 60 hours per semester). These assistantships can be undertaken during any semester of the student's 48-month program and will be arranged in consultation between the student's supervisor and the Dean of the Faculty who oversees the assignment of teaching duties.

The University will guarantee the GTA amount for up to two years of full-time study for students admitted unconditionally to the program. The Dean of the School of Graduate Studies announces the award at the time of admission of the student. Continuation of the award is contingent upon the satisfactory performance of the student, and the fulfillment of the award criteria. Each semester, the School of Graduate Studies reviews each student's performance based on the supervisor's report, and the Dean of the School of Graduate Studies confirms the award based on a successful review.

Students receiving externally funded scholarships also receive the GTA and the entrance and continuing award from the University, but do not receive funding from the supervisor except by special arrangement.

b. Principles

Financial assistance for eligible graduate students may consist of one or more of the following: fellowships, scholarships, Graduate Assistantships, Research Assistantships, external research support, and other sources. The financial assistance package for graduate students is based on the following principles:

Financial assistance

- is offered to all eligible graduate students
- is provided by those who engage graduate students in university teaching and research programs
- reflects the importance of the services graduate students provide

c. Graduate Teaching Assistantship (GTA)

1. Eligibility

Eligibility for the Graduate Teaching Assistantship is continuous registration in the program.

2. Duties

In return for the GTA, full-time graduate students are expected to provide 120 hours per year for two years. Part-time graduate students are expected to provide 120 hours over the tenure of their program. These assistantships can be undertaken during any semester of the student's 48-month program. The GTA consists of one or more of the following duties:

- Laboratory teaching
- Leading of tutorials
- Marking
- Developing new courses and teaching laboratory experiments
- Other teaching-related duties (e.g., leading discussion groups)

The appropriate Dean assigns the GTA duties in consultation with the supervisor(s) and Department Chair where appropriate.

The specific duties assigned to the M.A. and M.Sc. students will vary, depending on the discipline, but the duties should be compatible with a student's program of study and research, and with the needs of the department (where appropriate) and of the Faculty.

The total amount of work for all duties includes allowance for preparation, delivery, and marking.

The range of duties varies from discipline to discipline. For example, students in science disciplines may have more laboratory related duties, and the assignment could consist of teaching two experimental lab sections per year. On meeting of the student's roles, duties will be carefully balanced bearing in mind that the position is one of assistantship to, but not substitution for Faculty's duties.

For funding opportunities, both internal and external, deadline dates, and application forms please contact the SGS Graduate Awards Officer or visit the SGS website at www.uleth.ca/sgs.

d. Advantage Award

The Advantage Award is intended for students who are in good standing in their graduate program and who have limited sources of funding and income. The award is for full-time students who are not employed in full-time jobs. The purpose is to assist full-time students by guaranteeing a minimum level of income. For M.A. and M.Sc. students the award will provide \$1,000/month (Cdn) NET, calculated as all income sources minus tuition and fees, during the first 24 months of study.

e. Profiling Alberta's Graduate Students Award

Valued at \$3,000, these 33 graduate awards are intended to showcase the high quality research being done by full-time Canadian/Permanent Resident, Alberta, graduate students who present their research at nationally and internationally recognized academic conferences.

At the time of the conference, students must be registered in a full-time master's program at any point in second year of study to be considered for the award. Normally, students will be eligible for the award once during their program of study.

f. Research Travel Awards

Valued at a maximum of \$1,000, there are a variable number of awards intended to aid M.A. and M.Sc. students in travelling to nationally and internationally recognized academic conferences. Priority is given to international students who, at the time of the conference, are registered in a full-time master's program at any point in their second year of study.

g. Research Assistantship (RA)

When a graduate student is paid from a supervisor's grant, the supervisor assigns the duties that the student must perform in return. The supervisor must provide the Dean of the School of Graduate Studies with the RA contract for the student's file.

h. Graduate Students Association (GSA)

Contact the Graduate Students Association for financial support information provided by the GSA (www.gsaulthbridge.ca).

i. Course Instruction

From time to time, opportunities arise for teaching a course. The duties are assigned by the Dean of the Faculty in consultation with the supervisor and department, as appropriate.

12. AWARDS AND SCHOLARSHIPS

See *Awards and Scholarships* on **p. 147** in the *Information for All Programs* section.

13. ENGLISH LANGUAGE PROFICIENCY FOR GRADUATE STUDENTS

Applicants whose first language is not English, regardless of citizenship or country of origin, must meet the English Language Proficiency (ELP) Requirement. Evidence of English Language Proficiency must be provided before admission will be offered. In all cases, the decision of the School of Graduate Studies shall be final.

Acceptable evidence of English Language Proficiency for graduate studies may be any one of:

1. Successful completion of a baccalaureate or master's degree at a recognized institution where the language of instruction is English and the student's work is in English (**Note:** The School of Graduate Studies reserves the right to determine whether a particular institution is recognized as an institution in which the language of instruction is English).
2. Successful completion of the Advanced Level, English for Academic Purposes (EAP) program at the University of Lethbridge (see **International Students on p. 159** in the **Information for All Programs** section).
3. Most recent official TOEFL (Test of English as a Foreign Language) score (UofL institutional code is 0855), taken within the last two years; any of the following:
 - a. a paper-based TOEFL of at least 580 and a TWE (Test of Written English) score of 5.0;
 - b. a computer-based iBT TOEFL of at least 93.Website: www.toefl.org
4. Most recent Academic IELTS (International English Language Testing System) score of at least 6.5 with no band less than 5.5, taken within the last two years.
Website: www.ielts.org
5. Most recent official CAEL (Canadian Academic English Language) Assessment score of 70 or higher, taken within the last two years.
Website: www.cael.ca

Individual circumstances of Canadian and Permanent Resident applicants will be considered by the Dean of the School of Graduate Studies, whose decision shall be final.

14. WESTERN DEANS' AGREEMENT

The Western Deans' Agreement covers exchange graduate students from member universities in British Columbia (Simon Fraser University, University of British Columbia, University of Northern British Columbia, University of Victoria), Alberta (Athabasca University, University of Alberta, University of Calgary, University of Lethbridge), Saskatchewan (University of Regina, University of Saskatchewan) and Manitoba (University of Manitoba) provided that:

1. the period for which the fees are remitted does not exceed two academic terms of four months each;
2. the course work or work to be pursued is not available at the student's home institution.

Western Deans' Agreement students pay tuition (and general) fees at their home university, and they pay applicable student activity fees (general fees) at the host institution where they are taking courses.

Under the Western Deans' Agreement, students may take both undergraduate and graduate courses. Students may only take courses which are not available at their home university, and which are an integral part of their graduate degree program. The approval of the appropriate Chairs of the Masters and Ph.D. Program Committees and of the designated representative of the host university must be obtained prior to commencement of the courses.

Students must arrange for official transcripts from the host institution to be sent to the home institution when the courses have been completed. Each home institution has regulations regarding the maximum number of transfer credits permitted. Students should ensure that their requests are within these limits.

15. GRADUATION

See *Graduation* on **p. 155** in the *Information for All Programs* section.

16. INTERNATIONAL STUDENTS

See *International Students* on **p. 159** in the *Information for All Programs* section.

17. ACADEMIC SCHEDULE

See *Academic Schedule* on **p. 161** in the *Information for All Programs* section.

MASTER OF COUNSELLING (M.C.) PROGRAM

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1. M.C. PROGRAM GRID

Degree

Master of Counselling (Offered in the Faculty of Education)

Major

Not Applicable

Specializations

Counselling Psychology, School Counselling, or Career Counselling

2. STATEMENT OF PURPOSE

The Master of Counselling (M.C.) program provides a blend of online courses and face-to-face summer institutes for individuals who wish to develop professional skills in counselling psychology. This accessible and flexible program is delivered through a variety of means including online delivery, home-study, teleconferencing, video-conferencing, and on-campus seminars and summer institutes.

The M.C. program prepares individuals to function effectively as Professional Counsellors or Registered Psychologists in a wide range of work environments.

With the completion of the appropriate courses, graduates may be eligible for certification as a Professional Counsellor under the guidelines of the Canadian Counselling and Psychotherapy Association (CCPA, formerly CCA). CCPA certification attests to the level of professional counselling competence and is considered the minimum professional standard in Canada.

Students who wish to become a Registered Psychologist should be aware that in Alberta, the College of Alberta Psychologists (CAP) regulates the process of registering. The CAP has additional requirements beyond what is provided within the M.C. program at the University of Lethbridge, including undergraduate psychology courses, supervised clinical hours, and oral and written examinations. Students are responsible for ensuring that they meet the requirements for registering as established by the College of Alberta Psychologists or the corresponding body in the province/state in which they wish to achieve a professional designation.

3. OPTIONAL SPECIALIZATIONS: COUNSELLING PSYCHOLOGY, SCHOOL COUNSELLING, OR CAREER COUNSELLING

Students may opt to complete a general program or a specialization in one of the following areas: Counselling Psychology, School Counselling, or Career Counselling. Students complete the common set of core courses in the M.C. program as well as courses in the specialization area. For students who complete all of the degree requirements, the specialization will be acknowledged on the official transcript.

4. ADMISSION REQUIREMENTS

a. Academic Qualifications for Admission

- I. A University of Lethbridge baccalaureate degree, or its academic equivalent from another recognized degree-granting institution, in the discipline of interest or in a closely cognate discipline. The University of Lethbridge reserves the right to determine whether degrees and other academic programs completed elsewhere are equivalent to University of Lethbridge baccalaureate degrees. Applied and Technology Degrees are not normally

considered to be a basis of admission for graduate studies programs.

2. Evidence of academic ability and promise, normally shown by a minimum GPA of 3.00 in the semesters containing the last 20 university courses (60.0 credit hours).
3. Evidence of successful experience in a related area. Preference is given to applicants who have two or more years of work experience in a counselling or related setting. Volunteer experience in counselling settings is also desirable.
4. Applicants must present a breadth of undergraduate courses in counselling, educational psychology, or psychology. Particular emphasis is paid to courses in human development, learning, personality, psychological disorders, and counselling and/or interpersonal skills.
5. Applicants whose first language is not English must meet the English Language Proficiency Requirement for Graduate Students (see **Section 13. English Language Proficiency for Graduate Students, p. 28**).

b. Application Deadline

November 1

c. Procedures for Application/Admission

Application forms and admission procedures for the Master of Counselling program are available online at www.uleth.ca/edu/master-counselling; email: master.counselling@uleth.ca; phone: 403-329-2256; 1-800-666-3505.

Applicants are advised to begin work on the application forms well in advance of the application deadline (see **Section b. Application Deadline**).

No application can receive formal consideration until all documentation is received. All documents received in support of an application become the property of the University and will not be released or copied except to other officers of the University as required by University procedures.

Note: *Students who are graduates of non-Canadian universities must provide notarized English translations of all documents not in the English language.*

Eligible applicants must apply for admission by following the process outlined in **Table I: M.C. Program Application Procedure** (see also **Section a. Academic Qualifications for Admission, p. 20**).

Table I: M.C. Program Application Procedure

STEP 1 - Applicant completes the application package	Get application package	Application forms and admissions procedures for the M.C. program is available online at www.uleth.ca/edu/master-counselling ; email: master.counselling@uleth.ca ; phone: 403-329-2256; 1-800-666-3505.
	Application for admission	Applicant completes the <i>Application for Admission - Master of Counselling Degree Program</i> form.
	Academic transcripts	Applicant arranges to have official transcripts (including proof of graduation for the baccalaureate degree and transcripts of all post-baccalaureate work, if any) sent directly from the issuing institution to the Registrar's Office and Student Services (ROSS).
	Letters of reference	Three completed letters of reference are submitted directly by the referee to ROSS: <ul style="list-style-type: none"> • One referee under whom the applicant has studied at the university level. • Two referees with whom the applicant has worked professionally, preferably referees who have served in a supervisory capacity.
	Applicant's c.v.	The applicant's curriculum vitae (c.v.) must be included in the application package. The applicant's c.v. includes academic background, work experience, awards, scholarships, and publications.
	Letter of intent	A Letter of Intent indicating the candidate's reason for applying (e.g., the nature of interest in the program and the intended career outcome upon completion).
	Description of work/volunteer experience	The <i>Fieldwork Experience</i> form defines the types of related paid or volunteer experience that are relevant to the admission process. Using the form, the candidate will describe the details of the related experience. Preference is given to applicants that have at least two years of related experience.
	Verification of work/volunteer experience	The <i>Verification of Work/Volunteer Experience</i> form confirms hours of paid or volunteer experience. This form should be completed by the employer or someone in an equivalent supervisory capacity (such as human resources/payroll office). As this letter only lists hours accumulated, it is separate and distinct from the letters of reference described above.
Financial assistance	Applicants intending to pursue full-time studies may apply for a graduate assistantship through the Faculty of Education by completing the <i>Student Application for Graduate Assistantship - Graduate Programs in Education</i> form available online at www.uleth.ca/edu/grad/assistantship/student . See also www.uleth.ca/ross/student_finance/scholarships/graduate.html .	
Additional documentation	If additional documentation is required, the Office of Graduate Studies and Research in the Faculty of Education will contact the applicant.	
STEP 2 - Applicant submits application package	The applicant submits the original package, plus the application fee, to ROSS. The Graduate Programs in Education Program Committee reviews the application package.	
	Applicants to the M.C. program who have been short-listed will be interviewed by the M.C. Selection Committee, who will make a recommendation for admission to the Graduate Programs in Education Program Committee.	
	The Assistant Dean of Graduate Studies and Research in the Faculty of Education informs the applicant of the Graduate Programs in Education Program Committee's decision. Applicants will be notified of admission status by April 1. Successful applicants will be advised of registration procedures at that time.	

d. Admission Decisions

Students are admitted to the Master of Counselling program on a competitive selection basis. For each cohort, a short-list of applicants will be developed. Each of the short-listed candidates will be interviewed by the Master of Counselling Selection Committee.

The following criteria are used in the selection process:

- Grade point average;
- Relevancy of undergraduate degree;
- Breadth of undergraduate courses;
- Relevant work and/or volunteer experience; and,
- Results of interview.

Admission decisions are determined by the Graduate Programs in Education Program Committee following the application deadline. In the case of the Master of Counselling program, admission is determined by the Graduate Programs in Education Program Committee, on the recommendation of the Master of Counselling Selection Committee. Members of the Committee base admission decisions on all the available information.

If the previous program undertaken by the student shows gaps or weaknesses, additional coursework or other study may be required. Such work will normally be in addition to the requirements for the Master of Counselling degree.

e. Admission After an Approved Master's Degree

A student holding an approved master's degree from a recognized institution who wants to pursue further studies in his/her field may be considered for admission to a UofL post-master's certificate program provided he/she meets all of the admission requirements.

A student holding an approved master's degree from a recognized institution who wants to pursue an entirely different field of study to enhance or change their career focus or international students seeking North American credentials may be considered for admission to a UofL master's degree or graduate post-baccalaureate certificate program provided he/she meets all of the admission requirements.

Students normally are not eligible to pursue a second master's degree which is similar to one already completed at a recognized institution. Generally, degrees with identical or closely related majors are considered to be similar. Courses used to complete the requirements of the first master's degree normally cannot be used to fulfill the requirements of the second master's degree or graduate post-baccalaureate certificate; recommendations regarding exceptions may be made by the Program Committee to the Dean of the School of Graduate Studies. In all cases, the decision of the Dean of the School of Graduate Studies shall be final.

5. REQUIREMENTS FOR DEGREE

The program consists of the equivalent of 12 courses (36.0 credit hours) of study including a common core, electives, and a culminating activity as outlined below:

a. Common Core

- CAAP 6601 - Theories of Counselling and their Application to Client Change
- CAAP 6603 - Professional Ethics and Conduct

- CAAP 6605 - Foundational Counselling and Conflict Resolution Skills
- CAAP 6607 - Counselling Diverse Clients
- CAAP 6611 - General Counselling Practicum
- CAAP 6613 - Assessment: Processes and Application
- CAAP 6615 - Counselling Strategies and Interventions
- CAAP 6617 - Research and Program Evaluation Skills
- CAAP 6619 - Specialized Counselling Practicum

b. Electives and Specializations

Students may opt to complete a general program or a specialization in one of the following areas: Counselling Psychology, School Counselling, or Career Counselling.

1. Students intending to complete a specialization in Counselling Psychology must select three courses from the following:
 - CAAP 6631 - Client Learning Processes
 - CAAP 6633 - Counselling Issues Across the Life Span
 - CAAP 6635 - Health Psychology
 - CAAP 6637 - Group Counselling and Process Skills
 - CAAP 6639 - Introductory Data Analysis for Counsellors
2. Students intending to complete a specialization in School Counselling must select three courses from the following:
 - CAAP 6621 - Foundations of Career Development
 - CAAP 6625 - Leadership Skills: Facilitating Community Change
 - CAAP 6631 - Client Learning Processes
 - CAAP 6633 - Counselling Issues Across the Life Span
 - CAAP 6637 - Group Counselling and Process Skills
3. Students intending to complete a specialization in Career Counselling must select the following:
 - CAAP 6621 - Foundations of Career Development

Two of:

 - CAAP 6625 - Leadership Skills: Facilitating Community Change
 - CAAP 6627 - Career Development in Organizational Settings
 - CAAP 6637 - Group Counselling and Process Skills
4. Students may complete a general program by selecting any three courses from the areas above.

c. Culminating Activity

CAAP 6699 - Project

Students will be required to complete an independent project as the culminating activity of the Master of Counselling program. The project may be theoretical or applied, shall be relevant to the practice of counselling or counselling psychology, and shall demonstrate a depth of knowledge and understanding of the discipline, as well as the student's area of specialization. The project is intended as a means for students to integrate their conceptual learning with applied practice in a contextually meaningful fashion. The structure of the project will be flexible in order to accommodate various creative endeavours and it may be work-based.

Some possible examples for final projects include:

- theoretical analysis or critique
- synthesis and extension of scholarly literature
- curriculum development
- model development: assessment, intervention, consultation, etc.
- case analyses of individuals, groups, or systems
- needs assessment, program development, or program evaluation

Contact the Office of Graduate Studies and Research in the Faculty of Education for forms and procedures.

6. COURSES

Note: *Students not in the CAAP program may take these courses only with the consent of the Assistant Dean of Graduate Studies and Research in the Faculty of Education.*

CAAP 6601

Theories of Counselling and their Application to Client Change

Credit hours: 3.0

Contact hours per week: Online

Students are engaged in a critical evaluation of a range of contemporary counselling theories and they will begin to develop a description of their own emerging theory.

*Equivalent: CAAP 601;
Education 5705*

CAAP 6603

Professional Ethics and Conduct

Credit hours: 3.0

Contact hours per week: Online/intensive workshops

Addresses personal and professional ethical issues in counselling. The perspectives of different professional disciplines will be used to highlight commonalities and differences. Students will reflect critically on both personal and collective world views and values as well as explore the impact of those perspectives on counselling processes and contexts.

*Equivalent: CAAP 603;
Education 5620 (Ethics and Professional Practice)*

CAAP 6605

Foundational Counselling and Conflict Resolution Skills

Credit hours: 3.0

Contact hours per week: Online/intensive workshops

Focuses on the understanding and acquisition of skills that are essential for the development of working alliances in counselling contexts. The course will introduce a theoretical framework for the application of counselling skills in addition to providing opportunity for skill practice.

*Equivalent: CAAP 605;
Education 5704*

CAAP 6607

Counselling Diverse Clients

Credit hours: 3.0

Contact hours per week: Online

Focuses on increasing personal awareness, identification of conceptual frameworks, and development of in-depth knowledge of equity and diversity issues in counselling. Students will be expected to examine their own attitudes, behaviours, perceptions, and biases.

*Equivalent: CAAP 607;
Education 5620 (Gender and Culture)*

CAAP 6611

General Counselling Practicum

Credit hours: 3.0

Contact hours per week: 2-0-0

Other hours: 0-0-150

Provides an opportunity for professional development and supervised practice in a general counselling setting. Students will be involved in direct work with clients under the supervision of a qualified professional.

*Prerequisite(s): CAAP 6601 (CAAP 601);
CAAP 6603 (CAAP 603);
CAAP 6605 (CAAP 605);
CAAP 6607 (CAAP 607);
CAAP 6613 (CAAP 613);
CAAP 6615 (CAAP 615)*

*Equivalent: CAAP 611;
Education 5709*

Grading: Pass/Fail

CAAP 6613

Assessment: Processes and Application

Credit hours: 3.0

Contact hours per week: Online/intensive workshops

Combines a theoretical and practical focus to develop a framework from which to approach the assessment of client change in a variety of contexts.

*Prerequisite(s): CAAP 6601 (CAAP 601);
CAAP 6605 (CAAP 605)*

*Equivalent: CAAP 613;
Education 5707*

CAAP 6615

Counselling Strategies and Interventions

Credit hours: 3.0

Contact hours per week: Online/intensive workshops

Combines a theoretical and practical focus to develop a framework from which to plan and implement client change interventions in a variety of contexts.

*Prerequisite(s): CAAP 6601 (CAAP 601);
CAAP 6605 (CAAP 605)*

*Equivalent: CAAP 615;
Education 5706*

CAAP 6617**Research and Program Evaluation Skills**

Credit hours: 3.0

Contact hours per week: Online

Qualitative and quantitative research methods are examined, ranging from single-subject designs to program evaluation strategies, applicable to counselling settings.

*Equivalent: CAAP 617;
Education 5410 (Methods of Inquiry)*

CAAP 6619**Specialized Counselling Practicum**

Credit hours: 3.0

Contact hours per week: 2-0-0

Other hours: 0-0-150

Provides an opportunity for professional development and supervised practice in a specialized counselling context. Students will be involved in direct work with clients under the supervision of a qualified professional. The practicum allows students to actively explore issues encountered in working with a specialized client population or area of practice.

*Prerequisite(s): CAAP 6611 (CAAP 611);
CAAP 6613 (CAAP 613);
CAAP 6615 (CAAP 615)*

*Equivalent: CAAP 619;
Education 5711*

Grading: Pass/Fail

CAAP 6621**Foundations of Career Development**

Credit hours: 3.0

Contact hours per week: Online

In this course students will explore fundamental principles that guide contemporary practices in career development. The course focuses on major theories and models of career choice and development as well as related research. Emphasis will be placed on the integration of theory with career counselling practice. Selected course readings and assignments will allow students to develop a broad understanding of the roles of career counsellors and of the major concepts and principles that guide effective career interventions.

Prerequisite(s): CAAP 6601 (CAAP 601)

*Equivalent: CAAP 621;
Education 5708*

CAAP 6623**Processes and Resources for Facilitating Career-Life Transitions**

Credit hours: 3.0

Contact hours per week: Online

This course focuses on career counselling processes and resources for facilitating career-life transitions. An emphasis is placed on applying foundations of career development to counselling practice. Students gain knowledge about common issues associated with career-life transitions with selected populations. Models of career counselling and transition are reviewed as the basis for developing knowledge and skills required in program interventions for individuals and groups. Students also acquire knowledge about various types of career development resources and gain critical skills for selecting and using resources to facilitate career-life transitions.

*Prerequisite(s): CAAP 6605 (CAAP 605);
CAAP 6621 (CAAP 621)*

*Equivalent: CAAP 623;
Education 5620 (Processes and Resources for
Facilitating Career-Life Transitions)*

CAAP 6625**Leadership Skills: Facilitating Community Change**

Credit hours: 3.0

Contact hours per week: Online

This course is designed to assist students to understand and recognize the process elements of a successful human service delivery system. Specific, practical techniques for designing, implementing, and assessing a team-oriented Systemic Service Plan (S.S.P.) are examined in detail. This course also includes an examination of current counselling issues that impact the delivery of community-based systemic programs and services. This course is applicable for professionals working in programs such as Comprehensive Guidance and Counselling, Comprehensive School Health, Comprehensive Organizational Health and Wellness, etc.

*Prerequisite(s): CAAP 6601 (CAAP 601);
CAAP 6603 (CAAP 603);
CAAP 6605 (CAAP 605);
CAAP 6607 (CAAP 607)*

*Equivalent: CAAP 625;
Education 5620 (Systemic Community Change: A
Comprehensive Approach to Human Service
Delivery)*

CAAP 6627**Career Development in Organizational Settings**

Credit hours: 3.0

Contact hours per week: Online

Career Development in Organizational Settings is offered in an online format and is designed to provide an interactive learning experience that combines theoretical and practical concerns. Resources include current texts, a list of readings as well as links to supplementary resources. Assignments are varied and include contributing your opinions online, offering your own critique of a theory, researching applications of career development, and interviewing career development/human resources practitioners. The course is structured into 13 lessons. The first five lessons address concepts and theories important to our understanding of career development within organizations. The next five lessons identify and analyze how career development services and programs are offered in organizational settings. The final three lessons highlight issues related to building career development strength in future organizations.

*Prerequisite(s): CAAP 6601 (CAAP 601);
CAAP 6603 (CAAP 603);
CAAP 6605 (CAAP 605);
CAAP 6607 (CAAP 607)*

*Equivalent: CAAP 627;
Education 5620 (Career Development in
Organizational Settings)*

CAAP 6629**Multicultural Issues in Career Development**

Credit hours: 3.0

Contact hours per week: Online

Increasing cultural diversity requires career development practitioners to examine the ways that their services are designed and delivered. A major goal of this course is to enable students to deliver culturally responsive career counselling services. This course critically examines the values and tenets of major theories of career development. Emerging models of career counselling are reviewed for their applicability with selected populations. Students have the opportunity to examine core issues that impact the career development of diverse populations and consider interventions on both individual and systemic levels. A framework of multicultural counselling competencies will be reviewed to support students in the development of self-awareness, knowledge, skills, and organizational competence for career counselling roles.

*Prerequisite(s): CAAP 6607 (CAAP 607);
CAAP 6621 (CAAP 621)*

*Equivalent: CAAP 629;
Education 5620 (Multicultural Issues in Career
Development)*

CAAP 6631**Client Learning Processes**

Credit hours: 3.0

Contact hours per week: Online

Indepth study of the major theories of learning as well as current research in the area. The practical implications of learning theory in educational and therapeutic settings are explored.

*Equivalent: CAAP 631;
Education 5620 (Learning Processes)*

CAAP 6633**Counselling Issues Across the Life Span**

Credit hours: 3.0

Contact hours per week: Online

This course introduces a comprehensive view of human development across the lifespan, drawing on the major theoretical positions—both historical and current. It provides a basis for study in more specialized areas of human development. Developmental themes are discussed in terms of their application to typical and atypical human development in children, adolescents, and adults. Concepts related to the significant role transitions play in development throughout the lifespan will be integrated throughout the course.

*Equivalent: CAAP 633;
Education 5620 (Human Development)*

CAAP 6635**Health Psychology**

Credit hours: 3.0

Contact hours per week: Online

Indepth study of the core principles and skills of health psychology including a focus on models of health, illness, health promotion, addictions, psychopharmacology, and brain mechanisms underlying behaviour. Counselling competencies, health psychology knowledge, and skills are applied to a range of professional contexts

*Prerequisite(s): CAAP 6601 (CAAP 601);
CAAP 6607 (CAAP 607);
CAAP 6617 (CAAP 617)*

*Equivalent: CAAP 635;
Education 5620 (Health Psychology)*

CAAP 6637**Group Counselling and Process Skills**

Credit hours: 3.0

Contact hours per week: Online/intensive workshops

This course will provide a conceptual understanding of group process, applied to a wide range of contexts and clientele. The course will build on the construct of the working alliance as a foundation for the counselling process and will incorporate various theories of group counselling and group process into an overall conceptual framework. The course delivery will consist of two integrated components: (a) an online component focusing on group theories and conceptual aspects of working in group contexts and (b) a face-to-face component delivered during a summer institute.

*Prerequisite(s): CAAP 6601 (CAAP 601);
CAAP 6603 (CAAP 603);
CAAP 6605 (CAAP 605);
CAAP 6607 (CAAP 607)*

*Equivalent: CAAP 637;
Education 5620 (Group Counselling and Process
Skills)*

CAAP 6639**Introductory Data Analysis for Counsellors**

Credit hours: 3.0

Contact hours per week: Online

This is an introductory course on descriptive and inferential statistics designed to give students with minimal statistical background sufficient competence to conduct basic statistical procedures. Topics will include the displaying and graphing of data, and computing and interpreting measures of central tendency, variability, and correlation. Regression analysis and prediction, probability, parameter estimation, hypothesis testing, and one-way analysis of variance will all be addressed. Emphasis will be on understanding the basic concepts, using software to conduct actual analyses, and on the interpretation of results.

Equivalent: CAAP 639;
Education 5410 (Introductory Data Analysis for Counsellors)

CAAP 6641**Exceptional Children**

Credit hours: 3.0

Contact hours per week: Online

This course provides an opportunity for students to enhance their awareness and understanding of major trends, developments, theoretical foundations, and current practices and challenges in counselling and providing consultation for special needs children and adolescents. This course will allow students to assimilate, integrate, synthesize, and extend information regarding special education as well as foster their independent study and endeavours relative to the education of students with diverse learning needs.

Equivalent: CAAP 641;
Education 5620 (Exceptional Children)

CAAP 6661**Art Therapy History and Theory**

Credit hours: 3.0

Contact hours per week: Online

Art therapy is examined from a broad perspective, from its beginnings as a treatment for mentally or emotionally disturbed people, to its development as a distinct profession in North America and Europe. The works of key authors are covered, along with their theoretical approaches and current trends in the field. Students will learn how the foundations of art therapy are incorporated by many disciplines, with applications in many settings.

Equivalent: CAAP 661;
Education 5620 (Art Therapy History and Theory)

CAAP 6681**Clinical Supervision**

Credit hours: 3.0

Contact hours per week: Online

The purpose of this course is for students to learn the process of clinical supervision and, as a result, become better consumers of supervision, more effective supervisors, and more able to evaluate their current and future development and involvement in supervisory roles.

Prerequisite(s): CAAP 6601 (CAAP 601);
CAAP 6603 (CAAP 603);
CAAP 6605 (CAAP 605);
CAAP 6607 (CAAP 607)

Equivalent: CAAP 681

CAAP 6695**Graduate Practicum: Selected Topics**

Credit hours: 3.0

Contact hours per week: Online

Students will negotiate a suitable description for this course with their instructor.

Prerequisite(s): Consent of CAAP program

Equivalent: Any offering in the CAAP 695 Series with the same title as the offering in the CAAP 6695 Series

CAAP 6699**Project**

Credit hours: 0.0

Students will be required to complete an independent project as the culminating activity of the Master of Counselling program. The project may be theoretical or applied, shall be relevant to the practice of counselling or counselling psychology, and shall demonstrate a depth of knowledge and understanding of the discipline, as well as the student's area of specialization. The project is intended as a means for students to integrate their conceptual learning with applied practice in a contextually meaningful fashion. The structure of the project will be flexible in order to accommodate various creative endeavours and it may be work-based.

Grading: Pass/Fail

Note: No fees are assessed for this registration.

CAAP 6850**Graduate Seminar: Selected Topics**

Credit hours: 3.0

Contact hours per week: Online

Students will negotiate a suitable description for this course with their instructor.

Prerequisite(s): Consent of CAAP program

Equivalent: Any offering in the CAAP 693 Series with the same title as the offering in the CAAP 6850 Series

CAAP 6990**Independent Study**

Credit hours: 3.0

Contact hours per week: Online

Students may be permitted to earn credit by Independent Study, which is designated by the course number CAAP 6990.

Prerequisite(s): Consent of CAAP program

CAAP 6999

CAAP Placeholder

This is a placeholder registration for students admitted to the CAAP program, who are not registered in a course in a particular semester.

Grading: 'X' grade

Note: No fees are assessed for this registration.

All listed graduate courses can be found at www.uleth.ca/ross/calendar/sgs/courses/index.html.

7. GENERAL REGULATIONS

a. Computer Proficiency

Students must be proficient in the use of a computer, and in particular, they must be comfortable in a web-based environment. To participate in the program, each student must own or have access to computer hardware and software that meets the minimum requirements (see www.uleth.ca/edu/master-counselling).

b. Transfer to the Post-Graduate Certificate in Counselling

Students enrolled in the Master of Counselling program who have completed the appropriate courses and need to discontinue their programs may apply to the Assistant Dean of Graduate Studies and Research in the Faculty of Education to transfer to the Post-Graduate Certificate in Counselling and receive that certificate. Students who complete the Master of Counselling program are not eligible to receive the Post-Graduate Certificate in Counselling.

c. Residence Requirements

Residence is defined as courses offered by the University of Lethbridge. A minimum of eight such course equivalents is required.

It may be desirable or necessary for students who have been admitted to the M.C. program to include in their program courses to be completed at other institutions. Proposals for such courses should be approved preferably during the initial planning of the program and are to be effected through Visiting Student or 'Western Deans' Agreement (see **Section 14. Western Deans' Agreement, p. 29**) procedures. A waiver of residence requirement is allowed for courses completed in this manner, upon application to the Assistant Dean of Graduate Studies and Research in the Faculty of Education.

d. Academic Standards

Students must receive a minimum grade of 'B-' (2.70) in all courses which are graded and count toward the degree. A student who receives more than two grades below a 'B-' may be asked to withdraw from the program. All courses completed in the Master of Counselling program, or transferred into the program, are included in the calculation of the GPA for graduation purposes. Transfer credit is not included in the GPA on the official transcript. A student must have a minimum cumulative GPA of 3.00 in order to graduate from the Master of Counselling program.

e. Appeals

All appeals in the M.C. program should be directed to the Dean, Faculty of Education. Grade appeals for courses in the M.C. program will be processed through the School of Graduate Studies. Other appeals will be heard by the Graduate Programs in Education Program Committee. Any appeal decisions may be addressed to the Executive Committee of the School of Graduate Studies, whose decision shall be final.

Students should consult the full description of the University policies on Appeal of Grade in the Calendar (see **Section 4. Grade Appeal Policy in Academic Regulations on p. 119**).

f. Time Limits

Students must complete their program between a minimum of two years and a maximum of six years. The normal time of completion is expected to be three years.

g. Leave of Absence

Students occasionally have legitimate reasons for having to put their studies on hold. Students may apply to the Office of Graduate Studies and Research in the Faculty of Education for permission to take a Leave of Absence. A Leave of Absence may be granted for up to three consecutive semesters. A maximum of one Leave of Absence per student program may be granted. If required, the maximum six-year time for completion of the Master of Counselling program will be extended by the amount of Leave of Absence time granted.

h. Fees

See the **Master of Education and Master of Counselling Programs 2010/2011 Fee Schedule on p. 143**.

For fee payment deadlines, see **Section 11. Fee Deadlines in Fees on p. 145**.

i. Credit for Previous Work

A maximum of four semester courses (12.0 credit hours) which have not been credited toward a completed university credential may be accepted for credit in the Master of Counselling program.

Students must demonstrate that previous course work is equivalent to CAAP courses or appropriate for elective course credit.

Courses cannot be considered for advance credit if they have already been used towards another degree or as prerequisite credit in applying to the M.C. program. Students may not apply for advance credit for CAAP 6611 or CAAP 6619.

j. Independent Study

Students may be permitted to earn credit by Independent Study, which is designated by the course number CAAP 6990. Independent Study may be undertaken only in areas not covered by courses offered in the M.C. program. Independent Study proposals must be submitted to an instructor who agrees to serve as examiner for the proposed study. Formal registration occurs after approval by the instructor, the Assistant Dean of Graduate Studies and Research in the Faculty of Education, and the Dean (or designate) of the Faculty of Education. A maximum of two Independent Studies may count toward requirements for the M.C. program.

Students are advised to register in the semester in which the work will be completed.

8. ACADEMIC REGULATIONS AND POLICIES

See *Academic Regulations and Policies* on p. 113 in the *Information for All Programs* section.

9. REGISTRATION

See *Registration* on p. 131 in the *Information for All Programs* section.

10. FEES

See *Fees* on p. 137 in the *Information for All Programs* section.

11. GRADUATE ASSISTANTS

a. Definitions

Three University terms are defined for the purpose of graduate assistantships:

Fall Semester - September 1 to December 31

Spring Semester - January 1 to April 30

Summer Semester - May 1 to August 31

In the Fall and Spring Semesters, full-time graduate student status is granted to students registered in a program of graduate work equivalent to at least three courses. Graduate students taking fewer than three courses are considered part-time, unless they have inactive status.

Graduate Assistants (G.A.s) are graduate students registered full-time in the program and paid to carry out either:

1. Teaching duties including the preparation, delivery and evaluation of teaching or laboratory assignments, instructing in laboratories or the equivalent, assisting in the supervision of practicum students and the grading of assignments. In this instance, the instructor of record will be a regular member of the Faculty and the G.A. will not assume full or final responsibility for any course; or
2. Research duties consisting of working for a staff member on a research project(s), the results of which may or may not be used in their thesis. Clerical or administrative work not related to research is not suitable for a G.A.

Full-time G.A.s are full-time graduate students holding a Graduate Assistantship which requires them to devote up to eight hours per week to teaching or research duties. If a full-time G.A. is performing research duties, the results of which may be used in a thesis, the student may be required to devote more than eight hours per week to these duties.

b. Appointment of Graduate Assistants

1. Applications for Graduate Assistantships will be approved by the Graduate Programs in Education Program Committee.
2. A Letter of Appointment is forwarded to the appointee. G.A.s are entitled to know:
 - a. The number of hours per week of the appointment.
 - b. The total remuneration.

In addition, the Letter of Appointment will include as specific a list of duties as possible at the time of appointment. It is understood that minor changes of appointments may be required from time to time but these modifications are to be completed no later than the end of the first week of classes with appropriate written notification to all G.A.s affected.

3. A graduate student who has been appointed to a Graduate Assistantship must report any other remuneration during tenure of the assistantship. If the student accepts some major award or some other paid employment, where payment is from funds administered by the University, the appointment may be cancelled or reduced. Normally, assistantships will not be available to students who are employed full-time while registered in the program.
4. Depending upon the amount of funding available and the number of full-time graduate students, a portion of an assistantship may be awarded. The stipend awarded and the hours of work required would be adjusted accordingly. No assistantship shall require fewer than six hours per week. Normally, full-time students are eligible for assistantships for one calendar year.

c. Remuneration of Graduate Assistants

1. For the purpose of Graduate Assistantship awards, a full-time graduate student is defined as 'a student attending full-time for both Fall and Spring Semesters of a given academic year.' 'One semester' stipends may be available depending on the number of full-time students awarded Graduate Assistantships.

Details describing the value of assistantships and expected hours of assistance are available from the Assistant Dean of Graduate Studies and Research (M.Ed. Program).

2. Assistantships are inclusive of all vacation entitlement. There is no vacation pay on contract expiry or termination in lieu of any time not taken.

For further details about the Master of Education degree program, please contact the Assistant Dean of Graduate Studies and Research, Faculty of Education, University of Lethbridge, T1K 3M4, tel. 403-329-2425, fax 403-329-2372.

12. AWARDS AND SCHOLARSHIPS

See *Awards and Scholarships* on p. 147 in the *Information for All Programs* section.

13. ENGLISH LANGUAGE PROFICIENCY FOR GRADUATE STUDENTS

Applicants whose first language is not English, regardless of citizenship or country of origin, must meet the English Language Proficiency (ELP) Requirement. Evidence of English Language Proficiency must be provided before admission will be offered. In all cases, the decision of the School of Graduate Studies shall be final.

Acceptable evidence of English Language Proficiency for graduate studies may be any one of:

1. Successful completion of a baccalaureate or master's degree at a recognized institution where the language of instruction is English and the student's work is in English

(Note: The School of Graduate Studies reserves the right to determine whether a particular institution is recognized as an institution in which the language of instruction is English).

2. Successful completion of the Advanced Level, English for Academic Purposes (EAP) program at the University of Lethbridge (see **International Students on p. 159 in the Information for All Programs section**).
3. Most recent official TOEFL (Test of English as a Foreign Language) score (UofL institutional code is 0855), taken within the last two years; any of the following:
 - a. a paper-based TOEFL of at least 580 and a TWE (Test of Written English) score of 5.0;
 - b. a computer-based iBT TOEFL of at least 93.Website: www.toefl.org
3. Most recent Academic IELTS (International English Language Testing System) score of at least 6.5 with no band less than 5.5, taken within the last two years.
Website: www.ielts.org
4. Most recent official CAEL (Canadian Academic English Language) Assessment score of 70 or higher, taken within the last two years.
Website: www.cael.ca

Individual circumstances of Canadian and Permanent Resident applicants will be considered by the Dean of the School of Graduate Studies, whose decision shall be final.

14. WESTERN DEANS' AGREEMENT

The Western Deans' Agreement covers exchange graduate students from member universities in British Columbia (Simon Fraser University, University of British Columbia, University of Northern British Columbia, University of Victoria), Alberta (Athabasca University, University of Alberta, University of Calgary, University of Lethbridge), Saskatchewan (University of Regina, University of Saskatchewan) and Manitoba (University of Manitoba) provided that:

1. the period for which the fees are remitted does not exceed two academic terms of four months each;
2. the course work or work to be pursued is not available at the student's home institution.

Western Deans' Agreement students pay tuition (and general) fees at their home university, and they pay applicable student activity fees (general fees) at the host institution where they are taking courses.

Under the Western Deans' Agreement, students may take both undergraduate and graduate courses. Students may only take courses which are not available at their home university, and which are an integral part of their graduate degree program. The approval of the appropriate Chairs of the Masters and Ph.D. Program Committees and of the designated representative of the host university must be obtained prior to commencement of the courses.

Students must arrange for official transcripts from the host institution to be sent to the home institution when the courses have been completed. Each home institution has regulations regarding the maximum number of transfer credits permitted. Students should ensure that their requests are within these limits.

15. GRADUATION

See *Graduation on p. 155 in the Information for All Programs section.*

16. INTERNATIONAL STUDENTS

See *International Students on p. 159 in the Information for All Programs section.*

17. ACADEMIC SCHEDULE

See *Academic Schedule on p. 161 in the Information for All Programs section.*

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I. M.ED. PROGRAM GRID

Degree

Master of Education (Offered in the Faculty of Education)

Major

Not Applicable

Specialization

Educational Leadership

Degree

Master of Education (Counselling Psychology) (Offered in the Faculty of Education)

Major

Not Applicable

2. MASTER OF EDUCATION (GENERAL)

a. Statement of Purpose

The Master of Education (General) degree program is intended for practicing educators. While the majority of candidates for the degree will be pursuing careers within the public school system, the program is also available to those candidates whose teaching experience and credentials apply to other educational contexts. The degree awarded is the Master of Education (M.Ed.).

Except for the four core courses which are common to all candidates, the program is designed by the student in co-operation with the Office of Graduate Studies and Research in the Faculty of Education to reflect a theme of study within the context of the professional educator.

A group of students with a particular program focus and/or who are located at some distance from Lethbridge may arrange to become a cohort. Students who form a cohort are admitted together and agree to register together in a particular sequence of M.Ed. (General) courses. These courses may be delivered using a combination of face-to-face and distance-delivery formats.

The core of the program, common to all candidates, is based on the principle that professional educators should understand the evolution of theory and practice in education, in curriculum, in educational research and in teaching, and should be able to analyze, interpret, critique and advance current thinking, particularly within the context of their own practice.

The theme of the student's program is also reflected in a required project, thesis, or capstone, which contributes to the advancement of knowledge and practice through scholarly activity and/or creative work.

b. Optional Specialization: Educational Leadership

Students in the M.Ed. (General) program may elect to complete a specialization in Educational Leadership. This specialization allows practicing educators to explore and implement concepts in educational leadership through a combination of coursework and fieldwork. Students complete the common set of core courses in the M.Ed. (General) program as well as courses in the specialization area, with some possibilities for variation in the culminating activity. For students who complete all of the degree requirements, the specialization will be acknowledged on the official transcript.

Students opting to complete an Educational Leadership specialization will be part of a cohort who are admitted

at the same time and proceed at the same pace through the program. Courses are sequenced in such a way that students must follow the cohort schedule to be assured of completing the requirements for their degree.

c. Admission Requirements

1. Academic Qualifications for Admission

- a. A University of Lethbridge Bachelor of Education degree, or its academic equivalent from another recognized degree-granting institution, in the discipline of interest or in a closely cognate discipline. The University of Lethbridge reserves the right to determine whether degrees and other academic programs completed elsewhere are equivalent to University of Lethbridge baccalaureate degrees. Applied and Technology Degrees are not normally considered to be a basis of admission for graduate studies programs.
- b. Evidence of academic ability and promise (normally a GPA of 3.00 on the most recent 20 university courses).
- c. Approximately two years of successful teaching or other relevant educational experience.
- d. Applicants whose first language is not English must meet the English Language Proficiency (ELP) Requirement for Graduate Students (see **Section 1 I. English Language Proficiency for Graduate Students, p. 49**).
- e. Candidates preparing themselves for a career which involves teacher certification must hold Permanent Certification at the time of admission; this program does not lead to a recommendation from the University for Permanent Teacher Certification.
- f. Applicants who choose to complete an Educational Leadership specialization must meet the academic qualifications for admission to the M.Ed. (General) program as listed in **Section 1. Academic Qualifications for Admission, p. 32**. Due to the limited number of placements in each intake, applicants are admitted to this program on a competitive basis. The following criteria are also used in the selection process:
 - g. Related experience. Preference is given to applicants who have leadership experience and/or demonstrated leadership potential.
 - Results of an interview. For each cohort, a short-list of applicants who meet the above criteria will be developed. Each of the short-listed candidates will be interviewed by the Educational Leadership Selection Committee.

Other applicants will be considered on a case-by-case basis.

2. Application Deadlines

Normally students are admitted to the M.Ed. (General) program in order to begin their studies May 1 (Summer). The semester of admission for

Distance Cohorts completing the M.Ed (General) program may be considered on an individual cohort basis according to the particular needs of the cohort.

Application deadline: November 1, at which time all required documentation must have been received by the Registrar's Office and Student Services (ROSS). Students who are not successful in gaining admission must reapply if they wish to be considered for the next available intake.

3. Procedures for Application/Admission

The application package for the M.Ed. (General) program is available from the Office of Graduate Studies and Research in the Faculty of Education (online: www.uleth.ca/edu/grad; email: edu.masters@uleth.ca; phone: 403-329-2425; 1-800-666-3503) and includes the following forms:

- *Application for Admission - Master's Degree Programs* form

- *Letter of Reference* forms

Applicants should begin work on the application package as soon as possible (see **Section 2. Application Deadlines**).

No application can receive formal consideration until all documentation is received. All documents received in support of an application become the property of the University and will not be released or copied except to other officers of the University as required by University procedures.

Note: *Students who are graduates of non-Canadian universities must provide notarized English translations of all documents not in the English language.*

Eligible applicants must apply for admission by following the process outlined in **Table 1: M.Ed. (General) Program Application Procedure (p. 33)** (see also **Section 1. Academic Qualifications for Admission, p. 32**).

Table 1: M.Ed. (General) Program Application Procedure

STEP 1 - Applicant completes the application package	Get application package	Application packages are available from the Office of Graduate Studies and Research in the Faculty of Education (online: www.uleth.ca/edu/grad ; email: edu.masters@uleth.ca ; phone: 403-329-2425; 1-800-666-3503).
	Application for admission	Applicant completes the <i>Application for Admission - Master of Education Degree Programs</i> form.
	Academic transcripts	Applicant arranges to have official transcripts (including proof of graduation for the baccalaureate degree and transcripts of all post-baccalaureate work, if any) sent directly from the issuing institution to the Registrar's Office and Student Services (ROSS).
	Letters of reference	Three completed letters of reference are submitted directly by the referee to ROSS: <ul style="list-style-type: none"> • One referee under whom the applicant has studied at the university level. • Two referees with whom the applicant has worked professionally, preferably referees who have served in a supervisory capacity.
	Applicant's c.v.	The applicant's curriculum vitae (c.v.) must be included in the application package. The applicant's c.v. includes academic background, work experience, awards, scholarships, and publications.
	Letter of intent	A Letter of Intent indicating the candidate's reason for applying (e.g., the nature of interest in the program and the intended career outcome upon completion).
	Description of work/volunteer experience	The <i>Fieldwork Experience</i> form defines the types of related paid or volunteer experience that are relevant to the admission process. Using the form, the candidate will describe the details of the related experience. Preference is given to applicants that have at least two years of related experience.
	Validation of teaching experience	The applicant must provide evidence of at least two years of successful teaching or other relevant educational experience (confirmed by an employer or someone in an equivalent supervisory capacity, such as human resources/payroll office).
	Financial assistance	Applicants intending to pursue full-time studies may apply for a graduate assistantship through the Faculty of Education by completing the <i>Student Application for Graduate Assistantship - Graduate Programs in Education</i> form available online at www.uleth.ca/edu/grad/assistantship/student . See also www.uleth.ca/ross/student_finance/scholarships/graduate.html .
Additional documentation	If additional documentation is required, the Office of Graduate Studies and Research in the Faculty of Education will contact the applicant.	
STEP 2 - Applicant submits application package	The applicant submits the original package, plus the application fee, to ROSS. The Graduate Programs in Education Committee reviews the application package.	
	The Assistant Dean of Graduate Studies and Research in the Faculty of Education informs the applicant of the Graduate Programs in Education Committee's decision. Applicants will be notified of admission status by April 1. Successful applicants will be advised of registration procedures at that time.	

4. Admission Decisions

Admission is determined by the Graduate Programs in Education Program Committee following the application deadlines. In the case of the M.Ed. (General) program with an Educational Leadership specialization, admission is determined by the Graduate Programs in Education Program Committee, on the recommendation of the Educational Leadership Selection Committee. Members of the committee base admission decisions on all the available information submitted by or on behalf of the applicant.

If the previous program undertaken by the student shows gaps or weaknesses, additional course work or other study may be required. Such work will not normally count toward the requirements for the M.Ed. degree.

5. Admission After an Approved Master's Degree

A student holding an approved master's degree from a recognized institution who wants to pursue further studies in his/her field may be considered for admission to a UofL post-master's certificate program provided he/she meets all of the admission requirements.

A student holding an approved master's degree from a recognized institution who wants to pursue an entirely different field of study to enhance or change their career focus or international students seeking North American credentials may be considered for admission to a UofL master's degree or graduate post-baccalaureate certificate program provided he/she meets all of the admission requirements.

Students normally are not eligible to pursue a second master's degree which is similar to one already completed at a recognized institution. Generally, degrees with identical or closely related majors are considered to be similar. Courses used to complete the requirements of the first master's degree normally cannot be used to fulfill the requirements of the second master's degree or graduate post-baccalaureate certificate; recommendations regarding exceptions may be made by the Program Committee to the Dean of the School of Graduate Studies. In all cases, the decision of the Dean of the School of Graduate Studies shall be final.

d. Requirements for the M.Ed. (General) Degree

The M.Ed. (General) program consists of the equivalent of 12 courses of study including a common core and elective courses as outlined below:

1. Common Core

- Education 5200 - Curriculum Studies and Classroom Practice (Series)
- Education 5300 - The Foundations of Modern Educational Theory and Practice (Series)
- Education 5400 - The Nature of Educational Research (Series)
- Education 5500 - Understanding Professional Practice and Professional Development (Series)

2. Elective Courses

Students may select four to seven electives contributing to the theme of their program. The following conditions apply to the selection of electives credited towards the M.Ed. degree:

- at least three electives must be Education courses at the 5000-level;
- a maximum of two electives (6 credit-hours, Education or non-Education) may be taken below the 5000-level (i.e. 3000/4000 level)-students who choose to take an elective at the 1000 or 2000 level must obtain approval from the Assistant Dean of Graduate Studies and Research (M.Ed. Program) and demonstrate that the course has the potential to enhance the student's program; and
- a maximum of two half-credit (total 3.0 credit hours) professional development courses.

3. Culminating Activity

At least one course equivalent must be in the form of a culminating activity. Students may choose one of three options: thesis, project, or capstone.

a. Thesis Option

Education 6011-6014 - Thesis equivalent to four semester courses (12.0 credit hours)

Thesis Option	
Core	4
Thesis	4
Electives	4
Total number of courses	12

b. Project Option

Education 6000-6001 - Project equivalent to two semester course credits (6.0 credit hours) and two electives (6.0 credit hours)

Project Option	
Core.....	4
Project.....	2
Electives.....	6
Total number of courses.....	12

c. Capstone Option

Education 6006 - Capstone equivalent to one semester course credit (3.0 credit hours) and three electives (9.0 credit hours)

Capstone Option	
Core	4
Capstone	1
Electives	7
Total number of courses.....	12

Each route is dependent on the availability of appropriate supervision and approval by the Assistant Dean of Graduate Studies and Research (M.Ed. Program). See **Section h. Culminating Activity: Thesis/Project/Capstone**

Requirements (p. 37) for more information regarding the culminating activity.

e. Requirements for the Educational Leadership Specialization

The M.Ed. (General) program with a specialization in Educational Leadership consists of the equivalent of 12 courses of study (13 courses if the thesis option is chosen). The program comprises the common core (see M.Ed. (General) common core above), required courses for the specialization, and a culminating activity, as outlined below:

1. Required Courses for the Educational Leadership Specialization

Education 5630 - Educational Leadership and the Change Process

Education 5631 - School Culture and the Instructional Program

Education 5632 - Managing the Organization

Education 5633 - Governance, Collaboration and Community Engagement

Education 5634 - Collaborative Problem Solving

2. Internship

Students completing the project or capstone option for the culminating activity must complete Education 5635 - Educational Leadership Internship I.

3. Culminating Activity

At least one course equivalent must be in the form of a culminating activity. Students may choose one of three options: thesis, project, or capstone.

a. Thesis Option

Education 6011-6014 - Thesis equivalent to four semester courses (12.0 credit hours)

The thesis option will result in a 13 course program, instead of the minimum 12.

Thesis Option	
Core	4
Specialization	5
Thesis	4
Total number of courses	13

b. Project Option

Education 6000-6001 - Project equivalent to two semester course credits (6.0 credit hours)

Students selecting the project option must complete Education 5635 - Educational Leadership Internship I.

Project Option	
Core.....	4
Specialization.....	5
Project	2
Internship	1
Total number of courses.....	12

c. Capstone Option

Education 6006 - Capstone equivalent to (3.0 credit hours)

Students selecting the capstone option must complete Education 5635 - Educational Leadership Internship I and (Education 5637 - Educational Leadership Internship II or an approved elective).

Capstone Option	
Core	4
Specialization	5
Capstone	1
Internship	1
Approved elective	1
Total number of courses.....	12

See **Section h. Culminating Activity: Thesis/Project/Capstone Requirements (p. 37)** for more information on the culminating activity.

f. Program Approval

Students admitted into the M.Ed. (General) program will meet together prior to, or during, their initial semester with the Assistant Dean of Graduate Studies and Research (M.Ed. Program), or designate, to collaboratively draw up a program plan and cohort course delivery schedule. Students who choose to complete an Educational Leadership specialization will be provided with a cohort course delivery schedule. It is the responsibility of each student to register for the appropriate courses in the same sequence provided in the delivery schedule. As the program is delivered in cohort format, students who do not register for courses in times they are scheduled for their cohort cannot be guaranteed opportunity for completing their programs. Choices of electives and decisions regarding culminating activities must be approved by the Assistant Dean of Graduate Studies and Research (M.Ed. Program).

g. General Regulations

1. Transfer to the Graduate Certificate in Education
Students enrolled in the M.Ed. (General) program who have completed the appropriate courses and decide to discontinue their programs may apply to the Assistant Dean of Graduate Studies in the Faculty of Education to transfer to the Graduate Certificate in Education and receive that certificate. Students who complete the M.Ed. (General) program are not eligible to receive the Graduate Certificate in Education.

2. Residence Requirements

Residence is defined as courses offered by the University of Lethbridge. A minimum of eight such course equivalents is required.

It may be desirable or necessary for students who have been admitted to the M.Ed. (General) program, to include in their program courses to be completed at other institutions. Proposals for such courses should be approved preferably during the initial planning of the program and are to be effected through Visiting Student or Western Deans'

Agreement (see **Section 12. Western Deans' Agreement, p. 49**) procedures. A waiver of residence requirement is allowed for courses completed in this manner, upon application to the Assistant Dean of Graduate Studies and Research (M.Ed. Program).

3. Academic Standards

Students must receive a minimum grade of 'B-' (2.70) in all courses which are graded and count toward the M.Ed. degree. A student who receives more than two grades below a 'B-' may be asked to withdraw from the M.Ed. (General) program. All courses completed in the M.Ed. (General) program or transferred into the program are included in the calculation of the GPA for graduation purposes. Transfer credit is not included in the GPA on the official transcript. A student must have a minimum cumulative GPA of 3.00 in order to graduate from the program.

4. Appeals

All appeals in the M.Ed. program should be directed to the Dean, Faculty of Education. Grade appeals for courses in the M.Ed. program will be processed through the School of Graduate Studies. Other appeals will be heard by the Graduate Programs in Education Program Committee. Any appeal decisions may be addressed to the Executive Committee of the School of Graduate Studies, whose decision shall be final.

Students should consult the full description of the University policies on Appeal of Grade in the Calendar (see **Section 4. Grade Appeal Policy in Academic Regulations on p. 119**).

5. Time Limits

Students must complete their program within five years. Students who have completed eight courses in the M.Ed., including the four core courses required in the M.Ed. (General) program, and who choose not to complete the M.Ed. degree may apply for a Diploma in Education. For Diploma requirements, see **Diploma Programs in Education (D.P.E.) in Part 8 - Faculty of Education in the undergraduate UofL Calendar**.

6. Leave of Absence

Students occasionally have legitimate reasons for having to put their studies on hold. Applications for Leaves of Absence will be reviewed by the Graduate Programs in Education Program Committee on an individual basis. Term-specific Leaves of Absence will be granted for not less than three consecutive semesters. A maximum of two Leaves of Absence per student program may be granted. If required, a student's normal five-year time for completion of the M.Ed. (General) program will be extended by the amount of Leave of Absence time granted. For more information or details, students are advised to contact the Office of Graduate Studies and Research in the Faculty of Education.

Students who do not register in either a course or a placeholder (Education 5999) in each semester will be considered to have withdrawn from the program unless a Leave of Absence has been granted by the

Graduate Programs in Education Program Committee. Since permission is not automatic, students who anticipate an interruption in their program should apply in writing to the Office of Graduate Studies and Research in the Faculty of Education requesting prior approval for a Leave of Absence.

7. Fees

a. Term Fees (for students enrolled prior to March 31, 2009)

Term fees are assessed beginning with the term in which the student is admitted, and paid consecutively each term regardless of whether the student is enrolled in courses. The payment of term fees includes only courses approved and completed towards the 12-course-credit M.Ed. degree.

b. Program Fees (previously Term Fees) (for students enrolled after April 1, 2009)

M.Ed. students pay a minimum of nine program fees.

c. Fees for Additional Courses

Students who elect to take courses over and above the 12-course-credit program will pay a program fee and tuition fee for each additional course.

d. Outstanding Fees

The University will withhold registration privileges if there are outstanding fees including the current semester's fees.

See the **Master of Education and Master of Counselling Programs 2010/2011 Fee Schedule on p. 143**.

For fee payment deadlines, see **Section 11. Fee Deadlines in Fees on p. 145**.

8. Credit for Previous Work

A maximum of two semester courses beyond those required for admission, which have not already been credited toward a completed University credential, may be accepted for credit in the M.Ed. (General) program to the extent that they contribute to the elective part of the program. All courses considered for transfer credit must carry a grade of **'B' or higher**, and must have been completed no longer than five years prior to the student's admission or readmission to the program.

9. Visiting Students

A student who is already admitted to a graduate program in Education at another university, and whose program is underway, may register in up to two University of Lethbridge graduate Education courses. A letter authorizing such registration in specific courses must be sent directly by the student's program advisor at the sending institution to the Assistant Dean of Graduate Studies and Research (M.Ed. Program), University of Lethbridge.

Admission of a Visiting Student to any graduate course is contingent upon the priorities for admission established by the Faculty of Education

and upon space being available within the class size quota. Until the quota is filled, applicants will be considered on a first-come, first-served basis.

Application for Visiting Student admission must be submitted to the Assistant Dean of Graduate Studies and Research (M.Ed. Program) not later than two weeks prior to the beginning of class for the course(s) into which admission is sought.

10. Enrolment in Graduate Classes - Open Studies

Students who have not been admitted to the M.Ed. degree program, but who have successfully completed an undergraduate degree, may, with the permission of the Assistant Dean of Graduate Studies and Research (M.Ed. Program), be allowed to enrol in up to four graduate Education courses as Open Studies Students. Application for registration in a particular graduate course must be submitted to the Assistant Dean no later than two weeks prior to the beginning of class. Until the course quota is filled, qualified applicants will be considered on a first-come, first-served basis. Admission to the M.Ed. degree program following successful completion of graduate courses as Open Studies Students is not automatic, and applicants must meet the admission requirements (see **Section c. Admission Requirements, p. 32**) and be recommended for admission by the Graduate Programs in Education Program Committee.

11. Enrolment Limits and Priorities for Graduate Education Courses

The Faculty of Education reserves the right to limit registration in graduate courses in Education. First priority is for students duly admitted to the M.Ed. degree program at the University of Lethbridge.

Second priority is for students admitted to another graduate program at the University of Lethbridge and who meet admission requirements for the M.Ed. degree program.

Third priority is for students who meet the requirements for admission, but who have not been admitted to a University of Lethbridge graduate program (see **Section 10. Enrolment in Graduate Classes - Open Studies**).

Fourth priority is for Visiting Students, i.e., students registered in a graduate study program at another university and for whom Visiting Student status has been formally established by that institution and approved by the Assistant Dean of Graduate Studies and Research (M.Ed. Program). Such students may take a maximum of two University of Lethbridge 5000-level graduate Education courses.

h. Culminating Activity: Thesis/Project/Capstone Requirements

In keeping with the focus of the M.Ed. program on the practicing educator, the **thesis, project** or **capstone** represents a significant contribution to research, independent thinking, scholarly ability, and technical accomplishment in the student's field of study. Guidelines for completing the culminating activity are contained in the *University of Lethbridge M.Ed. Program: Policies and Guidelines* handbook, available from the Office of

Graduate Studies and Research in the Faculty of Education or online at www.uleth.ca/edu/grad.

Students who intend to continue studies beyond the M.Ed. level are reminded that the thesis (four course equivalents) may be required to allow uninterrupted study beyond the master's level. Some universities may require qualifying work for admission to advanced degree programs if the project or capstone option is exercised.

1. Thesis (equivalent to four semester course credits)

Students in the M.Ed. (General) program, including those completing the Educational Leadership specialization, who want to complete the thesis option must make application to the Assistant Dean of Graduate Studies and Research (M.Ed. Program). The following applies for students interested in the thesis option:

- Normally, students may not apply for the thesis option until they have completed at least four courses in their program.
- The thesis option is subject to the availability of appropriate supervision. Students must obtain written consent from a supervisor prior to submitting a request for final approval to the Assistant Dean of Graduate Studies and Research (M.Ed. Program).
- Final permission to pursue the thesis option is obtained through the Assistant Dean of Graduate Studies and Research (M.Ed. Program).

The thesis must conform in both form and style to guidelines established by the Faculty (available from the Office of Graduate Studies and Research in the Faculty of Education) unless otherwise approved.

2. Project (equivalent to two semester course credits)

Students who complete 10 courses may opt to complete a two-course-credit culminating activity rather than a thesis, which may be completed in the form of a field-based study.

3. Capstone (equivalent to one semester course credit)

Students who complete 11 courses may opt to complete a one-course-credit culminating activity, which may be completed in the form of a capstone, comprising both a written and oral component, rather than a thesis or project. Students who elect to complete the capstone option must inform the Office of Graduate Studies and Research in the Faculty of Education the semester prior to registration in Education 6006.

Unless specified otherwise by the student's Supervisory Committee and approved by the Assistant Dean of Graduate Studies and Research (M.Ed. Program), the culminating activity for the M.Ed. degree must be submitted in both print and electronic formats. Students should consult the Office of Graduate Studies and Research in the Faculty of Education for procedures and specific requirements regarding the above culminating activity options, as well as submission and approval of the final manuscript.

3. MASTER OF EDUCATION (COUNSELLING PSYCHOLOGY)

a. Statement of Purpose

The M.Ed. (Counselling Psychology) program provides training for people who want to develop professional skills and attain certification in counselling psychology. The emphasis of the program is on the provision of counsellor training for those people who aspire to work within educational, community or private practice settings. The degree awarded is the Master of Education (M.Ed.).

There are two program routes: Professional Counsellor and Registered Psychologist. Upon completion of the Professional Counsellor route, graduates may be eligible for certification as a Professional Counsellor under the guidelines of the Canadian Counselling and Psychotherapy Association (CCPA; formerly CCA). CCPA certification attests to the level of professional counselling competence and is considered the minimum professional standard in Canada.

Students who follow the Registered Psychologist route receive the graduate course work leading to registration as a psychologist within the province of Alberta. However, applicants should be aware that the College of Alberta Psychologists (CAP) regulates the process of registering. The CAP has additional requirements beyond what is provided within the M.Ed. program at the University of Lethbridge, including undergraduate psychology courses, supervised clinical hours, and oral and written examinations. Students are responsible for ensuring that they meet the requirements for registering as established by the College of Alberta Psychologists.

The Counselling Psychology program operates on a cohort model. A cohort is a group of students who are admitted at the same time, and proceed at the same pace through the program. Courses are sequenced in such a way that students must follow the cohort schedule to be assured of being able to complete the requirements for their program.

b. Admission Requirements

1. Academic Qualifications for Admission

Applicants to the M.Ed. (Counselling Psychology) program must meet the academic qualifications for the M.Ed. (General) program as listed in **Section c. Admission Requirements (p. 32)**. Students are admitted to a M.Ed. (Counselling Psychology) cohort on a competitive selection basis. The following criteria are used in the selection process:

- Grade point average;
- Relevancy of undergraduate degree (preference for degrees in Education or Psychology, followed by degrees in Social Work or Nursing);
- Breadth of undergraduate courses in counselling, educational psychology or psychology. Particular emphasis is paid to courses in human development, personality or counselling skill;
- Relevant work and/or volunteer experience. Preference is given to applicants who have two or more years of teaching and/or counselling

experience. Volunteer experience in counselling settings is also desirable; and,

- Results of interview. For each cohort, a short-list of applicants who meet the above criteria will be developed. Each of the short-listed candidates will be interviewed by the Counselling Psychology Selection Committee.

2. Application Deadlines

Students may be admitted to the M.Ed. (Counselling Psychology) program in the Summer Session of alternate years. The next scheduled Counselling Psychology cohort intake is July 2011. The application deadline is November 1, at which time all required documentation must have been received by the Registrar's Office and Student Services (ROSS). Students who are not successful in gaining admission must reapply if they wish to be considered for the next available intake.

3. Procedures for Application/Admission

The application package for the M.Ed. program is available from the Office of Graduate Studies and Research in the Faculty of Education (online: www.uleth.ca/edu/grad; email: edu.masters@uleth.ca; phone: 403-329-2425; 1-800-666-3503) and includes the following forms:

- *Application for Admission - Master's Degree Programs* form
- *Letter of Reference* forms

Applicants should begin work on the application package as soon as possible (see **Section 2. Application Deadlines**).

No application can receive formal consideration until all documentation is received. All documents received in support of an application become the property of the University and will not be released or copied except to other officers of the University as required by University procedures.

Note: *Students who are graduates of non-Canadian universities must provide notarized English translations of all documents not in the English language.*

Eligible applicants must apply for admission by following the process outlined in **Table 2: M.Ed. (Counselling Psychology) Program Application Procedure (p. 39)** (see also **Section 1. Academic Qualifications for Admission, p. 38**).

Table 2: M.Ed. (Counselling Psychology) Program Application Procedure

STEP 1 - Applicant completes the application package	Get application package	Application packages are available from the Office of Graduate Studies and Research in the Faculty of Education (online: www.uleth.ca/edu/grad ; email: edu.masters@uleth.ca ; phone: 403-329-2425; 1-800-666-3503).
	Application for admission	Applicant completes the <i>Application for Admission - Master of Education Degree Programs</i> form.
	Academic transcripts	Applicant arranges to have official transcripts (including proof of graduation for the baccalaureate degree and transcripts of all post-baccalaureate work, if any) sent directly from the issuing institution to the Registrar's Office and Student Services (ROSS).
	Letters of reference	Three completed letters of reference are submitted directly by the referee to ROSS: <ul style="list-style-type: none"> • One referee under whom the applicant has studied at the university level. • Two referees with whom the applicant has worked professionally, preferably referees who have served in a supervisory capacity.
	Applicant's c.v.	The applicant's curriculum vitae (c.v.) must be included in the application package. The applicant's c.v. includes academic background, work experience, awards, scholarships, and publications.
	Letter of intent	A Letter of Intent indicating the candidate's reason for applying (e.g., the nature of interest in the program and the intended career outcome upon completion).
	Description of work/volunteer experience	The <i>Fieldwork Experience</i> form defines the types of related paid or volunteer experience that are relevant to the admission process. Using the form, the candidate will describe the details of the related experience. Preference is given to applicants that have at least two years of related experience.
	Verification of work/volunteer experience	The <i>Verification of Work/Volunteer Experience</i> form confirms hours of paid or volunteer experience. This form should be completed by the employer or someone in an equivalent supervisory capacity (such as human resources/payroll office). As this letter only lists hours accumulated, it is separate and distinct from the letters of reference described above.
	Financial assistance	Applicants intending to pursue full-time studies may apply for a graduate assistantship through the Faculty of Education by completing the <i>Student Application for Graduate Assistantship - Graduate Programs in Education</i> form available online at www.uleth.ca/edu/grad/assistantship/student . See also www.uleth.ca/ross/student_finance/scholarships/graduate.html .
Additional documentation	If additional documentation is required, the Office of Graduate Studies and Research in the Faculty of Education will contact the applicant.	
STEP 2 - Applicant submits application package	The applicant submits the original package, plus the application fee, to ROSS. The Graduate Programs in Education Committee reviews the application package.	
	Applicants to the M.Ed. (Counselling Psychology) program who have been short-listed will be interviewed by the Counselling Psychology Selection Committee, who will make a recommendation for admission to the Graduate Programs in Education Committee.	
	The Assistant Dean of Graduate Studies and Research in the Faculty of Education informs the applicant of the Graduate Programs in Education Committee's decision. Applicants will be notified of admission status by April 1. Successful applicants will be advised of registration procedures at that time.	

4. Admission Decisions

Admission is determined by the Graduate Programs in Education Program Committee following the application deadlines. In the case of the M.Ed. (Counselling Psychology) program, admission is determined by the Graduate Programs in Education Program Committee, on the recommendation of the Counselling Psychology Selection Committee. Members of the Committee base admission decisions on all the available information submitted by or on behalf of the applicant.

If the previous program undertaken by the student shows gaps or weaknesses, additional course work or other study may be required. Such work will not normally count toward the requirements for the M.Ed. degree.

5. Admission After an Approved Master's Degree

A student holding an approved master's degree from a recognized institution who wants to pursue

further studies in his/her field may be considered for admission to a UofL post-master's certificate program provided he/she meets all of the admission requirements.

A student holding an approved master's degree from a recognized institution who wants to pursue an entirely different field of study to enhance or change their career focus or international students seeking North American credentials may be considered for admission to a UofL master's degree or graduate post-baccalaureate certificate program provided he/she meets all of the admission requirements.

Students normally are not eligible to pursue a second master's degree which is similar to one already completed at a recognized institution. Generally, degrees with identical or closely related majors are considered to be similar. Courses used to complete the requirements of the first master's degree normally cannot be used to fulfill the requirements of the second master's degree or

graduate post-baccalaureate certificate; recommendations regarding exceptions may be made by the Program Committee to the Dean of the School of Graduate Studies. In all cases, the decision of the Dean of the School of Graduate Studies shall be final.

c. Requirements for the M.Ed. (Counselling Psychology) Degree

The M.Ed. (Counselling Psychology) program consists of the equivalent of 15 courses of study if the thesis option is chosen, 13 courses if the project option is chosen, and 12 courses if the capstone option is chosen, consisting of a common core, electives, and culminating activity, as outlined below:

1. Common Counselling Psychology Core

- Education 5400 - The Nature of Educational Research (Series)
- Education 5704 - Counselling Psychology: Skills
- Education 5705 - Counselling Psychology: Theory
- Education 5706 - Counselling Psychology: Interventions
- Education 5707 - Counselling Psychology: Assessment
- Education 5708 - Counselling Psychology: Career Counselling
- Education 5709 - Counselling Psychology: Practicum I
- Education 5711 - Counselling Psychology: Practicum II

2. Electives

- *Three (3) approved graduate electives
- *Students wishing to register as Psychologists in the Province of Alberta are advised to select the following elective courses:
 - Education 5620 - Graduate Seminar in Counselling Psychology (Series) (Ethics and Professional Practice)
 - Education 5620 - Graduate Seminar in Counselling Psychology (Series) (Gender/Cultural Issues)
 - Education 5620 - Graduate Seminar in Counselling Psychology (Series) (Learning Processes)

3. Culminating Activity

Students must choose one of the following options to complete their program:

a. Thesis Option

Education 6011-6014 - Thesis equivalent to four semester course credits (12.0 credit hours)
The thesis option will result in a 15-course program, instead of the minimum 12.

Thesis Option	
Core	8
Electives	3
Thesis	4
Total number of courses	15

b. Project Option

Education 6000-6001 - Project equivalent to two semester course credits (6.0 credit hours)

Project Option	
Core	8
Project	2
Electives	3
Total number of courses	13

c. Capstone Option

Education 6006 - Capstone equivalent to one semester course credit (3.0 credit hours)

Capstone Option	
Core	8
Capstone	1
Electives	3
Total number of courses	12

See **Section f. Culminating Activity: Thesis/Project/Capstone Requirements (p. 42)** for more information on the culminating activity.

d. Program Approval

Upon acceptance into the M.Ed. (Counselling Psychology) program, the student will be provided with a cohort course delivery schedule. It is the responsibility of each student to register for the appropriate courses, and in the same sequence provided in the delivery schedule. As the program is delivered in cohort format, students who do not register for courses in the times they are scheduled for their cohort cannot be guaranteed opportunity for completing their programs.

Choices of electives and decisions regarding capstone, project or thesis work must be approved by the Assistant Dean of Graduate Studies and Research (M.Ed. Program).

e. General Regulations

1. Residence Requirements

Residence is defined as courses offered by the University of Lethbridge. A minimum of eight such course equivalents is required.

It may be desirable or necessary for students who have been admitted to the M.Ed. (Counselling Psychology) program, to include in their program courses to be completed at other institutions. Proposals for such courses should be approved preferably during the initial planning of the program and are to be effected through Visiting Student or Western Deans' Agreement (see **Section 12. Western Deans' Agreement, p. 49**) procedures. A waiver of residence requirement is allowed for courses completed in this manner, upon application to the Assistant Dean of Graduate Studies and Research (M.Ed. Program).

2. Academic Standards

Students must receive a minimum grade of 'B-' (2.70) in all courses which are graded and count toward the M.Ed. degree. A student who receives more than two grades below a 'B-' may be asked to withdraw from the M.Ed. (Counselling Psychology) program. All courses completed in the M.Ed. (Counselling Psychology) program or transferred into the program are included in the calculation of the GPA

for graduation purposes. Transfer credit is not included in the GPA on the official transcript. A student must have a minimum cumulative GPA of 3.00 in order to graduate from the program.

3. Appeals

All appeals in the M.Ed. program should be directed to the Dean, Faculty of Education. Grade appeals for courses in the M.Ed. program will be processed through the School of Graduate Studies. Other appeals will be heard by the Graduate Programs in Education Program Committee. Any appeal decisions may be addressed to the Executive Committee of the School of Graduate Studies, whose decision shall be final.

Students should consult the full description of the University policies on Appeal of Grade in the Calendar (see **Section 4. Grade Appeal Policy in Academic Regulations on p. 119**).

4. Time Limits

Students must complete their program within five years. Students who have completed eight courses in the M.Ed., including the four core courses required in the M.Ed. (Counselling Psychology) program, and who choose not to complete the M.Ed. degree may apply for a Diploma in Education. For Diploma requirements, see **Diploma Programs in Education (D.P.E.) in Part 8 - Faculty of Education in the undergraduate UofL Calendar**.

5. Leave of Absence

Students occasionally have legitimate reasons for having to put their studies on hold. Applications for Leaves of Absence will be reviewed by the Graduate Programs in Education Program Committee on an individual basis. Term-specific Leaves of Absence will be granted for not less than three consecutive semesters. A maximum of two Leaves of Absence per student program may be granted. If required, a student's normal five-year time for completion of the M.Ed. program will be extended by the amount of Leave of Absence time granted. For more information or details, students are advised to contact the Office of Graduate Studies and Research in the Faculty of Education.

Students who do not register in either a course or a placeholder (Education 5999) in each semester will be considered to have withdrawn from the program unless a Leave of Absence has been granted by the Graduate Programs in Education Program Committee. Since permission is not automatic, students who anticipate an interruption in their program should apply in writing to the Office of Graduate Studies and Research in the Faculty of Education requesting prior approval for a Leave of Absence.

6. Fees

a. Term Fees (for students enrolled prior to March 31, 2009)

Term fees are assessed beginning with the term in which the student is admitted, and paid consecutively each term regardless of whether

the student is enrolled in courses. The payment of term fees includes only courses approved and completed towards the 12-course-credit M.Ed. degree.

b. Program Fees (previously Term Fees) (for students enrolled after April 1, 2009)

M.Ed. students pay a minimum of nine program fees.

c. Fees for Additional Courses

Students who elect to take courses over and above the 12-course-credit program will pay a program fee and tuition fee for each additional course.

d. Outstanding Fees

The University will withhold registration privileges if there are outstanding fees including the current semester's fees.

See the **Master of Education and Master of Counselling Programs 2010/2011 Fee Schedule on p. 143**.

For fee payment deadlines, see **Section 11. Fee Deadlines in Fees on p. 145**.

7. Credit for Previous Work

A maximum of two semester courses beyond those required for admission, which have not already been credited toward a completed University credential, may be accepted for credit in the M.Ed. (Counselling Psychology) program to the extent that they contribute to the elective part of the program. All courses considered for transfer credit must carry a grade of **'B' or higher**, and must have been completed no longer than five years prior to the student's admission or readmission to the program.

8. Visiting Students

A student who is already admitted to a graduate program in Education at another university, and whose program is underway, may register in up to two University of Lethbridge graduate Education courses. A letter authorizing such registration in specific courses must be sent directly by the student's program advisor at the sending institution to the Assistant Dean of Graduate Studies and Research (M.Ed. Program), University of Lethbridge. Admission of a Visiting Student to any graduate course is contingent upon the priorities for admission established by the Faculty of Education and upon space being available within the class size quota. Until the quota is filled, applicants will be considered on a first-come, first-served basis. Application for Visiting Student admission must be submitted to the Assistant Dean of Graduate Studies and Research (M.Ed. Program) not later than two weeks prior to the beginning of class for the course(s) into which admission is sought.

9. Enrolment in Graduate Classes - Open Studies

Students who have not been admitted to the M.Ed. Program, but who have successfully completed an undergraduate degree, may, with the permission of the Assistant Dean of Graduate Studies and

Research (M.Ed. Program), be allowed to enrol in up to four graduate Education courses as Open Studies Students. Application for registration in a particular graduate course must be submitted to the Assistant Dean no later than two weeks prior to the beginning of class. Until the course quota is filled, qualified applicants will be considered on a first-come, first-served basis. Admission to the M.Ed. program following successful completion of graduate courses as Open Studies Students is not automatic, and applicants must meet the admission requirements (see **Section b. Admission Requirements, p. 38**) and be recommended for admission by the Graduate Programs in Education Program Committee.

10. Enrolment Limits and Priorities for Graduate Education Courses

The Faculty of Education reserves the right to limit registration in graduate courses in Education. First priority is for students duly admitted to the M.Ed. degree program at the University of Lethbridge.

Second priority is for students admitted to another graduate program at the University of Lethbridge and who meet admission requirements for the M.Ed. degree program.

Third priority is for students who meet the requirements for admission, but who have not been admitted to a University of Lethbridge graduate program (see **Section 9. Enrolment in Graduate Classes - Open Studies**).

Fourth priority is for Visiting Students, i.e., students registered in a graduate study program at another university and for whom Visiting Student status has been formally established by that institution and approved by the Assistant Dean of Graduate Studies and Research (M.Ed. program). Such students may take a maximum of two University of Lethbridge 5000-level graduate Education courses.

f. **Culminating Activity: Thesis/Project/Capstone Requirements**

The **thesis, project or capstone** represents a significant contribution to research, independent thinking, scholarly ability and technical accomplishment in the student's field of study. Guidelines for completing the culminating activity are contained in the *University of Lethbridge M.Ed. Program: Policies and Guidelines* handbook, available from the Office of Graduate Studies and Research in the Faculty of Education or online at www.uleth.ca/edu/grad.

Students who intend to continue studies beyond the M.Ed. level are reminded that the thesis (four course equivalents) may be required to allow uninterrupted study beyond the master's level. Some universities may require qualifying work for admission to advanced degree programs if the project or capstone option is exercised.

1. Thesis (equivalent to four semester course credits)

Students in the M.Ed. (Counselling Psychology) program wanting to complete the thesis option must make application to the Assistant Dean of Graduate Studies and Research (M.Ed. Program). The following applies for students interested in the thesis option:

- Normally, students may not apply for the thesis option until they have completed at least three courses, one of which must be Education 5400, in their program.
- The thesis option is subject to the availability of appropriate supervision. Students must obtain written consent from a supervisor prior to submitting a request for final approval to the Office of Graduate Studies and Research in the Faculty of Education.
- Final approval for permission to pursue the thesis option is obtained through the Assistant Dean of Graduate Studies and Research (M.Ed. Program).

The thesis must conform in both form and style to guidelines established by the Faculty (available from the Office of Graduate Studies and Research in the Faculty of Education) unless otherwise approved.

2. Project (equivalent to two semester course credits)

Students who complete 11 courses may opt to complete a two-course-credit culminating activity rather than a thesis, which may be completed in the form of a field-based study.

3. Capstone (equivalent to one semester course credit)

Students who complete 11 courses may opt to complete a one-course-credit culminating activity, which may be completed in the form of a capstone, comprising both a written and oral component, rather than a thesis or project. Students who elect to complete the capstone option must inform the Office of Graduate Studies and Research in the Faculty of Education the semester prior to registration in Education 6006.

Unless specified otherwise by the student's Supervisory Committee and approved by the Assistant Dean of Graduate Studies and Research (M.Ed. Program), the culminating activity for the M.Ed. degree must be submitted in both print and electronic formats. Students should consult the Office of Graduate Studies and Research in the Faculty of Education for procedures and specific requirements regarding the above culminating activity options, as well as submission and approval of the final manuscript.

4. **COURSES**

All listed graduate courses can be found at www.uleth.ca/ross/calendar/sgs/courses/index.html.

a. Master of Education (Core Courses)

Note: Unless otherwise indicated, the prerequisite for each of the following courses is eligibility for admission to the M.Ed. program.
Students in the CAAP program may take these courses only with the consent of the Assistant Dean of Graduate Studies and Research in the Faculty of Education.

EDUCATION 5200

Curriculum Studies and Classroom Practice (Series)

Credit hours: 3.0

Contact hours per week: 3-0-0

An examination of the relationship between curriculum studies and practices in a variety of educational settings. Credit can be obtained from only one course within the series.

EDUCATION 5300

The Foundations of Modern Educational Theory and Practice (Series)

Credit hours: 3.0

Contact hours per week: 3-0-0

An interdisciplinary analysis of the evolution of modern educational theory and practice as it relates to a variety of educational settings. Credit can be obtained from only one course within the series.

EDUCATION 5400

The Nature of Educational Research (Series)

Credit hours: 3.0

Contact hours per week: 3-0-2

An introduction to the paradigms of educational inquiry, the framing of research questions and research processes and methods as it relates to a variety of educational settings. Credit can be obtained from only one course within the series.

EDUCATION 5500

Understanding Professional Practice and Professional Development (Series)

Credit hours: 3.0

Contact hours per week: 3-0-0

An introduction to a broad variety of methods in which knowledge and understanding of professional practice and professional development can be enhanced and applied through field studies for professionals in education and education-related contexts in community settings. Credit can be obtained from only one course within the series.

b. Master of Education (Electives)

Note: Unless otherwise indicated, the prerequisite for each of the following courses is eligibility for admission to the M.Ed. program.
Students in the CAAP program may take these courses only with the consent of the Assistant Dean of Graduate Studies and Research in the Faculty of Education.

EDUCATION 5210

Graduate Seminar in Curriculum Studies (Series)

Credit hours: 3.0

Contact hours per week: 3-0-0

In-depth study of specific topics in and approaches to curriculum, dependent on student interests and Faculty resources. Examples might include: Teachers' Life Histories and Curriculum Development; Critical Pedagogy and Curriculum; Evaluation of Curriculum; Language in Education; and Critical Thinking: Issues and Approaches.

Equivalent: **Education 5850** (*Critical Thinking*) is equivalent only to the "Critical Thinking: Issues and Approaches" offering in the Education 5210 Series;
Education 5850 (*Issues in Student Evaluation*) (prior to 2008/2009) is equivalent only to the "Issues in Student Evaluation" offering in the Education 5210 Series

EDUCATION 5310

Graduate Seminar in Foundational Studies (Series)

Credit hours: 3.0

Contact hours per week: 3-0-0

In-depth study of specific topics in and approaches to educational foundations, dependent on student interests and Faculty resources. Examples might include: The Historical Context of Educational Thought; Educational Psychology and Instructional Decision-Making; Ideas of the Great Educators.

EDUCATION 5410

Graduate Seminar in Educational Research (Series)

Credit hours: 3.0

Contact hours per week: 3-0-0

In-depth study of specific topics in and approaches to research design and methodology, dependent on student interest and Faculty resources. Examples might include: Quantitative Methods in Educational Research; Interpretive Inquiry; Action Research.

Equivalent: **CAAP 6617** (CAAP 617) is equivalent to Education 5410 (*Methods of Inquiry*); Any CAAP course with the same title as the offering in the Education 5410 Series

EDUCATION 5510

Graduate Seminar in the Practice of Teaching (Series)

Credit hours: 3.0

Contact hours per week: 3-0-0

In-depth study of specific topics in and approaches to teaching practice, dependent on student needs and Faculty resources. Examples might include: Instructional Supervision; Professional Development of Teachers; Leadership in Educational Practice.

Equivalent: **Education 5850** (*Reducing Workplace Stress*) is equivalent only to the "Professional Health and Well-Being" offering in the Education 5510 Series

EDUCATION 5550

Practicum in Education

Credit hours: 3.0

Other hours: 10-0-100

This experience allows graduate students to explore independent scholarly activity in the context of teaching in their own or another's classroom. The student works with a Faculty member to develop a proposal and the details of the study. Students should consult the Assistant Dean, Graduate Studies and Research in the Faculty of Education for more information.

Grading: Pass/Fail

EDUCATION 5560

Internship in Education

Credit hours: 3.0

Other hours: 10-0-100

This experience allows graduate students to examine and/or implement some practical aspect of his or her study in a field placement. The student works with a Faculty member to develop a proposal and the details of the study. Students should consult the Assistant Dean, Graduate Studies and Research in the Faculty of Education for more information.

Grading: Pass/Fail

EDUCATION 5610

Graduate Seminar in Educational Leadership and Administration (Series)

Credit hours: 3.0

Contact hours per week: 3-0-0

In-depth study of specific topics in and approaches to educational administration and leadership, dependent on student interests and Faculty resources. Examples might include: Supervision, Evaluation and Accountability; Leadership in Educational Organizations; Understanding Educational Change; Educational Governance, Structure and Finance.

EDUCATION 5620

Graduate Seminar in Counselling Psychology (Series)

Credit hours: 3.0

Contact hours per week: 3-0-0

In-depth study of specific topics in and approaches to counselling psychology for educational and community settings, dependent on student interest and faculty resources. Examples might include: Gender and Culture Issues in Counselling; Counselling in Special Settings; Consultation Techniques.

Equivalent: **CAAP 6603** (CAAP 603) is equivalent to Education 5620 (Ethics and Professional Practice);

CAAP 6607 (CAAP 607) is equivalent to Education 5620 (Gender and Culture);

CAAP 6625 (CAAP 625) is equivalent to Education 5620 (Systemic Community Change: A Comprehensive Approach to Human Service Delivery);

CAAP 6631 (CAAP 631) is equivalent to Education 5620 (Learning Processes);

CAAP 6633 (CAAP 633) is equivalent to Education 5620 (Human Development);

Any CAAP course with the same title as the offering in the Education 5620 Series

EDUCATION 5630

Educational Leadership and the Change Process

Credit hours: 3.0

Contact hours per week: 3-0-0

An interpretation of the change process, leadership models, administration theory, and the role of vision in leadership.

Prerequisite(s): Admission to the M.Ed. (Educational Leadership) program

EDUCATION 5631

School Culture and the Instructional Program

Credit hours: 3.0

Contact hours per week: 3-0-0

An examination of the leader's role in facilitating a positive school culture and in positioning teaching and learning as the focal point of schools.

Prerequisite(s): Admission to the M.Ed. (Educational Leadership) program

EDUCATION 5632

Managing the Organization

Credit hours: 3.0

Contact hours per week: 3-0-0

The nature of leadership practice in an organizational context—the leader as manager. Understanding school system management processes, and developing human resources. Assessing the larger political, social, economic, legal, and cultural contexts.

Prerequisite(s): Admission to the M.Ed. (Educational Leadership) program

EDUCATION 5633

Governance, Collaboration and Community Engagement

Credit hours: 3.0

Contact hours per week: 3-0-0

Examination of relationships, partnerships, governance, and moral decision-making in an ethical culture.

Prerequisite(s): Admission to the M.Ed. (Educational Leadership) program

EDUCATION 5634

Collaborative Problem Solving

Credit hours: 3.0

Contact hours per week: 1.5-0-0

Other hours: 0-0-40

The resolution of school-system problems in a collaborative environment. Students will develop strategies, establish methods of inquiry, gather and interpret data, draw conclusions and report to stakeholders.

Prerequisite(s): Admission to the M.Ed. (Educational Leadership) program

EDUCATION 5635

Educational Leadership Internship I

Credit hours: 3.0

Contact hours per week: 1.5-0-0

Other hours: 0-0-120

This course will allow students to synthesize and apply their knowledge, to practice and to develop the skills addressed in the leadership core and concentration courses. The field placement will provide a real leadership setting—planned and guided co-operatively by the Faculty of Education and the school district.

Prerequisite(s): Admission to the M.Ed. (Educational Leadership) program

Grading: Pass/Fail

EDUCATION 5636

Advanced Seminar in Educational Leadership

Credit hours: 3.0

Contact hours per week: 3-0-0

Opportunity for learners to present, critique and synthesize the practicum experience, and to demonstrate the skills developed in core and specialization courses.

Prerequisite(s): Admission to the M.Ed. (Educational Leadership) program

EDUCATION 5637

Educational Leadership Internship II

Credit hours: 3.0

Contact hours per week: 1.5-0-0

Other hours: 0-0-120

An in-depth professional development and supervised practice for graduate students in the M.Ed. (Educational Leadership) program. The internship has three components: (1) observing leadership in action in a school and/or school district setting, (2) practicing school leadership strategies, and (3) researching a school problem/issue.

Prerequisite(s): Admission to the M.Ed. (Educational Leadership) program

Corequisite(s): Education 5635

Equivalent: Education 5850 (Educational Leadership Internship II) (prior to 2007/2008)

Grading: Pass/Fail

EDUCATION 5701

Gender and Educational Practice

Credit hours: 3.0

Contact hours per week: 3-0-0

Gender issues as they relate to the philosophy, structure and conduct of educational systems.

EDUCATION 5703

Pedagogy and Global Culture

Credit hours: 3.0

Contact hours per week: 3-0-0

Themes and issues surrounding the concept of global culture and implications for the meaning and conduct of pedagogy. Topics include: Postmodernism; the Cultural Implications of the New Biology; Native Sensibility and the Face of the Other.

EDUCATION 5704

Counselling Psychology: Skills

Credit hours: 3.0

Contact hours per week: 3-0-0

Understanding and acquisition of communication skills in interpersonal and counselling contexts. Emphasis is placed on the identification and development of specific communication skills that are essential for working in helping contexts in particular, and for the development of working alliances in general.

Equivalent: CAAP 6605 (CAAP 605)

EDUCATION 5705

Counselling Psychology: Theory

Credit hours: 3.0

Contact hours per week: 3-0-0

Theoretical foundations in the various schools of psychotherapy. Psychoanalytic, humanistic, behavioural, cognitive, constructivist and systems therapies are covered.

Equivalent: CAAP 6601 (CAAP 601)

EDUCATION 5706

Counselling Psychology: Interventions

Credit hours: 3.0

Contact hours per week: 3-0-0

Theoretical and practical framework for the planning and implementation of client change interventions in counselling. Students work in a variety of simulated contexts to gain practice using a range of frequently used counselling interventions that have demonstrated clinical efficacy.

Corequisite(s): **Education 5704;**
Education 5705

Equivalent: **CAAP 6615 (CAAP 615)**

EDUCATION 5707

Counselling Psychology: Assessment

Credit hours: 3.0

Contact hours per week: 3-0-0

Through theoretical analysis and applied skill development in laboratory settings, students will develop proficiency in the administration of assessment procedures and in the interpretation of assessment results. Standardized and non-standardized assessment techniques are covered.

Corequisite(s): **Education 5704;**
Education 5705

Equivalent: **CAAP 6613 (CAAP 613)**

EDUCATION 5708

Counselling Psychology: Career Counselling

Credit hours: 3.0

Contact hours per week: 3-0-0

Major career theories, and core career counselling processes of meaningful client engagement, exploration of potential, decision strategies, preparation and implementation strategies. Occupational information sources, computer-based career programs and services, and career guidance programs are evaluated from the context of theory and core career counselling processes.

Corequisite(s): **Education 5704**

Equivalent: **CAAP 6621 (CAAP 621)**

EDUCATION 5709

Counselling Psychology: Practicum I

Credit hours: 3.0

Contact hours per week: 2-0-0

Other hours: 0-0-150

Professional development and supervised practice for graduate students in counselling psychology. The class seminars provide opportunity for group supervision of student work with clients, and for in-depth exploration of issues encountered in the practicum settings. The practicum settings provide opportunity for supervised practice in counselling techniques with clients.

Corequisite(s): **Education 5704;**
Education 5705;
Education 5706;
Education 5707

Equivalent: **CAAP 6611 (CAAP 611)**

EDUCATION 5711

Counselling Psychology: Practicum II

Credit hours: 3.0

Contact hours per week: 2-0-0

Other hours: 0-0-150

Advanced professional development and supervised practice for graduate students in counselling psychology. Students will develop and/or practice their counselling skills within a specialized setting, or with a specialized counselling focus.

Corequisite(s): **Education 5709**

Equivalent: **CAAP 6619 (CAAP 619)**

EDUCATION 5762

Problem Solving with Communication Technologies

Credit hours: 3.0

Contact hours per week: 3-0-0

Teaching of problem-solving techniques and strategies with emphasis on communication technology-based approaches.

Substantially Similar: Education 4762

EDUCATION 5763

Communication Technologies in the Curriculum

Credit hours: 3.0

Contact hours per week: 3-0-0

Strategies for effective use of communication technologies in the classroom. Identification and development of educational resources and activities for integrating communication technologies in the curriculum.

Substantially Similar: Education 4760

EDUCATION 5764

The Internet and Education

Credit hours: 3.0

Contact hours per week: 3-0-0

An introduction to the services available on the Internet that are of particular interest to teachers and others interested in issues affecting education today. Topics will include email, newsgroups, mailing lists, FTP, and most importantly, the World Wide Web, and students will be engaged in critical discussion of the implications of such developments.

Substantially Similar: Education 4764;

Education 4769 (The Internet and Education) (prior to 2002/2003)

EDUCATION 5765

New Media and Learning

Credit hours: 3.0

Contact hours per week: 3-0-0

A study of the educational value of New Media. Students will develop knowledge and skills to effectively integrate and discuss the role of New Media in learning. Topics include New Media applications, the value of New Media for learning, the development of curriculum-based projects, and principles of design and layout.

Substantially Similar: Education 4765;

Education 4769 (Multimedia Applications in Education) (prior to 2002/2003)

EDUCATION 5766

Web-Based Learning

Credit hours: 3.0

Contact hours per week: 3-0-0

The design and development of websites for the enhancement of personal learning. Students will create a number of websites that correspond to various topics of personal interest, and which incorporate a variety of psychological learning principles such as semantic mapping, notebook creation and journal writing.

Substantially Similar: **Education 4766;**

Education 4769 (*Web-Based Learning*)
(*prior to 2002/2003*)

EDUCATION 5767

Web-Based Teaching

Credit hours: 3.0

Contact hours per week: 3-0-0

The design and development of websites for instructional purposes. Students critically review web-based instructional sites, and create a website that corresponds to an instructional unit and which incorporates a variety of instructional design principles.

Substantially Similar: **Education 4767;**

Education 4769 (*Web-Based Teaching*)
(*prior to 2002/2003*)

EDUCATION 5769

Educational Issues in Communication Technologies (Series)

Credit hours: 3.0

Contact hours per week: 3-0-0

Educational issues in communication technologies dependent on student interest, needs, and availability of faculty resources.

Equivalent: *Education 5760* (*prior to 2009/2010*)

Substantially Similar: **Education 4769**

EDUCATION 5850

Special Topics

Credit hours: 3.0

Contact hours per week: 3-0-0

Additional graduate Education electives are offered as determined by student program needs and available University resources.

EDUCATION 5960

Professional Development

Credit hours: 1.5

Contact hours per week: 0-0-0

Other hours: 20-0-0

This series offers one-half semester credit courses (20 hours of instruction) designed to meet the specific needs of graduate students.

EDUCATION 5990

Independent Study

Credit hours: 3.0

The graduate student undertakes to study independently a topic not covered under regular electives or special topics courses. The student works under the supervision of a Faculty member to develop a proposal and the details of the study. Students should consult the Assistant Dean, Graduate Studies and Research in the Faculty of Education for more information.

EDUCATION 5999

Master of Education Placeholder

This is a placeholder registration for students admitted to the M.Ed. program, who are not registered in a course in a particular semester.

EDUCATION 6000-6001

Project

Credit hours: 3.0 each

Students engage in systematic inquiry of a topic relevant to their educational practice. This inquiry is grounded in theory and research but typically focuses on practice. Methods of inquiry may be both qualitative or quantitative. The final project must be submitted to the student's Supervisory Committee for evaluation. The completed project will be deposited in the University of Lethbridge Library, and an abstract available online.

Prerequisite(s): Successful completion of the four core courses and six approved electives

Grading: Pass/Fail

EDUCATION 6005

Comprehensive Examination

Credit hours: 3.0

The comprehensive examination evaluates a candidate's knowledge of educational theory and practice, and their interrelationship, in his/her area of study. The student must successfully complete a written and oral examination conducted by the student's Supervisory Committee.

Prerequisite(s): Successful completion of the four core courses and seven approved electives in the M.Ed. program

Grading: Pass/Fail

EDUCATION 6006

M.Ed. Capstone

Credit hours: 3.0

Contact hours per week: 3-0-0

The capstone is conducted in a supportive seminar environment that draws on the participant's experience in the graduate program in order to synthesize the student's learning in the creation of a significant contribution to scholarship and/or professional practice.

Prerequisite(s): Successful completion of the four core courses and seven approved electives in the M.Ed. program

Grading: Pass/Fail

EDUCATION 6011-6014

Thesis

Credit hours: 3.0 each

Grading: Pass/Fail

5. ACADEMIC REGULATIONS AND POLICIES

See *Academic Regulations and Policies* on p. 113 in the *Information for All Programs* section.

6. REGISTRATION

See *Registration* on p. 131 in the *Information for All Programs* section.

7. FEES

See *Fees* on p. 137 in the *Information for All Programs* section.

8. GRADUATE ASSISTANTS

a. Definitions

Three University terms are defined for the purpose of graduate assistantships:

Fall Semester - September 1 to December 31

Spring Semester - January 1 to April 30

Summer Semester - May 1 to August 31

In the Fall and Spring Semesters, full-time graduate student status is granted to students registered in a program of graduate work equivalent to at least three courses. Graduate students taking fewer than three courses are considered part-time, unless they have inactive status.

Graduate Assistants (G.A.s) are graduate students registered full-time in the program and paid to carry out either:

1. Teaching duties including the preparation, delivery and evaluation of teaching or laboratory assignments, instructing in laboratories or the equivalent, assisting in the supervision of practicum students and the grading of assignments. In this instance, the instructor of record will be a regular member of the Faculty and the G.A. will not assume full or final responsibility for any course; or
2. Research duties consisting of working for a staff member on a research project(s), the results of which may or may not be used in their thesis. Clerical or administrative work not related to research is not suitable for a G.A.

Full-time G.A.s are full-time graduate students holding a Graduate Assistantship which requires them to devote up to eight hours per week to teaching or research duties. If a full-time G.A. is performing research duties, the results of which may be used in a thesis, the student may be required to devote more than eight hours per week to these duties.

b. Appointment of Graduate Assistants

1. Applications for Graduate Assistantships will be approved by the Graduate Programs in Education Program Committee.
2. A Letter of Appointment is forwarded to the appointee. G.A.s are entitled to know:
 - a. The number of hours per week of the appointment.

- b. The total remuneration.

In addition, the Letter of Appointment will include as specific a list of duties as possible at the time of appointment. It is understood that minor changes of appointments may be required from time to time but these modifications are to be completed no later than the end of the first week of classes with appropriate written notification to all G.A.s affected.

3. A graduate student who has been appointed to a Graduate Assistantship must report any other remuneration during tenure of the assistantship. If the student accepts some major award or some other paid employment, where payment is from funds administered by the University, the appointment may be cancelled or reduced. Normally, assistantships will not be available to students who are employed full-time while registered in the program.
4. Depending upon the amount of funding available and the number of full-time graduate students, a portion of an assistantship may be awarded. The stipend awarded and the hours of work required would be adjusted accordingly. No assistantship shall require fewer than six hours per week. Normally, full-time students are eligible for assistantships for one calendar year.

c. Remuneration of Graduate Assistants

1. For the purpose of Graduate Assistantship awards, a full-time graduate student is defined as 'a student attending full-time for both Fall and Spring Semesters of a given academic year.' 'One semester' stipends may be available depending on the number of full-time students awarded Graduate Assistantships.

Details describing the value of assistantships and expected hours of assistance are available from the Assistant Dean of Graduate Studies and Research (M.Ed. Program).

2. Assistantships are inclusive of all vacation entitlement. There is no vacation pay on contract expiry or termination in lieu of any time not taken.

For further details about the Master of Education degree program, please contact the Assistant Dean of Graduate Studies and Research, Faculty of Education, University of Lethbridge, T1K 3M4, tel. 403-329-2425, fax 403-329-2372.

9. FINANCIAL ASSISTANCE

a. Preamble

This section contains general guidelines for the financial assistance of graduate students at the University of Lethbridge. It is not intended to provide prescriptions for every situation, but is a framework within which the faculties and schools can operate. Specific interpretation and implementation of these guidelines rests with the supervisor and the Dean (or designate) of the appropriate Faculty or School.

The Faculty of Education provides three main forms of assistance for graduate students in the M.Ed. program: Graduate Assistantships, Faculty Associates, the Graduate Student Travel Fund, and the Graduate Students Association (GSA).

b. Principles

Financial assistance for eligible graduate students may consist of one or more of the following: fellowships, scholarships, Graduate Assistantships, Research Assistantships, external research support, and other sources. The financial assistance package for graduate students is based on the following principles:

Financial assistance

- is offered to all eligible graduate students
- is provided by those who engage graduate students in university teaching and research programs
- reflects the importance of the services graduate students provide

c. Graduate Teaching Assistantship (GTA)

Graduate Assistantships are available to full-time graduate students in the M.Ed. program (i.e., those registered in at least three courses).

Graduate Assistants perform research or teaching support functions. They provide up to eight hours of service per week in the term for which they receive an assistantship.

Graduate Assistants receive \$2,000 in the term in which they hold an assistantship. Students may receive more than one assistantship during their program.

Note: *The criteria and descriptions for Graduate Assistantships in the Faculty of Education are under review.*

d. Faculty Associates

Faculty Associates must be enrolled in a program of studies leading to a Master of Education degree in the Faculty of Education.

Faculty Associates are contracted to teach four courses in the undergraduate program in the Faculty of Education. Courses may be assigned in the Fall or Spring Semesters, or Summer Session I.

A Faculty Associate is paid \$22,000 for a 10-month contract. Each year, the Faculty of Education hires one to four Faculty Associates, depending on Faculty budget and instructional needs.

e. Profiling Alberta's Graduate Students Award

Valued at \$3,000, these 33 graduate awards are intended to showcase the high quality research being done by full-time Canadian/Permanent Resident, Alberta, graduate students who present their research at nationally and internationally recognized academic conferences. To be considered for the award, students must have been registered at the time of the conference in a full-time graduate program at any point in second year of study. Normally, students will be eligible for the award once during their program of study.

f. Graduate Student Travel Fund

Financial assistance is provided to M.Ed. students to support travel associated with attending conferences or other academic gatherings.

Normally, awards of up to \$500 are available to individual students. Each year, the Faculty of Education allocates \$4,000 to support graduate student travel.

g. Graduate Students Association (GSA)

Contact the Graduate Students Association for financial support information provided by the GSA (www.gsaulthbridge.ca).

10. AWARDS AND SCHOLARSHIPS

See *Awards and Scholarships* on p. 147 in the *Information for All Programs* section.

11. ENGLISH LANGUAGE PROFICIENCY FOR GRADUATE STUDENTS

Applicants whose first language is not English, regardless of citizenship or country of origin, must meet the English Language Proficiency (ELP) Requirement. Evidence of English Language Proficiency must be provided before admission will be offered. In all cases, the decision of the School of Graduate Studies shall be final.

Acceptable evidence of English Language Proficiency for graduate studies may be any one of:

1. Successful completion of a baccalaureate or master's degree at a recognized institution where the language of instruction is English and the student's work is in English (**Note:** The School of Graduate Studies reserves the right to determine whether a particular institution is recognized as an institution in which the language of instruction is English).
2. Successful completion of the Advanced Level, English for Academic Purposes (EAP) program at the University of Lethbridge (see **International Students on p. 159 in the Information for All Programs** section).
3. Most recent official TOEFL (Test of English as a Foreign Language) score (UofL institutional code is 0855), taken within the last two years; any of the following:
 - a. a paper-based TOEFL of at least 580 and a TWE (Test of Written English) score of 5.0;
 - b. a computer-based iBT TOEFL of at least 93.Website: www.toefl.org
3. Most recent Academic IELTS (International English Language Testing System) score of at least 6.5 with no band less than 5.5, taken within the last two years. Website: www.ielts.org
4. Most recent official CAEL (Canadian Academic English Language) Assessment score of 70 or higher, taken within the last two years.

Website: www.cael.ca

Individual circumstances of Canadian and Permanent Resident applicants will be considered by the Dean of the School of Graduate Studies, whose decision shall be final.

12. WESTERN DEANS' AGREEMENT

The Western Deans' Agreement covers exchange graduate students from member universities in British Columbia (Simon Fraser University, University of British Columbia, University of Northern British Columbia, University of Victoria), Alberta (Athabasca University, University of Alberta, University of Calgary, University of Lethbridge), Saskatchewan (University of Regina, University of Saskatchewan) and Manitoba (University of Manitoba) provided that:

1. the period for which the fees are remitted does not exceed two academic terms of four months each;

MASTER OF FINE ARTS (M.F.A.) PROGRAMS

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1. M.F.A. PROGRAM GRID

Degree

Master of Fine Arts (M.F.A.) (Offered in the Faculty of Fine Arts)

Majors

Art
New Media
Theatre & Dramatic Arts

2. STATEMENT OF PURPOSE

The Master of Fine Arts (M.F.A.) degree program offers students the opportunity to pursue an advanced degree in the Departments of Art, Theatre and Dramatic Arts, or New Media. Faculty who are practicing artists and experts in the field provide an environment grounded in a traditional fine arts education, while encouraging students to study broadly in the arts and to find their own creative voice. Spirited experimentation with artistic and performance techniques, on a foundation of theory and critical thought, as well as the application of new technology are an important and integral part of the Faculty of Fine Arts.

The M.F.A. program allows graduate students to concentrate in one or more artistic disciplines or cross disciplinary lines, to build a program of individual study, and to synthesize their work into a personalized artistic expression.

3. PROGRAM DESIGN

Obtaining the M.F.A. degree is contingent upon the successful completion of specified course work and a thesis, which comprises, a research project and a support paper that is related directly to the area(s) of inquiry formulated by the supervisor and the student. All of the work prescribed for the degree will be formulated and completed under the guidance of the student's supervisor.

The individual program of study is designed by the student in consultation with a faculty member from the appropriate department who intends to remain the student's supervisor for the duration of the student's program. Once a potential supervisor has agreed to assume responsibilities of program advisor, the proposed supervisor will form a potential Supervisory Committee.

A Supervisory Committee is formed for each M.F.A. student enrolled in the program. The Supervisory Committee shall consist of two other Faculty members: one from the same discipline as the program and one from another cognate area. The Program Committee must approve the supervisor and Supervisory Committee. Once the Supervisory Committee has been approved by the Program Committee, the supervisor will chair the Supervisory Committee.

For information regarding committee structure and roles, refer to the *University of Lethbridge M.F.A. Program: Policies and Guidelines* handbook, available from the School of Graduate Studies or online at www.uleth.ca/graduatestudies/future-students/master-fine-arts.

4. ADMISSION REQUIREMENTS

a. Academic Qualifications for Admission

Applicants normally must meet the following minimum requirements before the University will consider admission:

1. A University of Lethbridge baccalaureate degree, or its academic equivalent from another recognized degree-granting institution, in the discipline of

interest or in a closely cognate discipline. The University of Lethbridge reserves the right to determine whether degrees and other academic programs completed elsewhere are equivalent to University of Lethbridge baccalaureate degrees. Applied and Technology Degrees are not normally considered to be a basis of admission for graduate studies programs.

2. A minimum grade point average of 3.00 (based on a 4.00 scale) on the last 20 graded university-level semester courses.

Applicants are considered on a case-by-case basis.

Preference is given to a student whose proposed creative work is related to a supervisor's area of expertise. An applicant will be required to present an audition or a portfolio of creative work for evaluation.

An applicant whose first language is not English must meet the English Language Proficiency (ELP) Requirement for Graduate Studies (see **Section 14. English Language Proficiency for Graduate Students, p. 58**).

b. Application Deadlines

A student may be admitted to the M.F.A. program in order to begin their studies as a full-time student on September 1 (Fall) only.

Application deadline:
March 1

Applications and all supporting documentation with the possible exception of final semester grades for those currently enrolled, must be received no later than the deadline listed above.

The entire application package must be submitted to the Registrar's Office and Students Services (ROSS) with the application fee.

c. Procedures for Application/Admission

The application package for the M.F.A. program is available from the School of Graduate Studies or online at www.uleth.ca/graduatestudies/future-students/master-fine-arts and includes the following forms:

- *Application for Admission - Master's Degree Programs* form
- *Letter of Recommendation* forms

Applicants should begin work on the application package as soon as possible (see **Section b. Application Deadlines**).

No application can receive formal consideration until all documentation is received. All documents received in support of an application become the property of the University and will not be released or copied except to other officers of the University as required by University procedures.

Note: *Students who are graduates of non-Canadian universities must provide notarized English translations of all documents not in the English language.*

Eligible applicants must apply for admission by following the process outlined in **Table 1: M.F.A. Programs Application Procedure (p. 53)** (see also **Section a. Academic Qualifications for Admission, p. 52**).

Table I: M.F.A. Programs Application Procedure

STEP 1 - Complete the Application Package	Get application package	Application packages are available from the School of Graduate Studies (phone: 403-329-2121) or online at www.uleth.ca/graduatestudies/future-students/master-fine-arts .
	Application for admission	The applicant completes the <i>Application for Admission - Master of Fine Arts Degree Programs</i> form.
	Academic transcripts	Applicant arranges to have official academic transcripts (including proof of graduation for the baccalaureate degree and transcripts of all post-baccalaureate work, if any) sent directly from the issuing institution to the Registrar's Office and Students Services (ROSS).
	Applicant's c.v.	The applicant's curriculum vitae (c.v.) must be included in the application package.
	Letter of Intent	The application must also include a letter of intent explaining the direction of the applicant's current area of research and practice and indicating the specific nature of interest in the M.F.A. program in the discipline to which they are applying. Maximum length is 500 words.
	Letters of recommendation	Three academic referees each complete a <i>Letter of Recommendation</i> form and submit it to ROSS. The applicant must have studied with at least two of the referees.
	Financial assistance	The applicant provides evidence of financial assistance from external agencies and applies for assistantships, fellowships, and scholarships if desired.
	Portfolio or Audition/Interview	
	<i>Applicants to the MFA with an Art major</i>	The applicant must submit a portfolio that effectively represents the applicant's body of work/ research to date. Submission should include 20 digital still images on one CD-ROM or DVD-ROM. For works that do not lend themselves to still documentation, the applicant may submit a 10-minute video compilation on CD-ROM or DVD. For works that require documentation in both still image and video formats, the applicant may submit 10 digital images and a 5-minute video. Images must be formatted according to the 'Image Submission Guidelines' found below. Image and/or video submission should be accompanied by a list with date, title, and media of each image and/or video piece. If necessary, add pertinent information to list to help clarify specific works, e.g. video/audio, performance, web-based, etc. 'Image Submission Guidelines' MAC and PC compatible files; jpeg files; file resolution of 72 dpi; file size 1024x768 pixels, 1MB maximum; RGB, sRGB mode (no CMYK); title each file (image) with a number, your initials, and title beginning with a zero (e.g. 01initialtitle, 02initialtitle... 20initialtitle); mark your CD-ROM or DVD with your name; do not submit any type of presentation program (such as PowerPoint); do not submit material that requires software, plug-ins, extensions or other executables that need to be downloaded or installed; do not submit any other component of your application electronically; test your material before submission to ensure that it is formatted correctly.
<i>Applicants to the MFA with a Theatre & Dramatic Arts major</i>	The applicant may be invited to attend an audition/interview. Alternate arrangements may be possible for candidates applying from a great distance. Additional requirements pertaining to a candidate's specific area of study may apply. A design student will be asked to submit a portfolio of a maximum of 20 images.	
<i>Applicants to the MFA program with a New Media major</i>	The applicant must submit a portfolio, which may be delivered in the following formats: PC or Mac-based CD-ROM, DVD, website URL, VHS or Mini DV tape, print portfolio, or slides.	
STEP 2 - Submit application package by March 1	The applicant submits the application package, plus the application fee, to the Registrar's Office and Students Services (ROSS) by March 1. The Program Committee reviews the application package. The chair of the Program Committee informs the applicant of its decision. Applicants will be notified of admission status by May 1. Successful applicants will be advised of registration procedures at that time. Details of the applicant's program requirements will be provided by the chair of the respective department to the School of Graduate Studies.	
STEP 3 - Complete and submit thesis proposal	By no later than June 30 of the first year of the program, the student must complete a thesis proposal and submit it to the Program Committee. This proposal outlines the research/creative project that will constitute the thesis and confirms the thesis supervisor.	

d. Admission Criteria

The capacity of the M.F.A. program is limited by both space and availability of faculty. Not all students meeting the general admission requirements can be admitted.

Criteria used for admission include during the review of the application for admission will include:

- the applicant's record and letters of academic recommendation;
- the applicant's body of creative work, exhibition/performance/reviews, and publishing record;
- audition/ interview (Department of Theatre and Dramatic Arts);
- the feasibility of the project in light of available resources; and
- financial support for the student.

A student judged to be of suitable potential for graduate work, but lacking in some necessary preparation, may be considered for admission subject to one of two options: the required preparation may be undertaken prior to admission, with the permission of the Program Committee, or it may be undertaken after admission. The Program Committee will establish a definite date by which all conditions must be satisfied.

Unless alternative arrangements have been made, a student receiving an offer of admission to the program must register in the program no later than the registration deadline, as outlined in the University Calendar. Failing to register in this way will result in the student forfeiting admission status.

A student newly admitted in the M.F.A. program is required to pay a non-refundable \$100 deposit to confirm their acceptance of their admission. This deposit is credited toward the tuition fee upon registration in the program.

Full-time students may not be employed outside their program in any form of employment exceeding 10 hours per week.

e. Admission After an Approved Master's Degree

A student holding an approved master's degree from a recognized institution who wants to pursue further studies in his/her field may be considered for admission to a UofL post-master's certificate program provided he/she meets all of the admission requirements.

A student holding an approved master's degree from a recognized institution who wants to pursue an entirely different field of study to enhance or change their career focus or international students seeking North American credentials may be considered for admission to a UofL master's degree or graduate post-baccalaureate certificate program provided he/she meets all of the admission requirements.

Students normally are not eligible to pursue a second master's degree which is similar to one already completed at a recognized institution. Generally, degrees with identical or closely related majors are considered to be similar. Courses used to complete the requirements of the first master's degree normally cannot be used to fulfill the requirements of the second master's degree or graduate post-baccalaureate certificate; recommendations regarding exceptions may be made by the Program Committee to the Dean of the School of

Graduate Studies. In all cases, the decision of the Dean of the School of Graduate Studies shall be final.

f. Exchange Students

Under approved exchange arrangements, an M.F.A. student registered in a program at another post-secondary institution, and not pursuing a degree at the University of Lethbridge, may be considered to take courses. The University of Lethbridge is a signatory of the Western Deans' Agreement (see **Section 15. Western Deans' Agreement, p. 58**).

g. Visiting Students

With the appropriate permission of the sending and receiving institution, a student may be considered as a visiting student for study where formal exchange arrangements are not in place. They must satisfy the normal admission requirements of the University of Lethbridge.

5. REQUIREMENTS FOR DEGREE

During the first year of the M.F.A. program, students complete course work. In the second year of the program, M.F.A. students focus on the research and production the thesis. The thesis will be defended in the Final Oral Examination.

The total credit hours for the M.F.A. program in each department are as follows:

Department of Art - 48.0 credit hours

Department of Theatre and Dramatic Arts - 36.0 credit hours

Department of New Media - 45.0 credit hours

a. Course Work

The required courses for each M.F.A. program are as follows:

M.F.A. - Art majors

Term I

Art 5048 - Graduate Studio I (9.0 credit hours)

[Art 4048]

Art 5261 - Art Now Graduate Seminar (3.0 credit hours)

[Art 3261]

Term II

Art 5049 - Graduate Studio II (9.0 credit hours)

[Art 4049]

Art 5150 - Art History Graduate Seminar (Series) (3.0 credit hours) [Art 4150]

Art 5262 - Art Now Graduate Seminar (3.0 credit hours) [Art 3262]

Art Elective (3.0 credit hours) at the 5000-level

M.F.A. - Theatre & Dramatic Arts majors

Term I

Drama 5150 - Graduate Theatre Studies (Series) (3.0 credit hours) [Drama 3150]

Drama 5990 - Independent Studies in Dramatic Arts (3.0 credit hours)

Drama Elective (3.0 credit hours) at the 5000-level

Term II

Drama 5211 - Graduate Seminar in Theories of Theatre (3.0 credit hours) [Drama 4211]

Drama 5600 - Theatre Studio Performance (3.0 credit hours)

Drama Elective (3.0 credit hours) at the 5000-level

M.F.A. - New Media majors

Term I

New Media 5048 - Graduate Studio I (9.0 credit hours)

New Media Elective (3.0 credit hours) at the 5000-level

Term II

New Media 5049 - Graduate Studio II (9.0 credit hours)

New Media Elective (3.0 credit hours) at the 5000-level

Note: Graduate level courses linked to undergraduate courses are denoted in square brackets. The University has significantly higher performance expectations of graduate students than of undergraduate students. Although courses are program specific, a student may, in consultation with his or her supervisor, tailor the course work to the needs of the student, with approval from the Program Committee.

b. Thesis

The Thesis is composed of two parts: the Research Project and the Support Paper.

The Research Project represents the accomplishments of a one-year investigation and results in a performance, production, exhibition, or original work relevant to the particular field of study in which the student is engaged. The research project must be defended in a final oral examination (see **Section c. Final Oral Examination**).

The support paper is defined by the Program Committee in consultation with the student and the supervisor. The student in consultation with the supervisor must determine the format and direction of the support paper. The Supervisory Committee must approve the proposed support paper. Specific elements may vary depending on the proposed thesis. Standards and conventions widely used in Canada and adopted by the University are to be found in the *University of Lethbridge M.F.A. Program: Policies and Guidelines* handbook, available from the School of Graduate Studies or online at www.uleth.ca/graduatestudies/future-students/master-fine-arts.

A support paper no less than 30 pages accompanies the research project and positions the student's production within a contemporary discourse. When complete, the candidate must defend the thesis in an oral examination.

M.F.A. - Art majors

Art 6001 - Directed Studies/Thesis Preparations (9.0 credit hours)

Art 6002 - Thesis (9.0 credit hours)

M.F.A. - Theatre & Dramatic Arts majors

Drama 6001 - Directed Studies/Thesis Preparations (9.0 credit hours)

Drama 6002 - Theatre Studio Performance/Thesis (9.0 credit hours)

M.F.A. - New Media majors

New Media 6001 - Directed Studies/Thesis Preparations (9.0 credit hours)

New Media 6002 - Thesis (9.0 credit hours)

c. Final Oral Examination

Once the supervisor approves the research project and the support paper, and the student is prepared to defend both parts of the thesis, the final oral examination is scheduled by the supervisor. The grading mode for the research project and the support paper is pass/fail as described in the *University of Lethbridge M.F.A. Program: Policies and Guidelines* handbook, available from the Faculty of Fine Arts or online at www.uleth.ca/graduatestudies/future-students/master-fine-arts.

An Examination Committee is appointed to conduct the final oral examination in accordance with the procedures described in the *University of Lethbridge M.F.A. Program:*

Policies and Guidelines handbook. Once the thesis is final (i.e., assessed and corrected, if necessary), it must be submitted in both print and electronic formats.

6. COURSES

All listed graduate courses can be found at www.uleth.ca/ross/calendar/sgs/courses/index.html.

a. Art

ART 5048

Graduate Studio I

Credit hours: 9.0

Contact hours per week: 0-0-9

Self-directed study focusing on conceptual and material development in studio practice.

Prerequisite(s): Admission to the M.F.A. (Art) program

ART 5049

Graduate Studio II

Credit hours: 9.0

Contact hours per week: 0-0-9

Self-directed study focusing on conceptual and material development in studio practice.

Prerequisite(s): Admission to the M.F.A. (Art) program

ART 5261

Art Now Graduate Seminar

Credit hours: 3.0

Contact hours per week: 3-0-0

Directed readings on assigned topics. Attendance at Visiting Artists Series.

Prerequisite(s): Admission to the M.F.A. (Art) program

Grading: Pass/Fail

ART 5262

Art Now Graduate Seminar

Credit hours: 3.0

Contact hours per week: 3-0-0

Directed readings on assigned topics. Attendance at Visiting Artists Series.

Prerequisite(s): Admission to the M.F.A. (Art) program

Grading: Pass/Fail

ART 5850

Topics in Art

Credit hours: 3.0

Contact hours per week: 3-0-0

Topics in art not covered by regular courses may be offered under this designation, depending on student interest and availability of faculty and expertise.

Prerequisite(s): Admission to the M.F.A. (Art) program

Grading: Pass/Fail

ART 6001

Directed Studies/Thesis Preparations

Credit hours: 9.0

A preparation course for the creative research project and the written thesis.

Prerequisite(s): Admission to the M.F.A. (Art) program

Grading: Pass/Fail

ART 6002**Thesis**

Credit hours: 9.0

Thesis course for the creative research project and written thesis.

Prerequisite(s): Admission to the M.F.A. (Art) program

Grading: Pass/Fail

b. Art History/Museum Studies**ART HISTORY/MUSEUM STUDIES 5150****Art History Graduate Seminar (Series)**

Credit hours: 3.0

Contact hours per week: 3-0-0

Offerings in subject areas dealing with significant developments in art history.

Prerequisite(s): Admission to the M.F.A. (Art) program

Equivalent: Art 5150 (prior to 2010/2011)

c. Drama**DRAMA 5150****Graduate Theatre Studies (Series)**

Credit hours: 3.0

Contact hours per week: 3-0-0

Graduate level course with offerings in subject areas dealing with significant developments in theatre and dramatic arts such as major artists/theorists, major playwrights, genres and styles, historical periods, non-Western Theatre, dance, and film.

Prerequisite(s): Admission to the M.F.A. (Theatre & Dramatic Arts) program

DRAMA 521 I**Graduate Seminar in Theories of Theatre**

Credit hours: 3.0

Contact hours per week: 3-0-0

Advanced theories of theatre since Aristotle, with an emphasis on the 20th Century and contemporary critical theory.

Prerequisite(s): Admission to the M.F.A. (Theatre & Dramatic Arts) program

Grading: Pass/Fail

DRAMA 5600**Theatre Studio Performance**

Credit hours: 3.0

Contact hours per week: Variable

Approved participation in one major production of the Department of Theatre and Dramatic Arts. Preparation of material from the perspective of actor, designer, or technician.

Prerequisite(s): Admission to the M.F.A. (Theatre & Dramatic Arts) program

Grading: Pass/Fail

DRAMA 5850**Topics in Dramatic Arts**

Credit hours: 3.0

Contact hours per week: Variable

Topics in drama not covered by regular courses may be offered under this designation, depending on student interest and availability of faculty and expertise.

Prerequisite(s): Admission to the M.F.A. (Theatre & Dramatic Arts) program

Grading: Pass/Fail

DRAMA 5990**Independent Studies in Dramatic Arts**

Credit hours: 3.0

Contact hours per week: Variable

Independent studies of any topic in the Dramatic Arts.

Prerequisite(s): Admission to the M.F.A. (Theatre & Dramatic Arts) program

Grading: Pass/Fail

DRAMA 6001**Directed Studies/Thesis Preparations**

Credit hours: 9.0

A preparation course for the creative research project and the written thesis.

Prerequisite(s): Admission to the M.F.A. (Theatre & Dramatic Arts) program

Grading: Pass/Fail

DRAMA 6002**Theatre Studio Performance/Thesis**

Credit hours: 9.0

Thesis course for the creative research project and written thesis.

Prerequisite(s): Admission to the M.F.A. (Theatre & Dramatic Arts) program

Grading: Pass/Fail

d. New Media**NEW MEDIA 5048****Graduate Studio I**

Credit hours: 9.0

Contact hours per week: 0-0-9

Self-directed study focusing on conceptual and material development in studio practice.

Prerequisite(s): Admission to the M.F.A. (New Media) program

NEW MEDIA 5049**Graduate Studio II**

Credit hours: 9.0

Contact hours per week: 0-0-9

Self-directed study focusing on conceptual and material development in studio practice.

Prerequisite(s): Admission to the M.F.A. (New Media) program

NEW MEDIA 5850
Topics in New Media
Credit hours: 3.0

Contact hours per week: 3-0-0

Topics in New Media not covered by regular courses may be offered under this designation, depending on student interest and availability of faculty and expertise.

Prerequisite(s): Admission to the M.F.A. (New Media) program

Grading: Pass/Fail

NEW MEDIA 6001
Directed Studies/Thesis Preparations

Credit hours: 9.0

A preparation course for the creative research project and the written thesis.

Prerequisite(s): Admission to the M.F.A. (New Media) program

Grading: Pass/Fail

NEW MEDIA 6002
Thesis

Credit hours: 9.0

Thesis course for the creative research project and written thesis.

Prerequisite(s): Admission to the M.F.A. (New Media) program

Grading: Pass/Fail

7. GENERAL REGULATIONS

a. Credit for Previous Work

With the permission of the Program Committee in each case, courses that have not already been credited toward a completed university credential may be accepted for credit in the Master's program.

All courses considered for transfer credit must carry a grade of 'B-' or higher and must have been completed no longer than seven years prior to the student's admission to the program.

b. Residence Requirements and Time Limits

Residence is defined as the period during which the student is registered in the program, taking courses, conducting research, or working on the research project or written thesis at the University of Lethbridge.

The minimum residence requirement shall be 24-months continuous full-time registration in the M.F.A. program. If needed, a graduate student may apply for an extension up to one academic year. The maximum time limit for degree completion shall be three academic years. All courses specified by the Program Committee and the thesis must be successfully completed and submitted within the maximum time limit. Failure to complete within this period will result in the candidate being required to withdraw from the program.

Under extenuating circumstances the Program Committee may allow a longer extension.

A student who does not register in the program in any semester will be considered to have withdrawn, unless a leave of absence has been granted by the Program Committee. Since permission is not automatic, students who anticipate an interruption in their program should notify the Program Committee in writing, seeking prior approval for a leave of absence.

Leave of Absence

During an approved leave of absence, the student is not required to register, no fees are assessed, and the time granted is not counted toward the residency requirement. The leave of absence may be granted up to a maximum of one year during the tenure of study in the Master's program.

With the permission of the Program Committee, a student may maintain resident status while conducting research off-campus (e.g., on field trips, using facilities, or consulting libraries elsewhere). It may be necessary for a student to include in his or her program courses to be completed at other institutions. The Program Committee must approve proposals for these courses.

c. Academic Standards

A student must receive a minimum grade of 'B-' (2.70 on a 4.0 scale) in all courses which are graded and which count toward the degree. A student who receives more than two grades below a 'B-' may be asked to withdraw from the program. Students must present a minimum cumulative GPA of 3.0 in all courses in order to graduate from the M.F.A. program. A student whose performance in the program is judged to be unsatisfactory by the Program Committee may be placed on probation; continued unsatisfactory performance may result in the student being required to withdraw from the program.

d. Appeals

All appeals in the M.F.A. program should be directed to the Program Committee. Grade appeals for courses in the M.F.A. program will be processed through the School of Graduate Studies. The Program Committee will hear other appeals. Any appeal decisions may be addressed to the Executive Committee of the School of Graduate Studies, whose decision shall be final.

e. Academic Offences and Discipline

A graduate student is expected to exemplify high standards of academic and ethical behaviour and is subject to the University's student discipline and ethical behaviour policies.

f. Fees

Fees for the M.F.A. program are pending approval.

8. ACADEMIC REGULATIONS AND POLICIES

See *Academic Regulations and Policies* on **p. 113** in the *Information for All Programs* section.

9. REGISTRATION

See *Registration* on **p. 131** in the *Information for All Programs* section.

10. FEES

See *Fees* on **p. 137** in the *Information for All Programs* section.

11. SUPERVISION

Guidelines for supervisory procedures, including the conduct of a supervisor and suggestions for good practice, are contained in the *University of Lethbridge M.F.A. Program: Policies and Guidelines* handbook, available from the School of Graduate Studies or online at www.uleth.ca/graduatestudies/future-students/master-fine-arts.

12. FINANCIAL ASSISTANCE

For information on financial assistance, please contact the School of Graduate Studies (403-329-2121; www.uleth.ca/graduatestudies).

13. AWARDS AND SCHOLARSHIPS

See *Awards and Scholarships* on **p. 147** in the *Information for All Programs* section.

14. ENGLISH LANGUAGE PROFICIENCY FOR GRADUATE STUDENTS

Applicants whose first language is not English, regardless of citizenship or country of origin, must meet the English Language Proficiency (ELP) Requirement. Evidence of English Language Proficiency must be provided before admission will be offered. In all cases, the decision of the School of Graduate Studies shall be final.

Acceptable evidence of English Language Proficiency for graduate studies may be any one of:

1. Successful completion of a baccalaureate or master's degree at a recognized institution where the language of instruction is English and the student's work is in English (**Note:** The School of Graduate Studies reserves the right to determine whether a particular institution is recognized as an institution in which the language of instruction is English).
2. Successful completion of the Advanced Level, English for Academic Purposes (EAP) program at the University of Lethbridge (see **International Students on p. 159 in the Information for All Programs** section).
3. Most recent official TOEFL (Test of English as a Foreign Language) score (UofL institutional code is 0855), taken within the last two years; any of the following:
 - a. a paper-based TOEFL of at least 580 and a TWE (Test of Written English) score of 5.0;
 - b. a computer-based iBT TOEFL of at least 93.
Website: www.toefl.org
3. Most recent Academic IELTS (International English Language Testing System) score of at least 6.5 with no band less than 5.5, taken within the last two years.
Website: www.ielts.org
4. Most recent official CAEL (Canadian Academic English Language) Assessment score of 70 or higher, taken within the last two years.
Website: www.cael.ca

Individual circumstances of Canadian and Permanent Resident applicants will be considered by the Dean of the School of Graduate Studies, whose decision shall be final.

15. WESTERN DEANS' AGREEMENT

The Western Deans' Agreement covers exchange graduate students from member universities in British Columbia (Simon Fraser University, University of British Columbia, University of Northern British Columbia, University of Victoria), Alberta (Athabasca University, University of Alberta, University of Calgary, University of Lethbridge), Saskatchewan (University of Regina, University of Saskatchewan) and Manitoba (University of Manitoba) provided that:

1. the period for which the fees are remitted does not exceed two academic terms of four months each;
2. the course work or work to be pursued is not available at the student's home institution.

Western Deans' Agreement students pay tuition (and general) fees at their home university, and they pay applicable student activity fees (general fees) at the host institution where they are taking courses.

Under the Western Deans' Agreement, students may take both undergraduate and graduate courses. Students may only take courses which are not available at their home university, and which are an integral part of their graduate degree program. The approval of the appropriate Chairs of the Masters and Ph.D. Program Committees and of the designated representative of the host university must be obtained prior to commencement of the courses.

Students must arrange for official transcripts from the host institution to be sent to the home institution when the courses have been completed. Each home institution has regulations regarding the maximum number of transfer credits permitted. Students should ensure that their requests are within these limits.

16. GRADUATION

See *Graduation* on **p. 155** in the *Information for All Programs* section.

17. INTERNATIONAL STUDENTS

See *International Students* on **p. 159** in the *Information for All Programs* section.

18. ACADEMIC SCHEDULE

See *Academic Schedule* on **p. 161** in the *Information for All Programs* section.

For further details about the Master of Fine Arts degree program, please contact the School of Graduate Studies, University of Lethbridge, T1K 3M4, tel. 403-329-2121, fax 403-329-2097, or refer to the following websites:

www.uleth.ca/graduatestudies/future-students/master-fine-arts

MASTER OF MUSIC (M.MUS.) PROGRAMS

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1. M.MUS. PROGRAM GRID

Degree

Master of Music (M.Mus.) (offered in the Faculty of Fine Arts)

Major

Not Applicable

2. STATEMENT OF PURPOSE

The Master of Music (M.Mus.) degree program offers students the opportunity to pursue an advanced degree in the Department of Music. Faculty who are practicing artists and experts in the field provide an environment grounded in a traditional music education, while encouraging students to study broadly and find their own creative voice. The M.Mus. program allows graduate students to concentrate in an artistic discipline, to build a program of individual study, and to synthesize their work into a personalized artistic expression.

3. PROGRAM DESIGN

Obtaining the M.Mus. degree is contingent upon the successful completion of specified course work and a lecture recital and written thesis that are related directly to the area(s) of inquiry formulated by the supervisor and the student. All of the work prescribed for the degree will be formulated and completed under the guidance of the student's supervisor.

The individual program of study is designed by the music student in consultation with a faculty member from the music department who intends to remain the student's supervisor for the duration of his or her program. Once a potential supervisor has agreed to assume responsibilities of program advisor, the proposed supervisor will form a potential Supervisory Committee.

A Supervisory Committee is formed for each M.Mus. student enrolled in the program. The Supervisory Committee shall consist of two other Faculty members: one from the same discipline as the program and one from another cognate area. The Program Committee must approve the supervisor and Supervisory Committee. Once the Supervisory Committee has been approved by the Program Committee, the supervisor will chair the Supervisory Committee.

For information regarding committee structure and roles, refer to the *University of Lethbridge M.Mus. Program: Policies and Guidelines* handbook, available from the School of Graduate Studies or online at www.uleth.ca/graduatestudies/future-students/master-music.

4. ADMISSION REQUIREMENTS

a. Academic Qualifications for Admission

Applicants normally must meet the following minimum requirements before the University will consider admission:

1. A University of Lethbridge baccalaureate degree, or its academic equivalent from another recognized degree-granting institution, in the discipline of interest or in a closely cognate discipline. The University of Lethbridge reserves the right to determine whether degrees and other academic programs completed elsewhere are equivalent to University of Lethbridge baccalaureate degrees. Applied and Technology Degrees are not normally considered to be a basis of admission for graduate studies programs.

2. A minimum grade point average of 3.00 (based on a 4.00 scale) on the last 20 graded university-level semester courses.

Applicants are considered on a case-by-case basis.

Preference is given to a student whose proposed creative work is related to a supervisor's area of expertise. An applicant will be required to present an audition or a portfolio of creative work for evaluation.

An applicant whose first language is not English must meet the English Language Proficiency (ELP) Requirement for Graduate Studies (see **Section 14. English Language Proficiency for Graduate Students, p. 65**).

b. Application Deadlines

A student may be admitted to the M.Mus. program in order to begin their studies as a full-time student on September 1 (Fall) only.

Application deadline:

March 1

Applications and all supporting documentation, with the possible exception of final semester grades for those currently enrolled, must be received no later than the deadline listed above.

The entire application package must be submitted to the Registrar's Office and Students Services (ROSS) with the application fee.

c. Procedures for Application/Admission

The application package for the M.Mus. program is available from the Faculty of Fine Arts and includes the following forms:

- *Application for Admission - Master's Degree Programs* form
- *Letter of Recommendation* forms

Applicants should begin work on the application package as soon as possible (see **Section b. Application Deadlines**).

No application can receive formal consideration until all documentation is received. All documents received in support of an application become the property of the University and will not be released or copied except to other officers of the University as required by University procedures.

Note: *Students who are graduates of non-Canadian universities must provide notarized English translations of all documents not in the English language.*

Eligible applicants must apply for admission by following the process outlined in **Table 1: M.Mus. Program Application Procedure (p. 61)** (see also **Section a. Academic Qualifications for Admission, p. 60**).

Table 1: M.Mus. Program Application Procedure

STEP 1 - Complete the Application Package	Get application package	Application packages are available from the School of Graduate Studies (phone: 403-329-2121) or online at www.uleth.ca/graduatestudies/future-students/master-music .
	Application for admission	The applicant completes the <i>Application for Admission - Master of Music Degree Programs</i> form.
	Academic transcripts	Applicant arranges to have official academic transcripts (including proof of graduation for the baccalaureate degree and transcripts of all post-baccalaureate work, if any) sent directly from the issuing institution to the Registrar's Office and Students Services (ROSS).
	Applicant's c.v.	The applicant's curriculum vitae (c.v.) must be included in the application package.
	Letter of Intent	The application must also include a letter of intent explaining the direction of the applicant's current area of research and practice and indicating the specific nature of interest in the M.Mus. program. Maximum length is 500 words.
	Letters of recommendation	Three academic referees each complete a <i>Letter of Recommendation</i> form and submit it to ROSS. The applicant must have studied with at least two of the referees.
	CD/DVD/video	The applicant submits a professional quality CD, video, or DVD that displays a professional level of repertoire.
	Financial assistance	The applicant provides evidence of financial assistance from external agencies and applies for assistantships, fellowships, and scholarships if desired.
STEP 2 - Submit application package by March 1	The applicant submits the application package, plus the application fee, to the Registrar's Office and Students Services (ROSS) by March 1. The Program Committee reviews the application package.	
STEP 3 - Audition	Following review of the above documents, shortlisted applicants will be invited for a live audition of approximately 30 minutes that displays a professional level of repertoire. A short interview will occur following the audition. A placement test will also be given to assess the applicant's proficiency in Music Theory, Musicianship Skills, and Music History.	
STEP 4 - Admission decision	The chair of the Program Committee informs the applicant of its decision. Applicants will be notified of admission status by May 1. Successful applicants will be advised of registration procedures at that time. Details of the applicant's program requirements will be provided by the chair of the Department of Music to the School of Graduate Studies.	
STEP 5 - Complete and submit thesis proposal	By no later than June 30 of the first year of the program, the student must complete a thesis proposal and submit it to the Program Committee. This proposal outlines the research/creative project that will constitute the thesis and confirms the thesis supervisor.	

d. Admission Criteria

The capacity of the M.Mus. program is limited by both space and availability of faculty. Not all students meeting the general admission requirements can be admitted.

Criteria used during the review of the application for admission will include:

- the applicant's record and letters of academic recommendation;
- the applicant's body of creative work, exhibition/performance/reviews, and publishing record;
- audition/ interview;
- the feasibility of the project in light of available resources; and
- financial support for the student.

A student judged to be of suitable potential for graduate work, but lacking in some necessary preparation, may be considered for admission subject to one of two options: the required preparation may be undertaken prior to admission, with the permission of the Program Committee, or it may be undertaken after admission. The Program Committee will establish a definite date by which all conditions must be satisfied.

Unless alternative arrangements have been made, a student receiving an offer of admission to the program must register in the program no later than the registration deadline, as outlined in the University Calendar. Failing to register in this way will result in the student forfeiting admission status.

A student newly admitted in the M.Mus. program is required to pay a non-refundable \$100 deposit to confirm their acceptance of their admission. This deposit is credited toward the tuition fee upon registration in the program.

Full-time students may not be employed outside their program in any form of employment exceeding 10 hours per week.

e. Admission After an Approved Master's Degree

A student holding an approved master's degree from a recognized institution who wants to pursue further studies in his/her field may be considered for admission to a UofL post-master's certificate program provided he/she meets all of the admission requirements.

A student holding an approved master's degree from a recognized institution who wants to pursue an entirely different field of study to enhance or change their career focus or international students seeking North American

credentials may be considered for admission to a UofL master's degree or graduate post-baccalaureate certificate program provided he/she meets all of the admission requirements.

Students normally are not eligible to pursue a second master's degree which is similar to one already completed at a recognized institution. Generally, degrees with identical or closely related majors are considered to be similar. Courses used to complete the requirements of the first master's degree normally cannot be used to fulfill the requirements of the second master's degree or graduate post-baccalaureate certificate; recommendations regarding exceptions may be made by the Program Committee to the Dean of the School of Graduate Studies. In all cases, the decision of the Dean of the School of Graduate Studies shall be final.

f. Exchange Students

Under approved exchange arrangements, an M.Mus. student registered in a program at another post-secondary institution, who is not pursuing a degree at the University of Lethbridge, may be admitted to take courses. The University of Lethbridge is a signatory of the Western Deans' Agreement (see **Section 15. Western Deans' Agreement, p. 66**).

g. Visiting Students

With the appropriate permission of the sending and receiving institution, a student may be considered for admission as a visiting student for study where formal exchange arrangements are not in place. They must satisfy the normal admission requirements of the University of Lethbridge.

5. REQUIREMENTS FOR DEGREE

The total credit hours for the M.Mus. program is 54.0 credit hours

a. CourseWork (30.0 credit hours)

The required courses for the M.Mus. program are as follows:

- Music 5000 - Musicology Seminar (Series) (3.0 credit hours) [Music 3000 with an emphasis in history]
- Music 5010 - Music Theory Seminar (Series) (3.0 credit hours) [Music 3000 with an emphasis in theory]
- Music 5020 - Bibliography and Research Methods (3.0 credit hours)
- Music 5748 - Graduate Studio I (3.0 credit hours) [Music 4748]
- Music 5758 - Recital (3.0 credit hours)
- Music 5848 - Graduate Studio II (3.0 credit hours) [Music 4848]

Electives:

- A minimum of 9.0 credit hours from the following:
- Music 5000 - Musicology Seminar (Series) (3.0 credit hours) [Music 3000 with an emphasis in history]
 - Music 5010 - Music Theory Seminar (Series) (3.0 credit hours) [Music 3000 with an emphasis in theory]
 - Music 5450 - Collaborative Piano/Guitar - Voice (3.0 credit hours)
 - Music 5451 - Collaborative Piano/Guitar - Instruments (3.0 credit hours)
 - Music 5850 - Special Topics in Music (3.0 credit hours) [Music 3850 or Music 4850]

- Music 5871 - Opera Workshop I (3.0 credit hours) [Music 4871]
- Music 5872 - Opera Workshop II (3.0 credit hours) [Music 4871]
- Music Ensemble Activity 5770 - Ensemble I (1.5 credit hours)
- Music Ensemble Activity 5775 - Ensemble II (1.5 credit hours)
- Music Ensemble Activity 5880 - Ensemble III (1.5 credit hours)
- Music Ensemble Activity 5885 - Ensemble IV (1.5 credit hours)

Other Music elective (3.0 credit hours)

Note: Graduate level courses linked to undergraduate courses are denoted in square brackets. The University has significantly higher performance expectations of graduate students than of undergraduate students. Although courses are program specific, a student may, in consultation with his or her supervisor, tailor the course work to the needs of the student, with approval from the Program Committee.

b. Research Project/Lecture Recital

During the second year of the M.Mus. program, students must perform a lecture recital. The topic of this lecture recital is the research project that must be submitted to the Program Committee for approval by no later than June 30th of the first year of the program.

The lecture recital is the ideal synthesis of performance and scholarship for the M.Mus. student, demonstrating his or her application of accumulated skills and knowledge in a public setting. Its duration is approximately one hour (30 minutes each for lecture and performance). Questions from the audience may follow the lecture recital. Although the format of the presentation may vary depending on the research project, the basic design is the lecture, illustrated by brief performance excerpts, followed by a complete performance of the work(s) being presented.

The lecture recital's research project represents the basis of a written thesis. Both the research project and the written thesis will be defended in the Final Written Thesis Defence/Oral Examination.

c. Written Thesis

The format and direction of the written thesis must be determined by the student in consultation with the supervisor. Specific elements may vary depending on the proposed thesis. The proposed written thesis must be approved by the Supervisory Committee. Standards and conventions widely used in Canada and adopted by the University are to be found in the *University of Lethbridge M.Mus. Program: Policies and Guidelines* handbook, available from the Faculty of Fine Arts or online at www.uleth.ca/graduatestudies/future-students/master-music.

A written thesis no less than 30 pages represents a more formal version of the research project presented during the lecture recital. When complete, the candidate must defend the thesis in an oral examination (see **Section d. Final Written Thesis Defence/Oral Examination**).

- Music 6001 - Research Project (12.0 credit hours)
- Music 6002 - Written Thesis (12.0 credit hours)

d. Final Written Thesis Defence/Oral Examination

1. Final Written Thesis Defence

Once the supervisor approves the written thesis, the final Written Thesis Defence/Oral Examination is scheduled by the supervisor. The grading mode for the written thesis is pass/fail as described in the *University of Lethbridge M.Mus. Program: Policies and Guidelines* handbook, available from the Faculty of Fine Arts or online at www.uleth.ca/graduatestudies/future-students/master-music.

An Examination Committee is appointed to conduct the final Written Thesis Defence/Oral Examination in accordance with the procedures described in the *University of Lethbridge M.Mus. Program: Policies and Guidelines* handbook.

The lecture recital must have been completed by the time of the final Written Thesis Defence/Oral Examination, allowing for an appropriate amount of time for review by the Examination Committee.

Copies of the written thesis must be delivered to the Examination Committee in advance of the final Written Thesis Defence/Oral Examination at least one month prior to the examination time.

2. Oral Examination

Following the Written Thesis Defence, an oral examination of approximately one hour in length will take place. The purpose of this oral examination is for the candidate to demonstrate a broad knowledge base of repertoire, history, theory and performance styles associated with their particular instrument of study.

6. COURSES

All listed graduate courses can be found at www.uleth.ca/ross/calendar/sgs/courses/index.html.

a. Music

MUSIC 5000

Musicology Seminar (Series)

Credit hours: 3.0

Contact hours per week: 3-0-0

Areas of special interest not covered by regular music courses may be offered under this designation, depending upon student interest and availability of expertise of faculty.

Prerequisite(s): Admission to the M.Mus. program

MUSIC 5010

Music Theory Seminar (Series)

Credit hours: 3.0

Contact hours per week: 3-0-0

Areas of special interest not covered by regular music courses may be offered under this designation, depending upon student interest and availability of expertise of faculty.

Prerequisite(s): Admission to the M.Mus. program

MUSIC 5020

Bibliography and Research Methods

Credit hours: 3.0

Contact hours per week: 3-0-0

A course designed to acquaint the graduate student with the information resources necessary to conduct research in the areas of music literature, music history, music theory, and applied music.

Prerequisite(s): Admission to the M.Mus. program

MUSIC 5450

Collaborative Piano/Guitar - Voice

Credit hours: 3.0

Contact hours per week: 2-0-1

Studies in vocal accompanying performance and literature. Bi-weekly class performances and bi-weekly coaching with the instructor, with other performances as arranged. A written project related to the performance repertoire will be required.

Prerequisite(s): Admission to the M.Mus. program

MUSIC 5451

Collaborative Piano/Guitar - Instruments

Credit hours: 3.0

Contact hours per week: 2-0-1

Studies in instrumental accompanying performance and literature. Bi-weekly class performances and coaching with the instructor, with other performances as arranged. A written project related to the performance repertoire will be required.

Prerequisite(s): Admission to the M.Mus. program

MUSIC 5748

Graduate Studio I

Credit hours: 3.0

Contact hours per week: 2-4-0

Two hours of individual and up to four hours of master class instruction per week.

Prerequisite(s): Admission to the M.Mus. program

MUSIC 5758

Recital

Credit hours: 3.0

Contact hours per week: 2-4-0

Two hours of individual and up to four hours of master class instruction per week. Design and presentation of a full-length recital.

Prerequisite(s): Music 5748

MUSIC 5848

Graduate Studio II

Credit hours: 3.0

Contact hours per week: 2-4-0

Two hours of individual and up to four hours of master class instruction per week.

Prerequisite(s): Music 5748

MUSIC 5850**Special Topics in Music**

Credit hours: 3.0

Contact hours per week: 3-0-0

Topics in music not covered by regular courses may be offered under this designation, depending on student interest and availability of faculty and expertise.

Prerequisite(s): Admission to the M.Mus. program

MUSIC 5871**Opera Workshop I**

Credit hours: 3.0

Contact hours per week: 3-0-0

Preparation and performance of musical material in an opera workshop production.

Prerequisite(s): Admission to the M.Mus. program

MUSIC 5872**Opera Workshop II**

Credit hours: 3.0

Contact hours per week: 3-0-0

Preparation and performance of musical material in an opera workshop production.

Prerequisite(s): Admission to the M.Mus. program

MUSIC 6001**Research Project**

Credit hours: 12.0

A public lecture recital performed in the second year of the M.Mus. program. The topic of the lecture recital is the research project approved by the M.F.A./M.Mus. Program Committee. Its duration is approximately one hour (30 minutes each for lecture and performance). Questions from the audience may follow the lecture recital. The lecture recital's research project forms the basis of a written thesis. Both the research project and the written thesis will be defended in the Final Written Thesis Defence/Oral Examination.

Prerequisite(s): Admission to the M.Mus. program

Grading: Pass/Fail

MUSIC 6002**Written Thesis**

Credit hours: 12.0

A written thesis no less than 30 pages represents a more formal version of the research project presented during the lecture recital. The format and direction of the written thesis must be determined by the student in consultation with the supervisor. The proposed written thesis must be approved by the Supervisory Committee. When complete, the candidate must defend the thesis in an oral examination.

Prerequisite(s): Admission to the M.Mus. program

Grading: Pass/Fail

b. Music Ensemble Activity**MUSIC ENSEMBLE ACTIVITY 5770****Ensemble I**

Credit hours: 1.5

Contact hours per week: 0-0-4

Participatory ensemble studies in Chamber Music, Jazz Ensemble, University Singers, or Vox Musica. Weekly rehearsals with supplementary rehearsals and performances as required.

Prerequisite(s): Admission to the M.Mus. program

MUSIC ENSEMBLE ACTIVITY 5775**Ensemble II**

Credit hours: 1.5

Contact hours per week: 0-0-4

Participatory ensemble studies in Chamber Music, Jazz Ensemble, University Singers, or Vox Musica. Weekly rehearsals with supplementary rehearsals and performances as required.

Prerequisite(s): Admission to the M.Mus. program

MUSIC ENSEMBLE ACTIVITY 5880**Ensemble III**

Credit hours: 1.5

Contact hours per week: 0-0-4

Participatory ensemble studies in Chamber Music, Jazz Ensemble, University Singers, or Vox Musica. Weekly rehearsals with supplementary rehearsals and performances as required.

Prerequisite(s): Admission to the M.Mus. program

MUSIC ENSEMBLE ACTIVITY 5885**Ensemble IV**

Credit hours: 1.5

Contact hours per week: 0-0-4

Participatory ensemble studies in Chamber Music, Jazz Ensemble, University Singers, or Vox Musica. Weekly rehearsals with supplementary rehearsals and performances as required.

Prerequisite(s): Admission to the M.Mus. program

7. GENERAL REGULATIONS**a. Credit for Previous Work**

With the permission of the Program Committee in each case, courses that have not already been credited toward a completed university credential may be accepted for credit in the Master's program.

All courses considered for transfer credit must carry a grade of 'B-' or higher and must have been completed no longer than seven years prior to the student admission to the program.

b. Residence Requirements and Time Limits

Residence is defined as the period during which the student is registered in the program, taking courses, conducting research or working on the research project or written thesis at the University of Lethbridge.

The minimum residence requirement shall be 24-months continuous full-time registration in the M.Mus. program. If needed, a graduate student may apply for up to a one academic year extension. The maximum time limit for

degree completion shall be three academic years. All courses specified by the Program Committee, including the research project and written thesis, must be successfully completed and submitted within the maximum time limit. Failure to complete within this period will result in the candidate being required to withdraw from the program.

Under extenuating circumstances, the Program Committee may allow a longer extension.

A student who does not register in the program in any semester will be considered to have withdrawn, unless a leave of absence has been granted by the Program Committee. Since permission is not automatic, students who anticipate an interruption in their program should notify the Program Committee in writing, seeking prior approval for a leave of absence.

Leave of Absence

During an approved leave of absence, the student is not required to register, no fees are assessed, and the time granted is not counted toward the residency requirement. The leave of absence may be granted up to a maximum of one year during the tenure of study in the Master's program.

With the permission of the Program Committee, a student may maintain resident status while conducting research off-campus (e.g., on field trips, using facilities or consulting libraries elsewhere). It may be necessary for a student to include in their program courses to be completed at other institutions. The Program Committee must approve proposals for these courses.

c. Academic Standards

A student must receive a minimum grade of 'B-' (2.70 on a 4.0 scale) in all courses which are graded and which count toward the degree. A student who receives more than two grades below a 'B-' may be asked to withdraw from the program. All courses completed in the M.Mus. program or cumulative program GPA of 3.0 in order to graduate from the program. A student whose performance in the program is judged unsatisfactory by the Program Committee may be placed on probation; continued unsatisfactory performance may result in the student being required to withdraw from the program.

d. Appeals

All appeals in the M.Mus. program should be directed to the Program Committee. Grade appeals for courses in the M.Mus. program will be processed through the School of Graduate Studies. The Program Committee will hear other appeals. Any appeal decisions may be addressed to the Executive Committee of the School of Graduate Studies, whose decision shall be final.

e. Academic Offences and Discipline

A graduate student is expected to exemplify high standards of academic and ethical behaviour and is subject to the University's student discipline and ethical behaviour policies.

f. Fees

Fees for the M.Mus. program are pending approval.

8. ACADEMIC REGULATIONS AND POLICIES

See *Academic Regulations and Policies* on p. 113 in the *Information for All Programs* section.

9. REGISTRATION

See *Registration* on p. 131 in the *Information for All Programs* section.

10. FEES

See *Fees* on p. 137 in the *Information for All Programs* section.

11. SUPERVISION

Guidelines for supervisory procedures, including the conduct of a supervisor and suggestions for good practice, are contained in the *University of Lethbridge M.Mus. Program: Policies and Guidelines* handbook, available from the School of Graduate Studies or online at www.uleth.ca/graduatestudies/future-students/master-music.

12. FINANCIAL ASSISTANCE

For information on financial assistance, please contact the School of Graduate Studies (403-329-2121; www.uleth.ca/graduatestudies).

13. AWARDS AND SCHOLARSHIPS

See *Awards and Scholarships* on p. 147 in the *Information for All Programs* section.

14. ENGLISH LANGUAGE PROFICIENCY FOR GRADUATE STUDENTS

Applicants whose first language is not English, regardless of citizenship or country of origin, must meet the English Language Proficiency (ELP) Requirement. Evidence of English Language Proficiency must be provided before admission will be offered. In all cases, the decision of the School of Graduate Studies shall be final.

Acceptable evidence of English Language Proficiency for graduate studies may be any one of:

1. Successful completion of a baccalaureate or master's degree at a recognized institution where the language of instruction is English and the student's work is in English (**Note:** The School of Graduate Studies reserves the right to determine whether a particular institution is recognized as an institution in which the language of instruction is English).
2. Successful completion of the Advanced Level, English for Academic Purposes (EAP) program at the University of Lethbridge (see **International Students** on p. 159 in the **Information for All Programs** section).
3. Most recent official TOEFL (Test of English as a Foreign Language) score (UofL institutional code is 0855), taken within the last two years; any of the following:
 - a. a paper-based TOEFL of at least 580 and a TWE (Test of Written English) score of 5.0;
 - b. a computer-based iBT TOEFL of at least 93.Website: www.toefl.org
3. Most recent Academic IELTS (International English Language Testing System) score of at least 6.5 with no band less than 5.5, taken within the last two years. Website: www.ielts.org
4. Most recent official CAEL (Canadian Academic English Language) Assessment score of 70 or higher, taken within the last two years.

Website: www.cael.ca

Individual circumstances of Canadian and Permanent Resident applicants will be considered by the Dean of the School of Graduate Studies, whose decision shall be final.

15. WESTERN DEANS' AGREEMENT

The Western Deans' Agreement covers exchange graduate students from member universities in British Columbia (Simon Fraser University, University of British Columbia, University of Northern British Columbia, University of Victoria), Alberta (Athabasca University, University of Alberta, University of Calgary, University of Lethbridge), Saskatchewan (University of Regina, University of Saskatchewan) and Manitoba (University of Manitoba) provided that:

1. the period for which the fees are remitted does not exceed two academic terms of four months each;
2. the course work or work to be pursued is not available at the student's home institution.

Western Deans' Agreement students pay tuition (and general) fees at their home university, and they pay applicable student activity fees (general fees) at the host institution where they are taking courses.

Under the Western Deans' Agreement, students may take both undergraduate and graduate courses. Students may only take courses which are not available at their home university, and which are an integral part of their graduate degree

program. The approval of the appropriate Chairs of the Masters and Ph.D. Program Committees and of the designated representative of the host university must be obtained prior to commencement of the courses.

Students must arrange for official transcripts from the host institution to be sent to the home institution when the courses have been completed. Each home institution has regulations regarding the maximum number of transfer credits permitted. Students should ensure that their requests are within these limits.

16. GRADUATION

See *Graduation* on **p. 155** in the *Information for All Programs* section.

17. INTERNATIONAL STUDENTS

See *International Students* on **p. 159** in the *Information for All Programs* section.

18. ACADEMIC SCHEDULE

See *Academic Schedule* on **p. 161** in the *Information for All Programs* section.

For further details about the Master of Music degree program, please contact the School of Graduate Studies, University of Lethbridge, T1K 3M4, tel. 403-329-2121, fax 403-329-2097, or refer to the following websites:

www.uleth.ca/graduatestudies/future-students/master-music

MASTER OF SCIENCE (MANAGEMENT) PROGRAMS

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1. M.Sc. (MGT.) PROGRAM GRID

Degree

M.Sc. (Management) (offered in the Faculty of Management)

Major

Accounting

Finance

Human Resource Management and Labour Relations

Information Systems

International Management

Marketing

Policy and Strategy

2. STATEMENT OF PURPOSE

The Master of Science (Management) program is designed to provide students with the knowledge and hands-on experience to conduct rigorous and scholarly investigation into an issue facing management in the area of the chosen major. The 12- to 16-month M.Sc. (Management) involves an orientation, several courses and workshops, and culminates in a significant master's thesis.

Each student will major in one of seven areas: Accounting, Finance, Human Resource Management and Labour Relations, Information Systems, International Management, Marketing, or Policy and Strategy. To constitute the major, students will take two seminars—Management 5200 and Management 5300. Not all majors may be offered every year.

3. ADMISSION REQUIREMENTS

a. Academic Qualifications for Admission

Applicants normally must meet the following minimum requirements before the University will consider admission:

1. A University of Lethbridge Bachelor of Management degree or its academic equivalent from another recognized degree-granting institution, in the discipline of interest or in a closely cognate discipline. The University of Lethbridge reserves the right to determine whether degrees and other academic programs completed elsewhere are equivalent to University of Lethbridge baccalaureate degrees. Applied and Technology Degrees are not normally considered to be a basis of admission for graduate studies programs. A baccalaureate degree, or its academic equivalent, in disciplines other than Business or Management will be considered on a case-by-case basis.
2. A minimum grade point average of 3.00 (based on a 4.0 scale) on the last 20 graded university-level semester courses.
3. A standardized graduate achievement test is normally required. Although the Graduate Management Admission Test (GMAT) is preferred, the Graduate Record Exam (GRE) or alternative graduate entrance exam will be considered where circumstances merit the substitution. A minimum test score of 550 on the GMAT and a minimum score of 4.0 on the Analytical Writing portion is required; GRE scores will be reviewed on a case-by-case basis. GMAT requirements will be reviewed on a case-by-case basis for applicants who already have a graduate degree.

Applicants whose first language is not English must meet the English Language Proficiency (ELP) Requirement for Graduate Students (see **Section 13. English Language Proficiency for Graduate Students, p. 73**).

b. Application Deadlines

Students are admitted only once a year, on a cohort basis. Applications and all supporting documentation, with the possible exception of final semester grades for those currently enrolled, must be received no later than March 1 (First Round) and May 1 (Second Round) for admission to the Fall Semester.

Current deadline information can be found on the following web page:

www.uleth.ca/graduatestudies/future-students/master-science-management/deadlines

c. Procedures for Application/Admission

The application package for the M.Sc. (Mgt.) program is available from the Faculty of Management's Graduate Programs Office (online: www.uleth.ca/graduatestudies/future-students/master-science-management/application-package; email: msc.management@uleth.ca; phone: 403-380-1819) and includes the following forms:

- *Application for Admission - Master's Degree Programs* form
- *Letter of Recommendation* forms

Applicants should begin work on the application package as soon as possible (see **Section b. Application Deadlines**).

No application can receive formal consideration until all documentation is received. All documents received in support of an application become the property of the University and will not be released or copied except to other officers of the University as required by University procedures.

Note: *Students who are graduates of non-Canadian universities must provide notarized English translations of all documents not in the English language.*

Eligible applicants must apply for admission by following the process outlined in **Table 1: M.Sc. (Management) Program Application Procedure (p. 69)** (see also **Section a. Academic Qualifications for Admission, p. 68**).

Table 1: M.Sc. (Management) Program Application Procedure

Step 1 - Applicant completes the application package	Get application package	Application packages are available from the Program Administrator in the M.Sc.(Management) Program Office (online: www.uleth.ca/graduatestudies/future-students/master-science-management/application-package ; email: msc.management@uleth.ca ; phone: 403-380-1819).
	Application for admission	Applicant completes the <i>Application for Admission - Master of Science (Management) Degree Programs</i> form.
	Academic transcripts	Applicant arranges to have official transcripts (including proof of graduation for the baccalaureate degree and transcripts of all post-baccalaureate work, if any) sent directly from the issuing institution to the Registrar's Office and Student Services (ROSS).
	Letters of recommendation	Three referees, who are able to speak to the applicant's ability and aptitude for graduate studies, each complete a <i>Letter of Recommendation</i> form and submit it to ROSS.
	Applicant's c.v.	The applicant's curriculum vitae (c.v.) must be included in the application package. The applicant's c.v. includes academic background, work experience, awards, scholarships, and publications.
	Letter of intent	A 1,000-word Letter of Intent, outlining the applicant's interest in pursuing graduate studies, and particularly in the selected management major.
	GMAT or GRE	Graduate Management Admission Test (GMAT) or Graduate Record Exam (GRE) scores are to be sent directly from the testing agency to ROSS.
Additional documentation	If additional documentation is required, the M.Sc.(Management) Program Office will contact the applicant.	
Step 2 - Applicant submits application package	The applicant submits the original package, plus the application fee, to ROSS. The M.Sc. (Management) Program Committee reviews the application package.	
	The M.Sc. (Management) Director informs the applicant of the M.Sc. (Management) Program Committee's decision. Applicants will be notified of admission status by May 1 (Round 1) and July 1 (Round 2). Successful applicants will be advised of registration procedures at that time.	
	Applicants may also be called for an interview with the M.Sc. (Management) Program Committee.	
	If the previous program undertaken by the student is deemed not equivalent to a 40 semester course baccalaureate degree, additional course work or other study may be required. Such work will not count toward the requirements for the master's degree.	

d. Admission Criteria

Because the capacity of the program is limited, not all students meeting the general admission requirements can be admitted.

Criteria used for admission include:

- the student's record, test scores and references;
- the matching of a student with Faculty resources, research interests and availability for supervising master's theses in the available majors.

Newly admitted students in the M.Sc. (Management) program are required to pay a non-refundable \$500 deposit to confirm their acceptance of their admission. This deposit is credited toward their registration in the program.

Full-time students may not be employed in any form of employment exceeding 10 hours per week.

Students judged to be of suitable caliber but lacking in some necessary preparation may be considered for admission subject to those conditions deemed necessary to correct the deficiencies. Candidates may be given one of two options: the required preparation may be undertaken prior to admission, with the permission of the Program Committee; or it may be taken after admission and within the maximum time limit of 24 months. In either case the M.Sc. (Mgt) Program Committee establishes a definite date by which all conditions must be satisfied.

e. Admission After an Approved Master's Degree

A student holding an approved master's degree from a recognized institution who wants to pursue further studies in his/her field may be considered for admission to a UofL post-master's certificate program provided he/she meets all of the admission requirements.

A student holding an approved master's degree from a recognized institution who wants to pursue an entirely different field of study to enhance or change their career focus or international students seeking North American credentials may be considered for admission to a UofL master's degree or graduate post-baccalaureate certificate program provided he/she meets all of the admission requirements.

Students normally are not eligible to pursue a second master's degree which is similar to one already completed at a recognized institution. Generally, degrees with identical or closely related majors are considered to be similar. Courses used to complete the requirements of the first master's degree normally cannot be used to fulfill the requirements of the second master's degree or graduate post-baccalaureate certificate; recommendations regarding exceptions may be made by the Program Committee to the Dean of the School of Graduate Studies. In all cases, the decision of the Dean of the School of Graduate Studies shall be final.

4. REQUIREMENTS FOR DEGREE

The M.Sc. (Management) consists of 36.0 credit hours of full-time study involving an orientation, coursework, several research-focused workshops and a master's thesis. The program is divided into four modules running over a one-year period. At the time of admission, students are required to declare an approved Management major.

a. Orientation Module (0.0 credit hours)

The Orientation Module includes a number of short refresher seminars on statistics, use of computers, library facilities and other topics. The module is composed of:
Management 5100 - Orientation (0.0 credit hours)

b. Integrative Management Studies Module (12.0 credit hours)

The Integrative Module exposes students to a comprehensive and rigorous cross-disciplinary analysis of the field of Management. The module is composed of:

Management 5110 - Management Field Overviews (1.5 credit hours)

Management 5115 - Research Workshops (0.0 credit hour)

Management 5120 - Lateral Thinking(1.5 credit hours)

Management 5130 - Ways of Knowing (1.5 credit hours)

Management 5150 - Research Methods in Management (3.0 credit hours)

Management 5170 - Data Management & Statistical Techniques I (1.5 credit hours)

Management 5200 - Major Seminar I (Series) (3.0 credit hours)

Note: Courses in this module may be offered in the next module depending on resource availability.

c. Major Module (9.0 credit hours)

In the Major Module, students undertake in-depth studies in their approved major and develop their initial research proposals in more detail. Students will defend their master's thesis proposals by the end of this module. The module is composed of:

Management 5125 - Schematic Summation (1.5 credit hours)

Management 5160 - Qualitative Methods & Analysis (3.0 credit hour)

Management 5175 - Data Management & Statistical Techniques II (1.5 credit hours)

Management 5300 - Major Seminar II (Series) (Series) (3.0 credit hours)

Note: Courses in this module may be offered in the next module depending on resource availability.

d. Master's Thesis (15.0 credit hours)

Management 6100 - Master's Thesis

The master's thesis addresses a significant management issue or problem. The topic must address valid research questions related to real market, industry, or organization issues in the area of specialization. The thesis must yield output of publishable quality that reflects a substantive contribution to knowledge.

Students will defend their master's thesis proposal early in the module, and must be successful to continue with their thesis work.

Students must submit a final version of the master's thesis to their Thesis Examination Committee, a four-person committee consisting of their supervisor, one Faculty member of the Faculty of Management, one Faculty member who may be external to the Faculty of Management, and one Faculty member who is external to the University of Lethbridge.

The master's thesis must be defended in an oral examination. The master's thesis is graded Pass/Fail. The examining committee may assess a qualified pass to the master's thesis in those instances where it is evaluated as a largely successful thesis, but which nevertheless requires significant revisions. Once the master's thesis is final (i.e., assessed and corrected, if necessary), it must be submitted in both print and electronic formats.

5. COURSES

MANAGEMENT 5100

Orientation

Credit hours: 0.0

Contact hours per week: 0-0-0

Other hours: 0-0-32

Introduction to Master of Science (Management) program philosophy, structure, and participants. This four-day orientation is a comprehensive review of selected topics, including statistics, information systems, library facilities and resources, and career development; this module is designed to orient students and faculty into the program.

Prerequisite(s): Admission to the M.Sc. (Management) program
OR

Admission to another graduate program at the University of Lethbridge

Grading: Pass/Fail

MANAGEMENT 5110

Management Field Overviews

Credit hours: 1.5

Contact hours per week: 3-0-0

A comprehensive and rigorous cross-disciplinary analysis of fundamental management issues. Students are introduced to research programs in a variety of functional areas (e.g., organizational development, information systems, marketing, finance, accounting).

Prerequisite(s): Management 5100

OR

Admission to another graduate program at the University of Lethbridge

Note: Management 5110 is a six-week course.

MANAGEMENT 5115

Research Workshops

Credit hours: 0.0

Contact hours per week: 0-0-0

Other hours: 0-0-32

Workshops will be held to assist students in completing their degree requirements and in developing their thesis.

Prerequisite(s): Management 5100

OR

Admission to another graduate program at the University of Lethbridge

Grading: Pass/Fail

MANAGEMENT 5120

Lateral Thinking

Credit hours: 1.5

Contact hours per week: 3-0-0

This course aims to generate conceptual frameworks and perspectives useful for the extension, identification, and summation of research problems and the presentation of “new knowledge.” Harnessing the insight and creativity embodied in the mind, it strives to develop thinking skills through the practice of Lateral Thinking.

Prerequisite(s): Successful completion of previous M.Sc.

(Management) module

OR

Admission to another graduate program at the University of Lethbridge

Note: Management 5120 is a six-week course.

MANAGEMENT 5125

Schematic Summation

Credit hours: 1.5

Contact hours per week: 3-0-0

This course aims to generate conceptual frameworks and perspectives useful for the extension, identification, and summation of research problems. Communication to oneself and others of an expanded universe of knowledge obtained through information rearrangement and concept restructuring can be facilitated by acquisition of schematic representation skills.

Prerequisite(s): Successful completion of previous M.Sc.

(Management) module

OR

Admission to another graduate program at the University of Lethbridge

Note: Management 5125 is a six-week course.

MANAGEMENT 5130

Ways of Knowing

Credit hours: 1.5

Contact hours per week: 3-0-0

This course will examine the nature of scientific research. Students will gain an understanding of the philosophy behind the positivist approach to social science, as well as criticisms of the approach. The course will address induction, confirmation, the importance of falsification, the role of theory, paradigm assessment, paradigm shifts, conceptualization, and limitations of the scientific method.

Prerequisite(s): Admission to the M.Sc. (Management) program

OR

Admission to another graduate program at the University of Lethbridge

Note: Management 5130 is a six-week course.

MANAGEMENT 5150

Research Methods in Management

Credit hours: 3.0

Contact hours per week: 3-0-0

A comprehensive introduction to and application of research methods in the field of Management. Topics include, for example, research methods paradigms, research designs (e.g., experimental, ex post facto); data gathering, analysis, and interpretation; research and the issue of relevance, ethical issues in research.

Prerequisite(s): Management 5100

OR

Admission to another graduate program at the University of Lethbridge

MANAGEMENT 5160

Qualitative Methods & Analysis

Credit hours: 3.0

Contact hours per week: 3-0-0

A comprehensive introduction and application of qualitative research methods in the field of Management. Provides an in-depth analysis of the conceptual and practical issues to be considered when engaging in qualitative research. Topics include, for example, the general categories of ethnography, interviews, focus groups, documentary analysis, content analysis, and discourse analysis.

Prerequisite(s): Successful completion of previous M.Sc.

(Management) module

OR

Admission to another graduate program at the University of Lethbridge

MANAGEMENT 5170

Data Management & Statistical Techniques I

Credit hours: 1.5

Contact hours per week: 3-0-0

A comprehensive introduction and application of univariate and bivariate statistical techniques. From a Social Scientist perspective, the following statistical topics, for example, may be examined: data management, descriptive statistics, hypothesis testing, non-parametric statistics, univariate statistics (t-tests, ANOVA), and correlation.

Prerequisite(s): Successful completion of previous M.Sc.

(Management) module

OR

Admission to another graduate program at the University of Lethbridge

Note: Management 5170 is a six-week course.

MANAGEMENT 5175

Data Management & Statistical Techniques II

Credit hours: 1.5

Contact hours per week: 3-0-0

A comprehensive introduction and application of measurement assessment and multivariate statistical techniques. From a Social Scientist perspective, the following statistical topics, for example, may be examined: factor analysis, reliability, validity, MANOVA, regression, path analysis, and structured equation modeling (partial least squares, Lisrel).

Prerequisite(s): Successful completion of previous M.Sc.

(Management) module

OR

Admission to another graduate program at the University of Lethbridge

Note: Management 5175 is a six-week course.

MANAGEMENT 5200

Major Seminar I (Series)

Credit hours: 3.0

Contact hours per week: 3-0-0

A selection from a list of topics will be offered in this seminar. The topics vary according to the major of the students.

Prerequisite(s): Management 5100

MANAGEMENT 5300

Major Seminar II (Series)

Credit hours: 3.0

Contact hours per week: 3-0-0

This seminar develops students' understanding by examining multiple perspectives in the specific area of the major.

Prerequisite(s): Successful completion of previous M.Sc.

(Management) module

MANAGEMENT 6100

Master's Thesis

Credit hours: 15.0

Addresses a significant management issue or problem. Provides hands-on experience in conducting research. The topic must address valid research questions related to real market, industry, or organization issues in the area of specialization. The thesis must yield output of publishable quality that reflects a substantive contribution to knowledge. Students will defend their research proposal early in the course and are required to successfully defend their proposal to continue with their thesis work.

Prerequisite(s): Successful completion of previous M.Sc.

(Management) module

Grading: Pass/Fail

6. GENERAL REGULATIONS

a. Credit for Previous Work

With the express permission of the Program Committee in each case, courses which have not already been credited toward a completed university credential may be accepted for credit in the master's program. All courses considered for transfer credit must carry a grade of 'B' or higher and must have been completed no longer than three years prior to the student's admission to the program.

b. Residence Requirements and Time Limits

Residence is defined as the period during which the student is registered in the program, taking courses or pursuing scholarly work, or both, at the University of Lethbridge.

The minimum residence requirement shall be 12 to 16 months full-time continuous registration in the program.

Students who do not submit a completed written master's thesis by December 31 will be assessed a continuation fee to maintain their registration status.

Students must complete their program of studies within two calendar years from the date of their first registration in the program.

Extensions are reviewed by the M.Sc. (Management) Program Committee. Extensions are contingent upon sufficient progress and the submission of a suitable time line with a completion deadline satisfactory to the M.Sc. (Management) Program Committee.

Under certain circumstances (e.g. medical reasons) a student may be granted a leave of absence from the program. Unless granted an approved leave of absence, each student must complete their program of studies within the two-year time limit.

With the express permission of the Thesis Supervisor Committee, a student may maintain resident status while conducting research off-campus (e.g., on field trips, using facilities or consulting libraries elsewhere).

c. Academic Standards

Students must receive a minimum grade of 'B-' (2.70 on a 4.0 scale) in all courses which are graded and which count toward the degree and in all qualifying courses, if any. A student who receives two grades below a 'B-' may be required to withdraw from the program. All courses completed in the M.Sc. (Management) program or transferred into the program are included in the calculation of the program GPA for graduation purposes. Transfer credit is not included in the GPA on the official transcript. A student must obtain a minimum cumulative program GPA of 3.00 in order to graduate from the program.

A student whose performance in the program is judged unsatisfactory by the Program Committee may be placed on probation; continued unsatisfactory performance may result in the student being required to withdraw from the program.

d. Appeals

All appeals in the M.Sc. (Management) program should be directed to the Faculty of Management's Graduate Programs and Research Office. Grade appeals for courses in the M.Sc. (Management) program will be processed through the School of Graduate Studies. Other appeals will be heard by the Program Committee. Any appeal decisions may be addressed to the Executive Committee of the School of Graduate Studies, whose decision shall be final.

e. Academic Offences and Discipline

Graduate students are expected to exemplify high standards of academic and ethical behaviour and are subject to the University's student discipline and ethical behaviour policies.

For fee payment deadlines, see **Section 11. Fee Deadlines in Fees on p. 149.**

g. Visiting, Auditing and Exchange Students

Admission of a Visiting, Auditing or Exchange student to any graduate courses is contingent upon the priorities for admission established by the University of Lethbridge and upon space being available within the class size quota. Until the quota is filled, applicants will be considered on a first-come, first-served basis. If appropriate, Visiting Students will be governed by the Western Deans' Agreement (see **Section 15. Western Deans' Agreement, p. 75**).

h. Full- and Part-Time Studies

Students continue with the participation status under which they started, i.e., full-time or part-time studies. However, under extraordinary circumstances, students may seek approval to change their participation status. Students seeking approval to change participation from full-time to part-time studies or vice versa must obtain approval from their supervisor, the Chair of the department or department graduate coordinator, and the Dean of the School of Graduate Studies. Such approval must be obtained no later than at the end of the first 12 months of study. Students may not change their status after 12 months of study.

8. ACADEMIC REGULATIONS AND POLICIES

See *Academic Regulations and Policies on p. 117* in the *Information for All Programs* section.

9. REGISTRATION

See *Registration on p. 135* in the *Information for All Programs* section.

10. FEES

See *Fees on p. 141* in the *Information for All Programs* section.

11. SUPERVISION

Guidelines for supervisory procedures, including the conduct of a supervisor and suggestions for good practice, are contained in the *University of Lethbridge M.Sc. (Mgt) Program: Policies and Guidelines* handbook, which is available from the Faculty of Management's Graduate Programs and Research Office.

12. FINANCIAL ASSISTANCE

a. Preamble

This section contains general guidelines for the financial assistance of M.Sc. (Mgt.) students at the University of Lethbridge. It is not intended to provide prescriptions for every situation, but is a framework within which the program, faculties, and schools can operate. Specific interpretation and implementation of these guidelines rests with appropriate issuing program or body.

b. Graduate Fellowships

Graduate Fellowships are awarded to each M.Sc. (Mgt) candidate who is registered in the program and in good academic standing. Fellowships are distributed to eligible candidates in equal monthly installments from September to August during their first year of studies.

For up-to-date information on Financial Assistance please visit our website:

www.uleth.ca/graduatestudies/funding/internal-scholarships-and-awards/master-science-management

c. Thesis Fund

A Thesis Fund is available to each M.Sc. (Mgt) candidate to offset expenses related to completion of the Master's Thesis. This fund is available to each student through reimbursement from the Faculty of Management. For current amounts please visit the website provided above or email msc.management@uleth.ca.

d. Profiling Alberta's Graduate Students Award

A number of graduate awards are intended to showcase the high quality research being done by full-time Canadian/Permanent Resident, Alberta, graduate students who present their research at nationally and internationally recognized academic conferences. To be considered for the award, students must have been registered at the time of the conference in a full-time graduate program at any point in second year of study. Normally, students will be eligible for the award once during their program of study.

e. Conference and Travel Awards

The School of Graduate Studies and Graduate Student Association provide opportunities for Conference and Travel awards. Please visit our website for details: www.uleth.ca/graduatestudies/funding/conference-and-travel-awards.

13. AWARDS AND SCHOLARSHIPS

See *Awards and Scholarships on p. 151* in the *Information for All Programs* section.

14. ENGLISH LANGUAGE PROFICIENCY FOR GRADUATE STUDENTS

Applicants whose first language is not English, regardless of citizenship or country of origin, must meet the English Language Proficiency (ELP) Requirement. Evidence of English Language Proficiency must be provided before admission will be offered. In all cases, the decision of the School of Graduate Studies shall be final.

Acceptable evidence of English Language Proficiency for graduate studies may be any one of:

1. Successful completion of a baccalaureate or master's degree at a recognized institution where the language of instruction is English and the student's work is in English (**Note:** The School of Graduate Studies reserves the right to determine whether a particular institution is recognized as an institution in which the language of instruction is English).
2. Successful completion of the Advanced Level, English for Academic Purposes (EAP) program at the University of Lethbridge (see **International Students on p. 188 in the Information for All Programs** section).
3. Most recent official TOEFL (Test of English as a Foreign Language) score (UofL institutional code is 0855), taken within the last two years; any of the following:
 - a. a paper-based TOEFL of at least 580 and a TWE (Test of Written English) score of 5.0;
 - b. a computer-based iBT TOEFL of at least 93.Website: www.toefl.org

3. Most recent Academic IELTS (International English Language Testing System) score of at least 6.5 with no band less than 5.5, taken within the last two years.

Website: www.ielts.org

4. Most recent official CAEL (Canadian Academic English Language) Assessment score of 70 or higher, taken within the last two years.

Website: www.cael.ca

Individual circumstances of Canadian and Permanent Resident applicants will be considered by the Dean of the School of Graduate Studies, whose decision shall be final.

15. WESTERN DEANS' AGREEMENT

The Western Deans' Agreement covers exchange graduate students from member universities in British Columbia (Simon Fraser University, University of British Columbia, University of Northern British Columbia, University of Victoria), Alberta (Athabasca University, University of Alberta, University of Calgary, University of Lethbridge), Saskatchewan (University of Regina, University of Saskatchewan) and Manitoba (University of Manitoba) provided that:

1. the period for which the fees are remitted does not exceed two academic terms of four months each;
2. the course work or work to be pursued is not available at the student's home institution.

Western Deans' Agreement students pay tuition (and general) fees at their home university, and they pay applicable student activity fees (general fees) at the host institution where they are taking courses.

Under the Western Deans' Agreement, students may take both undergraduate and graduate courses. Students may only take courses which are not available at their home university, and which are an integral part of their graduate degree program. The approval of the appropriate Chairs of the Masters and Ph.D. Program Committees and of the designated representative of the host university must be obtained prior to commencement of the courses.

Students must arrange for official transcripts from the host institution to be sent to the home institution when the courses have been completed. Each home institution has regulations regarding the maximum number of transfer credits permitted. Students should ensure that their requests are within these limits.

16. GRADUATION

See *Graduation* on **p. 159** in the *Information for All Programs* section.

17. INTERNATIONAL STUDENTS

See *International Students* on **p. 65** in the *Information for All Programs* section.

18. ACADEMIC SCHEDULE

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4. REGISTRATION			
See Registration on p. 131 in the Information for All Programs section.			

I. GRADUATE CERTIFICATE IN EDUCATION

a. Graduate Certificate in Education Program Grid

Certificate

Graduate Certificate in Education (Offered in the Faculty of Education)

Major

Not Applicable

Specialization

Educational Leadership

b. Statement of Purpose

The purpose of the Graduate Certificate in Education program is to provide students with basic knowledge and skills in the dimensions of the Alberta Principal Quality Standard. It is designed for those who hold an approved bachelor's degree. The certificate awarded is the Graduate Certificate in Education.

Upon successful completion of the Graduate Certificate in Education, eligible students may apply to have their courses laddered into the Master of Education (General) program (see **Section g. General Regulations, p. 78**)

c. Required Specialization

Students in the Graduate Certificate in Education program must complete a specialization. This specialization allows practicing educators to explore and implement related concepts through a combination of coursework and fieldwork. Students complete the common core course in the Graduate Certificate in Education program as well as courses in the specialization area. For students who complete all of the certificate requirements, the specialization will be acknowledged on the official transcript. See **Section e. Certificate Requirements (p. 78)** for available specializations.

Note: *Currently, there is only one specialization available in Educational Leadership.*

d. Admission Requirements

I. Academic Qualifications for Admission

- a. A University of Lethbridge Bachelor of Education degree, or its academic equivalent from another recognized degree-granting institution, in the discipline of interest or in a closely cognate discipline. The University of Lethbridge reserves the right to determine whether degrees and other academic programs completed elsewhere are equivalent to University of Lethbridge baccalaureate degrees.
- a. Applied and Technology Degrees are not normally considered to be a basis of admission for graduate studies programs.
- b. Applicants whose first language is not English must meet the English Language Proficiency (ELP) Requirement for Graduate Students (see **Section 8. English Language Proficiency for Graduate Students, p. 84**).
- c. Candidates preparing for a career which involves teacher certification must hold Interim Professional Certification at the time of admission; this program does not lead to a

recommendation from the University for Permanent Teacher Certification.

Other applicants will be considered on a case-by-case basis.

2. Application Deadlines

Normally students are admitted to the Graduate Certificate in Education program in order to begin their studies in Summer Session of the intake year. The semester of admission for Distance Cohorts completing the Graduate Certificate in Education program may be considered on an individual cohort basis according to the particular needs of the cohort. Application deadline: November 1, at which time all required documentation must have been received by the Registrar's Office and Student Services (ROSS). Students who are not successful in gaining admission must reapply if they wish to be considered for the next available intake.

3. Procedures for Application/Admission

The application package for the Graduate Certificate in Education program is available from the Office of Graduate Studies and Research in the Faculty of Education (online: www.uleth.ca/edu/grad; email: edu.masters@uleth.ca; phone: 403-329-2425; 1-800-666-3503) and includes the *Application for Admission - Master's Degree Programs* form.

Applicants should begin work on the application package as soon as possible (see **Section 2. Application Deadlines**).

No application can receive formal consideration until all documentation is received. All documents received in support of an application become the property of the University and will not be released or copied except to other officers of the University as required by University procedures.

Note: *Students who are graduates of non-Canadian universities must provide notarized English translations of all documents not in the English language.*

Eligible applicants must apply for admission by following the process outlined in **Table 1: Graduate Certificate in Education (p. 77)** (see also **Section 1. Academic Qualifications for Admission, p. 76**).

Table 1: Graduate Certificate in Education

STEP 1 - Applicant completes the application package	Get application package	Application packages are available from the Office of Graduate Studies and Research in the Faculty of Education (online: www.uleth.ca/edu/grad ; email: edu.masters@uleth.ca ; phone: 403-329-2425; 1-800-666-3503).
	Application for admission	Applicant completes the <i>Application for Admission - Graduate Certificate in Education Programs</i> form.
	Academic transcripts	Applicant arranges to have official transcripts (including proof of graduation for the baccalaureate degree and transcripts of all post-baccalaureate work, if any) sent directly from the issuing institution to the Registrar's Office and Student Services (ROSS).
	Letters of reference	Three completed letters of reference are submitted directly by the referee to ROSS: <ul style="list-style-type: none"> • One referee under whom the applicant has studied at the university level. • Two referees with whom the applicant has worked professionally, preferably referees who have served in a supervisory capacity.
	Applicant's c.v.	The applicant's curriculum vitae (c.v.) must be included in the application package. The applicant's c.v. includes academic background, work experience, awards, scholarships, and publications.
	Letter of intent	A Letter of Intent indicating the candidate's reason for applying (e.g., the nature of interest in the program and the intended career outcome upon completion).
	Verification of work/volunteer experience	The <i>Verification of Work/Volunteer Experience</i> form confirms hours of paid or volunteer experience. This form should be completed by the employer or someone in an equivalent supervisory capacity (such as human resources/payroll office). As this letter only lists hours accumulated, it is separate and distinct from the letters of reference described above.
	Financial assistance	Applicants intending to pursue full-time studies may apply for a graduate assistantship through the Faculty of Education by completing the <i>Student Application for Graduate Assistantship - Graduate Programs in Education</i> form available online at www.uleth.ca/edu/grad/assistantship/student . See also www.uleth.ca/ross/student_finance/scholarships/graduate.html .
Additional documentation	If additional documentation is required, the Office of Graduate Studies and Research in the Faculty of Education will contact the applicant.	
STEP 2 - Applicant submits application package	The applicant submits the original package, plus the application fee, to ROSS. The Graduate Programs in Education Committee reviews the application package.	
	The Assistant Dean of Graduate Studies and Research in the Faculty of Education informs the applicant of the Graduate Programs in Education Committee's decision. Applicants will be notified of admission status by April 1. Successful applicants will be advised of registration procedures at that time.	

4. Admission Decisions

Admission is determined by the Graduate Programs in Education Program Committee following the application deadlines. In the case of the Graduate Certificate in Education with an Educational Leadership specialization, admission is determined by the Graduate Programs in Education Program Committee, on the recommendation of the Educational Leadership Selection Committee. Members of the Committee base admission decisions on all the available information submitted by or on behalf of the applicant.

If the previous program undertaken by the student shows gaps or weaknesses, additional course work or other study may be required. Such work will not normally count toward the requirements for the Graduate Certificate in Education.

5. Admission After an Approved Master's Degree

A student holding an approved master's degree from a recognized institution who wants to pursue further studies in his/her field may be considered for admission to a UofL post-master's certificate program provided he/she meets all of the admission requirements.

A student holding an approved master's degree from a recognized institution who wants to pursue an entirely different field of study to enhance or change their career focus or international students seeking North American credentials may be considered for admission to a UofL master's degree or graduate post-baccalaureate certificate program provided he/she meets all of the admission requirements.

Students normally are not eligible to pursue a second master's degree which is similar to one already completed at a recognized institution. Generally, degrees with identical or closely related majors are considered to be similar. Courses used to complete the requirements of the first master's degree normally cannot be used to fulfill the requirements of the second master's degree or graduate post-baccalaureate certificate; recommendations regarding exceptions may be made by the Program Committee to the Dean of the School of Graduate Studies. In all cases, the decision of the Dean of the School of Graduate Studies shall be final.

e. **Certificate Requirements**

The Graduate Certificate in Education with an Educational Leadership specialization consists of the equivalent of six courses (18.0 credit hours) of study including a common core and specialization courses as outlined below:

Common Core

Education 5500 - Understanding Professional Practice and Professional Development (Series)

Required Courses for the Educational Leadership Specialization

Education 5630 - Educational Leadership and the Change Process

Education 5631 - School Culture and the Instructional Program

Education 5632 - Managing the Organization

Education 5633 - Governance, Collaboration and Community Engagement

Education 5635 - Educational Leadership Internship I

f. **Courses**

EDUCATION 5500

Understanding Professional Practice and Professional Development (Series)

Credit hours: 3.0

Contact hours per week: 3-0-0

An introduction to a broad variety of methods in which knowledge and understanding of professional practice and professional development can be enhanced and applied through field studies for professionals in education and education-related contexts in community settings. Credit can be obtained from only one course within the series.

Note: *Unless otherwise indicated, the prerequisite for each of the following courses is eligibility for admission to the M.Ed. program.*

Students in the CAAP program may take these courses only with the consent of the Assistant Dean of Graduate Studies and Research in the Faculty of Education.

EDUCATION 5630

Educational Leadership and the Change Process

Credit hours: 3.0

Contact hours per week: 3-0-0

An interpretation of the change process, leadership models, administration theory, and the role of vision in leadership.

Prerequisite(s): Admission to the M.Ed. (Educational Leadership) program

EDUCATION 5631

School Culture and the Instructional Program

Credit hours: 3.0

Contact hours per week: 3-0-0

An examination of the leader's role in facilitating a positive school culture and in positioning teaching and learning as the focal point of schools.

Prerequisite(s): Admission to the M.Ed. (Educational Leadership) program

EDUCATION 5632

Managing the Organization

Credit hours: 3.0

Contact hours per week: 3-0-0

The nature of leadership practice in an organizational context—the leader as manager. Understanding school system management processes, and developing human resources. Assessing the larger political, social, economic, legal, and cultural contexts.

Prerequisite(s): Admission to the M.Ed. (Educational Leadership) program

EDUCATION 5633

Governance, Collaboration and Community Engagement

Credit hours: 3.0

Contact hours per week: 3-0-0

Examination of relationships, partnerships, governance, and moral decision-making in an ethical culture.

Prerequisite(s): Admission to the M.Ed. (Educational Leadership) program

EDUCATION 5635

Educational Leadership Internship I

Credit hours: 3.0

Contact hours per week: 1.5-0-0

Other hours: 0-0-120

This course will allow students to synthesize and apply their knowledge, to practice and to develop the skills addressed in the leadership core and concentration courses. The field placement will provide a real leadership setting—planned and guided co-operatively by the Faculty of Education and the school district.

Prerequisite(s): Admission to the M.Ed. (Educational Leadership) program

Grading: Pass/Fail

All listed graduate courses can be found at www.uleth.ca/ross/calendar/sgs/courses/index.html.

g. **General Regulations**

1. **Transfer to the Master of Education (General)**
Students may apply directly to the Graduate Certificate in Education. Upon successful completion of the Graduate Certificate in Education, students may be eligible to apply to have their courses laddered into the Master of Education (General) program, provided they have maintained a GPA of 3.0. Although there may be additional requirements for entrance, there will be no other course requirements for laddering directly into the M.Ed. (General) program at that point. Students who ladder their Graduate Certificate in Education into the M.Ed. (General) program will have a maximum of five years to complete their master's degree, starting from the date of their initial enrolment in the Graduate Certificate in Education program.
2. **Eligibility**
Students who complete the Master of Education (General) program are not eligible to receive the Graduate Certificate in Education.

3. **Residence Requirements**
Normally, students are expected to complete a minimum of four courses at the University of Lethbridge.
4. **Academic Standards**
Students must receive a minimum grade of 'B-' (2.70) in all courses which are graded and count toward the Graduate Certificate in Education. A student who receives more than two grades below a 'B-' may be asked to withdraw from the Graduate Certificate in Education program. All courses completed in the Graduate Certificate in Education program or transferred into the program are included in the calculation of the GPA for graduation purposes. Transfer credit is not included in the GPA on the official transcript. A student must have a minimum cumulative GPA of 3.00 in order to graduate from the program.
5. **Appeals**
All appeals in the Graduate Certificate in Education program should be directed to the Dean, Faculty of Education. Grade appeals for courses in the Graduate Certificate in Education program will be processed through the School of Graduate Studies. Other appeals will be heard by the Graduate Programs in Education Program Committee. Any appeal decisions may be addressed to the Executive Committee of the School of Graduate Studies, whose decision shall be final.
Students should consult the full description of the University policies on Appeal of Grade in the Calendar (see **Section 4. Grade Appeal Policy in Academic Regulations on p. 119**).
6. **Time Limits**
Students must complete the Graduate Certificate in Education within three years of their initial enrolment in the program.
7. **Leave of Absence**
Students occasionally have legitimate reasons for having to put their studies on hold. Students may apply to the Office of Graduate Studies and Research in the Faculty of Education for permission to take a Leave of Absence. A Leave of Absence may be granted for up to three consecutive semesters. A maximum of one Leave of Absence per student program may be granted. If required, the maximum two-year time for completion of the Graduate Certificate in Education program will be extended by the amount of Leave of Absence time granted.
Students who do not register in either a course or a placeholder (Education 5999) in each semester will be considered to have withdrawn from the program unless a Leave of Absence has been granted by the Office of Graduate Studies and Research in the Faculty of Education. Since permission is not automatic, students who anticipate an interruption in their program should apply in writing to the Office of Graduate Studies and Research in the Faculty of Education requesting prior approval for a Leave of Absence.

8. **Fees**
See the **Master of Education and Master of Counselling Programs 2010/2011 Fee Schedule** on p. 143.
For fee payment deadlines, see **Section 11. Fee Deadlines in Fees** on p. 145.
9. **Credit for Previous Work**
A maximum of two semester courses (6.0 credit hours) which have not been credited toward a completed university credential may be accepted for credit in the Graduate Certificate in Education program. Students must demonstrate that previous course work is equivalent to courses required in the Graduate Certificate in Education program.

2. POST-GRADUATE CERTIFICATE IN COUNSELLING

a. Post-Graduate Certificate in Counselling Program Grid

Certificate

Post-Graduate Certificate in Counselling (Offered in the Faculty of Education)

Major

Not Applicable

b. Statement of Purpose

The purpose of the Post-Graduate Certificate in Counselling program is to provide students with basic knowledge and skills in the fundamentals of counselling theory and practice.

Prior to application for graduation from the Post-Graduate Certificate in Counselling, eligible students may apply to have their courses laddered into the Master of Counselling program (see **Section f. General Regulations, p. 82**).

c. Admission Requirements

1. Academic Qualifications for Admission

- a. A University of Lethbridge baccalaureate degree or its academic equivalent from another recognized degree-granting institution.
The University of Lethbridge reserves the right to determine whether degrees and other academic programs completed elsewhere are equivalent to University of Lethbridge baccalaureate degrees.
Applied and Technology Degrees are not normally considered to be a basis of admission for graduate studies programs (see **Section 3.b.4. in Part I - Admissions**).
- b. Evidence of academic ability and promise, normally shown by a minimum GPA of 3.00 in the semesters containing the last 20 university courses (60.0 credit hours).
- c. Evidence of successful experience in a related area. Preference is given to applicants who have two or more years of work experience in a counselling or related setting. Volunteer experience in counselling settings is also desirable.

- d. Applicants must present a breadth of undergraduate courses in counselling, educational psychology, or psychology. Particular emphasis is paid to courses in human development, learning, personality, psychological disorders, and counselling and/or interpersonal skills.
- e. Applicants whose first language is not English must meet the English Language Proficiency Requirement for Graduate Students (see **Section 8. English Language Proficiency for Graduate Students, p. 84**).
2. Application Deadlines
November 1
3. Procedures for Application/Admission
Application forms and admission procedures for the Post-Graduate Certificate in Counselling program are available online at www.uleth.ca/edu/master-

counselling; email: master.counselling@uleth.ca; phone: 403-329-2256; 1-800-666-3505.

Applicants are advised to begin work on the application forms well in advance of the application deadline (see **Section 2. Application Deadlines**).

No application can receive formal consideration until all documentation is received. All documents received in support of an application become the property of the University and will not be released or copied except to other officers of the University as required by University procedures.

Note: Students who are graduates of non-Canadian universities must provide notarized English translations of all documents not in the English language.

Eligible applicants must apply for admission by following the process outlined in **Table 2: Post-Graduate Certificate in Counselling (p. 80)** (see also **Section 1. Academic Qualifications for Admission, p. 79**).

Table 2: Post-Graduate Certificate in Counselling

STEP 1 - Applicant completes the application package	Get application package	Application forms and admissions procedures for the Post-Graduate Certificate in Counselling program is available online at www.uleth.ca/edu/master-counselling ; email: master.counselling@uleth.ca ; phone: 403-329-2256; 1-800-666-3505.
	Application for admission	Applicant completes the <i>Application for Admission - Post-Graduate Certificate in Counselling Program</i> form.
	Academic transcripts	Applicant arranges to have official transcripts (including proof of graduation for the baccalaureate degree and transcripts of all post-baccalaureate work, if any) sent directly from the issuing institution to the Registrar's Office and Student Services (ROSS).
	Letters of reference	Three completed letters of reference are submitted directly by the referee to ROSS: <ul style="list-style-type: none"> • One referee under whom the applicant has studied at the university level. • Two referees with whom the applicant has worked professionally, preferably referees who have served in a supervisory capacity.
	Applicant's c.v.	The applicant's curriculum vitae (c.v.) must be included in the application package. The applicant's c.v. includes academic background, work experience, awards, scholarships, and publications.
	Letter of intent	A Letter of Intent indicating the candidate's reason for applying (e.g., the nature of interest in the program and the intended career outcome upon completion).
	Description of work/volunteer experience	The <i>Fieldwork Experience</i> form defines the types of related paid or volunteer experience that are relevant to the admission process. Using the form, the candidate will describe the details of the related experience. Preference is given to applicants that have at least two years of related experience.
	Verification of work/volunteer experience	The <i>Verification of Work/Volunteer Experience</i> form confirms hours of paid or volunteer experience. This form should be completed by the employer or someone in an equivalent supervisory capacity (such as human resources/payroll office). As this letter only lists hours accumulated, it is separate and distinct from the letters of reference described above.
	Financial assistance	Applicants may be eligible for financial assistance (see www.uleth.ca/ross/student_finance/scholarships/graduate.html).
Additional documentation	If additional documentation is required, the Office of Graduate Studies and Research in the Faculty of Education will contact the applicant.	
STEP 2 - Applicant submits application package	The applicant submits the original package, plus the application fee, to ROSS. The Graduate Programs in Education Program Committee reviews the application package.	
	Applicants to the Post-Graduate Certificate in Counselling program who have been short-listed will be interviewed by the Post-Graduate Certificate in Counselling Selection Committee, who will make a recommendation for admission to the Graduate Programs in Education Program Committee.	
	The Assistant Dean of Graduate Studies and Research in the Faculty of Education informs the applicant of the Graduate Programs in Education Program Committee's decision. Applicants will be notified of admission status by April 1. Successful applicants will be advised of registration procedures at that time.	

4. Admission Decisions

Students are admitted to the Post-Graduate Certificate in Counselling program on a competitive selection basis. For each cohort, a short-list of applicants will be developed. Each of the short-listed candidates will be interviewed by the Post-Graduate Certificate in Counselling Selection Committee.

The following criteria are used in the selection process:

- Grade point average;
- Relevancy of undergraduate degree;
- Breadth of undergraduate courses;
- Relevant work and/or volunteer experience; and,
- Results of interview.

Admission decisions are determined by the Graduate Programs in Education Program Committee following the application deadline. In the case of the Post-Graduate Certificate in Counselling program, admission is determined by the Graduate Programs in Education Program Committee, on the recommendation of the Post-Graduate Certificate in Counselling Selection Committee. Members of the Committee base admission decisions on all the available information.

If the previous program undertaken by the student shows gaps or weaknesses, additional coursework or other study may be required. Such work will normally be in addition to the requirements for the Post-Graduate Certificate in Counselling degree.

5. Admission After an Approved Master's Degree

A student holding an approved master's degree from a recognized institution who wants to pursue further studies in his/her field may be considered for admission to a UofL post-master's certificate program provided he/she meets all of the admission requirements.

A student holding an approved master's degree from a recognized institution who wants to pursue an entirely different field of study to enhance or change their career focus or international students seeking North American credentials may be considered for admission to a UofL master's degree or graduate post-baccalaureate certificate program provided he/she meets all of the admission requirements.

Students normally are not eligible to pursue a second master's degree which is similar to one already completed at a recognized institution. Generally, degrees with identical or closely related majors are considered to be similar. Courses used to complete the requirements of the first master's degree normally cannot be used to fulfill the requirements of the second master's degree or graduate post-baccalaureate certificate; recommendations regarding exceptions may be made by the Program Committee to the Dean of the School of Graduate Studies. In all cases, the decision of the Dean of the School of Graduate Studies shall be final.

d. Certificate Requirements

The program consists of the equivalent of six courses (18.0 credit hours) as follows:

- CAAP 6601 - Theories of Counselling and their Application to Client Change
- CAAP 6603 - Professional Ethics and Conduct
- CAAP 6605 - Foundational Counselling and Conflict Resolution Skills
- CAAP 6607 - Counselling Diverse Clients
- CAAP 6615 - Counselling Strategies and Interventions

One of:

- CAAP 6613 - Assessment: Processes and Application
- CAAP 6617 - Research and Program Evaluation Skills

e. Courses

Note: Students not in the CAAP program may take these courses only with the consent of the Assistant Dean of Graduate Studies and Research in the Faculty of Education.

CAAP 6601

Theories of Counselling and their Application to Client Change

Credit hours: 3.0

Contact hours per week: Online

Students are engaged in a critical evaluation of a range of contemporary counselling theories and they will begin to develop a description of their own emerging theory.

Equivalent: CAAP 601;
Education 5705

CAAP 6603

Professional Ethics and Conduct

Credit hours: 3.0

Contact hours per week: Online/intensive workshops

Addresses personal and professional ethical issues in counselling. The perspectives of different professional disciplines will be used to highlight commonalities and differences. Students will reflect critically on both personal and collective world views and values as well as explore the impact of those perspectives on counselling processes and contexts.

Equivalent: CAAP 603;
Education 5620 (Ethics and Professional Practice)

CAAP 6605

Foundational Counselling and Conflict Resolution Skills

Credit hours: 3.0

Contact hours per week: Online/intensive workshops

Focuses on the understanding and acquisition of skills that are essential for the development of working alliances in counselling contexts. The course will introduce a theoretical framework for the application of counselling skills in addition to providing opportunity for skill practice.

Equivalent: CAAP 605;
Education 5704

CAAP 6607

Counselling Diverse Clients

Credit hours: 3.0

Contact hours per week: Online

Focuses on increasing personal awareness, identification of conceptual frameworks, and development of in-depth knowledge of equity and diversity issues in counselling. Students will be expected to examine their own attitudes, behaviours, perceptions, and biases.

*Equivalent: CAAP 607;
Education 5620 (Gender and Culture)*

CAAP 6613

Assessment: Processes and Application

Credit hours: 3.0

Contact hours per week: Online/intensive workshops

Combines a theoretical and practical focus to develop a framework from which to approach the assessment of client change in a variety of contexts.

*Prerequisite(s): CAAP 6601 (CAAP 601);
CAAP 6605 (CAAP 605)*

*Equivalent: CAAP 613;
Education 5707*

CAAP 6615

Counselling Strategies and Interventions

Credit hours: 3.0

Contact hours per week: Online/intensive workshops

Combines a theoretical and practical focus to develop a framework from which to plan and implement client change interventions in a variety of contexts.

*Prerequisite(s): CAAP 6601 (CAAP 601);
CAAP 6605 (CAAP 605)*

*Equivalent: CAAP 615;
Education 5706*

CAAP 6617

Research and Program Evaluation Skills

Credit hours: 3.0

Contact hours per week: Online

Qualitative and quantitative research methods are examined, ranging from single-subject designs to program evaluation strategies, applicable to counselling settings.

*Equivalent: CAAP 617;
Education 5410 (Methods of Inquiry)*

f. General Regulations

1. Computer Proficiency

Students must be proficient in the use of a computer, and in particular, they must be comfortable in a web-based environment. To participate in the program, each student must own or have access to computer hardware and software that meets the minimum requirements (see www.uleth.ca/edu/master-counselling).

Prior to application for graduation from the Post-Graduate Certificate in Counselling program, eligible students may apply to have their courses transferred into the Master of Counselling program. For successful applicants, courses completed in the Post-Graduate Certificate program will be fully credited towards the Master of Counselling program.

Students who transfer their Post-Graduate Certificate in Counselling courses into the Master of Counselling program will have a maximum of six years to complete their Masters degree, starting from the date of their initial enrolment in the Certificate (see Master of Counselling (M.C.) program).

2. Eligibility

Post-Graduate Certificate in Counselling students who are considering applying to transfer their courses into the Master of Counselling program are recommended to consult an advisor in the Office of Graduate Studies and Research in Education early in their program.

Students who elect to complete and graduate from the Post-Graduate Certificate in Counselling program are not eligible for admission to the Master of Counselling program.

Students who complete the Master of Counselling program are not eligible to receive the Post-Graduate Certificate in Counselling.

3. Residence Requirements

Residence is defined as courses offered by the University of Lethbridge. A minimum of four such course equivalents is required.

It may be desirable or necessary for students who have been admitted to the Post-Graduate Certificate in Counselling program to include in their program courses to be completed at other institutions. Proposals for such courses should be approved preferably during the initial planning of the program and are to be effected through Visiting Student or Western Deans' Agreement (see **Section 9. Western Deans' Agreement, p. 84**) procedures. A waiver of residence requirement is allowed for courses completed in this manner, upon application to the Assistant Dean of Graduate Studies and Research in the Faculty of Education.

4. Academic Standards

Students must receive a minimum grade of 'B-' (2.70) in all courses which are graded and count toward the certificate. A student who receives more than two grades below a 'B-' may be asked to withdraw from the program. All courses completed in the Post-Graduate Certificate in Counselling program, or transferred into the program, are included in the calculation of the GPA for graduation purposes. Transfer credit is not included in the GPA on the official transcript. A student must have a minimum cumulative GPA of 3.00 in order to complete the Post-Graduate Certificate in Counselling.

5. Appeals

All appeals in the Post-Graduate Certificate in Counselling program should be directed to the Dean, Faculty of Education. Grade appeals for courses in the Post-Graduate Certificate in Counselling program will be processed through the School of Graduate Studies. Other appeals will be heard by the Graduate Programs in Education Program Committee. Any appeal decisions may be

addressed to the Executive Committee of the School of Graduate Studies, whose decision shall be final.

Students should consult the full description of the University policies on Appeal of Grade in the Calendar (see **Section 4. Grade Appeal Policy in Academic Regulations on p. 119**).

6. Time Limits

Students must complete the Post-Graduate Certificate in Counselling requirements within three years of their initial enrolment in the program.

7. Leave of Absence

Students occasionally have legitimate reasons for having to put their studies on hold. Students may apply to the Office of Graduate Studies and Research in the Faculty of Education for permission to take a Leave of Absence. A Leave of Absence may be granted for up to three consecutive semesters. A maximum of one Leave of Absence per student program may be granted. If required, the maximum three-year time for completion of the Post-Graduate Certificate in Counselling program will be extended by the amount of Leave of Absence time granted.

8. Fees

See the **Master of Education and Master of Counselling Programs 2010/2011 Fee Schedule on p. 143**.

For fee payment deadlines, see **Section 11. Fee Deadlines in Fees on p. 145**.

9. Credit for Previous Work

A maximum of two semester courses (6.0 credit hours) which have not been credited toward a completed university credential may be accepted for credit in the Post-Graduate Certificate in Counselling program. Students must demonstrate that previous course work is equivalent to CAAP courses.

Courses cannot be considered for advance credit if they have already been used towards another degree or as prerequisite credit in applying to the Post-Graduate Certificate in Counselling program.

3. ACADEMIC REGULATIONS AND POLICIES

See *Academic Regulations and Policies on p. 113 in the Information for All Programs section*.

4. REGISTRATION

See *Registration on p. 131 in the Information for All Programs section*.

5. FEES

See *Fees on p. 137 in the Information for All Programs section*.

6. GRADUATE ASSISTANTS

a. Definitions

Three University terms are defined for the purpose of graduate assistantships:

Fall Semester - September 1 to December 31

Spring Semester - January 1 to April 30

Summer Semester - May 1 to August 31

In the Fall and Spring Semesters, full-time graduate student status is granted to students registered in a

program of graduate work equivalent to at least three courses. Graduate students taking fewer than three courses are considered part-time, unless they have inactive status.

Graduate Assistants (G.A.s) are graduate students registered full-time in the program and paid to carry out either:

1. Teaching duties including the preparation, delivery and evaluation of teaching or laboratory assignments, instructing in laboratories or the equivalent, assisting in the supervision of practicum students and the grading of assignments. In this instance, the instructor of record will be a regular member of the Faculty and the G.A. will not assume full or final responsibility for any course; or
2. Research duties consisting of working for a staff member on a research project(s), the results of which may or may not be used in their thesis. Clerical or administrative work not related to research is not suitable for a G.A.

Full-time G.A.s are full-time graduate students holding a Graduate Assistantship which requires them to devote up to eight hours per week to teaching or research duties. If a full-time G.A. is performing research duties, the results of which may be used in a thesis, the student may be required to devote more than eight hours per week to these duties.

b. Appointment of Graduate Assistants

1. Applications for Graduate Assistantships will be approved by the Graduate Programs in Education Program Committee.
2. A Letter of Appointment is forwarded to the appointee. G.A.s are entitled to know:
 - a. The number of hours per week of the appointment.
 - b. The total remuneration.

In addition, the Letter of Appointment will include a specific list of duties as possible at the time of appointment. It is understood that minor changes of appointments may be required from time to time but these modifications are to be completed no later than the end of the first week of classes with appropriate written notification to all G.A.s affected.

3. A graduate student who has been appointed to a Graduate Assistantship must report any other remuneration during tenure of the assistantship. If the student accepts some major award or some other paid employment, where payment is from funds administered by the University, the appointment may be cancelled or reduced. Normally, assistantships will not be available to students who are employed full-time while registered in the program.
4. Depending upon the amount of funding available and the number of full-time graduate students, a portion of an assistantship may be awarded. The stipend awarded and the hours of work required would be adjusted accordingly. No assistantship shall require fewer than six hours per week. Normally, full-time

students are eligible for assistantships for one calendar year.

c. Remuneration of Graduate Assistants

1. For the purpose of Graduate Assistantship awards, a full-time graduate student is defined as 'a student attending full-time for both Fall and Spring Semesters of a given academic year. 'One semester' stipends may be available depending on the number of full-time students awarded Graduate Assistantships.

Details describing the value of assistantships and expected hours of assistance are available from the Assistant Dean of Graduate Studies and Research (M.Ed. Program).

2. Assistantships are inclusive of all vacation entitlement. There is no vacation pay on contract expiry or termination in lieu of any time not taken.

For further details about the Master of Education degree program, please contact the Assistant Dean of Graduate Studies and Research, Faculty of Education, University of Lethbridge, T1K 3M4, tel. 403-329-2425, fax 403-329-2372.

7. AWARDS AND SCHOLARSHIPS

See *Awards and Scholarships* on p. 147 in the *Information for All Programs* section.

8. ENGLISH LANGUAGE PROFICIENCY FOR GRADUATE STUDENTS

Applicants whose first language is not English, regardless of citizenship or country of origin, must meet the English Language Proficiency (ELP) Requirement. Evidence of English Language Proficiency must be provided before admission will be offered. In all cases, the decision of the School of Graduate Studies shall be final.

Acceptable evidence of English Language Proficiency for graduate studies may be any one of:

1. Successful completion of a baccalaureate or master's degree at a recognized institution where the language of instruction is English and the student's work is in English (**Note:** The School of Graduate Studies reserves the right to determine whether a particular institution is recognized as an institution in which the language of instruction is English).
2. Successful completion of the Advanced Level, English for Academic Purposes (EAP) program at the University of Lethbridge (see **International Students** on p. 159 in the **Information for All Programs** section).
3. Most recent official TOEFL (Test of English as a Foreign Language) score (UofL institutional code is 0855), taken within the last two years; any of the following:
 - a. a paper-based TOEFL of at least 580 and a TWE (Test of Written English) score of 5.0;
 - b. a computer-based iBT TOEFL of at least 93.

Website: www.toefl.org

4. Most recent Academic IELTS (International English Language Testing System) score of at least 6.5 with no band less than 5.5, taken within the last two years.

Website: www.ielts.org

5. Most recent official CAEL (Canadian Academic English Language) Assessment score of 70 or higher, taken within the last two years.

Website: www.cael.ca

Individual circumstances of Canadian and Permanent Resident applicants will be considered by the Dean of the School of Graduate Studies, whose decision shall be final.

9. WESTERN DEANS' AGREEMENT

The Western Deans' Agreement covers exchange graduate students from member universities in British Columbia (Simon Fraser University, University of British Columbia, University of Northern British Columbia, University of Victoria), Alberta (Athabasca University, University of Alberta, University of Calgary, University of Lethbridge), Saskatchewan (University of Regina, University of Saskatchewan) and Manitoba (University of Manitoba) provided that:

1. the period for which the fees are remitted does not exceed two academic terms of four months each;
2. the course work or work to be pursued is not available at the student's home institution.

Western Deans' Agreement students pay tuition (and general) fees at their home university, and they pay applicable student activity fees (general fees) at the host institution where they are taking courses.

Under the Western Deans' Agreement, students may take both undergraduate and graduate courses. Students may only take courses which are not available at their home university, and which are an integral part of their graduate degree program. The approval of the appropriate Chairs of the Masters and Ph.D. Program Committees and of the designated representative of the host university must be obtained prior to commencement of the courses.

Students must arrange for official transcripts from the host institution to be sent to the home institution when the courses have been completed. Each home institution has regulations regarding the maximum number of transfer credits permitted. Students should ensure that their requests are within these limits.

10. GRADUATION

See *Graduation* on p. 155 in the *Information for All Programs* section.

11. INTERNATIONAL STUDENTS

See *International Students* on p. 159 in the *Information for All Programs* section.

12. ACADEMIC SCHEDULE

- a. See *Academic Schedule* on p. 161 in the *Information for All Programs* section.

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I. POST-MASTER'S CERTIFICATE IN EDUCATION

a. Post-Master's Certificate in Education Program Grid

Certificate

Post-Master's Certificate in Education (Offered in the Faculty of Education)

Major

Not Applicable

Specialization

Educational Leadership

b. Statement of Purpose

The Post-Master's Certificate in Education program is designed for professionals who already have completed a recognized master's degree in Education and want to pursue further study in an area of specialization such as Educational Leadership. This includes people with a general master's degree in education who specialized in one area, such as school counselling, who now want to specialize in a second area such as educational leadership. The certificate awarded is the Post-Master's Certificate in Education.

c. Required Specialization

Students in the Post-Master's Certificate in Education program must complete a specialization. This specialization allows practicing educators to explore and implement related concepts through a combination of coursework and fieldwork. Students complete the common core course in the Post-Master's Certificate in Education program as well as courses in the specialization area. For students who complete all of the certificate requirements, the specialization will be acknowledged on the official transcript. See **Section e. Requirements for the Post-Master's Certificate in Education (p. 88)** for available specializations.

Note: Currently, there is only one specialization available in Educational Leadership.

d. Admission Requirements

I. Academic Qualifications for Admission

- a. A Master's degree or its academic equivalent from a recognized degree-granting institution.
The University of Lethbridge reserves the right to determine whether degrees and other academic programs completed elsewhere provide sufficient academic preparation for admission to the Post-Master's Certificate in Education program.
Student programs will be evaluated at the time of application for admission.
- b. Approximately two years of successful teaching or other relevant educational experience.
- c. Applicants whose first language is not English must meet the English Language Proficiency

(ELP) Requirement for Graduate Students (see **Section 9. English Language Proficiency for Graduate Students, p. 96**).

- d. Candidates preparing for a career which involves teacher certification must hold Permanent Certification at the time of admission; this program does not lead to a recommendation from the University for Permanent Teacher Certification.

Other applicants will be considered on a case-by-case basis.

2. Application Deadlines

Normally students are admitted to the Post-Master's Certificate in Education program in order to begin their studies in Summer Session of the intake year. The semester of admission for Distance Cohorts completing the Post-Master's Certificate in Education program may be considered on an individual cohort basis according to the particular needs of the cohort.

Application deadline: November 1, at which time all required documentation must have been received by the Registrar's Office and Student Services (ROSS). Students who are not successful in gaining admission must reapply if they wish to be considered for the next available intake.

3. Procedures for Application/Admission

The application package for the Post-Master's Certificate in Education program is available from the Office of Graduate Studies and Research in the Faculty of Education (online: www.uleth.ca/edu/grad; email: edu.masters@uleth.ca; phone: 403-329-2425; 1-800-666-3503) and includes the following forms:

- Application for Admission - Master's Degree Programs form
- Letter of Reference forms

Applicants should begin work on the application package as soon as possible (see **Section 2. Application Deadlines**).

No application can receive formal consideration until all documentation is received. All documents received in support of an application become the property of the University and will not be released or copied except to other officers of the University as required by University procedures.

Note: Students who are graduates of non-Canadian universities must provide notarized English translations of all documents not in the English language.

Eligible applicants must apply for admission by following the process outlined in **Table I: Post-Master's Certificate in Education (p. 87)** (see also **Section I. Academic Qualifications for Admission, p. 86**).

Table 1: Post-Master's Certificate in Education

STEP 1 - Applicant completes the application package	Get application package	Application packages are available from the Office of Graduate Studies and Research in the Faculty of Education (online: www.uleth.ca/edu/grad ; email: edu.masters@uleth.ca ; phone: 403-329-2425; 1-800-666-3503).
	Application for admission	Applicant completes the <i>Application for Admission - Post-Master's Certificate in Education Programs</i> form.
	Academic transcripts	Applicant arranges to have official transcripts (including proof of graduation for the master's degree and transcripts of all post-baccalaureate work, if any) sent directly from the issuing institution to the Registrar's Office and Student Services (ROSS).
	Letters of reference	Three completed letters of reference are submitted directly by the referee to ROSS: <ul style="list-style-type: none"> • One referee under whom the applicant has studied at the university level. • Two referees with whom the applicant has worked professionally, preferably referees who have served in a supervisory capacity.
	Applicant's c.v.	The applicant's curriculum vitae (c.v.) must be included in the application package. The applicant's c.v. includes academic background, work experience, awards, scholarships, and publications.
	Letter of intent	A Letter of Intent indicating the candidate's reason for applying (e.g., the nature of interest in the program and the intended career outcome upon completion).
	Verification of work/volunteer experience	The <i>Verification of Work/Volunteer Experience</i> form confirms hours of paid or volunteer experience. This form should be completed by the employer or someone in an equivalent supervisory capacity (such as human resources/payroll office). As this letter only lists hours accumulated, it is separate and distinct from the letters of reference described above.
	Financial assistance	Applicants intending to pursue full-time studies may apply for a graduate assistantship through the Faculty of Education by completing the <i>Student Application for Graduate Assistantship - Graduate Programs in Education</i> form available online at www.uleth.ca/edu/grad/assistantship/student . See also www.uleth.ca/ross/student_finance/scholarships/graduate.html .
Additional documentation	If additional documentation is required, the Office of Graduate Studies and Research in the Faculty of Education will contact the applicant.	
STEP 2 - Applicant submits application package	The applicant submits the original package, plus the application fee, to ROSS. The Graduate Programs in Education Committee reviews the application package.	
	The Assistant Dean of Graduate Studies and Research in the Faculty of Education informs the applicant of the Graduate Programs in Education Committee's decision. Applicants will be notified of admission status by April 1. Successful applicants will be advised of registration procedures at that time.	

4. Admission Decisions

Admission is determined by the Graduate Programs in Education Program Committee following the application deadlines. In the case of the Post-Master's Certificate in Education with an Educational Leadership specialization, admission is determined by the Graduate Programs in Education Program Committee, on the recommendation of the Educational Leadership Selection Committee. Members of the Committee base admission decisions on all the available information submitted by or on behalf of the applicant.

If the previous program undertaken by the student shows gaps or weaknesses, additional course work or other study may be required. Such work will not normally count toward the requirements for the Post-Master's Certificate in Education.

5. Admission After an Approved Master's Degree

A student holding an approved master's degree from a recognized institution who wants to pursue further studies in his/her field may be considered for admission to a UofL post-master's certificate program provided he/she meets all of the admission requirements.

A student holding an approved master's degree from a recognized institution who wants to pursue an entirely different field of study to enhance or change their career focus or international students seeking North American credentials may be considered for admission to a UofL master's degree or graduate post-baccalaureate certificate program provided he/she meets all of the admission requirements.

Students normally are not eligible to pursue a second master's degree which is similar to one already completed at a recognized institution. Generally, degrees with identical or closely related majors are considered to be similar. Courses used to complete the requirements of the first master's degree normally cannot be used to fulfill the requirements of the second master's degree or graduate post-baccalaureate certificate; recommendations regarding exceptions may be made by the Program Committee to the Dean of the School of Graduate Studies. In all cases, the decision of the Dean of the School of Graduate Studies shall be final.

e. **Requirements for the Post-Master's Certificate in Education**

The Post-Master's Certificate in Education with an Educational Leadership specialization consists of the equivalent of four courses (12.0 credit hours) of study as outlined below:

Required Courses for the Educational Leadership Specialization

Education 5630 - Educational Leadership and the Change Process

Education 5631 - School Culture and the Instructional Program

Education 5632 - Managing the Organization

Education 5633 - Governance, Collaboration and Community Engagement

Students admitted to the Post-Master's Certificate in Education program will have met the core course and internship requirements for the Post-Master's Certificate in Education, Educational Leadership specialization, in their master's degrees.

f. **Courses**

Note: Students in the CAAP program may take these courses only with the consent of the Assistant Dean of Graduate Studies and Research in the Faculty of Education.

EDUCATION 5630

Educational Leadership and the Change Process

Credit hours: 3.0

Contact hours per week: 3-0-0

An interpretation of the change process, leadership models, administration theory, and the role of vision in leadership.

Prerequisite(s): Admission to the M.Ed. (Educational Leadership) program

EDUCATION 5631

School Culture and the Instructional Program

Credit hours: 3.0

Contact hours per week: 3-0-0

An examination of the leader's role in facilitating a positive school culture and in positioning teaching and learning as the focal point of schools.

Prerequisite(s): Admission to the M.Ed. (Educational Leadership) program

EDUCATION 5632

Managing the Organization

Credit hours: 3.0

Contact hours per week: 3-0-0

The nature of leadership practice in an organizational context—the leader as manager. Understanding school system management processes, and developing human resources. Assessing the larger political, social, economic, legal, and cultural contexts.

Prerequisite(s): Admission to the M.Ed. (Educational Leadership) program

EDUCATION 5633

Governance, Collaboration and Community Engagement

Credit hours: 3.0

Contact hours per week: 3-0-0

Examination of relationships, partnerships, governance, and moral decision-making in an ethical culture.

Prerequisite(s): Admission to the M.Ed. (Educational Leadership) program

g. **General Regulations**

1. **Residence Requirements**

Determined on a case-by-case basis in consultation with the Office of Graduate Studies and Research in the Faculty of Education as part of the development of the applicant's individualized program plan.

2. **Academic Standards**

Students must receive a minimum grade of 'B-' (2.70) in all courses which are graded and count toward the Post-Master's Certificate in Education. A student who receives more than two grades below a 'B-' may be asked to withdraw from the Post-Master's Certificate in Education program. All courses completed in the Post-Master's Certificate in Education program or transferred into the program are included in the calculation of the GPA for graduation purposes. Transfer credit is not included in the GPA on the official transcript. A student must have a minimum cumulative GPA of 3.00 in order to graduate from the program.

3. **Appeals**

All appeals in the Post-Master's Certificate in Education program should be directed to the Dean, Faculty of Education. Grade appeals for courses in the Post-Master's Certificate in Education program will be processed through the School of Graduate Studies. Other appeals will be heard by the Graduate Programs in Education Program Committee. Any appeal decisions may be addressed to the Executive Committee of the School of Graduate Studies, whose decision shall be final.

Students should consult the full description of the University policies on Appeal of Grade in the Calendar (see **Section 4. Grade Appeal Policy in Academic Regulations on p. 119**).

4. **Time Limits**

Students must complete the Post-Master's Certificate in Education within two years of their initial enrolment in the program.

5. **Leave of Absence**

Students may apply to the Office of Graduate Studies and Research in the Faculty of Education for permission to take a Leave of Absence. A Leave of Absence may be granted for up to three consecutive semesters. A maximum of one Leave of Absence per student program may be granted. If required, the maximum two-year time for completion of the Post-Master's Certificate in Education program will be extended by the amount of Leave of Absence time granted.

Students who do not register in either a course or a placeholder (Education 5999) in each semester will be considered to have withdrawn from the program unless a Leave of Absence has been granted by the Office of Graduate Studies and Research in the Faculty of Education. Since permission is not automatic, students who anticipate an interruption in their program should apply in writing to the Office of Graduate Studies and Research in the Faculty of Education requesting prior approval for a Leave of Absence.

6. Fees

See the **Master of Education and Master of Counselling Programs 2010/2011 Fee Schedule** on p. 143.

For fee payment deadlines, see **Section 11. Fee Deadlines in Fees** on p. 145.

7. Credit for Previous Work

A maximum of two semester courses (6.0 credit hours) which have not been credited toward a completed university credential may be accepted for credit in the Post-Master's Certificate in Education program. Students must demonstrate that previous course work is equivalent to courses required in the Post-Master's Certificate in Education program.

2. POST-MASTER'S CERTIFICATE IN COUNSELLING

a. **Post-Master's Certificate in Counselling Program Grid**

Certificate

Post-Master's Certificate in Counselling (Offered in the Faculty of Education)

Major

Not Applicable

b. **Statement of Purpose**

The Post-Master's Certificate in Counselling program is designed for professionals who have already completed a recognized Master's degree in Counselling or Psychology and want to pursue further training in a particular area of specialization.

c. **Admission Requirements**

1. Academic Qualifications for Admission

- a. A Master's degree with a specialization in Counselling or Psychology or its academic equivalent from a recognized degree-granting institution.

The University of Lethbridge reserves the right to determine whether degrees and other academic programs completed elsewhere provide sufficient academic preparation for admission to the Post-Master's Certificate in Counselling program.

Student programs will be evaluated at the time of application for admission.

- b. Evidence of academic ability and promise, normally shown by a minimum GPA of 3.00 in the coursework in the master's degree used for admission.
- c. Evidence of successful experience in a related area. Preference is given to applicants who have two or more years of work experience in a counselling or related setting. Volunteer experience in counselling settings is also desirable.
- d. Applicants whose first language is not English must meet the English Language Proficiency Requirement for Graduate Students (see **Section 9. English Language Proficiency for Graduate Students, p. 96**).

2. Application Deadline

November 1

3. Procedures for Application/Admission

Application forms and admission procedures for the Post-Master's Certificate in Counselling program are available online at www.uleth.ca/edu/master-counselling; email: master.counselling@uleth.ca; phone: 403-329-2256; 1-800-666-3505.

Applicants are advised to begin work on the application forms well in advance of the application deadline (see **Section 2. Application Deadline**).

No application can receive formal consideration until all documentation is received. All documents received in support of an application become the property of the University and will not be released or copied except to other officers of the University as required by University procedures.

Note: *Students who are graduates of non-Canadian universities must provide notarized English translations of all documents not in the English language.*

Eligible applicants must apply for admission by following the process outlined in **Table 2: Post-Master's Certificate in Counselling (p. 90)** (see also **Section 1. Academic Qualifications for Admission, p. 89**).

Table 2: Post-Master's Certificate in Counselling

STEP 1 - Applicant completes the application package	Get application package	Application forms and admissions procedures for the Post-Master's Certificate in Counselling program is available online at www.uleth.ca/edu/master-counselling ; email: master.counselling@uleth.ca ; phone: 403-329-2256; 1-800-666-3505.
	Application for admission	Applicant completes the <i>Application for Admission - Post-Master's Certificate in Counselling Program</i> form.
	Academic transcripts	Applicant arranges to have official transcripts (including proof of graduation for the baccalaureate degree and transcripts of all post-baccalaureate work, if any) sent directly from the issuing institution to the Registrar's Office and Student Services (ROSS).
	Letters of reference	Three completed letters of reference are submitted directly by the referee to ROSS: <ul style="list-style-type: none"> • One referee under whom the applicant has studied at the university level. • Two referees with whom the applicant has worked professionally, preferably referees who have served in a supervisory capacity.
	Applicant's c.v.	The applicant's curriculum vitae (c.v.) must be included in the application package. The applicant's c.v. includes academic background, work experience, awards, scholarships, and publications.
	Letter of intent	A Letter of Intent indicating the candidate's reason for applying (e.g., the nature of interest in the program and the intended career outcome upon completion).
	Description of work/volunteer experience	The <i>Fieldwork Experience</i> form defines the types of related paid or volunteer experience that are relevant to the admission process. Using the form, the candidate will describe the details of the related experience. Preference is given to applicants that have at least two years of related experience.
	Verification of work/volunteer experience	The <i>Verification of Work/Volunteer Experience</i> form confirms hours of paid or volunteer experience. This form should be completed by the employer or someone in an equivalent supervisory capacity (such as human resources/payroll office). As this letter only lists hours accumulated, it is separate and distinct from the letters of reference described above.
	Financial assistance	Applicants may be eligible for financial assistance (see www.uleth.ca/ross/student_finance/scholarships/graduate.html .)
	Additional documentation	If additional documentation is required, the Office of Graduate Studies and Research in the Faculty of Education will contact the applicant.
STEP 2 - Applicant submits application package	The applicant submits the original package, plus the application fee, to ROSS. The Graduate Programs in Education Program Committee reviews the application package.	
	Applicants to the Post-Master's Certificate in Counselling program who have been short-listed will be interviewed by the Post-Master's Certificate in Counselling Selection Committee, who will make a recommendation for admission to the Graduate Programs in Education Program Committee.	
	The Assistant Dean of Graduate Studies and Research in the Faculty of Education informs the applicant of the Graduate Programs in Education Program Committee's decision. Applicants will be notified of admission status by April 1. Successful applicants will be advised of registration procedures at that time.	

4. Admission Decisions

Students are admitted to the Post-Master's Certificate in Counselling program on a competitive selection basis. For each cohort, a short-list of applicants will be developed. Each of the short-listed candidates will be interviewed by the Post-Master's Certificate in Counselling Selection Committee.

The following criteria are used in the selection process:

- Grade point average;
- Relevancy of undergraduate/graduate degrees;
- Relevant work and/or volunteer experience; and,
- Results of interview.

Admission decisions are determined by the Graduate Programs in Education Program Committee following the application deadline. In the case of the Post-Master's Certificate in Counselling program, admission is determined by the Graduate Programs in Education Program Committee, on the

recommendation of the Post-Master's Certificate in Counselling Selection Committee. Members of the Committee base admission decisions on all the available information.

If the previous program undertaken by the student shows gaps or weaknesses, additional coursework or other study may be required. Such work will normally be in addition to the requirements for the Post-Master's Certificate in Counselling degree.

5. Admission After an Approved Master's Degree

A student holding an approved master's degree from a recognized institution who wants to pursue further studies in his/her field may be considered for admission to a UofL post-master's certificate program provided he/she meets all of the admission requirements.

A student holding an approved master's degree from a recognized institution who wants to pursue an entirely different field of study to enhance or change their career focus or international students seeking

North American credentials may be considered for admission to a UofL master's degree or graduate post-baccalaureate certificate program provided he/she meets all of the admission requirements.

Students normally are not eligible to pursue a second master's degree which is similar to one already completed at a recognized institution. Generally, degrees with identical or closely related majors are considered to be similar. Courses used to complete the requirements of the first master's degree normally cannot be used to fulfill the requirements of the second master's degree or graduate post-baccalaureate certificate; recommendations regarding exceptions may be made by the Program Committee to the Dean of the School of Graduate Studies. In all cases, the decision of the Dean of the School of Graduate Studies shall be final.

d. Certificate Requirements

The program consists of the equivalent of four courses (12.0 credit hours). Students will, in consultation with the Office of Graduate Studies and Research in the Faculty of Education, develop an individualized program plan.

e. Courses

Note: Students not in the CAAP program may take these courses only with the consent of the Assistant Dean of Graduate Studies and Research in the Faculty of Education.

CAAP 6601

Theories of Counselling and their Application to Client Change

Credit hours: 3.0

Contact hours per week: Online

Students are engaged in a critical evaluation of a range of contemporary counselling theories and they will begin to develop a description of their own emerging theory.

*Equivalent: CAAP 601;
Education 5705*

CAAP 6603

Professional Ethics and Conduct

Credit hours: 3.0

Contact hours per week: Online/intensive workshops

Addresses personal and professional ethical issues in counselling. The perspectives of different professional disciplines will be used to highlight commonalities and differences. Students will reflect critically on both personal and collective world views and values as well as explore the impact of those perspectives on counselling processes and contexts.

*Equivalent: CAAP 603;
Education 5620 (Ethics and Professional Practice)*

CAAP 6605

Foundational Counselling and Conflict Resolution Skills

Credit hours: 3.0

Contact hours per week: Online/intensive workshops

Focuses on the understanding and acquisition of skills that are essential for the development of working alliances in counselling contexts. The course will introduce a theoretical framework for the application of counselling skills in addition to providing opportunity for skill practice.

*Equivalent: CAAP 605;
Education 5704*

CAAP 6607

Counselling Diverse Clients

Credit hours: 3.0

Contact hours per week: Online

Focuses on increasing personal awareness, identification of conceptual frameworks, and development of in-depth knowledge of equity and diversity issues in counselling. Students will be expected to examine their own attitudes, behaviours, perceptions, and biases.

*Equivalent: CAAP 607;
Education 5620 (Gender and Culture)*

CAAP 6611

General Counselling Practicum

Credit hours: 3.0

Contact hours per week: 2-0-0

Other hours: 0-0-150

Provides an opportunity for professional development and supervised practice in a general counselling setting. Students will be involved in direct work with clients under the supervision of a qualified professional.

*Prerequisite(s): CAAP 6601 (CAAP 601);
CAAP 6603 (CAAP 603);
CAAP 6605 (CAAP 605);
CAAP 6607 (CAAP 607);
CAAP 6613 (CAAP 613);
CAAP 6615 (CAAP 615)*

*Equivalent: CAAP 611;
Education 5709*

Grading: Pass/Fail

CAAP 6613

Assessment: Processes and Application

Credit hours: 3.0

Contact hours per week: Online/intensive workshops

Combines a theoretical and practical focus to develop a framework from which to approach the assessment of client change in a variety of contexts.

*Prerequisite(s): CAAP 6601 (CAAP 601);
CAAP 6605 (CAAP 605)*

*Equivalent: CAAP 613;
Education 5707*

CAAP 6615**Counselling Strategies and Interventions**

Credit hours: 3.0

Contact hours per week: Online/intensive workshops

Combines a theoretical and practical focus to develop a framework from which to plan and implement client change interventions in a variety of contexts.

*Prerequisite(s): CAAP 6601 (CAAP 601);
CAAP 6605 (CAAP 605)*

*Equivalent: CAAP 615;
Education 5706*

CAAP 6617**Research and Program Evaluation Skills**

Credit hours: 3.0

Contact hours per week: Online

Qualitative and quantitative research methods are examined, ranging from single-subject designs to program evaluation strategies, applicable to counselling settings.

*Equivalent: CAAP 617;
Education 5410 (Methods of Inquiry)*

CAAP 6619**Specialized Counselling Practicum**

Credit hours: 3.0

Contact hours per week: 2-0-0

Other hours: 0-0-150

Provides an opportunity for professional development and supervised practice in a specialized counselling context. Students will be involved in direct work with clients under the supervision of a qualified professional. The practicum allows students to actively explore issues encountered in working with a specialized client population or area of practice.

*Prerequisite(s): CAAP 6611 (CAAP 611);
CAAP 6613 (CAAP 613);
CAAP 6615 (CAAP 615)*

*Equivalent: CAAP 619;
Education 5711*

Grading: Pass/Fail

CAAP 6621**Foundations of Career Development**

Credit hours: 3.0

Contact hours per week: Online

In this course students will explore fundamental principles that guide contemporary practices in career development. The course focuses on major theories and models of career choice and development as well as related research. Emphasis will be placed on the integration of theory with career counselling practice. Selected course readings and assignments will allow students to develop a broad understanding of the roles of career counsellors and of the major concepts and principles that guide effective career interventions.

Prerequisite(s): CAAP 6601 (CAAP 601)

*Equivalent: CAAP 621;
Education 5708*

CAAP 6623**Processes and Resources for Facilitating Career-Life Transitions**

Credit hours: 3.0

Contact hours per week: Online

This course focuses on career counselling processes and resources for facilitating career-life transitions. An emphasis is placed on applying foundations of career development to counselling practice. Students gain knowledge about common issues associated with career-life transitions with selected populations. Models of career counselling and transition are reviewed as the basis for developing knowledge and skills required in program interventions for individuals and groups. Students also acquire knowledge about various types of career development resources and gain critical skills for selecting and using resources to facilitate career-life transitions.

*Prerequisite(s): CAAP 6605 (CAAP 605);
CAAP 6621 (CAAP 621)*

*Equivalent: CAAP 623;
Education 5620 (Processes and Resources for Facilitating Career-Life Transitions)*

CAAP 6625**Leadership Skills: Facilitating Community Change**

Credit hours: 3.0

Contact hours per week: Online

This course is designed to assist students to understand and recognize the process elements of a successful human service delivery system. Specific, practical techniques for designing, implementing, and assessing a team-oriented Systemic Service Plan (S.S.P.) are examined in detail. This course also includes an examination of current counselling issues that impact the delivery of community-based systemic programs and services. This course is applicable for professionals working in programs such as Comprehensive Guidance and Counselling, Comprehensive School Health, Comprehensive Organizational Health and Wellness, etc.

*Prerequisite(s): CAAP 6601 (CAAP 601);
CAAP 6603 (CAAP 603);
CAAP 6605 (CAAP 605);
CAAP 6607 (CAAP 607)*

*Equivalent: CAAP 625;
Education 5620 (Systemic Community Change: A Comprehensive Approach to Human Service Delivery)*

CAAP 6627**Career Development in Organizational Settings**

Credit hours: 3.0

Contact hours per week: Online

Career Development in Organizational Settings is offered in an online format and is designed to provide an interactive learning experience that combines theoretical and practical concerns. Resources include current texts, a list of readings as well as links to supplementary resources. Assignments are varied and include contributing your opinions online, offering your own critique of a theory, researching applications of career development, and interviewing career development/human resources practitioners. The course is structured into 13 lessons. The first five lessons address concepts and theories important to our understanding of career development within organizations. The next five lessons identify and analyze how career development services and programs are offered in organizational settings. The final three lessons highlight issues related to building career development strength in future organizations.

*Prerequisite(s): CAAP 6601 (CAAP 601);
CAAP 6603 (CAAP 603);
CAAP 6605 (CAAP 605);
CAAP 6607 (CAAP 607)*

*Equivalent: CAAP 627;
Education 5620 (Career Development in
Organizational Settings)*

CAAP 6629**Multicultural Issues in Career Development**

Credit hours: 3.0

Contact hours per week: Online

Increasing cultural diversity requires career development practitioners to examine the ways that their services are designed and delivered. A major goal of this course is to enable students to deliver culturally responsive career counselling services. This course critically examines the values and tenets of major theories of career development. Emerging models of career counselling are reviewed for their applicability with selected populations. Students have the opportunity to examine core issues that impact the career development of diverse populations and consider interventions on both individual and systemic levels. A framework of multicultural counselling competencies will be reviewed to support students in the development of self-awareness, knowledge, skills, and organizational competence for career counselling roles.

*Prerequisite(s): CAAP 6607 (CAAP 607);
CAAP 6621 (CAAP 621)*

*Equivalent: CAAP 629;
Education 5620 (Multicultural Issues in
Career Development)*

CAAP 6631**Client Learning Processes**

Credit hours: 3.0

Contact hours per week: Online

Indepth study of the major theories of learning as well as current research in the area. The practical implications of learning theory in educational and therapeutic settings are explored.

*Equivalent: CAAP 631;
Education 5620 (Learning Processes)*

CAAP 6633**Counselling Issues Across the Life Span**

Credit hours: 3.0

Contact hours per week: Online

This course introduces a comprehensive view of human development across the lifespan, drawing on the major theoretical positions—both historical and current. It provides a basis for study in more specialized areas of human development. Developmental themes are discussed in terms of their application to typical and atypical human development in children, adolescents, and adults. Concepts related to the significant role transitions play in development throughout the lifespan will be integrated throughout the course.

*Equivalent: CAAP 633;
Education 5620 (Human Development)*

CAAP 6635**Health Psychology**

Credit hours: 3.0

Contact hours per week: Online

Indepth study of the core principles and skills of health psychology including a focus on models of health, illness, health promotion, addictions, psychopharmacology, and brain mechanisms underlying behaviour. Counselling competencies, health psychology knowledge, and skills are applied to a range of professional contexts

*Prerequisite(s): CAAP 6601 (CAAP 601);
CAAP 6607 (CAAP 607);
CAAP 6617 (CAAP 617)*

*Equivalent: CAAP 635;
Education 5620 (Health Psychology)*

CAAP 6637**Group Counselling and Process Skills**

Credit hours: 3.0

Contact hours per week: Online/intensive workshops

This course will provide a conceptual understanding of group process, applied to a wide range of contexts and clientele. The course will build on the construct of the working alliance as a foundation for the counselling process and will incorporate various theories of group counselling and group process into an overall conceptual framework. The course delivery will consist of two integrated components: (a) an online component focusing on group theories and conceptual aspects of working in group contexts and (b) a face-to-face component delivered during a summer institute.

*Prerequisite(s): CAAP 6601 (CAAP 601);
CAAP 6603 (CAAP 603);
CAAP 6605 (CAAP 605);
CAAP 6607 (CAAP 607)*

*Equivalent: CAAP 637;
Education 5620 (Group Counselling and
Process Skills)*

CAAP 6639**Introductory Data Analysis for Counsellors**

Credit hours: 3.0

Contact hours per week: Online

This is an introductory course on descriptive and inferential statistics designed to give students with minimal statistical background sufficient competence to conduct basic statistical procedures. Topics will include the displaying and graphing of data, and computing and interpreting measures of central tendency, variability, and correlation. Regression analysis and prediction, probability, parameter estimation, hypothesis testing, and one-way analysis of variance will all be addressed. Emphasis will be on understanding the basic concepts, using software to conduct actual analyses, and on the interpretation of results.

*Equivalent: CAAP 639;
Education 5410 (Introductory Data Analysis
for Counsellors)*

CAAP 6641**Exceptional Children**

Credit hours: 3.0

Contact hours per week: Online

This course provides an opportunity for students to enhance their awareness and understanding of major trends, developments, theoretical foundations, and current practices and challenges in counselling and providing consultation for special needs children and adolescents. This course will allow students to assimilate, integrate, synthesize, and extend information regarding special education as well as foster their independent study and endeavours relative to the education of students with diverse learning needs.

*Equivalent: CAAP 641;
Education 5620 (Exceptional Children)*

CAAP 6661**Art Therapy History and Theory**

Credit hours: 3.0

Contact hours per week: Online

Art therapy is examined from a broad perspective, from its beginnings as a treatment for mentally or emotionally disturbed people, to its development as a distinct profession in North America and Europe. The works of key authors are covered, along with their theoretical approaches and current trends in the field. Students will learn how the foundations of art therapy are incorporated by many disciplines, with applications in many settings.

*Equivalent: CAAP 661;
Education 5620 (Art Therapy History and
Theory)*

CAAP 6681**Clinical Supervision**

Credit hours: 3.0

Contact hours per week: Online

The purpose of this course is for students to learn the process of clinical supervision and, as a result, become better consumers of supervision, more effective supervisors, and more able to evaluate their current and future development and involvement in supervisory roles.

*Prerequisite(s): CAAP 6601 (CAAP 601);
CAAP 6603 (CAAP 603);
CAAP 6605 (CAAP 605);
CAAP 6607 (CAAP 607)*

Equivalent: CAAP 681

CAAP 6695**Graduate Practicum: Selected Topics**

Credit hours: 3.0

Contact hours per week: Online

Students will negotiate a suitable description for this course with their instructor.

Prerequisite(s): Consent of CAAP program

*Equivalent: Any offering in the CAAP 695 Series with the
same title as the offering in the CAAP 6695
Series*

CAAP 6699**Project**

Credit hours: 0.0

Students will be required to complete an independent project as the culminating activity of the Master of Counselling program. The project may be theoretical or applied, shall be relevant to the practice of counselling or counselling psychology, and shall demonstrate a depth of knowledge and understanding of the discipline, as well as the student's area of specialization. The project is intended as a means for students to integrate their conceptual learning with applied practice in a contextually meaningful fashion. The structure of the project will be flexible in order to accommodate various creative endeavours and it may be work-based.

Grading: Pass/Fail

Note: No fees are assessed for this registration.

CAAP 6850

Graduate Seminar: Selected Topics

Credit hours: 3.0

Contact hours per week: Online

Students will negotiate a suitable description for this course with their instructor.

Prerequisite(s): Consent of CAAP program

Equivalent: Any offering in the CAAP 693 Series with the same title as the offering in the CAAP 6850 Series

CAAP 6990

Independent Study

Credit hours: 3.0

Contact hours per week: Online

Students may be permitted to earn credit by Independent Study, which is designated by the course number CAAP 6990.

Prerequisite(s): Consent of CAAP program

CAAP 6999

CAAP Placeholder

This is a placeholder registration for students admitted to the CAAP program, who are not registered in a course in a particular semester.

Grading: 'X' grade

Note: No fees are assessed for this registration.

All listed graduate courses can be found at www.uleth.ca/ross/calendar/sgs/courses/index.html.

f. General Regulations

1. Computer Proficiency

Students must be proficient in the use of a computer, and in particular, they must be comfortable in a web-based environment. To participate in the program, each student must own or have access to computer hardware and software that meets the minimum requirements (see www.uleth.ca/edu/master-counselling).

2. Residence Requirements

Residence is defined as courses offered by the University of Lethbridge. A minimum of three such course equivalents is required.

It may be desirable or necessary for students who have been admitted to the Post-Master's Certificate in Counselling program to include in their program courses to be completed at other institutions.

Proposals for such courses should be approved preferably during the initial planning of the program and are to be effected through Visiting Student or Western Deans' Agreement (see **Section 10. Western Deans' Agreement, p. 97**) procedures.

A waiver of residence requirement is allowed for courses completed in this manner, upon application to the Assistant Dean of Graduate Studies and Research in the Faculty of Education.

3. Academic Standards

Students must receive a minimum grade of 'B-' (2.70) in all courses which are graded and count toward the degree. A student who receives more than two grades below a 'B-' may be asked to withdraw from

the program. All courses completed in the Post-Master's Certificate in Counselling program, or transferred into the program, are included in the calculation of the GPA for graduation purposes. Transfer credit is not included in the GPA on the official transcript. A student must have a minimum cumulative GPA of 3.00 in order to complete the Post-Master's Certificate in Counselling.

4. Appeals

All appeals in the Post-Master's Certificate in Counselling program should be directed to the Dean, Faculty of Education. Grade appeals for courses in the Post-Master's Certificate in Counselling program will be processed through the School of Graduate Studies. Other appeals will be heard by the Graduate Programs in Education Program Committee. Any appeal decisions may be addressed to the Executive Committee of the School of Graduate Studies, whose decision shall be final.

Students should consult the full description of the University policies on Appeal of Grade in the Calendar (see **Section 4. Grade Appeal Policy in Academic Regulations on p. 119**).

5. Time Limits

Students must complete the Post-Master's Certificate in Counselling requirements within two years of their initial enrolment in the program.

6. Fees

For the Post-Master's Certificate in Counselling fees schedule, see the **Master of Education and Master of Counselling Programs 2010/2011 Fee Schedule on p. 143**.

For fee payment deadlines, see **Section 11. Fee Deadlines in Fees on p. 145**.

7. Leave of Absence

Students occasionally have legitimate reasons for having to put their studies on hold. Students may apply to the Office of Graduate Studies and Research in the Faculty of Education for permission to take a Leave of Absence. A Leave of Absence may be granted for up to three consecutive semesters. A maximum of one Leave of Absence per student program may be granted. If required, the maximum two-year time for completion of the Post-Master's Certificate in Counselling program will be extended by the amount of Leave of Absence time granted.

8. Credit for Previous Work

A maximum of one semester course (3.0 credit hours) that has not been credited toward a completed university credential may be accepted for credit in the Post-Master's Certificate in Counselling program. Students must demonstrate that previous course work is equivalent to CAAP courses.

Courses cannot be considered for advance credit if they have already been used towards another degree or as prerequisite credit in applying to the Post-Master's Certificate in Counselling program.

3. ACADEMIC REGULATIONS AND POLICIES

See *Academic Regulations and Policies* on p. 113 in the *Information for All Programs* section.

4. REGISTRATION

See *Registration* on p. 131 in the *Information for All Programs* section.

5. FEES

See *Fees* on p. 137 in the *Information for All Programs* section.

6. GRADUATE ASSISTANTS

a. Definitions

Three University terms are defined for the purpose of graduate assistantships:

Fall Semester - September 1 to December 31

Spring Semester - January 1 to April 30

Summer Semester - May 1 to August 31

In the Fall and Spring Semesters, full-time graduate student status is granted to students registered in a program of graduate work equivalent to at least three courses. Graduate students taking fewer than three courses are considered part-time, unless they have inactive status.

Graduate Assistants (G.A.s) are graduate students registered full-time in the program and paid to carry out either:

1. Teaching duties including the preparation, delivery and evaluation of teaching or laboratory assignments, instructing in laboratories or the equivalent, assisting in the supervision of practicum students and the grading of assignments. In this instance, the instructor of record will be a regular member of the Faculty and the G.A. will not assume full or final responsibility for any course; or
2. Research duties consisting of working for a staff member on a research project(s), the results of which may or may not be used in their thesis. Clerical or administrative work not related to research is not suitable for a G.A.

Full-time G.A.s are full-time graduate students holding a Graduate Assistantship which requires them to devote up to eight hours per week to teaching or research duties. If a full-time G.A. is performing research duties, the results of which may be used in a thesis, the student may be required to devote more than eight hours per week to these duties.

b. Appointment of Graduate Assistants

1. Applications for Graduate Assistantships will be approved by the Graduate Programs in Education Program Committee.
2. A Letter of Appointment is forwarded to the appointee. G.A.s are entitled to know:
 - a. The number of hours per week of the appointment.
 - b. The total remuneration.In addition, the Letter of Appointment will include as specific a list of duties as possible at the time of appointment. It is understood that minor changes of appointments may be required from time to time but

these modifications are to be completed no later than the end of the first week of classes with appropriate written notification to all G.A.s affected.

3. A graduate student who has been appointed to a Graduate Assistantship must report any other remuneration during tenure of the assistantship. If the student accepts some major award or some other paid employment, where payment is from funds administered by the University, the appointment may be cancelled or reduced. Normally, assistantships will not be available to students who are employed full-time while registered in the program.
4. Depending upon the amount of funding available and the number of full-time graduate students, a portion of an assistantship may be awarded. The stipend awarded and the hours of work required would be adjusted accordingly. No assistantship shall require fewer than six hours per week. Normally, full-time students are eligible for assistantships for one calendar year.

c. Remuneration of Graduate Assistants

1. For the purpose of Graduate Assistantship awards, a full-time graduate student is defined as 'a student attending full-time for both Fall and Spring Semesters of a given academic year.' 'One semester' stipends may be available depending on the number of full-time students awarded Graduate Assistantships.

Details describing the value of assistantships and expected hours of assistance are available from the Assistant Dean of Graduate Studies and Research (M.Ed. Program).

2. Assistantships are inclusive of all vacation entitlement. There is no vacation pay on contract expiry or termination in lieu of any time not taken.

For further details about the Master of Education degree program, please contact the Assistant Dean of Graduate Studies and Research, Faculty of Education, University of Lethbridge, T1K 3M4, tel. 403-329-2425, fax 403-329-2372.

7. FINANCIAL ASSISTANCE

8. AWARDS AND SCHOLARSHIPS

See *Awards and Scholarships* on p. 147 in the *Information for All Programs* section.

9. ENGLISH LANGUAGE PROFICIENCY FOR GRADUATE STUDENTS

Applicants whose first language is not English, regardless of citizenship or country of origin, must meet the English Language Proficiency (ELP) Requirement. Evidence of English Language Proficiency must be provided before admission will be offered. In all cases, the decision of the School of Graduate Studies shall be final.

Acceptable evidence of English Language Proficiency for graduate studies may be any one of:

1. Successful completion of a baccalaureate or master's degree at a recognized institution where the language of

instruction is English and the student's work is in English (**Note:** The School of Graduate Studies reserves the right to determine whether a particular institution is recognized as an institution in which the language of instruction is English).

2. Successful completion of the Advanced Level, English for Academic Purposes (EAP) program at the University of Lethbridge (see **International Students** on p. 159 in the **Information for All Programs** section).
3. Most recent official TOEFL (Test of English as a Foreign Language) score (UofL institutional code is 0855), taken within the last two years; any of the following:
 - a. a paper-based TOEFL of at least 580 and a TWE (Test of Written English) score of 5.0;
 - b. a computer-based iBT TOEFL of at least 93.Website: www.toefl.org
4. Most recent Academic IELTS (International English Language Testing System) score of at least 6.5 with no band less than 5.5, taken within the last two years.
Website: www.ielts.org
5. Most recent official CAEL (Canadian Academic English Language) Assessment score of 70 or higher, taken within the last two years.
Website: www.cael.ca

Individual circumstances of Canadian and Permanent Resident applicants will be considered by the Dean of the School of Graduate Studies, whose decision shall be final.

10. WESTERN DEANS' AGREEMENT

The Western Deans' Agreement covers exchange graduate students from member universities in British Columbia (Simon Fraser University, University of British Columbia, University of Northern British Columbia, University of Victoria), Alberta (Athabasca University, University of Alberta, University of

Calgary, University of Lethbridge), Saskatchewan (University of Regina, University of Saskatchewan) and Manitoba (University of Manitoba) provided that:

1. the period for which the fees are remitted does not exceed two academic terms of four months each;
2. the course work or work to be pursued is not available at the student's home institution.

Western Deans' Agreement students pay tuition (and general) fees at their home university, and they pay applicable student activity fees (general fees) at the host institution where they are taking courses.

Under the Western Deans' Agreement, students may take both undergraduate and graduate courses. Students may only take courses which are not available at their home university, and which are an integral part of their graduate degree program. The approval of the appropriate Chairs of the Masters and Ph.D. Program Committees and of the designated representative of the host university must be obtained prior to commencement of the courses.

Students must arrange for official transcripts from the host institution to be sent to the home institution when the courses have been completed. Each home institution has regulations regarding the maximum number of transfer credits permitted. Students should ensure that their requests are within these limits.

11. GRADUATION

See *Graduation* on p. 155 in the *Information for All Programs* section.

12. INTERNATIONAL STUDENTS

See *International Students* on p. 159 in the *Information for All Programs* section.

13. ACADEMIC SCHEDULE

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DOCTOR OF PHILOSOPHY (PH.D.) PROGRAMS

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I. PH.D. PROGRAM GRID

Major

Biomolecular Science

Concentrations

Bioinformatics

Biochemistry

Biophysics

Biotechnology

Molecular and cellular biology

Molecular genetics and development

Structural biology

Affiliated Departments

Biological Sciences

Chemistry and Biochemistry

Mathematics and Computer Science

Physics

Major

Biosystems and Biodiversity

Concentrations

Biogeography

Ecology

Environmental science

Evolutionary biology

Global change

Physiology

Resource ecology

Systematics

Water resource policy and management

Affiliated Departments

Biological Sciences

Chemistry and Biochemistry

Geography

Major

EarthSpaceand Physical Science

Concentrations

Astrophysics

Biophysics

Climate change

Condensed and soft matter

Earth systems

Geophysics

Geomatics

Inorganic chemistry

Materials science

Nanoscience

Organic chemistry

Organometallic chemistry

Physical chemistry

Remote sensing

Spectroscopy

Water and environmental science

Affiliated Departments

Biological Sciences

Chemistry and Biochemistry

Geography

Physics

Major

Evolution and Behaviour

Concentrations

Animal behaviour

Behavioural ecology

Ethology and comparative psychology

Evolutionary ecology

Evolutionary psychology

Evolution and cognition

Language development

Sexuality

Affiliated Departments

Biological Sciences

Psychology and Neuroscience

Major

Neuroscience

Concentrations

Behavioural neuroscience

Cell and molecular neuroscience

Cognitive neuroscience

Computational neuroscience

Neuroimaging

Neuropsychology

Affiliated Departments

Psychology and Neuroscience

Major

Theoretical and Computational Science

Concentrations

Applied mathematics

Bioinformatics

Biophysics

Computational and theoretical chemistry

Computer science

Geophysics

Nanoscience

Pure mathematics

Theoretical physics

Mathematical biology

Demography

Statistics

Affiliated Departments

Chemistry and Biochemistry

Mathematics and Computer Science

Physics

2. STATEMENT OF PURPOSE

The Doctor of Philosophy (Ph.D.) program is designed to immerse students into further investigation and research, to build and support the programs of research at the University and to enliven the undergraduate learning environment.

The Ph.D. program is thesis-based and offered in a number of multidisciplinary areas of study in sciences (see **Ph.D. Program Grid**).

Depending on the academic background, students may be required to take up to six courses in their area of study; the number and details of the courses are determined at the time of admission to the program. Consequently, it is necessary for a prospective student to establish contact with a potential supervisor prior to application for admission. Prospective students seeking supervisors should contact the School of Graduate Studies or visit its website at

www.uleth.ca/graduatestudies

The Ph.D. Program is administered centrally by the School of Graduate Studies rather than by individual departments or faculties/schools.

3. ADMISSION REQUIREMENTS

a. Academic Qualifications for Admission

M.A. or M.Sc. Degree Holder

Normally, applicants holding a Master of Arts or Master of Science must meet the following minimum requirements before the University will consider admission:

- A master's degree, or its academic equivalent, in the discipline of interest or in a closely cognate discipline from a recognized degree-granting university. The University of Lethbridge reserves the right to determine whether degrees and other academic programs completed elsewhere are equivalent to University of Lethbridge baccalaureate degrees.
- Evidence of scholarly competence (cumulative grade point average of 3.50, on a 4.00 scale, on all graded master's-level courses).

Under exceptional circumstances, academically superior students who are currently enrolled in a master's program at the University of Lethbridge and have demonstrated outstanding academic and research performance may be considered (see **Transfer from an M.A. or M.Sc. Program to the Ph.D. Program**).

Applicants are considered on a case-by-case basis.

The proposed research interest of the applicant must complement the supervisor's current, active research program.

Applicants whose first language is not English must meet the English Language Proficiency (ELP) Requirement for Graduate Studies (see **Section 12. English Language Proficiency for Graduate Students, p. 107**).

Transfer from an M.A. or M.Sc. Program to the Ph.D. Program

Applicants who intend to transfer from a University of Lethbridge Master of Arts or Master of Science program to an approved Ph.D. program must satisfy four basic criteria before the University will consider approving the transfer. The applicant must

- be currently enrolled in an M.A. or M.Sc. program at the University of Lethbridge, have completed a minimum of 12 months¹ and a maximum of 24 months of the M.A. or M.Sc. program, and have completed the program's required coursework;
- be in good standing in the M.A. or M.Sc. program;
- have demonstrated research and academic excellence; and
- agree to work with the same supervisor(s).

¹ An M.A. or M.Sc. student can apply for a transfer before 12 months, but 12 months of the program must have been completed at the time of the transfer to the Ph.D. program.

Note: When Ph.D. program applicants are admitted by transfer from the M.A. or M.Sc. program, all Ph.D. degree requirements apply.

Applicants are considered on a case-by-case basis.

The proposed research interest of the applicant must complement the supervisor's current, active research program.

Applicants whose first language is not English must meet the English Language Proficiency (ELP) Requirement for Graduate Studies (see **Section 12. English Language Proficiency for Graduate Students, p. 107**).

b. Application Deadlines

Students may be admitted to the Ph.D. program in order to begin their studies as full-time students on January 1 (Spring), May 1 (Summer) or September 1 (Fall).

Application deadlines:

Spring	Summer	Fall (First Round)	Fall (Second Round)
Oct. 1	March 1	March 1	May 1

Note: There are two rounds of admission for Fall (September 1) entry to the Ph.D. program. The Second Round of admission is intended for applicants who are unable to confirm funding from external agencies (e.g., NSERC) before March 1. Applicants who can confirm funding before March 1 should submit their application for the First Round of admission.

Spaces are limited in this program. The School of Graduate Studies encourages early application.

However, students are admitted on a case-by-case basis.

Until commitment is obtained from a faculty member who is eligible to supervise Ph.D. students, consideration for an application will not begin.

Applications and all supporting documentation (transcripts, letter of recommendation forms, program proposal and endorsement form, letter of support from potential supervisor, and financial support information), with the possible exception of final semester grades for those currently enrolled, must be received no later than the deadlines listed above.

c. Procedures for Application/Admission

The application package for the Ph.D. program is available from the School of Graduate Studies (www.uleth.ca/graduatestudies) and includes the following forms:

- Application for Admission - Ph.D. Programs form
- Program Proposal and Endorsement form
- Letter of Recommendation forms
- Appointment of Graduate Research Assistantship (Trust Funds) form

Applicants should begin work on the application package as soon as possible (see **Section b. Application Deadlines**).

No application can receive formal consideration until all documentation is received. All documents received in support of an application become the property of the University and will not be released or copied except to other officers of the University as required by University procedures.

Note: Students who are graduates of non-Canadian universities must provide notarized English translations of all documents not in the English language.

Application Procedure for M.A. or M.Sc. Degree Holder

Eligible applicants must apply for admission by following the process outlined in **Table 1: Ph.D. Program Application Procedure for M.A. or M.Sc. Degree Holder (p. 102)**. Refer to **Section a. Academic Qualifications for Admission (p. 101), M.A. or**

M.Sc. Degree Holder to ensure academic qualifications for admission requirements are met.

Application Procedure for Transfer from an M.A. or M.Sc. Program to the Ph.D. Program

Applicants can use this admission route if they satisfy the four basic criteria outlined in **Section a. Academic Qualifications for Admission (p. 101), Transfer**

from an M.A. or M.Sc. Program to the Ph.D. Program.

Eligible applicants must apply for admission by following the process outlined in **Table 2: Ph.D. Program Application Procedure for Transfer from an M.A. or M.Sc. Program (p. 103).**

Table 1: Ph.D. Program Application Procedure for M.A. or M.Sc. Degree Holder

STEP 1 - Applicant finds a potential supervisor	<p>To find a potential supervisor, the applicant contacts a University of Lethbridge faculty member with expertise in the applicant's research area. The research interests of faculty members interested and eligible to participate in graduate studies are available from the School of Graduate Studies (www.uleth.ca/graduatestudies) or the Chair of the department.</p> <p>The applicant is advised to provide the potential supervisor a copy of unofficial transcripts in the consultation process.</p>	
STEP 2 - Complete the Application Package	Get application package	Application packages are available from the School of Graduate Studies (online: www.uleth.ca/graduatestudies ; phone: 403-329-2793).
A. Applicant's Responsibility	Application for admission	<p>Applicant completes and submits the <i>Application for Admission - Ph.D. Degree Programs</i> form with the application fee and arranges for the following documents to be submitted to the Registrar's Office and Students Services (ROSS):</p> <ul style="list-style-type: none"> • Official academic transcripts (including proof of graduation for the baccalaureate degree and transcripts of all post-baccalaureate work, if any) sent directly from the issuing institution to ROSS • Three academic references (each referee completes a <i>Letter of Recommendation</i> form and submits it to ROSS. The applicant must have studied with at least one referee) • Applicant's Curriculum Vitae (c.v.) (include academic background, work experience, awards, scholarships, and publications) • Financial Support documentation (financial assistance from external agencies or other sources, if any) • Evidence of English Language Proficiency must be presented by all applicants whose first language is not English (refer to Section 13. English Language Proficiency for Graduate Students, p. 338) <p>If additional documentation is required, the School of Graduate Studies will contact the applicant</p>
B. Supervisor's Responsibility	Program proposal and endorsement	<p>The supervisor completes and/or processes the following documentation:</p> <ul style="list-style-type: none"> • <i>Program Proposal and Endorsement</i> form (Part One and Part Two) <p>Note: The supervisor is advised to request from the applicant unofficial transcripts and other documentation to ensure they meet the minimum admission requirements.</p> <ul style="list-style-type: none"> • Letter of support including funding and resource information • Supervisor's Curriculum Vitae (c.v.) • <i>Appointment of Graduate Research Assistantship (Trust Funds)</i> form (if the supervisor is directing research support to the applicant)
STEP 3 - Applicant submits application package	<p>The applicant submits the original package, plus the application fee, to ROSS. The Ph.D. Program Committee reviews the application package.</p> <p>Note: It is the responsibility of the applicant to ensure the application is complete, including documentation submitted by the prospective supervisor.</p> <p>The Dean of the School of Graduate Studies informs the applicant of the Ph.D. Program Committee's decision. Applicants and their faculty supervisors will be notified of admission status by May 1, July 1, or December 1. Successful applicants will be advised of registration procedures at that time.</p> <p>Applicants may also be called for an interview with the Ph.D. Program Committee.</p>	
STEP 4 - Applicant completes thesis proposal	<p>As a condition of admission, the applicant, after being admitted to the program, must complete a thesis proposal and submit it to the School of Graduate Studies. This proposal is due six weeks after the student registers in his/her first semester.</p>	

Table 2: Ph.D. Program Application Procedure for Transfer from an M.A. or M.Sc. Program

STEP 1 - Program Committee and applicant complete transfer evaluation and approval	Assign Transfer Committee	The Ph.D. Program Committee assigns a Transfer Committee to oversee the transfer evaluation and approval. The Transfer Committee consists of a chair and two members. One member should be from outside the applicant's discipline. The supervisor or co-supervisor may not be a part of the Transfer Committee.
	Provide evidence of research and academic excellence	The applicant and their supervisor provide the School of Graduate Studies with evidence of research and academic excellence. Acceptable evidence of academic excellence includes completion of all required coursework, GPA, and letters of reference. Acceptable evidence of research excellence may include any or all of the following: publications, posters, and presentations.
	Certify that the applicant is worthy of promotion	The applicant's Supervisory Committee develops a letter that indicates the applicant is worthy of consideration for transfer to the Ph.D. program without completing an M.A. or M.Sc. degree. The Supervisory Committee forwards this letter to the School of Graduate Studies.
	Complete transfer examination	The applicant completes a transfer examination that demonstrates the ability to develop, write, and defend his or her research ideas. The transfer examination is set and overseen by the Transfer Committee and approved by the School of Graduate Studies. The transfer examination has a written and an oral component. For the written component, the applicant must develop a detailed research proposal based upon his or her research program and interests. The oral component may consist of a defense of the proposal. The Transfer Committee forwards the results of the transfer examination to the School of Graduate Studies.
	Approve student for transfer	Based on all available evidence and the results of the transfer examination, the Transfer Committee makes a recommendation to the Ph.D. Program Committee indicating whether the applicant should be approved for transfer. If they agree, then the Ph.D. Program Committee recommends to the Graduate Council that the applicant be approved for transfer. The Graduate Council considers the recommendation for approval. If approved, the admission process continues at step 2.
STEP 2 - Complete the Application Package	Get application package	Application packages are available from the School of Graduate Studies (online: www.uleth.ca/graduatestudies ; phone: 403-329-2793).
A. Applicant's Responsibility	Application for admission	<p>Applicant completes and submits the <i>Application for Admission - Ph.D. Degree Programs</i> form with the application fee and arranges for the following documents to be submitted to the Registrar's Office and Students Services (ROSS):</p> <ul style="list-style-type: none"> • Applicant's Curriculum Vitae (c.v.) (include academic background, work experience, awards, scholarships, and publications) • Financial Support documentation (financial assistance from external agencies or other sources, if any). • Evidence of English Language Proficiency must be presented by all applicants whose first language is not English (refer to Section 13. English Language Proficiency for Graduate Students, p. 338) • If additional documentation is required, the School of Graduate Studies will contact the applicant.
B. Supervisor's Responsibility	Program proposal and endorsement	<p>The supervisor completes and/or processes the following documentation:</p> <ul style="list-style-type: none"> • <i>Program Proposal and Endorsement</i> form (Part One and Part Two) <p>Note: The supervisor is advised to request from the applicant unofficial transcripts and other documentation to ensure they meet the minimum admission requirements.</p> <ul style="list-style-type: none"> • Letter of support including funding and resource information • <i>Appointment of Graduate Research Assistantship (Trust Funds)</i> form (if the supervisor is directing research support to the applicant)
STEP 3 - Applicant submits application package	<p>The applicant submits the original package, plus the application fee, to ROSS. The Ph.D. Program Committee reviews the application package.</p> <p>Note: It is the responsibility of the applicant to ensure the application is complete, including documentation submitted by the prospective supervisor.</p> <p>The Dean of the School of Graduate Studies informs the applicant of the Ph.D. Program Committee's decision. Applicants and their faculty supervisors will be notified of admission status by May 1, July 1, or December 1. Successful applicants will be advised of registration procedures at that time.</p> <p>Applicants may also be called for an interview with the Ph.D. Program Committee.</p>	

d. Admission Criteria

Because the capacity of the program is limited, not all students meeting the minimum admission requirements can be admitted.

Criteria used for admission include:

- the student's academic record and letters of recommendation;
- the potential supervisor's record of scholarship, completed and current, especially in relation to the proposed work;
- the feasibility of the project in the light of available resources; and,
- financial support for the student.

Unless alternative arrangements have been made, a student receiving an offer of admission to the program must register in the program no later than the date specified in the offer of admission. Failing to register in this way may result in the student forfeiting admission status.

Newly admitted students in the Ph.D. program are required to pay a non-refundable \$100 deposit to confirm their acceptance of their admission. This deposit is credited toward their tuition in the program.

e. Exchange Students

Under approved exchange agreements, Ph.D. students registered in programs at other post-secondary institutions who are not pursuing a degree at the University of Lethbridge may be admitted to take courses. The University of Lethbridge is a signatory of the Western Deans' Agreement (see **Section 13. Western Deans' Agreement, p. 107**).

f. Visiting Students

Where applicable, the appropriate permission of the sending and receiving institutions, students may be admitted as Visiting Students for study where formal exchange arrangements are not in place. They must satisfy the normal admission requirements of the University of Lethbridge.

4. REQUIREMENTS FOR DEGREE

The degree requirements for the Ph.D. program consist of successful completion of courses, a comprehensive examination, and a thesis. The Ph.D. Program Committee approves the program for each student.

a. Courses

Depending on their academic background, students may be required to take up to six courses, each worth 3.0 credit hours, as recommended by the Supervisory Committee and approved by the Ph.D. Program Committee.

b. Comprehensive Examination

The student must pass a comprehensive examination, set by the Supervisory Committee and approved by the Ph.D. Program Committee, within two years of registration as a Ph.D. student (please refer to the *University of Lethbridge Ph.D. Program: Policies and Guidelines* handbook available from the School of Graduate Studies or online at www.uleth.ca/graduatestudies for details).

The Ph.D. Program Committee is responsible for providing students with a written statement of

procedures, requirements and regulations governing comprehensive examinations. This information must be provided to the students at the time of their admission to the program. The results of all comprehensive examinations must be reported to the Ph.D. Program Committee Chair and to the Dean of the School of Graduate Studies.

A student who is unsuccessful in passing the examination the first time is permitted a second attempt. A second failure automatically disqualifies the student from the Ph.D. program.

c. Thesis (135.0 credit hours)

Although there is some variation over disciplines, most theses follow a conventional format. Standards and conventions widely used in Canada and adopted at the University are to be found in the *University of Lethbridge Ph.D. Program: Policies and Guidelines* handbook, available from the School of Graduate Studies or online at www.uleth.ca/graduatestudies.

When the thesis (135.0 credit hours) is complete the candidate must defend it in an oral examination. The Ph.D. Program Committee appoints a Thesis Examination Committee to conduct the examination in accordance with the procedures described in the *University of Lethbridge Ph.D. Program: Policies and Guidelines* handbook, available from the School of Graduate Studies. Once the thesis is final (i.e., assessed and corrected, if necessary), it must be submitted in both print and electronic formats.

5. GENERAL REGULATIONS

a. Credit for Previous Work

With the express permission of the Ph.D. Program Committee in each case, a maximum of two graduate courses which have not already been credited toward a completed university credential may be accepted for credit in the Ph.D. program. No transfer credit for a research project/thesis will be considered.

All courses considered for transfer credit must carry a grade of 'B+' (3.30 on a 4.0 scale) or higher. Students are responsible for providing adequate information on course content and its relevance to their proposed program of study.

b. Student Status

Full-time Ph.D. students are considered to be those who are actively engaged in coursework or research on a regular, daily basis. Full-time students may not be employed outside their program in any form of employment exceeding 10 hours per week. The Dean of the School of Graduate Studies may waive this requirement under extraordinary circumstances. Students who would like to engage in outside employment during their program of study should contact the Dean to discuss their circumstances.

In the event that circumstances prevent a student from pursuing his/her program as originally approved, a Leave of Absence may be requested from the Ph.D. Program Committee. Residence requirements must still be met.

Leave of Absence

During an approved Leave of Absence, the student is not required to register, no fees are assessed, and the time granted is not counted toward the residency requirement. The Leave of Absence may

be granted up to a maximum of one year during the tenure of the Ph.D. study.

c. Residence Requirements and Time Limits

Residence is defined as the period during which the student is registered in the program, taking courses or pursuing scholarly work, or both, at the University of Lethbridge.

The minimum residence requirement shall be 24 months full-time continuous registration in the program. The maximum time limit shall be 48 months full-time continuous registration in the program. The courses specified by the Ph.D. Program Committee must be completed and the thesis submitted within the maximum time limit allowed. Except with the written permission of the Ph.D. Program Committee, students must maintain continuous registration in the program.

Students who do not register in the program in any semester will be considered to have withdrawn unless a Leave of Absence has been granted by the Ph.D. Program Committee. Where applicable, assistantships, grants, awards, scholarships and other financial aid is forfeited. Written permission from the Ph.D. Program Committee must be obtained for readmission.

d. Program Changes

The Ph.D. Program Committee must approve substantial program, Faculty Supervisor or Supervisory Committee changes. Students who have been admitted into one discipline or program but wish to transfer to another may be required to re-apply.

e. Academic Standards

Students must receive a minimum grade of 'B' (3.00 out of 4.00) in all courses. A cumulative grade point average of 3.0 is required to graduate.

In addition to the minimum grade point requirement, research work that is satisfactory to the Supervisory Committee must be maintained.

f. Probation/Required to Withdraw

Students with unsatisfactory performance in the program may be put on probationary status or required to withdraw by the Ph.D. Program Committee. If students are on probation for two consecutive semesters, they will be required to withdraw from the program.

g. Appeals

All appeals in the Ph.D. program should be directed to the Dean of Graduate Studies as Chair of the Ph.D. Program Committee. Grade appeals for courses in the Ph.D. program will be processed through the School of Graduate Studies. Other appeals will be heard by the Ph.D. Program Committee. Any appeal decisions may be addressed to the Executive Committee of the School of Graduate Studies, whose decision shall be final.

h. Academic Offences and Discipline

Graduate students are expected to exemplify high standards of academic and ethical behaviour and are subject to the University's policies and guidelines.

i. Fees

Fees are assessed for the first two years (24 months or six semesters of study) of enrolment in the program.

A Continuation Fee shall be assessed for each subsequent semester while a student remains in the program, whether the student is resident for all or part of that semester. The semester fee shall be set each year by the Board of Governors.

See the **Graduate Programs 2010/2011 Fee schedule in Fees** on p. 142.

For fee payment deadlines, see **Section 11. Fee Deadlines in Fees** on p. 145.

6. ACADEMIC REGULATIONS AND POLICIES

See *Academic Regulations and Policies* on p. 113 in the *Information for All Programs* section.

7. REGISTRATION

See *Registration* on p. 131 in the *Information for All Programs* section.

8. FEES

See *Fees* on p. 137 in the *Information for All Programs* section.

9. SUPERVISION

Guidelines for supervisory procedures, including the conduct of a supervisor and suggestions for good practice, are contained in the *University of Lethbridge Ph.D. Program: Policies and Guidelines* handbook, available from the School of Graduate Studies or online at www.uleth.ca/graduatestudies.

10. FINANCIAL ASSISTANCE

a. Preamble

This section contains general guidelines for the financial assistance of graduate students at the University of Lethbridge. It is not intended to provide prescriptions for every situation, but is a framework within which the faculties and schools can operate. Specific interpretation and implementation of these guidelines rests with the supervisor and the Dean (or designate) of the appropriate Faculty or School.

Financial assistance for Ph.D. students is made available on the basis that each student assists the supervisor in pursuing research and scholarly activities (Research Assistantship) (RA), and also assists the relevant Faculty, usually by providing teaching services (Graduate Teaching Assistantship) (GTA).

Ph.D. students are expected to provide some teaching in return for the financial assistance they receive. The obligation to teach is based on the need to provide students with the opportunity to develop skills in communication and pedagogy. Such skills are essential even for those who do not plan to pursue academic careers.

Students who are funded by external sources are also expected to provide some teaching or teaching-related services in return for financial assistance (Graduate Teaching Assistantship) (GTA) from the University of Lethbridge.

b. Principles

Financial assistance for eligible graduate students may consist of one or more of the following: fellowships, scholarships, Graduate Assistantships, Research Assistantships, external research support, and other sources. The financial assistance package for graduate students is based on the following principles:

Financial assistance

- is offered to all eligible graduate students
- is provided by those who engage graduate students in university teaching and research programs
- reflects the importance of the services graduate students provide

c. Financial Assistance Package

The School of Graduate Studies recommends a financial assistance package in the amount of \$14,000 per year for three years for Ph.D. students.

Of the \$14,000 target, \$7,000 per year is provided as a GTA by the University, in return for which the student provides services in support of teaching (see **Section d. Graduate Teaching Assistantship (GTA), p. 106**). International students in the Ph.D. program receive an International Research Award of \$3,000 per year for two years.

The University will guarantee the GTA amount for up to three years of full-time study for students admitted unconditionally to the program. The Dean of the School of Graduate Studies announces the award at the time of admission of the student. Continuation of the award is contingent upon the satisfactory performance of the student, and the fulfillment of the award criteria. Each semester, the School of Graduate Studies reviews each student's performance based on the supervisor's report, and the Dean of the School of Graduate Studies confirms the award based on a successful review.

The student's supervisor must provide at least \$7,000 per year during the tenure of the program, in the form of an RA, or as compensation for research-related activities.

d. Graduate Teaching Assistantship (GTA)

1. Eligibility

To receive the GTA, the student must be a full-time, registered student.

2. Duties

In return for the GTA, graduate students are expected to provide 120 hours per year of service in support of teaching, consisting of one or more of the following duties:

- Instruction of a course
- Laboratory teaching
- Leading of tutorials
- Marking
- Developing new courses and teaching laboratory experiments
- Other teaching-related duties (e.g., leading discussion groups)

The appropriate Dean assigns the GTA duties in consultation with the supervisor(s) and Department Chair where appropriate.

The specific duties assigned to the Ph.D. students will vary, depending on the discipline, but the duties should be compatible with a student's program of study and research, and with the needs of the department (where appropriate) and of the Faculty.

The total amount of work for all duties includes allowance for preparation, delivery, and marking.

The range of duties varies from discipline to discipline. For example, students in science disciplines may have more laboratory related duties, and the assignment could consist of teaching two experimental lab sections per year. On meeting of the student's roles, duties will be carefully balanced bearing in mind that the position is one of assistantship to, but not substitution for Faculty's duties.

For funding opportunities, both internal and external, deadline dates and application forms please contact the SGS Graduate Awards Officer or visit the SGS website at www.uleth.ca/sgs.

e. Advantage Award

The Advantage Award is intended for students who are in good standing in their graduate program and who have limited sources of funding and income. The award is for full-time students who are not employed in full-time jobs. The purpose is to assist full-time students by guaranteeing a minimum level of income. For Ph.D. students the award will provide \$1,200/month (Cdn) NET, calculated as all income sources minus tuition and fees, during the first 36 months of study.

f. Research Assistantship (RA)

When a graduate student is paid from a supervisor's grant, the supervisor assigns the duties that the student must perform in return. The supervisor must provide the Dean of the School of Graduate Studies with the RA contract for the student's file.

g. Profiling Alberta's Graduate Students Award

Valued at \$3,000, these 33 graduate awards are intended to showcase the high quality research being done by full-time Canadian/Permanent Resident, Alberta, graduate students who present their research at nationally and internationally recognized academic conferences.

To be considered for the award, students must have been registered at the time of the conference in a full-time graduate program at any point in third year of study. Normally, students will be eligible for the award once during their program of study.

h. Research Travel Awards

Valued at a maximum of \$1,000, there are a variable number of awards intended to aid Ph.D. students in travelling to nationally and internationally recognized academic conferences. Priority is given to international students who have been registered at the time of the conference in a full-time graduate program at any point in their third year of study.

i. Graduate Students Association (GSA)

Contact the Graduate Students Association for financial support information provided by the GSA (www.gsaulthbridge.ca).

j. Course Instruction

From time to time, opportunities arise for teaching a course. The duties are assigned by the Dean of the Faculty in consultation with the supervisor and department, as appropriate.

11. AWARDS AND SCHOLARSHIPS

See *Awards and Scholarships* on **p. 147** in the *Information for All Programs* section.

12. ENGLISH LANGUAGE PROFICIENCY FOR GRADUATE STUDENTS

Applicants whose first language is not English, regardless of citizenship or country of origin, must meet the English Language Proficiency (ELP) Requirement. Evidence of English Language Proficiency must be provided before admission will be offered. In all cases, the decision of the School of Graduate Studies shall be final.

Acceptable evidence of English Language Proficiency for graduate studies may be any one of:

1. Successful completion of a baccalaureate or master's degree at a recognized institution where the language of instruction is English and the student's work is in English (**Note:** The School of Graduate Studies reserves the right to determine whether a particular institution is recognized as an institution in which the language of instruction is English).
2. Successful completion of the Advanced Level, English for Academic Purposes (EAP) program at the University of Lethbridge (see **International Students on p. 159** in the **Information for All Programs** section).
3. Most recent official TOEFL (Test of English as a Foreign Language) score (UofL institutional code is 0855), taken within the last two years; any of the following:
 - a. a paper-based TOEFL of at least 580 and a TWE (Test of Written English) score of 5.0;
 - b. a computer-based iBT TOEFL of at least 93.Website: www.toefl.org
4. Most recent Academic IELTS (International English Language Testing System) score of at least 6.5 with no band less than 5.5, taken within the last two years.
Website: www.ielts.org
5. Most recent official CAEL (Canadian Academic English Language) Assessment score of 70 or higher, taken within the last two years.
Website: www.cael.ca

Individual circumstances of Canadian and Permanent Resident applicants will be considered by the Dean of the School of Graduate Studies, whose decision shall be final.

13. WESTERN DEANS' AGREEMENT

The Western Deans' Agreement covers exchange graduate students from member universities in British Columbia (Simon Fraser University, University of British Columbia, University of Northern British Columbia, University of Victoria), Alberta (Athabasca University, University of Alberta, University of Calgary, University of Lethbridge), Saskatchewan (University of Regina, University of Saskatchewan) and Manitoba (University of Manitoba) provided that:

1. the period for which the fees are remitted does not exceed two academic terms of four months each;
2. the course work or work to be pursued is not available at the student's home institution.

Western Deans' Agreement students pay tuition (and general) fees at their home university, and they pay applicable student activity fees (general fees) at the host institution where they are taking courses.

Under the Western Deans' Agreement, students may take both undergraduate and graduate courses. Students may only take courses which are not available at their home university, and which are an integral part of their graduate degree program. The approval of the appropriate Chairs of the Masters and Ph.D. Program Committees and of the designated representative of the host university must be obtained prior to commencement of the courses.

Students must arrange for official transcripts from the host institution to be sent to the home institution when the courses have been completed. Each home institution has regulations regarding the maximum number of transfer credits permitted. Students should ensure that their requests are within these limits.

14. GRADUATION

See *Graduation* on **p. 155** in the *Information for All Programs* section.

15. INTERNATIONAL STUDENTS

See *International Students* on **p. 159** in the *Information for All Programs* section.

16. ACADEMIC SCHEDULE

See *Academic Schedule* on **p. 161** in the *Information for All Programs* section.

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1. ADVICE AND INFORMATION

A student may obtain further information about academic regulations from the Faculty/School in which that student is registered. **It is the responsibility of each student to be familiar with the academic regulations.**

2. STUDENT COMPUTER LITERACY

Effective May 1, 1995, instruction at the University of Lethbridge is designed and scheduled around the assumption that every student has ready access to a computer and printer. The University provides access to computers for scheduled instruction and negotiates site licenses for software to minimize costs and facilitate the delivery of support services, but it cannot provide unlimited access for individual study and for the preparation of assignments and essays. Computer literacy is an essential skill for most professionals and buying a computer, although expensive, is a wise investment for a student undertaking university studies.

The University, with the assistance of the Department of Information Technology, has developed guidelines to assist students considering the purchase of a computer. As technology changes very quickly and advice is subject to immediate change, students are encouraged to consult the University's website (www.uleth.ca/notice) and to contact the IT Solutions Centre in the Department of Information Technology (E610; phone: 403-329-2490). For a complete list of Information Technology services at the University of Lethbridge, see **Part 16 - General Services, Section 16. Information Technology (p. 535)** for up-to-date information on equipment and available computer service and assistance to students on campus.

3. ACADEMIC REGULATIONS

All students are bound by the academic regulations contained in the most current Calendar, regardless of the Calendar they are following for program requirements.

a. Grading

An instructor bears full responsibility for evaluating the academic performance of students.

An instructor must indicate at the beginning of each course, in writing, the detailed manner by which work will be evaluated and the final grades derived and, **upon request**, communicate to students an estimation of their levels of performance by the end of the eighth week of the semester. An instructor may prescribe a variety of forms of evaluation, such as recitations and papers, mid-term examinations and a final examination.

Each Faculty/School has an examination policy which will be explained by the instructor and is available at the Faculty/School Office and in the Registrar's Office and Student Services (ROSS) (SU140).

Final grades are determined in accordance with the grading system described in this Calendar. All grades for courses and Independent Studies are submitted to the Office of the Dean of the Faculty/School offering a course by the date set at the end of each session. Except when a Course Incomplete has been approved by both the instructor and the Dean, there is no provision for the late submission, revision or evaluation of students' work or the late submission of grades.

1. Grading System

Effective May 1, 2002, the University of Lethbridge and other Alberta universities adopted a common 4-

point grading system. The common grading system closely resembles the grading system that became effective on September 1, 1988, when pluses and minuses were introduced into the original University of Lethbridge grading system. All three University of Lethbridge systems are described in the table on **page 115**.

Under all three systems, the overall academic performance of a student is expressed as a Grade Point Average (GPA). For students whose grades are recorded under two or three systems, the grade point average is determined in the same way. No attempt will be made at differential weighting of the three systems.

The grade point average achieved by a student is determined by multiplying the grade points assigned to each grade by the weighting factor for the course. The total of all course grade points thus calculated is then divided by the total of the weighting factors for all courses.

Example:

	Grade	Grade Points	Weighting Factor	Total Grade Points
Sociology 1000	A	= 4	x 3.00	= 12.00
English 1900	B	= 3	x 3.00	= 9.00
Mathematics 1560	C	= 2	x 3.00	= 6.00
Physical Activity 2155	A	= 4	x 1.50	= 6.00
Physics 1000	D	= 1	x 3.00	= 3.00
				13.50

The total Grade Points divided by the total Weighting Factor = the Grade Point Average (GPA).

$$\frac{36.00}{13.50} = 2.67 \text{ (GPA)}$$

Non-Grade Designations (no grade points assigned):

AI	-	Administrative Incomplete
AU	-	Audit
I	-	Incomplete
Cr	-	Credit
NC	-	Non-Credit
P	-	Pass
W	-	Withdrawal
WC	-	Withdrawal with Cause
X	-	Continuing
X	-	Permanent

2. Grade Point Average in the University of Lethbridge Record

The current grade point average is printed on the official transcript. The current GPA is calculated on all graded courses completed in a given term. The cumulative GPA is the average of all graded courses completed at the University of Lethbridge at a given level (undergraduate or graduate). The cumulative GPA is calculated but does not appear on the official transcript.

Other types of GPA calculations:

Administrative units at the University may calculate a variety of averages in order to determine eligibility for scholarships and awards, academic standing, admission, graduation, etc. When making their calculations, units may include grades for courses transferred from another institution and grades hidden by the Credit/Non-Credit designation. In addition, they may choose to exclude certain grades

on both University of Lethbridge and transfer courses from the GPA calculations.

UNIVERSITY OF LETHBRIDGE GRADING SYSTEMS								
Grading System effective May 1, 2002		Grade Points	Grading System prior to May 1, 2002		Grade Points	Grading System prior to Sept. 1, 1988		Grade Points
A+		4.0	A+		4.0	A	Excellent	4
A	Excellent	4.0	A	Excellent	4.0			
A-		3.7	A-		3.7			
B+		3.3	B+		3.3	B	Superior	3
B	Good	3.0	B	Good	3.0			
B-		2.7	B-		2.7			
C+		2.3	C+		2.3			
C	Satisfactory	2.0	C	Satisfactory	2.0	C	Satisfactory	2
C-		1.7	C-		1.7			
D+	Poor	1.3	D+		1.3			
D	Minimal Pass	1.0	D	Poor	1.0	D	Poor	1
			D-		0.7			
F	Failure	0	F	Failing	0	F	Failing	0
WF	Withdrawal Fail effective May 1, 1992	0						

Additional GPA calculations include Academic Standing GPA, Admission GPA, Awards GPA, Faculty GPA, Major GPA, Prerequisite GPA, Program GPA and Residence GPA. Note that these calculations are defined by the unit which uses the GPA.

There are certain courses which are not included in the calculation of the current or cumulative GPA. These include courses transferred from another institution; the first attempt for a repeated course; and courses in which there are non-grade designations such as Credit/Non-Credit.

In the case of courses designated as Pass/Fail, a 'P' or 'Pass' is not included in the calculation of the current or cumulative GPA, but an 'F' or 'Fail' is included in the GPA calculation.

AI - Administrative Incomplete

The designation of 'AI' is recorded at the time all grades are released for a given term by the Registrar, if the grade assigned by the instructor of a completed course has not been received by the deadline. The 'AI' is replaced by the letter grade as soon as it is received. The 'AI' designation is temporary, must be replaced by a grade as soon as possible and may not be used in lieu of an Incomplete designation.

AU - Audit

The non-grade AU designation is awarded in the case where a student has been granted permission by an instructor to audit a course. The course appears on the transcript as 'AU' (see **Part 2 - Registration, Section 3.e., p. 50**).

I - Incomplete

The designation of 'I' is awarded only in case of illness or other extenuating circumstances beyond the control of the student, which make it impossible to complete the required work by the close of a

semester. The 'I' designation is awarded only on application to and approval of both the instructor and the appropriate Dean and such application is not entertained until the last two weeks of classes. When the 'I' is approved, an appropriate deadline is determined for completion of outstanding work. A student who does not complete outstanding work by the assigned deadline will normally receive an 'F' in the course.

The 'I' designation may be converted by the instructor to a letter designation within a maximum of one year; if not so converted, it becomes an 'F' except where circumstances continue to prevent the completion of the course, in which case the 'I' designation remains on the transcript.

An 'I' designation assigned in an Education Field Experience course has a different interpretation. Details are available from the Assistant Dean, Student Program Services, Faculty of Education.

W - Withdrawal

A designation of 'W' may be recorded at any time after the Add/Drop period, up to and including the ninth week of classes. The 'W' designation shall be awarded only upon formal application by the student or his/her agent to the Registrar in **writing**. Students are responsible for ensuring that the Registrar's Office and Student Services (ROSS) receives the request for withdrawal by the relevant deadline. If a student chooses to mail his or her request for withdrawal, then the Registrar's Office and Student Services (ROSS) recommends that the student use Registered Mail to guarantee delivery.

WC - Withdrawal with Cause

The designation 'WC' is recorded only in case of serious illness or other extenuating circumstances beyond the control of the student, which make continuation in a course impossible and where an

'Incomplete' designation is not in order. For admitted students, the 'WC' is recorded only on application to the Faculty/School Advising Office. For Open Studies Students, the 'WC' is recorded upon application to the Associate Registrar.

Prior to readmission, students who are granted a complete "Withdrawal with Cause" may be requested to provide evidence that the conditions which led to the complete withdrawal (WC) have been identified and addressed. Coordination among units, including Academic Advising, Counselling Services, and Admissions must take place.

X - Continuing

Used only for courses which may extend beyond one semester. Eligible courses are designated by the Faculty or School offering the course. Signifies that a grade will be awarded at the conclusion of the course and will replace the 'X' on the student's transcript.

X - Permanent

Used for placeholder courses to indicate that the student is active in the program but is not taking courses in a given term or is taking credit courses at another institution, under the appropriate authorization.

Also used in an Undergraduate Thesis Course (4995) when a student elects to complete the course over two semesters. This grade designation is assigned to the first semester.

Cr/NC - Credit/Non-Credit

A student may elect to designate some courses as Credit/Non-Credit. This alternative is designed to encourage students to expand their academic interests by taking courses outside their field of major interest. Credit/Non-Credit is not available to Open Studies Students.

For completion of course requirements with a grade of 'C' or higher, the grade earned appears on the transcript automatically. If a grade between 'C-' and 'D' (inclusive) is earned, a 'Cr' appears on the transcript. If a grade of 'F' is earned, an 'NC' appears on the transcript.

Students may designate courses as Credit/Non-Credit according to the following limits:

All single and combined degrees programs:	
• No transfer credit	4
• 1.5 - 30.0 transfer credit hour equivalents	4
• 31.5 - 60.0 transfer credit hour equivalents	3
All post-diploma programs, with or without transfer credit	2
All post-diploma combined degrees programs, with or without transfer credit	3
All certificate programs, with or without transfer credit	1
All second degree programs, with or without transfer credit	2

A student is further limited in the number of Credit/Non-Credit designations made per term. In the Fall and Spring Semesters, a student may elect Credit/Non-Credit in a maximum of two courses. In Summer Session, a student may elect Credit/Non-Credit in a maximum of one course per session. Once a course is designated Credit/Non-Credit, it

counts toward the maximum, irrespective of the outcome.

The Credit/Non-Credit alternative may not be elected in courses constituting the student's major, specialization or minor, required courses in Education and specifically-required, pre-Management courses. Education students may elect a maximum of three Education courses as Credit/Non-Credit. For the purpose of this regulation, Management courses are regarded as the major for the B.Mgt. degree, Nursing courses are regarded as the major for the B.N. degree, Public Health and Health Sciences courses are regarded as the major for the B.H.Sc. (Public Health major) program, and Health Sciences courses are regarded as the major for the B.H.Sc. (Addictions Counselling major) program.

No courses carrying a 'Credit' designation may be used to meet requirements where the Credit/Non-Credit designation is specifically prohibited in the Calendar. Faculties/Schools may allow substitutions for designated courses at their discretion, but must consider the records of such students as deficient.

Note: *Credit (Cr) designations are often counted by other institutions as equivalent to 'D' grades. Non-Credit (NC) designations are often counted by other institutions as equivalent to 'F' grades. Students in pre-professional and other transfer programs, and students planning to apply to graduate or professional schools, should consider this carefully before electing this option.*

A student may not use a Credit/Non-Credit designation to replace a grade earned previously.

P - Pass/Fail Courses

Certain courses are specified as Pass/Fail in the course descriptions. For such courses, students are awarded either the designation 'P' or the grade 'F'.

The designation 'P' indicates satisfactory completion of the objectives of a Pass/Fail course. When a student is awarded the designation 'P', the course is not included in computation of the grade point average; when the student is awarded 'F', the course is included in computation of the grade point average.

Note: *Students in pre-professional transfer programs are advised that some institutions do not recognize courses for which grades are not assigned. The designation 'P' is not considered to be a grade.*

b. Repeat of a Course

At the University of Lethbridge, a student may repeat a course only once.

A grade may be improved by completing either the course or its equivalent.

- Students wanting to improve their grade in an Independent Study, Series, or Topics course must repeat the section with the identical title.
- Courses that are equivalent are denoted with an 'Equivalent' course element in the course description and include courses that have been renamed or renumbered, and topics or series courses that have been regularized.

If a student repeats a course, the grades for both attempts are recorded on the transcript, but only the grade and

credit hours for the second attempt are computed in the GPA.

Students who have repeated a course must submit a *Repeated Course Form* (available at the Registrar's Office and Student Services [ROSS]).

A student may not use a Credit/Non-Credit designation to replace a previously earned grade.

c. Exceeding Course Limits

In the case where a student exceeds any legislated course limit(s), the credit hours required in the student's program will be increased by the number of credit hours completed in excess of the limit(s). Examples of such legislated course limits include the maximum number of Activity, Independent Study, or Introductory courses allowed in a program.

1. Substantially Similar Course Limits

Substantially similar courses contain a high percentage of similar course content and are denoted with a 'Substantially Similar' course element in the course description. Students who complete two substantially similar courses will receive credit for both courses. However, the required credit hours in the student's program will be increased by the number of credit hours of the substantially similar course. For example, if a student in a 40-course program (120.0 credit hours) takes two 3.0 credit hour-courses that are substantially similar, that student must complete 123.0 credit hours.

2. Limitation on the Impact of a Single Course

If a single course causes the student to exceed more than one limit, the student's program will be increased by one course (3.0 credit hours) only. For example, a student who completes Computer Science 1000 and Management 2060 (which are substantially similar) would have his/her program increased by one course (3.0 credit hours). If completion of Computer Science 1000 also causes the 10 introductory course limit to be exceeded by one course (3.0 credit hours), the program would not be increased further.

d. Waiver of Prerequisite/Corequisite

Students may possess some educational experience that provides much of the background usually acquired in a prerequisite or corequisite to a particular course. In such cases, the student may seek the permission of the Faculty/School to waive the prerequisite(s) and/or corequisite(s) for that course.

Application for a prerequisite/corequisite waiver must be made through the Department offering the course. Once written permission is received from the Faculty/School, a student may register in a course without having completed the prerequisite(s) and/or corequisite(s). Students do not receive credit for the waived prerequisite(s) or corequisite(s).

If a prerequisite or corequisite course is specifically required in a program or major, it must be registered and completed at some point unless a substitution has been approved by the Dean. In the case of courses required for the major, substitutions must be recommended to the Dean by the Department/Academic unit.

e. Academic Standards

1. Student in Good Standing

To be in good standing, a student must maintain the following minimum cumulative grade point average:

Number of completed courses (includes transfer courses)	GPA (UofL)
1-10	1.70
11-20	1.85
21-40	2.00

Students should be aware that some Faculties/Schools require higher levels of performance in certain courses or semesters. Students are referred to detailed statements by Faculties/Schools in relevant Parts of this Calendar.

2. Probationary Student

If the cumulative grade point average falls below the required levels, the student is placed on academic probation and is subject to program restrictions.

In some cases a student may be admitted as probationary because a previous academic record is either deficient in some respect, below the standard ordinarily required or difficult to assess.

3. Required Withdrawal From the University

Students may be required to withdraw on three academic grounds: (1) academic indices, (2) consecutive semesters on probation or (3) failure to meet the terms of Conjoint Admission.

Students shall be required to withdraw for academic reasons from University of Lethbridge programs only following the Spring Semester.

a. Required Withdrawal - Academic Indices

Students who have completed six courses and whose cumulative grade point average, at the end of the Spring Semester, falls below the following indices are required to withdraw from the University:

Number of completed courses (includes transfer courses)	GPA (UofL)
6-10	1.50
11-20	1.70
21-30	1.85
31-40	2.00

b. Required Withdrawal - Semesters on Probation

Students who, at the end of the Spring Semester, have remained on academic probation for two or more consecutive semesters, are required to withdraw from the University.

c. Required Withdrawal - Terms of Conditional English Proficiency Admission

Students admitted under the Conditional English Proficiency provision must:

- Successfully complete each level of EAP in no more than two attempts, and
- Maintain continuous registration in EAP during Fall, Spring and Summer semesters until the ELP requirement is satisfied.

Students who fail to meet these conditions will be required to withdraw from the University

(see **Part I - Admission, Section 5.d., p. 39**).

Students should be aware that regulations pertaining to required withdrawal may vary depending on the Faculty/School. Students are referred to their respective Faculty/School for details on these regulations.

4. **Required Withdrawal From Program/Major**

Where demand for access exceeds program/major capacity, Faculties/Schools reserve the right to set academic standards for continuation in a specific program or major, according to approved enrolment management policies. A student who is not eligible to continue in a program/major, but whose academic performance does not warrant required withdrawal from the Faculty/School or the University, is guaranteed a seat in a related program/major for which the student is qualified and which is offered by that Faculty/School.

f. **Honours Thesis Designation**

Undergraduate Thesis courses will be designated by the same number in all disciplines: 4995.

Undergraduate Thesis courses will carry the subject code for the discipline (e.g., PHIL).

These courses will carry the title: Undergraduate Thesis.

Undergraduate Thesis courses will be 6.0 credit hours, and tuition fees will be assessed on the regular fee basis.

Prerequisites will include: (1) fourth-year standing (a minimum of 90.0 credit hours) and (2) a cumulative GPA specified by the Faculty or School.

Any disciplinary requirements beyond those prescribed for the major are included as prerequisites for the undergraduate thesis courses and appear in this Calendar under the undergraduate thesis course listing (see **Part 14 - Courses**).

The grading mode will be standard letter grading. Credit/Non-credit is not available.

A minimum grade approved by the Faculty or School Council must be achieved in order to attain the 'Honours Thesis' designation. A student who achieves a grade of 'D' or higher, but not the designated minimum grade in this course, or who fails to meet any other requirement for the 'Honours Thesis' designation, will retain credit for the equivalent of two courses (6.0 credit hours) under the course title of 'Undergraduate Thesis' but will not be eligible for the 'Honours Thesis' designation.

For information regarding the 'Honours Thesis' designation and Undergraduate Thesis Courses for the B.A., B.Sc., and B.A.Sc. degrees, see **Part 7 - Arts and Science, Sections 5.c., 6.c. and 7.c.**, respectively.

g. **Residence Requirements and Time Limits**

The University of Lethbridge's residence requirements and time limits for completion of credentials are listed in the table on pages 120-120.

Please note the following for the last three columns of the table:

Column A: Residence Requirement

A student who is a candidate for a degree, diploma or certificate must satisfy the minimum residence requirement through successful completion of University of Lethbridge courses. A single course, as listed in this table, is the equivalent of 3.0 credit hours.

Column B: Time Limit for Retention of Individual Course Credit

Many courses have a defined 'shelf life.' A course may be used to meet program requirements for a specific number of years. After that point, credit for that course is not retained.

Column C: Time Limit for Program Completion

A student who is a candidate for a degree, diploma or certificate must satisfy all program requirements within the time limit established by the Faculty/School administering that program.

Notes for the table:

There are restrictions on the Diploma used as the basis for admission.

1. There are restrictions on the Diploma used as the basis for admission to the Post-Diploma B.Sc. Environmental Science program.

Part 7 - Arts and Science, Section 11.a. (p. 106) for complete information.

2. There are restrictions on the Diploma used as the basis for admission to the Post-Diploma B.Mgt. program.

The approved diploma can be no more than eight years old at the point of admission.

3. Management courses completed prior to admission may be no more than eight years old. Once admitted, credit is retained until completion of the program (up to a maximum of 10 years after admission).

4. Students who study at an international institution under Exchange Student authorization will count the exchange courses toward meeting the minimum residence requirement.

5. Exceptions apply to certain majors for the ten 3000/4000-level Management courses required for residency. Students in the following majors may use courses in the major towards this requirement: Computer Science majors can use 3000/4000-level Computer Science courses in addition to 3000/4000-level Management courses; Economics majors can use 3000/4000-level Economics courses in addition to 3000/4000-level Management courses; First Nations' Governance majors can use 3000/4000-level Native American Studies courses in addition to 3000/4000-level Management courses; and Political Science majors can use 3000/4000-level Political Science courses in addition to 3000/4000-level Management courses.

6. Exceptions apply to certain majors for the ten 3000/4000-level Management courses required

for residency. Students in the following majors may use courses in the major towards this requirement: Economics majors can use 3000/4000-level Economics courses in addition to 3000/4000-level Management courses; First Nations' Governance majors can use 3000/4000-level Native American Studies courses in addition to 3000/4000-level Management courses; and Political Science majors can use 3000/4000-level Political Science courses in addition to 3000/4000-level Management courses.

4. GRADE APPEAL POLICY

a. Definition

Grade appeals deal with claims that a student's course grade has been improperly determined. Student appeals will be directed to the Dean of the Faculty/School in which the course is taught.

In this Policy, 'instructor' shall indicate instructor/supervisor, and 'Faculty' shall indicate Faculty/School.

b. Faculty and School Appeals

1. The student is not required to inform the instructor(s) of an intention to appeal, but, before initiating a grade appeal, the student must have discussed the grade and how it was determined with the instructor(s). If the Dean of the Faculty is satisfied that the instructor(s) was not available for this discussion, the Dean shall allow the appeal to proceed without it.
2. All grade appeals must be initiated by completion of a Grade Appeal Form, which must be received and signed by the Dean by the following dates immediately following completion of the course: Fall Semester courses - February 7; Spring Semester courses - June 7; Summer Session courses - October 7.
3. The Grade Appeal Form must explain why the student believes that the grade was improperly determined. The Dean's signature on the Grade Appeal Form indicates that the student has discussed the merits of the grade appeal with the Dean, who is also charged with explaining the procedures connected with the grade appeal.
4. The Dean shall immediately forward the appeal to the Faculty Grade Appeal Chair and send signed copies of the Grade Appeal Form to both the instructor(s) and the student.
5. The Chair shall immediately request both instructor(s) and student to submit any relevant documentation pertaining to the appeal, and indicate in writing the name of the Faculty member or student agreeing to serve on the Grade Appeal Committee.
6. The instructor(s) and student must each submit relevant documentation and the names of those willing to serve on the Committee no later than 14 days after the Chair's request, after which period the Dean may act on behalf of either the instructor(s) or the student.

7. The Faculty Grade Appeal Committee shall reach a decision no later than 30 days following the striking of the Committee.
8. The Chair of the Faculty Grade Appeal Committee shall deposit the file relating to an appeal with the Dean within 10 days following an appeal decision by the Committee. The Dean shall immediately notify in writing the instructor(s) and student of the Committee's decision.

c. Appeals to General Faculties Council (GFC)

1. Either the student or the instructor(s) may appeal the decision of a Faculty Grade Appeal Committee to General Faculties Council. The appeal must be submitted to the Secretary of General Faculties Council no later than 30 days after the decision of the Faculty Grade Appeal Committee has been mailed.
2. The General Faculties Council shall reach a decision regarding the appeal no later than 30 days after the date that the appeal was received by the Secretary of General Faculties Council.
3. The authority of General Faculties Council regarding grade appeals shall be delegated to the GFC Grade Appeal Committee, appointed by General Faculties Council. The GFC Grade Appeal Committee shall consist of three Faculty members from at least two Faculties who have previously chaired Faculty Grade Appeal Committees or who have comparable experience. Appointments to the GFC Grade Appeal Committee shall be for three years, staggered to provide continuity. The GFC Grade Appeal Committee shall determine its own procedures and appoint its own Chair.
4. The Chair of the GFC Grade Appeal Committee shall deposit the file relating to an appeal with the appropriate Dean, with a copy to the Secretary of General Faculties Council, within 10 days of the decision of the Committee regarding the appeal. The Secretary of General Faculties Council will communicate immediately in writing the decision of the Grade Appeal Committee to the student, instructor(s), Dean(s), Registrar and the Department.

d. Committee Procedure

(Faculty Grade Appeal Committee and Grade Appeal Committee of General Faculties Council)

1. The Grade Appeal Committee shall determine its own procedures. It is understood that the instructor(s) and the student shall have opportunity to make presentations to the Committee in writing, orally or both.
2. Decisions of a Grade Appeal Committee shall be made by a majority vote.
3. In the case of the Faculty Grade Appeal Committee, no member of the Committee shall act as an advocate for either the student or the instructor(s) or otherwise act as a representative of some factional interest. Should the Chair of the Committee believe that the deliberations of the

University of Lethbridge Residence Requirements and Time Limits

Faculty/School	Program	Number of Courses in Program	A. Residence Requirement (Minimum number of UofL courses required and, if applicable, when they must be completed in the program.)	B. Time Limit for Retention of Individual Course Credit (UofL and/or transfer credit)	C. Time Limit for Program Completion
GRADUATE STUDIES	M.A., M.Sc.	2-4	A minimum of 12 months and a maximum of 24 months full-time continuous registration at the UofL.	Transfer credit must be completed within 7 years prior to admission.	A minimum of 12 months and a maximum of 24 months full-time continuous registration at the UofL.
	M.Ed.	12	8 courses.	Transfer credit must be completed within 5 years prior to admission.	5 years after admission.
	Graduate Certificate in Education	6	4 courses.	Transfer credit must be completed within 5 years prior to admission.	3 years after initial enrolment.
	Post-Master's Certificate in Education	4	Determined on a case-by-case basis.	Transfer credit must be completed within 5 years prior to admission.	2 years after initial enrolment.
	M.Sc. (Management)	12	A minimum of 12 months and a maximum of 24 months full-time continuous registration at the UofL.	Transfer credit must be completed within 3 years prior to admission.	2 years after admission.
	Ph.D. in Education	Up to 6	A minimum of 4 years and a maximum of 7 years full-time continuous registration at the UofL.	No limit.	A minimum of 4 years and a maximum of 7 years full-time continuous registration at the UofL.
	Ph.D. in Sciences	Up to 6	A minimum of 24 months and a maximum of 48 months full-time continuous registration at the UofL.	No limit.	A minimum of 24 months and a maximum of 48 months full-time continuous registration at the UofL.
	CAAP Master of Counselling	12	8 courses.	Transfer credit must be completed within 5 years prior to admission.	A minimum of two years and a maximum of six years full-time continuous registration at the UofL.
	CAAP Post-Graduate Certificate in Counselling	6	4 courses.	Transfer credit must be completed within 5 years prior to admission.	3 years after initial enrolment.
	CAAP Post-Master's Certificate in Counselling	4	Determined on a case-by-case basis.	Transfer credit must be completed within 5 years prior to admission.	2 years after initial enrolment.

Committee suffer from a lack of objectivity on the part of one or more of its members, the Chair shall so inform the Dean. Following such information from the Committee Chair, the Dean may withdraw responsibility for considering the appeal from this Committee. Where the Dean withdraws responsibility for considering an appeal from a Committee, the Dean shall, following consultation with the student and instructor(s), appoint two members to a new Faculty Grade Appeal Committee who, together with the Chair, shall assume responsibility for considering the appeal.

4. A Grade Appeal Committee is not restricted in its decision to finding either for or against the request of any appeal, but may award any letter grade or any available non-grade designation. This means the Faculty and GFC Grade Appeal Committees can adjust grades up or down, or change a grade designation to a non-grade designation. In the event that an 'Incomplete' is awarded, the Committee must prescribe the procedure by which the 'Incomplete' will be converted into a letter grade or non-grade designation.
5. A written report supporting any Faculty Grade Appeal Committee decision must be submitted in every case. The report of the Faculty Grade Appeal Committee shall include a summary of the Committee's rationale for the decision. Where the Committee's decision is not unanimous, the report may contain, but is not required to contain, a dissenting opinion.
6. After a grade appeal is completed, personal materials must be returned to the instructor(s) and student.

5. STUDENT DISCIPLINE POLICY - ACADEMIC OFFENCES

a. Introduction

The integrity of the University and of the degrees the University confers is dependent upon the honesty and soundness of the teacher-student relationship, as well as the integrity of the evaluation process. Conduct by any student that adversely affects this relationship or process represents an academic offence. The following describes the principal academic offences and procedures for their investigation and penalization. This policy pertains to such conduct where it involves any person registered in a University course (credit or non-credit).

b. Plagiarism

No student shall represent the words, ideas, images, or data of another person as his or her own. This regulation will affect any academic assignment or other component of any course or program of study, whether the plagiarized material constitutes a part or the entirety of the work submitted.

c. Cheating

1. In the course of an examination, no student shall obtain or attempt to obtain information from another student or other unauthorized source, or give or attempt to give information to another student, or knowingly possess, use or attempt to use any unauthorized material.

2. No student shall represent or attempt to represent oneself as another or have or attempt to have oneself represented by another in the taking of an examination, preparation of a paper or other evaluated activity.

d. Duplication

No student shall submit in any course or program of study, without both the knowledge and approval of the person or persons to whom it is submitted, all or a substantial portion of any academic assignment for which credit has previously been obtained or which has been or is being submitted in another course or program of study in the University or elsewhere. (This clause is not intended to prevent the integration of learning but, rather, to prevent duplication of credit for a body of work.)

e. Confidential Materials

It is an offence knowingly to procure, distribute or receive any confidential academic material such as pending examinations or laboratory notebooks.

f. Misrepresentation

It is an offence knowingly to misrepresent material facts to another for the purpose of obtaining academic advantage or credit. One example of this offence occurs whenever a student submits in any course or program of study any academic assignment containing a statement known by the student to be false or a fabricated reference to non-existent sources or documents.

g. Other Offences

1. Any other conduct by a student which adversely affects the integrity of the instructor-student relationship and/or the evaluation process will be considered an academic offence.
2. Faculties and Schools may define and must publicize any other academic offences specific to a given program, together with attendant penalties. A statement of such offences and penalties must be approved by the General Faculties Council.

h. Discipline Procedures

In this Policy, 'instructor' shall indicate instructor/supervisor.

Any member of the University community who believes that a student has violated academic regulations may initiate proceedings against the student.

1. An instructor who believes that a student has committed an academic offence should proceed according to **Section i. Procedures and Penalties** section below.
2. Any other person who believes that a student has committed an academic offence should communicate to the instructor of the affected course the particulars of the time and place and provide a brief summary of the alleged misconduct. Where the alleged academic offence does not involve a specific course, the allegation of misconduct should be directed to the Dean of the program in which the student is registered.

i. Procedures and Penalties

1. The instructor must review the alleged offence with the student and shall advise the student to refer to the Discipline Policy.
2. Where the instructor has reason to believe that an offence has been committed, he/she must impose a written reprimand in which a summary of both the offence and additional penalty, if any, is included. Penalties in addition to a letter of reprimand in the file may be imposed. Such penalties are less severe than suspension or expulsion, insofar as the student's admission/registration status is maintained. In addition to the reprimand, the instructor may impose one or more of the following additional penalties:
 - a. Additional work.
 - b. Grade reduction in or rejection of the assignment.
 - c. Grade reduction in the course.
 - d. A grade of 'F' in the course. If a student is given a grade of 'F', then the student is no longer registered in that offering of the course and no longer has classroom privileges (see **Part 2 - Registration**). Should a student elect to appeal this penalty, the student will remain registered until the appeal is decided. See **Section j. below** for information regarding the appeal process.

The instructor shall forward a copy of the written reprimand to the Dean for inclusion in the student's file in the Registrar's Office and Student Services (ROSS). The Registrar shall inform the Dean if there is a previous reprimand in the student's file.

At the discretion of the Dean, a student with a previous academic offence on file may be subject to further disciplinary action. Such action will be progressive, aimed at correcting inappropriate academic behaviour and could include penalties ranging from a recommendation of a grade reduction to suspension or expulsion. The Dean may refer such a case to the GFC Discipline Committee when a penalty listed above has been applied. The Dean has the option of referring a case to the GFC Discipline Committee, even in cases where there is no appeal by the student.

j. Appeals of an Instructor's Decision

Within seven working days of receipt of the written statement described immediately above, the student may challenge either the accusation of having committed an offence or the penalty imposed by an instructor for an offence by submitting a written appeal to the Dean. The Dean shall review the case and either uphold the instructor's decision, reduce the penalty, or dismiss the case. The Dean shall inform the student and instructor in writing of this decision. If an allegation of an academic offence is dismissed, the written notice in the student's file shall be destroyed. The Dean's decision regarding the appeal of the instructor's decision shall be final.

k. Severe Penalties - Suspension and Expulsion

Severe penalties including suspension and expulsion may be imposed and result in a student losing his/her

admission/registration status. See **Section I. Suspension/Expulsion below**.

l. Suspensions/Expulsions

1. Suspension

Suspension requires a student to withdraw completely from the University for a specified period of time, to a maximum of three years. Upon expiry of the period of suspension, the student will be permitted to reapply to the program from which he or she was suspended, subject to the appropriate admission standards and requirements applicable at the time of reapplication.

2. Expulsion

Expulsion requires a student to withdraw completely from the University for an indefinite period of time. The student shall not be permitted to return without the written approval of the Vice-President (Academic) in consultation with the Dean of the program from which the student was expelled. Such approval shall not normally be given before the expiry of three years.

3. Procedures

- a. If the instructor considers that the case requires suspension or expulsion, he/she shall make such recommendation in writing to the Dean, outlining the particulars of the case, with a copy to the student. The instructor shall advise the student to seek advice from his/her Faculty Advisor and/or the Associate Vice-President (Student Services) and Registrar.
- b. If the Dean considers that suspension or expulsion is in order, he/she shall so notify the Discipline Committee in writing, with a copy to the student. The Discipline Committee shall hear the case and will have the authority to expel, suspend, implement a lesser penalty or dismiss the case.
- c. During the period from the time of any recommendation of suspension or expulsion until the point of a final decision, the student shall receive a grade of 'Incomplete' for the course in which the charge was laid. This includes the time until an appeal has been heard. A student shall be allowed to continue his/her program of study until a decision is finally rendered. There will be no loss of credit for courses taken during this period of time.
- d. In the event that the decision affects the graduation status of the student, the decision regarding the offence shall be rendered as soon as possible. Nonetheless, where delay in reaching the decision results in postponement of graduation, the University will not be held responsible unless the decision has been unreasonably withheld.

m. Discipline Committee

1. Composition

The Discipline Committee shall consist of the Vice-President (Academic) (or designate) as Chair, two Faculty members appointed for two-year staggered

terms by the General Faculties Council and two student members recommended by the Students' Union and approved by the General Faculties Council. One alternate Faculty member and one alternate student member shall also be appointed and will be invited to serve in the event that Committee members are unable to do so. The alternate Faculty member will normally become a full Committee member for two subsequent years.

2. Quorum

A quorum shall consist of four, to include the Chair plus a minimum of one Faculty and one student member.

3. Conflict-of-Interest

To encourage impartiality, Committee members shall not serve during investigations of students with whom they have familial or other close associations. Faculty members shall not serve during investigations of students currently taking courses taught by that Faculty member.

The Chair shall rule on the eligibility of Committee members in cases regarding potential conflict-of-interest.

4. Procedures

The Discipline Committee shall set its own procedures for investigation, subject to the following guidelines:

- a. The Chair shall inform the student in writing of the academic regulation which is alleged to have been violated and the possibility of suspension or expulsion. The student shall be informed (by Registered Mail), at least 14 days prior to the date of the hearing, of the date, time and place of the hearing and notified that if the student does not appear, the Committee may hear the case in the student's absence.
- b. The student may be accompanied by an advisor, or represented by a designate, who may speak on the student's behalf and/or the student may submit a written statement.
- c. The Chair shall notify the Dean and the instructor who lodged the original complaint, of the date, time and place of the hearing, together with a copy of any written submission from the student and shall request the Dean's/ instructor's attendance at the hearing.
- d. The student, his/her advisor or designate and the Dean/instructor shall have the right to cross-examine any persons who have been asked by the Committee to speak and may call forward witnesses or other persons.
- e. The hearing shall be in camera. A confidential record of the hearing shall be kept.

5. Decision of the Discipline Committee

At the conclusion of the hearing, the Discipline Committee shall decide by majority vote whether suspension, expulsion or a lesser penalty is warranted. The Committee shall take into consideration the disciplinary record of the student.

The Discipline Committee shall prepare a brief summary of the evidence and arguments presented, the decision of the Committee and the rationale for the Committee's decision. This document shall be signed and delivered within seven days of the conclusion of the hearing to the University President, who shall communicate the same to the student.

If the student is to be suspended or expelled, the date of implementation shall be sent by Registered Mail. A copy of the Discipline Committee's report shall be placed in the student's file in the Registrar's Office and Student Services (ROSS) and a copy shall be sent to the Dean. A notation concerning suspension or expulsion shall be placed on the student's transcript.

6. Appeals of the Decision of the Discipline Committee
Within 30 days of receipt of the notice described immediately above, the student may appeal in writing to the Board of Governors a decision of the Discipline Committee. The Board of Governors decision regarding the case shall be final.

6. NON-ACADEMIC OFFENCES

NOTE:Urgent Situations

Notwithstanding the information below, in the context of non-academic offences, any member of the University community who becomes aware of an urgent situation and has reasonable cause to believe that serious harm to individuals may result must immediately notify the Director, Security & Parking (telephone: 403-329-2345) or call 911.

a. Introduction

The integrity of the University Community depends upon student conduct which upholds the Principles of Student Citizenship (see p. 12). Basic principles of academic integrity include "honesty in learning, teaching, research, service; respect (for) . . . colleagues, instructors, and administration . . . responsible for upholding the integrity of scholarship and research." A more complete description of fundamental principles is found in Section B.2 on p. 12. The following describes the principal non-academic offences and procedures for their investigation and penalization. This policy pertains to such conduct where it involves any person registered in a University course (credit or non-credit).

b. Disruption

1. Students should maintain the freedoms of other members of the University community including freedom of thought, beliefs, opinion, expression, peaceful assembly and association. Behaviour contravening or limiting these freedoms constitutes disruption.
2. Student conduct which unduly interferes with instruction including scheduled lectures, seminars, tutorials or other instructional activities, or with course examinations or other evaluation procedures will also be considered a disruption.
3. Student conduct which unduly interferes with learning and studying in the University Library will be considered disruption.

c. Abuse, Harassment, and Dangerous Activity

1. Abuse
 - a. A student shall not threaten or engage in physical abuse of any other member of the University community, his/her property, or his/her family. No member of the University community shall be placed in a situation of fear of physical abuse or fear of damage to his or her property. A student shall not knowingly incite others, by whatever means, to threaten by physical abuse or engage in physical abuse of individuals or groups of individuals within the University community.
 - b. A student shall not engage in verbal abuse of any other member of the University community. A student shall not knowingly incite others, by whatever means, to engage in verbal abuse of individuals or groups of individuals within the University community.
2. A student shall not harass or discriminate against any other member of the University community on the basis of age, race, colour, ethnicity, national origin, philosophical or religious affiliation or belief, sex, sexual orientation, marital status or physical disability.
3. Students formally representing the University of Lethbridge outside the University community and/or at a University-sponsored event may be subject to discipline under the Non-Academic Offences section of the Calendar.

d. Misuse or Misappropriation of University Property, Equipment, Facilities or Services

1. A student shall not convert, damage or destroy any University property, equipment, facility, or service.
2. A student shall not deface the exterior or interior of any building, structure or facility of the University.
3. A student shall not misuse a facility by gaining unauthorized entry or by remaining in a facility without appropriate authority. Facilities include, but are not limited to, all University buildings, structures, parking lots, athletic playing fields and lands.
4. A student shall not misappropriate any University property, equipment, facility, or service.

e. Misrepresentation and Falsified Documents

1. A student shall not submit, or cause to have submitted, false or misleading documents in support of any University activity.
2. A student shall not produce and/or use falsified University documents for any purpose.

f. Other Offences

Any other conduct by a student which adversely affects the safety of the University Community and/or its members will be considered a non-academic offence.

g. Initiation of Procedures

1. Any member of the University community who believes a student has committed a non-academic

offence may, by a signed statement, initiate proceedings against that student.

2. The complaint shall be a detailed written description of the incident and shall include the time, place and persons involved, as well as all relevant information concerning the incident. The complaint shall be referred as indicated immediately below and copied to others as required.
3. Referral
 - a. Actions that interfere with the teaching, learning, and research functions of the University are to be referred to the Dean of the Faculty/School in which the course involved is offered. See **Section h. below**.
 - b. Actions which interfere with learning and research activities in the University Library are to be referred to the University Librarian. See **Section h. below**.
 - c. All other offences are to be referred to the Director, Security & Parking. See **Section i. below**.

h. Procedures: Non-Academic Offences in Instructional Space, Research Facilities, or Library

1. When a student disrupts instructional activities, the instructor may exclude the student immediately from instructional space and/or from future scheduled instructional meetings of that course pending further actions by the Dean. When a student disrupts research activities, the instructor may exclude the student immediately from research areas pending further actions by the Dean. The instructor must immediately notify the Dean of the Faculty/School in which the course is offered or in which the research is being undertaken. Such notification must be by means of a signed statement as per **Section g.2 above**. Once the statement is received, the Dean will notify both the Director, Security & Parking and the Associate Vice-President (Student Services) and Registrar and provide each of them with a copy of the signed statement.

When a student disrupts learning, research activities, or operations in the Library, Library staff may exclude the student immediately from the Library. Staff must immediately notify the University Librarian or designate, the Director, Security & Parking and the Associate Vice-President (Student Services) and Registrar. Such notification will consist of a signed statement as per **Section g.2 above**.

2. Actions

The Dean or University Librarian will take the following actions:

- Meet with the student and advise the student to refer to the Non-Academic Offences section in the Calendar.
- Consult and coordinate with Security Services, Counselling Services, and others as required.
- Place a letter of reprimand in the student's file in the Registrar's Office and Student Services (ROSS). The Registrar shall inform the Dean or

University Librarian if the student has a previous reprimand in his/her file.

3. Penalties

Penalties in addition to a letter of reprimand in the file may be imposed. Such penalties are less severe than suspension or expulsion, insofar as the student's admission/registration status is maintained.

- a. By the Dean, exclusion from one or more courses for a defined number of meetings or to the end of the semester
- b. By the Dean, exclusion from all courses for a defined number of meetings or to the end of the semester
- c. By the University Librarian, reparations
- d. By the University Librarian, suspension of Library privileges
- e. By the University Librarian, exclusion from the Library

At the discretion of the Dean or University Librarian, a student with previous non-academic offences on file may be subject to further disciplinary action. Such action will be progressive, aimed at correcting inappropriate behaviour in the locations identified above and may include penalties ranging from a recommendation of simple exclusion to severe penalties such as suspension and expulsion. The Dean or University Librarian may also refer such a case to the GFC Discipline Committee when a penalty listed above has been applied. Such a referral may be made even in cases where there is no appeal by the student.

4. Appeal

Students may appeal either the charge of an offence or the penalty imposed or proposed by the Dean or University Librarian to the Associate Vice-President (Academic), within seven working days of receipt of a written indication of the offence and penalty. The Associate Vice-President (Academic) may dismiss the case, confirm the decision of the Dean or University Librarian or take additional action if appropriate. The student shall, in such case, be informed in writing and a copy of the notification shall be placed in the student's file in the Registrar's Office and Student Services (ROSS). The decision of the Associate Vice-President (Academic) shall be final.

5. Severe Penalties - Suspension and Expulsion

Severe penalties including suspension and expulsion may be imposed and result in a student losing his/her admission/registration status. See **Section j. Suspension/Expulsion below.**

i. Procedures: Non-Academic Offences Outside Instructional Space, Research Facilities, or Library

1. When a student commits a non-academic offence outside instructional space, research facilities, or the Library, any member of the University Community may initiate proceedings against that student. All offences committed outside the identified areas are to be referred to the Director, Security & Parking.

2. Actions

The Director, Security & Parking will take the following actions:

- Meet with the student and advise the student to refer to the Non-Academic Offences section in the Calendar.
- Consult Counselling Services and others as required.
- Notify the Dean of the Faculty offering the program in which the student is registered, where warranted.
- Place a letter of reprimand in the student's file in the Registrar's Office and Student Services (ROSS). The Registrar shall inform the Director, Security & Parking if the student has a previous reprimand in his/her file.

3. Penalties

Penalties in addition to a letter of reprimand in the file may be imposed. Such penalties are less severe than suspension or expulsion, insofar as the student's admission/registration status is maintained. The Director, Security & Parking may impose the following penalties:

- a. Reparation
- b. Exclusion from defined areas of the campus
- c. Exclusion from campus
- d. Other limitations as required

At the discretion of the Director, Security & Parking, a student with previous non-academic offences on file may be subject to further disciplinary action. Such action will be progressive, aimed at correcting inappropriate behaviour in the locations identified in Section 6.i.1. and may include penalties ranging from a. to d. above to suspension and expulsion.

4. Appeal

Students may appeal either the charge of an offence or the penalty imposed or proposed by the Director, Security & Parking to the Associate Vice-President (Student Services) and Registrar, within seven working days of receipt of a written indication of the offence and penalty. The Associate Vice-President (Student Services) and Registrar may dismiss the case, confirm the decision of the Director, Security & Parking or take additional action if appropriate. The student shall, in such case, be informed in writing and a copy of the notification shall be placed in the student's file in the Registrar's Office and Student Services (ROSS). The decision of the Associate Vice-President (Student Services) and Registrar shall be final.

Reparation

Once assessed by the University, reparation for repairs and/or replacement for physical damage shall be paid to the University.

5. Severe Penalties - Suspension and Expulsion

Severe penalties including suspension and expulsion may be imposed and result in a student losing his/her admission/registration status. See **Section j. Suspension/Expulsion below.**

j. Suspension/Expulsion

1. Suspension

Suspension requires a student to withdraw completely from the University for a specified period of time, to a maximum of three years. Upon expiry of the period of suspension, the student will be permitted to reapply to the program from which he or she was suspended, subject to the appropriate admission standards applicable at the time of reapplication.

2. Expulsion

Expulsion requires a student to withdraw completely from the University for an indefinite period of time. The student shall not be permitted to return without the written approval of the Vice-President (Academic) in consultation with the Associate Vice-President (Student Services) and Registrar. Such approval shall not normally be given before the expiry of three years.

3. Procedures Governing Suspension/Expulsion

- a. If the Dean or University Librarian considers that the case requires suspension/expulsion, he/she shall make such recommendation in writing to the Associate Vice-President (Student Services) and Registrar, outlining the particulars of the case, with a copy to the student. Should the Director, Security & Parking consider that the case requires suspension/expulsion, he/she shall consult with the Dean of the program in which the student is registered and they shall jointly make such a recommendation.
- b. If the Associate Vice-President (Student Services) and Registrar considers that suspension/expulsion is in order, the Associate Vice-President (Student Services) and Registrar shall notify the Discipline Committee in writing, with a copy to the student. The Discipline Committee shall hear the case and will have the authority to expel, suspend, implement a lesser penalty or dismiss the case.
- c. During the period from the time of any recommendation of suspension or expulsion until the point of a final decision, a student shall be allowed to continue his/her program of study until a decision is finally rendered. There will be no loss of credit for courses taken during this period of time.
- d. In the event that a decision affects graduation, the decision shall be rendered as soon as possible. Nonetheless, where delay in reaching the decision results in postponement of graduation, the University will not be held responsible unless the decision has been unreasonably withheld.

See **Section 5.I. Discipline Committee on p. 122.**

k. Referral to Civil Authorities

The University reserves the right to notify or summon the appropriate civil authority in any individual matter regarding non-academic offences. The University

President or designate is the sole official who may summon the civil authority in the name of the University.

l. Personal Security Policy

Complaints regarding violations of the Personal Security Policy should be directed to the person(s) designated in that policy to receive complaints. Additional information can be obtained on the Personal Security website at www.uleth.ca/personalsecurity.

m. Other Policies

A student shall not act contrary or encourage other students to act contrary to expectations set out in other University policies (available upon request from the Office of the President), including but not limited to:

1. University of Lethbridge Library - Access Policy
2. University of Lethbridge Library - Code of Conduct Policy
3. University of Lethbridge Residence Policies and Procedures
4. University of Lethbridge Confidentiality Policy
5. University of Lethbridge Smoking Policy
6. University of Lethbridge Computer Use Policy
7. Food Services Policy

7. CAVEAT - AUTHORITY TO RESCIND REGISTRATION PRIVILEGES/PROHIBIT ACCESS TO UNIVERSITY PROPERTY

- a. Until modified by resolution of the Board, the President shall have the power and authority in his/her capacity as President, and as representative of the Board of Governors, to rescind any student's registration in a course, an undergraduate studies program, or graduate studies program at the University of Lethbridge and prohibit the student from accessing University property at any time.
- b. The powers of the President to rescind a student's registration and prohibit access to University property may be exercised in any circumstance where the President in his/her sole discretion determines that:
 1. The individual represents a potential risk to the safety, security, or well-being of members of the University community, including but not restricted to students, faculty, and administration;
 2. The best interests of the University outweigh the inclusion of the individual at the University.
- c. The President shall not take such action without first consulting with the Vice-President (Academic) and the Vice-President (Administration). The Coordinator of Counselling Services and the Director, Security & Parking may also be consulted.
- d. Any decision made by the President to rescind a student's registration privileges and prohibit access to University property shall be final and without appeal to any body in the University of Lethbridge.
- e. Such students may be considered for Open Studies status or readmission only by the President, normally after the lapse of one year. Students must provide evidence that the

issues leading to the rescinding of registration privileges/prohibition of access to university property have been addressed.

8. APPEAL OF APPLICATION OF POLICY OTHER THAN GRADE OR STUDENT DISCIPLINE

Students dissatisfied with the application of an academic policy or regulation to their own status are entitled to a review by the Dean of the Faculty in which they are registered.

If still dissatisfied after this review, the student may address a written appeal to the Dean who renders the final decision on behalf of the Faculty. A student may appeal a decision on behalf of the Faculty to the General Faculties Council.

Students shall have one year from the date of application of an academic policy or regulation other than grade or student discipline to appeal.

9. EXAMINATION POLICY AND PROCEDURES

Examinations are an important part of a university education. They provide an opportunity for instructors to determine what students have learned and for students to assess their understanding of course material. Examinations encourage a comprehensive review of the material covered in a course. Finally, they are a key component in the grades assigned to students as a measure of their academic success and preparation for more advanced study.

This Examination Policy provides procedures for the conduct of examinations and for the transmission of grades. However, no policy can cover all eventualities. It is understood that this Policy must be interpreted humanely and sensitively.

For exceptions to this Policy, contact the Dean of the appropriate Faculty or School.

a. Definitions

1. **'Examinations'** shall mean all written and oral tests or quizzes (regular or make-up, scheduled or unscheduled) used to determine final grades for students in regularly scheduled class sessions held during a semester course or Summer Session.
2. **'Take-Home Examinations/Projects'** shall mean any non-invigilated written examinations or projects completed outside of regularly scheduled classes or examining times which are used to determine final grades for students during a semester course or Summer Session.
3. **'Final Examinations'** shall mean end-of-semester or end-of-Summer Session examinations, scheduled for a certain time and place by the Registrar, used to determine final grades for students in a course, and shall also mean Take-Home Examinations used as Final Examinations.
4. **'Other Graded Work'** shall include all Independent Studies, term papers, essays, assignments, reports, projects or presentations, written or oral, used to determine final grades for students during a semester course or Summer Session.
5. **'Instructor'** shall mean any person, subject to the overall policies of a Faculty or School, designated as having responsibility for the evaluation of students registered in a course.

b. Course Outline: Grading System, Weights and Dates, Missed Examinations

1. A course outline shall be distributed by every instructor to all students in the first class meeting of the course, and shall be available on request to all students who join the class at a later date. Changes made to the course outline should not disadvantage any student and should not materially change the course. The course outline shall include the following:
 - a. Weights (proportions or percentages of the total) of all Examinations, Final Examinations, Other Graded Work, and Take-Home Examinations used to determine final grades and how these weighted grades are calculated to determine final grades.
 - b. Due dates, approximate due dates or approximate frequency of Examinations, Other Graded Work, and Take-Home Examinations used to determine final grades; and what effect, if any, missed deadlines will have on grades. Examinations and Other Graded Work must be called due no later than the last day of classes.
 - c. If the instructor wishes the student input into the course design, the outline handed out during the first class must so indicate, and a final outline must be provided by the second week of classes.
2. Missed Examinations
 - a. Students who fail to write Final Examinations for reasons of illness or other extenuating circumstances beyond their control may request the Dean to permit a make-up examination. If the Dean's permission is granted, it is the responsibility of the instructor to provide and administer the make-up examination.
 - b. For missed examinations, a grade of 'F' must be given for the examination if, **without valid reasons**, students fail to write Examinations or Final Examinations.
- c. **Examinations During the Last Two Weeks of the Fall and Spring Semesters**

During the last two weeks of a semester the only Examinations worth more than 20 percent that may be administered are Laboratory Examinations and assessments of performance (e.g., Physical Activity classes, performances in the Fine Arts and practicums in Education and Health Sciences).
- d. **Take-Home Examinations: Distribution, Deadlines**
 1. Take-Home Examinations in Fall and Spring semesters must be distributed no later than the last scheduled class of the semester.
 2. If used as a Final Examination, Take-Home Examinations must be called due no earlier than the fourth day, but no later than the last day of the examination period of a Fall or Spring semester.
 3. Take-Home Examinations in a Summer Session must be distributed no later than one week prior to the

last week of classes and must be called due on the last day of the exam period.

e. Independent Study: Deadline

Independent Study course requirements must be called due no later than the last day of the examinations period of a semester or Summer Session.

f. Web Grade Entry

Instructors submit final grades online via the Bridge for each class/section for which they are responsible.

g. Grade Designation of 'I'

Except in the case of the Faculty of Education*, the grade designation of 'I' (Incomplete) is awarded only in case of illness or other extenuating circumstances beyond the control of the student which make it impossible to complete the required course work by the close of a semester or Summer Session. The 'I' designation is awarded only on application to and approval by both the instructor and the Dean of the Faculty or School in which the course is offered. When the 'I' is approved, an appropriate deadline (to a maximum of one year) is determined for completion of outstanding work. Students who do not complete outstanding work by the assigned deadline will normally receive a weighted grade based on work completed, including an 'F' for incomplete work. Where circumstances continue to prevent the completion of the course, the 'I' designation remains on the transcript.

**An 'I' designation assigned in an Education Field Experience course may have a different interpretation. Details are available from the Assistant Dean, Student Program Services, Faculty of Education.*

h. Availability of Instructors

Should instructors not be available during the Grade Appeal Period following the end of a semester/Summer Session, they shall ensure that all Examinations, Final Examinations, Other Graded Work, Take-Home Examinations and all grade sheets, records, tests, written materials and data used to determine final grades are available to the Dean.

i. Final Examination Schedules

Final examinations must be held at the place and time set by the Registrar and shall not exceed three hours.

j. Requests for Rescheduled Final Examinations

Only in extraordinary circumstances may students request to write an equivalent invigilated Final Examination at other than the scheduled time and place. Students must make a written request to the Dean. Upon the Dean's approval, instructors will be authorized to arrange rescheduled Final Examinations (forms available in the Dean's Office).

k. Examination Security and Invigilation

1. The instructor may restrict admission to the examination site prior to the examination. If necessary, arrangements may be made with Security to restrict such admission.
2. Instructors may require all students to sign in before the examination, to sign out after the examination and to register with the instructor the number of examination booklets used. Instructors may also require all students to place their University of

Lethbridge identification card or other picture identification on their desks for the duration of the examination. If the instructor is not certain of a student's identity, the student must be allowed to write the examination. The student shall then be referred to the Dean for resolution of the matter.

3. Except in the case of Take-Home Examinations or their equivalents, examinations must be fully invigilated by the instructor or by another academic staff member, preferably one knowledgeable in the subject matter of the examination.
4. Instructors may prescribe or restrict materials which may be taken to the examination site and used during the examination.
5. For security reasons, students may not leave the examination site during the first thirty (30) minutes nor enter after the first thirty (30) minutes.
6. If students must leave the examination site for personal reasons, the instructor shall take reasonable measures to ensure that no materials leave the site and that no restricted materials are brought back to the site.
7. Unless otherwise stipulated by the instructor, each finished examination shall bear the name, signature and identification number of the student.
8. Tape recorders, typewriters or computers may not be used in scheduled examinations without prior approval of the instructor.

I. Graded Work: Ownership, Confidentiality, Handling, Posting Grades

1. All Graded Work Outside Final Examinations
Students have the right to obtain and keep, once the grades have been determined, written materials resulting from Examinations, Other Graded Work and Take-Home Examinations not used as Final Examinations. Written materials shall mean all examination booklets, papers and printed summaries of answer sheets. The instructor may keep machine-graded answer sheets and test questions, but upon arrangement with the instructor, students shall have the right to review these materials.
2. Final Examinations
 - a. During the Grade Appeal Period, which extends to February 7 for all Fall courses, to June 7 for all Spring courses and to October 7 for all Summer Session courses, instructors shall keep or return to students all Final Examination materials. Once the grades have been determined and upon arrangement with the instructor, students shall have the right to review these materials.
 - b. After the Grade Appeal Period ends, students have the right to obtain and keep written materials resulting from Final Examinations. The instructor may keep test questions, but upon arrangement with the instructor, students shall have the right to review them.

3. **Receiving, Handling, Returning, and Destroying Graded Work**
 - a. All reasonable measures shall be taken to ensure confidentiality of both the student's work and the instructor's assessment. Under no circumstances shall any form of graded work be left in an unsupervised public place. Students who want someone else to pick up any form of graded work for them must authorize that person in writing. Students may provide a stamped, self-addressed envelope to the instructor for the return of graded work.
 - b. All Examinations, Take-Home Examinations/ Projects, Final Examinations, and Other Graded Work, which remain unclaimed after the Grade Appeal Period must be retained for a period of one year after the end of the Fall semester, Spring semester, or Summer Session in question. Materials must be destroyed as follows:
 - Materials from the Fall semester, which remain unclaimed, must be retained until December 31 of the following year and destroyed no later than January 31
 - Materials from the Spring semester, which remain unclaimed, must be retained until April 30 of the following year and destroyed no later than May 31
 - Materials from the Summer Sessions, which remain unclaimed, must be retained until August 31 of the following year and destroyed no later than September 30
 4. **Posting Grades**

In accordance with the University's policy on Confidentiality of Student Records (November 21, 1985), instructors may not post grades unless all precautions are taken to protect student confidentiality. Neither names, nor University of Lethbridge student identification numbers, nor lists of identifiers which retain the original alphabetical order of names on a class list may be used for posting grades.
 - m. **Cheating**
 1. If cheating is suspected, instructors may require that the students immediately hand in the examination questions and examination papers or booklet(s) and any other relevant materials, but should also allow the students to continue writing with a fresh copy of the examination questions and new booklet(s) or paper.
 2. In all cases of cheating, the instructor shall follow the procedures outlined in the Student Discipline Policy in the University Calendar.
 - n. **Emergencies: Examinations, Final Examinations**
 1. In the event that it proves necessary to evacuate an examination room because of an emergency situation, instructors shall tell students to leave all examination materials behind and supervise the evacuation of the room.
 2. Following the evacuation of an Examination or Final Examination room it is the instructor's prerogative to resume the examination, if this can be done within a reasonable period of time after the evacuation. Extra time (i.e., the time lost) shall be provided to complete the examination. If an examination cannot be resumed safely or fairly after an evacuation, and if, in the judgement of the instructor, the interruption has occurred so early that the results cannot be pro-rated, all examination materials shall be destroyed and the examination shall be rescheduled.
 3. In the event that inclement weather or other conditions require that the University be closed, Final Examinations shall be rescheduled by the Registrar and posted on the Registrar's Bulletin Boards. Whenever possible, postponed Final Examinations shall be rescheduled on the day immediately following the completion of the regular Final Examination schedule.
 - o. **Students with Special Needs**

It is the responsibility of students with special needs, which will affect any examining procedures, to discuss these needs with their instructors. Instructors shall attempt to accommodate reasonable requests in order to evaluate all students fairly. Should instructors or students have any disagreements about the accommodation of any request, the Dean shall decide the matter.
- ## 10. OTHER POLICIES
- a. **Taping of Lectures**

Lectures and performances given by academic staff members and visiting speakers may be audio or video recorded by students provided prior approval has been granted by the instructor or performer. Permission to record is solely for the purpose of personal study by the student and does not convey any right to duplicate the recording.
 - b. **Personal Security Policy**

The University of Lethbridge is committed to providing an environment that supports academic achievement and that protects the dignity, self-esteem and right to fair treatment of all members of the University community. The University will not tolerate threats to the personal security of any member of the University community. 'Personal security' means freedom from violence, the threat of violence, harassment, hazing, abuse of supervisor's authority, verbal abuse, and discrimination in contravention of the *Alberta Human Rights, Citizenship and Multiculturalism Act*.

Copies of the Personal Security Policy may be obtained from the Human Resources Office and the Registrar's Office and Student Services (ROSS). The Personal Security Policy is also available online at www.uleth.ca/policymanual.
 - c. **Inclusive Language Policy**

Inclusive language may be defined as language which does not discriminate among characteristics of gender, age, race or ethnicity, religion or minority.

All members of the University are encouraged to:

1. Encourage the use of Inclusive Language in all student written and oral assignments and in class lectures and discussion more generally.
2. Employ Inclusive Language in all formal publications of the University and faculty.
3. Encourage the use of Inclusive Language in all internal University documents.
4. Encourage the use of Inclusive Language in correspondence that is carried out on behalf of the University and that may be construed to reflect University policy.

d. Confidentiality of Student Records Policy

The University's Policy on Collection, Dissemination and Confidentiality of Information about University of Lethbridge students recognizes that, while students must be aware that the record of their academic performance will be viewed and evaluated by others, they have a legitimate interest in controlling information about themselves. This policy therefore details the kind of information concerning a student the University may collect, what information concerning a student is confidential and how the University might gather and disclose this information. It also defines what constitutes the official Student Academic Record. Copies of this policy are available at the Registrar's Office and Student Services (ROSS).

e. External Users of University Facilities

The University of Lethbridge invites and welcomes members of the general public to the grounds and facilities of the University. The access of external users (any individuals who are not faculty, staff, students or persons functioning in a volunteer capacity on behalf of the University of Lethbridge) shall not normally be impinged, unless they initiate unacceptable behaviour that includes, but is not necessarily limited to acts that:

1. Disturb the peace and tranquility of authorized users;
2. Endanger the health and safety of others;
3. Cause damage to private or public property;
4. Impair the delivery of services in University buildings or lands; and/or
5. Have the potential to expose the University to liability or prosecution.

Any unacceptable behaviour shall be dealt with under the provisions and procedures outlined in the Policy on Managing Unacceptable Behaviour by External Users of University Facilities. This policy is available in the Office of the President.

REGISTRATION

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1. STUDENT RECORDS RETENTION POLICY

The permanent official folder for each student is maintained by the Registrar's Office and Student Services (ROSS). The contents of this folder shall be destroyed according to the following schedule:

- For students who have graduated, five years after the most recent registration activity of any description, except for those files containing documents pertaining to disciplinary action.
- For students who have not graduated, seven years after the most recent registration activity of any description, except for those files containing documents pertaining to disciplinary action.

Prior to the destruction of the folder, the Registrar's Office and Student Services (ROSS) shall ensure that the contents of the file are reflected in the student's electronic record, according to the policies governing admission, registration and academic history.

For more information see Confidentiality of Student Records Policy (**Academic Regulations, Section 10.d., p. 130**).

2. ADVICE AND INFORMATION

Students who wish academic advice during registration should seek it from the relevant academic advisor.

Students who wish other kinds of information and advice about registration, such as deadlines and procedures, should ask at the Information Centre (SU140).

Students are responsible for the accuracy and completeness of their own registration, and are liable for the fees for courses in which they are registered.

Students who decide not to attend the University must cancel their registration prior to the Add/Drop deadline (see **Section 8. Cancellation and Withdrawal, p. 135**).

3. TERMS USED DURING REGISTRATION

a. Enrolment and Registration

For purposes of this Calendar, these terms are used interchangeably.

Bridge: The University's online registration system is available for all students (www.uleth.ca/bridge).

b. Year of Student

Students are classified by year level according to the number of credit hours they have successfully completed (i.e., this does not include courses in which the student is currently registered).

Year	Number of Successfully Completed	
	Credit Hours	(Semester Course Equivalents)
1	0 - 29.5	(0 - 9)
2	30 - 59.5	(10 - 19)
3	60 - 89.5	(20 - 29)
4	90 - 119.5	(30 - 39)
5	120 or above	(40 and above)

c. Part-Time and Full-Time

1. Fall and Spring Semesters

A part-time student is registered in fewer than 9.0 credit hours (three semester courses or equivalent). A full-time student is registered in a minimum of 9.0 credit hours (three or more semester courses or equivalent).

The usual course load for a full-time undergraduate student is 15.0 credit hours (five courses) per

semester. It should be stressed, however, that heavy course loads are a common cause of poor academic performance.

2. Full-Time by Definition

Students registered in Co-operative Education Work Experience courses are considered to be full-time. Registered M.A., M.Sc. or Ph.D. students are considered to be full-time.

3. Summer Session - Maximum Load

Each Faculty and School has legislated maximum enrolments per session for continuing students. See **Section 6.b. (p. 134)** for maximum loads for each Faculty/School.

4. Summer Session - Financial Support

Undergraduate students receiving government student loans for full-time studies during Summer (May - August) must be registered in a minimum of 9 credits and enrolled in Summer Session I and II/III or Summer Session I, II and III. It may be possible for Alberta residents to receive Alberta Student Loans for one Summer Session course, but all other borrowers should check with Scholarships and Student Finance staff about other provincial/territorial eligibility.

d. Visiting and Exchange Students

1. University of Lethbridge Students Studying Elsewhere

Within the residence requirement of the Faculty/School in which they are enrolled, continuing students in good standing at the University of Lethbridge may be authorized to take courses at another post-secondary institution. Students who wish to study as authorized Visiting or Exchange students at another institution must follow the following procedures:

- a. Students must apply using an *Application for Visiting Student Authorization* or an *Application for Exchange Student Authorization*. Approval in writing **must** be obtained from the appropriate Faculty/School prior to commencement of studies elsewhere.
- b. The student will be registered in Placeholder courses during the semesters of approved absence from the University of Lethbridge. This allows the student to retain the registration privileges of a Continuing Student, and the University to keep track of these students for record keeping purposes.
- c. The student will register along with other Continuing Students for the semester following the approved absence, according to the registration instructions for Continuing Students.
- d. If the student wishes to extend the approved absence, prior approval must be obtained from the appropriate Faculty/School. Otherwise, when the student subsequently applies for readmission, it will be according to the policies and procedures pertaining to students returning after an absence, thereby forfeiting

guaranteed readmission and Continuing Student privileges.

2. Visiting and Exchange Students from Other Universities

For complete information on registering as a Visiting or Exchange Student, please see the current **Timetable and Registration Guide**.

e. Audit Student

An Audit Student has been granted permission by the instructor to attend lectures in a course on the understanding that the student may not participate in class discussions (except by invitation of the instructor), submit assignments or sit for examinations. No degree credit is granted for the course. An Audit Registration Form must be submitted to the Registrar's Office and Student Services (ROSS) by the indicated deadline.

Audit Students are not required to meet the University's English Language Proficiency Requirement.

An Audit Student, who is not also a Continuing, newly admitted or Open Studies Student, is granted the same access to University services as a Community user. Community user fees and restrictions will apply.

f. Open Studies Student

Open Studies Student registration allows persons interested in taking courses for general interest to register without having to gain admission to the University.

The following conditions apply to registration as an Open Studies Student:

1. Registration as an Open Studies Student is open to any individual not currently admitted to the University, with some restrictions as outlined below. Open Studies Student enrolment does not constitute formal admission to the University. Open Studies Students must present required documents at each registration.
2. Students who have been required to withdraw from this or any other post-secondary institution within the last 12 months are not encouraged to register as Open Studies Students. See **Part I - Admission, Section 9.i., p. 46**). Courses taken as an Open Studies Student after Required Withdrawal may not be used for credit toward programs to which a student may ultimately be admitted without the express permission of the Faculties offering that program.
3. Open Studies Students must meet the University's English Language Proficiency Requirement (see **Part I - Admission, Section 6.a., p. 40**). Open Studies Students must present proof of English Language Proficiency at registration. Failure to present proof will result in denial of registration privileges. Unofficial documents are acceptable.
4. Course prerequisites must be met where applicable and Faculties are responsible for enforcing prerequisites. Enrolment in some courses may require permission from the relevant Faculty/School. Open Studies Students are required to present unofficial transcripts of prior secondary and/or post-

secondary work at registration, if registration into a course with a prerequisite is to proceed.

5. Open Studies Students have access to classes only as space and quotas permit. Registration must take place at dates specified in the **Academic Schedule (p. 16)**.
6. Open Studies Students must meet minimum academic standards for continuation of registration privileges. While under Open Studies Student status, students are allowed a maximum of two grades below 'C-'. Any subsequent grade below 'C-' results in permanent suspension of Open Studies Student registration privileges. Such a suspension of privileges is recorded on the student's transcript.
At the outset of each term, the Associate Vice-President (Student Services) and Registrar will determine registration eligibility for Open Studies Students. For these purposes, each of the Fall semester, Spring semester, and the aggregate of all Summer Sessions is considered to be one term.
7. Open Studies Students are not eligible to use the Credit/Non-Credit designation.
8. Open Studies Students are subject to the same Course Withdrawal policies as admitted students. Please refer to **Section 8.d. (p. 135)** for complete information.
9. Open Studies Students may apply for formal admission or readmission at any time through one of the approved admission routes. At the point of admission, courses completed via the Open Studies Student route are included in the admission decision process.
10. Open Studies Students whose registration privileges have been suspended may not re-register until they have attended another post-secondary institution and have been offered admission to a University of Lethbridge program.
11. Students who were previously Required to Withdraw may present courses completed via the Open Studies Student route when reapplying for admission. *Tabula Rasa* may be granted to Open Studies Students who were Required to Withdraw from the University of Lethbridge. If granted, *Tabula Rasa* is applied only to the student's record prior to the point of Required Withdrawal (see **Part 7 - Arts and Science, Section 3.e., p. 97, Part 9 - Fine Arts, Section 4.e.2, p. 182, or Part 10 - Health Sciences, Section 6.c., p. 207**).
12. Upon subsequent application for admission or readmission, courses completed via Open Studies Student registration may be counted toward the student's program, subject to the appropriate rules of the Faculty/School regarding residence and Required Withdrawal legislation.
13. Only students who have been admitted to a University of Lethbridge program may graduate with a University of Lethbridge degree, diploma, or certificate. However, students who have been previously admitted, and not subsequently required to withdraw, may graduate while under Open

Studies Student status. Such students must have been admitted to the program of graduation at some point. As well, such students must have met the admission and graduation requirements of that program.

Students who have been Required to Withdraw must be readmitted to the University and to the program of studies before they will be permitted to graduate. Such students must apply for admission according to regular application procedures and deadlines.

14. Official transcripts are issued for Open Studies Students.
15. Registration requirements are satisfied by the completion of the *Open Studies Registration Form* and its submission to the Registrar's Office and Student Services (ROSS), after paying the registration fee and deposit at the Cash Office.
16. The University routinely offers non-credit programs to selected groups of students, as do other agencies. Such students may not be eligible for registration via the Open Studies Student route. With the permission of the Associate Vice-President (Student Services) and Registrar, students participating in approved non-credit programs may register concurrently in credit courses as Open Studies Students. Such registrations must be authorized in advance by the Associate Vice-President (Student Services) and Registrar.
17. Students denied registration privileges may appeal in writing to the Associate Registrar. Such appeals will be dealt with by the Associate Registrar and the Associate Vice-President (Student Services) and Registrar.

4. WHEN TO REGISTER

See the **Academic Schedule (p. 16)** for specific registration dates. Students who fail to complete registration during the specified period may be assessed a late fee.

a. New Students and Those Returning After an Absence

After applications have been processed, those eligible for admission receive full instructions on the procedures to be followed to complete registration.

b. Graduated Students

A student who has graduated from a program at the University must successfully apply for admission to another program in order to pursue studies as an admitted student. Otherwise such students must register using the Open Studies Student route.

c. Admitted Students

Students currently registered at the University register at the times indicated in the **Academic Schedule (p. 16)**.

d. Registration in Off-Campus Courses

Each semester the University offers courses at a number of off-campus centres. Open Studies Students may register in these courses in person, by mail or via the Bridge. Admitted students may register using the Bridge.

e. Applied Studies

Registration in Applied Studies courses is initiated by application to the Office of Applied Studies no later than the published deadline in the Timetable and Registration Guide. Application packages may be obtained from the Office of Applied Studies (B610; tel. 403-329-2000).

5. ORDER OF REGISTRATION

a. Within the Academic Year

Priority of registration is as follows:

- *First priority:* Students admitted to the University of Lethbridge, pursuing programs of study offered by the University, continuing from one Fall or Spring Semester to the next term.
- *Second priority:* Students newly admitted to the University of Lethbridge or readmitted after an absence of a minimum of one Fall or Spring Semester and Exchange Students attending the University with a letter of permission from their home institutions.
- *Third priority:* Open Studies Students and Visiting Students.
- *Fourth priority:* Audit Students not admitted to the University.

b. At Continuing Student Registration

1. Graduate, Second Degree, Diploma students.
2. Fourth-year and higher students, second-year Post-Diploma students, Management Certificate students.
3. Third-year students, first-year Post-Diploma students.
4. Second-year students.
5. First-year students.

Within groups two to five, students will be further prioritized:

- According to their successfully completed hours.
- With the first group of students in their priority group, for students who have been verified as having a disability. For verification, see the Associate Vice-President (Student Services) and Registrar. For details, see also **(Part 16 - General Services, Section 12. Disabilities, p. 532)**.
- With the first group of students in their priority group, students who hold a Canada Scholarship. For verification, see the Associate Vice-President (Student Services) and Registrar.

c. After Continuing Student Registration

Newly admitted students, starting with new M.Ed. students, will be permitted to register, upon accepting the Offer of Admission by paying the Confirmation of Admission Deposit.

Continuing students who did not register during Early Registration will be permitted to register on a first-come first-served basis.

d. Other

Registration for off-campus courses organized by organizations affiliated with the University may occur outside of the legislated Order of Registration.

6. REGISTRATION LIMITATIONS

a. Timetable Conflicts

Students are not permitted to register in two classes which are offered at the same time. To avoid delays at registration, students must consult the current semester Timetable carefully. Registration into classes which overlap or create time conflicts will not be processed.

b. Maximum Credit Hours

During Early Registration, the maximum number of credit hours in which a student may register is 15.0 (five course equivalents). During the first week of classes, students may increase their loads to the maximum allowed by their respective Faculty/School. Physical Activities, Music Ensemble Activities and Education Professional Development courses carry credit hours equal to 1.5. Generally, most other courses have an equivalent of 3.0 credit hours.

Students wishing to register in more than the maximum credit hours (semester course equivalents) allowed must obtain approval of the Faculty/School in which they are enrolled.

- In the Faculty of Arts and Science, students must obtain permission if they wish to exceed the following maximum credit hours (as determined by academic standing):

Probation

12.0 credit hours (4 courses)

In Good Standing

Normal 15.0 credit hours (5 courses)

Maximum 18.0 credit hours (6 courses)

- In the Faculty of Education, students may enrol in a maximum of six courses (18.0 credit hours) during a non-practicum semester.
- In the Faculty of Management, the usual course load for a full-time student is 15.0 credit hours (5 courses) per semester.
- In all other Faculties/Schools, students must obtain permission if they wish to exceed 15.0 credit hours (5 courses).
- Summer Session (semester course equivalents):

Session	I	II	III
Arts and Science	2	2	2
Education	3	2	1
Fine Arts	3	2	2
Health Sciences	3	2	1
Management	2	1*	1*

*The maximum number of courses Management students may take over Summer Sessions II, III, and III/III is two.

Note: In the event of a difference between the maximum credit hour limits set by the Faculties/Schools, students in Combined Degrees programs will be governed by the more stringent limits.

c. Duplication of Registration

A student may not register in more than one section of a course offering in a semester.

A student may not be registered in the same course in more than one semester simultaneously (e.g., in both Summer Session and Fall Semester).

d. Faculty/School Quotas

Admission to the University does not constitute a guarantee that a student will be able to register for any specific course in a given semester. Enrolment limits are enforced by all Faculties and Schools.

e. Graduated Students

A student who has graduated from a program at the University must successfully apply for admission to another program in order to pursue studies as an admitted student. Otherwise such students must register using the Open Studies Student route.

f. Holds on Registration

A Faculty/School may place specific registration requirements upon a student. In such cases, at the request of the Dean, the Registrar's Office and Student Services (ROSS) may restrict a student's access to registration. Students with restricted access to registration must register manually (in person or by mail), thus ensuring they abide by the Faculty/School registration requirements.

7. COURSE ADD/DROP

Courses may be added and/or dropped after initial registration. No changes other than withdrawals from individual courses are permitted after the Add/Drop period.

8. CANCELLATION AND WITHDRAWAL

a. Classroom Privileges - Students

Students have classroom privileges for the course offering in which they are registered. Classroom privileges mean that a student is entitled to attend class meetings as required by the instructor and detailed in the course outline. Students who are not registered may be granted classroom privileges at the discretion of the instructor. Students who do not have classroom privileges may not attend a class. Instructors may authorize guests to attend a class. Audit registration is also normally available for people who would like to attend a class on a regular basis.

b. Cancellation of Registration

Students may cancel their registrations by the Add/Drop deadline in any semester/session:

- Open Studies Students who cancel their registration by the Add/Drop deadline in a Fall or Spring Semester forfeit the \$75 non-refundable deposit and the non-refundable \$25 Open Studies Student Registration Fee.
- Open Studies Students who cancel their registration by the Add/Drop deadline in a Summer Session forfeit the \$25 Open Studies Student Registration fee only.

All students must cancel their registration using the Bridge (www.uleth.ca/bridge).

Students who register and decide not to attend but DO NOT cancel their registration by the Add/Drop deadline shall be assessed tuition and compulsory fees according to the fee assessment schedule in **Part 3 - Fees, Section 8.b. Withdrawals (p. 59)**.

c. Complete Withdrawal

A student wishing to withdraw from the semester must notify the Registrar's Office and Student Services (ROSS) by submitting a *Complete Withdrawal Form* which can be obtained from the Registrar's Office and Student Services (ROSS). The date this form is received by the Registrar will be the official withdrawal date for purposes of fee assessment.

A 'Complete Withdrawal with Cause' is available only through Faculty/School Advising Offices.

Failure to comply with this requirement results in the assignment of failing grades and full assessment of fees—see **Part 3 - Fees, Sections 8.b. Withdrawals (p. 59)** and **Refunds 8.c., (p. 59)**. Grades are not assigned when a student withdraws before the end of the ninth week of a semester. Students registered in Summer Session should consult the Summer Session Calendar for details of the complete withdrawal procedure and related deadline dates.

Students are responsible for ensuring that the Registrar's Office and Student Services (ROSS) receives the request for withdrawal by the relevant deadline. If a student chooses to mail his or her request for withdrawal, then the Registrar's Office and Student Services (ROSS) recommends that the student use Registered Mail to guarantee delivery.

d. Course Withdrawal - Part-Time and Full-Time Status

1. Fall and Spring Semesters

Full-time students who withdraw from courses but remain registered in three semester course equivalents (9.0 credit hours) retain classification as full-time students.

Full-time students who withdraw from courses, resulting in registration in fewer than three semester course equivalents (9.0 credit hours), are reclassified as part-time.

2. Summer Session

Students receiving full-time government student loans for the Summer Session should contact Scholarships and Student Finance for provincial/territorial student loan eligibility.

Students registered in Summer Session should consult the Summer Session Calendar online at www.uleth.ca/summersession for details regarding the course withdrawal procedure (see Academic Regulations at www.uleth.ca/summersession/arg.html) and related deadline dates (see Academic Schedule & Deadlines at www.uleth.ca/summersession/ded.html).

3. Students who drop from full-time to part-time status do not receive the same privileges as full-time students at the University. Furthermore, students

who are accessing government student loans and drop to part-time status will be financially penalized if they have loans for the semester in which they are dropping to part-time and existing government loans may go into repayment early.

e. Course Withdrawal

1. W - Individual Course Withdrawal

Students are awarded a 'W' designation for any course from which they choose to withdraw after the first Add/Drop period and before the ninth week of a Fall or Spring Semester, provided the student remains registered in one or more courses.

Withdrawal deadlines for Summer Session vary and may be found in the **Academic Schedule (p. 16)**. Students may be entitled to a pro-rated refund for courses from which they have withdrawn.

2. WC - Withdrawal with Cause

The designation 'WC' is recorded only in case of serious illness or other extenuating circumstances beyond the control of the student which makes

continuation in a course impossible and where an 'Incomplete' designation is not in order. For admitted students, the 'WC' is recorded only on application to the Faculty/School Advising Office. For Open Studies Students, the 'WC' is recorded upon application to the Associate Registrar. A student may apply for a 'WC' after Add/Drop, up to and including the last day of classes (see **Section 8.b "Withdrawals" in Part 3 - Fees, p. 59**).

9. APPEAL OF REGISTRATION

Students dissatisfied with decisions regarding registrations are entitled to a review by the Associate Registrar.

If still dissatisfied after this review, the student may address a written appeal to the Associate Vice President (Student Services) and Registrar who renders the final decision on behalf of the Registrar's Office and Student Services (ROSS).

Students who wish to appeal decisions regarding retroactive adjustments to registrations shall have one full year from the last day of the add/drop of the semester or summer session during which the course(s) in question were registered.

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1. DISCLAIMER

The fees stated in this Calendar are correct at the time of publication. The University reserves the right to alter fees without notice.

2. INFORMATION

Any student who wishes information about fees beyond that which is published in this Calendar should inquire at the Cash Office (AH144; tel. 403-329-2469; email: cash.office@uleth.ca).

3. FINANCIAL SUPPORT

See Financial Assistance in the applicable program sections of the Calendar.

4. APPLICATION FOR ADMISSION AND OPEN STUDIES STUDENT REGISTRATION FEES

A student who applies for admission or readmission must pay an application fee. Students who do not maintain continuous registration must apply for readmission and pay a **non-refundable** application fee. The application fee for initial admission to a level of studies (i.e., master's or Ph.D.) is as follows:

- \$60 for master's programs
- \$60 for Ph.D. programs

Subsequent applications for readmission to a level of studies are assessed an application fee of \$15.

Note: *Effective Fall 2011, applications for readmission to a level of studies may be assessed the full application fee.*

Open Studies Students pay a non-refundable \$25 registration fee.

5. DEPOSITS

a. Confirmation of Admission Deposit

All newly admitted and readmitted graduate and post-graduate students are required to pay a **non-refundable** deposit of \$100. This deposit must be paid at the Cash Office, either in person, by mail, telephone banking, or online banking. Refer to **Section 6. Fee Payments (p. 137)** for more information. After deposits have been paid, registration privileges will ensue.

b. Registration Deposit

Open Studies Students registering in graduate courses must pay a **non-refundable** deposit of \$125 (\$100 tuition deposit, plus a \$25 Open Studies Student Registration fee). If an Open Studies Student registers in both an undergraduate and graduate course, the higher deposit amount will be charged.

Open Studies Students studying in the Summer at the University of Lethbridge who are admitted and attend the subsequent Fall semester will have the \$25 registration fee applied to the Fall semester account.

6. FEE PAYMENTS

a. Where to Pay Fees

Fee payments may be made using any of the following options:

1. Customers of the following institutions can make payments on their University of Lethbridge student account using their bank's telephone payment or online system: Bank of Montreal, TD Canada Trust, CIBC, HSBC, Royal Bank, Scotiabank, ATB Financial, Credit Union Central, Canadian Western Bank, Citizens Bank of Canada, PC Financial, Ubiquity Bank

of Canada, Community Savings, 1st Choice Savings and Credit Union, and TelPay. Students can select the University of Lethbridge as the payee and use their nine-digit student ID number as the account or customer number. Students should inquire directly at their branch to obtain information regarding these bill payment services. If your financial institution is not listed, check directly with your bank to see if the service is available.

Note: *Students paying through their financial institution must allow at least four additional working days for their payments to be processed.*

2. By mail or courier to:

University of Lethbridge Cash Office
4401 University Drive
Lethbridge, AB T1K 3M4

Note: *Payments sent by mail or courier must be received prior to applicable deadlines to ensure late penalties and interest charges are not assessed.*

3. Placing your payment in the 24-hour deposit vault located at the east end of the counter in front of the Cash Office. Please ensure your name and University of Lethbridge ID number are included with your payment when using the 24-hour deposit.

4. At any branch of the Bank of Montreal by presenting a 'First Bank Bill Payment Service' form. These forms are available at the Cash Office, at any Lethbridge branch of the Bank of Montreal, or on the University's website:

www.uleth.ca/fsr/cash

You do not need to be a client of the Bank of Montreal to use this service; however, the bank does assess a \$1.50 service charge.

5. In person at the Cash Office (AH144) during regular office hours: 9:00 a.m. to 3:30 p.m., Monday to Friday.

Payments can be made by cash, cheque, or Interac Direct Payment banking cards. The Cash Office does not accept credit cards.

b. Deadlines for Fee Payments

Full fees, including all miscellaneous and incidental fees, are due and payable by October 1 for the Fall semester and February 1 for the Spring semester. Summer Session fees are due by the end of the first day following the Add/Drop period. When a deadline occurs on a weekend or statutory holiday, the deadline will be the next working day.

Student bills are sent to the student's University of Lethbridge email account—they are **not** sent via Canada Post. Students may view their account summary by logging on to the Bridge:

www.uleth.ca/bridge

Post-dated cheques may be provided by students to the Cash Office; however, interest will begin to accumulate after the applicable deadline date.

c. Deductions from Student Loans, Bursaries and Scholarships

1. Government Student Loans and Bursaries

Payment of 100 percent of current and/or outstanding fees is a first charge against assistance

received from government (Federal and Provincial) student loan certificates and bursaries.

2. Scholarships

Payment of 100 percent of current and/or outstanding fees is a first charge against scholarships awarded and/or administered by the University of Lethbridge.

d. Registration Cancellation

Continuing students must have made a payment for the applicable semester by October 1 for the Fall semester and by February 1 for the Spring semester, or their registration will be automatically cancelled, and be assessed fees at a rate of \$0.00 tuition and 100 percent of compulsory fees.

Note: *Assessment of compulsory fees is currently under review and may change.*

Newly admitted or readmitted students who have paid only the Confirmation of Admission deposit fee by October 1 for the Fall semester and by February 1 for the Spring semester will have their registration automatically cancelled, and be assessed fees at a rate of \$75.00 tuition and 100 percent of compulsory fees.

Note: *Assessment of compulsory fees is currently under review and may change.*

There will be a reinstatement fee of \$25 for those students who re-register after cancellation of classes.

For those students who have made partial payments, registration will not be cancelled; however, interest at a rate of the Bank prime lending rate plus five percent per annum will be charged on the outstanding principal balance owing.

Any payments made after deadlines shall be applied first against interest charges and, thereafter, against the principal owing.

e. Interest Charges for Late Payments

A simple interest charge of the Bank prime lending rate plus five percent per annum will be added to the outstanding principal amount at the close of the first working day of each successive month that the account remains unpaid.

f. Referral of Unpaid Fees

It is the policy of the University of Lethbridge to involve a professional collection agency when deemed necessary.

7. FEE SCHEDULES

a. Student Definitions

Full-Time - any student who is currently registered in three or more courses (9.0 credit hours or more). Registered M.A., M.Sc., M.Sc. (Management) or Ph.D. students are considered to be full-time. This definition of full-time may not be the same as the definition used by Canada Revenue Agency (CRA) for the preparation of the Tuition and Education Amounts Certificate (T2202A).

Part-Time - any student who is currently registered in less than three courses (9.0 credit hours).

On-Campus - any student who is registered in courses delivered on the University of Lethbridge campus.

Off-Campus - any student who is registered only in courses held off the University campus.

International Student - any student whose nation of citizenship is not Canada. Classification as an International Student affects fee assessment only.

Senior Citizen - any student 65 years of age or over.

b. Mandatory Fees

Tuition Fee - price or payment of instruction.

M.Ed. Term Fee - (for students enrolled prior to March 31, 2009) minimum fee for the 12-course-credit M.Ed. program, assessed in 'term fees.' Full-time M.Ed. students pay six term fees over two years; part-time M.Ed. students pay nine term fees over three years.

M.C., Post-Graduate Certificate in Counselling, and Post-Master's Certificate in Counselling Program Fee - Students pay a program fee for each semester they are enrolled in the program.

M.Ed. Program Fee - (for students enrolled after April 1, 2009) M.Ed. students pay a minimum of nine program fees.

Sport and Recreation Services Fee - on-campus students pay this fee for the Fall and Spring semesters, allowing them access to various facilities and events both on the campus and throughout the city. In addition, a portion of this fee is used toward supporting the Pronghorn Athletic program. Off-campus and Summer Session students may opt into the service. For more details, please contact Sport and Recreation Services (PE209; tel. 403-329-2706).

Student Administrative Fee - fee associated with providing student services either in person, via the web or by means of voice response technology.

Graduate Students' Association Fees - there are three categories of fees collected for the Graduate Students' Association:

- *Operation Fee* - supports the ongoing day-to-day business costs such as administration, memberships, student services, and promotion of a graduate community through a variety of social functions.
- *UofL Daycare Contribution* - contribution to the University of Lethbridge Daycare.
- *UPASS* - cost to cover city wide bus pass.

Students' Union Fees - there are four main categories of fees collected for the Students' Union:

- *Building Fund* - Covers costs incurred through maintenance, renovations and utilities charges.
- *Operations Fund* - supports the ongoing day-to-day business costs such as administration, memberships and student services offered by the Students' Union.
- *Capital Replacement Fund (CRF)* - used for the purchase of major assets and to replace depreciated items.
- *Health and Dental Plans* - the Health Plan is an extended plan (over and above provincial health care), specifically designed for the student's benefit; the Dental Plan is a basic set of dental insurance benefits. All full-time students who pay Students' Union fees or Graduate Students' Association fees are on the plans unless proof of alternate coverage is provided to the

Students' Union Office before the opt-out deadline dates for new registrants in each semester. For more details, contact the Health and Dental Plan Administrator at the Students' Union Office in the Students' Union Building (SU180; tel. 403-329-2039; www.ulsu.ca).

1st Choice Savings Centre for Sport and Wellness Contribution - contribution to the 1st Choice Savings Centre for Sport and Wellness.

CKXU Fee - used to support the operations of the student radio station.

Meliorist Fee - used to support the operations of the student newspaper.

Lethbridge Public Interest Research Group (LPIRG) Fee - used to support the operations of the Lethbridge Public Interest Research Group.

Campus Women's Centre Fee - used to support the operations of the Campus Women's Centre.

c. Program-Related Fees

The assessment of the following fees, in addition to basic tuition, is related to the student's program:

Practicum Fee - fee paid by students enrolled in Education 2500 to defray some of the costs associated with providing placements.

Student Practicum Travel Fee - fee paid by students enrolled in Professional Semester I or II to defray some of the costs associated with providing placements.

M.A., M.Sc. or M.Sc. (Management) Continuation Fee - fee paid by M.A., M.Sc., or M.Sc. (Management) students who have completed the first three semesters of study in the program. This fee maintains their admission status in the program. See **Section f. Fees, p. 16 in M.A. or M.Sc.** and **Section f. Fees, p. 73 in M.Sc. (Management)**.

M.Ed. Continuation Fee - (for students enrolled prior to March 31, 2009) fee paid by M.Ed. students who have completed either nine terms (part-time students) or six terms (full-time students). The Continuation fee is one-half of the part-time term fee and maintains students' admission status in the M.Ed. program. See **Section 7. Fees (p. 36) in M.Ed. (General)** and **Section 6. Fees (p. 41) in M.Ed. (Counselling Psychology)**.

M.Ed. Fees for Additional Courses - (for students enrolled prior to March 31, 2009) regular graduate course fee assessed for each course completed over and above the 12 courses required for the M.Ed. program. See **Section 7. Fees (p. 36) in M.Ed. (General)** and **Section 6. Fees (p. 41) in M.Ed. (Counselling Psychology)**.

Ph.D. Continuation Fee - fee paid by Ph.D. students who have completed the first two years of study in the program. This fee maintains their admission status in the program. See **Section i. Fees (p. 105) in Ph.D.**

M.Ed. Off-Campus Instructional Delivery Fee - a fee to recover the additional cost incurred in providing a course or section of a course off-campus.

Music Studio Differential Fee - fee for individualized vocal or instrumental instruction to develop the student's performance capabilities.

International Exchange Fee - fee paid per exchange by University of Lethbridge students participating in exchange programs away from the University of Lethbridge to recover the additional cost incurred in

providing the exchange programs. The fee consists of a partial non-refundable application fee.

Canadian Nursing Association Annual Fee - fee paid by student enrolled Nursing program.

d. **Mandatory Processing Fees**

Generally, these fees are paid by all University of Lethbridge students:

Application for Admission Fee - each application for admission must be accompanied by a **non-refundable** application fee. The application fee for initial admission to a level of studies (i.e., master's or Ph.D.) is as follows:

- \$60 for master's programs
- \$60 for Ph.D. programs

Subsequent applications for readmission to a level of studies are assessed an application fee of \$15.

Note: *Effective Fall 2011, applicants for readmission to a level of studies may be charged the full application fee.*

Audit Fee (non-refundable) - fee for auditing a course. This is one-half the tuition fee.

Late Fee - fees charged when deadlines are not met, usually \$25.

Registration Fee - fee for registration privileges paid by Open Studies Students only.

e. **Other Fees**

There may be additional charges for field trip costs and for major specialty items in a particular course such as lab costs, lab manuals, art supplies, workbooks and substantial photocopied materials which are retained by the student. Instructors will normally be able to estimate these costs for a particular course at the start of the semester and students are entitled to a receipt upon payment for such costs.

Students requested to pay additional fees to departments for materials and services not described in the above guidelines nor in individual course descriptions should contact the Dean's Office of their Faculty/School concerning the authority for such assessments.

Non-Credit Fees:

- Music Conservatory Fee - See **Part 9 - Faculty of Fine Arts**.
- Music Ensemble Activity Fee - See **Part 9 - Faculty of Fine Arts**.
- Writing for University Course (WFU) - \$325
- International Exchange Fee - \$140.00 per exchange.

Service/Product Fees:

- Calendar Fee - \$5 per Calendar.
Note: *A Calendar is provided free when students are first admitted.*
- ID Card Fee - No charge for new students; \$5 for community users; \$10 for replacement cards.
- Account History - \$5 per request. No charge for receipts.
- Parking Fee - See **Part 16 - General Services, Section 28. Security and Parking (Including Lost and Found) (p. 538)**.

- Residence Fee - See **Part 16 - General Services, Section 15. Housing Services (p. 533)**.
- Dining Plan Fee - See **Part 16 - General Services, Section 15. Housing Services (p. 533)**.
- Alberta Universities' Writing Competence Test (AUWCT) - \$70.
- Health Centre Health Insurance fee - \$30.

f. **How Fees Are Assessed**

International students who receive their landed immigrant status or Canadian citizenship while registered in courses at the University must present their official Landed Immigrant papers or Canadian citizenship card at the Registrar's Office no later than January 31 for the Spring Semester and September 30 for the Fall Semester to be eligible for Canadian fee assessment rates. The deadline for Summer Session to be eligible is the last day of classes in the Summer Session.

See table on **page 141**.

g. **Schedules**

Refer to the schedules on **p. 142**.

8. **CANCELLATIONS, WITHDRAWALS AND REFUNDS**

a. **Cancellations**

Cancellation of registration may be done up to and including the last day of Add/Drop for the Fall and Spring semesters and each Summer Session.

All students must cancel their registration by logging on to the Bridge:

www.uleth.ca/bridge

b. **Withdrawals**

Individual Course Withdrawal

Students who withdraw from a course or courses are assessed a percentage of the total fee applicable for that course or those courses, effective the date of notification of withdrawal. Total fee assessment at any given time will be the sum of the course fees for each course withdrawal in accordance with the schedule below, plus the applicable general fees. Notification of withdrawal is considered effective on the date that the Withdrawal Form is received by the Registrar's Office and Student Services (ROSS).

Complete Withdrawal

A student wishing to withdraw from the semester must notify the Registrar's Office and Student Services (ROSS) by submitting a Complete Withdrawal Form which can be obtained from the Registrar's Office and Student Services (ROSS). The date this form is received by the Registrar will be the official withdrawal date for purposes of fee assessment. Failure to comply with this requirement results in the assignment of failing grades and full assessment of fees. Students who mail their Withdrawal Form are encouraged to use Registered Mail.

Percentage Assessed

The fee assessment schedule is as follows:

	University of Lethbridge		Students' Union/Graduate Students' Association			
	Tuition	Student Administrative Fee/ Materials/ Services	SRS	All Fees	Health/ Dental Plan	Meliorist
Fall Semester						
Cancellation up to the last day of Add/Drop:						
	0%	0%	0%	0%	0%	0%
	\$75 (\$100 for graduate students) non-refundable Confirmation of Admission deposit forfeited					
After Add/Drop to October 1:						
	20%	100%	100%	100%	100%	100%
Withdrawal after October 1 to last day to withdraw for semester:						
	50%	100%	100%	100%	100%	100%
* After individual and complete withdrawal deadline:						
	100%	100%	100%	100%	100%	100%
Spring Semester						
Cancellation up to the last day of Add/Drop:						
	0%	0%	0%	0%	0%	0%
	\$75 (\$100 for graduate students) non-refundable Confirmation of Admission deposit forfeited					
After Add/Drop to February 1:						
	20%	100%	100%	100%	100%	100%
Withdrawal after February 1 to last day to withdraw for semester:						
	50%	100%	100%	100%	100%	100%
* After individual and complete withdrawal deadline:						
	100%	100%	100%	100%	100%	100%
** Summer Session						
Cancellation up to the last day of Add/Drop:						
	0%	0%	N/A	0%	N/A	N/A
After Add/Drop up to and including the fifth working day of the Session:						
	50%	100%	N/A	100%	N/A	N/A
After the fifth day of the Session:						
	100%	100%	N/A	100%	N/A	N/A
* 'Withdrawals with Cause' are the only types of withdrawals permitted after this deadline (see WC - Withdrawal with Cause in Academic Regulations on p. 115).						
** Full-term Summer Session courses are assessed fees on the same deadlines as Summer Session I courses.						

c. Refunds

Students are entitled to a refund of any payments in excess of their current assessment. Students wanting a refund of excess payments must contact the Cash Office to initiate the refund process. Students should allow up to two weeks for their refund to be processed if requesting their refund in the form of a cheque. Interac Direct payment refunds are available to students on campus or those individuals who do not want to wait for a cheque to be processed. Students must provide valid picture identification in order to obtain Interac Direct payment refunds. Refunds for a course drop or complete withdrawal cannot be processed until after the drop or withdrawal has been processed by the Registrar's Office and Student Services (ROSS). Any refunds to international addresses will be processed by bank wire.

9. OUTSTANDING ACCOUNTS

Degree, diploma, and certificate parchments and registration privileges are withheld from students who have outstanding fees or other accounts with the University. Official transcripts will not be released until outstanding accounts have been paid in full. Students with outstanding accounts who present student loan forms at the Cash Office will have their outstanding fees automatically deducted from the loan (see Section 6.c., p. 138 for details).

10. RECEIPTS

Receipts for payment of fees received by mail are not issued, unless requested. Tuition and Education Amounts Certificate (T2202A) will be made available before the end of the following February. The tax receipts can be viewed and printed by logging on to the Bridge:

www.uleth.ca/bridge

There is a \$5 fee for printing a tax receipt. Students with past due fees will not be issued a tax receipt until the fees for the taxation year in question are paid in full.

11. FEE DEADLINES

See page 141.

How Fees Are Assessed

On or Off Campus	University of Lethbridge			Graduate Students' Association		Students' Union				Other		
	Tuition	Student Administrative Fee	SRS	Operation/UPass/Daycare	CRF, Building and Operations	Centre for Sport and Wellness Contribution	Health/ Dental Plan	CKXU	LPIRG	Campus Women's Centre	Centre for Sport and Wellness Contribution	Meliorist
Full-Time On	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Full-Time Off	Yes	Yes	No	No	Yes	No	Yes	No	No	Yes	No	Yes
Part-Time On	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes
Part-Time Off	Yes	Yes	No	No	Yes	No	No	No	No	Yes	No	Yes
Exchange Away	Yes	Yes	No	No	Yes	No	No	No	No	No	No	No
Exchange Here On	No	No	Yes	No	No	No	No	No	No	No	No	No
M.A./M.Sc. On	Yes	Yes	Yes	Yes	No	No	Yes	Yes	No	No	No	Yes
M.Ed. Placeholder On	Yes	Yes	Yes	Yes	No	No	No	No	No	No	No	No
M.Ed. Full-Time On	Yes	Yes	Yes	Yes	No	No	Yes	Yes	No	No	No	Yes
M.Ed. Part-Time On	Yes	Yes	Yes	Yes	No	No	No	Yes	No	No	No	Yes
M.Ed. Full-Time Off	Yes	Yes	No	Yes	No	No	Yes	No	No	No	No	Yes
M.Ed. Part-Time Off	Yes	Yes	No	Yes	No	No	No	No	No	No	No	Yes
Ph.D. On	Yes	Yes	Yes	Yes	No	No	Yes	Yes	No	No	No	Yes
Students aged 65 and over*	No	No	No	Yes	No	No	No	No	No	No	No	No

* Students aged 65 and over (Senior Citizens) do not pay fees except for the Application for Admission fee or Registration fee, if attending as an Open Studies Student. Students aged 65 and over should contact the Registrar's Office and Student Services (ROSS).

**UNIVERSITY OF LETHBRIDGE 2010/11 ACADEMIC YEAR FEE SCHEDULE
GRADUATE PROGRAMS**

EFFECTIVE APRIL 1, 2010

The Board of Governors reserves the right to change fees and deposits as deemed necessary without prior notice.

	U of L Fees				Graduate Association Fee ¹	Student Health/Dental Plan ²	Meliorist & CKXU Radio	Total
	Tuition	Student Administrative Fee	Sport and Recreation Services Fee	Health Centre Fee				

GRADUATE (Canadian Open Studies Students)

One Course (3.0 Credit Hours)	568.00	10.50	57.40	N/A	91.00	N/A	5.50	732.40
Two Courses (6.0 Credit Hours)	1,136.00	21.00	57.40	N/A	91.00	N/A	5.50	1,310.90

GRADUATE (International Open Studies Students)

One Course (3.0 Credit Hours)	1,267.00	10.50	57.40	30.00	91.00	N/A	5.50	1,461.40
Two Courses (6.0 Credit Hours)	2,534.00	21.00	57.40	30.00	91.00	N/A	5.50	2,738.90

M.A./M.Sc./M.M./M.F.A. and Ph.D. PROGRAM³ (A Continuation fee is assessed for each subsequent semester after one year in the M.A./M.Sc./M.M./M.F.A. Program and after two years in the Ph.D. program.)

Canadian Students - Summer	1,893.33	35.00	76.55	N/A	29.00	N/A	3.00	2,036.88
- Fall	1,893.33	35.00	76.55	N/A	98.00	245.00	8.00	2,355.88
- Spring	1,893.34	35.00	76.55	N/A	106.50	N/A	8.00	2,119.39

International Students - Summer	4,223.33	35.00	76.55	30.00	29.00	N/A	3.00	4,396.88
- Fall	4,223.33	35.00	76.55	30.00	98.00	245.00	8.00	4,715.88
- Spring	4,223.34	35.00	76.55	30.00	106.50	N/A	8.00	4,479.39

M.Sc. (MANAGEMENT) PROGRAM (A Continuation Fee is assessed for each subsequent semester after the first three semesters of study.)

Canadian Students - Summer	3,200.00	35.00	76.55	N/A	29.00	N/A	6.32	3,346.87
- Fall	3,200.00	35.00	76.55	N/A	98.00	245.00	6.34	3,660.89
- Spring	3,200.00	35.00	76.55	N/A	106.50	N/A	6.34	3,424.39

International Students - Summer	6,400.00	35.00	76.55	30.00	29.00	N/A	6.32	6,576.87
- Fall	6,400.00	35.00	76.55	30.00	98.00	245.00	6.34	6,890.89
- Spring	6,400.00	35.00	76.55	30.00	106.50	N/A	6.34	6,654.39

M.A./M.Sc./M.M./M.F.A., M.Sc. (MANAGEMENT) and Ph.D. CONTINUATION FEES (per term)

Canadian Students - Summer	568.00	10.50	N/A	N/A	29.00	N/A	3.00	610.50
- Fall	568.00	10.50	76.55	N/A	98.00	245.00	8.00	1,006.05
- Spring	568.00	10.50	76.55	N/A	106.50	0.00	8.00	769.55

International Students - Summer	1,267.00	10.50	N/A	30.00	29.00	N/A	3.00	1,339.50
- Fall	1,267.00	10.50	76.55	30.00	98.00	245.00	8.00	1,735.05
- Spring	1,267.00	10.50	76.55	30.00	106.50	0.00	8.00	1,498.55

M.Sc./M.F.A. Part Time Participation Fee Schedule

Canadian Students - Summer	1,230.67	22.75	76.55	N/A	29.00	N/A	3.00	1,361.97
- Fall	1,230.67	22.75	76.55	N/A	98.00	245.00	8.00	1,680.97
- Spring	1,230.67	22.75	76.55	N/A	106.50	N/A	8.00	1,444.47
- Summer Year 2	1,230.67	22.75	76.55	N/A	29.00	N/A	3.00	1,361.97
- Fall Year 2	1,230.67	22.75	76.55	N/A	98.00	245.00	8.00	1,680.97
- Spring Year 2	1,230.65	22.75	-	N/A	106.50	N/A	8.00	1,367.90

International Students - Summer	2,745.17	22.75	76.55	30.00	29.00	N/A	3.00	2,906.47
- Fall	2,745.17	22.75	76.55	30.00	98.00	245.00	8.00	3,225.47
- Spring	2,745.17	22.75	76.55	30.00	106.50	N/A	8.00	2,988.97
- Summer Year 2	2,745.17	22.75	76.55	30.00	29.00	N/A	3.00	2,906.47
- Fall Year 2	2,745.17	22.75	76.55	30.00	98.00	245.00	8.00	3,225.47
- Spring Year 2	2,745.15	22.75	-	30.00	106.50	N/A	8.00	2,912.40

Notes:

		<u>Full-time</u>	<u>Part-time</u>
¹ Graduate Students' Association Fee components are:	Operations	25.00	18.00
	UPASS	69.00	69.00
	Daycare Contribution	4.00	4.00
	Total Fee	\$ 98.00	\$ 91.00

² The Students' Union Health and Dental Plan costs are dependent on quotes from the external insurance carrier and are subject to change. The Students' Union Health Plan is \$135 for 12 months of coverage. The Dental Plan cost is \$110 for 12 months of coverage. Those students admitted in the Spring semester are assessed \$90 for the Health Plan and \$73 for the Dental Plan, both for eight months coverage. Contact the Students' Union office for information on opt-out procedures or refer to section 34 in Part 17 - General Services in the 2010-11 Calendar for more information.

A **non-refundable Confirmation of Admission** deposit of \$100.00 must be paid to the Cash Office for newly admitted and readmitted graduate students. No arrangements whatsoever will be made for this deposit nor will student loan forms be accepted in lieu of the required deposit.

Past due accounts are charged simple interest set at the Bank prime lending rate plus 5% per annum. Interest is calculated and added to the balance owing at the end of the first working day each month.

Proposed increases in the Graduate instructional fees:

	Current Rate	Proposed 2011/12	Proposed 2012/13
Tuition Fee	\$568	\$576	\$588

Students aged 65 and over (Senior Citizens) do not pay fees. Students aged 65 and over should contact the Registrar's Office and Student Services (ROSS).

Source: Financial Services, December 17, 2009

FEES

**UNIVERSITY OF LETHBRIDGE 2010/2011 ACADEMIC YEAR FEE SCHEDULE
MASTER OF EDUCATION AND MASTER OF COUNSELLING GRADUATE PROGRAMS**

EFFECTIVE APRIL 1, 2010

The Board of Governors reserves the right to change fees and deposits as deemed necessary without prior notice.

Program Fees		
MASTER OF EDUCATION		
FOR ALL STUDENTS IN PROGRAM PRIOR TO MARCH 31, 2009		
Canadian Students	Tuition	
Part-time Term Fees ¹	1,092.00	
Full-time Term Fees ²	1,638.00	
Continuation Fees ³	546.00	
FOR ALL STUDENTS COMMENCING PROGRAM AFTER APRIL 1, 2009		
	Tuition ⁴	Program Fee ⁵
Canadian Students	568.00	335.00
MASTER OF COUNSELLING		
	Tuition ⁴	Program Fee ⁵
Canadian Students	1,150.00	525.00

Graduate Certificate Fees		
MASTER OF COUNSELLING		
Post-Graduate Certificate in Counselling	Tuition ⁴	Program Fee ⁶
Canadian Students	1,150.00	525.00
Post-Masters Certificate in Counselling		
Canadian Students	1,150.00	525.00

Open Studies Fees		
	Tuition ⁴	Program Fee
Master of Education Course	568.00	N/A
Master of Counselling Course	1,150.00	N/A

Approximate Annual Tuition & Program Fees for Masters Programs based on standard program plan. (not including other fees)	
Master of Education	3,277.00
Master of Counselling	6,175.00
Approximate Total Tuition & Program Fees for Masters Programs based on standard program plan. (not including other fees, or annual projected increases)	
Master of Education	9,831.00
Master of Counselling	18,525.00
Post-Graduate Certificate in Counselling	9,525.00
Post-Masters Certificate in Counselling	6,175.00

Audit Fees per M.Ed. course:	Canadian Students	284.00
	International Students	633.50

Other U of L Fees ⁷		
Student Administrative Fee	10.50	per course/placeholder
Sport and Recreation Service Fee⁸		
Part-time students	57.40	per semester
Full-time students	76.55	per semester
Health Centre Fee		
Canadian Students	N/A	
International Students	30.00	per semester
Other Fees		
Graduate Student Association Fees^{9,10}		
Part-time students	91.00	per semester
Full-time students	98.00	per semester
Student Health/Dental Plan¹¹		
Part-time students	N/A	
Full-time students	245.00	per year
Meliorist & CKXU Radio		
Part-time students	5.50	per semester
Full-time students	8.00	per semester

Notes:

⁷ The amounts charged for 'Other U of L Fees' for Summer Session may differ from the amounts noted above which are charged for the Spring / Fall Semesters.

⁸ Applies to students taking courses on campus

⁹ Graduate Students' Association Fee components are:

	Full-time	Part-time
Operations	25.00	18.00
Daycare contribution	4.00	4.00
UPASS (Fall 2010)	69.00	69.00
Total Fee	\$ 98.00	\$ 91.00

¹⁰ UPASS fees will increase to \$77.50 for Spring 2011

¹¹ The Students' Union Health and Dental Plan costs are dependent on quotes from the external insurance carrier and are subject to change. The Students' Union Health Plan is \$135 for 12 months of coverage. The Dental Plan cost is \$110 for 12 months of coverage. Those students admitted in the Spring semester are assessed \$90 for the Health Plan and \$73 for the Dental Plan, both for eight months coverage. Contact the Students' Union office for information on opt-out procedures or refer to section 32 in Part 17 - General Services in the 2010 - 2011 Calendar for more information.

Part-time is defined as taking <3 courses/semester
Full-time is defined as taking 3 or more courses/semester

Notes:

¹ Part-time Term Fees are assessed for 9 terms over three years. A 'term fee' means all or part of one of the following periods: September-December, January-April, or May-August.

² Full-time Term Fees are assessed for 6 terms over two years. A 'term fee' means all or part of one of the following periods: September-December, January-April, or May-August.

³ Assessed each semester students remain in the program after their 9th semester (part-time) or 6th semester (full-time).
For M.Ed. Leadership Specialization assessed each semester students remain in the program after their 9th semester (part-time) or 7th semester (full-time).

⁴ Students pay a per course tuition for each course enrolled in.

⁵ Students pay a Program Fee for each semester they are in the program (minimum 9). The program fee is in addition to the per course tuition fee. Program fees are charged regardless of whether a student is enrolled in a course or not. Students will continue to pay program fees for each semester until they either complete or withdraw from the program.

⁶ Graduate Certificate students pay a Program Fee for each semester they are in the program (minimum 5 for the Post-Graduate and 3 for the Post-Masters). The program fee is in addition to the per course tuition fee. Program Fees are charged regardless of whether a student is enrolled in a course or not. Students will continue to pay program fees for each semester until they either complete or withdraw from the program.

M.Ed. students who are taking University of Lethbridge courses off campus are alerted to the fact that they will be charged an Off-Campus Instructional Delivery Fee for each off-campus course.
Education 5707 has an additional Assessment Materials Fee of \$50.00 charged.

International students in the M.Ed and Master of Counselling Programs are assessed tuition fees at a rate of an additional 125% that of Canadian students.
Refer to Part 14 - School of Graduate Studies in the 2010-2011 Calendar for more information.

A **non-refundable Confirmation of Admission** deposit of \$100.00 for MEd students and \$100.00 for Master of Counselling must be paid to the Cash Office for newly admitted and readmitted graduate students. No arrangements whatsoever will be made for this deposit nor will student loan forms be accepted in lieu of the required deposit.

Past due accounts are charged simple interest set at the Bank prime lending rate plus 5% per annum. Interest is calculated and added to the balance owing at the end of the first working day each month.

<i>Proposed Program & Tuition Fee increases for the M. Ed. program:</i>		<i>Proposed Program & Tuition Fee increases for the M.C. program:</i>																								
	<table border="1"> <thead> <tr> <th></th> <th>Current Rate</th> <th>Proposed 2011/12</th> <th>Proposed 2012/13</th> </tr> </thead> <tbody> <tr> <td>Program Fee</td> <td>\$335</td> <td>\$340</td> <td>\$346</td> </tr> <tr> <td>Tuition Fee</td> <td>\$568</td> <td>\$576</td> <td>\$588</td> </tr> </tbody> </table>		Current Rate	Proposed 2011/12	Proposed 2012/13	Program Fee	\$335	\$340	\$346	Tuition Fee	\$568	\$576	\$588	<table border="1"> <thead> <tr> <th></th> <th>Current Rate</th> <th>Proposed 2011/12</th> <th>Proposed 2012/13</th> </tr> </thead> <tbody> <tr> <td></td> <td>\$525</td> <td>\$525</td> <td>\$525</td> </tr> <tr> <td></td> <td>\$1,150</td> <td>\$1,150</td> <td>\$1,150</td> </tr> </tbody> </table>		Current Rate	Proposed 2011/12	Proposed 2012/13		\$525	\$525	\$525		\$1,150	\$1,150	\$1,150
	Current Rate	Proposed 2011/12	Proposed 2012/13																							
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	Current Rate	Proposed 2011/12	Proposed 2012/13																							
	\$525	\$525	\$525																							
	\$1,150	\$1,150	\$1,150																							

Students aged 65 and over (Senior Citizens) do not pay fees. Students aged 65 and over should contact the Registrar's Office and Student Services (ROSS).

Source: Financial Services, December 17, 2009

UNIVERSITY OF LETHBRIDGE FEE SCHEDULE
GRADUATE PROGRAMS
SUMMER SESSION 2010
EFFECTIVE APRIL 1, 2010

The Board of Governors reserves the right to change fees and deposits as deemed necessary without prior notice.

			Total ¹	Total ¹	Total ¹
	Tuition	Student Administrative Fee	Enrolled in 1 Session	Enrolled in 2 Sessions	Enrolled in 3 Sessions
GRADUATE (Canadian Students)					
One-Half Course (1.5 Cr. Hrs.)	284.00	5.25	302.75	N/A	N/A
One Course (3.0 Credit Hrs.)	568.00	10.50	592.00	N/A	N/A
Two Courses (6.0 Credit Hrs.)	1,136.00	21.00	1,170.50	1,180.00	N/A
Three Courses (9.0 Credit Hrs.)	1,704.00	31.50	1,749.00	1,758.50	1,767.50
Four Courses (12.0 Credit Hrs.)	2,272.00	42.00	2,327.50	2,337.00	2,346.00
Five Courses (15.0 Credit Hrs.)	2,840.00	52.50	2,906.00	2,915.50	2,924.50
GRADUATE (International Students)					
One-Half Course (1.5 Cr. Hrs.)	633.50	5.25	682.25	N/A	N/A
One Course (3.0 Credit Hrs.)	1,267.00	10.50	1,321.00	N/A	N/A
Two Courses (6.0 Credit Hrs.)	2,534.00	21.00	2,598.50	2,608.00	N/A
Three Courses (9.0 Credit Hrs.)	3,801.00	31.50	3,876.00	3,885.50	3,894.50
Four Courses (12.0 Credit Hrs.)	5,068.00	42.00	5,153.50	5,163.00	5,172.00
Five Courses (15.0 Credit Hrs.)	6,335.00	52.50	6,431.00	6,440.50	6,449.50
AUDIT FEES PER COURSE					
Canadian Students	284.00				284.00
International Students	633.50				633.50

Notes:

¹ Graduate totals for Summer Session include Graduate Students' Association Operation fee of \$8.50 per session to a maximum of \$25.00, CKXU fee of \$1.00 per session, and Daycare contribution of \$4.00 maximum.

The Students' Union Health and Dental Plan is not assessed for the Summer Sessions.

Students aged 65 and over (Senior Citizens) do not pay fees.

Students aged 65 and over should contact the Registrar's Office and Student Services (ROSS).

Source: Financial Services, December 17, 2009. This schedule is in effect for Summer 2010 only.

II. FEE DEADLINES

**2010
May**

- 1 First day of the 2010/2011 academic year.
- 3 Interest charges calculated on any Spring 2010 or prior fees, and added to accounts at the close of the business day.
- 13 Fee deadline date for Summer Session I.
- 24 Statutory Holiday - Cash Office closed.

MAY 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**2010
June**

- 1 Interest charges calculated on any Summer Session I or prior fees, and added to accounts at the close of the business day.

JUNE 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**2010
July**

- 1 Statutory Holiday - Cash Office closed.
- 2 Interest charges calculated on any Summer Session I or prior fees, and added to accounts at the close of the business day.
- 8 Fee deadline date for Summer Session II and II/III.
- 30 Fee deadline date for Summer Session III.

JULY 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**2010
August**

- 2 Civic Holiday - Cash Office closed.
- 3 Interest charges calculated on any Summer Session II or prior fees, and added to accounts at the close of the business day.
- 15 Deadline to clear all outstanding accounts in order to be permitted to graduate at Fall Convocation (see **Part 5 - Graduation, Section 2. Outstanding Accounts, p. 89**).

AUGUST 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**2010
September**

- 1 Interest charges calculated on any Summer 2010 or prior fees, and added to accounts at the close of the business day.
- 6 Statutory Holiday - Cash Office open from 10:00 a.m. to 2:00 p.m.
- 24 Students' Union Health and Dental Plan opt-out deadline for students admitted in the Fall 2010 semester.

SEPTEMBER 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**2010
October**

- 1 Fee deadline date for Fall 2010 semester. Interest charges calculated on any Fall 2010 or prior fees, and added to accounts at the close of the business day. Automatic withdrawal of newly admitted or readmitted students who have paid only the Confirmation of Admission deposit. Automatic withdrawal of continuing students who have not made any payments towards the Fall 2010 tuition fees.
- 11 Statutory Holiday - Cash Office closed.

OCTOBER 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEES

When a deadline occurs on a weekend or a Statutory or Civic Holiday, the deadline will be the next working day.

**2010
November**

- I Interest charges calculated on any Fall 2010 or prior fees, and added to accounts at the close of the business day.
- 11 Statutory Holiday - Cash Office closed.

NOVEMBER 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**2010
December**

- I Interest charges calculated on any Fall 2010 or prior fees, and added to accounts at the close of the business day.
Deadline to clear all outstanding accounts in support of an Application for Graduation for students completing program requirements in the Fall semester who wish to have this recorded on their transcript.
- 25-31 Christmas Holidays - Cash Office closed.

DECEMBER 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**2011
January**

- 3 Statutory Holiday - Cash Office closed.
- 4 Interest charges calculated on any Fall 2010 or prior fees, and added to accounts at the close of the business day.
- 21 Students' Union Health and Dental Plan opt-out deadline for students admitted in the Spring 2011 semester.

JANUARY 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**2011
February**

- I Fee deadline date for Spring 2011 semester.
Interest charges calculated on any Spring 2011 or prior fees, and added to accounts at the close of the business day.
Automatic withdrawal of newly admitted or readmitted students who have paid only the Confirmation of Admission deposit.
Automatic withdrawal of continuing students who have not made any payments towards the Spring 2011 tuition fees.
- 21 Statutory Holiday - Cash Office closed.

FEBRUARY 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

**2011
March**

- I Interest charges calculated on any Spring 2011 or prior fees, and added to accounts at the close of the business day.

MARCH 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**2011
April**

- I Deadline to clear all outstanding accounts in order to be permitted to graduate at Spring Convocation (see **Part 5 - Graduation, Section 2. Outstanding Accounts, p. 89**).
Interest charges calculated on any Spring 2011 or prior fees, and added to accounts at the close of the business day.
- 22 Statutory Holiday - Cash Office closed.
- 25 Statutory Holiday - Cash Office closed.

APRIL 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

When a deadline occurs on a weekend or a Statutory or Civic Holiday, the deadline will be the next working day.

AWARDS AND SCHOLARSHIPS

TITLE AND DONOR	VALUE AND NUMBER	ELIGIBILITY	CRITERIA	APPLICATION
GRADUATE SCHOLARSHIPS				
<p>Nexen Fellowship in Water Research (Nexen Inc.)</p> <ul style="list-style-type: none"> Nexen Inc. has chosen to create this endowment to help address one of the world's most pressing issues—water resources. These prestigious fellowships will be used to help attract and retain top graduate students to conduct scientific research in water-related initiatives 	<p>Value: \$15,000 for Ph.D. \$5,000 for Master's Number: Variable</p>	<ul style="list-style-type: none"> Entering or continuing full-time students conducting water-related research in the following thesis-based graduate programs: M.A., M.Sc., Ph.D. Master's students declaring water-related research after admission are eligible to apply Master's student recipients are eligible to apply for a second year and awards will be based on funding availability and academic achievement Doctorate student recipients will have funding automatically renewed for a second year, upon confirmation that the appropriate academic standards and levels of achievement have been met 	<ul style="list-style-type: none"> Academic achievement (based on GPA and content of application documents) 	<ul style="list-style-type: none"> March 1, May 1, or October 1 (admission application deadlines) Application and two letters of academic reference, one of which must come from the student's program supervisor, and a statement of intended research and its social and scholarly value Application submitted to the School of Graduate Studies
<p>The School of Graduate Studies Fellowship (School of Graduate Studies)</p>	<p>Value: \$15,000 (three equal payments) Number: Variable</p>	<ul style="list-style-type: none"> Entering a full-time M.A., M.Sc., or Ph.D. thesis-based program 	<ul style="list-style-type: none"> Academic achievement (minimum admission average of 3.3 GPA for Master's and 3.5 GPA for Ph.D.) Research record Potential for contribution in respective field of study 	<ul style="list-style-type: none"> June 1 for students admitted in the calendar year (January, May, and September) Separate application required
<p>Queen Elizabeth II Graduate Scholarship (Province of Alberta Scholarship Programs)</p>	<p>Value: Up to \$15,000 for Ph.D. Up to \$10,800 for Master's Number: Variable</p>	<ul style="list-style-type: none"> Canadian citizens or Permanent Residents Entering a full-time Ph.D. or Master's program 	<ul style="list-style-type: none"> Superior academic achievement Good standing with Alberta Students Finance 	<ul style="list-style-type: none"> All students accepted into a Ph.D. or Master's program are considered automatically

TITLE AND DONOR	VALUE AND NUMBER	ELIGIBILITY	CRITERIA	APPLICATION
<p>Arthur J.E. Child Award in Economics, English, and History (Arthur J.E. Child Foundation)</p> <ul style="list-style-type: none"> Arthur James Edward Child (1910-1996), former chairman and chief executive officer of Burns Foods, was named an Officer of the Order of Canada in 1985. He co-founded the Canada West Foundation and had philanthropic commitments that spanned a great breadth of activities 	<p>Value: One at \$10,000 or two at \$5,000 for each of the three majors: Economics, English, and History. (Total value: \$30,000)</p>	<ul style="list-style-type: none"> Continuing undergraduate or graduate students with a major in Economics, English, or History 	<ul style="list-style-type: none"> Academic achievement Financial need Community involvement 	<ul style="list-style-type: none"> May 1 Departments of Economics, English, and History will nominate from eligible applicants
<p>Keith and Hope Ferguson Memorial Scholarship (The Estate of Keith and Hope Ferguson)</p>	<p>Value: Up to \$10,000/yr. Number: Variable</p>	<ul style="list-style-type: none"> Full-time students in any Master's program Must have lived within the City of Lethbridge or within a radius of approximately 120 km for a period of ten years or longer 	<ul style="list-style-type: none"> Academic achievement (minimum GPA of 3.0) 	<ul style="list-style-type: none"> May 1 (May and September admission) October 1 (January admission)
<p>M.A./M.Sc. Entrance Award (School of Graduate Studies)</p>	<p>Value: \$10,000 (two equal payments) Number: Eight</p>	<ul style="list-style-type: none"> Entering a full-time M.A. or M.Sc. thesis-based program 	<ul style="list-style-type: none"> Academic achievement 	<ul style="list-style-type: none"> All students accepted into the eligible programs are considered automatically
<p>School of Graduate Studies Entrance and Continuing M.A./M.Sc. Award (School of Graduate Studies)</p>	<p>Value: \$6,000 (\$3,000 per year for two years) Number: Variable</p>	<ul style="list-style-type: none"> Admission to the full-time M.A. or M.Sc. thesis-based graduate program 	<ul style="list-style-type: none"> Academic achievement (minimum GPA of 3.0) Renewal in the second year is contingent upon satisfactory progress and standing in the graduate program 	<ul style="list-style-type: none"> Not required
<p>International Ph.D. Research Award (School of Graduate Studies)</p>	<p>Value: \$6,000 (disbursed in six equal payments in six consecutive semesters) Number: Variable</p>	<ul style="list-style-type: none"> Entering international (Visa) students admitted to the School of Graduate Studies Ph.D. program 	<ul style="list-style-type: none"> Academic achievement 	<ul style="list-style-type: none"> Not required Nominated by School of Graduate Studies
<p>Margaret Elliot McNally (Thomson) Graduate Studies Scholarship (Dr. Ed McNally)</p> <ul style="list-style-type: none"> UofL honorary degree recipient Dr. Ed McNally established this award to encourage nursing students to pursue graduate studies 	<p>Value: Up to \$5,000 (two equal payments) Number: Variable</p>	<ul style="list-style-type: none"> Full-time students enrolled in the M.Sc. (Nursing) program Preference given to entering students 	<ul style="list-style-type: none"> Academic achievement 	<ul style="list-style-type: none"> Not required

TITLE AND DONOR	VALUE AND NUMBER	ELIGIBILITY	CRITERIA	APPLICATION
University of Lethbridge Graduate Scholarship (UofL)	<i>Value:</i> \$1,500 to \$5,000 (two equal payments) <i>Number:</i> Variable • Total amount to be awarded in one year is not to exceed \$5,000	<ul style="list-style-type: none"> • Entering a full-time M.Ed. program • Full-time status in the M.Ed. program in the Fall and Spring semesters during tenure 	<ul style="list-style-type: none"> • Superior academic achievement in the equivalent of the last two years of study as evidenced at the time of consideration for the award 	<ul style="list-style-type: none"> • Not required
Profiling Alberta's Graduate Students Award (Alberta Scholarships Program)	<i>Value:</i> Up to \$3,000 (funds awarded one-time, per calendar year) <i>Number:</i> Variable	<ul style="list-style-type: none"> • Full-time graduate students registered in a thesis-based Masters or Doctoral program • Canadian citizens or permanent residence living in Alberta • Preference given to second-year Masters and third- or fourth-year Ph.D. students 	<ul style="list-style-type: none"> • Presentation of student research at important or major national and/or international conferences • Must be registered full-time at the time of the conference • Must be in good standing academically in a graduate program 	<ul style="list-style-type: none"> • Required; submitted to School of Graduate Studies • Normally, one award during the tenure of a student's program
25th Anniversary M.A. or M.Sc. Scholarship (UofL)	<i>Value:</i> \$2,500	<ul style="list-style-type: none"> • Admission to the UofL M.A. or M.Sc. program 	<ul style="list-style-type: none"> • Superior academic achievement 	<ul style="list-style-type: none"> • Made at the time of initial <i>Application for Admission</i>
Alberta Society of Professional Biologists Scholarship (Alberta Society of Professional Biologists) • <i>The Society's purpose is to protect the interests of the public and to enhance the professional status of biologists in the province of Alberta</i>	<i>Value:</i> \$2,500	<ul style="list-style-type: none"> • Continuing graduate (Master's or Ph.D.) students in Biological Sciences 	<ul style="list-style-type: none"> • Academic achievement • Excellence in biological research 	<ul style="list-style-type: none"> • Not required • ASPB will provide finances for travel, lodging, and meals for recipients to present research to ASPB members
International M.A./M.Sc. Research Award (School of Graduate Studies)	<i>Value:</i> \$2,000 (disbursed in two equal payments in consecutive semesters) <i>Number:</i> Variable	<ul style="list-style-type: none"> • Entering international (Visa) students admitted to the School of Graduate Studies M.A./M.Sc. program 	<ul style="list-style-type: none"> • Academic achievement 	<ul style="list-style-type: none"> • Not required • Nominated by School of Graduate Studies
Master of Arts Admission Scholarship (School of Graduate Studies/ Coca-Cola Company)	<i>Value:</i> \$2,000 (two equal payments in successive Fall semesters) <i>Number:</i> Up to three	<ul style="list-style-type: none"> • Entering a full-time, M.A. thesis-based program 	<ul style="list-style-type: none"> • Academic achievement • Minimum admission average of 3.5 GPA 	<ul style="list-style-type: none"> • All students accepted into a full-time, M.A. thesis-based program are considered automatically
Master of Science Admission Scholarship (School of Graduate Studies/ Coca-Cola Company)	<i>Value:</i> \$2,000 (two equal payments in successive Fall semesters) <i>Number:</i> Up to two	<ul style="list-style-type: none"> • Entering a full-time, M.Sc. thesis-based program 	<ul style="list-style-type: none"> • Academic achievement • Minimum admission average of 3.5 GPA 	<ul style="list-style-type: none"> • All students accepted into a full-time, M.Sc. thesis-based program are considered automatically

TITLE AND DONOR	VALUE AND NUMBER	ELIGIBILITY	CRITERIA	APPLICATION
Martin Oordt Scholarship <i>(The Meliorist Publishing Society)</i> <ul style="list-style-type: none"> <i>Martin Oordt is a UofL Professor Emeritus and is largely responsible for the birth of The Meliorist</i> 	Value: \$2,000	<ul style="list-style-type: none"> Students enrolled in Arts and Science or Education programs with a declared major in English Graduate students may also be considered 	<ul style="list-style-type: none"> Academic achievement (minimum GPA of 3.0) A proven interest in creative writing 	<ul style="list-style-type: none"> May 1
Ph.D. Admission Scholarship (School of Graduate Studies/ Coca-Cola Company)	Value: \$2,000 (two equal payments in successive Fall semesters) Number: One	<ul style="list-style-type: none"> Entering a full-time, Ph.D. thesis-based program 	<ul style="list-style-type: none"> Academic achievement Minimum admission average of 3.75 GPA 	<ul style="list-style-type: none"> All students accepted into a full-time, Ph.D. thesis-based program are considered automatically
LaValley Graduate Studies Award (Cindy LaValley) <ul style="list-style-type: none"> <i>Established by UofL alumnus Cindy LaValley as a tribute to her parents, Mona and Stanley LaValley, who viewed access to education as an important pathway to success</i> 	Value: \$1,500	<ul style="list-style-type: none"> Students entering or continuing any full- or part-time graduate studies program Must reside in, or have just moved from, a rural or small town community in southern Alberta prior to starting at the UofL 	<ul style="list-style-type: none"> Academic achievement Financial need 	<ul style="list-style-type: none"> May 1
John Farwell Memorial Award (Family of John Farwell) <ul style="list-style-type: none"> <i>In memory of John Farwell, a UofL faculty member in Theatre and Dramatic Arts, from 2003 to 2008. Established by his family in support of drama students</i> 	Value: \$1,000 Number: Variable	<ul style="list-style-type: none"> Entering M.F.A. Theatre and Dramatic Arts with an interest in design 	<ul style="list-style-type: none"> Academic achievement 	<ul style="list-style-type: none"> Not required Nominated by Department of Theatre and Dramatic Arts
First Nations Graduate Programs in Education Entrance Scholarship (Faculty of Education)	Value: \$1,000 (GPA); \$1,500 (GPA and financial need) Number: Two	<ul style="list-style-type: none"> Entering part-time or full-time students in any Faculty of Education Master's program First Nations, Métis, or Inuit ancestry 	<ul style="list-style-type: none"> One award: academic achievement One award: academic achievement and financial need 	<ul style="list-style-type: none"> May 1
Graduate Programs in Education Entrance Scholarship (Faculty of Education)	Value: \$1,000 Number: Varies One each for: M.Ed. General; M.Ed. Educational Leadership; M.Ed. Counselling Psychology; Master of Counselling	<ul style="list-style-type: none"> Entering part-time or full-time students in any Faculty of Education Master's program 	<ul style="list-style-type: none"> Academic achievement 	<ul style="list-style-type: none"> Not required
Derrick and Lytta Pereira Management Prize (Anil Pereira '87 & Sheryl (Turnbull) Pereira '87)	Value: \$1,000	<ul style="list-style-type: none"> Admission to the M.Sc. Management program 	<ul style="list-style-type: none"> Excellence as demonstrated on the <i>Application for Admission</i> 	<ul style="list-style-type: none"> Not required

TITLE AND DONOR	VALUE AND NUMBER	ELIGIBILITY	CRITERIA	APPLICATION
Jacoba VandenBrink Award (Martin and Sonya Grympa) <ul style="list-style-type: none"> Jacoba VandenBrink immigrated to rural Alberta from Holland. Her vision was to provide a better life for her 13 children. She exemplified the notion of leadership by service to others 	Value: \$1,000 Number: Two, one entrance and one continuing award	<ul style="list-style-type: none"> Must be entering or continuing in a M.A. (Nursing) or M.Sc. (Nursing) program 	<ul style="list-style-type: none"> Academic achievement Demonstrated volunteer service or other community involvement Financial need 	<ul style="list-style-type: none"> May 1
Women Scholars Award (UofL Women Scholars) <ul style="list-style-type: none"> This award was established through gifts from members of the UofL Women Scholars and underlines the importance of exploring gender issues 	Value: \$1,000	<ul style="list-style-type: none"> Entering, returning after an absence, or continuing graduate students who are studying part-time or full-time Students conducting research on gender issues or female students studying in a non-traditional discipline Preference to single parents 	<ul style="list-style-type: none"> Academic achievement; minimum GPA of 3.5 for entering students or satisfactory progress and standing in the graduate program for continuing students Preference to demonstrated financial need 	<ul style="list-style-type: none"> May 1 Submit a brief statement of exploration of gender issues and summary describing eligibility for the award
Research Dissemination Award (School of Graduate Studies) <ul style="list-style-type: none"> Established to showcase University of Lethbridge national and/or international achievements 	Value: Up to \$1,000 Number: Varies	<ul style="list-style-type: none"> Full-time M.A. or M.Sc. students in the second-year of study or full-time Ph.D. students in the third- or fourth-year of study Priority is given to international students 	<ul style="list-style-type: none"> Students must be first author or presenter at a nationally or internationally recognized conference 	<ul style="list-style-type: none"> May 15, October 15 and February 15 Submitted to the School of Graduate Studies Award is a reimbursement only after the conference presentation
Archaeological Society of Alberta (Lethbridge) Scholarship (Archaeological Society of Alberta, Lethbridge Centre)	Value: \$500	<ul style="list-style-type: none"> Preference to graduate students with a major in archaeology Third- or fourth-year undergraduate students with a major in archaeology 	<ul style="list-style-type: none"> Academic achievement 	<ul style="list-style-type: none"> May 1
Graduate Students' Association Travel Award (Graduate Students' Association)	Value: Up to \$500 (Award not to exceed travel costs, accommodation, and registration fees minus other travel grants received)	<ul style="list-style-type: none"> Full-time graduate students 	<ul style="list-style-type: none"> Presenting at an internationally recognized conference Must be admitted to graduate program at the UofL prior to the conference Financial need 	<ul style="list-style-type: none"> November 1, March 1, and July 1 Must apply for the award prior to departure for conference May receive award once per degree
Master of Science (Management) Bursary - Peter & Helen Kelley (Peter and Helen Kelley)	Value: \$500	<ul style="list-style-type: none"> Entering or continuing students enrolled in a M.Sc. (Management) program 	<ul style="list-style-type: none"> Financial need 	<ul style="list-style-type: none"> May 1

TITLE AND DONOR	VALUE AND NUMBER	ELIGIBILITY	CRITERIA	APPLICATION
Political Science Graduate Studies Award (Alan Siaroff)	Value: \$500	<ul style="list-style-type: none"> • Graduating students or B.A. degree holders (from the UofL) with a major in Political Science intending to pursue graduate studies in Political Science, Public Administration, Public Policy, or related field at any graduate school • Preference to recent grads (within three years of B.A. completion) 	<ul style="list-style-type: none"> • Academic achievement (minimum GPA of 3.3) 	<ul style="list-style-type: none"> • Not required • Nominated by the Department of Political Science
Dr. James D. Tagg History and Citizenship Award (Czechoslovak Canadian Cultural Society of Southern Alberta, and friends) <ul style="list-style-type: none"> • <i>Dr. James D. Tagg taught American History at the UofL from 1969 to 2003. As a highly respected teacher and scholar, Dr. Tagg believes that educated persons have a duty to engage in the support and improvement of the communities in which they find themselves</i> 	Value: \$500	<ul style="list-style-type: none"> • Continuing undergraduate or graduate students majoring in History 	<ul style="list-style-type: none"> • Academic achievement • Community involvement 	<ul style="list-style-type: none"> • May 1 • Nominated by the Department of History
Chinook Chemistry and Biochemistry Prizes (Faculty/Staff in the Department of Chemistry and Biochemistry) <ul style="list-style-type: none"> • <i>Leading-edge research involving students is a hallmark of the UofL. This prize is to recognize the significant contributions our students make in research</i> 	Value: \$300 for first prize \$100 for second prize Number: Four first prizes Four second prizes	<ul style="list-style-type: none"> • Undergraduate and graduate students, performing original research during the 12 months preceding the deadline for abstracts, supervised or co-supervised by a member of the Department of Chemistry and Biochemistry 	<ul style="list-style-type: none"> • Completion and participation in the Chinook Symposium poster competition 	<ul style="list-style-type: none"> • Not required • Nominated by the Department of Chemistry and Biochemistry
M.A., M.Sc., Ph.D. Bursary (School of Graduate Studies/ Coca-Cola Company)	Value: \$250 up to a maximum \$1,000 Number: Variable	<ul style="list-style-type: none"> • Full-time M.A. and M.Sc. students enrolled in a thesis-based, two-year program and full time Ph.D. students 	<ul style="list-style-type: none"> • Financial need • Satisfactory status in the program 	<ul style="list-style-type: none"> • Required, at time of need • Documentation to support demonstrated need must accompany application • Students can access this bursary twice and combined award total cannot exceed \$1,000

TITLE AND DONOR	VALUE AND NUMBER	ELIGIBILITY	CRITERIA	APPLICATION
M.A./M.Sc. Advantage Award (School of Graduate Studies)	<i>Value:</i> Variable <i>Number:</i> Variable	<ul style="list-style-type: none"> • Entering or continuing full-time students admitted to a thesis-based M.A. or M.Sc. program (24-month program duration) 	<ul style="list-style-type: none"> • Academic achievement (minimum GPA of 3.0) and financial need. Renewal in the second year of study is contingent upon need and satisfactory progress and standing in the graduate program 	<ul style="list-style-type: none"> • Required • Apply at the School of Graduate Studies • All external award funding must be disclosed
Ph.D. Advantage Award (School of Graduate Studies)	<i>Value:</i> Variable <i>Number:</i> Variable	<ul style="list-style-type: none"> • Entering or continuing full-time students admitted to a Ph.D. program and are enrolled in the first 36 months of study 	<ul style="list-style-type: none"> • Academic achievement (minimum GPA of 3.5) and financial need. Renewal in the second and third year of study is contingent upon need and satisfactory progress and standing in the graduate program 	<ul style="list-style-type: none"> • Required • Apply at the School of Graduate Studies • All external award funding must be disclosed

TITLE AND DONOR	VALUE AND NUMBER	ELIGIBILITY	CRITERIA	APPLICATION
ACADEMIC MEDALS				
School of Graduate Studies Medals of Merit (UofL)	<i>Number:</i> Five	<ul style="list-style-type: none"> • Must have completed requirements during the current academic term 	<ul style="list-style-type: none"> • Awarded to the most distinguished students graduating with a Master's degree 	<ul style="list-style-type: none"> • Not required
The Gold Medal of the Governor General of Canada (The Governor General of Canada)	<i>Number:</i> One	<ul style="list-style-type: none"> • Must have completed degree requirements in the current academic year 	<ul style="list-style-type: none"> • Awarded to the graduating student with the highest academic standing in a graduate-level program 	<ul style="list-style-type: none"> • Not required

GRADUATION

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Convocation ceremonies are held twice annually. The Spring ceremonies are scheduled for the Wednesday, Thursday, and Friday following the week of the Victoria Day long weekend. The Fall ceremonies are scheduled for the Saturday following Thanksgiving in October. See the **Academic Schedule (p. 16)** for complete information. Students who fulfill degree, diploma, or certificate requirements during the Fall or Spring Semesters attend the Spring ceremony. Students who complete during the Summer Session attend the Fall ceremony.

1. APPLICATION FOR GRADUATION

Each candidate for a degree, diploma, or certificate must formally apply for graduation by completing an *Application for Graduation* which is available on the Bridge (www.uleth.ca/bridge).

It is the responsibility of the student to ensure that his/her name appears on the graduation list.

Students may only attend the Convocation indicated on their *Application for Graduation* form.

Students who do not graduate, for any reason (e.g., academic or financial), must submit another application by the appropriate deadline.

a. Application Deadlines

Semester of Completion	Deadline*	Ceremony
Fall	November 1	Spring
Spring	March 1	Spring
Summer	August 1	Fall

b. Outstanding Document Deadlines

Semester of Completion	Deadline	Ceremony
Fall	Last working day of December	Spring
Spring	April 30*	Spring
Summer	Last Monday of August	Fall

c. Withdrawal of Application Deadlines

Semester of Completion	Deadline	Ceremony
Fall	Last working day of December	Spring
Spring	April 30*	Spring
Summer	Last Monday of August	Fall

*When the deadline date occurs on a weekend or on a Statutory or Civic Holiday, the deadline will be the next working day.

2. OUTSTANDING ACCOUNTS

Students owing the University fees, fines or other charges will not be permitted to graduate, will not be permitted to participate in ceremonies, will not be listed in the Convocation program and will have transcripts withheld. This includes outstanding tuition fees, housing charges (including Telecom charges) and library fines.

Deadlines to clear all outstanding accounts in order to be permitted to graduate are:

- Students completing program requirements in the Fall Semester:

December 1 (for Spring Convocation).

Note: Students wishing to have 'completed' noted on their transcript in January (for reasons of employment, etc.), **must have all outstanding accounts cleared before their transcript will be released.** For example, a student completing Education requirements in the Fall Semester who may be eligible for teacher certification in January, must have all accounts paid before the Registrar's Office and Student Services (ROSS) can release the transcript.

Applications for students not eligible for 'completed' approval at the end of the Fall Semester (for academic or financial reasons) **will remain active** for Spring Convocation. These students are not required to submit another application. The April 1 deadline for outstanding accounts will apply.

- Students completing program requirements in the Spring Semester:

April 1 (for Spring Convocation).

- Students completing program requirements in Summer Session:

August 15 (for Fall Convocation).

Note: Students wishing to have 'completed' noted on their transcript in September (for reasons of employment, etc.), **must have all outstanding accounts cleared before their transcript will be released.** For example, a student completing Education requirements in Summer Session who may be eligible for teacher certification in September, must have all accounts paid before the Registrar's Office and Student Services (ROSS) can release the transcript.

Students who clear outstanding accounts after the April 1 or August 15 deadlines will be required to re-apply for a subsequent Convocation.

3. CONVOCAATION INVITATION

In mid-March (for Spring Convocation) and late August (for Fall Convocation), an information package is mailed to each graduand by the Registrar's Office and Student Services (ROSS). Graduands can also access this information and confirm their attendance on the Bridge (www.uleth.ca/bridge).

4. CONFERRAL

Degrees, diplomas, and certificates are conferred upon a graduand only during Convocation ceremonies, whether the student is in attendance or not. If a graduand is absent, his/her degree, diploma, or certificate can only be released following the conferral process.

a. Order of Conferral

Information regarding the assignment of degree, diploma, and certificate categories to specific ceremonies will be available one week following the March 1 deadline for *Application for Graduation*. The Spring ceremonies are scheduled for the Wednesday, Thursday, and Friday following the week of the Victoria Day long weekend. The Fall ceremonies are scheduled for the Saturday following Thanksgiving in October. See the **Academic Schedule (p. 16)** for complete information.

b. Distinction or Great Distinction

Undergraduate degrees with Distinction or Great Distinction are conferred upon students who have displayed outstanding academic performance during their undergraduate degree programs. In the Faculty of Education, outstanding practicum performance is also required.

Standards for Distinction or Great Distinction are dependent upon program. Please refer to **Institutional Honours** in the relevant Faculty/School Part of the Calendar for information on how these citations are awarded (see **Parts 7, 8, 9, 10, or 11**).

c. Medals

Each Faculty and School awards a University of Lethbridge Medal to its most distinguished graduand each year. Two gold medals are awarded by the Faculty of Arts and Science.

The Silver Medal of The Governor General of Canada is awarded to the graduate with the highest academic standing in an undergraduate program.

The Gold Medal of The Governor General of Canada is awarded to the graduate with the highest academic standing in a graduate program.

The School of Graduate Studies Medals of Merit are awarded to a graduating student from each Master's degree program for excellence in graduate studies.

The William Aberhart Gold Medal in Education is awarded to the graduating student who has shown the highest general proficiency in the final two years of the Bachelor of Education program.

Applications for these medals are not required. For complete information, please refer to **Part 15 - Awards and Scholarships, Section 1.e.1, p. 445**.

5. CONFERRAL IN ABSENTIA

Graduands who do not attend their ceremony will have their degree, diploma, or certificate conferred upon them 'in absentia.'

The parchments are available for pick up at the Registrar's Office and Student Services (ROSS) during the week following the Convocation ceremonies. Parchments not picked up will be mailed to the students' permanent address.

6. NAMES ON PARCHMENTS

The full legal name of the graduand will appear on the parchment. Changes in name must be supported by copies of legal documentation (e.g., marriage certificate, divorce decree, vital statistics certificate, etc.). **Legal given names cannot be replaced with nicknames or initials.**

7. AWARDED POSTHUMOUSLY

With the approval of a Faculty/School Council, a degree, diploma, or certificate may be awarded posthumously to a deceased student who had completed his/her program or was completing the last semester of his/her program. Posthumous awards will be noted on the transcript.

8. TRANSCRIPTS

a. Requirements Completed

After official verification from the Faculty/School that the student has successfully completed all program requirements, the Registrar's Office and Student Services (ROSS) includes an official notation on any transcript issued prior to Convocation that program requirements have been completed.

b. Degree, Diploma, or Certificate Awarded

After official verification from the Faculty/School, and after completion of the conferral process, the Registrar's Office and Student Services (ROSS) includes an official notation on all transcripts of graduating students that the degree, diploma, or certificate has been awarded. This notation includes the major(s), minor(s), concentration, and specialization designation, and any Academic Distinction, Honours Thesis or Co-operative Education designations.

9. PARCHMENT REPLACEMENT

If a replacement parchment is required, the following procedures must be followed:

a. Name Change

1. The original parchment must be returned before a new one will be issued.
2. A written request, including the graduand's signature, must be submitted, accompanied by copies of two pieces of documentation proving name change (e.g., marriage certificate, divorce decree, vital statistics certificate, etc.).
3. A \$25 (plus GST) re-issue fee is charged.

b. Lost or Stolen Parchment

1. A written request, including the graduand's signature, verifying the circumstances of loss must be submitted.
2. A \$25 (plus GST) re-issue fee is charged.

Note: *The parchment will be stamped in a lower corner indicating that it is a duplicate, with the date of re-issue.*

c. Damaged Parchment

1. The original parchment, or what remains of a damaged parchment, must be returned before a new one will be issued.
2. A written request, including the graduand's signature, must be submitted.
3. A \$25 (plus GST) re-issue fee is charged.

10. CONVOCATION ATTENDANCE

Graduands include only those whose degrees, diplomas, or certificates have been approved by their Faculty/School Councils and who have no outstanding accounts with the University. Graduands must be dressed in the academic attire approved by the University of Lethbridge for the credential that is being conferred.

The Graduands process as a discrete group, sit in an area reserved for graduands and proceed to the platform to have their credential conferred under the guidance of the Marshals of the Graduands. Unless a Graduand has a disability or can demonstrate another special need, no one except approved Graduands will process with the Graduands, sit with the Graduands, or appear on the platform for Conferral.

a. Academic Dress

The academic dress of the University of Lethbridge is unique to the institution. Different kinds of degrees are represented by different kinds of academic dress as follows:

Bachelor's Degree

Bachelor's graduands wear a black gown and a black mortarboard.

The Bachelor's degree hoods are a shell of black lined with blue, trimmed with a twisted gold and blue cord. Specific degrees are distinguished by the colour of braid on the lining:

Bachelor of Arts:	White braid
Bachelor of Science:	Golden yellow braid
Bachelor of Arts and Science:	Twisted white and gold braid
Bachelor of Education:	Light blue braid
Bachelor of Fine Arts:	Brown braid
Bachelor of Health Sciences:	Twisted red and gold braid
Bachelor of Management:	Dull brown braid

Bachelor of Music: Pink braid

Bachelor of Nursing: Red braid

Students receiving Combined Degrees wear the colours of the two degrees on the braid.

Master's Degree

Master's graduands wear a black gown and a black mortarboard.

All Master's degree hoods are a shell of black, lined with blue. An exterior border of light blue satin indicates the hood is for a Master's-level degree and the distinguishing braid follows the colours of the undergraduate hoods.

Doctor of Philosophy

Doctor of Philosophy graduands wear a royal blue gown with walden blue velvet facings and chevrons, outlined in bright gold piping, and a walden blue befeater with a bright gold tassel.

The Doctor of Philosophy hoods are a shell of royal blue, lined with sapphire blue satin and a bright gold chevron; the walden blue velvet trim is outlined in bright gold piping, reflecting the colours of the University of Lethbridge.

Guest seating at Convocation is open to the general public subject to availability of seats within prescribed safety limits of the venue. However, the first priority for guest seating is assigned to invited guests of University of Lethbridge Graduands.

A small area of **Reserved Seating** is available upon request. Typically seated here are friends and family of the Chancellor's Party, and Academic Staff.

For the purposes of Convocation, the **Academic Staff** party is restricted to Professors Emeriti, the Associate Vice-President (Student Services) and Registrar, current and retired Faculty Members, and Librarians, excluding Deans and Vice-Presidents. The Academic Staff process as a discrete group and sit on the Platform. Academic Staff shall be robed in the academic regalia to which they are entitled by virtue of their recognized academic degree or failing that, in the approved cap and gown of the University of Lethbridge.

Any individual listed as a faculty member in the Calendar of an accredited post-secondary institution, the focus of which is on teaching, scholarship and research, shall be allowed to join and to process with the Academic Staff party upon request to the Associate Vice-President (Student Services) and Registrar.

The **Chancellor's Party** includes the Chair of the Board of Governors, full Deans and Vice-Presidents, Members of the Senate Executive Committee, Members of the Board of Governors, Native Student Advisor or their designate, and all those Distinguished Guests invited to Convocation by the Chancellor (including those individuals selected to receive honours). The Chancellor's Party processes as a discrete group and sits according to a seating plan in a reserved area of the Platform.

INTERNATIONAL AND EXCHANGE STUDENTS AND THE INTERNATIONAL CENTRE FOR STUDENTS

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I. INTERNATIONAL STUDENTS

An international student is any student whose nation of citizenship is not Canada, and who is not a Permanent Resident of Canada. The University of Lethbridge encourages the enrolment of international students. International students comprise a vital and vibrant component of the university community. Both international students and Canadian students benefit from the presence of a strong international student contingent. The International Centre for Students (ICS) was established to support the academic and personal growth of international students and exchange students. It is the goal of the ICS to enrich the educational experience at the University of Lethbridge by promoting a strong global perspective.

a. Admission

1. Admission Requirements and Procedures

For information on admission, see **Part I - Admission, Section 5. International Students (p. 39)**.

For country-specific admission requirements see the website at www.uleth.ca/ross/admissions/intreq.html.

2. English Language Proficiency

All students whose first language is not English, see **Part I - Admission, Section 6. English Language and Writing Requirements (p. 40)**.

b. Fees

For information on international student fees, see the fee schedules in **Part 3 - Fees, Section 7 (p. 57)**.

c. Mandatory Health Care Insurance for International Students

Effective May 1, 1996, the University of Lethbridge requires all students to obtain and carry basic health insurance, in addition to the Students' Union supplementary health insurance plan. Students include all individuals registered in credit or non-credit courses and programs at the University of Lethbridge. Such insurance must be arranged prior to the commencement of classes for each term of studies. The University requires that students carry appropriate insurance both for their own benefit and well-being and for the protection of the

community. The University reserves the right to rescind registration privileges from any student not carrying basic health insurance.

2. EXCHANGE STUDENTS

An exchange student is any student who is enrolled at one university but attending another university under an approved exchange program.

a. University of Lethbridge Students Studying Elsewhere

University of Lethbridge students who wish to participate in an approved exchange program will first contact the ICS. There are currently approved exchange programs at institutions in Argentina, Australia, Belgium, Chile, Ecuador, France, Germany, Japan, Malaysia, Mexico, the Netherlands, Poland, South Korea, Spain, Taiwan, Turkey, the United Kingdom, and the United States. Some exchange programs are only available to students in specific Faculties or programs at the University of Lethbridge.

For further information, contact the ICS Office (SU040; tel. 403-329-2053, fax 403-382-7140, or email: international@uleth.ca).

b. Exchange Students from Other Universities

The ICS is the point of first contact for exchange students coming to the University of Lethbridge from an approved exchange program.

For procedures and information pertaining to Exchange Students, see **Part I - Admission, Section 3.d. (p. 35)**.

3. INTERNATIONAL CENTRE FOR STUDENTS (ICS)

a. International Liaison Officer (ILO)

The International Liaison Officer assists international students in adapting to campus life socially, academically, and culturally. The ILO represents international student interests at the institution, acts as an advocate on behalf of international students on both academic and welfare issues, and provides advice, support, referral, and information to students in areas such as visa extensions, family support, and academic support.

The ILO also offers international students an orientation to the University, and provides general advising services and workshops.

The ILO is the University of Lethbridge's contact with Immigration Canada, providing assistance with immigration matters.

For further information, contact the ILO in the ICS Office (SU040; tel. 403-329-2053, fax 403-382-7140, or email: intl.liaison@uleth.ca).

b. Language Services

The ICS is responsible for non-credit programs in English as a Second Language and university-level writing.

I. English for Academic Purposes (EAP)

The English for Academic Purposes (EAP) program is designed for students who are seeking admission into degree programs. Students who successfully complete the Advanced Level of EAP will satisfy the University's English Language Proficiency (ELP) requirement, for either undergraduate or graduate levels, and will not be required to submit a standardized English language test (e.g., TOEFL,

IELTS, or CAEL) score for University of Lethbridge admission.

Offered in the Fall, Spring, and Summer, the University's EAP program is designed for students with at least an Intermediate level of ESL as assessed by the EAP program placement exam, which is administered at the start of the program.

The EAP program is available to Visa students, Permanent Residents and Canadian citizens.

Fees for the EAP program are outlined in the table below.

2. Alberta Universities' Writing Competence Test/'Writing for University'

The ICS also administers the Alberta Universities' Writing Competence Test (AUWCT) and offers a non-credit course in writing, 'Writing for University', in the Fall and Spring semesters. This course is intended to prepare students for writing at the university level.

For further information, contact the ICS Office (SU040; tel. 403-329-2053, fax 403-382-7140, or email: international@uleth.ca).

ENGLISH FOR ACADEMIC PURPOSES FEES (SEE SECTION 3.b.1., ABOVE)

(All fees are in Canadian dollars. The Board of Governors reserves the right to change fees and deposits as deemed necessary without prior notice.)

Fees (per semester)	2010/2011	2011/2012	2012/2013
EAP Full Time			
<i>All levels</i>			
Program Tuition	\$ 3,483.00	\$ 3,536.00	\$ 3,606.00
EAP Part Time			
<i>Advanced level only</i>			
Writing	\$ 871.00	\$ 884.00	\$ 902.00
Reading	\$ 871.00	\$ 884.00	\$ 902.00
Grammar	\$ 871.00	\$ 884.00	\$ 902.00
Communication	\$ 871.00	\$ 884.00	\$ 902.00
Compulsory Fees for All EAP Students			
EAP Application Fee	\$ 55.00	\$ 55.00	\$ 55.00
Sport & Recreation Services Fee (FT)	\$ 76.55	\$ 80.00	\$ 83.20
Health Care*			
New students - four months of coverage	\$ 201.00	TBA	TBA
Returning students - four months of coverage	\$ 212.00	TBA	TBA
Health Care Insurance Fee	\$ 30.00	\$ 35.00	\$ 35.00
Fees for Other Services			
Writing for University (WFU)	\$ 325.00	\$ 330.00	\$ 336.00
AUWCT	\$ 70.00	\$ 70.00	\$ 70.00
Academic English for International Grad Students	\$ 675.00	\$ 685.00	\$ 695.00

* Rates are dependent on quotes from the external insurance carrier and are subject to change.

ACADEMIC SCHEDULE

Instructional Time per Semester Course: 1950 minutes, with deviations permissible up to 100 minutes either way.

Fall and Spring semesters will have the following number of classes:

- 39 Monday, Wednesday, and Friday classes
- 26 Tuesday and Thursday classes
- 13 (three-hour night classes) Monday, Tuesday, Wednesday, Thursday, Friday, or Saturday

Summer Session courses will have the same instructional time as Fall and Spring courses.

2009/2010 ACADEMIC YEAR END

JANUARY 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 1 Statutory Holiday - University offices closed.
- 5 New Student Welcome.
- 5-12 If available, registration for Open Studies and Visiting Students for the Spring 2010 semester.
- 6 First day of classes for the Spring 2010 semester.
Orientation meeting for Professional Semester II students in the Faculty of Education.
Orientation meeting for students registered in Education 2500.
- 6-7, 11-12 Registrar's Office and Student Services (ROSS) open extended hours (until 6:00 p.m.).
- 12 Last day for course add/drop and registration for the Spring 2010 semester, including Independent Study and Undergraduate Thesis courses.
- 13-14 Submission of Credit/Non-Credit course designations to the Registrar's Office and Student Services (ROSS).
Registration for Audit Students.

FEBRUARY 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

- 7 Deadline for submission of *Grade Appeal* forms for courses completed in the Fall 2009 semester to the Faculty/School Office.
- 8 Last day for withdrawal from individual courses offered in the first half of the semester only.
- 15 Deadline for submission of *Student Program Change* forms (Degree, Major, Specialization, Minor, Concentration) to the Registrar's Office and Student Services (ROSS).
Statutory Holiday - University offices closed.
- 15-20 Reading Week - no classes.

MARCH 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 1 Deadline for Application for Graduation for Spring 2010 Convocation.
- 17 Last day for withdrawal from individual courses, or complete withdrawal, for the Spring 2010 semester, except half-semester courses.
- 18 First day of registration for continuing students, including M.Ed. students, for Summer Session 2010 and the Fall 2010 semester.

APRIL 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 1 Deadline to clear all outstanding accounts for Spring 2010 Convocation.
- 2 Statutory Holiday - University offices closed.
- 5 Statutory Holiday - University offices closed.
- 7 Last class meeting for Wednesday night classes.
- 8 Last class meeting for Thursday night classes.
Last day for withdrawal from individual courses offered in the last half of the semester only.
- 14 Additional and last class meeting for Monday night classes.
- 15 Deadline for Application for Visiting Student Authorization for Visiting Studies in Summer Session 2010.
- 17 Last day of classes for the Spring 2010 semester. (The last class meeting for professional semester students varies according to required hours in the practicum).
Last day for application to the Faculty/School Advising Office for Withdrawal with Cause for the Spring 2010 semester.
Last day for submission of *Application for Placement* form to the Field Experience Office for Professional Semester III students intending to complete requirements in the Fall 2010 semester.
- 19 If available, first day of registration for Open Studies and Visiting Students for Summer Session 2010.
- 20 Spring semester final examinations begin.

When a deadline date occurs on a weekend or Statutory or Civic Holiday, the deadline will be the next working day. Fee deadlines are on page 145. Admission application and document deadlines are on page 161.

Calgary and Edmonton campuses final examination schedules may deviate slightly from the Lethbridge campus schedule. All examinations will be within the defined examination period.

- 28 Spring semester final examinations end.
- 30 Deadline for receipt of outstanding documents in support of an Application for Graduation for Spring 2010 Convocation.
Deadline for Withdrawal of Application for Graduation for Spring 2010 Convocation.
Last day of the 2009/2010 academic year.

2010/2011 ACADEMIC YEAR

MAY 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 1 First day of the 2010/2011 academic year.
Last day for continuing students to register for Fall 2010 and be guaranteed access to courses required in their major and/or program.
- 10 First day of classes for Summer Session I.
First day of classes for Summer Session, Full Term (e.g., Co-operative Education Work Terms and Applied Studies).
Orientation meeting for students registered in Education 2500.
- 12 Last day to register and add/drop for Summer Session I, for all students.
- 13 Registration for Audit Students for Summer Session I.
- 13-14 Submission of Credit/Non-Credit course designations for Summer Session I to the Registrar's Office and Student Services (ROSS).
- 24 Statutory Holiday - University offices closed.

JUNE 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 2-4 Spring 2010 Convocation.
Registrar's Office and Student Services (ROSS) closed until 11:00 a.m.
- 7 Deadline for submission of *Grade Appeal* forms for courses completed in the Spring 2010 semester to the Faculty/School Office.
- 9 Last day for withdrawal from individual courses, or complete withdrawal, for Summer Session I.
- 23 Last day of classes for Summer Session I.
- 24 Summer Session I final examinations for Tuesday-Thursday classes.
- 25 Summer Session I final examinations for Friday-Saturday classes.
- 28 Summer Session I final examinations for Monday-Wednesday classes.

JULY 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 1 Statutory Holiday - University offices closed.
- 5 First day of classes for Summer Session II and II/III.
- 7 Last day to register and add/drop for Summer Session II and II/III, for all students.
- 8 Registration for Audit Students for Summer Session II and II/III.
- 8-9 Submission of Credit/Non-Credit course designations for Summer Session II and II/III to the Registrar's Office and Student Services (ROSS).
- 14 Last day for withdrawal from individual courses, or complete withdrawal, for full-term Summer Session courses (May 2010 - August 2010).
- 16 Last day for withdrawal from individual courses, or complete withdrawal, for Summer Session II.
Last day for registration for newly admitted Professional Semester I Faculty of Education students, newly admitted Faculty of Fine Arts students, newly admitted Faculty of Health Sciences students, and newly admitted Faculty of Management students for the Fall 2010 semester.
Last day for registration for maintaining admission status for continuing students for the Fall 2010 semester.
- 23 Last day of classes for Summer Session II.
- 26 Summer Session II final examinations.
- 28 First day of classes for Summer Session III.
- 29 Last day to register and add/drop for Summer Session III for all students.
- 30 Registration for Audit Students for Summer Session III.
Submission of Credit/Non-Credit course designations for Summer Session III to the Registrar's Office and Student Services (ROSS) (July 30, August 3).

AUGUST 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 1 Deadline for Application for Graduation for Fall 2010 Convocation.
- 2 Civic Holiday - University offices closed.
- 3 Submission of Credit/Non-Credit course designations for Summer Session III to the Registrar's Office and Student Services (ROSS) (July 30, August 3).
- 4 Last day for withdrawal from Summer Session II/III courses.
- 11 Last day for withdrawal from individual courses, or complete withdrawal, for Summer Session III.

When a deadline date occurs on a weekend or Statutory or Civic Holiday, the deadline will be the next working day.
Fee deadlines are on page 145.
Admission application and document deadlines are on page 161.

- 15 Deadline to clear all outstanding accounts for Fall 2010 Convocation.
Deadline for Application for Visiting Student Authorization for Visiting Studies in the Fall 2010 semester.
- 18 Last day of classes for Summer Session III.
Last day of classes for Summer Session II/III.
- 19 Summer Session III final examinations.
Summer Session II/III final examinations for Tuesday-Thursday classes.
- 23 Summer Session II/III final examinations for Monday-Wednesday classes.
- 30 If available, first day of registration for Open Studies and Visiting Students for the Fall 2010 semester.
Deadline for receipt of outstanding documents in support of an Application for Graduation for students completing program requirements in Summer Session who want to have this recorded on their transcript.
Deadline for Withdrawal of Application for Graduation for Fall 2010 Convocation.

- 11 Statutory Holiday - University offices closed.
- 12 Last day for withdrawal from individual courses offered in the first half of the semester only.
- 15 Deadline for submission of *Student Program Change* forms (Degree, Major, Specialization, Minor, Concentration) to the Registrar's Office and Student Services (ROSS).
- 16 Fall 2010 Convocation.

NOVEMBER 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

SEPTEMBER 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 1 Deadline for Application for Graduation for students completing program requirements in the Fall semester who want to have this recorded on their transcript. Students who do not apply by this deadline must apply by the final deadline of March 1 for Spring 2011 Convocation.
- 11 Statutory Holiday - University offices closed.
- 12 Last day for withdrawal from individual courses, or complete withdrawal, for the Fall 2010 semester, except half-semester courses.
- 15 First day of registration for continuing students, including M.Ed. students, for the Spring 2011 semester.
- 30 Last day for withdrawal from individual courses offered in the last half of the semester only.

- 2-3 New Student Orientation.
- 6 Statutory Holiday - University offices closed.
- 7 New Student Welcome.
Orientation meeting and classes for Professional Semester I students in the Faculty of Education.
- 8 First day of classes for the Fall 2010 semester, including evening classes, on and off campus.
Orientation meeting for students registered in Education 2500.
- 8-9, 13-14 Registrar's Office and Student Services (ROSS) open extended hours (until 6:00 p.m.).
- 14 Last day for course add/drop and registration for the Fall 2010 semester, including Independent Study and Undergraduate Thesis courses.
- 15-16 Submission of Credit/Non-Credit course designations to the Registrar's Office and Student Services (ROSS).
Registration for Audit Students.

DECEMBER 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

OCTOBER 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 1 Deadline to clear all outstanding accounts in support of an Application for Graduation for students completing program requirements in the Fall semester who want to have this recorded on their transcript.
Last class meeting for Wednesday night classes.
- 8 Additional and last class meeting for Monday night classes.
- 9 Last day of classes for the Fall 2010 semester. (The last class meeting for professional semester students varies according to required hours in the practicum.)
Last day for application to the Faculty/School Advising Office for Withdrawal with Cause for the Fall 2010 semester.
- 13 Fall semester final examinations begin.
Calgary and Edmonton campuses final examination schedules may deviate slightly from the Lethbridge campus schedule. All examinations will be within the defined examination period.
- 15 Deadline for Application for Visiting Student Authorization for Visiting Studies in the Spring 2011 semester.
- 21 Fall semester final examinations end.

- 7 Deadline for submission of *Grade Appeal* forms for courses completed in Summer Session 2010 to the Faculty/School Office.

When a deadline date occurs on a weekend or Statutory or Civic Holiday, the deadline will be the next working day. Fee deadlines are on page 145. Admission application and document deadlines are on page 161.

- 24 Deadline for receipt of outstanding documents in support of an Application for Graduation for students completing program requirements in the Fall semester who want to have this recorded on their transcript.

- 25-31 Holidays - University offices closed.

JANUARY 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 3 Statutory Holiday - University offices closed.
- 5-14 If available, registration for Open Studies and Visiting Students for the Spring 2011 semester.
- 7 New Student Welcome.
- 10 First day of classes for the Spring 2011 semester.
Orientation meeting for Professional Semester II students in the Faculty of Education.
Orientation meeting for students registered in Education 2500.
- 10-13 Registrar's Office and Student Services (ROSS) open extended hours (until 6:00 p.m.).
- 14 Last day for course add/drop and registration for the Spring 2011 semester, including Independent Study and Undergraduate Thesis courses.
- 17-18 Submission of Credit/Non-Credit course designations to the Registrar's Office and Student Services (ROSS).
Registration for Audit Students.

FEBRUARY 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

- 7 Deadline for submission of *Grade Appeal* forms for courses completed in the Fall 2010 semester to the Faculty/School Office.
- 10 Last day for withdrawal from individual courses offered in the first half of the semester only.
- 15 Deadline for submission of *Student Program Change* forms (Degree, Major, Specialization, Minor, Concentration) to the Registrar's Office and Student Services (ROSS).
- 21 Statutory Holiday - University offices closed.
- 21-26 Reading Week - no classes.

MARCH 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 1 Deadline for Application for Graduation for Spring 2011 Convocation.
- 21 Last day for withdrawal from individual courses, or complete withdrawal, for the Spring 2011 semester, except half-semester courses.
- 22 First day of registration for continuing students, including M.Ed. students, for Summer Session 2011 and the Fall 2011 semester.

APRIL 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 1 Deadline to clear all outstanding accounts for Spring 2011 Convocation.
- 7 Last day for withdrawal from individual courses offered in the last half of the semester only.
- 15 Deadline for Application for Visiting Student Authorization for Visiting Studies in Summer Session 2011.
- 16 Last day of classes for the Spring 2011 semester. (The last class meeting for professional semester students varies according to required hours in the practicum).
Last day for application to the Faculty/School Advising Office for Withdrawal with Cause for the Spring 2011 semester.
Last day for submission of *Application for Placement* form to the Field Experience Office for Professional Semester III students intending to complete requirements in the Fall 2011 semester.
- 19 Spring semester final examinations begin.
Calgary and Edmonton campuses final examination schedules may deviate slightly from the Lethbridge campus schedule. All examinations will be within the defined examination period.
If available, first day of registration for Open Studies and Visiting Students for Summer Session 2011.
- 22 Statutory Holiday - University offices closed.
- 25 Statutory Holiday - University offices closed.
- 30 Spring semester final examinations end.
Deadline for receipt of outstanding documents in support of an Application for Graduation for Spring 2011 Convocation.
Deadline for Withdrawal of Application for Graduation for Spring 2011 Convocation.
Last day of the 2010/2011 academic year.

When a deadline date occurs on a weekend or Statutory or Civic Holiday, the deadline will be the next working day.
Fee deadlines are on page 145.
Admission application and document deadlines are on page 161.

2011/2012 ACADEMIC YEAR

MAY 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JULY 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 1 First day of the 2011/2012 academic year.
Last day for continuing students to register for Fall 2011 and be guaranteed access to courses required in their major and/or program.
- 9 First day of classes for Summer Session I.
First day of classes for Summer Session, Full Term (e.g., Co-operative Education Work Terms and Applied Studies).
Orientation meeting for students registered in Education 2500.
- 11 Last day to register and add/drop for Summer Session I, for all students.
- 12 Registration for Audit Students for Summer Session I.
- 12-13 Submission of Credit/Non-Credit course designations for Summer Session I to the Registrar's Office and Student Services (ROSS).
- 23 Statutory Holiday - University offices closed.

JUNE 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 1-3 Spring 2011 Convocation.
Registrar's Office and Student Services (ROSS) closed until 11:00 a.m.
- 7 Deadline for submission of *Grade Appeal* forms for courses completed in the Spring 2011 semester to the Faculty/School Office.
- 8 Last day for withdrawal from individual courses, or complete withdrawal, for Summer Session I.
- 22 Last day of classes for Summer Session I.
- 23 Summer Session I final examinations for Tuesday-Thursday classes.
- 27 Summer Session I final examinations for Monday-Wednesday classes.
- 28 Summer Session I final examinations for Friday-Saturday classes.

- 1 Statutory Holiday - University offices closed.
- 4 First day of classes for Summer Session II and II/III.
- 6 Last day to register and add/drop for Summer Session II and II/III, for all students.
- 7 Registration for Audit Students for Summer Session II and II/III.
- 7-8 Submission of Credit/Non-Credit course designations for Summer Session II and II/III to the Registrar's Office and Student Services (ROSS).
- 13 Last day for withdrawal from individual courses, or complete withdrawal, for full-term Summer Session courses (May 2011 - August 2011).
- 15 Last day for withdrawal from individual courses, or complete withdrawal, for Summer Session II.
- 22 Last day of classes for Summer Session II.
Last day for registration for newly admitted Professional Semester I Faculty of Education students, newly admitted Faculty of Fine Arts students, newly admitted Faculty of Health Sciences students, and newly admitted Faculty of Management students for the Fall 2011 semester.
Last day for registration for maintaining admission status for continuing students for the Fall 2011 semester.
- 25 Summer Session II final examinations.
- 27 First day of classes for Summer Session III.
- 28 Last day to register and add/drop for Summer Session III for all students.
- 29 Registration for Audit Students for Summer Session III.
Submission of Credit/Non-Credit course designations for Summer Session III to the Registrar's Office and Student Services (ROSS) (July 29, August 2).

AUGUST 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 1 Civic Holiday - University offices closed.
Deadline for Application for Graduation for Fall 2011 Convocation.
- 2 Submission of Credit/Non-Credit course designations for Summer Session III to the Registrar's Office and Student Services (ROSS) (July 29, August 2).
- 3 Last day for withdrawal from Summer Session II/III courses.
- 10 Last day for withdrawal from individual courses, or complete withdrawal, for Summer Session III.

When a deadline date occurs on a weekend or Statutory or Civic Holiday, the deadline will be the next working day.
Fee deadlines are on page 145.
Admission application and document deadlines are on page 161.

- 15 Deadline to clear all outstanding accounts for Fall 2011 Convocation.
Deadline for Application for Visiting Student Authorization for Visiting Studies in the Fall 2011 semester.
- 17 Last day of classes for Summer Session III.
Last day of classes for Summer Session II/III.
- 18 Summer Session III final examinations.
Summer Session II/III final examinations for Tuesday-Thursday classes.
- 22 Summer Session II/III final examinations for Monday-Wednesday classes.
- 29 If available, first day of registration for Open Studies and Visiting Students for the Fall 2011 semester.
Deadline for receipt of outstanding documents in support of an Application for Graduation for students completing program requirements in Summer Session who want to have this recorded on their transcript.
Deadline for Withdrawal of Application for Graduation for Fall 2011 Convocation.

SEPTEMBER 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 1-2 New Student Orientation.
- 5 Statutory Holiday - University offices closed.
- 6 New Student Welcome.
Orientation meeting and classes for Professional Semester I students in the Faculty of Education.
- 7 First day of classes for the Fall 2011 semester, including evening classes, on and off campus.
Orientation meeting for students registered in Education 2500.
- 7-8, 12-13 Registrar's Office and Student Services (ROSS) open extended hours (until 6:00 p.m.).
- 13 Last day for course add/drop and registration for the Fall 2011 semester, including Independent Study and Undergraduate Thesis courses.
- 14-15 Submission of Credit/Non-Credit course designations to the Registrar's Office and Student Services (ROSS).
Registration for Audit Students.

OCTOBER 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 7 Deadline for submission of *Grade Appeal* forms for courses completed in Summer Session 2011 to the Faculty/School Office.
- 10 Statutory Holiday - University offices closed.

- 11 Last day for withdrawal from individual courses offered in the first half of the semester only.
- 15 Deadline for submission of *Student Program Change* forms (Degree, Major, Specialization, Minor, Concentration) to the Registrar's Office and Student Services (ROSS).
Fall 2011 Convocation.

NOVEMBER 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 1 Deadline for Application for Graduation for students completing program requirements in the Fall semester who want to have this recorded on their transcript. Students who do not apply by this deadline must apply by the final deadline of March 1 for Spring 2012 Convocation.
- 10 Last day for withdrawal from individual courses, or complete withdrawal for the Fall 2011 semester, except half-semester courses.
- 11 Statutory Holiday - University offices closed.
- 14 First day of registration for continuing students, including M.Ed. students, for the Spring 2012 semester.
- 30 Last class meeting for Wednesday night classes.
Last day for withdrawal from individual courses offered in the last half of the semester only.

DECEMBER 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 1 Last class meeting for Thursday night classes.
Deadline to clear all outstanding accounts in support of an Application for Graduation for students completing program requirements in the Fall semester who want to have this recorded on their transcript.
- 7 Additional and last class meeting for Monday night classes.
- 9 Last day of classes for the Fall 2011 semester. (The last class meeting for professional semester students varies according to required hours in the practicum).
Last day for application to the Faculty/School Advising Office for Withdrawal with Cause for the Fall 2011 semester.
- 12 Fall semester final examinations begin.
Calgary and Edmonton campuses final examination schedules may deviate slightly from the Lethbridge campus schedule. All examinations will be within the defined examination period.
- 15 Deadline for Application for Visiting Student Authorization for Visiting Studies in the Spring 2012 semester.
- 20 Fall semester final examinations end.

When a deadline date occurs on a weekend or Statutory or Civic Holiday, the deadline will be the next working day.
Fee deadlines are on page 145.
Admission application and document deadlines are on page 161.

- 23 Deadline for receipt of outstanding documents in support of an Application for Graduation for students completing program requirements in the Fall semester who want to have this recorded on their transcript.
- 25-31 Holidays - University offices closed.

JANUARY 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 2 Statutory Holiday - University offices closed.
- 4-13 If available, registration for Open Studies and Visiting Students for the Spring 2012 semester.
- 6 New Student Welcome.
- 9 First day of classes for the Spring 2012 semester.
Orientation meeting for Professional Semester II students in the Faculty of Education.
Orientation meeting for students registered in Education 2500.
- 9-12 Registrar's Office and Student Services (ROSS) open extended hours (until 6:00 p.m.).
- 13 Last day for course add/drop and registration for the Spring 2012 semester, including Independent Study and Undergraduate Thesis courses.
- 16-17 Submission of Credit/Non-Credit course designations to the Registrar's Office and Student Services (ROSS).
Registration for Audit Students.

FEBRUARY 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

- 7 Deadline for submission of *Grade Appeal* forms for courses completed in the Fall 2011 semester to the Faculty/School Office.
- 9 Last day for withdrawal from individual courses offered in the first half of the semester only.
- 15 Deadline for submission of *Student Program Change* forms (Degree, Major, Specialization, Minor, Concentration) to the Registrar's Office and Student Services (ROSS).
- 20 Statutory Holiday - University offices closed.
- 20-25 Reading Week - no classes.

MARCH 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 1 Deadline for Application for Graduation for Spring 2012 Convocation.
- 19 Last day for withdrawal from individual courses, or complete withdrawal, for the Spring 2012 semester, except half-semester courses.
- 20 First day of registration for continuing students, including M.Ed. students, for Summer Session 2012 and the Fall 2012 semester.

APRIL 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 1 Deadline to clear all outstanding accounts for Spring 2012 Convocation.
- 5 Last day for withdrawal from individual courses offered in the last half of the semester only.
- 6 Statutory Holiday - University offices closed.
- 9 Statutory Holiday - University offices closed.
- 10 Last class meeting for Tuesday night classes.
- 11 Last class meeting for Wednesday night classes.
- 15 Deadline for Application for Visiting Student Authorization for Visiting Studies in Summer Session 2012.
- 18 Last day of classes for the Spring 2012 semester. (The last class meeting for professional semester students varies according to required hours in the practicum).
Last day for application to the Faculty/School Advising Office for Withdrawal with Cause for the Spring 2012 semester.
Last day for submission of *Application for Placement* form to the Field Experience Office for Professional Semester III students intending to complete requirements in the Fall 2012 semester.
- 19 If available, first day of registration for Open Studies and Visiting Students for Summer Session 2012.
- 21 Spring semester final examinations begin.
Calgary and Edmonton campuses final examination schedules may deviate slightly from the Lethbridge campus schedule. All examinations will be within the defined examination period.
- 30 Spring semester final examinations end.
Deadline for receipt of outstanding documents in support of an Application for Graduation for Spring 2012 Convocation.
Deadline for Withdrawal of Application for Graduation for Spring 2012 Convocation.
Last day of the 2011/2012 academic year.

When a deadline date occurs on a weekend or Statutory or Civic Holiday, the deadline will be the next working day. Fee deadlines are on page 145. Admission application and document deadlines are on page 161.

2012/2013 ACADEMIC YEAR

MAY 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 1 First day of the 2012/2013 academic year.
- 7 First day of classes for Summer Session I.
First day of classes for Summer Session, Full Term (e.g., Co-operative Education Work Terms and Applied Studies).
- 21 Statutory Holiday - University offices closed.
- 30-31 Spring 2012 Convocation (May 30 - June 1).

JUNE 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 1 Spring 2012 Convocation (May 30 - June 1).
- 20 Last day of classes for Summer Session I.
- 21 Summer Session I final examinations for Tuesday-Thursday classes.
- 25 Summer Session I final examinations for Monday-Wednesday classes.
- 26 Summer Session I final examinations for Friday-Saturday classes.

JULY 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 2 Statutory Holiday - University offices closed.
- 4 First day of classes for Summer Session II and II/III.
- 24 Last day of classes for Summer Session II.
- 25 Summer Session II final examinations.
- 27 First day of classes for Summer Session III.

AUGUST 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 6 Civic Holiday - University offices closed.
- 17 Last day of classes for Summer Session III.
- 20 Summer Session III final examinations.
Last day of classes for Summer Session II/III.
- 21 Summer Session II/III final examinations for Tuesday-Thursday classes.
- 22 Summer Session II/III final examinations for Monday-Wednesday classes.

SEPTEMBER 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 3 Statutory Holiday - University offices closed.
- 5 First day of classes for the Fall 2012 semester, including evening classes, on and off campus.

OCTOBER 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 8 Statutory Holiday - University offices closed.
- 13 Fall 2012 Convocation.

When a deadline date occurs on a weekend or Statutory or Civic Holiday, the deadline will be the next working day.
 Fee deadlines are on page 145.
 Admission application and document deadlines are on page 161.

18-23 Reading Week - no classes.

NOVEMBER 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 12 Statutory Holiday - University offices closed.
- 28 Last class meeting for Wednesday night classes.
- 29 Last class meeting for Thursday night classes.
- 30 Last class meeting for Friday night classes.

MARCH 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 29 Statutory Holiday - University offices closed.

DECEMBER 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 5, 6 Additional and last two class meetings for Monday night classes.
- 7 Last day of classes for the Fall 2012 semester.
- 10 Fall semester final examinations begin.
- 18 Fall semester final examinations end.
- 24-31 Holidays - University offices closed.

APRIL 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 1 Statutory Holiday - University offices closed.
- 10 Last class meeting for Wednesday night classes.
- 11 Last class meeting for Thursday night classes.
- 17 Additional and last class meeting for Monday night classes.
- 20 Last day of classes for the Spring 2013 semester.
- 22 Spring semester final examinations begin.
- 30 Spring semester final examinations end.
- Last day of the 2012/2013 academic year.

JANUARY 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 1 Statutory Holiday - University offices closed.
- 9 First day of classes for the Spring 2013 semester.

FEBRUARY 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

- 18 Statutory Holiday - University offices closed.

When a deadline date occurs on a weekend or Statutory or Civic Holiday, the deadline will be the next working day. Fee deadlines are on page 145. Admission application and document deadlines are on page 161.

