

2017/18

# UNIVERSITY OF LETHBRIDGE

GRADUATE STUDIES CALENDAR AND COURSE CATALOGUE



University of  
Lethbridge



University of  
Lethbridge



# Graduate Studies Calendar and Course Catalogue 2017/2018

**The University of Lethbridge Graduate Studies Calendar and Course Catalogue is also available online at  
[www.uleth.ca/ross/academic-calendar](http://www.uleth.ca/ross/academic-calendar)**

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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 2017/2018 Calendar, which have been changed in the online edition, will be posted at [www.uleth.ca/ross/academic-calendar/updates](http://www.uleth.ca/ross/academic-calendar/updates). Check this web page regularly to keep informed of changes.*



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# MANDATE STATEMENT

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The University of Lethbridge is a public, board-governed university operating as a Comprehensive Academic and Research Institution under the authority of the Post-secondary Learning Act of Alberta.

Founded on the principles of liberal education, the University of Lethbridge provides undergraduate and graduate programs in education, fine arts, health sciences, humanities, management, nursing, sciences and social sciences, leading to bachelor's, master's and doctoral degrees. The institution also provides certificate programs, post-baccalaureate certificate programs, post-graduate certificate programs and post-master's certificate programs that lead to professional specialization, and open studies for lifelong learners.

The University of Lethbridge conducts pure and applied research and establishes and sustains facilities for pursuing original research. The University develops centres of research excellence in areas in which it has special expertise or that have particular relevance to the region or province. Programs of research, scholarship and creative activity include the study of fundamental issues for their intrinsic intellectual, aesthetic or philosophical interest, and of practical challenges of direct importance for social, cultural, economic or environmental wellbeing. The University of Lethbridge protects free inquiry and scholarship, facilitates access to scholarly resources, and supports artistic expression and the free and open scholarly discussion of issues.

In support of Campus Alberta, the University of Lethbridge collaborates with other institutions to ensure transferability within the province's post-secondary education system and delivers seamless learning opportunities. As part of this commitment, the University works with other institutions to provide degree completion opportunities for university transfer students and diploma graduates.

Across the spectrum of intellectual pursuit, the University of Lethbridge continually develops innovative programs and research collections in existing and emerging disciplines to meet the needs of students, society and the economy. This includes collaborating with First Nations, Métis and Inuit peoples to develop programs and collections that are relevant and accessible to them.

The University of Lethbridge serves a variety of student groups: undergraduate and graduate students; transfer students; high school graduates; First Nations, Métis and Inuit students; adult learners; international students; and immigrants. It also serves students on campuses in Edmonton and Calgary and, through distance learning technology, students across the province, the country and the world. The University of Lethbridge strives to make university-level education available to all Albertans, including those living outside major urban centres and those who have traditionally not sought university education.

The University of Lethbridge fosters a learning community that meets the educational and personal growth needs of its students. This learning community emphasizes teaching excellence, exposure to research, information literacy, interaction with professors and instructors, effective academic advising and personal counselling, and a spectrum of cultural, recreational and extracurricular opportunities. The University of Lethbridge values a high quality of teaching and emphasizes the mutually beneficial relationship between teaching and research. Other facilities and services, such as the Library, student residences, health services, theatres and other performance spaces, and sports and recreation facilities support and enrich the student experience and the lives of community members while respecting environmental sustainability. The University strives to enhance its educational environment through innovation and creativity.

The University of Lethbridge builds mutually supportive relationships and partnerships, addresses the cultural and societal needs of the communities it touches, and advocates the critical role that education plays in the growth and well-being of an informed society. The University further contributes to society by discovering, preserving, synthesizing and disseminating knowledge for the benefit of all.

*Approved by the Minister, Alberta Advanced Education and Technology  
June 24, 2010*

## OUR PROMISE

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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.

# DESTINATION 2020

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## Where we are going

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We will be Canada's destination for all who seek a comprehensive, liberal education-based university that promotes a diverse and inclusive environment and inspires research-informed teaching and learning, creative discovery, scholarship, professional endeavour, experiential opportunities and community engagement.

## Who we are

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The University of Lethbridge is Alberta's Destination University. Founded in 1967 on traditional Blackfoot land, we are a community that fosters an atmosphere of discovery, a welcoming place where students and faculty have the freedom to think, create and explore together. People are the essential resource of our institution; they define our university and are our greatest strength.

We are committed to the individual student as a person of ultimate worth. Our students learn within and beyond the classroom in a research-intensive environment that offers connections with the diverse communities we serve. Students are taught by inspired scholars who integrate research and creativity with teaching.

Our motto, *Fiat Lux* ("Let There be Light"), and our founding principle of liberal education, continue to define and inspire us. We are committed to being the comprehensive academic and research university in Alberta that empowers individuals with broader knowledge and prepares them to think critically and creatively, communicate clearly, solve complex problems, and contribute fully to society. We give people more than an education: we give them a life trajectory and the tools to make a difference.

High quality is central to all that we do. Our commitment to maintaining high quality undergraduate and graduate academic programs is important to fostering a better society. High quality instruction and teaching are essential to our commitment to quality, as are the vibrant programs of research and creative activity that are a differentiating feature of our institution and a central part of our culture as a Comprehensive Academic and Research Institution. High quality facilities and services support our institution and its students, staff and academic staff.

The University of Lethbridge was born from the needs and aspirations of our local communities, and so access to our university is a foundational value. We are committed to providing student access to our high quality academic programs throughout the province, without creating unnecessary financial barriers. Community engagement with our university (and vice-versa) and the community use of our facilities are important to us.

Our liberal education foundation, combined with our student focus and research and creative excellence, enable a distinctive student experience across two campuses in Alberta - Lethbridge and Calgary. The result is engaged citizens, who are intent on understanding relevant issues and on improving our region, our country and our world.

## Why We Exist

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*The University of Lethbridge exists to build a better society and inspire the minds of tomorrow.*

- We create, discover, disseminate and apply knowledge through free and critical inquiry and excellence in basic and applied research of regional and global impact.
- At the undergraduate and graduate levels, we develop creative discoverers and independent learners, who understand their responsibility for critical thinking and scholarship.
- We prepare students for their personal and professional paths.
- We encourage and nurture creative expression.
- We pursue community engagement.
- We value, encourage and celebrate the talents and efforts of our students, faculty, staff and alumni.

# OUR FUNDAMENTAL PRINCIPLES

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The University of Lethbridge is committed to the following fundamental principles:

## OUR COMMITMENT TO SOCIETY

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We adopt a global perspective and cultivate responsible citizens who contribute to build better societies.

We encourage and protect free inquiry and expression, and model collegial and civil debate, dissent and controversy to critically explore and resolve issues.

We share with our communities our research, scholarship, creative activities, facilities, resources and initiatives, involving our communities wherever possible. This helps us anticipate and respond to societal needs.

We promote diversity and gender equity, and ensure equal opportunity for participation.

We are committed to collaborating with First Nations, Metis and Inuit peoples and communities to ensure that our partnerships, and ensuing programs, meet the needs of these communities.

## OUR COMMITMENT TO CREATIVITY, INQUIRY, AND DISCOVERY

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We believe in academic freedom. Research and acquiring knowledge are inherent societal goods and ends in themselves.

We encourage and support research, scholarship, critical inquiry and creative performance, in all areas in which we teach, and in areas of special relevance locally, nationally and globally.

We conduct research in many forms, including that with the broadest scope and longest term, and communicate the outcome of these efforts. Wherever appropriate, we connect our research and scholarship to the needs and aspirations of the communities we serve.

We sustain, and provide access to, the scholarly resources and knowledge base needed for research, scholarship and creative activity.

## OUR COMMITMENT TO STUDENTS

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We offer students a liberal education, the best preparation for their future, which provides a wide base of knowledge and promotes academic skills that students can apply broadly.

We are student-centred, and help students achieve their full potential by facilitating their intellectual growth and personal excellence in an atmosphere of engagement within and beyond the classroom.

We are a comprehensive university, offering excellence in undergraduate and graduate university education, and striving for a balance between our focus on teaching and our commitment to research, scholarship and creative activities.

We promote effective teaching and learning, applying face-to-face learning, experiential learning, and online and distance learning where those delivery modes make the best sense.

We strive for inspirational teaching and learning, which takes place in an environment of respect, free from discrimination.

We expand horizons and develop a global mindset, educating our students to become citizens of a complex society, capable of making important contributions.

## OUR COMMITMENT TO RESPONSIBLE ACTION

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We emphasize ethical action and are environmentally, socially and financially responsible.

We practice procedural fairness and act in accordance with all applicable codes of professional and ethical practice and conduct.

We use leading technology effectively, to facilitate and enhance learning and research relationships among students, faculty members and other University stakeholders.

*Approved by the Board of Governors  
December 2013*



# LIBERAL EDUCATION AT THE UNIVERSITY OF LETHBRIDGE

Liberal Education has been a community tradition at the University of Lethbridge since its founding. Our approach to education continues to produce creative explorers and innovative thinkers who will lead in a complex global world. Our Liberal Education philosophy guides the academic and research activities that enable students to develop the skills to think critically and creatively, communicate clearly, work collaboratively, solve complex problems and contribute fully to society as engaged and informed global citizens and leaders. The collaboration and integration inherent in Liberal Education have distinguished the University of Lethbridge as an attractive destination for potential students. This transdisciplinary focus and transformational learning experience unify the University of Lethbridge and set our programming apart from other institutions. The qualities developed in a Liberal Education are important for citizens in a democratic society, and with these qualities, University of Lethbridge graduates gain a competitive advantage to succeed in their chosen disciplines.

**“Liberal Education is an education that is ‘liberal’ in that it liberates the mind from the bondage of habit and custom, producing people who can function with sensitivity and alertness as citizens of the whole world.”**

Martha C. Nussbaum, *Cultivating Humanity*, 1997

The definition of a Liberal Education as historically applied by the University of Lethbridge follows.

<b>Liberal Education Definition:</b>	<p>Liberal Education at its broadest encompasses four main aspects or pillars.</p> <ol style="list-style-type: none"> <li>1. <b>Breadth across disciplines</b> is seen as foundational: students should be exposed to multiple ways of looking at and studying the world beyond their own disciplinary boundaries.</li> <li>2. <b>The ability to connect and integrate</b> knowledge across disciplines is crucial.</li> <li>3. <b>Critical thinking and problem solving skills are emphasized</b>: students need to know how to identify an argument, evaluate evidence and reasoning, produce informed decisions, and communicate and defend those decisions.</li> <li>4. <b>Education for citizenship</b> encourages students to be contributing community members on all levels from local to global, and to participate in the running of those communities.</li> </ol>
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<b>Liberal Education Objective:</b>	<b>To develop the transdisciplinary learning and thinking skills to enable individuals to contribute to their communities at all levels.</b>
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The University of Lethbridge Liberal Education model based on the four pillars will provide students with the following competencies and skills to enhance employability and cultivate the values of good citizenship.

Competencies and Skills			
Breadth	Connections	Critical Thinking	Civic Engagement
<ul style="list-style-type: none"> <li>• Knowledge across a range of disciplines</li> <li>• Understanding the creation and uses of knowledge in multiple areas</li> <li>• Adaptability</li> <li>• Information literacy</li> <li>• Visual literacy</li> <li>• Quantitative literacy</li> <li>• Statistical literacy</li> </ul>	<ul style="list-style-type: none"> <li>• Comparing how knowledge is created and used in various disciplines</li> <li>• Understanding complex issues from multiple viewpoints</li> <li>• Learning agility</li> <li>• Interpersonal skills</li> <li>• Teambuilding skills</li> <li>• Communications skills</li> <li>• Self-expression</li> </ul>	<ul style="list-style-type: none"> <li>• Creativity</li> <li>• Problem solving</li> <li>• Synthesis and integration of knowledge</li> <li>• Analytical reasoning</li> <li>• Logical reasoning</li> <li>• Evidence-based reasoning</li> <li>• Preparing and defending arguments</li> <li>• Formulating good questions</li> <li>• Writing and communication skills</li> <li>• Learning to learn</li> <li>• Learning agility</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding complex social issues from multiple viewpoints</li> <li>• Questioning mind, curiosity</li> <li>• Ability to work toward public good</li> <li>• Making informed and evidence-based decisions</li> <li>• Leadership skills</li> <li>• Using global perspectives</li> <li>• Engaging difference</li> <li>• Transcultural understanding</li> </ul>

The University of Lethbridge Liberal Education Lists provide students with opportunities to fully explore a wide range of disciplines as embedded in the academic programming.

1. **Fine Arts and Humanities:** The exploration of the human experience including culture, history, language, thought, religion, ethics, arts and creativity.
2. **Social Sciences:** The study of individuals and their relationships within society.
3. **Sciences:** The study of the natural world and conceptual modeling of reality.

There are many pathways to a Liberal Education at the University of Lethbridge that students may access.

<b>Pathways to Liberal Education at the University of Lethbridge</b>	
<b>Breadth</b>	<b>Connections</b>
<ul style="list-style-type: none"> <li>• Combined Degrees programs</li> <li>• Variety of possible minors</li> <li>• Individual Multidisciplinary Majors (IMM)</li> <li>• Cross-listed courses</li> <li>• Liberal Education Program courses</li> <li>• Liberal Education 1500 First-Year Experience course</li> <li>• Dual Credit courses; e.g. Liberal Education 1000</li> </ul>	<ul style="list-style-type: none"> <li>• Liberal Education Requirement</li> <li>• Co-operative Education</li> <li>• Independent and Applied Studies</li> <li>• Arts and Science Global Citizenship Cohort</li> <li>• Undergraduate research opportunities</li> <li>• Tutorial leader positions</li> <li>• Volunteer and service learning</li> </ul>

## THE UNIVERSITY

The University of Lethbridge is incorporated under the provisions of the *Post-secondary Learning Act* of the Province of Alberta, with membership in the Association of Commonwealth Universities and Universities Canada. The University of Lethbridge participates with the universities and other post-secondary institutions of Alberta in a variety of co-operative programs and activities.

The University of Lethbridge was established in 1967 with a student population of 638. It has grown to a current population of roughly 8,300 full-time and part-time students, with approximately 500 graduate students and 580 international students. The University also offers programs at our Calgary campus, serving approximately 800 students. There are more than 41,000 University of Lethbridge alumni worldwide.

The University is situated on over 550 acres of traditional Blackfoot territory in west Lethbridge. University Hall, designed by architect Arthur Erickson, has received international acclaim for its architectural originality and functional design.

Lethbridge has a population of approximately 99,000 and is located in southern Alberta, approximately 145 kilometres east of the Canadian Rockies and 95 kilometres north of the United States border.

The University of Lethbridge marks its 50th anniversary in 2017. As the University prepares for its next 50 years, construction of the Destination Project, a new science and academic building, has begun. This will be one of the most advanced facilities to study science in Canada and will give students an incredible advantage.

The University of Lethbridge is ranked top-three in the 2017 Maclean's University Rankings in the primarily undergraduate category, and ranked number one in student services. The University of Lethbridge also ranked number three in Research Infosource Inc.'s undergraduate Research Universities of the Year in 2016.

### PROGRAMS

The University of Lethbridge offers Canada's premier learning experience. It is grounded in liberal education and committed to providing its students with small classes, a personal experience, and the most vital and engaging learning environment in the country.

The School of Graduate Studies offers instruction leading to the following degrees: Master of Arts (M.A.), Master of Counselling (M.C.), Master of Education (M.Ed.), Master of Fine Arts (M.F.A.), Master of Music (M.Mus.), Master of Nursing (M.N.), Master of Science (M. Sc.), Master of Science (Management) (M.Sc. - Mgt.), and Doctor of Philosophy (Ph.D.) in the sciences, multidisciplinary areas and education. The Co-operative Education/Internship Program option is available in the Master of Arts and Master of Science programs.

The University also offers undergraduate programming as follows:

The Faculty of Arts and Science offers instruction leading to the following degrees: Bachelor of Arts (B.A.), Bachelor of Science (B.Sc.) and Bachelor of Arts and Science (B.A.Sc.). The Co-operative Education/Internship Program option is available for all majors. The Faculty also offers a Post-Diploma Bachelor of Arts in Agricultural Studies, as well as Post-Diploma Bachelor of Science degrees in Agricultural Studies, Computer Science, Environmental Science, and Geography, with a Concentration in Geographical Information Science.

The Faculty of Education offers instruction leading to the Bachelor of Education (B.Ed.) degree. The Faculty also offers the Diploma in Education (D.P.E.) program for certified practicing educators.

The Faculty of Fine Arts offers instruction leading to the following degrees: Bachelor of Fine Arts - Art (B.F.A. - Art), Bachelor of Fine Arts - Dramatic Arts (B.F.A. - Dramatic Arts), Bachelor of Fine Arts - Multidisciplinary (B.F.A. - Multidisciplinary), Bachelor of Fine Arts - Native American Art (B.F.A. - Native American Art), Bachelor of

Fine Arts - New Media (B.F.A. - New Media), and Bachelor of Music (B.Mus.), as well as a number of post-diploma programs leading to these degrees. The Co-operative Education/Internship Program option is available for all Fine Arts programs.

The Faculty of Health Sciences, in collaboration with Lethbridge College, prepares baccalaureate graduates as beginning practitioners in the Nursing Education in Southwestern Alberta (NESA) programs, Bachelor of Nursing and Bachelor of Nursing After Degree. The Faculty also offers the Bachelor of Health Sciences degree in Aboriginal Health, Addictions Counselling and Public Health. Post-diploma degree programs are also available, including the Addictions Counselling major in the Bachelor of Health Sciences, and the Post-Diploma Bachelor of Therapeutic Recreation. The Co-operative Education/Internship Program option is available for Faculty of Health Sciences programs.

The Faculty of Management offers instruction leading to the Bachelor of Management (B.Mgt.) degree as well as post-diploma programs. The Faculty also offers certificate programs and the Professional Diploma in Accounting program. The Co-operative Education/Internship Program option is available for all Management majors.

The University offers instruction leading to the following Combined Degrees:

- Bachelor of Arts/Bachelor of Education (B.A./B.Ed.)
- Bachelor of Science/Bachelor of Education (B.Sc./B.Ed.)
- Bachelor of Fine Arts - Art/Bachelor of Education (B.F.A. - Art/B.Ed.)
- Bachelor of Fine Arts - Dramatic Arts/Bachelor of Education (B.F.A. - Dramatic Arts/B.Ed.)

Bachelor of Fine Arts - New Media/Bachelor of Education (B.F.A. - New Media/B.Ed.)

Bachelor of Music/Bachelor of Education (B.Mus./B.Ed.)

Bachelor of Management/Bachelor of Education (B.Mgt./B.Ed.)

Bachelor of Arts/Bachelor of Management (B.A./B.Mgt.)

Bachelor of Science/Bachelor of Management (B.Sc./B.Mgt.)

Bachelor of Fine Arts - New Media/Bachelor of Management (B.F.A. - New Media/B.Mgt.)

Bachelor of Health Sciences/Bachelor of Management (B.H.Sc./B.Mgt.)

Post-Diploma Bachelor of Fine Arts - Art/Bachelor of Education (B.F.A. - Art/B.Ed.)

Post-Diploma Bachelor of Fine Arts - Dramatic Arts/Bachelor of Education (B.F.A. - Dramatic Arts/B.Ed.)

Post-Diploma Bachelor of Music/Bachelor of Education (B.Mus./B.Ed.)

Post-Diploma Bachelor of Management/Bachelor of Education (B.Mgt./B.Ed.)

The University also offers programs for transfer to professional Faculties at other universities in Dentistry, Engineering, Journalism, Law, Medicine, Social Work, and Veterinary Medicine.

A four-year Bachelor of Social Work (B.S.W.) is offered by the University of Calgary, in co-operation with the University of Lethbridge, on the Lethbridge campus.

## THE UNIVERSITY SHIELD



The University of Lethbridge adopted its official Shield (shown left) in 1973, six years after the University's inception. Developed by a Senate committee with the leadership of University President Dr. William E. Beckel, the Shield design and Heraldic description was approved by the Senate on October 2, 1973 and ratified by the Board of Governors later that month.

The Shield was designed primarily in the University's colours of blue and gold. The gold sun on the blue shield represents southern Alberta. The blue and silver book above the gold and blue wreath represents the search for knowledge. The University's motto, 'Fiat Lux,' Latin for 'Let there be light,' is lettered on a gold and silver band below the shield.

In 2003, the original design was simplified (shown right). The new shield brings focus to the fiery sun with twisted Aztec rays and to the motto, 'Fiat Lux.'

University of  
Lethbridge



# UNIVERSITY OF LETHBRIDGE PRINCIPLES OF STUDENT CITIZENSHIP

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## A. PREAMBLE

### Definition

*Student* means any person, including a faculty or staff member, who is:

1. Registered or enrolled in one or more credit or non-credit courses and programs at the University of Lethbridge for the current or a future term; or
2. Registered or enrolled in any University-sponsored program.

### Purpose and Scope

These Principles of Student Citizenship define the University of Lethbridge's expectations for the behaviour of its students.

### Application

The Principles of Student Citizenship apply to all students at the University of Lethbridge. They outline the behaviour that the University of Lethbridge expects of its students while they are on University premises, on professional practice assignment, on paid and volunteer placements, or off-campus for academic or University purposes.

### Philosophy Behind the Principles

The educational environment at the University of Lethbridge encourages intellectual exchange, creativity, originality and discovery. It also emphasizes free inquiry and expression, diversity, equality and equal opportunity for participation. The Principles of Student Citizenship are designed to support and protect this educational environment by defining students' responsibilities as members of the academic community. These principles operate within the framework provided by the institution's *Statement of Philosophy, Vision, Mission and Fundamental Principles*.

The University of Lethbridge has a tradition of academic integrity and personal civility. The Principles of Student Citizenship aim to promote and continue this tradition.

## B. FUNDAMENTAL PRINCIPLES OF STUDENT CITIZENSHIP

1. Students honour the following basic values of academic integrity:
  - a. Honesty in learning, teaching, research and service.
  - b. Respect of a wide range of thoughts, opinions and ideas; of colleagues, instructors and administration; and of the work of others.
  - c. Responsibility for upholding the integrity of scholarship and research.
2. Students conduct themselves in a manner consistent with the Fundamental Principles of the University of Lethbridge.
3. Students respect the rights of every student and faculty member to attain their educational goals fairly.
4. Students respect the health, safety and welfare of every member of the University of Lethbridge community.
5. Students respect and uphold the rights and freedoms of all members of the University of Lethbridge community, in accord with the principles articulated in the Canadian Charter of Rights and Freedoms.
6. Students treat with consideration the buildings, grounds, facilities and equipment of the University of Lethbridge.
7. Students strive to maintain collegial relationships with fellow students, peers, faculty, staff and administration.
8. Students abide by the policies, regulations, rules and procedures of the University of Lethbridge and its academic and administrative units.
9. Students abide by reasonable oral or written instructions given by University of Lethbridge personnel in the implementation of their duties to ensure compliance with institutional policies, regulations, rules and procedures.
10. All students accept the responsibility to abide by the University of Lethbridge Principles of Student Citizenship.

To view the entire version of the Principles of Student Citizenship, please visit [www.uleth.ca/ross/policies/student\\_citizenship.pdf](http://www.uleth.ca/ross/policies/student_citizenship.pdf).

# NOTICES TO STUDENTS

## Regarding the Collection of Personal Data

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### THE COLLECTION OF PERSONAL INFORMATION

The University collects personal information pursuant to Alberta's *Post-secondary Learning Act (PSLA)*, Alberta's *Freedom of Information and Protection of Privacy Act (FOIP)*, and other applicable federal and provincial law.

The subsections which follow outline personal information collected by the University. Where there is a specific legal authority to collect information, it is noted in the subsection. Your personal information will be used for admission, registration, scholarships and awards administration, academic progress monitoring, planning and research, alumni relations, contacting you about University courses and services, and operating other University-related programs. The University may share and disclose your personal information within the University to carry out its Mandate and operations. Specific non-identifying data will be disclosed to relevant student associations, and to the federal and provincial governments to meet reporting requirements. For questions on the collection, use and disclosure of this personal information, please contact the University's FOIP Coordinator.

Address: 4401 University Drive W  
Lethbridge, AB T1K 3M4  
Attn: Privacy Officer  
Email: foip@uleth.ca  
Phone: 403-332-4620

The University's practices for the collection, use and disclosure of personal information about students, and this Notice, comply with the provisions of Alberta's *Freedom of Information and Protection of Privacy Act (FOIP)*.

### THE OFFICIAL STUDENT RECORD

The Registrar of the University maintains the Official Student Record. It includes: information provided when an *Application for Admission* is submitted or when registration for and change to programs and courses are submitted; the student identification number; academic record; graduation status; and immigration status (collection is specifically authorized by the *Immigration and Refugee Protection Act*) correspondence. It is used to determine a student's eligibility for admission and registration; to track progress at the University; to contact the student when necessary; to confirm a student's status and identity; and to develop statistical reports (although the information in statistical reports is grouped to protect individual privacy of individuals).

Some personal information in the Official Student Record is available to and used by other units of the University in order to meet the University's Mandate. However, access to the Official Student Record is limited in accordance with the University's *Confidentiality of Student Records Policy* and the *FOIP Act*.

When a student is eligible, certain elements from the Official Student Record are used in the Alumni and Development Record. These are name, address, Faculty and graduation status. They are used for ongoing contact with alumni and for the University's development activities.

For further information about the Official Student Record, please contact the Registrar:

403-320-5700 regoffice@uleth.ca

### FACULTY/SCHOOL RECORDS

The University's Faculties and Schools collect personal information about students. This information includes class lists including pictures, records of a student's attendance at class, completion of assignments, marks received for assignments and examinations, correspondence to and from the student, honours received by the student, contact addresses or telephone numbers, student advising information and graduation status.

The information is used to identify the student, track the student's progress, contact the student as necessary, operate the programs of the Faculty or School, provide advice to the student as requested and permit participation in the programs offered by the Faculty or School.

For further information about personal information collected by the Faculties and Schools, please contact the Office of the Dean:

Arts and Science	403-329-5101	artsci.deansoffice@uleth.ca
Education	403-329-2254	edu.sps@uleth.ca
Fine Arts	403-329-2126	finearts@uleth.ca
Health Sciences	403-329-2676	dean.hlsc@uleth.ca
Management	403-329-2633	management.dean@uleth.ca
Graduate Studies	403-329-2793	sgs@uleth.ca

### LIBRARY

The Library collects the personal information about students that is necessary to operate the lending activities and reference services of the University Library.

For further information about personal information collected by the Library, please contact the University Librarian:

403-329-2261 libadmin@uleth.ca

### SCHOLARSHIPS AND STUDENT FINANCE

Scholarships and Student Finance collects specific personal information from and about students who have applied for scholarships, bursaries, awards and other financial aid. The information collected is determined by the donors of the financial aid and relates to specific eligibility requirements set by the donors. The University also administers student loan programs under contracts with the financial assistance in the form of federal and provincial loans, grants, bursaries and awards. Personal information collected from and about students who apply for Alberta and Canada Student Loans is authorized by the *Alberta Students Finance Act* and related regulations, and by the *Canada Student Loans Act*, the *Canada Student Financial Assistance Act* and the *Income Tax Act*, and pursuant to the *FOIP Act*.

The information collected by Scholarships and Student Finance is used to administer the University Awards Program (Part 15), the Alberta (Government) Scholarships Program and the loan programs of the provincial and federal governments.

For further information about personal information collected by Scholarships and Student Finance, please contact Scholarships and Student Finance:

403-329-2585 fin.aid@uleth.ca

## HOUSING SERVICES

The Housing Services and Catering and Food Services Offices collect personal information necessary to operate student housing and food services programs, including the assignment to housing units, financial records related to payment for housing, and food services.

For further information about personal information collected by the Housing Services and Catering and Food Services Offices, please contact the Executive Director, Ancillary Services:

403-329-2213 housing@uleth.ca

## INFORMATION TECHNOLOGY SERVICES

The University offers email services and computer access to students. The primary purposes of the service are to enable the students to contact one another and their faculty members, participate in online research and discussions, and to allow assignments to be completed. Information Technology Services collects personal information about students in order to assign access to the University servers, monitor the use of University equipment in accordance with agreements signed by students to obtain access, and to obtain assistance with the use of University equipment.

For further information about personal information collected by the Department of Information Technology Services, please contact the Chief Information Officer:

403-332-4664 help@uleth.ca

## FINANCIAL SERVICES

University Financial Services collects personal information about students in order to ensure debts owed to the University are recorded and collected.

The information is used to determine eligibility to participate in University programs and activities, including ongoing registration for academic programs, graduation, Library services, Housing and Catering and Food Services programs, Students' Union programs, Recreation Services programs, and Health Centre programs.

For further information about personal information collected by Financial Services, please contact the Executive Director, Financial Services:

403-329-2387 financial.services@uleth.ca

## HEALTH CENTRE

The Health Centre collects personal information that is necessary to operate clinical health services and to manage health care for students and University employees who visit the Health Centre. In addition to information collected under the general authority, the *Alberta Health Care Insurance Act* authorizes the collection of the individual's Alberta Health Care Insurance number or its equivalent for billing purposes. Collection of personal information by health practitioners and confidentiality of clinical records are also subject to the provisions of the *Alberta Health Disciplines Act*, *Health Facilities Review Act*, *Health Information Act* and *Medical Professions Act*.

For further information about personal information collected by Health Services, please contact the Associate Vice-President (Human Resources and Administration):

403-329-2484 health.centre@uleth.ca

## SPORT AND RECREATION SERVICES

Sport and Recreation Services collects personal information about students necessary to operate and promote intramural programs, offer recreational classes and offer drop-in programs. The information is used to determine eligibility to participate in the programs and assess and collect fees where applicable.

For further information about personal information collected by Sport and Recreation Services, please contact the Executive Director, Sport and Recreation Services:

403-329-2380 ken.mcinnis@uleth.ca

## INTERCOLLEGIATE AND CLUB ATHLETICS

The University intercollegiate athletic teams collect the personal information necessary for student athletes to participate in Canadian Interuniversity Sport (CIS) programs at both regional and national levels. University club teams collect personal information necessary for student athletes to participate in competitive sports outside CIS programs at local, regional and national levels.

The information is used to determine eligibility and fitness for teams or competitions, and to operate and promote the teams.

For further information about personal information collected by athletic teams, please contact the Executive Director, Sport and Recreation Services:

403-329-2380 ken.mcinnis@uleth.ca

## FACULTY OF FINE ARTS

The Faculty of Fine Arts collects personal information necessary for students to participate in Fine Arts programs and activities. The University considers that recordings of performances or photographs of students carrying out their work are necessary for the proper operation of the programs offered by the Faculty; and that the same may be used for the promotion of the Faculty and the programs it offers and may be retained in the archives of the University.

For further information about personal information collected by the Faculty of Fine Arts, please contact the Dean, Faculty of Fine Arts:

403-329-2126 finearts@uleth.ca

## CAMPUS SAFETY

Risk and Safety Services, Security Services, and Parking Services all collect personal information about students in the reporting and investigation of risk, safety and security matters at the University, and for the operation of the University's parking services.

For further information about personal information collected by Campus Safety departments, please contact the Executive Director, Campus Safety:

403-329-2603 security-i@uleth.ca

## UNIVERSITY OF LETHBRIDGE STUDENTS AND THE ALBERTA WORKERS' COMPENSATION BOARD

In 1985, the Alberta Workers' Compensation Board issued an Order under Section 7 of the *Workers' Compensation Regulation* which provides that the *Workers' Compensation Act* applies to students registered in and attending the University of Lethbridge (and other post-secondary institutions in Alberta) while they are in attendance. The Workers' Compensation Board coverage does not extend to students who suffer accidents while engaging or participating in extracurricular sporting, recreational, social or personal fulfillment activities which are not a current academic requisite or which are not required as a part of the course of study in which the student is registered. Workers' Compensation Board coverage means students are treated as employees when injured in an incident related to the course of studies.

The University's Risk and Safety Services is available to assist the student if a Workers' Compensation claim is required.

403-329-2190 security-i@uleth.ca

403-329-2350

# ERRATA AND ADDENDA

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The University of Lethbridge Graduate Studies Calendar and Course Catalogue is updated annually and is effective for the academic year that runs from May 1 to April 30.

From time to time, the Minister of Innovation and Advanced Education may provide the University with approval to offer new programs and majors. Such approval may be given after the Calendar has been published. In this event, the University will list newly approved programs and majors along with complete descriptions and requirements on the University website.

In addition, a list of corrections and post-publication updates to the print edition of the 2017/2018 Calendar will be posted at [www.uleth.ca/ross/academic-calendar/updates](http://www.uleth.ca/ross/academic-calendar/updates). The online edition of the Calendar will be changed to reflect these changes. Please check this web page regularly for information about changes.

# ACADEMIC SCHEDULE

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The University's Academic Schedule defines the academic year terms and sessions, as well as other important dates and deadlines for the institution. This includes holiday dates, deadlines for fees payments, adding and dropping courses, application for graduation, and other important related information.

Undergraduate students in internship/practicum/practice courses in the Faculty of Health Sciences may be required to complete hours outside of the regularly scheduled term.

Graduate students in internship/practicum/practice courses, co-op work terms and/or blended learning courses in certain graduate degree programs may be required to complete hours outside of the regularly scheduled term and/or during reading breaks. Orientation meetings/sessions may be offered before the first day of classes for a term. Consult administrators within the relevant program-specific graduate office for details.

When a deadline date occurs on a weekend or Statutory or Civic Holiday, the deadline will be the next working day.

The Academic Schedule is also available online and contains a tentative schedule (subject to change) for Summer 2018 to Spring 2020. Updated information will be available from the Registrar's Office website at [www.uleth.ca/ross/academic-schedule](http://www.uleth.ca/ross/academic-schedule).

Admission application and document deadlines – see [www.uleth.ca/ross/admissions/grad/deadlines](http://www.uleth.ca/ross/admissions/grad/deadlines).

The University of Lethbridge operates three terms during the academic year:

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Summer Term	
Summer Term - full term	May - August
Summer Session I	May - June
Summer Session II	July
Summer Session II/III	July - August
Summer Session III	August
Fall Term	September - December
Spring Term	January - April

Start and End Dates for Summer 2017 to Spring 2018

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Summer Term 2017	
Summer Term - full term	May 8 - Aug 4
Summer Session I	May 8 - Jun 19
Summer Session II	Jul 10 - Jul 28
Summer Session II/III	Jul 10 - Aug 21
Summer Session III	Aug 9 - Aug 29
Fall Term 2017	Sep 6 - Dec 6
Spring Term 2018	Jan 8 - Apr 14



# Summer Term 2017

May 2017						
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			

June 2017						
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	

July 2017						
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					

August 2017						
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		

## May

May 1	First day of the academic year.
May 1	Last day for early registration for continuing students to register for Fall.
May 8	First day of classes for Summer Term – full term (e.g., Co-operative Education work terms and Applied Studies).
May 8	First day of classes for Summer Session I.
May 8	Orientation meeting for students registered in Education 2500.
May 11	Last day for course add/drop and registration for Summer Session I, for all students.
May 12	Registration for Audit Students for Summer Session I.
May 12 - 16	Submission of Credit/Non-Credit course designations for Summer Session I to the Registrar's Office.
May 15	Last day for cancellation of course registration (extended drop) for Summer Session I. After this date, students are assessed full fees.**
May 15	Last day for course add/drop and registration for Summer Term – full term, including Independent Study and Undergraduate Thesis courses.
May 15	First day for submission of Credit/Non-Credit course designations for Summer Term - full term to the Registrar's Office.
May 22	Victoria Day (University Offices Closed)
May 25	Last day for cancellation of course registration (extended drop) for the Summer Term – full term. After this date, students are assessed full fees.**

## June

Jun 1	Last day for submission of Credit/Non-Credit course designations for Summer Term - full term to the Registrar's Office.
Jun 1	Summer Term - full term, and all Summer Session fees due.**
Jun 1, 2	Spring Convocation.
Jun 7	Deadline for submission of Grade Appeal forms for courses completed in the Spring term to the Faculty/School Office.
Jun 19	Last day of classes for Summer Session I.
Jun 19	Last day for withdrawal from individual courses, or complete withdrawal, for Summer Session I.
Jun 19	Last day for application for Withdrawal with Cause for Summer Session I.
Jun 20	Summer Session I final examinations for Tuesday-Thursday classes.*
Jun 21	Summer Session I final examinations for Monday-Wednesday classes.*
Jun 22	Summer Session I final examinations for Friday-Saturday classes.*

## July

Jul 3	Canada Day Observance (University Offices Closed)
Jul 4, 5	Summer Reading Break (Summer Term – full term classes only) (No Classes)
Jul 10	First day of classes for Summer Session II and II/III.
Jul 13	Last day for course add/drop and registration for Summer Session II and II/III, for all students.
Jul 14	Registration for Audit Students for Summer Session II and II/III.
Jul 14 - 18	Submission of Credit/Non-Credit course designations for Summer Session II and II/III to the Registrar's Office.
Jul 17	Last day for cancellation of course registration (extended drop) for Summer Session II and II/III. After this date, students are assessed full fees.**
Jul 28	Last day of classes for Summer Session II.
Jul 28	Last day for withdrawal from individual courses, or complete withdrawal, for Summer Session II.
Jul 28	Last day for application for Withdrawal with Cause for Summer Session II.
Jul 31	Summer Session II final examinations.

## August

Aug 1	Deadline for Application for Graduation for Fall Convocation.
Aug 1	Registration begins for Open Studies and Visiting Students for the Fall term.
Aug 4	Last day of classes for Summer Term – full term.
Aug 4	Last day for withdrawal from individual courses, or complete withdrawal, for Summer Term – full term courses (May - August).
Aug 4	Last day for application for Withdrawal with Cause for the Summer Term - full term.
Aug 7	Civic Holiday (University Offices Closed)
Aug 9	First day of classes for Summer Session III.
Aug 9	Summer Term – full term final examinations begin.
Aug 14	Last day for course add/drop and registration for Summer Session III, for all students.
Aug 14	Last day for cancellation of course registration (extended drop) for Summer Session III. After this date, students are assessed full fees.**
Aug 14	Registration for Audit Students for Summer Session III.
Aug 14 - 16	Submission of Credit/Non-Credit course designations for Summer Session III to the Registrar's Office.
Aug 15	Deadline for Application for Visiting Student Authorization for Visiting Studies in the Fall term.
Aug 15	Deadline to clear all outstanding accounts for Fall Convocation.
Aug 17	Summer Term – full term final examinations end.
Aug 21	Last day of classes for Summer Session II/III.
Aug 21	Last day for withdrawal from individual courses, or complete withdrawal, for Summer Session II/III.
Aug 21	Last day for application for Withdrawal with Cause for Summer Session II/III.
Aug 22	Summer Session II/III final examinations for Tuesday-Thursday classes.*
Aug 23	Summer Session II/III final examinations for Monday-Wednesday classes.*
Aug 28	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.
Aug 28	Deadline for Withdrawal of Application for Graduation for Fall Convocation.
Aug 29	Last day of classes for Summer Session III.
Aug 29	Last day for withdrawal from individual courses, or complete withdrawal, for Summer Session III.
Aug 29	Last day for application for Withdrawal with Cause for Summer Session III.
Aug 30	Summer Session III final examinations.

### Grade Submission:

Deadline for submission of final grades – 12:00 p.m. (noon)

Summer – full term:	Aug 21, 2017
Session I:	Jun 26, 2017
Session II:	Aug 3, 2017
Session III/III:	Aug 28, 2017
Session III:	Sep 1, 2017

### Notes:

- \* Calgary campus final examination schedule may vary slightly from the Lethbridge campus schedule.
- \*\* See Fees (p. 23)

# Fall Term 2017

September 2017						
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

October 2017						
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				

November 2017						
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		

December 2017						
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						

## September

- Sep 4 Labour Day (University Offices Closed)
- Sep 4, 5 New Student Orientation.
- Sep 5 Orientation meeting and classes for Professional Semester I students in the Faculty of Education.
- Sep 6 First day of classes for the Fall term.
- Sep 6 Orientation meeting for students registered in Education 2500.
- Sep 12 Last day for course add/drop and registration for the Fall term, including Independent Study and Undergraduate Thesis courses.
- Sep 13 First day for submission of Credit/Non-Credit course designations to the Registrar's Office.
- Sep 13, 14 Registration for Audit Students.
- Sep 25 Last day for cancellation of course registration (extended drop) for the Fall term. After this date, students are assessed full fees.\*\*

## October

- Oct 2 Last day for submission of Credit/Non-Credit course designations to the Registrar's Office.
- Oct 2 Fees due.\*\*
- Oct 9 Thanksgiving (University Offices Closed)
- Oct 10 Deadline for submission of Grade Appeal forms for courses completed in Summer Session to the Faculty/School Office.
- Oct 14 Fall Convocation.
- Oct 16 Deadline for submission of Student Program Change forms (Degree, Major, Specialization, Minor, Concentration) to the Registrar's Office.

## November

- Nov 1 Deadline for Application for Graduation for students completing program requirements in the Fall term 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 Convocation.
- Nov 11 - 17 Fall Reading Break (No classes)
- Nov 13 Remembrance Day Observance (University Offices Closed)
- Nov 20 First day of registration for continuing students for the Spring term.
- Nov 29 Last Wednesday class meeting for courses scheduled Wednesday/ Friday or Wednesday only.

## December

- Dec 1 Deadline to clear all outstanding accounts in support of an Application for Graduation for students completing program requirements in the Fall term who want to have this recorded on their transcript.
- Dec 6 Additional and last class meeting for courses scheduled on Monday only.
- Dec 6 Last day of classes for the Fall term. (The last class meeting for professional semester students varies according to required hours in the practicum.)
- Dec 6 Last day for withdrawal from individual courses, or complete withdrawal, for the Fall term.
- Dec 6 Last day for application for Withdrawal with Cause for the Fall term.
- Dec 9 Fall term final examinations begin.\*
- Dec 15 Deadline for Application for Visiting Student Authorization for Visiting Studies in the Spring term.
- Dec 16 Registration begins for Open Studies and Visiting Students for the Spring term.
- Dec 18 Fall term final examinations end.
- Dec 22 Deadline for receipt of outstanding documents in support of an Application for Graduation for students completing program requirements in the Fall term who want to have this recorded on their transcript.
- Dec 25 - 31 Holiday Observance (University Offices Closed)

### Grade Submission:

Deadline for submission of final grades – 12:00 p.m. (noon)

Fall term: Dec 21, 2017

### Notes:

\* Calgary campus final examination schedule may vary slightly from the Lethbridge campus schedule.

\*\* See Fees (p. 23)

# Spring Term 2018

January 2018						
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			

February 2018						
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			

March 2018						
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

April 2018						
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					

## January

Jan 1	New Year's Observance (University Offices Closed)
Jan 2	University Open.
Jan 5	New Student Orientation.
Jan 8	First day of classes for the Spring term.
Jan 8	Orientation meeting for Professional Semester II students in the Faculty of Education.
Jan 8	Orientation meeting for students registered in Education 2500.
Jan 15	Last day for course add/drop and registration for the Spring term, including Independent Study and Undergraduate Thesis courses.
Jan 15	First day for submission of Credit/Non-Credit course designations to the Registrar's Office.
Jan 15, 16	Registration for Audit Students.
Jan 25	Last day for cancellation of course registration (extended drop) for the Spring term. After this date, students are assessed full fees.**

## February

Feb 1	Last day for submission of Credit/Non-Credit course designations to the Registrar's Office.
Feb 1	Fees due.**
Feb 7	Deadline for submission of Grade Appeal forms for courses completed in the Fall term to the Faculty/School Office.
Feb 15	Deadline for submission of Student Program Change forms (Degree, Major, Specialization, Minor, Concentration) to the Registrar's Office.
Feb 19	Family Day (University Offices Closed)
Feb 20 - 24	Spring Reading Break (No Classes)

## March

Mar 1	Deadline for Application for Graduation for Spring Convocation.
Mar 16	First day of registration for continuing students for the Summer and Fall terms.
Mar 30	Good Friday (University Offices Closed)

## April

Apr 2	Easter Monday (University Offices Closed)
Apr 3	Deadline to clear all outstanding accounts for Spring Convocation.
Apr 14	Last day of classes for the Spring term. (The last class meeting for professional semester students varies according to required hours in the practicum.)
Apr 16	Last day for withdrawal from individual courses, or complete withdrawal, for the Spring term.
Apr 16	Last day for application for Withdrawal with Cause for the Spring term.
Apr 16	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 term.
Apr 16	Deadline for Application for Visiting Student Authorization for Visiting Studies in Summer Session.
Apr 16	Registration begins for Open Studies and Visiting Students for Summer Session.
Apr 17	Spring term final examinations begin.*
Apr 25	Spring term final examinations end.
Apr 30	Deadline for Withdrawal of Application for Graduation for Spring Convocation.
Apr 30	Deadline for receipt of outstanding documents in support of an Application for Graduation for Spring Convocation.
Apr 30	Last day of the academic year.

### Grade Submission:

Deadline for submission of final grades – 12:00 p.m. (noon)

Spring term: Apr 30, 2018

### Notes:

\* Calgary campus final examination schedule may vary slightly from the Lethbridge campus schedule.

\*\* See Fees (p. 23)

# REGISTRATION

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## 1. STUDENT RECORDS RETENTION POLICY

The permanent official folder for each student is maintained by the Registrar's Office. The contents of this folder shall be destroyed according to the following schedule:

- a. 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.
- b. 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 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 **Academic Regulations, Confidentiality of Student Records Policy (p. 49)**.

## 2. ADVICE AND INFORMATION

Students who require advice or additional information regarding their programs during registration should consult their respective graduate program office.

Students who require other kinds of information and advice about registration, such as deadlines and procedures, should consult the Registrar's Office website at [www.uleth.ca/ross](http://www.uleth.ca/ross) or 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 programs and courses in which they are registered.**

Students who decide not to attend the University must cancel their registration prior to the Extended Drop deadline (see **Course Registration, p. 22**).

## 3. TERMS USED DURING REGISTRATION

### a. Enrolment and Registration

For purposes of the University of Lethbridge Graduate Studies Calendar, these terms are used interchangeably.

**Bridge:** The University's online registration system is available for all graduate students to register in their courses ([www.uleth.ca/bridge](http://www.uleth.ca/bridge)).

### b. Part-Time and Full-Time

Continuous registration in the spring, summer and fall terms is required for full- and part-time students.

Full- and part-time students who do not register in a program in any term will be considered to have withdrawn unless a leave of absence has been granted by the respective graduate program administrator (see **Leave of Absence** in the **General Regulations** section in the applicable program-specific part of the University of Lethbridge 2017/2018 Graduate Studies Calendar and Course Catalogue).

### c. Visiting and Exchange Students

#### 1. University of Lethbridge Students Studying Elsewhere

Under approved exchange arrangements, students pursuing a degree, diploma, or certificate at the University of Lethbridge may be permitted to take courses at another post-secondary institution under the Western Deans' Agreement (see the **Western Deans' Agreement, p. 22**).

2. Visiting and Exchange Students from Other Universities

Under approved exchange arrangements, students who are not pursuing a degree, diploma or certificate at the University of Lethbridge and are registered in programs at other post-secondary institutions may be admitted to take courses under the Western Deans' Agreement (see the **Western Deans' Agreement, p. 22**).

Where applicable, with 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. Students must satisfy the normal admission requirements of the University of Lethbridge.

d. **Audit a Course**

A student registered in a program must have permission by the instructor and graduate program administrator to audit a course. The student must complete an *Audit Registration* form and submit it to the Registrar's Office by the indicated deadline. Audit courses must be included on the *Approved Program of Study* form for M.A., M.Sc., M.F.A., M.Mus., and Ph.D. students at the time of application.

Refer to the **Academic Schedule (p. 15)** for the term-applicable deadlines.

e. **Open Studies Student**

Open Studies student registration allows persons interested in taking courses for general interest to register without having to gain admission to a University program. Registration as an Open Studies student is open to any individual not currently admitted to a University program, with some restrictions.

The following conditions apply to registration as an Open Studies student:

1. Open Studies student enrolment does not constitute formal admission to a University program.
2. Students must complete the *Open Studies Registration* form and submit it, along with the registration fee and deposit, to the Registrar's Office each term.
3. Upon subsequent application for admission or readmission to a University of Lethbridge program, courses completed via Open Studies may be counted for credit toward the student's program only with the express permission of the Dean of the School of Graduate Studies. See the appropriate program part for more details.
4. Open Studies students must meet the University's English Language Proficiency (ELP) Requirement (see **English Language Proficiency for Graduate Open Studies Students, p. 20**).
5. While under Open Studies student status, students are allowed a maximum of two grades below 'B-' at the master's level or no grade below a 'B' at the doctoral level. Any subsequent grade below 'B-' (at the master's level) or B (at the doctoral level) will result in permanent suspension of Open Studies student registration privileges. When Open Studies student registration privileges have been suspended, a student may not register in a course until they have been admitted to a University of Lethbridge program.

6. Open Studies students are not eligible to use the Credit/Non-Credit designation.

7. Open Studies students may apply for admission or readmission to a University of Lethbridge program. Courses completed via Open Studies student registration are considered in the admission decision process (see the **Admission Requirements** section in the applicable program part of the Calendar).

8. Only students who have been admitted to a University of Lethbridge program may graduate with a University of Lethbridge degree, diploma or certificate. 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 previously admitted to the program of graduation. Such students must fulfill the admission and graduation requirements of that program for the calendar year of admission.

Students who have been Required to Withdraw must be readmitted to a University program before they will be permitted to graduate.

9. English Language Proficiency for Open Studies Students

English is the primary language of instruction and communication at the University of Lethbridge. Prior to registration, Open Studies registrants whose first language is not English must demonstrate their English language proficiency is sufficient to meet the demands of classroom instruction, written assignments, and participation in tutorials and discussions, regardless of their citizenship status or country of origin. The University of Lethbridge reserves the right to use discretion in determining adequate levels of language proficiency.

**Note:** *The following policy does not apply to Audit students.*

Proficiency in English may be demonstrated by any of the following:

- a. Successful completion of a minimum of three consecutive years of full-time academic study in English at a secondary school or post-secondary institution in Canada or another country where English is recognized as the primary language (see the English Language Proficiency section in the applicable program part of the Calendar). English as a second language study is not considered academic.
- b. Successful completion of the Advanced Level of the University of Lethbridge English for Academic Purposes (EAP) program (see **University of Lethbridge International, p. 57**).
- c. Test of English as a Foreign Language (TOEFL), taken within the last two years, with minimum scores of:
  - 550 on the paper-based TOEFL and 4.0 on the Test of Written English (TWE); or
  - 80 on the internet-based TOEFL (iBT), with minimum scores of 16 in each of Listening, Reading, and Speaking, and a minimum score of 18 in Writing.

Website: [www.toefl.org](http://www.toefl.org)  
(University of Lethbridge Destination Institution  
(DI) code: 0855)

- d. Academic International English Language Testing System (IELTS) test, taken within the last two years, with a minimum overall score of 6.0, with a minimum 6.0 in each band.  
Website: [www.ielts.org](http://www.ielts.org)
- e. Pearson Test of English (PTE) Academic score, taken within the last two years, with a minimum overall score of 54.  
Website: [www.pearsonpte.com](http://www.pearsonpte.com)
- f. Canadian Academic English Language (CAEL) Assessment, taken within the last two years, with a minimum overall score of 60, with a minimum 50 in each of Listening, Reading, and Speaking, and 60 in Writing.  
Website: [www.cael.ca](http://www.cael.ca)
- g. Cambridge English: Advanced (CAE), with a minimum score of 'C'.  
Website: [www.cambridgeenglish.org/exams/advanced](http://www.cambridgeenglish.org/exams/advanced)
- h. Cambridge English: Proficiency (CPE), with a minimum score of 'C'.  
Website: [www.cambridgeenglish.org/exams/proficiency](http://www.cambridgeenglish.org/exams/proficiency)
- i. Michigan English Language Assessment Battery (MELAB), with a minimum overall score of 80, with a minimum 76 in each component, including the Speaking test.  
Website: [www.cambridgemichigan.org/melab](http://www.cambridgemichigan.org/melab)
- j. Alberta English Language Arts 30-I diploma examination, or equivalent, with a minimum grade of 75 percent.
- k. Alberta English Language Arts 30-I final (blended) grade, or equivalent, with a minimum grade of 80 percent.
- l. A passing grade in an English for Academic Purposes (EAP) program accepted as a means of satisfying ELP by another recognized Canadian university, and whose ELP requirement is at least as demanding as that of the University of Lethbridge
- m. A passing grade in an EAP program approved by the Manager of Admissions.

All proof of English proficiency must be provided on academic transcripts or standardized test score reports. Unofficial documents are acceptable.

#### 4. WHEN TO REGISTER

See the **Academic Schedule (p. 15)** for specific registration dates. Students who fail to complete registration during the specified period may be assessed a late fee.

#### 5. ORDER OF REGISTRATION

Registration occurs in the following order:

1. Students admitted to graduate programs at the University of Lethbridge register first.
2. Exchange students attending the University under the Western Deans' Agreement (see **p. 22**), Visiting students (see **p. 19**), and Open Studies students (see **p. 20**), register second.
3. Students auditing courses (see **p. 20**) are last to register.

Newly admitted graduate students must accept their *Offer of Admission* by paying the *Confirmation of Admission* deposit before they can register.

Students in the M.Ed. or M.C. programs who did not register during early registration will be permitted to register on a first-come, first-served basis.

#### 6. REGISTRATION LIMITATIONS

##### a. Timetable Conflicts

Registration into classes that overlap or create time conflicts will not be processed. To avoid delays at registration, students must consult the current term Timetable.

##### b. Duplication of Registration

A student may not register in more than one section of a course offering in a term or session.

A student may not be registered in the same course in more than one term simultaneously (e.g., in both summer term and fall term).

##### c. Faculty 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 term. Enrolment limits are enforced by all Faculties.

##### d. 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 (see **p. 20**).

##### e. Holds on Registration

A Faculty/School may place specific registration requirements upon a student. In such cases, at the request of the respective Dean or Designate, the Registrar's Office may restrict a student's access to registration.

##### f. Prerequisites and Corequisites

Course prerequisites and corequisites must be met where applicable and Faculties are responsible for ensuring they have been met.

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 School of Graduate Studies Dean or Designate 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 and the Dean of Graduate Studies. Once written permission is received, 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 School of Graduate Studies Dean or Designate.

## 7. CLASSROOM PRIVILEGES

Students have classroom privileges for the course offering in which they are registered or auditing. Students who are not registered in or have dropped or withdrawn from a course do not have classroom privileges and may not attend any classes for that specific course. Instructors may authorize guests to attend a class.

## 8. COURSE REGISTRATION

Courses may be added until the Add/Drop deadline and cancelled/dropped until the Extended Drop deadline, as approved by the respective graduate program administrator, and as shown in the **Academic Schedule (p. 15)**. No changes to registration other than withdrawals from individual courses are permitted after the Extended Drop deadline.

Students who register and decide not to attend but do not cancel their registration by the Extended Drop deadline will be assessed tuition and compulsory fees (see **Fees, Cancellations, Refunds, and Withdrawals, p. 25**).

## 9. WITHDRAWAL

Students can withdraw from courses after the Extended Drop deadline up to and including the last day of classes in a term or session as specified in the **Academic Schedule (p. 15)**. Graduate students taking undergraduate courses should consult the Academic Schedule in the Undergraduate Calendar and Course Catalogue for withdrawal deadlines. Grades are not assigned when a student withdraws (see **Academic Regulations, Grading, p. 36**).

Failure to withdraw results in the assignment of grades by the instructor for the course(s) in which the student is registered. Students are responsible for ensuring that the Registrar's Office receives the request for withdrawal by the relevant deadline.

### a. Complete Withdrawal

A student wishing to withdraw from the term must obtain approval from the respective graduate program administrator and then notify the Registrar's Office by submitting a *Complete Withdrawal* form which can be obtained from the Registrar's Office. The date this form is received by the Registrar will be the official withdrawal date for purposes of fee assessment. A 'W' designation is recorded for each course in which the student is registered that term.

### b. Course Withdrawal

Students must consult with their respective graduate program administrator before withdrawing from a course. Students are granted a 'W' designation for any course from which they choose to withdraw in a term provided they remain registered in one or more courses.

### c. Withdrawal with Cause

Withdrawal with Cause is granted 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 School of Graduate Studies. For Open Studies students, the 'WC' is recorded upon application to the Registrar's Office.

## 10. WESTERN DEANS' AGREEMENT

The Western Deans' Agreement covers exchange graduate students from member universities across Western Canada (for a list of participating institutions, visit [www.wcdgs.ca](http://www.wcdgs.ca)) provided that:

1. The period for which the fees are remitted does not exceed two academic terms of four months each; and
2. The course work or work to be pursued is an integral part of their graduate degree and 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. The approval of the designated representatives of the home and 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 their requests are within these limits.

## 11. APPEAL OF REGISTRATION

Students dissatisfied with decisions regarding registrations are entitled to a review by the Assistant Registrar.

If still dissatisfied after this review, the student may address a written appeal to the Registrar who renders the final decision.

Students who wish to appeal decisions regarding retroactive adjustments to registrations shall have one full year from the last day of the term or 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. Refer to the Graduate Studies Calendar and Course Catalogue at [www.uleth.ca/ross/academic-calendar](http://www.uleth.ca/ross/academic-calendar) for the most current information.

## 2. SELF-SERVICE RESOURCES AND GENERAL INFORMATION

### a. Fees and Payments

The University provides a **self-service** option via the Bridge website available at [www.uleth.ca/bridge](http://www.uleth.ca/bridge) or ULink for viewing the *Account Summary by Term* report, which includes fees charged and payments received by term. The University will send invoices to students' University of Lethbridge email accounts in advance of key deadlines. **Paper statements are not mailed via Canada Post.** Inquiries about fees are directed to the Cash Office (AH144; 403-329-2469; [cash.office@uleth.ca](mailto:cash.office@uleth.ca)).

### b. Anticipated Payments

Awarded student loans, sponsorships and other payments can be viewed on the Bridge in the *Account Summary by Term* report. Anticipated payments verified as in transit by the Cash Office can be viewed using the *Anticipated Funds* link on the *Account Summary by Term* page. Anticipated funds are considered payments-in-progress and stop the assessment of interest charges and cancellation for non-payment processes.

### c. Financial Support

For information on financial opportunities, please review the **Awards and Scholarships** section (p. 195) or contact the Graduate Studies Awards Advisor at [sgs.awards@uleth.ca](mailto:sgs.awards@uleth.ca). Further information regarding

government assistance and other University of Lethbridge scholarships can be found at the Scholarship and Student Finance Office (AH115; 403-329-2585).

### d. Holds Applied to Outstanding Accounts

Students with outstanding fees on their account will not receive parchments, registration privileges, approval to graduate, access to the Tuition and Education Amounts Certificate (T2202A tax form) or official transcripts until all fees are paid in full. Students who present student loan forms at the Cash Office will have their outstanding fees automatically deducted from the loan (for details, see **First Charge for Student Loans, Bursaries and Scholarships, p. 24**).

### e. Receipts and Tax Forms

Students can verify payments on their account by viewing the *Account Summary by Term* report on the Bridge at [www.uleth.ca/bridge](http://www.uleth.ca/bridge). Printed receipts are not issued unless requested. The Tuition and Education Amounts Certificate (T2202A) required for completing personal tax returns is available for download/print from students' Bridge accounts before the end of the following February. Students will be charged \$5 for a printed T2202A from the Cash Office.

### f. Definitions

- **Add/Drop Date** - The final day to register in courses for the term or session. See the **Academic Schedule (p. 15)**.
- **Domestic Student** - Any student who is a Canadian citizen, Permanent Resident, protected person in accordance with the Immigration and Refugee Protection Act, or is a holder of a diplomatic visa issued by the Government of Canada. Classification as a domestic student affects fee assessment only.



- **Extended Drop Deadline** - The final day to drop courses (cancel registration) without incurring 100% of tuition, compulsory and program-related fees. See the **Academic Schedule (p. 15)**.
  - **Full-time** - Participation status declared at point of admission or via the approval process outlined in each graduate degree program. Students enrolled in Co-operative Education Work Experience courses or Applied Research Studies courses are considered to be full-time. This definition of full-time may not be the same as the definition used by the Canada Revenue Agency (CRA) for the preparation of the Tuition and Education Amounts Certificate (T2202A). For more information, see **Registration, Part-Time and Full-Time (p. 19)**.
  - **International Student** - Any student who is not a resident of Canada. Classification as an international student affects fee assessment only. New international students and international students who receive their Landed Immigrant status or Canadian citizenship while registered in courses at the University must present their official Landed Immigrant documentation or Canadian citizenship card at the Registrar's Office no later than January 31 for the spring term May 31 for the summer term the last day of classes in each summer session, and September 30 for the fall term to be eligible for Canadian fee assessment rates.
  - **On-campus** - Any student who is registered in courses delivered remotely or in person at the University of Lethbridge main campus in Lethbridge, Alberta.
  - **Off-campus** - Any student who is registered only in courses offered through satellite campuses held off the main University campus.
  - **Part-time** - Participation status declared at point of admission or via the approval process as outlined in each graduate degree program. For more information, see **Registration, Part-Time and Full-Time (p. 19)**.
  - **Senior Citizen** - Any student 65 years of age or over does not pay fees except for the *Application for Admission Fee* or *Registration Fee* (if attending as an Open Studies student).
3. On-site secure drop box  
A 24-hour accessible drop box located at the east end of the Cash Office counter in Anderson Hall. Ensure student name and University ID number are included with the payment.
  4. Any Bank of Montreal branch  
Whether a client of the Bank of Montreal or not, students can bring a completed *First Bank Bill Payment Service* form to any Bank of Montreal branch for deposit to the University of Lethbridge. The form is available at [www.uleth.ca/financial-services/payment-methods](http://www.uleth.ca/financial-services/payment-methods). Bank service charges may apply.
  5. In person  
The Cash Office, located in Anderson Hall (AH144), accepts cash, cheque, or debit payments from 9:00 a.m. to 3:30 p.m. Monday to Friday. Credit cards are not accepted.

### b. Fee Deadlines and Automatic Cancellation

Fees are due in full by **October 1** (fall term), **February 1** (spring term) and **June 1** (summer term and all summer sessions). When a deadline falls on a weekend, the deadline will be the next working day.

Failure to make a payment (excluding those made towards application fees, Open Studies registration fees, and tuition deposits) by the fall and spring fee deadlines will result in automatic cancellation of a student's registration in courses and access to services. Arrangements for student loan or sponsor payments will count as a payment towards student fees if these arrangements are received prior to the fee deadline. The anticipated funds that are set up can be viewed on the student's Bridge account under the Account Summary by Term page. University of Lethbridge scholarships and completion of the Health and Dental opt-out will also be counted as a payment towards the fee deadline. To be reinstated in courses for the term after cancellation, students are required to pay a \$25 reinstatement fee and make a payment toward their fee balance. Students who do not reinstate their registration in the term will lose their continuing student status. To resume studies, students must submit a new *Application for Admission* and pay related application fees and deposits.

### c. Interest

Students who have made a partial payment by the fee deadline but have a balance owing after the fee deadline will be charged interest of the Bank prime lending rate plus five percent per annum on the outstanding balance, applied on the first working day of each successive month that the account remains unpaid.

Subsequent payments will be applied first against interest charges and, thereafter, against the outstanding assessed charges.

### d. First Charge for Student Loans, Bursaries and Scholarships

100% of current and outstanding fees are the first charge against assistance received from the federal or provincial government as student loan certificates/bursaries and University of Lethbridge awarded or administered scholarships.

## 3. PAYMENTS

### a. Where to Pay Fees

1. Bill payment through a domestic bank  
Available at most domestic banks and financial institutions in Canada. Add the University of Lethbridge as a payee and use the nine-digit student ID number as your account/customer number. Students should contact their bank for more information about bill payment service.

**Note:** Allow four working days for processing. Payments must be received by applicable deadlines to avoid interest and cancellation policies.

2. Mail or courier  
University of Lethbridge Cash Office  
4401 University Drive West  
Lethbridge, AB T1K 3M4

**Note:** Payments must be received by applicable deadlines to avoid interest and cancellation policies.

#### e. Collection Practices

Cash Office staff will administer collection practices and contact students about outstanding balances. Accounts will be transferred to a professional collection agency when deemed necessary.

### 4. CANCELLATIONS, REFUNDS, AND WITHDRAWALS

#### a. Cancellations

To cancel course registration (drop courses) before incurring a withdrawal grade on transcripts or incurring tuition, compulsory, and program-related fees, students must cancel their registration by the Extended Drop deadline for the term or session through the Bridge at [www.uleth.ca/bridge](http://www.uleth.ca/bridge). For Extended Drop deadlines, see the **Academic Schedule (p. 15)**.

#### b. Refunds

*Cancellation* - Cancellation of course registration occurs prior to the Extended Drop deadline. Related tuition, compulsory, and program-related fees for cancelled courses are reversed from the student's account, depending on the degree program.

*Over-payments* - Any payments received from students that exceed non-refundable fees incurred will be refunded to students upon their request to the Cash Office. Date restrictions may apply to student loan and scholarship refunds.

Refunds can be received by cheque (within three weeks of request), debit (Cash Office from 9:00 a.m. to 3:30 p.m. Monday to Friday with valid picture identification), and bank wire (for international addresses).

#### c. Withdrawals

After the Extended Drop deadline, students can withdraw from a course or their complete registration up to the last day of classes in a term or session as specified in the **Academic Schedule (p. 15)**. After the Extended Drop deadline, courses are assessed 100% of tuition, compulsory, and program-related fees. See also **Registration, Withdrawal (p. 22)**.

### 5. NON-REFUNDABLE APPLICATION AND REGISTRATION FEES

#### a. Application for Admission

Applicants for admission to the University of Lethbridge pay a non-refundable application fee, as follows:

- Domestic (all transcripts from Canadian institutions): \$100
- International (any transcript(s) from non-Canadian institutions): \$140

Applicants who have previously submitted an *Application for Admission* to a level of studies (e.g. graduate or post-graduate) are eligible to pay a reduced application fee of \$25 for subsequent applications to the same level of studies.

#### b. Registration for Open Studies

Students who wish to enrol in courses without being admitted to a program are called Open Studies students. To register for Open Studies, students must pay a non-refundable \$20 registration fee each term they wish to register in courses. For more information, see **Registration, Open Studies Student (p. 20)**.

### 6. NON-REFUNDABLE DEPOSITS

#### a. Confirmation of Admission

All newly admitted and readmitted graduate students are required to pay a non-refundable tuition deposit of \$200 to confirm their admission on or before the expiry date of the *Offer of Admission*. The tuition deposit is applied to tuition fees incurred by the student.

#### b. Open Studies Tuition Deposit

All Open Studies registrants are required to pay a non-refundable tuition deposit of \$80 each term they register in courses. The tuition deposit is applied to tuition fees incurred by the student. For more information, see **Registration, Open Studies Student (p. 20)**.

### 7. FEES

#### a. Compulsory Fees

1. University of Lethbridge fees:
  - *Program Fee* - Certain programs charge a fee for each term students are enrolled in the program. Open Studies students are not charged program fees.
  - *Sport and Recreation Services (SRS) Fee* - Provides access to various facilities and events both on campus and throughout Lethbridge. A portion of this fee supports the Pronghorn Athletic program. Off-campus and summer session students may opt into this service. For more details, please contact Sport and Recreation Services (PE160; 403-329-2706).
  - *Student Administrative Fees* - Includes (1) *Student Services Fee* to provide student services and create resources to help students succeed throughout their academic careers; (2) *Student Copyright Access Fee* to partially offset expenses incurred by the University related to compliance with the Copyright Act.
  - *Tuition Fee* - Certain programs charge a tuition fee for enrolment in each course taken in the program. The tuition fee for auditing a course is half the normal tuition of the course.
2. Graduate Students' Association fees:
  - *Operations 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.
  - *University of Lethbridge Daycare Contribution* - Contribution toward the campus daycare building.

- *U-Pass Fee* - Cost for a citywide transit pass. See [www.ulgsa.ca/services/u-pass](http://www.ulgsa.ca/services/u-pass) for opt-out details.
- *Representation Fee* - Covers the operating costs of the Ab-GPAC (Alberta Graduate Provincial Advocacy Council) which is a provincial lobbying and advocacy group for graduate students, and associated representation costs. Costs include in-person council meetings and meetings with government representatives.

### 3. Students' Union fees:

- *Health and Dental Plans Fee* - The Health Plan is an extended plan (over and above provincial health care) specifically designed for the students' benefit. The Dental Plan is a basic set of dental insurance benefits. All full-time students who pay Graduate Students' Association fees are enrolled in 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 term. For more details, contact the Health and Dental Plan Administrator at the Students' Union Office in the Students' Union Building (SU180; 403-329-2039; [www.ulsu.ca](http://www.ulsu.ca)).
- *International Health Centre Health Insurance Fee* - The health plan for International students.

### 4. Other fees:

- *CKXU Fee* - Supports the operations of the student radio station.
- *Meliorist Fee* - Supports the operations of the student newspaper.

## b. Program-related Fees

- *Continuation Fee* - Maintains a student's admission status when they have completed the program term but need to extend the term to finish the program.
- *M.Ed. Off-campus Instructional Delivery Fee* - Recovers the additional cost incurred in providing a course or section of a course off-campus.
- *Specialty Fees* - There may be additional charges for field trip costs and for major specialty items in a particular class such as lab costs, lab manuals, art supplies, workbooks, and substantial photocopied materials that are retained by the student. Instructors will normally be able to estimate these costs for a particular class at the start of the term 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 class descriptions should contact the Dean's Office of their Faculty/School concerning the authority for such assessments.

## c. Optional Service Fees

- *Account History Fee* - \$5 per request.
- *Administrative Processing Fee for Curriculum Detail* - Fee paid by graduates for providing a detailed program curriculum report to third parties - \$180.
- *Campus ID Card Fee* - Students' first card is free; \$5 for community users; \$10 for replacement cards.
- *Dining Plan Fee* - See **General Services, Housing Services (p. 205)**.
- *Late Fee* - Fee charged when deadlines are not met - \$25.
- *Library Fines* - Charged fines may be recorded on student accounts.
- *Parking Fee* - See **General Services, Campus Safety (p. 200)**.
- *Residence Fee* - See **General Services, Housing Services (p. 205)**.

## d. Fee Schedules

See **page 27**.

**UNIVERSITY OF LETHBRIDGE 2017/18 ACADEMIC YEAR FEE SCHEDULE  
MASTER OF ARTS/SCIENCE/MUSIC/FINE ARTS GRADUATE PROGRAM FEES  
DOCTOR OF PHILOSOPHY PROGRAM FEES**

**EFFECTIVE APRIL 1, 2017**

The Board of Governors reserves the right to change fees and deposits as deemed necessary without prior notice.

U of L Fees					Graduate Student Association Fees <sup>2</sup>	Student Health/Dental Plan <sup>3</sup>	Meliorist & CKXU Radio	Total
Tuition	Student Administrative Fee <sup>1</sup>	Sport and Recreation Services Fee	International Health Centre Fee					

**GRADUATE (Canadian Open Studies Students)**

1.5 Credit Hours	291.88	20.88	67.80	N/A	129.77	N/A	5.50	515.83
One Course (3.0 Credit Hours)	583.75	41.75	67.80	N/A	129.77	N/A	5.50	828.57
Two Courses (6.0 Credit Hours)	1,167.50	83.50	67.80	N/A	129.77	N/A	5.50	1,454.07

**GRADUATE (International Open Studies Students)**

1.5 Credit Hours	676.58	20.88	67.80	36.75	129.77	N/A	5.50	937.28
One Course (3.0 Credit Hours)	1,353.15	41.75	67.80	36.75	129.77	N/A	5.50	1,634.72
Two Courses (6.0 Credit Hours)	2,706.30	83.50	67.80	36.75	129.77	N/A	5.50	3,029.62

**Applied Research Studies courses (APRS 5980, 5981, 5982, 5983, 7980, 7981, 7982, 7983) are assessed tuition and fees as a three credit course for Open Studies students. Students admitted into their program will be assessed the applicable tuition and fees as per the fee schedules below for M.A./M.Sc./M.Mus./M.F.A. And Ph.D. programs.**

Canadian Students	583.75	41.75	67.80	N/A	129.77	N/A	5.50	828.57
International Students	1,353.15	41.75	67.80	36.75	129.77	N/A	5.50	1,634.72

**CO-OP PROGRAM (Faculty of Arts and Science)**

Canadian Students	622.10	83.50	N/A	N/A	145.80	276.35	5.00	1,132.75
International Students	622.10	83.50	N/A	36.75	145.80	276.35	5.00	1,169.50

**M.A./M.Sc./M.Mus./M.F.A. And Ph.D. PROGRAM<sup>3</sup>: Continuation fees are assessed for each subsequent term after one year in the M.A./M.Sc./M.Mus./M.F.A. Program & after two years in the**

Canadian Students - Summer	1,945.85	139.17	90.40	N/A	61.30	N/A	3.00	2,239.72
- Fall	1,945.85	139.17	90.40	N/A	145.80	276.35	8.00	2,605.57
- Spring	1,945.85	139.17	90.40	N/A	141.80	N/A	8.00	2,325.22
International Students - Summer	4,510.55	139.17	90.40	36.75	61.30	N/A	3.00	4,841.17
- Fall	4,510.55	139.17	90.40	36.75	145.80	276.35	8.00	5,207.02
- Spring	4,510.55	139.17	90.40	36.75	141.80	N/A	8.00	4,926.67

**M.A./M.Sc./M.Mus./M.F.A., and Ph.D. CONTINUATION FEES (per term)**

Canadian Students - Summer	583.75	41.75	N/A	N/A	61.30	N/A	3.00	689.80
- Fall	583.75	41.75	90.40	N/A	145.80	276.35	8.00	1,146.05
- Spring	583.75	41.75	90.40	N/A	141.80	0.00	8.00	865.70
International Students - Summer	1,353.15	41.75	N/A	36.75	61.30	N/A	3.00	1,495.95
- Fall	1,353.15	41.75	90.40	36.75	145.80	276.35	8.00	1,952.20
- Spring	1,353.15	41.75	90.40	36.75	141.80	0.00	8.00	1,671.85

**Notes:**

<sup>1</sup> Student Administrative Fees include Student Services fee of \$39.25 per course, and Student Copyright Access Fee of \$2.50 per course. The administrative fee is the equivalent to 10 courses assessed over three terms for Masters programs, and equivalent to 20 courses over six terms for PHD programs. Continuation administration fees are assessed each term as the equivalent to one administration fee.

	Full-time	Part-time
<sup>2</sup> Graduate Students' Association Fee components are:		
Operations	57.30	41.27
UPASS (Fall / Spring terms only)	79.50	79.50
Daycare Contribution	4.00	4.00
	140.80	124.77
Representation Fee (Fall term only)	5.00	5.00
<b>Total Fees</b>	<b>\$ 145.80</b>	<b>\$ 129.77</b>

UPASS fees are based on the cost of a one month City of Lethbridge bus pass plus \$2.50 administration. Spring 2018 is estimated at \$79.50, and is subject to change as rates are not available at the time of publishing. For criteria for opting out of the U-Pass (students living outside of the City of Lethbridge Transit System) see <https://ulgsa.ca/services/u-pass/>

<sup>3</sup> 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 \$141.35 and Dental Plan cost is \$135.00, both for 12 months of coverage. Those students admitted in the Spring term are assessed at \$94.24 for the Health Plan and \$89.58 for the Dental Plan, both for eight months of coverage. Contact the Students Union office for information on opt-out procedures or refer to the "General Services" section in the Calendar for more information.

*Small variances may be due to system rounding.*

Proposed increases in the Graduate instructional fees, per full time 3 credit course:

	Current Rate	Proposed 2018/19	Proposed 2019/20
Tuition Fee - Canadian	\$583.75	\$583.75	\$583.75
Tuition Fee - International	\$1,353.15	\$1,370.75	\$1,388.55

Source: Financial Services, December 2016

**UNIVERSITY OF LETHBRIDGE 2017/2018 ACADEMIC YEAR FEE SCHEDULE  
MASTER OF EDUCATION AND MASTER OF COUNSELLING PROGRAM FEES**

**EFFECTIVE APRIL 1, 2017**

The Board of Governors reserves the right to change fees and deposits as deemed necessary without prior notice.

U of L Fees		Student Administrative Fees <sup>2</sup>	Sport and Recreation Services Fee <sup>3,4</sup>	International Health Centre Fee	Graduate Student Association Fees <sup>4</sup>	Student Health/Dental Plan <sup>5</sup>	Meliorist & CKXU Radio <sup>3,4</sup>	Total
Tuition <sup>1</sup>	Program Fee <sup>1</sup>							

**SUMMER 2017 - MASTER OF EDUCATION**

**Canadian Students**

No Credit Courses (Placeholder)	N/A	344.40	41.75	N/A	N/A	61.30	N/A	N/A	447.45
One Course (3.0 Credit Hours)	583.75	344.40	41.75	N/A	N/A	61.30	N/A	3.00	1,034.20
Two Courses (6.0 Credit Hours)	1,167.50	344.40	83.50	N/A	N/A	61.30	N/A	3.00	1,659.70
Three Courses (9.0 Credit Hours)	1,751.25	344.40	125.25	N/A	N/A	61.30	N/A	3.00	2,285.20

**International**

No Credit Courses (Placeholder)	N/A	805.40	41.75	N/A	36.75	61.30	N/A	N/A	945.20
One Course (3.0 Credit Hours)	1,365.20	805.40	41.75	N/A	36.75	61.30	N/A	3.00	2,313.40
Two Courses (6.0 Credit Hours)	2,730.40	805.40	83.50	N/A	36.75	61.30	N/A	3.00	3,720.35
Three Courses (9.0 Credit Hours)	4,095.60	805.40	125.25	N/A	36.75	61.30	N/A	3.00	5,127.30

**FALL 2017/SPRING 2018 MASTER OF EDUCATION**

**Canadian Students**

No Credit Courses (Placeholder)	N/A	344.40	41.75	N/A	N/A	129.77	N/A	N/A	515.92
One Course (3.0 Credit Hours)	583.75	344.40	41.75	67.80	N/A	129.77	N/A	5.50	1,172.97
Two Courses (6.0 Credit Hours)	1,167.50	344.40	83.50	67.80	N/A	129.77	N/A	5.50	1,798.47
Three Courses (9.0 Credit Hours)	1,751.25	344.40	125.25	90.40	N/A	145.80	276.35	8.00	2,741.45
Four Courses (12.0 Credit Hours)	2,335.00	344.40	167.00	90.40	N/A	145.80	276.35	8.00	3,366.95

**International**

No Credit Courses (Placeholder)	N/A	805.40	41.75	N/A	36.75	129.77	N/A	N/A	1,013.67
One Course (3.0 Credit Hours)	1,365.20	805.40	41.75	67.80	36.75	129.77	N/A	5.50	2,452.17
Two Courses (6.0 Credit Hours)	2,730.40	805.40	83.50	67.80	36.75	129.77	N/A	5.50	3,859.12
Three Courses (9.0 Credit Hours)	4,095.60	805.40	125.25	90.40	36.75	145.80	276.35	8.00	5,583.55
Four Courses (12.0 Credit Hours)	5,460.80	805.40	167.00	90.40	36.75	145.80	276.35	8.00	6,990.50

**SUMMER 2017 - MASTER OF COUNSELLING**

**Canadian Students**

No Credit Courses (Placeholder)	N/A	530.25	41.75	N/A	N/A	61.30	N/A	N/A	633.30
One Course (3.0 Credit Hours)	1,161.50	530.25	41.75	N/A	N/A	61.30	N/A	5.50	1,800.30
Two Courses (6.0 Credit Hours)	2,323.00	530.25	83.50	N/A	N/A	61.30	N/A	5.50	3,003.55
Three Courses (9.0 Credit Hours)	3,484.50	530.25	125.25	N/A	N/A	61.30	N/A	8.00	4,209.30

**International**

No Credit Courses (Placeholder)	N/A	1,240.05	41.75	N/A	36.75	61.30	N/A	N/A	1,379.85
One Course (3.0 Credit Hours)	2,716.25	1,240.05	41.75	N/A	36.75	61.30	N/A	5.50	4,101.60
Two Courses (6.0 Credit Hours)	5,432.50	1,240.05	83.50	N/A	36.75	61.30	N/A	5.50	6,859.60
Three Courses (9.0 Credit Hours)	8,148.75	1,240.05	125.25	N/A	36.75	61.30	N/A	8.00	9,620.10

**FALL 2017/SPRING 2018 MASTER OF COUNSELLING**

**Canadian Students**

No Credit Courses (Placeholder)	N/A	530.25	41.75	N/A	N/A	129.77	N/A	N/A	701.77
One Course (3.0 Credit Hours)	1,161.50	530.25	41.75	67.80	N/A	129.77	N/A	5.50	1,936.57
Two Courses (6.0 Credit Hours)	2,323.00	530.25	83.50	67.80	N/A	129.77	N/A	5.50	3,139.82
Three Courses (9.0 Credit Hours)	3,484.50	530.25	125.25	90.40	N/A	145.80	276.35	8.00	4,660.55

**International**

No Credit Courses (Placeholder)	N/A	1,240.05	41.75	N/A	36.75	129.77	N/A	N/A	1,448.32
One Course (3.0 Credit Hours)	2,716.25	1,240.05	41.75	67.80	36.75	129.77	N/A	5.50	4,237.87
Two Courses (6.0 Credit Hours)	5,432.50	1,240.05	83.50	67.80	36.75	129.77	N/A	5.50	6,995.87
Three Courses (9.0 Credit Hours)	8,148.75	1,240.05	125.25	90.40	36.75	145.80	276.35	8.00	10,071.35

**Notes:**

<sup>1</sup> Students pay a Program Fee (minimum 9) for each term they are in the program, and a per course Tuition Fee for each course enrolled in. Students completing their program in fewer than 9 terms still pay a minimum of 9 Program Fees. 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 term 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. Education 5707 has an additional Assessment Materials Fee of \$50.00 charged.

<sup>2</sup> Student Administrative Fees include Student Services Fee of \$39.25 per course, and Student Copyright Access fee of \$2.50 per course.

<sup>3</sup> Applies to Main campus courses only (SRS, CKXU Radio).

<sup>4</sup> The amounts charged for Sport and Recreation, Health & Dental, and Meliorist are not assessed in the Summer Term. Graduate Students' Association include the Operations fee of \$57.30 and Daycare Contribution of \$4.00 fees in the Summer term. CKXU is assessed at \$3.00 in the Summer term. Fees may differ from the amounts noted above which are charged for the Spring / Fall term.

**Graduate Students' Association Fees components for the Fall and Spring terms are:**

	Full-time	Part-time
Operations	57.30	41.27
Daycare contribution	4.00	4.00
UPASS (Fall / Spring terms only)	79.50	79.50
	140.80	124.77
Representation Fee (Fall term only)	5.00	5.00
<b>Total Fees</b>	<b>\$ 145.80</b>	<b>\$ 129.77</b>

UPASS fees are based on the cost of a one month City of Lethbridge bus pass plus \$2.50 administration. Spring 2018 is estimated at \$79.50, and is subject to change as rates are not available at the time of publishing. For criteria for opting out of the U-Pass (students living outside of the City of Lethbridge Transit System) see <https://ulgsa.ca/services/u-pass/>

<sup>5</sup> 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 \$141.35 for 12 months of coverage. The Dental Plan cost is \$135.00 for 12 months of coverage. Those students admitted in the Spring term are assessed \$94.94 for the Health Plan and \$89.58 for the Dental Plan, both for eight months coverage. Contact the Students' Union office for information on opt-out procedures or refer to the "General Services" section in the Calendar for more information.

*Small variances may be due to system rounding.*

**Proposed Program & Tuition Fee increases for the M. Ed. program:**

	Current Rate	Proposed 2018/19	Proposed 2019/20
Program Fee -CDN	\$344.40	\$344.40	\$344.40
Tuition Fee - CDN	\$583.75	\$583.75	\$583.75

**Proposed Program & Tuition Fee increases for the M.C. program:**

	Current Rate	Proposed 2018/19	Proposed 2019/20
Program Fee-CDN	\$530.25	\$530.25	\$530.25
Tuition Fee-CDN	\$1,161.50	\$1,161.50	\$1,161.50

**Approximate Annual Tuition & Program Fees for Masters Programs based on standard program plan. (not including other fees)**

Master of Education - Canadian	\$3,368
Master of Counselling - Canadian	\$6,237

**Approximate Total Tuition & Program Fees for Masters Programs based on standard program plan of 12 courses and 9 program fees. (not including other fees, or annual projected increases)**

Master of Education - Canadian	\$10,105
Master of Counselling - Canadian	\$18,710

Source: Financial Services, December 2016

## MASTER OF SCIENCE (MANAGEMENT) PROGRAM FEES

EFFECTIVE APRIL 1, 2017

The Board of Governors reserves the right to change fees and deposits as deemed necessary without prior notice.

	U of L Fees				Graduate Student Association Fees <sup>2</sup>	Student Health/Dental Plan <sup>3</sup>	Meliorist & CKXU Radio	Total
	Tuition	Student Administrative Fee <sup>1</sup>	Sport and Recreation Services Fee	International Health Centre Fee				

**M.Sc. (MANAGEMENT) PROGRAM (A Continuation Fee is assessed for each subsequent term after the first three terms of study.)**

Canadian Students	- Summer	3,200.00	139.17	90.40	N/A	61.30	N/A	6.32	3,497.19
	- Fall	3,200.00	139.17	90.40	N/A	145.80	276.35	6.34	3,858.06
	- Spring	3,200.00	139.17	90.40	N/A	140.80	N/A	6.34	3,576.71
International Students	- Summer	6,508.80	139.17	90.40	36.75	61.30	N/A	6.32	6,842.74
	- Fall	6,508.80	139.17	90.40	36.75	145.80	276.35	6.34	7,203.61
	- Spring	6,508.80	139.17	90.40	36.75	140.80	N/A	6.34	6,922.26

**M.Sc. (MANAGEMENT) CONTINUATION FEES (per term)**

Canadian Students	- Summer	583.75	41.75	N/A	N/A	61.30	N/A	3.00	689.80
	- Fall	583.75	41.75	90.40	N/A	145.80	276.35	8.00	1,146.05
	- Spring	583.75	41.75	90.40	N/A	140.80	N/A	8.00	864.70
International Students	- Summer	1,353.15	41.75	N/A	36.75	61.30	N/A	3.00	1,495.95
	- Fall	1,353.15	41.75	90.40	36.75	145.80	276.35	8.00	1,952.20
	- Spring	1,353.15	41.75	90.40	36.75	140.80	N/A	8.00	1,670.85

**M.Sc. (MANAGEMENT) PROGRAM - PART TIME Participation Fees (Effective for students admitted and beginning studies prior to Summer 2015). A Continuation Fee is assessed for each subsequent term after the first six terms of study.**

Canadian Students	- Summer	1,600.00	69.59	67.80	N/A	45.27	N/A	4.66	1,787.32
	- Fall	1,600.00	69.59	67.80	N/A	129.77	N/A	4.67	1,871.83
	- Spring	1,600.00	69.59	67.80	N/A	124.77	N/A	4.67	1,866.83
International Students	- Summer	3,254.40	69.59	67.80	36.75	45.27	N/A	4.66	3,478.47
	- Fall	3,254.40	69.59	67.80	36.75	129.77	N/A	4.67	3,562.98
	- Spring	3,254.40	69.59	67.80	36.75	124.77	N/A	4.67	3,557.98

**M.Sc. (MANAGEMENT) - PART TIME Participation CONTINUATION FEES per term (Effective for students admitted and beginning studies prior to Summer 2015).**

Canadian Students	- Summer	291.90	20.88	N/A	N/A	45.27	N/A	4.66	362.71
	- Fall	291.90	20.88	67.80	N/A	129.77	N/A	4.67	515.02
	- Spring	291.90	20.88	67.80	N/A	124.77	N/A	4.67	510.02
International Students	- Summer	662.00	20.88	N/A	36.75	45.27	N/A	4.66	769.56
	- Fall	662.00	20.88	67.80	36.75	129.77	N/A	4.67	921.87
	- Spring	662.00	20.88	67.80	36.75	124.77	N/A	4.67	916.87

**Notes:**

<sup>1</sup> Student Administrative Fees include Student Services fee of \$39.25 per course, and Student Copyright Access Fee of \$2.50 per course. The administrative fee is the equivalent to 10 courses assessed over three terms for MSM full time program. Continuation administration fees are assessed each term as the equivalent to one administration fee.

		Full-time	Part-time
<sup>2</sup> Graduate Students' Association Fee components are:	Operations	57.30	41.27
	UPASS (Fall / Spring terms only)	79.50	79.50
	Daycare Contribution	4.00	4.00
		<u>140.80</u>	<u>124.77</u>
	Representation Fee (Fall term only)	5.00	5.00
	<b>Total Fees</b>	<u>\$ 145.80</u>	<u>\$ 129.77</u>

UPASS fees are based on the cost of a one month City of Lethbridge bus pass plus \$2.50 administration. Spring 2018 is estimated at \$79.50, and is subject to change as rates are not available at the time of publishing. For criteria for opting out of the U-Pass (students living outside of the City of Lethbridge Transit System) see <https://ulgsa.ca/services/u-pass/>

<sup>3</sup> 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 \$141.35 and Dental Plan cost is \$135.00, both for 12 months of coverage. Those students admitted in the Spring term are assessed at \$94.24 for the Health Plan and \$89.58 for the Dental Plan, both for eight months of coverage. Contact the Students Union office for information on opt-out procedures or refer to the "General Services" section in the Calendar for more information.

Small variances may be due to system rounding.

Proposed increases in the Master of Management Graduate Program fees, per full time term:

	Current Rate	Proposed 2018/19	Proposed 2019/20
Tuition Fee - Canadian	\$3,200.00	\$3,200.00	\$3,200.00
Tuition Fee - International	\$6,508.80	\$6,593.40	\$6,679.10

Source: Financial Services, December 2016

**UNIVERSITY OF LETHBRIDGE 2017/2018 ACADEMIC YEAR FEE SCHEDULE**  
**MASTER OF NURSING GRADUATE PROGRAM FEES**  
**EFFECTIVE APRIL 1, 2017**

The Board of Governors reserves the right to change fees and deposits as deemed necessary without prior notice.

Tuition <sup>1</sup>	Program Fee <sup>2</sup>	U of L Fees				Graduate Student Association Fees <sup>4,5</sup>	Student Health/Dental Plan <sup>5,6</sup>	Meliorist & CKXU Radio <sup>4,5</sup>	Total
		Student Administrative Fees <sup>3</sup>	Sport and Recreation Services Fee <sup>4,5</sup>	International Health Centre Fee					

**SUMMER 2017**

**Canadian Students**

No Credit Courses (Placeholder)	N/A	356.00	41.75	N/A	N/A	61.30	N/A	N/A	459.05
One Course (3.0 Credit Hours)	603.00	356.00	41.75	N/A	N/A	61.30	N/A	3.00	1,065.05
Two Courses (6.0 Credit Hours)	1,206.00	356.00	83.50	N/A	N/A	61.30	N/A	3.00	1,709.80
Three Courses (9.0 Credit Hours)	1,809.00	356.00	125.25	N/A	N/A	61.30	N/A	3.00	2,354.55

**International**

No Credit Courses (Placeholder)	N/A	836.25	41.75	N/A	36.75	61.30	N/A	N/A	976.05
One Course (3.0 Credit Hours)	1,416.45	836.25	41.75	N/A	36.75	61.30	N/A	3.00	2,395.50
Two Courses (6.0 Credit Hours)	2,832.90	836.25	83.50	N/A	36.75	61.30	N/A	3.00	3,853.70
Three Courses (9.0 Credit Hours)	4,249.35	836.25	125.25	N/A	36.75	61.30	N/A	3.00	5,311.90

**FALL 2017 / SPRING 2018**

**Canadian Students**

No Credit Courses (Placeholder)	N/A	356.00	41.75	N/A	N/A	129.77	N/A	N/A	527.52
One Course (3.0 Credit Hours)	603.00	356.00	41.75	67.80	N/A	129.77	N/A	5.50	1,203.82
Two Courses (6.0 Credit Hours)	1,206.00	356.00	83.50	67.80	N/A	129.77	N/A	5.50	1,848.57
Three Courses (9.0 Credit Hours)	1,809.00	356.00	125.25	90.40	N/A	145.80	276.35	8.00	2,810.80
Four Courses (12.0 Credit Hours)	2,412.00	356.00	167.00	90.40	N/A	145.80	276.35	8.00	3,455.55
Five Courses (15.0 Credit Hours)	3,015.00	356.00	208.75	90.40	N/A	145.80	276.35	8.00	4,100.30

**International**

No Credit Courses (Placeholder)	N/A	836.25	41.75	N/A	36.75	129.77	N/A	N/A	1,044.52
One Course (3.0 Credit Hours)	1,416.45	836.25	41.75	67.80	36.75	129.77	N/A	5.50	2,534.27
Two Courses (6.0 Credit Hours)	2,832.90	836.25	83.50	67.80	36.75	129.77	N/A	5.50	3,992.47
Three Courses (9.0 Credit Hours)	4,249.35	836.25	125.25	90.40	36.75	145.80	276.35	8.00	5,768.15
Four Courses (12.0 Credit Hours)	5,665.80	836.25	167.00	90.40	36.75	145.80	276.35	8.00	7,226.35
Five Courses (15.0 Credit Hours)	7,082.25	836.25	208.75	90.40	36.75	145.80	276.35	8.00	8,684.55

**Notes:**

<sup>1</sup> Students pay a Tuition Fee for each three credit hours of courses that they are enrolled in. The Project and Thesis courses are assessed tuition and fees as a six credit course.

<sup>2</sup> Students pay a Program Fee for each term they are in the program (minimum 6) 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 term until they either complete or withdraw from the program.

<sup>3</sup> Student Administrative Fees include Student Services Fee of \$39.25 per course, and Student Copyright Access fee of \$2.50 per course.

<sup>4</sup> Applies to Main campus courses only (SRS, CKXU Radio).

<sup>5</sup> The amounts charged for Sport and Recreation, Health & Dental, and Meliorist are not assessed in the Summer Term. Graduate Students' Association include the Operations fee of \$57.30 and Daycare Contribution of \$4.00 fees in the Summer term. CKXU is assessed at \$3.00 in the Summer term. Fees may differ from the amounts noted above which are charged for the Spring / Fall term.

**Graduate Students' Association Fees components for the Fall and Spring terms are:**

	Full-time	Part-time
Operations	57.30	41.27
Daycare contribution	4.00	4.00
UPASS (Fall / Spring terms only)	79.50	79.50
	140.80	124.77
Representation Fee (Fall term only)	5.00	5.00
<b>Total Fees</b>	<b>\$ 145.80</b>	<b>\$ 129.77</b>

UPASS fees are based on the cost of a one month City of Lethbridge bus pass plus \$2.50 administration. Spring 2018 is estimated at \$79.50, and is subject to change as rates are not available at the time of publishing. For criteria for opting out of the U-Pass (students living outside of the City of Lethbridge Transit System) see <https://ulgsa.ca/services/u-pass/>

<sup>6</sup> 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 \$141.35 for 12 months of coverage. The Dental Plan cost is \$135.00 for 12 months of coverage. Those students admitted in the Spring term are assessed \$94.24 for the Health Plan and \$89.58 for the Dental Plan, both for eight months coverage. Contact the Students' Union office for information on opt-out procedures or refer to the "General Services" section in the Calendar for more information.

*Small variances may be due to system rounding.*

*Proposed Tuition (per course) and Program Fee increases for the MN program for Canadian Students:*

	Current	Proposed 2018/19	Proposed 2019/20
Tuition Fee	\$603	\$603	\$603
Program Fee	\$356	\$356	\$356

*Proposed Tuition (per course) and Program Fee increases for the MN program for International Students:*

	Current	Proposed 2018/19	Proposed 2019/20
Tuition Fee	\$1,416	\$1,435	\$1,454
Program Fee	\$836	\$847	\$858

Source: Financial Services December 2016

**UNIVERSITY OF LETHBRIDGE 2017/2018 ACADEMIC YEAR FEE SCHEDULE**  
**DOCTOR OF PHILOSOPHY IN EDUCATION PROGRAM FEES**  
 EFFECTIVE APRIL 1, 2017

The Board of Governors reserves the right to change fees and deposits as deemed necessary without prior notice.

Tuition <sup>1</sup>	U of L Fees			Graduate Student Association Fees <sup>4,5</sup>	Student Health/Dental Plan <sup>4,6</sup>	Meliorist & CKXU Radio <sup>3,4</sup>	Total
	Student Administrative Fee <sup>2</sup>	Sport and Recreation Services Fee <sup>3,4</sup>	International Health Centre Fee				

**Ph.D. PROGRAM Term Fees (A Continuation fee is assessed for each subsequent term after four years/twelve terms in the program)**

Canadian Students - Summer	2,083.35	69.58	90.40	N/A	61.30	N/A	3.00	2,307.63
- Fall	2,083.35	69.58	90.40	N/A	145.80	276.35	8.00	2,673.48
- Spring	2,083.35	69.58	90.40	N/A	140.80	N/A	8.00	2,392.13
International Students - Summer	4,873.15	69.58	90.40	36.75	61.30	N/A	3.00	5,134.18
- Fall	4,873.15	69.58	90.40	36.75	145.80	276.35	8.00	5,500.03
- Spring	4,873.15	69.58	90.40	36.75	140.80	N/A	8.00	5,218.68

**Ph.D. CONTINUATION FEES (per term)**

Canadian Students - Summer	625.00	41.75	N/A	N/A	61.30	N/A	3.00	731.05
- Fall	625.00	41.75	90.40	N/A	145.80	276.35	8.00	1,187.30
- Spring	625.00	41.75	90.40	N/A	140.80	N/A	8.00	905.95
International Students - Summer	1,461.95	41.75	N/A	36.75	61.30	N/A	3.00	1,604.75
- Fall	1,461.95	41.75	90.40	36.75	145.80	276.35	8.00	2,061.00
- Spring	1,461.95	41.75	90.40	36.75	140.80	N/A	8.00	1,779.65

**Notes:**

<sup>1</sup> Students are required to pay a Term Fee for each term they are in the program over a period of four years (minimum of twelve term fees; twelve term fees cover up to six instructional course equivalents). Students who have completed twelve terms will then pay a Continuation Fee each term until they complete or withdraw from the program.

<sup>2</sup> The Student Administrative Fees include the Student Services Fee and the Student Copyright Access fee.

<sup>3</sup> Applies to Main campus courses only (SRS, CKXU Radio).

<sup>4</sup> The amounts charged for Sport and Recreation, Health & Dental, and Meliorist are not assessed in the Summer Term. Graduate Students' Association include the Operations fee of \$57.30 and Daycare Contribution of \$4.00 fees in the Summer Term. CKXU is assessed at \$3.00 in the Summer Term. Fees may differ from the amounts noted above which are charged for the Spring / Fall Terms.

<sup>5</sup> Graduate Students' Association Fees components for the Fall and Spring terms are:

	Full-time	Part-time
Operations	57.30	41.27
Daycare contribution	4.00	4.00
UPASS (Fall / Spring terms only)	79.50	79.50
<b>Total Fee</b>	\$ 140.80	\$ 124.77
Representation Fee (Fall term only)	5.00	5.00
<b>Total Fees</b>	\$ 145.80	\$ 129.77

UPASS fees are based on the cost of a one month City of Lethbridge bus pass plus \$2.50 administration. Spring 2018 is estimated at \$79.50, and is subject to change as rates are not available at the time of publishing. For criteria for opting out of the U-Pass (students living outside of the City of Lethbridge Transit System) see <https://ulgsa.ca/services/u-pass/>

<sup>6</sup> 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 \$141.35 for 12 months of coverage. The Dental Plan cost is \$135.00 for 12 months of coverage. Those students admitted in the Spring term are assessed \$94.24 for the Health Plan and \$89.58 for the Dental Plan, both for eight months coverage. Contact the Students' Union office for information on opt-out procedures or refer to the "General Services" section in the Calendar for more information.

*Small variances may be due to system rounding.*

**Proposed Term Fee increases for the Ph.D. in Education program:**

	Current	Proposed 2018/19	Proposed 2019/20		Current	Proposed 2018/19	Proposed 2019/20
Canadian Students				International Students			
Term Fee	\$2,083	\$2,083	\$2,083	Term Fee	\$4,873	\$4,937	\$5,001
Continuation Fee	\$625	\$625	\$625	Continuation Fee	\$1,462	\$1,481	\$1,500

**Approximate Annual Program Fees for Ph.D. in Education based on standard program plan of six courses. (not including other fees)**

Canadian Students - term fee (per year)	Tuition <sup>1</sup>	\$6,250	International - term fee (per year)	Tuition <sup>1</sup>	\$14,619
Canadian Students - continuation fee (per year)		\$1,875	International - continuation fee (per year)		\$4,386

Source: Financial Services: December 2016



**GENERAL / OPEN STUDIES GRADUATE PROGRAM FEES  
SUMMER TERM 2017  
EFFECTIVE APRIL 1, 2017**

The Board of Governors reserves the right to change fees and deposits as deemed necessary without prior notice.

U of L Fees		Graduate Student Association Fees	Graduate Student Daycare Fee	CKXU Radio Fee	International Health Centre Fee <sup>2</sup>	Total
Tuition	Student Administrative Fee <sup>1</sup>					

**GRADUATE (Canadian Open Studies Students)**

One-Half Course (1.5 Cr. Hrs.)	291.88	20.88	57.30	4.00	3.00	N/A	377.06
One Course (3.0 Credit Hrs.)	583.75	41.75	57.30	4.00	3.00	N/A	689.80
Two Courses (6.0 Credit Hrs.)	1,167.50	83.50	57.30	4.00	3.00	N/A	1,315.30
Three Courses (9.0 Credit Hrs.)	1,751.25	125.25	57.30	4.00	3.00	N/A	1,940.80
Four Courses (12.0 Credit Hrs.)	2,335.00	167.00	57.30	4.00	3.00	N/A	2,566.30
Five Courses (15.0 Credit Hrs.)	2,918.75	208.75	57.30	4.00	3.00	N/A	3,191.80

**GRADUATE (International Open Studies Students)**

One-Half Course (1.5 Cr. Hrs.)	676.58	20.88	57.30	4.00	3.00	36.75	798.51
One Course (3.0 Credit Hrs.)	1,353.15	41.75	57.30	4.00	3.00	36.75	1,495.95
Two Courses (6.0 Credit Hrs.)	2,706.30	83.50	57.30	4.00	3.00	36.75	2,890.85
Three Courses (9.0 Credit Hrs.)	4,059.45	125.25	57.30	4.00	3.00	36.75	4,285.75
Four Courses (12.0 Credit Hrs.)	5,412.60	167.00	57.30	4.00	3.00	36.75	5,680.65
Five Courses (15.0 Credit Hrs.)	6,765.75	208.75	57.30	4.00	3.00	36.75	7,075.55

**AUDIT FEES PER COURSE**

Canadian Students	291.88
International Students	676.58

**Notes:**

<sup>1</sup> Student Administrative Fees include Student Services fee of \$39.25 per course, and Student Copyright Access Fee of \$2.50 per course .

<sup>2</sup> All international students will be charged \$36.75 per term for the International Health Centre fee.

The Students' Union Health and Dental Plan is not assessed for the Summer Sessions. The Students Union Health and Dental Plan is not assessed for the Summer Term.

**Small variances may be due to system rounding.**

Source: Financial Services, December 2016. This schedule is in effect for Summer 2017 only.

## 8. IMPORTANT DATES AND FEE DEADLINES

	Summer 2017	Fall 2017	Spring 2018
<b>First Day of Classes</b>	Full Term - May 8 Session I - May 8 Session II & II/III - Jul 10 Session III - Aug 9	Sep 6	Jan 8
<b>Add/Drop Date</b> Last day to register in courses	Full Term - May 15 Session I - May 11 Session II & II/III - Jul 13 Session III - Aug 14	Sep 12	Jan 15
<b>Extended Drop Deadline</b> Last day to drop courses before tuition, program, and compulsory fees are non-refundable	Full Term - May 25 Session I - May 15 Session II & II/III - Jul 17 Session III - Aug 14	Sep 25	Jan 25
<b>Health and Dental Opt-out Deadline</b>	N/A	Sep 22	Jan 19
<b>Fee Deadline</b> Last day to pay all fees: <ul style="list-style-type: none"> <li>• Before interest is charged on outstanding balances; and</li> <li>• Before automatic cancellation of registration for non-payment</li> </ul>	Jun 1	Oct 2	Feb 1
<b>Withdrawal Deadline</b> Last day to withdraw from courses and receive a "W" on transcripts	Term - Aug 4 Session I - Jun 19 Session II - Jul 28 Session II/III - Aug 21 Session III - Aug 29	Dec 6	Apr 16
<b>Graduation - Zero Balance Account</b> Last day to pay outstanding balances to be eligible for graduation this term	Aug 15	Dec 1	Apr 3
*When a deadline date occurs on a weekend or Statutory or Civic Holiday, the deadline will be the next working day.			



# ACADEMIC REGULATIONS, POLICIES, AND PROGRAM REQUIREMENTS

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## I. INTRODUCTION

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 student may obtain further information about academic regulations from the School of Graduate Studies. **It is the responsibility of each student to be familiar with the Academic Regulations as outlined in this section and program-specific sections of the Calendar.**

## 2. ACADEMIC REGULATIONS

### a. Grading

An instructor bears full responsibility for evaluating the academic performance of students in graded courses.

An instructor must indicate at the beginning of each graded course, in writing, the detailed manner by which work will be assessed 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 term. An instructor may prescribe a variety of forms of evaluation, such as recitations and papers, mid-term examinations and a final examination.

Final grades are determined in accordance with the grading system described in this Calendar. All grades for courses are submitted to the Office of the Dean of the Faculty/School offering a course by the date set in the Calendar. Except when a 'Course Incomplete' has been approved by both the Instructor and the Dean, there is no provision, revision or evaluation of students' work after the final grade submission deadline for graded courses. There is no provision for the late submission of final grades. Grade changes can be submitted by the instructor up to two months following the grade submission deadline (e.g., fall term grade submission deadline on December 1 - grade change permitted until February 28 of the following term). The 'I' designation must be converted by the instructor to a final grade within a maximum of one year.

### b. Grading System

The University of Lethbridge and other Alberta universities use a common four-point grading system. All previous and the current University of Lethbridge grading systems are described in the table below.

Under all systems, graded courses are expressed as a Grade Point Average (GPA). For students whose grades are recorded under two or three systems, the GPA is determined in the same way. No attempt will be made at differential weighting of the three grading systems.

### c. Grade Point Average at the University of Lethbridge

The current GPA 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. The cumulative GPA is calculated, but does not appear on the official transcript.

The GPA 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
Art 5xxx	A	= 4.00	x 9.00	= 36.00
Management 5xxx	B	= 3.00	x 1.50	= 4.50
Education 5xxx	A-	= 3.70	x 3.00	= 11.10
			13.50	51.60

The total grade points divided by the total weighting factor = the GPA.

$$\frac{51.60}{13.50} = 3.82 \text{ (GPA)}$$

**Note:** For master's programs, the minimal pass for graded courses is 'B-' and failure is 'C+' or below. For Ph.D. programs, the minimal pass for graded courses is 'B' and failure is 'B-' or below. The following table appears on the back of official University of Lethbridge transcripts.

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+		4.00	A+		4.00	A	Excellent	4
A	Excellent	4.00	A	Excellent	4.00			
A-		3.70	A-		3.70	B	Superior	3
B+		3.30	B+		3.30			
B	Good	3.00	B	Good	3.00	C	Satisfactory	2
B-		2.70	B-		2.70			
C+		2.30	C+		2.30	D	Poor	1
C	Satisfactory	2.00	C	Satisfactory	2.00	F	Failing	0
C-		1.70	C-		1.70			
D+	Poor	1.30	D+		1.30			
D	Minimal Pass	1.00	D	Poor	1.00			
			D-		0.70			
F	Failure	0	F	Failing	0			

Note: WF Withdrawal Fail effective May 1, 1992 to April 30, 2010

I. 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 associated with 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.

There are certain courses that are not included in the calculation of the current or cumulative GPA. These include courses transferred from another institution; the one 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 (see **P - Pass/Fail Courses**).

d. **Cr/NC - Credit/Non-Credit**

Initiated by: Student

Assigned by: Instructor

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 'B-' or higher, the grade earned appears on the transcript automatically. If a grade of 'C+' is earned, an 'NC' appears on the transcript.

The Credit/Non-Credit alternative may not be elected in courses constituting the student's degree, required courses in Education and specifically-required, non-Management courses.

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.

**Note:** *Non-Credit ('NC') designations are often counted by other institutions as equivalent to 'F' grades. Students planning to apply to other 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.

e. **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 GPA.

f. **Non-grade Designations**

Non-grade designations are assigned by the Registrar and have no grade point designation attached to them.

**AI - Administrative Incomplete**

The designation of 'AI' is recorded when a final grade is not submitted by the final grade deadline. The 'AI' is replaced by the letter grade as soon as it is received. The 'AI' designation is temporary and must be replaced by a grade as soon as possible and cannot be changed to an Incomplete designation.

**AU - Audit**

Initiated by: Student

The non-grade AU designation is awarded in the case where a student has been granted permission to audit a course. The course appears on the transcript as 'AU'. Contact information is available at [www.uleth.ca/graduate-studies](http://www.uleth.ca/graduate-studies).

**I - Incomplete**

Initiated by: Student

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 term. The 'I' designation is awarded only on application to and approval of both the instructor and the appropriate Dean and such application is not considered 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 must be converted by the instructor to a letter designation within a maximum of one year; if not so converted, it becomes an 'F'. Where circumstances continue to prevent the completion of the course by the deadline, the Faculty will contact the Registrar to ensure the 'I' designation remains.

**W - Withdrawal**

Initiated by: Student

A designation of 'W' may be recorded at any time after the Extended Drop deadline up to and including the last day 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 receives the request for withdrawal by the relevant deadline. Refer to the **Academic Schedule (p. 15)** for the last day to withdraw.

**WC - Withdrawal with Cause**

Initiated by: Student

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 upon final approval and submission to the Registrar's Office. For Open Studies students, the 'WC' is recorded upon application to the Registrar's Office.

Prior to readmission to the course, students who are granted a 'Withdrawal with Cause' may be requested to provide evidence that the conditions which led to the withdrawal (WC) have been identified and addressed. This evidence must be submitted to the Registrar's Office for placement in the student's official file.

#### **X - Continuing**

Assigned by: Instructor

Used only for courses which may extend beyond one term. 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**

Assigned by: Registrar's Office

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.

### **3. ACADEMIC STANDINGS**

#### **a. Required Withdrawal from the University**

Students may be required to withdraw on two academic grounds: (1) academic standing or (2) consecutive terms on probation.

##### **1. Required Withdrawal - Academic Standing**

Students should be aware that regulations pertaining to required withdrawal may vary depending on the degree program. See the relevant Academic Standards in the General Regulations section of each degree program for details on these regulations.

#### **b. Repeat of a Course**

At the University of Lethbridge, a graduate student may repeat a course once in an attempt to: improve the course grade, improve the GPA, and/or meet graduation requirements. Graduate students should consult the relevant graduate program advising office and the supervisory committee, where one exists, before repeating a course.

- 1.** 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.
  - Under certain circumstances, the degree-specific program committee may recommend another course to the School of Graduate Studies Dean or Designate for approval consideration.
- 2.** If a student repeats a course, the grade for each attempt is recorded on the transcript.
- 3.** Students may not have grades and credit hours for more than one attempt calculated in the GPA. Students who have repeated a course must submit a *Repeated Course* form (available at the Registrar's Office).

- 4.** Then only the grade and credit hours for the most recent attempt are computed in the GPA.
- 5.** A student may not use a Credit/Non-Credit designation to replace a previously earned grade.

#### **c. 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 **page 53**.

Please note the following for the last three columns of the table:

##### **Column A: Residence Requirement**

A student who is a candidate for a graduate degree must satisfy the minimum residence requirement through successful completion of the degree requirements as specified by the University of Lethbridge and described in the Graduate Calendar.

##### **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 graduate degree must satisfy all program requirements within the time limit established by the School of Graduate Studies.

#### **d. Leave of Absence**

Students studying at the graduate level occasionally have extenuating circumstances (e.g., illness, family emergency) that may interrupt their studies and necessitate submitting a request for a Leave of Absence for consideration. Graduate students must formally apply to their program-specific administrator within the relevant Faculty or School (see Leave of Absence Requirements and Program-Specific Policies) for permission to take a Leave of Absence prior to the leave according to the specific policies of their program. International students considering applying for a Leave of Absence should contact the International Centre for Students about potential visa implications.

An approved Leave of Absence starts at the beginning of a term only. During an approved Leave of Absence, the following conditions apply:

- graduate students are not required to register in their program;
- no fees are assessed;
- assistantships, grants, awards, scholarships and other financial aid provided by the University are put into abeyance, where applicable;
- the time granted for the Leave of Absence is not counted toward the residence requirement;
- residence requirements must still be met;
- graduate students do not have access to University of Lethbridge resources and services (e.g., Library privileges) as a student; and
- graduate students are not actively engaged in coursework or the research requirements of their degree program.

Students returning from an approved Leave of Absence at the beginning of a term must inform the relevant program-specific administrator and complete the

registration processes on or before the Add/Drop deadline as outlined in the University's Academic Schedule (see **Academic Schedule, p. 15**).

**Table 1: Leave of Absence Requirements and Program-specific Policies**

<b>Program</b>	<b>Program-specific Policy</b>	<b>Program-specific Graduate Office</b>	<b>Program-specific Administrator</b>
Master of Arts	A Leave of Absence may be granted up to a maximum of one year during the tenure of study in the master's program.	School of Graduate Studies	Dean or Designate
Master of Counselling	A Leave of Absence may be granted up to a maximum of one year during the tenure of study in the master's program. If required, the program will be extended by the amount of Leave of Absence time granted. The Faculty of Education cannot guarantee the availability of required courses upon the student's return from a Leave of Absence. Students are advised to consult with the Assistant Dean, Graduate Studies and Research in Education, as early as possible.	Graduate Studies and Research (Faculty of Education)	Assistant Dean
Master of Education	A Leave of Absence may be granted up to a maximum of one year during the tenure of study in the master's program. If required, the program will be extended by the amount of Leave of Absence time granted. The Faculty of Education cannot guarantee the availability of required courses upon the student's return from a Leave of Absence. Students are advised to consult with the Assistant Dean, Graduate Studies and Research in Education, as early as possible.	Graduate Studies and Research (Faculty of Education)	Assistant Dean
Master of Fine Arts	A Leave of Absence may be granted up to a maximum of one year during the tenure of study in the master's program.	School of Graduate Studies	Dean or Designate
Master of Music	A Leave of Absence may be granted up to a maximum of one year during the tenure of study in the master's program.	School of Graduate Studies	Dean or Designate
Master of Nursing	A Leave of Absence may be granted up to a maximum of one year during the tenure of study in the master's program. A student will not be permitted to receive extensions to lengthen his/her program beyond six years. Under extenuating circumstances, the Program Committee may allow a longer extension.	Graduate Program Office (Faculty of Health Sciences)	Dean or Designate
Master of Science	A Leave of Absence may be granted up to a maximum of one year during the tenure of study in the master's program.	School of Graduate Studies	Dean or Designate
Master of Science in Management	A Leave of Absence may be granted up to a maximum of one year during the tenure of study in the master's program.	Management Graduate Programs Office	Director
Doctor of Philosophy	A Leave of Absence may be granted up to a maximum of one year during the tenure of study in the Ph.D. program. Residence requirements must still be met.	School of Graduate Studies	Dean or Designate
Doctor of Philosophy in Education	A Leave of Absence may be granted up to a maximum of one year during the tenure of study in the Ph.D. program. If required, the program will be extended by the amount of Leave of Absence time granted. The Faculty of Education cannot guarantee the availability of required courses upon the student's return from a Leave of Absence. Students are advised to consult with the Assistant Dean, Graduate Studies and Research in Education as early as possible.	Graduate Studies and Research (Faculty of Education)	Assistant Dean



#### 4. GRADE APPEAL POLICY

##### a. Definition

Grade appeals deal with claims that a student's course grade has been improperly determined. Student grade appeals will be directed to the School of Graduate Studies.

In this Policy, 'instructor' shall indicate instructor/supervisor, and 'Faculty' shall indicate the School of Graduate Studies.

##### 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 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 term courses - February 7; spring term 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 two Faculty members, an alternate, and be chaired by the Provost and Vice-President (Academic). Members should be selected from two different Faculties with experience on Faculty Grade Appeal Committees. 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.
4. The Chair of the GFC Grade Appeal Committee shall deposit the file relating to an appeal with the School of Graduate Studies, 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 General Faculties Council Grade Appeal Committee)

1. The Grade Appeal Committee shall determine its own procedures. That said, it is understood that the instructor(s) and the student shall have opportunity to make presentations to the Committee in writing, orally or both. Both the instructor(s) and the student shall have the right to cross examine any persons who have been asked by the Committee to speak. Written submissions shall be shared.
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 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.
7. The decisions of the GFC Grade Appeal Committee shall be final.

## 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 assessed 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 the **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 School of Graduate Studies.

## 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 'C+' in a master's level course or a grade of 'B-' in a doctoral level course. If a student is given a grade of 'C+' at the master's level or a 'B-' at the doctoral level, then the student is no longer registered in that offering of the course and no longer has classroom privileges. Should a student elect to appeal this penalty, the student will remain registered until the appeal is decided. For information regarding the appeal process, see **Appeals of an Instructor's Decision** below.

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. 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 **Suspension/Expulsion** below.

## l. 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/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 Provost and Vice-President (Academic) in consultation with the School of Graduate Studies. 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 relevant program office and/or the 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 Provost and Vice-President (Academic) or Designate as Chair, two faculty members appointed by the GFC and two student members nominated by the Graduate Students Association. 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.

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 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. STUDENT DISCIPLINE POLICY - 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 and 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. 11). 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 on page 11. 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/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 and Parking. See **Section i., p. 45.**
- 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 School of Graduate Studies. 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 and Parking and the 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 and Parking and the Registrar. Such notification will consist of a signed statement as per **Section g.2** above.
2. Actions
- The School of Graduate Studies 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. 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 term
- b. By the Dean, exclusion from all courses for a defined number of meetings or to the end of the term
- 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.

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. 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 **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 and Parking.

2. Actions

The Director, Security and 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 School of Graduate Studies, where warranted.
- Place a letter of reprimand in the student's file in the Registrar's Office. The Registrar shall inform the Director, Security and 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 and 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 and 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 and Parking to the Registrar, within seven working days of receipt of a written indication of the offence and penalty. The Registrar may dismiss the case, confirm the decision of the Director, Security and 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. The decision of the Registrar shall be final.

5. Reparation

Once assessed by the University, reparation for repairs and/or replacement for physical damage shall be paid to the University.

6. 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 **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/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 Provost and Vice-President (Academic) in consultation with the 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 Registrar, outlining the particulars of the case, with a copy to the student. Should the Director, Security and 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 Registrar considers that suspension/expulsion is in order, the 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 **Discipline Committee (p. 42)**.

#### 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.

### 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 Provost and Vice-President (Academic) and the Vice-President (Administration). The Coordinator of Counselling Services and the Director, Security and 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, other than grade or student discipline, 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. ASSESSMENT OF STUDENT LEARNING

The University of Lethbridge is committed to providing fair and accurate assessment of student learning. Regular assessment provides an opportunity for students to gauge their understanding of course material, for instructors to determine what students have learned, and for the University to certify student achievement. Students must have sufficient and timely feedback from instructors to improve their performance and make informed decisions about withdrawal, registration in subsequent semesters, and how to allocate their time. Students are responsible for soliciting additional feedback about their performance if they wish to have more information.

This policy specifies the components required in course outlines, identifies expectations of students, provides procedures for the conduct and scheduling of formal learning assessments, reporting grades, and handling student work once assessment is complete. However, no policy can cover all eventualities. Faculties/Schools may adopt additional assessment policies and procedures for any program. It is understood that this policy must be interpreted humanely and sensitively, recognizing both the rights and the interests of students, and the quality and integrity of academic programs. Students should identify differences in their interpretation of policy with instructors in a timely fashion and cooperate to resolve them. If no resolution is forthcoming, the student may appeal the matter to the Dean of the Faculty offering the course following the procedure in **Appeal of Application of Policy Other than Grade or Student Discipline**.

#### a. Course Outline

- 1. To allow students to make timely and informed decisions about registration, add/drop, and the allocation of their time during the term, instructors must provide a course outline to all students no later than the first class meeting, and to all students who subsequently join the class. If an instructor wishes to incorporate student input in course design, a final outline must be provided to students as soon as possible after the first class.
- 2. The course outline includes the following essential elements:
  - a. The instructor's name and contact information, course number, section and title, and the department or Faculty.
  - b. Where, when and how students may seek assistance from the instructor.
  - c. A list of required reading materials, supplies and expenses for events outside of regular classes and where the instructor requires the study of material that cannot be specified at the outset of the course, an explicit statement to that effect.

- d. Relative weights of all work used to determine a final grade. Where attendance or other forms of class participation are required, the criteria for these measures should be explicitly stated.
- e. How the final letter grade for the course will be determined if percentages are used.
- f. Due dates, approximate due dates or the approximate frequency of graded work.
- g. Penalties for late work, if appropriate.
- h. A reminder that students in the course are subject to the student discipline policy for academic and non-academic offenses in accordance with the Calendar.
- i. If instructors use a university-approved plagiarism detection service to determine the originality of student papers, notice must be provided in the course outline. Student work may be stored in the database of the service, and if students object to such storage, they must advise the instructor in sufficient time that other techniques may be used to confirm the integrity of written work.
- j. The essential elements of the course as specified in the course outline shall not be altered after the Add/Drop deadline. However, recognizing that teaching excellence requires a degree of flexibility and responsiveness to both students' needs and emergent circumstances, adjustments to the course outline may sometimes be necessary, provided that no student is disadvantaged by the change.

#### b. Expectations of Students

1. Students should be familiar with the academic regulations of the University.
2. Instructors may assume basic literacy, numeracy and computer literacy as prerequisites for University entrance. Instructors may assume that students have the knowledge or skills of any course listed as a prerequisite for the course in the current Calendar.
3. Students may be expected to apply what has been taught in the course to new situations, to analyse different examples, or to synthesize original responses to questions that remain within the realm of fairness, even though the particular applications, examples or circumstances may not have been explicitly addressed in course lectures or readings.
4. Students are expected to monitor their University email accounts and to use their University accounts whenever writing instructors concerning course work and course grades.
5. Instructors will make reasonable efforts to accommodate students formally representing the University on inter-varsity teams, in academic competitions, in artistic performances, etc. with respect to due dates, tests and examinations, provided sufficient notice is given. Students should provide documentation of such activities identifying potential absences to instructors by the Add/Drop deadline where possible.
6. In extraordinary circumstances, such as bereavement, illness or injury, students may be accommodated with respect to due dates, tests and

examinations. Under such circumstances, instructors may request documentation.

7. All tests and assignments are due on or before the last day of classes except those identified by the instructor as a final examination or equivalent.
8. Unless otherwise stated in the course outline, students not submitting term work, in-class tests or final examinations without valid reasons will receive a zero for that part of the course grade.
9. Instructors have a duty to accommodate students with disabilities that have been verified by the Accommodated Learning Centre.
  - a. The principle of equity requires that all students be afforded an equal opportunity to demonstrate what they know and can do; in the case of students with disabilities, this principle may require adopting alternative assessments, adapting existing assessments, or allowing students to bring items into an assessment which otherwise would be prohibited to ensure that these students are not unfairly disadvantaged.
  - b. Students who wish to arrange for modified assessments must have their disability verified by the Accommodated Learning Centre, which will then issue a letter to the appropriate Dean(s) and instructor(s) indicating the University's support for appropriate requests for special learning opportunities or assessment procedures.
  - c. The student is responsible for requesting accommodations from an instructor at least two weeks in advance of the evaluation date. Disagreements about the accommodation of any request between students with disabilities and instructors should be mediated first by the Accommodated Learning Centre; where that is not satisfactory, subsequent appeal may be made to the Dean for resolution.

#### c. Scheduling of Assessments

1. No examination (test, quiz, or combination of tests and quizzes) worth more than 20% of the final grade may be held in the last two weeks of class during the fall or spring terms.
2. To ensure that students have the opportunity to correct, improve, adapt or build upon their understanding and skills, students' graded work must be made available to them before they are examined or reassessed on material directly dependent upon that work.
3. In-class tests and examinations may not exceed the allotted class time.
4. Final examinations may not normally exceed three hours. Instructors who want to hold a final exam exceeding three hours must submit a request to the Dean or Dean's Designate of the Faculty that is offering the course. If approved, the Dean's Office will submit the request to the Registrar's Office for timetabling. Any overlap with a subsequent exam may require that the longer exam be moved. Students must be able to take advantage of scheduled breaks between exam time slots.



5. Final examinations must be held on the date set by the Registrar. In the case of final examinations written in the testing centre, examinations may be opened on or after the first day of the scheduled examination period. Test centre examinations must be scheduled for completion no earlier than the day scheduled by the Registrar and no later than the last day of the final examination period.
6. Normally any work assigned during the instructional period must be called due by the last day of classes. Where a final project, performance, essay, take-home examination or other demonstration of learning replaces a scheduled final examination, the work may not normally be called due any sooner than the date and time of the final examination scheduled by the Registrar and no later than the last day of the final examination period. However, musical performance examinations may be scheduled after the last day of classes with consent of the student.
7. Students who cannot write final examinations for reasons beyond their control may request alternative scheduling from the Dean. Upon the Dean's approval, instructors will be authorized to arrange rescheduled final examinations. Instructors may only assign an Incomplete in the course with prior approval from the Dean's office (for more information, see **I - Incomplete, p. 37**).
8. No student shall be expected to write three consecutive final examinations in 24 hours in the scheduled final examination period and, in such cases, it is the student's responsibility to request an accommodation from the Dean. The instructor associated with the second examination is the one who would normally be expected to accommodate the need for a rescheduled examination for such a student.

#### d. Conduct of Examinations

1. For examinations written outside the testing centre, the examination supervisor is responsible for the safe and secure conduct of an examination (test, quiz or scheduled final examination). While the examination supervisor is normally the instructor of the course, any member of academic staff, post-doctoral fellow, or graduate student with appropriate expertise may supervise an examination. Whenever possible, course instructors should be available to answer questions arising during the examination.
2. The supervisor may restrict admission to the examination site prior to the examination. If necessary, arrangements may be made with Security to restrict such admission.
3. The supervisor may require all students to sign in before the examination, to sign out after the examination, and to register with the supervisor the number of examination booklets used.
4. The supervisor may require students to deposit personal effects in a designated area.
5. The supervisor may also require all students to place University of Lethbridge identification cards on their desks for the duration of the examination. If the supervisor 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 instructor or, where the instructor is the supervisor, the Dean for resolution.

6. The supervisor may articulate regulations for late entry to and early exit from the examination room.
7. The supervisor is responsible for dealing with impropriety or irregularity to insure fairness and rigor in the assessment process.
8. If students must leave the examination site for personal reasons, the supervisor shall take reasonable measures to ensure that no materials leave the site, that no restricted materials are brought back to the site, and that the student takes no action while away from the site that could undermine the integrity of the examination.
9. Supervisors may prescribe or restrict materials that may be taken to the examination site and used during the examination. No material aids including such items as mobile phones, computers or other digital devices may be brought into an examination without prior approval of the instructor.
10. In the event that it proves necessary to evacuate an examination room because of an emergency, supervisors will ask students to leave all examination materials behind and supervise the evacuation of the room.
11. Following the evacuation of an examination site, it is the supervisor's prerogative to resume the examination, if this can be done within a reasonable period of time after the evacuation. Extra time (equivalent to the time lost) shall be provided to complete the examination. If an examination cannot be resumed safely or fairly after an evacuation, all examination materials shall be collected, and the examination shall be rescheduled.
12. In the event that inclement weather or other conditions require that the University be closed, scheduled final examinations shall be rescheduled by the Registrar.

#### e. Ownership, Confidentiality and Posting of Grades

1. Students have the right to obtain and keep all graded work at the end of the appeal period. Instructors may retain questions.
2. 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.
3. 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.

4. When graded term work cannot be returned in person, grades or comments may be posted online using university-approved learning management software. When this is not possible, grades and comments may be sent by email provided that university email addresses are used by both instructor and student.
5. Final course grades may not be emailed to students. Students should access final course grades using the Bridge.

**f. Handling of Materials after Student Assessment is Complete**

In accordance with Alberta's *Freedom of Information and Protection of Privacy (FOIP) Act*, any graded student work that remains unclaimed after the Grade Appeal Period must be retained for one year as follows:

1. Unclaimed material from the fall term must be retained until December 31 of the following year and destroyed no later than January 31.
2. Unclaimed material from the spring term must be retained until April 30 of the following year and destroyed no later than May 31.
3. Unclaimed material from the summer sessions must be retained until August 31 of the following year and destroyed no later than September 30.

## 10. OTHER POLICIES

**a. Academic Accommodations for Students with Disabilities**

The University of Lethbridge will take all reasonable measures short of undue hardship to promote full access to all services for students with disabilities in its post-secondary education programs (credit and non-credit) and community outreach components. For their part, students are encouraged to act responsibly by striving to be as self-reliant and as independent as possible, and by fully engaging in their academic endeavours.

The full policy is available online at [www.uleth.ca/policy/academic-accommodations-students-disabilities-policy](http://www.uleth.ca/policy/academic-accommodations-students-disabilities-policy).

**b. Art Placement Policy**

The University of Lethbridge encourages and nurtures creative expression and supports the display of student artwork on University campuses. Requests for the display of non-student art (including that of faculty members and others) will be considered on a case-by-case basis by the Art Placement Committee (APC) in consultation with the Art Gallery Director, as appropriate.

The full policy is available online at [www.uleth.ca/policy/art-placement](http://www.uleth.ca/policy/art-placement).

**c. Computer Use Policy**

Computer and network resources are critical resources at the University of Lethbridge. The purpose of this policy is to ensure the efficient operation and distribution of these resources. All use of the University's computer and network resources is governed by this policy. Aspects of this use may also be governed by other University policies, as well as Provincial and Federal law.

Users have a responsibility towards ensuring the secure and efficient operation of University computer and network resources. This responsibility includes refraining from prohibited activities and taking reasonable steps to

prevent damage, security violations or access by unauthorized users.

The full policy is available online at [www.uleth.ca/policy/computer-use-policy](http://www.uleth.ca/policy/computer-use-policy).

**d. Confidentiality of Student Records Policy**

In choosing to pursue a post-secondary education, students must be aware that the record of their academic performance will be viewed and assessed by others. At the same time, the right to privacy asserts that individuals have a legitimate interest in controlling what information about themselves they will reveal to others and what uses may be made of this information. For its part the University has a legitimate interest in obtaining information necessary to carry out its functions and to fulfill its obligations to its students and to the agencies which have direct authority over it. This policy, therefore, is intended to reflect a reasonable balance between the obligations of the University for the welfare of the students and its responsibilities to society.

The full policy is available online at [www.uleth.ca/policy/confidentiality-student-records](http://www.uleth.ca/policy/confidentiality-student-records).

See also **Notices to Students Regarding the Collection of Personal Data (p. 12)** and **Registration, Student Records Retention Policy (p. 19)**.

**e. Library Access Policy**

The purpose of the University Library's resources and services is to further the academic mandate of the University by facilitating access to information in all formats for the purposes of study and research. The objective of the Access Policy is to provide equitable access to the resources and services of the University Library.

The full policy is available online at [www.uleth.ca/lib](http://www.uleth.ca/lib).

See also **Library in General Services (p. 206)**.

**f. Library Code of Conduct**

The University Library - as a central learning area and a shared, common resource - is committed to providing users with fair and equitable access to library materials, resources, and services in an environment that is:

- Safe, comfortable and clean
- Staffed by individuals who strive to respond to service requests with courtesy and respect
- A positive and productive place for academic pursuits

The full policy is available online at [www.uleth.ca/lib](http://www.uleth.ca/lib).

See also **Library in General Services (p. 206)**.

**g. Managing Unacceptable Behaviour by External Users of University Facilities**

This policy provides a process to deal with unacceptable behaviour of external users and to protect University property, services, faculty, staff, students and other users from such behaviour when it occurs.

External users are those individuals who are not faculty, staff, students, or those persons functioning in a volunteer capacity on behalf of the University of Lethbridge. Internal users are those individuals who are faculty, staff, students or those persons functioning in a volunteer capacity on behalf of the University. Unacceptable behaviour by internal users will be dealt with through their respective employment contracts or in the case of students, policies and procedures related to discipline.

Unacceptable behaviour includes, but is not necessarily limited to acts that:

- disturb the peace and tranquility of authorized users
- endanger the safety and security of others
- cause damage to private or public property
- impair the delivery of services on University buildings or lands
- have the potential to expose the University to liability or prosecution
- violate any University of Lethbridge policy applicable to external users

Such behaviour includes vandalism or other criminal offences that may also require University Security Services to solicit the assistance of the Lethbridge Police Services.

The full policy is available online at [www.uleth.ca/policy/managing-unacceptable-behaviour-external-users-university-facilities](http://www.uleth.ca/policy/managing-unacceptable-behaviour-external-users-university-facilities).

#### **h. Personal Security Policy**

The University of Lethbridge is committed to providing a living, learning and working environment that is free of threats to personal security and is supportive of productivity, academic achievement, and the dignity, self-esteem and fair treatment of all members of its community. The Personal Security Policy, developed by the University in consultation with employee and student groups, gives practical application to that commitment. '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.

The full policy is available online at [www.uleth.ca/policy/personal-security](http://www.uleth.ca/policy/personal-security).

#### **i. Policy Against Hazing**

The University of Lethbridge has a zero tolerance policy on hazing. Hazing activities of any type are inconsistent with the mission and vision of the University and are prohibited at all times. The purpose of this policy is to maintain a safe environment for University community members free from hazing. Hazing has historically been associated with, but is not limited to, obtaining acceptance or membership in an organization or a team. The University of Lethbridge's Policy Against Hazing applies to all University community members.

The full policy is available online at [www.uleth.ca/policy/policy-against-hazing](http://www.uleth.ca/policy/policy-against-hazing).

#### **j. Revoking Degrees**

The integrity of the degrees the University confers is dependent on the honesty and soundness of the teacher-student relationship, as well as the integrity of the evaluation process. The University has a responsibility to protect the integrity of the degrees it awards, both while the degree is being earned and after its conferral.

A degree is revoked if both the following conditions exist:

1. An academic offense is discovered after the degree is awarded; and
2. That offense, if detected, would have resulted in the degree not being awarded.

The full policy is available online at [www.uleth.ca/policy/revoking-degrees-policy](http://www.uleth.ca/policy/revoking-degrees-policy).

#### **k. Student Behavioural Incident Policy and Protocol**

As an institution of higher learning, the University is committed to openness of debate respecting differences of opinion, development of critical thinking, and evaluation of ideas and actions. The University recognizes that members of the University community have academic freedom to discuss controversial ideas. Nothing in this protocol shall be construed to limit freedom of speech. However, the privilege of academic freedom is accompanied by the responsibility to respect the individual rights of every person.

The University has a responsibility to protect and ensure the safety of all members of the University community. The establishment of this protocol ensures that the University can carry out this responsibility. This protocol is intended for all students (undergraduate and graduate) at the University of Lethbridge. The primary purpose of the protocol is to enable the University to intervene early and/or provide support to students displaying varying levels of distressed or disturbed behaviour which may result in disruption in or out of the classroom. The University will also take such measures as required to ensure the safety of members of the University community.

The full policy is available online at [www.uleth.ca/policy/behavioural-intervention-policy](http://www.uleth.ca/policy/behavioural-intervention-policy).

#### **l. Student Housing Policy**

Student housing accommodation at the University provides convenient living accommodation together with services and programs from which residents may secure additional educational, social and cultural advantages. The University is concerned not only with the physical environment within student housing, but also with activities which will provide an educational experience aimed at aiding the personal growth of each resident.

The full policy is available online at [www.uleth.ca/policy/student-housing](http://www.uleth.ca/policy/student-housing).

See also **Housing Services in General Services (p. 205)**.

#### **m. 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.

#### **n. Other Policies**

For more information regarding these and other University policies, see [www.uleth.ca/policy](http://www.uleth.ca/policy).

University of Lethbridge Residence Requirements and Time Limits

School	Program	Number of Courses in Program	A. Residence Requirement (Minimum number of University of Lethbridge courses required and, if applicable, when they must be completed in the program)	B. Time Limit for Retention of Individual Course Credit (U of L and/or transfer credit)	C. Time Limit for Program Completion
<b>GRADUATE STUDIES</b>	M.A.	3-6 courses (9.0-18.0 cr. hrs.) or equivalent	Full-time students - Minimum 12 months registration in the program (3 continuous terms). Residence requirements for part-time students may be adjusted	Transfer credit must be completed within 7 years prior to admission	Full-time students - Maximum 24 months Part-time students - Maximum 48 months
	M.C.	Equivalent of 12 courses (36.0 cr. hrs.)	Minimum 10 courses (30.0 cr. hrs.)		Maximum 6 years
	M.Ed.	General or Educational Leadership - equivalent of 12 courses (36.0 cr. hrs.) Counselling Psychology - equivalent of 15 courses (45.0 cr. hrs.)	All majors - Minimum 8 courses (24.0 cr. hrs.)	All majors - Transfer credit must be completed within 5 years prior to admission	All majors - Within 5 years
	M.F.A.	Art - 48.0 cr. hrs. Theatre and Dramatic Arts - 36.0 cr. hrs. New Media - 42.0 cr. hrs.	All majors - Minimum 24 months full-time continuous registration	All majors - Transfer credit must be completed within 7 years prior to admission	A majors - Maximum 3 academic years
	M.Mus.	54.0 cr. hrs.	Minimum 24 months full-time continuous registration	Transfer credit must be completed within 7 years prior to admission	Maximum 3 academic years
	M.N.	11 courses (33.0 cr. hrs.)	Minimum 24 months registration in the program	Transfer credit must be completed within 7 years prior to admission	Maximum 6 academic years
	M.Sc.	2-6 courses (6.0-18.0 cr. hrs.) or equivalent	Full-time students - Minimum 12 months registration in the program (3 continuous terms). Residence requirements for part-time students may be adjusted	Transfer credit must be completed within 7 years prior to admission	Full-time students - Maximum 24 months Part-time students - Maximum 48 months
	M.Sc. (Management)	36.0 cr. hrs.	Full-time students - Minimum 12 months minimum registration in the program (3 continuous terms). Residence requirements for part-time students may be adjusted	Transfer credit must be completed within 3 years prior to admission	Full-time students - Maximum 24 months Part-time students - Maximum 48 months
	Ph.D. (All majors excluding Education)	Up to 6 courses (18.0 cr. hrs.) or equivalent	Minimum 24 months full-time continuous registration at the University of Lethbridge	No limit	Maximum 48 months full-time continuous registration at the University of Lethbridge.
	Ph.D. (Education majors)	Learning, Teaching and Curriculum or Format and Distributive Leadership - minimum of 6 courses (18.0 cr. hrs.) Counselling Psychology - minimum of 10 courses (30.0 cr. hrs.)	Minimum 24 months full-time continuous registration at the University of Lethbridge	No limit	Maximum 84 months full-time continuous registration at the University of Lethbridge



# GRADUATION

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Convocation ceremonies are held twice annually. The spring ceremonies are scheduled for the 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. 15)** for dates. Students who fulfill degree requirements during the fall or spring terms attend the spring ceremony. Students who complete during the summer term/session attend the fall ceremony.

## 1. APPLICATION FOR GRADUATION

Each degree candidate must formally apply to graduate by completing the *Application for Graduation* which is available on the Bridge ([www.uleth.ca/bridge](http://www.uleth.ca/bridge)).

It is the responsibility of the student to ensure that their name appears on the graduation list.

Students may only attend the Convocation indicated on their *Application for Graduation*.

Students who are not eligible to graduate at the Convocation indicated on their *Application for Graduation* must submit another application by the appropriate deadline.

### a. Graduation Fee

There is no fee for students to apply to graduate.

### b. Application Deadlines

Term of Completion	Deadline*	Ceremony
Fall or Spring	March 1	Spring
Summer	August 1	Fall

### c. Outstanding Document Deadlines

Term of Completion	Deadline*	Ceremony
Fall or Spring	April 30	Spring
Summer	Last Monday of August	Fall

### d. Withdrawal of Application Deadlines

Term of Completion	Deadline*	Ceremony
Fall or 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 of Lethbridge fees, fines or other charges will not be permitted to graduate, will not be permitted to participate in Convocation 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 as follows:

Students completing program requirements in the fall or spring term/session:

April 1 (for spring Convocation).

Students completing program requirements in summer term/session:

August 15 (for fall Convocation).

Students who clear outstanding accounts after the April 1 or August 15 deadlines will be required to re-apply for a subsequent Convocation.

## 3. CONVOCATION INVITATION

In mid-March (for spring Convocation) and late August (for fall Convocation), an invitation is mailed to each applicant's permanent address. Applicants can also access this information online at [www.uleth.ca/convocation](http://www.uleth.ca/convocation).

## 4. CONFERRAL

Degrees are conferred upon a graduand only during Convocation ceremonies, whether the student is in attendance or not. If a graduand is absent, their degree parchment can only be released following the conferral process.

### a. Order of Conferral

#### Spring

The spring ceremonies are scheduled for the Thursday and Friday following the week of the Victoria Day long weekend.

The order of conferral for spring ceremonies is as follows:

*Ceremony I - Thursday morning*  
School of Graduate Studies  
Bachelor of Arts  
Bachelor of Arts and Science

*Ceremony II - Thursday afternoon*  
Bachelor of Science  
Faculty of Health Sciences

*Ceremony III - Friday morning*  
Faculty of Education  
Combined Degrees with Education  
Faculty of Fine Arts

*Ceremony IV - Friday afternoon*  
Faculty of Management  
Combined Degrees with Management

### Fall

The fall ceremonies are scheduled for the Saturday following Thanksgiving in October. The order of conferral is as follows:

School of Graduate Studies  
Faculty of Arts and Science  
Faculty of Education  
Combined Degrees with Education  
Faculty of Fine Arts  
Faculty of Health Sciences  
Faculty of Management  
Combined Degrees with Management

See the **Academic Schedule (p. 15)** for dates.

### b. Medals

Each year, 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 the most distinguished graduating students.

For complete information, please refer to **Awards and Scholarships (p. 195)**.

## 5. CONFERRAL IN ABSENTIA

Graduands who do not attend their ceremony will have their degree conferred upon them 'in absentia.'

The parchments are available for pickup at the Registrar's Office during the week following the Convocation ceremonies. Parchments not picked up will be mailed to each student's 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). Legal given names cannot be replaced with nicknames or initials.

## 7. AWARDED POSTHUMOUSLY

With the approval of the School of Graduate Studies, a degree may be awarded posthumously to a deceased student who had completed his/her program or was completing the last term of his/her program. Posthumous awards will be noted on the parchment and transcript.

## 8. TRANSCRIPTS

### a. Degree Awarded

After official verification from the School of Graduate Studies, and after completion of the conferral process, the Registrar's Office includes an official notation on all transcripts of graduating students that the degree has been awarded. This notation includes the major(s), concentration, and specialization designation, and any 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).
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 have been approved by Graduate Studies Council 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 can demonstrate a special need (e.g. service dog), no one except approved graduands will process with or 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:

## 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 specific degrees are distinguished by the colour of braid on the lining.

Master of Arts:	White braid
Master of Counselling:	Light blue braid
Master of Education	Light blue braid
Master of Fine Arts:	Brown braid
Master of Music:	Pink braid
Master of Nursing:	Red braid
Master of Science:	Golden yellow braid
Master of Science (Management):	Light brown braid

## 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.

For the purposes of Convocation, the **Academic Staff Party** is restricted to Professors Emeriti, 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 Convocation Coordinator.

The **Chancellor's Party** includes the Chair of the Board of Governors, President and Vice-Chancellor, full Deans and Vice-Presidents, members of the Senate Executive Committee, members of the Board of Governors, member from the likaisskini FNMI Gathering Place 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.

## II. REVOKING DEGREES

The University has a policy to govern the revoking of a degree after it has been awarded. See **Academic Regulations, Policies, and Program Requirements, Other Policies (p. 49)**. The full policy is available online at [www.uleth.ca/policy/revoking-degrees-policy](http://www.uleth.ca/policy/revoking-degrees-policy).





# UNIVERSITY OF LETHBRIDGE INTERNATIONAL

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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. University of Lethbridge International was

established to support the academic and personal growth of international students and exchange students. It is the goal of University of Lethbridge International to enrich the educational experience at the University of Lethbridge by promoting a strong global perspective.

### a. Admission

See the table below and the admission section for the applicable program.

International Master's Program Admission Requirements for the University of Lethbridge	
Country	Post-Secondary School Requirements
<b>(Contact Admissions for requirements for countries not shown below)</b>	
Afghanistan	Four-year Bachelor's (Leican) degree with a minimum overall B average or 85%
Albania	Diplome or professional title (four year standing) with a minimum average of 8/10 (Good) or 4/5 (Good)
Algeria	Recognized four-year Licence or Diplome with a minimum grade of 14/20
Angola	Licenciatura or professional title with a minimum average of 14/20
Argentina	Licenciado or professional title (Arquitecto, Ingeniero, Abogado, Medico etc.) with a minimum grade of 7.5/10.0
Armenia	Specialist Diploma with a minimum average of 4/5
Australia	Bachelor's degree with a minimum of four years of study (Honours). Second Class Honours (HIIA), Upper Division or Distinction is the minimum requirement
Austria	Diplom or Magister with a minimum of Gut (Good) standing, or 2/5 on a reverse grading scale
Azerbaijan	Diploma of Specialist (pre-1991), Bakalavr (requiring four years of study), or Magistr (pre-1997) with a minimum average of 4/5
Bahrain	Bachelor's degree with a minimum average of 3/4
Bangladesh	Four-year Bachelor's degree or a three-year Bachelor's degree plus a Master's degree with a minimum of First Division standing
Barbados	Bachelor's degree (Honours), minimum three years in length with a minimum of Second Class, Upper Division standing
Belarus	Diploma of Specialist (post-1991), Bakalavr (pre-1991), or Magistr (pre-1997) with a minimum average of 4/5
Belgium	Licencie/Licenciaat, Ingenieur, or Architecte with a minimum average of 14/20
Belize	Bachelor's Degree with a minimum average of B or 3/4
Benin	Maitrise with a minimum average of 13/20
Bhutan	Bachelor's degree from a recognized national university with a First Class/Division standing or minimum score of 60/100
Bolivia	Licenciado with a minimum grade of Distinguido or 80%
Bosnia-Herzegovina	Visoko Obrazovanja with a minimum average of 4/5

## International Master's Program Admission Requirements for the University of Lethbridge

### Country Post-Secondary School Requirements

(Contact Admissions for requirements for countries not shown below)

Botswana	A four year Bachelor's degree in Arts, Sciences, Commerce, or Education with an average of 70% or Second Class, First Division standing
Brazil	Bachelor's degree or Licenciado or Titulo (Professional Title) with a minimum grade of 7/10
Brunei/Darussalam	A four year Honours Bachelors degree with a minimum average of Second Class Honours, Upper Division
Bulgaria	Diploma za Zavarsheno Vishe Obrazovanie with a minimum average of 5/6
Cameroon	Diplome d'Ingenieur, Diplome de Professeur d'Enseignement Secondaire or Maitrise with a minimum average of 14/20
Central African Republic	Licence, Diplome Superieur de Gestion, or Diplome d'Ingenieur requiring a minimum of four years of study with a minimum average of 14/20
Chad	Maitrise with a minimum average of 14/20
Chile	Licenciado or Titulo (Professional Title) with a minimum grade of 5.7/7.0
China	Four-year Bachelor's degree with a minimum overall B average (80%, or 4/5)
Colombia	Licenciado or Titulo (Professional Title) with a minimum grade of 3.7/5.0
Congo Democratic Republic	Licence, Ingenieur or Docteur en Medecine with a minimum average of 80% (Grande Distinction)
Costa Rica	Bachiller/Bachillerato Universitario (four years) or Licenciatura (professional title, five years) with a minimum score of 8/10
Croatia	Diploma with a minimum average of 4/5
Cuba	Licenciatura or comparable professional credential such as Ingeniero or Arquitecto, with a minimum average of 85%, or 4/5
Cyprus	Ptychion, Bachelor's degree with a 7.5/10.0, a 15.0/20.0, or a 3.0/4.0
Czech Republic	Bakalár, Absolvent Vysoke Skoly, Inženýr, or Professional title with a minimum average of Very Good (Velmi Dobry), or 2/5 on a reverse scale
Denmark	Candidatus or Civilingenior with a minimum average of 9/13
Dominican Republic	Licenciado or Licenciatura with a minimum average of 3/4, or 85%
Ecuador	Licenciado or Titulo (Professional Title) with a minimum grade of 8/10
Egypt	Four-year Bachelor's or Licence degree with a minimum standing of Very good or 75%
El Salvador	Licenciado or Titulo (Professional Title) with a minimum grade of 8/10
Ethiopia	Bachelor's degree of at least four years of study with a minimum grade of 3.5/4.0
Fiji	Bachelor's degree requiring at least three years of study with a minimum average of 3/4
Finland	Kandidaattii/Kandidat or professional degree with a minimum standing of Cum Laude Approbatur, 3/5, or 2/3
France	Four years of study (Maitrise, Ingenier, Master Recherché) with a minimum grade of 12/20 (Bien)
Gabon	Maitrise requiring at least four years of study with a minimum average of 14/20 (Bien)
Georgia	Bakalavris Khariskhi requiring at least four years of study with a minimum average of 4/5
Germany	Diplom; Magister Artium; Staatsexamen; Staatsprüfung with a minimum grade of Gut or 2.5/6.0 on a reverse scale
Ghana	Four years of study (four-year Bachelor's degree or Honours-level Bachelor's degree) with a minimum Second Class Honours, Upper Division result
Greece	Bachelor's or Ptychion degree with a minimum average of 7/10
Guatemala	Licenciado/Licenciatura or Titulo (Professional Title) requiring at least five years of study with a minimum average of 85/100
Guinea	Licence, Maîtrise, Diplôme d'Etudes supérieures (DES) or, Diplôme d'Ingenieur with a minimum average of 14/20
Guyana	Bachelor's degree requiring at least four years of study with a minimum average of B (Good)
Haiti	Licence, Diplome d'Etudes Superieures, or a Professional Title at least four years of study with a minimum average of 83/100 or B
Honduras	Licenciatura, Bachillerato Universitario, or Titulo (Professional Title) requiring at least four years of study with a minimum average of 85/100, or Muy Bueno (Very Good)
Hong Kong	Bachelor's degree with a minimum grade of Second Class Honours, Upper Division, Division I or 70%
Hungary	Egyetemi Oklevél Diploma (4 years), or Professional Title (4.5 years) with a minimum average of 4/5 or Good
Iceland	Baccalaureatus or Candidatus with a minimum average of 7/10
India	Four-year Bachelor's degree or a three-year Bachelor's degree plus a Master's degree with a minimum of First Class/ Division I standing, or 4/5

<b>International Master's Program Admission Requirements for the University of Lethbridge</b>	
<b>Country</b>	<b>Post-Secondary School Requirements</b>
<b>(Contact Admissions for requirements for countries not shown below)</b>	
Indonesia	Sarjana Satu (SI) with a minimum average of 3/4
Iran	Bachelor's degree (Karshenasi) of at least four years of study with a minimum grade of 15/20
Israel	Bachelor's degree (three or more years in length) with a minimum average of 80%
Italy	Laureate Diploma (Diploma Di Laurea) with a minimum score of 26/30
Ivory Coast	A Maitrise or Diplome d'Ingenieur, with a minimum average of 14/20
Jamaica	Honour's Bachelor's Degree with a minimum grade of Second Class Honours, Upper Division
Japan	Bachelor's degree with a minimum B+ average
Jordan	Bachelor's degree requiring at least four years of study with a minimum average of 80% or Very Good
Kazakhstan	Diploma of Specialist with a minimum average of 4/5
Kenya	Bachelor's degree with a minimum of Second Class Honours, Upper Division or 70%
Korea (South)	Bachelor's degree with a minimum B+ average
Kuwait	Bachelor's degree requiring at least four years of study with a minimum average of B, or 3/4
Kyrgyzstan	Bakalvr with a minimum average of 4/5
Laos	Bachelor's degree requiring at least five years of study with a minimum average of 7.5/10
Latvia	Bakalauris requiring at least four years of study with a minimum average of 8/10
Lebanon	Bachelor's, Licence, Diplome (d'Ingenieur, de Beaux Arts, or d'Architecture), or Maitrise, requiring four years of study with a minimum average of 15/20, or 3/4 (Bien)
Lesotho	Bachelor's degree requiring four years of study with a minimum average of 70/100, or Second Class, First Division standing
Liberia	Bachelor's degree requiring four years of study with a minimum average of 80/100 or B
Libya	Bachelor's degree requiring at least four years of study with a minimum average of 80/100
Liechtenstein	Bachelor's degree requiring at least four years of study. Contact the School of Graduate Studies regarding academic requirements.
Lithuania	Bakalauras requiring at least four years of study with a minimum average of 4/5, or 8/10
Luxembourg	Bachelor's degree or Professional Title requiring at least four years of study. Contact the School of Graduate Studies regarding academic requirements
Macau	Bachelor's degree or Licenciatura requiring at least four years of study with a minimum average of 16/20, or 3/4
Macedonia	Bachelor's degree, Visoko Obrazovanja, or Diplomiran requiring at least four years of study with a minimum average of 8/10
Madagascar	Maitrise requiring at least four years of study with a minimum average of 15/20
Malawi	Bachelor's degree requiring at least four years study with a minimum average of 70/100
Malaysia	Honours Bachelor's degree with a minimum of Class 2, Division I standing
Mali	Diplome d'Etudes Universitaires Approfondies or Diplome de L'Ecole Normale Superieure requiring at least four years of study with a minimum average of 14/20
Malta	Bachelor's (Honours) or Doctor (Professional Title) requiring at least four years of study with a minimum average of Second Class (Upper) standing
Mauritius	Bachelor of Technology or Honours Bachelor's Degree (Honours) requiring three years of study with a minimum average of Second Class Honours, Upper Division standing
Mexico	Licenciado or Titulo (Professional Title) with a minimum grade of 8/10
Moldova	Diploma de Doctor-Medic, Diploma de Inginer, Diploma de Licenta or Specialist Diploma requiring at least four years of study with a minimum average of at least 8/10
Mongolia	Bachelor's degree of at least five years in length, or a Masters degree (if the previous degree is less than five years), or a Specialist Diploma with a minimum average of at least B+ (85%)
Morocco	Diplome (d'Architecte, d'Ingenieur d'Etat); Diplome Superieur (Business); Doctorat (Dentistry, Medicine, Pharmacy); Licence; or Maitrise requiring at least four years of study with a minimum average of 14/20
Mozambique	Licenciatura requiring at least five years of study with a minimum average of 16/20
Myanmar (formerly Burma)	Bachelor's degree requiring at least five years of study with a minimum average of at least 80/100
Namibia	Bachelor's degree requiring at least four years of study with a minimum average of at least 70/100
Nepal	Bachelor's degree of at least four years in length, with a minimum average of at least Division I
Netherlands	HBO or other university program of at least four years in length, with an average of at least 7/10

**International Master's Program Admission Requirements for the University of Lethbridge**
**Country Post-Secondary School Requirements**
**(Contact Admissions for requirements for countries not shown below)**

New Zealand	Bachelor's degree requiring at least four years of study with a minimum average of B+ or 70%
Nicaragua	Doctorado, Licenciado/Licenciatura, or a Professional Title requiring at least four years of study and a minimum average of Muy Bueno standing
Niger	Maîtrise (Master's), Diplome d'Agronomie approfondie/d'Ingénieur Agronome, or Docteur en Médecine requiring four years of study with a minimum average of 15/20
Nigeria	Bachelor's degree with a minimum of Second Class Honours, Upper Division, or 4/5
Norway	Pre 2002: Candidatus, Examen Oeconomiae, Handelsokonom, Sivilingenior, Sivilokonom, requiring at least four years of study with a minimum average of 2.5/6 on a reverse scale After 2002: Bachelor's degree with a minimum average of B
Oman	Bachelor's degree requiring four years of study with a minimum average of 3/4
Pakistan	Four year Bachelor's degree (Honours), or Bachelor's degree (two/three year) and a Master's degree with a minimum average of 60% (first class or first division standing)
Palestinian Territories	Bachelor's degree requiring a minimum of four years of study with a minimum average of 75%
Panama (Republic of)	Licenciado/Licenciatura or Titulo requiring four years of study with a minimum average of 85/100
Papua New Guinea	Bachelor's (Honours) degree requiring at least five years of study with a minimum average of Class II, Division A standing
Paraguay	Licenciado or Titulo Profesional requiring four years of study with a minimum average of 4/5
Peru	Licenciado or Licenciatura or Titulo in a professional field with a minimum average of 14/20
Philippines	Master's degree with a minimum average of 2/5 on a reverse scale
Poland	Licencjat, Inzynier or Magister with a minimum average of Dobry (Good) or 4/5
Portugal	Four-year Licenciado or Licenciatura with a minimum average of 15/20
Puerto Rico	Bachillerato with a minimum GPA of 3/4
Qatar	Four-year Bachelor's degree with a minimum average of 3/4
Romania	Diploma de Inginer, Diploma de Doctor, Diploma de Arhitect (Architecture), or Diploma de Licenta with a minimum average of 7.5/10
Russian Federation	Magistr, Bakalavr, Diploma of Specialist, requiring a minimum of four years of study with a minimum average of 4/5
Rwanda	Honours Bachelor's Degree with a minimum average of 70/100, or Second Class Honours, Upper Division standing.
Saudi Arabia	A four-year Bachelor's degree with Very Good Standing
Sénégal	Maîtrise with a minimum grade of 14/20
Serbia and Montenegro	Diploma Visokog Obrazovanja requiring a minimum of four years of study and a minimum average of 8/10
Sierra Leone	Bachelor Degree (Honours) with a minimum Second Class standing
Singapore	Honours Bachelo's degree, with Second Class, Upper Division (Class II, Division I), or 4/5 The following degrees will be awarded without classification: B.Arch., BDS and MB BS
Slovak Republic	Diplom, Absolvent Vysoke Skoly (old system), or Bakalar, Magister (new system) requiring a minimum of four years of study and a minimum average of vel'mi dobrýe (Very Good) or 2/5 on a reverse scale
Slovenia	Univerzitetni Diplomirani (pre-2006) or Bachelor's degree (post 2006) with a minimum average of 8/10
Solomon Islands	Bachelor's degree with a minimum average of 3.0/4.5 scale
Somalia	Bachelor's degree or Laurea requiring a minimum of four years of study and a minimum average of 26/30
South Africa	Bachelor Degree requiring a minimum of four years of study with a minimum average of Second Class, Division I standing
Spain	Licenciado or Licenciatura or Professional title with a minimum grade of 8/10
Sri Lanka	Four-year Bachelor's (Special) degree with a minimum Second Class (Upper Division) standing (60%)
Sudan	Bachelor's Degree (Honours) with a minimum of five years of study and a minimum average of 3/4
Suriname	Bachelor's degree requiring a minimum four years of study and a minimum average of met genoegen standing
Swaziland	Bachelor's degree requiring a minimum of four years of study and a minimum average of Pass with Distinction
Sweden	Kandidatexamen, Magisterexamen, or professional first-level degree with a minimum average of Väl Godkänd
Switzerland	Bachelor's degree, Lizentiat/Licence, Diplom/Diplôme, Staatsdiplom, or Diplôme d'Etat with a minimum average of 5/7, 7/10, or 2/5 on a reverse scale

## International Master's Program Admission Requirements for the University of Lethbridge

### Country Post-Secondary School Requirements

(Contact Admissions for requirements for countries not shown below)

Syria (Syrian Arab Republic)	Al-ljāza fi or Licence/Bachelor's degree requiring a minimum of four years of study with a minimum average of 70%
Taiwan	Bachelor's degree with a minimum overall grade of B+ (75%) required
Tajikistan	Bakalavr (requiring a minimum of four years of study) or Diploma of Specialist with a minimum average of 4/5
Tanzania	Bachelor's (Honours) requiring a minimum of four years of study or a Master's degree with a minimum average of Second Class, Upper/First Division standing
Tasmania	See Australia. Tasmania is an island state of Australia and subscribes to the educational standards of the Australian national system.
Thailand	Bachelor's degree with a minimum average of 3/4
Togo	Maitrise requiring at least four years of study with a minimum average of 15/20
Trinidad and Tobago	Bachelor's (Honours) requiring at least four years of study with a minimum average of Second Class, Upper Division standing
Tunisia	Licence, Diplome d'Ingenieur, or Maitrise requiring at least four years of study with a minimum average of 14/20
Turkey	Bachelor's, Lisans Diplomasi, or Muhendis Diplomasi with a minimum average of 3/4, 7.5/10, or 75/100
Turkmenistan	Specialist Diploma or Bakalav, requiring at least five years of study with a minimum average of 4/5
Uganda	Bachelor's (Honours) degree requiring at least four years of study with a minimum average of Class II Honours, Upper Division
Ukraine	Bakalavr, Diploma Specialist or Magistr (pre-2005) requiring at least four years of study with a minimum average of at least 4/5
United Arab Emirates	Bachelor's degree requiring at least four years of study with a minimum average of 80%, B or 3/4
United Kingdom	Bachelor's degree with a minimum of Second Class Honours, Upper Division (Class II, Division I)
United States of America	Bachelor's degree requiring a minimum of four years of study with a minimum average of 3/4
Uruguay	Licenciatura or a Professional Title (e.g. Ingeniero) requiring at least four years of study with a minimum average of 8/12, Muy Bueno Bueno (Very Good), or B
Uzbekistan	Bakalavr or Specialist Diploma requiring at least four years of study with minimum average of 4/5, or 80/100
Vanuatu	Bachelor's degree requiring at least four years of study with a minimum average of 80/100
Vatican City (Holy See)	Baccalaureato degree in a non-theological discipline requiring at least four years of study with a minimum average of 27/30 (Magna Cum Laude Probatus)
Venezuela	Licenciatura/Licenciado with a minimum of Second Class Honours, Upper Division, or 70%
Vietnam	At least four years of study with a minimum overall grade of 7/10
West Indies	Bachelor's degree (Honours-level) with a minimum of three years of study with a minimum Class II, Upper Division standing
Yemen	Bachelor's degree requiring a minimum of four years of study with a minimum overall grade of 80% (Very Good)
Yugoslavia	Diploma Visokog Obrazovanja (pre-2003), or Bachelor's degree requiring at least four years of study with a minimum average 7.5/10
Zambia	Bachelor's degree requiring a minimum of four years of study with a minimum overall grade of 76% (Distinction)
Zimbabwe	Honours Bachelor's degree with a minimum of Second Class Honours, Upper Division, or 70%

**Important note to applicants presenting three-year, Bologna-compliant degrees:** Bologna-compliant degrees from research-intensive universities are generally acceptable as a basis for admission to master's programs at the University of Lethbridge. Contact the Admissions Office for further information.

**b. Fees**

For information on international student fees, see the fee schedules in **Fees (p. 25)**.

**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 study. 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 agreement.

**a. University of Lethbridge Students Studying Elsewhere**

University of Lethbridge students who are required to or wish to participate in an approved exchange program will first contact the International Office. There are currently approved exchange programs at institutions in over 25 countries. Some exchange programs are only available to students in specific Faculties or programs at the University of Lethbridge. To see a current list of countries available for exchange, please visit [www.uleth.ca/international/content/education-abroad](http://www.uleth.ca/international/content/education-abroad).

For further information, contact the International Office (SU040, tel. 403-329-2053, fax 403-382-7140, or email: [outgoing@uleth.ca](mailto:outgoing@uleth.ca)).

**b. Exchange Students from Other Universities**

Students enrolled at one of our partner universities who wish to participate in an exchange program at the University of Lethbridge apply through their home university.

For procedures and information pertaining to Exchange Students, see **Registration, Visiting and Exchange Students (p. 19)**.

**3. INTERNATIONAL STUDENT SERVICES**

**a. International Student Advisor**

The International Student Advisor (ISA) assists international students in adapting to campus life socially, academically and culturally. The ISA represents international student interests at the institution, acts as an advocate on behalf of international students on both academic and welfare issues, and provides support, referrals and information to students in areas such as study permit extensions, family support and academic support.

The ISA also offers international students an orientation to the University, and provides general advising services and workshops.

For further information, contact the ISA in the International Office (SU040, tel. 403-329-2053, fax 403-382-7140, or email: [international.advice@uleth.ca](mailto:international.advice@uleth.ca)).

**4. ENGLISH LANGUAGE INSTITUTE (ELI)**

English Language Institute (ELI) is responsible for non-credit programs in English as a Second Language.

**a. 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 score (e.g., TOEFL, IELTS or CAEL) for University of Lethbridge admission.

The EAP program is available to all students.

Fees for the EAP program are outlined in the table below.

**b. Graduate Conditional English Proficiency Admission**

The University of Lethbridge may extend a conditional offer of admission to highly qualified graduate applicants who do not meet the minimum English Language Proficiency required for admission to graduate programs. See the English Language Proficiency for Graduate Students section in the relevant degree program.

### ENGLISH FOR ACADEMIC PURPOSES FEES

(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 term)	2017/2018	2018/2019	2019/2020
<b>EAP Full Time</b>			
<i>All levels</i>			
Program Tuition	\$ 3,736.85	TBD	TBD
<b>EAP Part Time</b>			
<i>Advanced level only</i>			
Writing	\$ 934.20	TBD	TBD
Reading	\$ 934.20	TBD	TBD
Grammar	\$ 934.20	TBD	TBD
Communication	\$ 934.20	TBD	TBD
<b>Compulsory Fees for All EAP Students</b>			
EAP Application Fee	\$ 125.00	\$ 125.00	\$ 125.00
Sport & Recreation Services Fee (FT)	\$ 90.40	\$ 90.40	\$ 90.40
Sport & Recreation Services Fee (PT)	\$ 67.80	\$ 67.80	\$ 67.80
<b>Health Care*</b>			
New students - four months of coverage	\$ 217.00	TBD	TBD
Returning students - four months of coverage	\$ 228.00	TBD	TBD
* Rates are dependent on quotes from the external insurance carrier and are subject to change.			
International Health Centre Fee	\$ 36.75	\$ 36.75	\$ 36.75
<b>Fees for Other Services</b>			
Academic English for International Grad Students	\$ 724.35	TBD	TBD





# MASTER OF ARTS (M.A.) PROGRAM

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## I. M.A. PROGRAM GRID

### Degree

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

### Majors

Agricultural Studies  
Anthropology  
Archaeology  
Art  
Canadian Studies  
Cultural, Social, and Political Thought  
Dramatic Arts  
Economics  
Education  
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 and Gender Studies

## 2. STATEMENT OF PURPOSE

The Master of Arts (M.A.) 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 term 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.

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. 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

Please refer to **Part I - Admissions of the Undergraduate Calendar and Course Catalogue** for University policies regarding: Dual Admissions, Procedure for Readmission; Year of the Calendar; Simultaneous Enrolment; Misrepresentation/Falsified Admission Documents; and Authority to Rescind Admission/Registration Privileges.

### 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.
2. A minimum grade point average (GPA) of 3.00 (based on the University of Lethbridge 4.00 scale) on the last 20 graded university-level term courses.

All applicants must meet the English Language Proficiency (ELP) requirement for Graduate Studies through recognized study or a valid standardized test (see **English Language Proficiency, p. 71**).

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.

### b. Application Deadlines

Students may be admitted to the M.A. program in order to begin their studies for the spring term (January), summer term (May), or fall term (September). Some majors within the M.A. program admit students for either the spring term or the fall term (see **Table I: Application Deadlines, p. 67**).

Application deadlines for all Graduate Studies programs and application deadline extensions are available at [www.uleth.ca/ross/admissions/grad/deadlines](http://www.uleth.ca/ross/admissions/grad/deadlines).

**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.

**Table 1: Application Deadlines**

Program	Term of Admission		
	Spring (January to April)	Summer (May to August)	Fall (September to December)
Master of Arts – All majors except for Economics and Cultural, Social, and Political Thought	October 1	February 1	February 1 ( <i>First Round</i> ) OR May 1 ( <i>Second Round</i> )
Master of Arts – Cultural, Social, and Political Thought	October 1	N/A	February 1 ( <i>First Round</i> ) OR May 1 ( <i>Second Round</i> )
Master of Arts – Economics	N/A	N/A	February 1 ( <i>First Round</i> ) OR May 1 ( <i>Second Round</i> )

Applications and all required admission decision documentation (see **Table 2: M.A. Program Application Process, p. 68**), with the possible exception of final term grades for those currently enrolled, must be submitted electronically via the online application system by the deadline. Successful applicants must arrange to have official documents sent from the issuing institution to the University of Lethbridge Admissions Office prior to course registration.

**c. Process for Application/Admission**

Applicants apply via the online application system available at [www.uleth.ca/graduate-studies/apply](http://www.uleth.ca/graduate-studies/apply).

Applicants are advised to begin work on the application well in advance of the application deadline and submit it as soon as possible (see **Application Deadlines, p. 66**).

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 employees of the University as required by University procedures regarding admission, registration, and awards and financial support administration.

**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.A. Program Application Process (p. 68)** (see also **Academic Qualifications for Admission, p. 66**).

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. program are required to pay a non-refundable \$200 deposit to confirm their acceptance of their admission. This deposit is credited toward their registration in the program.

**Table 2: M.A. Program Application Process**

<p><b>STEP 1 - Applicant finds a potential supervisor</b></p>	<p>To find a potential supervisor (see Note below), the applicant contacts a University of Lethbridge faculty member with expertise in the applicant's research area. For assistance in identifying a potential supervisor, visit <a href="http://www.uleth.ca/graduate-studies/content/finding-supervisor">www.uleth.ca/graduate-studies/content/finding-supervisor</a>.</p> <p>The University of Lethbridge Experts Database (<a href="http://www.uleth.ca/experts-database">www.uleth.ca/experts-database</a>) is an information source that enables users the opportunity to search a wide variety of subjects and research areas.</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><b>STEP 2 - Applicant submits the application online by the application deadline date</b></p>	<p>The following required admission decision documents must be submitted via the online application system, available at <a href="http://www.uleth.ca/graduate-studies/apply">www.uleth.ca/graduate-studies/apply</a>:</p> <table border="1" data-bbox="297 425 1422 874"> <tr> <td data-bbox="297 425 462 492">Unofficial academic transcripts</td> <td data-bbox="469 425 1422 492">Admission decisions may be made on the basis of unofficial transcripts submitted via the online application system.</td> </tr> <tr> <td data-bbox="297 496 462 594">Three references</td> <td data-bbox="469 496 1422 594">Contact information for three referees who are willing to submit a confidential assessment via the online system.  Three referees, two must be academic (each referee submits a confidential letter of reference articulating the student's background preparation and suitability for graduate work). The applicant must have studied with at least one referee.</td> </tr> <tr> <td data-bbox="297 598 462 666">Curriculum Vitae (c.v.)</td> <td data-bbox="469 598 1422 666">The applicant's c.v. includes academic background, work experience, awards, scholarships, and publications.</td> </tr> <tr> <td data-bbox="297 670 462 727">Letter of Intent</td> <td data-bbox="469 670 1422 727">The Letter of Intent indicates the applicant's reasons for applying (e.g. goals, or objectives for seeking a graduate degree in the chosen discipline).</td> </tr> <tr> <td data-bbox="297 731 462 799">English Language Proficiency (ELP)</td> <td data-bbox="469 731 1422 799">All applicants must meet ELP through recognized study or a valid standardized test (see <b>English Language Proficiency, p. 71</b>). Student copies of test scores, if available, should be submitted via the online application system.</td> </tr> <tr> <td data-bbox="297 803 462 870">Additional documentation</td> <td data-bbox="469 803 1422 870">If additional documentation is required, the School of Graduate Studies will contact the applicant.</td> </tr> </table> <p>Submission Process      Completion of the online application form requires uploading the required admission documents, providing referee names and contacts, and paying the application fee by midnight (MST/MDT) on the deadline date (see <b>Table 1: Application Deadlines, p. 67</b>).</p> <p>By submitting this application, applicants authorize the University of Lethbridge to request transcripts on their behalf from institutions participating in ApplyAlberta (Alberta Post-Secondary Application System).</p>	Unofficial academic transcripts	Admission decisions may be made on the basis of unofficial transcripts submitted via the online application system.	Three references	Contact information for three referees who are willing to submit a confidential assessment via the online system.  Three referees, two must be academic (each referee submits a confidential letter of reference articulating the student's background preparation and suitability for graduate work). The applicant must have studied with at least one referee.	Curriculum Vitae (c.v.)	The applicant's c.v. includes academic background, work experience, awards, scholarships, and publications.	Letter of Intent	The Letter of Intent indicates the applicant's reasons for applying (e.g. goals, or objectives for seeking a graduate degree in the chosen discipline).	English Language Proficiency (ELP)	All applicants must meet ELP through recognized study or a valid standardized test (see <b>English Language Proficiency, p. 71</b> ). Student copies of test scores, if available, should be submitted via the online application system.	Additional documentation	If additional documentation is required, the School of Graduate Studies will contact the applicant.
Unofficial academic transcripts	Admission decisions may be made on the basis of unofficial transcripts submitted via the online application system.												
Three references	Contact information for three referees who are willing to submit a confidential assessment via the online system.  Three referees, two must be academic (each referee submits a confidential letter of reference articulating the student's background preparation and suitability for graduate work). The applicant must have studied with at least one referee.												
Curriculum Vitae (c.v.)	The applicant's c.v. includes academic background, work experience, awards, scholarships, and publications.												
Letter of Intent	The Letter of Intent indicates the applicant's reasons for applying (e.g. goals, or objectives for seeking a graduate degree in the chosen discipline).												
English Language Proficiency (ELP)	All applicants must meet ELP through recognized study or a valid standardized test (see <b>English Language Proficiency, p. 71</b> ). Student copies of test scores, if available, should be submitted via the online application system.												
Additional documentation	If additional documentation is required, the School of Graduate Studies will contact the applicant.												
<p><b>STEP 3 - Applicant arranges for official documents</b></p>	<p>Official documents, including proof of graduation for the baccalaureate degree and transcripts of all post-baccalaureate work, if any, are required prior to course registration.</p> <p>Applicants who have attended or are currently attending institutions NOT participating in ApplyAlberta must arrange to have official transcripts sent directly from the issuing institution to the Admissions Office. A list of participating institutions is available at <a href="http://www.applyalberta.ca">www.applyalberta.ca</a>.</p>												
<p><b>STEP 4 - Admission decision process</b></p>	<p>The Departmental Review Committee reviews the application and makes a recommendation on admission to the Program Committee. The office of the School of Graduate Studies, on behalf of the Dean of the School of Graduate Studies, unofficially informs the applicant of the Program Committee's decision. Official admission decision will be sent electronically from the Admissions Office. Applicants will be notified of their official admission status by the Admissions Office no later than April 1, July 1, or December 1. Successful applicants will be advised of registration procedures at that time.</p>												

**Note:** Applicants applying to all majors in the M.A. program must find a potential supervisor, except applicants applying for the Economics major.

**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.

**e. Admission After an Approved Master's Degree**

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 University of Lethbridge master's degree 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; 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. 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 **Registration, Western Deans' Agreement, p. 22**). Contact the School of Graduate Studies at [sgsinquiries@uleth.ca](mailto:sgsinquiries@uleth.ca) for application and registration information. Admission is contingent upon satisfying academic qualifications for admission (see **Academic Qualifications for Admission, p. 66**).

#### 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. Contact the School of Graduate Studies at [sgsinquiries@uleth.ca](mailto:sgsinquiries@uleth.ca) for application and registration information. Admission is contingent upon satisfying academic qualifications for admission (see **Academic Qualifications for Admission, p. 66**).

### 4. REQUIREMENTS FOR DEGREE

For the M.A. program, students are required to complete courses, a Thesis, and a Thesis Oral Defence. Students develop their programs in consultation with their supervisors.

#### a. Course Work

For an M.A. student who is admitted unconditionally, from three to six graduate term courses or equivalent (9.0 to 18.0 credit hours) are required. The program may include one or more senior undergraduate courses provided that at least three graduate-level courses are included in the program. Any courses credited toward any other university credential are not counted toward the program. Certain majors, and concentrations within majors, have required courses, as listed below:

##### 1. Cultural, Social, and Political Thought Major

Cultural, Social, and Political Thought 5101/Cultural, Social, and Political Thought 7101 - Research Methodology (1.5 credit hours)

Cultural, Social, and Political Thought 5701 - Professional Skills Seminar (1.5 credit hours)

##### One of (1.5 credit hours):

Cultural, Social, and Political Thought 5103/  
Cultural, Social, and Political  
Thought 7103 - Qualitative Interviewing

Cultural, Social, and Political Thought 5105/  
Cultural, Social, and Political  
Thought 7105 - Ethnographic Methods

Cultural, Social, and Political Thought 5107/  
Cultural, Social, and Political  
Thought 7107 - Discourse Analysis

##### Three of (4.5 credit hours):

Cultural, Social, and Political Thought 5201/  
Cultural, Social, and Political  
Thought 7201 - Feminism, Gender, and  
Sovereignty

Cultural, Social, and Political Thought 5203/  
Cultural, Social, and Political  
Thought 7203 - Historical Materialism

Cultural, Social, and Political Thought 5205/  
Cultural, Social, and Political  
Thought 7205 - Structuralism/  
Functionalism

Cultural, Social, and Political Thought 5207/  
Cultural, Social, and Political  
Thought 7207 - Culture and History

Cultural, Social, and Political Thought 5301/  
Cultural, Social, and Political  
Thought 7301 - Queering Feminism,  
Gender, and Power

Cultural, Social, and Political Thought 5303/  
Cultural, Social, and Political  
Thought 7303 - Critical Theory

Cultural, Social, and Political Thought 5305/  
Cultural, Social, and Political  
Thought 7305 - Postmodernism/  
Poststructuralism

Cultural, Social, and Political Thought 5307/  
Cultural, Social, and Political  
Thought 7307 - Postcolonialism

Up to 9.0 additional credit hours chosen in consultation with the supervisor. These courses may include independent study courses or other graduate courses offered in other Faculties/ departments on campus.

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.

#### 2. Economics Major

Economics 5010 - Microeconomic Theory

Economics 5012 - Macroeconomic Theory

Economics 5960 - Econometric Theory and  
Applications

One additional course (3.0 credit hours) at the 5000  
level in Economics

One additional course (3.0 credit hours) at the 5000  
level

**Note:** Students are normally required to complete  
Economics 5010, Economics 5012, and  
Economics 5960 in their first term.

#### 3. Kinesiology Major

Kinesiology 5901 - Interdisciplinary Research  
Dialogues I (0.75 credit hours)

Kinesiology 5902 - Interdisciplinary Research  
Dialogues II (0.75 credit hours)

Kinesiology 5903 - Interdisciplinary Research  
Dialogues III (0.75 credit hours)

Kinesiology 5904 - Interdisciplinary Research  
Dialogues IV (0.75 credit hours)

#### b. Thesis (90.0 credit hours)

##### Thesis Proposal

Students must complete a Thesis Proposal and submit it to the School of Graduate Studies.

Full-time M.A. students must submit their initial Thesis Proposal within five months of the start of their program and their final Thesis Proposal by the end of the third term of their program.

Part-time M.A. students must submit their initial Thesis Proposal within 10 months of the start of their program and their full Thesis Proposal by the end of the sixth term of their program.

Thesis Proposal details are outlined in the *University of Lethbridge M.A. Program: Policies and Procedures* manual available at [www.uleth.ca/graduate-studies](http://www.uleth.ca/graduate-studies).

### Written Thesis

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. Program: Policies and Procedures* manual available at [www.uleth.ca/graduate-studies](http://www.uleth.ca/graduate-studies).

### c. Thesis Oral Defence

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. Program: Policies and Procedures* manual. Once the Thesis is final (i.e., assessed and corrected, if necessary), it must be submitted to the School of Graduate Studies for approval by the Dean.

## 5. COURSES

See *Course Catalogue* on page 163. A listing of all University of Lethbridge courses is available online at [www.uleth.ca/ross/courses](http://www.uleth.ca/ross/courses).

## 6. CO-OPERATIVE EDUCATION/INTERNSHIP OPTION

The Co-operative Education/Internship Option is available to students for the M.A. program.

Co-operative education is an educational model that formally integrates academic study at the master's level with relevant, paid work experience in appropriate employment fields such as government, institutions, and industry. The University, the employer, and the student are in partnership to ensure an enriching experience toward the student's professional development.

Further information and details concerning admission and requirements may be obtained from the Faculty of Arts and Science Office of Co-operative Education/Internship Programs (AH154; tel. 403-382-7154; email: [artsci.coop@uleth.ca](mailto:artsci.coop@uleth.ca); website: [www.uleth.ca/coop/fas](http://www.uleth.ca/coop/fas)).

### a. Admission

Students may be accepted into the Co-op Option in the first term of their graduate program. Students are therefore encouraged to contact the Faculty of Arts and Science Co-operative Education Office as soon as possible upon admission to their graduate program.

The criteria for admission include:

1. Admission to a M.A. program
2. GPA and academic standing
3. A resumé and application form
4. A personal interview
5. Approval of the student's supervisor, in consultation with the School of Graduate Studies and the Arts and Science Co-operative Education Office

Other factors such as labour market conditions, work experience, volunteer experience and extracurricular

activities are also considered when selecting participants for the program.

### b. Requirements

Normally, students are required to complete successfully two work terms of four months each (or one of eight months) to earn the Co-op designation for the M.A. degree.

To receive the Co-op designation for the degree, students must complete successfully, in addition to the course, major, and degree requirements, two work terms:

- Arts and Science 5011 - Co-op Work Experience I
- Arts and Science 5012 - Co-op Work Experience II

Students may also opt for a maximum of two additional work terms:

- Arts and Science 5013 - Co-op Work Experience III
- Arts and Science 5014 - Co-op Work Experience IV

Students must be registered for the entire duration of the work term(s) applied for through the Co-op program, including extensions, and, once registered, are not permitted to withdraw from the work placement without penalty of failure. A grade of 'F' (Fail) will be entered on the transcript for the whole term(s) unless extenuating circumstances warrant granting of a Withdrawal with Cause ('WC'), in accordance with University of Lethbridge policy (see **Academic Regulations, WC - Withdrawal with Cause, p. 37**). Where approval is granted by the Coordinator of Co-operative Education and the Dean of Graduate Studies, a 'WC' will be entered on the transcript. Tuition fees will be assessed as per the University's Withdrawal with Cause policy. Students may consult the Co-op student handbook for further information/regulations and should contact the Coordinator of Co-operative Education for assistance with the procedure.

### c. Continuation in the Programs

Students must acknowledge, accept and abide by the requirements and regulations as outlined in the Calendar and the *Co-op Student Handbook*.

### d. Transfer of Co-op Terms

Students enrolled in a M.A. program may not transfer Co-op terms from other institutions.

## 7. 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 terms per year). Residence 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 required and/or specified courses must be completed and the Thesis submitted within the maximum time limit. Students must maintain continuous registration in their program unless a leave of absence has been approved.

At the end of the maximum time limit, in cases where there is judged to be cause and where completion is imminent, the School of Graduate Studies' Dean or Designate 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 term will be considered to have withdrawn unless a leave of absence has been approved. Residence requirements must still be met.

With the expressed permission of the student's supervisor, 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 student's supervisor and the residence requirements may be adjusted, if necessary.

#### c. Leave of Absence

See **Academic Regulations, Leave of Absence** on page 38.

#### d. Academic Standards

Students must receive a minimum grade of 'B-' (2.70 on the University of Lethbridge 4.00 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. 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.

#### e. Appeals

All appeals in the M.A. program should be directed to the Chair of the M.A. program. Grade appeals for courses in the M.A. 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 **Academic Regulations, Grade Appeal Policy, p. 40**).

#### f. 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.

#### g. Fees

Fees are charged on a program basis. Fees for full-time students are assessed for the first calendar year (three terms of study) and to be paid over three terms of study—once in each of the three terms. Full-time students are assessed a Continuation Fee per term effective in their second year of study. Part-time students are assessed fees over the first six terms of their program. Part-time students are assessed a Continuation Fee per term 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 term while a student remains in the program, whether the student is resident for all or part of that term. The term fee shall be set each year by the Board of Governors.

See **Fees, Graduate Programs 2017/2018 Fee Schedule** on page 27.

For fee payment deadlines, see **Fees, Important Dates and Fee Deadlines** on page 33.

#### 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. 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. Program: Policies and Procedures* manual available at [www.uleth.ca/graduate-studies](http://www.uleth.ca/graduate-studies).

### 9. FINANCIAL OPPORTUNITIES

For information on financial opportunities, please see [www.uleth.ca/graduate-studies](http://www.uleth.ca/graduate-studies) or contact the Graduate Studies Awards Advisor at [sgs.awards@uleth.ca](mailto:sgs.awards@uleth.ca).

### 10. AWARDS AND SCHOLARSHIPS

See *Awards and Scholarships* on p. 195. Additional information regarding awards and scholarships is available at [www.uleth.ca/graduate-studies](http://www.uleth.ca/graduate-studies) or by contacting the Graduate Studies Awards Advisor at [sgs.awards@uleth.ca](mailto:sgs.awards@uleth.ca).

### 11. ENGLISH LANGUAGE PROFICIENCY

English is the primary language of instruction and communication at the University of Lethbridge. Prior to registration, all applicants to the School of Graduate Studies must demonstrate English Language Proficiency (ELP) sufficient to meet the demands of classroom instruction, written assignments, research, and participation in tutorials and



discussions, regardless of their citizenship status or country of origin.

The ELP requirement must be met prior to registration in a graduate program (see **Graduate Conditional English Proficiency Admission**, p. 72). The University reserves the right to use discretion in determining adequate levels of language proficiency to ensure success in academic programs. In all cases, the decision of the School of Graduate Studies shall be final.

#### a. English Language Proficiency Requirement

ELP may be demonstrated by any of the following:

1. Successful completion of a baccalaureate or master's degree at a recognized institution in Canada or another country where English is recognized as the primary language (see **Recognized Countries**, below). The student's work must have been in English.
2. Successful completion of a baccalaureate or master's degree at a recognized institution where the language of instruction is English. For a list of recognized institutions, see [www.uleth.ca/ross/admissions/elp\\_exempt](http://www.uleth.ca/ross/admissions/elp_exempt). Other institutions will be considered on a case-by-case basis. The student's work must have been in English.
3. Successful completion of the Advanced Level of the University of Lethbridge English for Academic Purposes (EAP) program (see **English for Academic Purposes (EAP)**, p. 62).
4. Test of English as a Foreign Language (TOEFL), taken within the last two years, with minimum scores of:
  - a) 580 on the paper-based TOEFL and 5.0 on the Test of Written English (TWE); or
  - b) 93 on the Internet-based TOEFL (iBT).
 Website: [www.toefl.org](http://www.toefl.org) (University of Lethbridge Destination Institution (DI) code: 0855)
5. Academic International English Language Testing System (IELTS) test, taken within the last two years, with a minimum overall score of 6.5, and a minimum of 5.5 in each band.
 Website: [www.ielts.org](http://www.ielts.org)
6. Academic Pearson Test of English (PTE), taken within the last two years, with a minimum overall score of 63.
 Website: [www.pearsonpte.com](http://www.pearsonpte.com)
7. Canadian Academic English Language (CAEL) Assessment, taken within the last two years, with a minimum overall score of 70.
 Website: [www.cael.ca](http://www.cael.ca)

#### b. Recognized Countries

For the purposes of administering the ELP for Graduate Students requirement, the University of Lethbridge recognizes the following as countries where the primary language is English:

Anguilla	Ireland (Republic of)
Antigua and Barbuda	Jamaica
Australia	Kenya
Bahamas	Malta
Barbados	Mauritius

Belize	Montserrat
Bermuda	New Zealand
British Virgin Islands	St. Helena
Canada	St. Kitts and Nevis
Cayman Islands	St. Vincent and the Grenadines
Dominica	Trinidad and Tobago
Falkland Islands	Turks and Caicos Islands
Grenada	United Kingdom
Guam	United States of America
Guyana	

#### c. Required Documentation

All proof of English proficiency must be provided on official academic transcripts or standardized test score reports. Standardized test scores must be valid and verifiable.

#### d. Graduate Conditional English Proficiency Admission

The University of Lethbridge may extend a conditional *Offer of Admission* to highly-qualified graduate applicants who do not meet the minimum ELP requirement for admission to graduate programs. This policy is intended to facilitate admission of academically qualified, degree-seeking students who have not satisfied the minimum ELP requirement, but are being considered for admission by a graduate program.

Conditional admission allows students to apply for a study permit (if necessary) and begin their studies in the University's English for Academic Purposes (EAP) program (see **English for Academic Purposes (EAP)**, p. 62) only. Concurrent registration in an EAP program and graduate program is not permissible nor is it permissible to complete graduate program requirements. Upon successful completion of the prescribed terms of study in the EAP program, the student will proceed directly into the graduate degree program in the next term of admission.

To be considered for Conditional English Proficiency Admission, the applicant must meet the following criteria:

1. Have academic qualifications that satisfy the requirements of the graduate program they seek;
2. Have a minimum score of 5.5 in each band of the IELTS test or a minimum overall score of 80 on the iBT TOEFL, with minimum scores of 16 in each of Listening, Reading, and Speaking, and a minimum score of 18 in Writing; and
3. Be recommended for Conditional English Proficiency Admission by a graduate program committee.

The applicant must submit results for an IELTS or iBT TOEFL exam taken within the last two years and indicate in their *Letter of Intent* that they are seeking Conditional English Proficiency Admission.

Applicants admitted via the Conditional English Proficiency Admission route will normally be placed in the Advanced Level of the EAP program, though the University reserves the right to move the applicant to a lower level if deemed necessary. Applicants admitted via the Conditional English Proficiency Admission route may be permitted to begin their studies in the graduate

program, provided that the ELP requirement is met by one of the other approved means no later than: August 1 for the fall term, November 15 for the spring term, or April 15 for the summer term.

In accepting an offer of Conditional English Proficiency Admission to a graduate program, the applicant is expected to successfully complete the Advanced Level of the EAP program in the term indicated in the *Offer of Admission* and begin their graduate program the following term. Applicants who do not fulfill the language proficiency requirement during the specified period will have their *Offer of Admission* to a graduate program rescinded. Such students may choose to continue in the EAP program and reapply for admission to a graduate program for the next term of admission.

**Students admitted via the Conditional English Proficiency Admission route may not make academic progress toward their graduate degree or engage in academic research before fulfilling the ELP condition of the *Offer of Admission*. The School of Graduate Studies does not provide any financial support for students while they are enrolled in the EAP program.**

Students admitted via the Conditional English Proficiency Admission route are considered to be full-time EAP students while continuously enrolled in the EAP program.



# 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**

Applied Psychology

**Specialization**

Counselling Psychology

**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, video-conferencing, and on-campus seminars and summer institutes. The degree awarded is the Master of Counselling (M.C.).

The M.C. program prepares individuals to function effectively as Certified Canadian 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 Certified Canadian Counsellor under the guidelines of the Canadian Counselling and Psychotherapy Association (CCPA). 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 CAP or the corresponding body in the province/state in which they wish to achieve a professional designation.

Courses are sequenced in such a way that students must follow the cohort schedule to be assured of completing the requirements for their degree.

**3. ADMISSION REQUIREMENTS**

Please refer to **Part I - Admissions of the Undergraduate Calendar and Course Catalogue** for University policies regarding: Procedure for Readmission; Year of the Calendar; Simultaneous Enrolment; Misrepresentation/ Falsified Admission Documents; and Authority to Rescind Admission/Registration Privileges.

**a. Academic Qualifications for 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.

2. Evidence of academic ability and promise, normally shown by a minimum GPA of 3.00 in the terms (semesters) containing the last 20 graded 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.

All applicants must meet the English Language Proficiency Requirement for Graduate Students through recognized study or a valid standardized test (see **English Language Proficiency, p. 80**).

Students are admitted to the M.C. 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.

**b. Application Deadlines**

Normally students are admitted to the M.C. program in order to begin their studies in the summer session (see **Table 1: Application Deadlines**).

Application deadlines for all graduate studies programs and application deadline extensions are available at [www.uleth.ca/ross/admissions/grad/deadlines](http://www.uleth.ca/ross/admissions/grad/deadlines).

Applications and all required admission decision documentation (see **Table 2: M.C. Program Application Process, p. 77**), with the possible exception of final term grades for those currently enrolled, must be submitted electronically via the online application system by the deadline. Successful applicants must arrange to have official transcripts sent from the issuing institution to the University of Lethbridge Admissions Office prior to course registration.

Students who are not successful in gaining admission must reapply if they wish to be considered for the next available intake.

**Table 1: Application Deadlines**

Program	Term of Admission		
	Spring (January to April)	Summer (May to August)	Fall (September to December)
Master of Counselling	N/A	December 1	N/A

**c. Process for Application/Admission**

Applicants apply via the online application system available at [www.uleth.ca/graduate-studies/apply](http://www.uleth.ca/graduate-studies/apply).

Applicants are advised to begin work on the application well in advance of the application deadline (see **Application Deadlines, p. 76**).

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 employees of the University as required by University procedures regarding admission, registration, and awards and financial support administration.

**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.C. Program Application Process (p. 77)** (see also **Academic Qualifications for Admission, p. 76**).

**Table 2: M.C. Program Application Process**

<b>STEP 1 - Applicant submits the application online by the application deadline date</b>	The following required admission decision documents must be submitted via the online application system, available at <a href="http://www.uleth.ca/graduate-studies/apply">www.uleth.ca/graduate-studies/apply</a> :
	Unofficial academic transcripts      Admission decisions may be made on the basis of unofficial transcripts submitted via the online application system.
	Three references      Contact information for three referees who are willing to submit a confidential assessment via the online system. <ul style="list-style-type: none"> <li>• One referee under whom the applicant has studied at the university level.</li> <li>• Two referees with whom the applicant has worked professionally, preferably referees who have served in a supervisory capacity.</li> </ul>
	Curriculum Vitae (c.v.)      The applicant's c.v. includes academic background, work experience, awards, scholarships, and publications.
	Letter of intent      The Letter of Intent indicates the applicant's reasons for applying (e.g., the nature of interest in the program and the intended career outcome upon completion).
	Fieldwork Experience Form      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 applicant will describe the details of the related experience. Preference is given to applicants that have at least two years of related experience.
	English Language Proficiency      All applicants must meet ELP through recognized study or a valid standardized test (see <b>English Language Proficiency, p. 80</b> ). Student copies of test scores, if available, should be submitted via the online application system.
	Additional documentation      If additional documentation is required, the Office of Graduate Studies and Research in the Faculty of Education will contact the applicant.
Submission Process      Completion of the online application form requires uploading the required admission documents, providing referee names and contacts, and paying the application fee by midnight (MST/MDT) on the deadline date (see <b>Table 1: Application Deadlines, p. 76</b> ).  By submitting this application, applicants authorize the University of Lethbridge to request transcripts on their behalf from institutions participating in ApplyAlberta (Alberta Post-Secondary Application System).	
<b>STEP 2 - Applicant arranges for official documents</b>	Official documents, including proof of graduation for the baccalaureate degree and transcripts of all post-baccalaureate work, if any are required prior to course registration.  Applicants, who have attended or are currently attending institutions NOT participating in ApplyAlberta, must arrange to have official transcripts sent directly from the issuing institution to the Admissions Office. A list of participating institutions is available at <a href="http://www.applyalberta.ca">www.applyalberta.ca</a> .
<b>STEP 2 - Admission decision process</b>	The Selection Committee reviews the application and may interview short-listed candidates. The Selection Committee makes a recommendation on admission to the Graduate Programs in Education Committee.  The Office of Graduate Studies and Research in the Faculty of Education unofficially informs the applicant of the Graduate Programs in Education Committee's decision. Official admission decisions will be sent electronically by the Admissions Office. Applicants will be notified of their official admission status by the Admissions Office no later than April 1. Successful applicants will be advised of registration procedures at that time.

#### d. Admission Decisions

Admission is determined by the Graduate Programs in Education Program Committee, on the recommendation of the Selection Committee, following the application deadline. 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 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 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 University of Lethbridge master's degree 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; 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.

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

Guidelines for completing the culminating activity are contained in the *University of Lethbridge Graduate Programs in Education: Policies and Procedures* manual, available from the Office of Graduate Studies and Research in the Faculty of Education or online at [www.uleth.ca/education/grad](http://www.uleth.ca/education/grad).

Students who intend to continue studies beyond the M.C. level are reminded that a Thesis, which is not available as a culminating activity option in the M.C. program, may be required to allow uninterrupted study beyond the master's level. Some universities may allow qualifying work for admission to advanced degree programs if the project option is exercised. Students are advised to confirm admission requirements for programs of interest.

### 4. REQUIREMENTS FOR DEGREE

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

#### a. Common Core (27.0 credit hours)

- 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. Elective Courses (9.0 credit hours)

Students successfully completing three of the following elective courses will have a Counselling Psychology specialization acknowledged on the official transcript.

- CAAP 6631 - Cognitive and Affective Bases of Behaviour
- CAAP 6633 - Counselling Issues Across the Life Span
- CAAP 6635 - Biosocial Foundations of Health Psychology
- CAAP 6637 - Group Counselling and Process Skills

#### 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

### 5. COURSES

See **Course Catalogue** on **page 163**. A listing of all University of Lethbridge courses is available online at [www.uleth.ca/ross/courses](http://www.uleth.ca/ross/courses).

### 6. STANDARDS OF PROFESSIONAL CONDUCT FOR COUNSELLING PSYCHOLOGY STUDENTS

As a Faculty within the University of Lethbridge, the Faculty of Education is committed to maintaining its students' freedom of thought, beliefs, opinions and expressions. As a professional Faculty, the Faculty of Education is committed to assisting students to become professionals. The Faculty, then, has the responsibility of fostering the academic freedom of students within the context of professional standards of conduct. The standards describe professional characteristics and behaviours that students are expected to develop and demonstrate during all field and on-campus components within the counselling psychology program. Appropriate demonstration of these professional standards will be judged by instructors and counselling psychology agency personnel.

- a. The student acts in a manner that respects the dignity and rights of all persons without prejudice as to race, religious beliefs, colour, gender, sexual orientation, physical characteristics, age, ancestry or place of origin.
- b. The student treats clients, peers, counselling psychology agency personnel and faculty with dignity and respect and is considerate of their circumstances.
- c. The student acts in a responsible manner which includes being punctual, dependable, trustworthy, consistent and reliable.
- d. Recognizing that attendance in courses and practicum placements is a professional responsibility, students apprise appropriate personnel at the University and/or counselling psychology agency in advance of unavoidable absences.

- e. The student demonstrates empathy for others by showing concern for and having an understanding of others' feelings and/or ideas.
- f. The student responds to feedback by listening to, evaluating, and responding to suggestions.
- g. The student maintains positive interpersonal relationships with peers, faculty, counselling psychology agency personnel and clients by contributing, co-operating, participating and working with others in a flexible and adaptable way.
- h. The student shows enthusiasm and initiative by being actively involved as a participant while encouraging the involvement and participation of others.
- i. The student shows maturity and sound judgment in accordance with the standards of professional conduct.
- j. The student demonstrates a commitment to counselling through interest in learning about the field of counselling psychology, consulting, questioning, reading and discussing.
- k. The student criticizes (verbally or in writing) the professional competence or professional reputation of others only in confidence to proper officials and only after the other person has been informed of the criticism.
- l. The student respects the confidentiality of information about clients, peers, counselling agency personnel or faculty received in confidence or in the course of professional duties.
- m. The student acts in a manner which maintains the honour and dignity of the profession and the University of Lethbridge.
- n. The student does not make representations on behalf of the Faculty of Education, the University of Lethbridge, the counselling psychology agency, or the profession.
- o. The student adheres to the Standards of Practice, Code of Ethics, and/or the Code of Professional Conduct as outlined by the Canadian Counselling and Psychotherapy Association, the Canadian Psychological Association, the College of Alberta Psychologists, and/or the Alberta Teachers' Association.

## 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/education/grad](http://www.uleth.ca/education/grad)).

### b. Residence Requirements

Residence is defined as courses offered by the University of Lethbridge. A minimum of ten such course equivalents (30.0 credit hours) is required.

It may be an option 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 **Registration, Western Deans' Agreement, p. 22**) procedures. A waiver of residence requirement may be

allowed for courses completed in this manner, subject to approval by the Assistant Dean of Graduate Studies and Research (Faculty of Education).

### c. Academic Standards

Students must receive a minimum grade of 'B-' (2.70) in all courses which are graded and count toward the degree (see **Required Withdrawal, p. 80**). All courses completed in the M.C. 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 M.C. program.

### d. 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 **Academic Regulations, Grade Appeal Policy, p. 40**).

### e. 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.

### f. Leave of Absence

See **Academic Regulations, Leave of Absence on page 38**.

### g. Fees

See the **Fees, Master of Education and Master of Counselling Programs 2017/2018 Fee Schedule on page 28**.

For fee payment deadlines, see **Fees, Important Dates and Fee Deadlines on page 33**.

### h. Credit for Previous Work

A maximum of two term courses (6.0 credit hours) which have not been credited toward a completed university credential may be accepted for credit in the M.C. 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.

### i. 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 (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 term in which the work will be completed.

#### j. Required Withdrawal

A student is required to withdraw from the M.C. program if the following occurs:

- the grade point average falls below 2.70;
- the student fails (i.e., receives a grade below a 'B-' (2.70)) any course or practicum; or
- the student fails to meet the Standards of Professional Conduct for Counselling Psychology Students (see p. 78).

#### k. Readmission After Withdrawal

Students who withdraw or who are required to withdraw from the M.C. program must successfully apply for readmission by the appropriate deadline. Readmission is not guaranteed. Students are advised to consult with the Assistant Dean, Graduate Studies and Research in Education as early as possible.

### 8. PRACTICUM PLACEMENT POLICY

While in program and during practica, students are expected to adhere to the Standards of Professional Conduct set out by the Faculty of Education (see **Standards Of Professional Conduct For Counselling Psychology Students, p. 78**). The Faculty of Education reserves the right to deny or terminate a placement in any practicum course to any student if the Dean or Designate has reasonable grounds:

- the student has violated any part of the Faculty of Education's Standards of Professional Conduct;
- the student is unable to carry out the counselling responsibilities of that practicum; or
- the Dean, Faculty of Education, or Designate believes denial or termination of a placement is necessary in order to protect the public interest.

Students whose practicum placements have been denied or terminated will be informed of the reasons in writing.

### 9. GRADUATE ASSISTANTS

For information on assistantship opportunities, please see [www.uleth.ca/graduate-studies](http://www.uleth.ca/graduate-studies) or contact the Office of Graduation Studies and Research in the Faculty of Education at [edu.masters@uleth.ca](mailto:edu.masters@uleth.ca).

### 10. FINANCIAL OPPORTUNITIES

For information on financial opportunities, please see [www.uleth.ca/graduate-studies](http://www.uleth.ca/graduate-studies) or contact the Graduate Studies Awards Advisor at [sgs.awards@uleth.ca](mailto:sgs.awards@uleth.ca).

### 11. AWARDS AND SCHOLARSHIPS

See *Awards and Scholarships* on p. 195. Additional information regarding awards and scholarships is available at [www.uleth.ca/graduate-studies](http://www.uleth.ca/graduate-studies) or by contacting the Graduate Studies Awards Advisor at [sgs.awards@uleth.ca](mailto:sgs.awards@uleth.ca).

### 12. ENGLISH LANGUAGE PROFICIENCY

English is the primary language of instruction and communication at the University of Lethbridge. Prior to registration, all applicants to the School of Graduate Studies must demonstrate English Language Proficiency (ELP) sufficient to meet the demands of classroom instruction, written

assignments, research, and participation in tutorials and discussions, regardless of their citizenship status or country of origin.

The ELP requirement must be met prior to registration in a graduate program (see **Graduate Conditional English Proficiency Admission, p. 81**). The University reserves the right to use discretion in determining adequate levels of language proficiency to ensure success in academic programs. In all cases, the decision of the School of Graduate Studies shall be final.

#### a. English Language Proficiency Requirement

ELP may be demonstrated by any of the following:

1. Successful completion of a baccalaureate or master's degree at a recognized institution in Canada or another country where English is recognized as the primary language (see **Recognized Countries, below**). The student's work must have been in English.
2. Successful completion of a baccalaureate or master's degree at a recognized institution where the language of instruction is English. For a list of recognized institutions, see [www.uleth.ca/ross/admissions/elp\\_exempt](http://www.uleth.ca/ross/admissions/elp_exempt). Other institutions will be considered on a case-by-case basis. The student's work must have been in English.
3. Successful completion of the Advanced Level of the University of Lethbridge English for Academic Purposes (EAP) program (see **English for Academic Purposes (EAP), p. 62**).
4. Test of English as a Foreign Language (TOEFL), taken within the last two years, with minimum scores of:
  - a. 580 on the paper-based TOEFL and 5.0 on the Test of Written English (TWE); or
  - b. 93 on the Internet-based TOEFL (iBT).  
Website: [www.toefl.org](http://www.toefl.org) (University of Lethbridge Destination Institution (DI) code: 0855)
5. Academic International English Language Testing System (IELTS) test, taken within the last two years, with a minimum overall score of 6.5, and a minimum of 5.5 in each band.  
Website: [www.ielts.org](http://www.ielts.org)
6. Academic Pearson Test of English (PTE), taken within the last two years, with a minimum overall score of 63.  
Website: [www.pearsonpte.com](http://www.pearsonpte.com)
7. Canadian Academic English Language (CAEL) Assessment, taken within the last two years, with a minimum overall score of 70.  
Website: [www.cael.ca](http://www.cael.ca)

#### b. Recognized Countries

For the purposes of administering the ELP for Graduate Students requirement, the University of Lethbridge recognizes the following as countries where the primary language is English:

Anguilla	Ireland (Republic of)
Antigua and Barbuda	Jamaica
Australia	Kenya

Bahamas	Malta
Barbados	Mauritius
Belize	Montserrat
Bermuda	New Zealand
British Virgin Islands	St. Helena
Canada	St. Kitts and Nevis
Cayman Islands	St. Vincent and the Grenadines
Dominica	Trinidad and Tobago
Falkland Islands	Turks and Caicos Islands
Grenada	United Kingdom
Guam	United States of America
Guyana	

### c. Required Documentation

All proof of English proficiency must be provided on official academic transcripts or standardized test score reports. Standardized test scores must be valid and verifiable.

### d. Graduate Conditional English Proficiency Admission

The University of Lethbridge may extend a conditional *Offer of Admission* to highly-qualified graduate applicants who do not meet the minimum ELP requirement for admission to graduate programs. This policy is intended to facilitate admission of academically qualified, degree-seeking students who have not satisfied the minimum ELP requirement, but are being considered for admission by a graduate program.

Conditional admission allows students to apply for a study permit (if necessary) and begin their studies in the University's English for Academic Purposes (EAP) program (see **English for Academic Purposes (EAP)**, p. 62) only. Concurrent registration in an EAP program and graduate program is not permissible nor is it permissible to complete graduate program requirements. Upon successful completion of the prescribed terms of study in the EAP program, the student will proceed directly into the graduate degree program in the next term of admission.

To be considered for Conditional English Proficiency Admission, the applicant must meet the following criteria:

1. Have academic qualifications that satisfy the requirements of the graduate program they seek;
2. Have a minimum score of 5.5 in each band of the IELTS test or a minimum overall score of 80 on the iBT TOEFL, with minimum scores of 16 in each of Listening, Reading, and Speaking, and a minimum score of 18 in Writing; and
3. Be recommended for Conditional English Proficiency Admission by a graduate program committee.

The applicant must submit results for an IELTS or iBT TOEFL exam taken within the last two years and indicate in their *Letter of Intent* that they are seeking Conditional English Proficiency Admission.

Applicants admitted via the Conditional English Proficiency Admission route will normally be placed in the Advanced Level of the EAP program, though the University reserves the right to move the applicant to a

lower level if deemed necessary. Applicants admitted via the Conditional English Proficiency Admission route may be permitted to begin their studies in the graduate program, provided that the ELP requirement is met by one of the other approved means no later than: August 1 for the fall term, November 15 for the spring term, or April 15 for the summer term.

In accepting an offer of Conditional English Proficiency Admission to a graduate program, the applicant is expected to successfully complete the Advanced Level of the EAP program in the term indicated in the *Offer of Admission* and begin their graduate program the following term. Applicants who do not fulfill the language proficiency requirement during the specified period will have their *Offer of Admission* to a graduate program rescinded. Such students may choose to continue in the EAP program and reapply for admission to a graduate program for the next term of admission.

**Students admitted via the Conditional English Proficiency Admission route may not make academic progress toward their graduate degree or engage in academic research before fulfilling the ELP condition of the Offer of Admission. The School of Graduate Studies does not provide any financial support for students while they are enrolled in the EAP program.**

Students admitted via the Conditional English Proficiency Admission route are considered to be full-time EAP students while continuously enrolled in the EAP program.



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**I. M.ED. PROGRAM GRID**

**Degree**

Master of Education (offered in the Faculty of Education)

**Major**

General

Educational Leadership

Counselling Psychology

**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 educational 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.).

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 culminating activity (Thesis, Project, or Capstone), which contributes to the advancement of knowledge and practice through scholarly activity and/or creative work.

Courses are sequenced in such a way that students must follow the cohort schedule to be assured of completing the requirements for their degree. For some cohorts, selecting the Thesis or Project route will require students to complete more than the minimum 12 courses (36.0 credit hours). In such cases, these courses will be extra to program.

Courses may be delivered using a combination of face-to-face and distance-delivery formats.

**b. Admission Requirements**

Please refer to **Part I - Admissions of the Undergraduate Calendar and Course Catalogue** for University policies regarding: Dual Admission; Procedure for Readmission; Year of the Calendar; Simultaneous Enrolment; Misrepresentation/Falsified Admission Documents; and Authority to Rescind Admission/Registration Privileges.

**I. Academic Qualifications for Admission**

- a. A University of Lethbridge B.Ed. 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.

- b. Evidence of academic ability and promise, normally shown by a grade point average (GPA) of 3.00 in the terms containing the last 20 graded university courses (60.0 credit hours).
- c. Approximately two years of successful teaching or other relevant educational experience.
- d. All applicants must meet the English Language Proficiency (ELP) requirement for Graduate Students through recognized study or a valid standardized test (see **English Language Proficiency, p. 100**).
- e. This program is intended for advanced study in the field of Education. Candidates preparing themselves for a career which involves teacher certification must hold Teacher Certification at the time of admission; this program does not lead to a recommendation from the University for Teacher Certification. Individuals seeking Teacher Certification in the province of Alberta should refer to the Bachelor of Education program (see **Programs Leading to Alberta Teacher Certification in Part 8 - Faculty of Education of the Undergraduate Calendar and Course Catalogue**).

**2. Application Deadlines**

Normally students are admitted to the M.Ed. (General) program in order to begin their studies in the summer session.

Application deadlines and application deadline extensions for all Graduate Studies programs are available at [www.uleth.ca/ross/admissions/grad/deadlines](http://www.uleth.ca/ross/admissions/grad/deadlines).

Applications and all required admission decision documentation (see **Table 2: M.Ed. (General) Program Application Process, p. 85**), with the possible exception of final term grades for those currently enrolled, must be submitted electronically via the online application system by the deadline. Successful applicants must arrange to have official documents sent from the issuing institution to the University of Lethbridge Admissions Office prior to course registration.

Students who are not successful in gaining admission must reapply if they wish to be considered for the next available intake.

**Table 1: Application Deadlines**

Program	Term of Admission		
	Spring (January to April)	Summer (May to August)	Fall (September to December)
Master of Education – All majors	N/A	December 1	N/A

3. Process for Application/Admission

Applicants apply via the online application system available at [www.uleth.ca/graduate-studies/apply](http://www.uleth.ca/graduate-studies/apply).

Applicants are advised to begin work on the application well in advance of the application deadline and submit it as soon as possible (see **Application Deadlines, p. 84**).

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 employees of the University as required by University procedures

regarding admission, registration, and awards and financial support administration.

**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. (General) Program Application Process (p. 85)** (see also **Academic Qualifications for Admission, p. 84**).

Application deadlines for all Graduate Studies programs are available at [www.uleth.ca/ross/admissions/grad/deadlines](http://www.uleth.ca/ross/admissions/grad/deadlines).

**Table 2: M.Ed. (General) Program Application Process**

<b>STEP 1 - Applicant submits the application online by the application deadline date</b>	The following required admission decision documents must be submitted via the online application system, available at <a href="http://www.uleth.ca/graduate-studies/apply">www.uleth.ca/graduate-studies/apply</a> :	
	Unofficial academic transcripts	Admission decisions may be made on the basis of unofficial transcripts submitted via the online application system.
	Three references	Contact information for three referees who are willing to submit a confidential assessment via the online system. <ul style="list-style-type: none"> <li>One referee under whom the applicant has studied at the university level.</li> <li>Two referees with whom the applicant has worked professionally, preferably referees who have served in a supervisory capacity.</li> </ul>
	Curriculum Vitae (c.v.)	The applicant's c.v. includes academic background, work experience, awards, scholarships, and publications.
	Letter of Intent	The Letter of Intent indicates the applicant's reasons for applying (e.g., the nature of interest in the program and the intended career outcome upon completion).
	English Language Proficiency	Student copies of test scores, if available, should be submitted via the online application system (see <b>English Language Proficiency, p. 100</b> ). Student copies of test scores, if available, should be submitted via the online application system.
	Additional documentation	If additional documentation is required, the Office of Graduate Studies and Research in the Faculty of Education will contact the applicant.
	Submission Process	Completion of the online application form requires uploading the required admission documents, providing referee names and contacts, and paying the application fee by midnight (MST/MDT) on the deadline date (see <b>Table 1: Application Deadlines, p. 84</b> ).  By submitting this application, applicants authorize the University of Lethbridge to request transcripts on their behalf from institutions participating in ApplyAlberta (Alberta Post-Secondary Application System).
<b>STEP 2 - Applicant arranges for official documents</b>	Official documents, including proof of graduation for the baccalaureate degree and transcripts of all post-baccalaureate work, if any, are required prior to course registration.	
	Applicants, who have attended or are currently attending institutions NOT participating in ApplyAlberta, must arrange to have official transcripts sent directly from the issuing institution to the Admissions Office. A list of participating institutions is available at <a href="http://www.applyalberta.ca">www.applyalberta.ca</a> .	
<b>STEP 3 - Admission decision process</b>	The Selection Committee reviews the application and may interview short-listed candidates. The Selection Committee makes a recommendation on admission to the Graduate Programs in Education Committee.	
	The Office of Graduate Studies and Research in the Faculty of Education unofficially informs the applicant of the Graduate Programs in Education Committee's decision. Official admission decisions will be sent electronically by the Admissions Office. Applicants will be notified of their official admission status by the Admissions Office no later than 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, on the recommendation of the Selection Committee, following the application deadlines. 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 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 University of Lethbridge master's degree 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; 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. (General) Degree**

The M.Ed. (General) program consists of the equivalent of 12 courses (36.0 credit hours) of study including common core courses, courses required for the program focus, and a culminating activity as outlined below.

Courses are sequenced in such a way that students must follow the cohort schedule to be assured of completing the requirements for their degree. Courses and culminating activity options are dependent upon the schedule of the cohort the student was admitted to.

**1. Common Core (12.0 credit hours)**

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. Courses Required for Program Focus (12.0 to 21.0 credit hours)**

Students complete four to seven courses contributing to the theme of their program as outlined in the cohort schedule. Except in extenuating circumstances, these courses are completed as per the schedule of the cohort to which the student was admitted. The following conditions apply to the selection of courses credited towards the M.Ed. degree:

- a maximum of two courses (6.0 credit hours, Education or non-Education) may be taken below the 5000-level (i.e. 3000/4000 level). Of these, a maximum of two half-credit (total 3.0 credit hours) may be professional development courses.

**3. Culminating Activity (3.0 to 12.0 credit hours)**

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. Students must complete one of the following culminating activity options: Thesis, Project, or Capstone.

**a. Thesis Option**

Thesis equivalent to four courses (12.0 credit hours)

Normally, students may not apply for the Thesis option until they have completed at least four courses in their program.

**b. Project Option**

Project equivalent to two courses (6.0 credit hours)

**c. Capstone Option**

Capstone equivalent to one course (3.0 credit hours)

The Capstone is comprised of both a written and oral component.

For some cohorts, selecting the Thesis or Project route will require students to complete more than the minimum 12 courses (36.0 credit hours). In such cases, these courses will be extra to program.

Each route is dependent on the availability of appropriate supervision and approval by the Assistant Dean of Graduate Studies and Research (Faculty of Education).

Guidelines for completing the culminating activity are contained in the *University of Lethbridge Graduate Programs in Education: Policies and Procedures* manual, available from the Office of Graduate Studies and Research in the Faculty of Education or online at [www.uleth.ca/education/grad](http://www.uleth.ca/education/grad).

Students who intend to continue studies beyond the M.Ed. level are reminded that the Thesis (12.0 credit hours) may be required to allow uninterrupted study beyond the master's level. Some universities may allow qualifying work for admission to advanced degree programs if the Project or Capstone option is exercised. Students are advised to confirm admission requirements for programs of interest.

**d. Program Approval**

It is the responsibility of each student to register for the appropriate courses in the same sequence provided in the cohort 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 (Faculty of Education).

**e. Standards of Professional Conduct**

As a Faculty within the University of Lethbridge, the Faculty of Education is committed to maintaining its students' freedom of thought, beliefs, opinions and expressions. As a professional Faculty, the Faculty of Education is committed to assisting students to become professionals. The Faculty, then, has the responsibility of fostering the academic freedom of students within the context of professional standards of conduct. The standards describe professional characteristics and behaviours that students are expected to develop and demonstrate during all field and on-campus components within the Education program. Appropriate demonstration of these professional standards will be judged by instructors and school personnel.

1. The student acts in a manner that respects the dignity and rights of all persons without prejudice as to race, religious beliefs, colour, gender, sexual orientation, physical characteristics, age, ancestry or place of origin.

2. The student treats pupils, peers, school personnel and faculty with dignity and respect and is considerate of their circumstances.
3. The student acts in a responsible manner which includes being punctual, dependable, trustworthy, consistent and reliable.
4. Recognizing that attendance in courses and practicum placements is a professional responsibility, students apprise appropriate personnel at the University and/or school in advance of unavoidable absences.
5. The student demonstrates empathy for others by showing concern for and having an understanding of others' feelings and/or ideas.
6. The student responds to feedback by listening to, evaluating, and responding to suggestions.
7. The student maintains positive interpersonal relationships with peers, faculty, school personnel and pupils by contributing, co-operating, participating and working with others in a flexible and adaptable way.
8. The student shows enthusiasm and initiative by being actively involved as a participant while encouraging the involvement and participation of others.
9. The student shows maturity and sound judgment in accordance with the Standards of Professional Conduct.
10. The student demonstrates a commitment to teaching through interest in learning about the field of teaching, consulting, questioning, reading, and discussing.
11. The student criticizes (verbally or in writing) the professional competence or professional reputation of others only in confidence to proper officials and only after the other person has been informed of the criticism.
12. The student respects the confidentiality of information about pupils, peers, school personnel, or faculty received in confidence or in the course of professional duties.
13. The student acts in a manner which maintains the honour and dignity of the profession and the University of Lethbridge.
14. The student does not make representations on behalf of the Faculty of Education, the University of Lethbridge, the school or the profession.
15. The student adheres to the Code of Professional Conduct as outlined by the Alberta Teachers' Association.

**f. General Regulations**

1. **Residence Requirements**  
Residence is defined as courses offered by the University of Lethbridge. A minimum of eight such course equivalents (24.0 credit hours) is required. It may be an option 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 **Registration, Western Deans' Agreement, p. 22**) procedures. A waiver of residence requirement may be allowed for courses completed in this manner, subject to approval by the Assistant Dean of Graduate Studies and Research (Faculty of Education).

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 (see **Required Withdrawal, p. 88**). 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.
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 **Academic Regulations, Grade Appeal Policy, p. 40**).
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. (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 of the Undergraduate Calendar and Course Catalogue**.  
Students who do not register in either a course or a placeholder in each term will be considered to have withdrawn from the program unless a Leave of Absence has been granted.
5. **Leave of Absence**  
See **Academic Regulations, Leave of Absence on page 38**.
6. **Fees**
  - a. **Program Fees**  
M.Ed. students pay a minimum of nine program fees. M.Ed. students whose programs are completed in fewer than nine terms must make arrangements with the Office of Graduate Studies and Research in the Faculty of Education for the assessment of any remaining program fees to meet the minimum nine program fees required.



- b. **Fees for Additional Courses**  
Students who elect to take courses over and above the 12-course-credit program will pay a graduate course tuition fee for each additional course.  
Students remaining in the program after nine terms will also be assessed a program fee.
- c. **Outstanding Fees**  
The University will withhold registration privileges if there are outstanding fees including the current term's fees.

See **Fees, Master of Education and Master of Counselling Programs 2017/2018 Fee Schedule** on page 28.

For fee payment deadlines, see **Fees, Important Dates and Fee Deadlines** on page 33.

7. **Credit for Previous Work**

A maximum of two term 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.

8. **Independent Study**

Students may be permitted to earn credit by Independent Study, which is designated by the course number EDUC 5990. Independent Study may be undertaken only in areas not covered by courses offered in the M.Ed. 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 (Faculty of Education), and the Dean (or Designate) of the Faculty of Education.

A maximum of two Independent Study courses may count toward degree requirements for the M.Ed. program (see Requirements for the M.Ed. (General) Degree, p. 86). Students are advised to register in the term in which the work will be completed.

9. **Visiting Students**

A student who is already admitted to a graduate program in Education at another university, and whose program is underway, may apply for admission as a Visiting student at the University of Lethbridge. Contact the Office of Graduate Studies and Research in the Faculty of Education (online: [www.uleth.ca/education/grad](http://www.uleth.ca/education/grad); email: [edu.masters@uleth.ca](mailto:edu.masters@uleth.ca); phone: 403-329-2425; 1-800-666-3503) for application and registration information. A letter authorizing Visiting student registration in specific courses must be sent by the student's home institution to the University of Lethbridge Admissions Office.

Students admitted with Visiting student status may register in up to two University of Lethbridge graduate Education courses. Admission is contingent upon satisfying academic qualifications for admission (see **Academic Qualifications for Admission**,

p. 84), 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.

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 (Faculty of Education), be allowed to enroll 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 **Admission Requirements, p. 84**) 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 **Enrolment in Graduate Classes - Open Studies, p. 88**).

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 (Faculty of Education). Such students may take a maximum of two University of Lethbridge 5000-level graduate Education courses.

12. **Required Withdrawal**

A student is required to withdraw from the M.Ed. (General) program if the following occurs:

- the GPA falls below 2.70;
- the student fails (i.e., receives a grade below a 'B-' [2.70]) any course or practicum; or
- the student fails to meet the Standards of Professional Conduct.

13. **Readmission After Withdrawal**

Students who withdraw or who are required to withdraw from the M.Ed. (General) program must successfully apply for readmission by the appropriate deadline. Readmission is not guaranteed. Students are advised to consult with the Assistant Dean, Graduate Studies and Research in Education as early as possible.

**g. Practicum and Internship Placement Policy**

While in program and during practica/internship, students are expected to adhere to the Standards of Professional Conduct set out by the Faculty of Education (see **Standards of Professional Conduct, p. 86**). The Faculty of Education reserves the right to deny or terminate a placement in any practicum/internship course to any student if the Dean, Faculty of Education, or Designate has reasonable grounds:

- the student has violated any part of the Faculty of Education's Standards of Professional Conduct;
- the student is unable to carry out the responsibilities of that practicum/internship; or
- the Dean or Designate believes denial or termination of a placement is necessary in order to protect the public interest.

Students whose placements have been denied or terminated will be informed of the reasons in writing.

**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.
- b. Evidence of academic ability and promise, normally shown by a GPA of 3.00 in the terms containing the last 20 graded university courses (60.0 credit hours).
- c. Approximately two years of successful teaching or other relevant educational experience.
- d. All applicants must meet the English Language Proficiency (ELP) Requirement for Graduate Students through recognized study or a valid standardized test (see **English Language Proficiency, p. 100**).
- e. This program is intended for advanced study in the field of Education. Candidates preparing themselves for a career which involves teacher certification must hold Teacher Certification at the time of admission; this program does not lead to a recommendation from the University for Teacher Certification. Individuals seeking Teacher Certification in the province of Alberta should refer to the Bachelor of Education program (see **Programs Leading to Alberta Teacher Certification in Part 8 - Faculty of Education of the Undergraduate Calendar and Course Catalogue**).

Students are admitted to a M.Ed. (Educational Leadership) cohort on a competitive selection basis. The following criteria are used in the selection process:

- 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 may be interviewed by the Selection Committee.

**2. Application Deadlines**

Normally students are admitted to the M.Ed. (Educational Leadership) program in order to begin their studies in the summer session (see **Table 3: Application Deadlines, p. 90**).

Application deadlines and application deadline extensions for all Graduate Studies programs are available at [www.uleth.ca/ross/admissions/grad/deadlines](http://www.uleth.ca/ross/admissions/grad/deadlines).

Applications and all required admission decision documentation (see **Table 4: M.Ed. (Educational Leadership) Program Application Process, p. 90**), with the possible exception of final term grades for those currently enrolled, must be submitted electronically via the online application system by the deadline. Successful applicants must arrange to have official documents sent from the

**3. MASTER OF EDUCATION (EDUCATIONAL LEADERSHIP)**

**a. Statement of Purpose**

The Master of Education (Educational Leadership) degree program is intended for practicing educators. While the majority of candidates for the degree will be pursuing leadership careers within the educational 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.).

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 M.Ed. (Educational Leadership) program allows practicing educators to explore and implement concepts in educational leadership through a combination of coursework and fieldwork. For students who complete all of the degree requirements, the major will be acknowledged on the official transcript.

The theme of the student's program is also reflected in a required culminating activity (Thesis, Project, or Capstone), which contributes to the advancement of knowledge and practice through scholarly activity and/or creative work.

Courses are sequenced in such a way that students must follow the cohort schedule to be assured of completing the requirements for their degree. Selecting the Thesis or Project route will require students to complete more than the minimum 12 courses (36.0 credit hours). In such cases, these courses will be extra to program.

Courses may be delivered using a combination of face-to-face and distance-delivery formats.

**b. Admission Requirements**

Please refer to **Part 1 - Admissions of the Undergraduate Calendar and Course Catalogue** for University policies regarding: Dual Admission Procedure for Readmission; Year of the Calendar; Simultaneous Enrolment; Misrepresentation/Falsified Admission Documents; and Authority to Rescind Admission/Registration Privileges.

issuing institution to the University of Lethbridge Admissions Office prior to course registration. Students who are not successful in gaining admission must reapply if they wish to be considered for the next available intake.

3. Process for Application/Admission

Applicants apply via the online application system available at [www.uleth.ca/graduate-studies/apply](http://www.uleth.ca/graduate-studies/apply).

Applicants are advised to begin work on the application well in advance of the application deadline and submit it as soon as possible (see **Application Deadlines, p. 89**).

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 employees 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 4: M.Ed. (Educational Leadership) Program Application Process (p. 90)** (see also **Academic Qualifications for Admission, p. 89**).

**Table 3: Application Deadlines**

Program	Term of Admission		
	Spring (January to April)	Summer (May to August)	Fall (September to December)
Master of Education – All majors	N/A	December 1	N/A

**Table 4: M.Ed. (Educational Leadership) Program Application Process**

<b>STEP 1 - Applicant submits the application online by the application deadline date</b>	The following required admission decision documents must be submitted via the online application system, available at <a href="http://www.uleth.ca/graduate-studies/apply">www.uleth.ca/graduate-studies/apply</a> :
	Unofficial academic transcripts      Admission decisions may be made on the basis of unofficial transcripts submitted via the online application system.
	Three references      Contact information for three referees who are willing to submit a confidential assessment via the online system. <ul style="list-style-type: none"> <li>• One referee under whom the applicant has studied at the university level.</li> <li>• Two referees with whom the applicant has worked professionally, preferably referees who have served in a supervisory capacity.</li> </ul>
	Curriculum Vitae (c.v.)      The applicant's c.v. includes academic background, work experience, awards, scholarships, and publications.
	Letter of Intent      The Letter of Intent indicates the applicant's reasons for applying (e.g., the nature of interest in the program and the intended career outcome upon completion).
	English Language Proficiency      All applicants must meet ELP through recognized study or a valid standardized test (see <b>English Language Proficiency, p. 100</b> ). Student copies of test scores, if available, should be submitted via the online application system.
	Additional documentation      If additional documentation is required, the Office of Graduate Studies and Research in the Faculty of Education will contact the applicant.
	Submission Process      Completion of the online application form requires uploading the required admission documents, providing referee names and contacts, and paying the application fee by midnight (MST/MDT) on the deadline date (see <b>Table 3: Application Deadlines, p. 90</b> ).  By submitting this application, applicants authorize the University of Lethbridge to request transcripts on their behalf from institutions participating in ApplyAlberta (Alberta Post-Secondary Application System).
<b>STEP 2 - Applicant arranges for official documents</b>	Official documents, including proof of graduation for the baccalaureate degree and transcripts of all post-baccalaureate work, if any, are required prior to course registration.  Applicants, who have attended or are currently attending institutions NOT participating in ApplyAlberta, must arrange to have official transcripts sent directly from the issuing institution to the Admissions Office. A list of participating institutions is available at <a href="http://www.applyalberta.ca">www.applyalberta.ca</a> .
<b>STEP 3- Admission decision process</b>	The Selection Committee reviews the application and may interview short-listed candidates. The Selection Committee makes a recommendation on admission to the Graduate Programs in Education Committee.  The Office of Graduate Studies and Research in the Faculty of Education unofficially informs the applicant of the Graduate Programs in Education Committee's decision. Official admission decisions will be sent electronically by the Admissions Office. Applicants will be notified of their official admission status by the Admissions Office no later than 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, on the recommendation of the Selection Committee, following the application deadlines. 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 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 University of Lethbridge master's degree 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; 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. (Educational Leadership) Degree**

The M.Ed. (Educational Leadership) program consists of the equivalent of 12 courses (36.0 credit hours) of study. The program comprises the common core courses, courses required for the major, Elective courses, and a culminating activity, as outlined below:

Courses are sequenced in such a way that students must follow the cohort schedule to be assured of completing the requirements for their degree. Courses and culminating activity options are dependent upon the schedule of the cohort the student was admitted to.

1. Common Core (12.0 credit hours)

- 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. Required Courses for Educational Leadership (15.0 credit hours)

- 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

3. Elective Courses for Educational Leadership (6.0 credit hours)

- Education 5635 - Educational Leadership Internship I
- Education 5637 - Educational Leadership Internship II

4. Culminating Activity (3.0 to 12.0 credit hours)

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. Students must complete one of the following culminating activity options: Thesis, Project, or Capstone.

a. Thesis Option

Thesis equivalent to four courses (12.0 credit hours)

Normally, students may not apply for the Thesis option until they have completed at least four courses in their program.

b. Project Option

Project equivalent to two courses (6.0 credit hours)

c. Capstone Option

Capstone equivalent to one course (3.0 credit hours)

The Capstone is comprised of both a written and oral component.

Selecting the Thesis or Project route will require students to complete more than the minimum 12 courses (36.0 credit hours). In such cases, these courses will be extra to program.

Each route is dependent on the availability of appropriate supervision and approval by the Assistant Dean of Graduate Studies and Research (Faculty of Education).

Guidelines for completing the culminating activity are contained in the *University of Lethbridge Graduate Programs in Education: Policies and Procedures* manual, available from the Office of Graduate Studies and Research in the Faculty of Education or online at [www.uleth.ca/education/grad](http://www.uleth.ca/education/grad).

Students who intend to continue studies beyond the M.Ed. level are reminded that the Thesis (12.0 credit hours) may be required to allow uninterrupted study beyond the master's level. Some universities may allow qualifying work for admission to advanced degree programs if the Project or Capstone option is exercised. Students are advised to confirm admission requirements for programs of interest.

#### d. Program Approval

It is the responsibility of each student to register for the appropriate courses in the same sequence provided in the cohort 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 (Faculty of Education).

#### e. Standards of Professional Conduct

As a Faculty within the University of Lethbridge, the Faculty of Education is committed to maintaining its students' freedom of thought, beliefs, opinions and expressions. As a professional Faculty, the Faculty of Education is committed to assisting students to become professionals. The Faculty, then, has the responsibility of fostering the academic freedom of students within the context of professional standards of conduct. The standards describe professional characteristics and behaviours that students are expected to develop and demonstrate during all field and on-campus components within the Education program. Appropriate demonstration of these professional standards will be judged by instructors and school personnel.

1. The student acts in a manner that respects the dignity and rights of all persons without prejudice as to race, religious beliefs, colour, gender, sexual orientation, physical characteristics, age, ancestry or place of origin.
2. The student treats pupils, peers, school personnel and faculty with dignity and respect and is considerate of their circumstances.
3. The student acts in a responsible manner which includes being punctual, dependable, trustworthy, consistent and reliable.
4. Recognizing that attendance in courses and practicum placements is a professional responsibility, students apprise appropriate personnel at the University and/or school in advance of unavoidable absences.
5. The student demonstrates empathy for others by showing concern for and having an understanding of others' feelings and/or ideas.
6. The student responds to feedback by listening to, evaluating, and responding to suggestions.
7. The student maintains positive interpersonal relationships with peers, faculty, school personnel and pupils by contributing, co-operating, participating, and working with others in a flexible and adaptable way.
8. The student shows enthusiasm and initiative by being actively involved as a participant while encouraging the involvement and participation of others.
9. The student shows maturity and sound judgment in accordance with the Standards of Professional Conduct.
10. The student demonstrates a commitment to teaching through interest in learning about the field of teaching, consulting, questioning, reading and discussing.

11. The student criticizes (verbally or in writing) the professional competence or professional reputation of others only in confidence to proper officials and only after the other person has been informed of the criticism.
12. The student respects the confidentiality of information about pupils, peers, school personnel or faculty received in confidence or in the course of professional duties.
13. The student acts in a manner which maintains the honour and dignity of the profession and the University of Lethbridge.
14. The student does not make representations on behalf of the Faculty of Education, the University of Lethbridge, the school or the profession.
15. The student adheres to the Code of Professional Conduct as outlined by the Alberta Teachers' Association.

#### f. General Regulations

##### 1. Residence Requirements

Residence is defined as courses offered by the University of Lethbridge. A minimum of eight such course equivalents (24.0 credit hours) is required.

It may be an option for students who have been admitted to the M.Ed. (Educational Leadership) 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 **Registration, Western Deans' Agreement, p. 22**) procedures. A waiver of residence requirement is allowed for courses completed in this manner, subject to approval by the Assistant Dean of Graduate Studies and Research (Faculty of Education).

##### 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 (see **Required Withdrawal, p. 94**). All courses completed in the M.Ed. (Educational Leadership) 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 **Academic Regulations, Grade Appeal Policy, p. 40**).

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. (Educational Leadership) 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 of the Undergraduate Calendar and Course Catalogue.**

Students who do not register in either a course or a placeholder in each term will be considered to have withdrawn from the program unless a Leave of Absence has been granted.

5. Leave of Absence

See **Academic Regulations, Leave of Absence on page 38.**

6. Fees

a. Program Fees

M.Ed. students pay a minimum of nine program fees. M.Ed. students whose programs are completed in fewer than nine terms must make arrangements with the Office of Graduate Studies and Research in the Faculty of Education for the assessment of any remaining program fees to meet the minimum nine program fees required.

b. Fees for Additional Courses

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

Students remaining in the program after nine terms will also be assessed a program fee.

c. Outstanding Fees

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

See the **Master of Education and Master of Counselling Programs 2017/2018 Fee Schedule on page 28.**

For fee payment deadlines, see **Important Dates and Fee Deadlines on page 33.**

7. Credit for Previous Work

A maximum of two term 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. (Educational Leadership) 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. Independent Study

Students may be permitted to earn credit by Independent Study, which is designated by the course number EDUC 5990. Independent Study may be undertaken only in areas not covered by courses offered in the M.Ed. 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 (Faculty of Education), and the Dean (or designate) of the Faculty of Education.

A maximum of two Independent Study courses may count toward degree requirements for the M.Ed. program (see Requirements for the M.Ed. (Educational Leadership) Degree, p. 91). Students are advised to register in the term in which the work will be completed.

9. Visiting Students

A student who is already admitted to a graduate program in Education at another university, and whose program is underway, may apply for admission as a Visiting student at the University of Lethbridge. Contact the Office of Graduate Studies and Research in the Faculty of Education (online: [www.uleth.ca/education/grad](http://www.uleth.ca/education/grad); email: [edu.masters@uleth.ca](mailto:edu.masters@uleth.ca); phone: 403-329-2425; 1-800-666-3503) for application and registration information. A letter authorizing Visiting student registration in specific courses must be sent by the student's home institution to the University of Lethbridge Admissions Office.

Students admitted with Visiting student status may register in up to two University of Lethbridge graduate Education courses. Admission is contingent upon satisfying academic qualifications for admission (see **Academic Qualifications for Admission, p. 89**), 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.

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 (Faculty of Education), 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 **Admission Requirements, p. 89**) 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 **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 (Faculty of Education). Such students may take a maximum of two University of Lethbridge 5000-level graduate Education courses.

#### 12. Required Withdrawal

A student is required to withdraw from the M.Ed. (Educational Leadership) program if the following occurs:

- the GPA falls below 2.70;
- the student fails (i.e. receives a grade below a 'B-' [2.70]) any course or practicum; or
- the student fails to meet the Standards of Professional Conduct.

#### 13. Readmission After Withdrawal

Students who withdraw or who are required to withdraw from the M.Ed. (Educational Leadership) program must successfully apply for readmission by the appropriate deadline. Readmission is not guaranteed. Students are advised to consult with the Assistant Dean, Graduate Studies and Research in Education as early as possible.

#### g. Practicum and Internship Placement Policy

While in program and during practica/internship, students are expected to adhere to the Standards of Professional Conduct set out by the Faculty of Education (see **Standards of Professional Conduct, p. 92**). The Faculty of Education reserves the right to deny or terminate a placement in any practicum/internship course to any student if the Dean or Designate has reasonable grounds:

- the student has violated any part of the Faculty of Education's Standards of Professional Conduct;
- the student is unable to carry out the responsibilities of that practicum/internship; or
- the Dean, Faculty of Education or Designate believes denial or termination of a placement is necessary in order to protect the public interest.

Students whose placements have been denied or terminated will be informed of the reasons in writing.

### 4. MASTER OF EDUCATION (COUNSELLING PSYCHOLOGY)

#### a. Statement of Purpose

The M.Ed. (Counselling Psychology) program provides training for individuals who want to develop professional skills and attain certification in counselling psychology as a Canadian Certified Counsellor or Registered Psychologist. The emphasis of the program is on the provision of 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.).

Canadian Certified Counsellor: graduates may be eligible for certification as a Canadian Certified Counsellor under the guidelines of the Canadian Counselling and Psychotherapy Association (CCPA). CCPA certification attests to the level of professional counselling competence and is considered the minimum professional standard in Canada.

Registered Psychologist: students 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 CAP or the corresponding body in the province/state in which they wish to achieve a professional designation.

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 completing the requirements for their degree. Courses are delivered on campus.

#### b. Admission Requirements

Please refer to **Part I - Admissions of the Undergraduate Calendar and Course Catalogue** for University policies regarding: Dual Admission; Procedure for Readmission; Year of the Calendar; Simultaneous Enrolment; Misrepresentation/Falsified Admission Documents; and Authority to Rescind Admission/Registration Privileges.

##### 1. Academic Qualifications for Admission

- a. 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.
- b. Evidence of academic ability and promise, normally shown by a GPA of 3.00 in the terms containing the last 20 graded university courses (60.0 credit hours).
- c. All applicants must meet the English Language Proficiency (ELP) Requirement for Graduate Students through recognized study or a valid standardized test (see **English Language Proficiency, p. 100**).

Students are admitted to a M.Ed. (Counselling Psychology) cohort on a competitive selection basis. The following criteria are used in the selection process:

- GPA;
- 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, learning, personality and counselling skills;
- 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 may be interviewed by the Selection Committee.

2. Application Deadlines

Normally students are admitted to the M.Ed. (Counselling Psychology) program in order to begin their studies in the summer session of alternate years (see **Table 5: Application Deadlines, p. 95**). For scheduled Counselling Psychology cohort intakes refer to the website at [www.uleth.ca/education/grad](http://www.uleth.ca/education/grad).

Application deadlines and application deadline extensions for all Graduate Studies programs are available at [www.uleth.ca/ross/admissions/grad/deadlines](http://www.uleth.ca/ross/admissions/grad/deadlines).

Applications and all required admission decision documentation (see **Table 6: M.Ed. (Counselling Psychology) Program Application Procedure, p. 96**), with the possible exception of final term grades for those currently enrolled, must be

submitted electronically via the online application system by the deadline. Successful applicants must arrange to have official documents sent from the issuing institution to the University of Lethbridge Admissions Office prior to course registration.

Students who are not successful in gaining admission must reapply if they wish to be considered for the next available intake.

3. Process for Application/Admission

Applicants apply via the online application system available at [www.uleth.ca/graduate-studies/apply](http://www.uleth.ca/graduate-studies/apply).

Applicants are advised to begin work on the application well in advance of the application deadline and submit it as soon as possible (see **Application Deadlines, p. 95**).

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 employees 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 6: M.Ed. (Counselling Psychology) Program Application Procedure (p. 96)** (see also **Academic Qualifications for Admission, p. 94**).

**Table 5: Application Deadlines**

Program	Term of Admission		
	Spring (January to April)	Summer (May to August)	Fall (September to December)
Master of Education – All majors	N/A	December 1	N/A



**Table 6: M.Ed. (Counselling Psychology) Program Application Procedure**

<b>STEP 1 - Applicant submits the application online by the application deadline date</b>	The following required admission decision documents must be submitted via the online application system, available at <a href="http://www.uleth.ca/graduate-studies/apply">www.uleth.ca/graduate-studies/apply</a> :
	Unofficial academic transcripts      Admission decisions may be made on the basis of unofficial transcripts submitted via the online application system.
	Three references      Contact information for three referees who are willing to submit a confidential assessment via the online system. <ul style="list-style-type: none"> <li>• One referee under whom the applicant has studied at the university level.</li> <li>• Two referees with whom the applicant has worked professionally, preferably referees who have served in a supervisory capacity.</li> </ul>
	Curriculum Vitae (c.v.)      The applicant's c.v. includes academic background, work experience, awards, scholarships, and publications.
	Letter of intent      The Letter of Intent indicates the applicant's reasons for applying (e.g., the nature of interest in the program and the intended career outcome upon completion).
	English Language Proficiency      All applicants must meet ELP through recognized study or a valid standardized test (see <b>English Language Proficiency, p. 100</b> ). Student copies of test scores, if available, should be submitted via the online application system.
	Additional documentation      If additional documentation is required, the Office of Graduate Studies and Research in the Faculty of Education will contact the applicant.
	Submission Process      Completion of the online application form requires uploading the required admission documents, providing referee names and contacts, and paying the application fee by Midnight (MST/MDT) on the deadline date (see <b>Table 5: Application Deadlines, p. 95</b> ).  By submitting this application, applicants authorize the University of Lethbridge to request transcripts on their behalf from institutions participating in ApplyAlberta (Alberta Post-Secondary Application System).
<b>STEP 2 - Applicant arranges for official documents</b>	Official documents, including proof of graduation for the baccalaureate degree and transcripts of all post-baccalaureate work, if any, are required prior to course registration.  Applicants, who have attended or are currently attending institutions NOT participating in ApplyAlberta, must arrange to have official transcripts sent directly from the issuing institution to the Admissions Office. A list of participating institutions is available at <a href="http://www.applyalberta.ca">www.applyalberta.ca</a> .
<b>STEP 3- Admission decision process</b>	The Selection Committee reviews the application and may interview short-listed candidates. The Selection Committee makes a recommendation on admission to the Graduate Programs in Education Committee.  The Office of Graduate Studies and Research in the Faculty of Education unofficially informs the applicant of the Graduate Programs in Education Committee's decision. Official admission decisions will be sent electronically by the Admissions Office. Applicants will be notified of their official admission status by the Admissions Office no later than 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 Committee, on the recommendation of the Selection Committee, following the application deadlines. 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 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 University of Lethbridge master's degree 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; 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 (45.0 credit hours) of study if the Thesis option is completed, 13 courses (39.0 credit hours) if the Project option is completed, and 12 courses (36.0 credit hours) if the Capstone option is completed. The program consists of common core courses and a culminating activity, as outlined below:

1. Common Counselling Psychology Core (33.0 credit hours)
  - Education 5621 - Counselling Psychology: Ethics and Professional Practice
  - Education 5622 - Counselling Psychology: Gender and Cultural Issues

- Education 5623 - Counselling Psychology: Learning Processes
- 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
- Education 5712 - Counselling Psychology: Research Methods

2. Culminating Activity (3.0 to 12.0 credit hours)

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. Students must complete one of the following culminating activity options: Thesis, Project, or Capstone.

a. Thesis Option

Thesis equivalent to four courses (12.0 credit hours)

Normally, students may not apply for the Thesis option until they have completed at least three courses in their program, one of which must be Education 5712.

b. Project Option

Project equivalent to two courses (6.0 credit hours)

c. Capstone Option

Capstone equivalent to one course (3.0 credit hours)

The Capstone is comprised of both a written and oral component.

Selecting the Thesis or Project route will require students to complete more than the minimum 12 courses (36.0 credit hours). In such cases, these courses will be extra to program.

Each route is dependent on the availability of appropriate supervision and approval by the Assistant Dean of Graduate Studies and Research (Faculty of Education).

Guidelines for completing the culminating activity are contained in the *University of Lethbridge Graduate Programs in Education: Policies and Procedures* manual, available from the Office of Graduate Studies and Research in the Faculty of Education or online at [www.uleth.ca/education/grad](http://www.uleth.ca/education/grad).

Students who intend to continue studies beyond the M.Ed. level are reminded that the Thesis (12.0 credit hours) may be required to allow uninterrupted study beyond the master's level. Some universities may allow qualifying work for admission to advanced degree programs if the Project or Capstone option is exercised. Students are advised to confirm admission requirements for programs of interest.

d. Program Approval

It is the responsibility of each student to register for the appropriate courses in the same sequence provided in the cohort 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 (Faculty of Education).

e. Standards of Professional Conduct for Counselling Psychology Students

As a Faculty within the University of Lethbridge, the Faculty of Education is committed to maintaining its students' freedom of thought, beliefs, opinions and expressions. As a professional Faculty, the Faculty of Education is committed to assisting students to become professionals. The Faculty, then, has the responsibility of fostering the academic freedom of students within the context of professional standards of conduct. The standards describe professional characteristics and behaviours that students are expected to develop and demonstrate during all field and on-campus components within the Counselling Psychology program. Appropriate demonstration of these professional standards will be judged by instructors and counselling psychology agency personnel.

1. The student acts in a manner that respects the dignity and rights of all persons without prejudice as to race, religious beliefs, colour, gender, sexual orientation, physical characteristics, age, ancestry or place of origin.
2. The student treats clients, peers, counselling psychology agency personnel and faculty with dignity and respect and is considerate of their circumstances.
3. The student acts in a responsible manner which includes being punctual, dependable, trustworthy, consistent and reliable.
4. Recognizing that attendance on courses and practicum placements is a professional responsibility, students apprise appropriate personnel at the University and/or counselling psychology agency in advance of unavoidable absences.
5. The student demonstrates empathy for others by showing concern for and having an understanding of others' feelings and/or ideas.
6. The student responds to feedback by listening to, evaluating, and responding to suggestions.
7. The student maintains positive interpersonal relationships with peers, faculty, counselling psychology agency personnel and clients by contributing, co-operating, participating and working with others in a flexible and adaptable way.
8. The student shows enthusiasm and initiative by being actively involved as a participant while encouraging the involvement and participation of others.
9. The student shows maturity and sound judgment in accordance with the Standards of Professional Conduct.

10. The student demonstrates a commitment to counselling through interest in learning about the field of counselling psychology, consulting, questioning, reading and discussing.
11. The student criticizes (verbally or in writing) the professional competence or professional reputation of others only in confidence to proper officials and only after the other person has been informed of the criticism.
12. The student respects the confidentiality of information about clients, peers, counselling agency personnel or faculty received in confidence or in the course of professional duties.
13. The student acts in a manner which maintains the honour and dignity of the profession and the University of Lethbridge.
14. The student does not make representations on behalf of the Faculty of Education, the University of Lethbridge, the counselling psychology agency or the profession.
15. The student adheres to the Standards of Practice, Code of Ethics, and/or the Code of Professional Conduct as outlined by the Canadian Counselling and Psychotherapy Association, the Canadian Psychological Association, the College of Alberta Psychologists, and/or the Alberta Teachers' Association.

**f. General Regulations**

**1. Residence Requirements**

Residence is defined as courses offered by the University of Lethbridge. A minimum of eight such course equivalents (24.0 credit hours) is required. It may be an option 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 **Registration, Western Deans' Agreement, p. 22**) procedures. A waiver of residence requirement may be allowed for courses completed in this manner, subject to approval by the Assistant Dean of Graduate Studies and Research (Faculty of Education).

**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 (see **Required Withdrawal, p. 99**). 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 **Academic Regulations, Grade Appeal Policy, p. 40**).

**4. Time Limits**

Students must complete their program within five years. Students who have completed eight courses 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 of the Undergraduate Calendar and Course Catalogue**.

Students who do not register in either a course or a placeholder in each term will be considered to have withdrawn from the program unless a Leave of Absence has been granted.

**5. Leave of Absence**

See **Academic Regulations, Leave of Absence on page 38**.

**6. Fees**

**a. Program Fees**

M.Ed. students pay a minimum of nine program fees. M.Ed. students whose programs are completed in fewer than nine terms must make arrangements with the Office of Graduate Studies and Research in the Faculty of Education for the assessment of any remaining program fees to meet the minimum nine program fees required.

**b. Fees for Additional Courses**

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

Students remaining in program after nine terms will also be assessed a program fee.

**c. Outstanding Fees**

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

See **Fees, Master of Education and Master of Counselling Programs 2017/2018 Fee Schedule on page 28**.

For fee payment deadlines, see **Fees, Important Dates and Fee Deadlines on page 33**.

**7. Credit for Previous Work**

A maximum of two term 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. Independent Study

Students may be permitted to earn credit by Independent Study, which is designated by the course number EDUC 5990. Independent Study may be undertaken only in areas not covered by courses offered in the M.Ed. 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 (Faculty of Education), and the Dean (or designate) of the Faculty of Education.

A maximum of two Independent Study courses may count toward degree requirements for the M.Ed. program (see Requirements for the M.Ed. (Counselling Psychology) Degree, p. 97). Students are advised to register in the term in which the work will be completed.

9. Visiting Students

A student who is already admitted to a graduate program in Education at another university, and whose program is underway, may apply for admission as a Visiting student at the University of Lethbridge. Contact the Office of Graduate Studies and Research in the Faculty of Education (website: [www.uleth.ca/education/grad](http://www.uleth.ca/education/grad); email: [edu.masters@uleth.ca](mailto:edu.masters@uleth.ca); phone: 403-329-2425; 1-800-666-3503) for application and registration information. A letter authorizing Visiting student registration in specific courses must be sent by the student's home institution to the University of Lethbridge Admissions Office.

Students admitted with Visiting student status may register in up to two University of Lethbridge graduate Education courses. Admission is contingent upon satisfying academic qualifications for admission (see **Academic Qualifications for Admission, p. 94**), 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.

10. 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 (Faculty of Education), be allowed to enroll 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 **Admission Requirements, p. 94**) 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 **Enrolment in Graduate Classes - Open Studies, p. 99**).

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 (Faculty of Education). Such students may take a maximum of two University of Lethbridge 5000-level graduate Education courses.

12. Required Withdrawal

A student is required to withdraw from the M.Ed. (Counselling Psychology) program if the following occurs:

- the GPA falls below 2.70;
- the student fails (i.e. receives a grade below a 'B-' [2.70]) any course or practicum; or
- the student fails to meet the Standards of Professional Conduct for Counselling Psychology Students (see **p. 97**).

13. Readmission After Withdrawal

Students who withdraw or who are required to withdraw from the M.Ed. (Counselling Psychology) program must successfully apply for readmission by the appropriate deadline. Readmission is not guaranteed. Students are advised to consult with the Assistant Dean, Graduate Studies and Research in Education as early as possible.

g. **Practicum Placement Policy**

While in program and during practica, students are expected to adhere to the Standards of Professional Conduct set out by the Faculty of Education (see **Standards of Professional Conduct for Counselling Psychology Students, p. 97**). The Faculty of Education reserves the right to deny or terminate a placement in any practicum course to any student if the Dean or Designate has reasonable grounds:

- the student has violated any part of the Faculty of Education's Standards of Professional Conduct;
- the student is unable to carry out the counselling responsibilities of that practicum; or
- the Dean, Faculty of Education, or Designate believes denial or termination of a placement is necessary in order to protect the public interest.

Students whose practicum placements have been denied or terminated will be informed of the reasons in writing.

## 5. COURSES

See **Course Catalogue** on page 163. A listing of all University of Lethbridge courses is available online at [www.uleth.ca/ross/courses](http://www.uleth.ca/ross/courses).

## 6. GRADUATE ASSISTANTS

For information on assistantships opportunities, please see [www.uleth.ca/graduate-studies](http://www.uleth.ca/graduate-studies) or contact the Office of Graduate Studies and Research in the Faculty of Education at [edu.masters@uleth.ca](mailto:edu.masters@uleth.ca).

## 7. FINANCIAL OPPORTUNITIES

For information on financial opportunities, please see [www.uleth.ca/graduate-studies](http://www.uleth.ca/graduate-studies) or contact the Graduate Studies Awards Advisor at [sgs.awards@uleth.ca](mailto:sgs.awards@uleth.ca).

## 8. AWARDS AND SCHOLARSHIPS

See *Awards and Scholarships* on p. 195. Additional information regarding awards and scholarships is available at [www.uleth.ca/graduate-studies](http://www.uleth.ca/graduate-studies) or by contacting the Graduate Studies Awards Advisor at [sgs.awards@uleth.ca](mailto:sgs.awards@uleth.ca).

## 9. ENGLISH LANGUAGE PROFICIENCY

English is the primary language of instruction and communication at the University of Lethbridge. Prior to registration, all applicants to the School of Graduate Studies must demonstrate English Language Proficiency (ELP) sufficient to meet the demands of classroom instruction, written assignments, research, and participation in tutorials and discussions, regardless of their citizenship status or country of origin.

The ELP requirement must be met prior to registration in a graduate program (see **Graduate Conditional English Proficiency Admission, p. 100**). The University reserves the right to use discretion in determining adequate levels of language proficiency to ensure success in academic programs. In all cases, the decision of the School of Graduate Studies shall be final.

### a. English Language Proficiency Requirement

ELP may be demonstrated by any of the following:

1. Successful completion of a baccalaureate or master's degree at a recognized institution in Canada or another country where English is recognized as the primary language (see **Recognized Countries**, below). The student's work must have been in English.
2. Successful completion of a baccalaureate or master's degree at a recognized institution where the language of instruction is English. For a list of recognized institutions, see [www.uleth.ca/ross/admissions/elp\\_exempt](http://www.uleth.ca/ross/admissions/elp_exempt). Other institutions will be considered on a case-by-case basis. The student's work must have been in English.
3. Successful completion of the Advanced Level of the University of Lethbridge English for Academic Purposes (EAP) program (see **English for Academic Purposes (EAP), p. 62**).
4. Test of English as a Foreign Language (TOEFL), taken within the last two years, with minimum scores of:
  - a. 580 on the paper-based TOEFL and 5.0 on the Test of Written English (TWE); or
  - b. 93 on the Internet-based TOEFL (iBT).

Website: [www.toefl.org](http://www.toefl.org) (University of Lethbridge Destination Institution (DI) code: 0855)

5. Academic International English Language Testing System (IELTS) test, taken within the last two years, with a minimum overall score of 6.5, and a minimum of 5.5 in each band.

Website: [www.ielts.org](http://www.ielts.org)

6. Academic Pearson Test of English (PTE), taken within the last two years, with a minimum overall score of 63.

Website: [www.pearsonpte.com](http://www.pearsonpte.com)

7. Canadian Academic English Language (CAEL) Assessment, taken within the last two years, with a minimum overall score of 70.

Website: [www.cael.ca](http://www.cael.ca)

### b. Recognized Countries

For the purposes of administering the ELP for Graduate Students requirement, the University of Lethbridge recognizes the following as countries where the primary language is English:

Anguilla	Ireland (Republic of)
Antigua and Barbuda	Jamaica
Australia	Kenya
Bahamas	Malta
Barbados	Mauritius
Belize	Montserrat
Bermuda	New Zealand
British Virgin Islands	St. Helena
Canada	St. Kitts and Nevis
Cayman Islands	St. Vincent and the Grenadines
Dominica	Trinidad and Tobago
Falkland Islands	Turks and Caicos Islands
Grenada	United Kingdom
Guam	United States of America
Guyana	

### c. Required Documentation

All proof of English proficiency must be provided on official academic transcripts or standardized test score reports. Standardized test scores must be valid and verifiable.

### d. Graduate Conditional English Proficiency Admission

The University of Lethbridge may extend a conditional *Offer of Admission* to highly-qualified graduate applicants who do not meet the minimum ELP requirement for admission to graduate programs. This policy is intended to facilitate admission of academically qualified, degree-seeking students who have not satisfied the minimum ELP requirement, but are being considered for admission by a graduate program.

Conditional admission allows students to apply for a study permit (if necessary) and begin their studies in the University's English for Academic Purposes (EAP) program (see **English for Academic Purposes (EAP), p. 62**) only. Concurrent registration in an EAP program and graduate program is not permissible nor is it permissible to complete graduate program requirements. Upon successful completion of the prescribed terms of

study in the EAP program, the student will proceed directly into the graduate degree program in the next term of admission.

To be considered for Conditional English Proficiency Admission, the applicant must meet the following criteria:

1. Have academic qualifications that satisfy the requirements of the graduate program they seek;
2. Have a minimum score of 5.5 in each band of the IELTS test or a minimum overall score of 80 on the iBT TOEFL, with minimum scores of 16 in each of Listening, Reading, and Speaking, and a minimum score of 18 in Writing; and
3. Be recommended for Conditional English Proficiency Admission by a graduate program committee.

The applicant must submit results for an IELTS or iBT TOEFL exam taken within the last two years and indicate in their *Letter of Intent* that they are seeking Conditional English Proficiency Admission.

Applicants admitted via the Conditional English Proficiency Admission route will normally be placed in the Advanced Level of the EAP program, though the University reserves the right to move the applicant to a lower level if deemed necessary. Applicants admitted via the Conditional English Proficiency Admission route may be permitted to begin their studies in the graduate program, provided that the ELP requirement is met by one of the other approved means no later than: August 1 for the fall term, November 15 for the spring term, or April 15 for the summer term.

In accepting an offer of Conditional English Proficiency Admission to a graduate program, the applicant is expected to successfully complete the Advanced Level of the EAP program in the term indicated in the *Offer of Admission* and begin their graduate program the following term. Applicants who do not fulfill the language proficiency requirement during the specified period will have their *Offer of Admission* to a graduate program rescinded. Such students may choose to continue in the EAP program and reapply for admission to a graduate program for the next term of admission.

**Students admitted via the Conditional English Proficiency Admission route may not make academic progress toward their graduate degree or engage in academic research before fulfilling the ELP condition of the *Offer of Admission*. The School of Graduate Studies does not provide any financial support for students while they are enrolled in the EAP program.**

Students admitted via the Conditional English Proficiency Admission route are considered to be full-time EAP students while continuously enrolled in the EAP program.



# 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 and 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 Procedures* manual available at [www.uleth.ca/graduate-studies](http://www.uleth.ca/graduate-studies).

**4. ADMISSION REQUIREMENTS**

Please refer to **Part I - Admissions of the Undergraduate Calendar and Course Catalogue** for University policies regarding: Procedure for Readmission; Year of the Calendar; Simultaneous Enrolment; Misrepresentation/Falsified Admission Documents; and Authority to Rescind Admission/Registration Privileges.

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

All applicants must meet the English Language Proficiency (ELP) Requirement for Graduate Studies through recognized study or a valid standardized test (see **English Language Proficiency, p. 108**).

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.

**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 for the fall term (September) only (see **Table 1: Application Deadlines**).

Applications and all required admission decision documentation (see **Table 2: M.F.A. Programs Application Process, p. 105**), with the possible exception of final term grades for those currently enrolled must be submitted electronically via the online application system no later than the deadline. Successful applicants must arrange to have official documents sent from the issuing institution to the University of Lethbridge Admissions Office prior to course registration.

Application deadlines and application deadline extensions for all Graduate Studies programs are available at [www.uleth.ca/ross/admissions/grad/deadlines](http://www.uleth.ca/ross/admissions/grad/deadlines).

**Table 1: Application Deadlines**

Program	Term of Admission		
	Spring (January to April)	Summer (May to August)	Fall (September to December)
Master of Fine Arts – All majors	N/A	N/A	February 1

**Table 2: M.F.A. Programs Application Process**

<b>STEP 1 - Applicant submits the application online by the application deadline date</b>	The following required admission decision documents must be submitted via the online application system, available at <a href="http://www.uleth.ca/graduate-studies/apply">www.uleth.ca/graduate-studies/apply</a> :	
	Unofficial academic transcripts      Admission decisions may be made on the basis of unofficial transcripts submitted via the online application system.	
	Applicant's Curriculum Vitae (c.v.)      The applicant's c.v. includes academic background, work experience, awards, scholarships, and publications.	
	Letter of Intent      A Letter of Intent indicating 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 1,500 words.	
	Three references      Contact information for three referees who are willing to submit a confidential assessment via the online system.  Three academic referees (each referee submits a confidential letter of reference articulating the student's background preparation and suitability for graduate work). The applicant must have studied with at least two of the referees.	
	English Language Proficiency      All applicants must meet ELP through recognized study or a valid standardized test (see <b>English Language Proficiency, p. 108</b> ). Student copies of test scores, if available, should be submitted via the online application system.	
	Portfolio or Audition/Interview	
	Applicants to the MFA with an Art major      Submits a portfolio that effectively represents the applicant's body of work/research to date. Submission should include 20 digital still images or 10 images and one 5-minute video compilation. Image and/or video submission should be accompanied by a list with date, title, and media of each image and/or video piece, as well as pertinent information to help clarify specific works, e.g. video/audio, performance, web-based, etc.  'Image Submission Guidelines' Image files must be: <ul style="list-style-type: none"> <li>• RGB or grayscale.</li> <li>• A maximum resolution of 1,200 pixels.</li> <li>• In .jpg file format.</li> </ul> Video files must be: <ul style="list-style-type: none"> <li>• In .mov, .mpg, .mpeg format.</li> <li>• Viewable with Quicktime, RealPlayer, or VLC.</li> </ul> An interview may be required.	
	Applicants to the MFA with a Theatre and Dramatic Arts major      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.	
	Applicants to the MFA program with a New Media major      Submits a portfolio including representative samples of your most current work. Portfolio samples should be based on digital media in any individual areas enumerated below or any cross between these areas:  <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;">                 Graphic Design                  Interface Design                  Visual Communication                  Digital Drawing and Illustration                  Digital Photography and/or Photo Manipulation                  Various Forms of Digital Art                  Interactive Media                  Web Design and Development                  Net Art                  Narrative for New Media                  Programming for Visual Arts and Interactive Media             </td> <td style="width: 50%; vertical-align: top;">                 Digital Video Production                  Short Film Production                  Cinematic Arts for the Web and/or other digital media                  3D Art and VFX                  Character Animation                  2D/3D Animation                  Short Animation Film                  Video Game Design                  Video Games Design and Development                  Interdisciplinary (new media project in combination with another discipline)             </td> </tr> </table> An interview may be required.	Graphic Design Interface Design Visual Communication Digital Drawing and Illustration Digital Photography and/or Photo Manipulation Various Forms of Digital Art Interactive Media Web Design and Development Net Art Narrative for New Media Programming for Visual Arts and Interactive Media
Graphic Design Interface Design Visual Communication Digital Drawing and Illustration Digital Photography and/or Photo Manipulation Various Forms of Digital Art Interactive Media Web Design and Development Net Art Narrative for New Media Programming for Visual Arts and Interactive Media	Digital Video Production Short Film Production Cinematic Arts for the Web and/or other digital media 3D Art and VFX Character Animation 2D/3D Animation Short Animation Film Video Game Design Video Games Design and Development Interdisciplinary (new media project in combination with another discipline)	
Online Portfolio Submission      Applicants submit portfolios online at: <a href="http://ulethbridge.slideroom.com">http://ulethbridge.slideroom.com</a>		
Submission Process      Completion of the online application form requires uploading the required admission documents, providing referee names and contacts, and paying the application fee by midnight (MST/MDT) on the deadline date (see <b>Table 1: Application Deadlines, p. 104</b> ).  By submitting this application, applicants authorize the University of Lethbridge to request transcripts on their behalf from institutions participating in ApplyAlberta (Alberta Post-Secondary Application System).		
<b>STEP 2 - Applicant arranges for official documents</b>	Official documents, including proof of graduation for the baccalaureate degree and transcripts of all post-baccalaureate work, if any, are required prior to course registration.  Applicants, who have attended or are currently attending institutions NOT participating in ApplyAlberta, must arrange to have official transcripts sent directly from the issuing institution to the Admissions Office. A list of participating institutions is available at <a href="http://www.applyalberta.ca">www.applyalberta.ca</a>	
<b>STEP 3 - Admission decision process</b>	The Department Review Committee reviews the application and makes a recommendation on admission to the Program Committee. The office of the School of Graduate Studies, on behalf of the Dean of the School of Graduate Studies, unofficially informs the applicant of the admission decision. An official admission decision will be sent electronically from the Admissions Office. Applicants will be notified of their official admission status by the Admissions Office no later than April 1. Successful applicants will be advised of registration procedures at that time.	

### c. Process for Application/Admission

Applicants apply via the online application system available at [www.uleth.ca/graduate-studies/apply](http://www.uleth.ca/graduate-studies/apply).

Applicants should begin work on the application submission as soon as possible (see **Application Deadlines, p. 104**).

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 employees of the University as required by University procedures regarding admission, registration, and awards and financial support administration.

**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.F.A. Programs Application Process (p. 105)** (see also **Academic Qualifications for Admission, p. 104**).

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 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 \$200 deposit to confirm their acceptance of their admission. This deposit is credited toward the tuition fee upon registration in the program.

### 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 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.

### e. Admission After an Approved Master's Degree

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 University of Lethbridge master's degree 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; 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 **Registration, Western Deans' Agreement, p. 22**). Contact the School of Graduate Studies at [sgsinquiries@uleth.ca](mailto:sgsinquiries@uleth.ca) for application and registration information. Admission is contingent upon satisfying academic qualifications for admission (see **Academic Qualifications for Admission, p. 104**).

### 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. Contact the School of Graduate Studies at [sgsinquiries@uleth.ca](mailto:sgsinquiries@uleth.ca) for application and registration information. Admission is contingent upon satisfying academic qualifications for admission (see **Academic Qualifications for Admission, p. 104**).

## 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 of 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 - 42.0 credit hours

Department of Theatre and Dramatic Arts - 42.0 credit hours

Department of New Media - 42.0 credit hours

### a. Course Work

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

#### M.F.A. - Art majors

Art 5148 - Graduate Studio I (6.0 credit hours)

Art 5149 - Graduate Studio II (6.0 credit hours)

Art 5160 - Theory in Art Studio (3.0 credit hours)

Fine Arts 5020 - Information Literacy for the Fine Arts (3.0 credit hours)

Two electives at the 5000 level, at least one of which must be in Art, Art History, or Museum Studies (6.0 credit hours)

**M.F.A. - Theatre and Dramatic Arts majors**

Drama 5148 - Graduate Studio I (6.0 credit hours)  
 Drama 5149 - Graduate Studio II (6.0 credit hours)  
 Fine Arts 5020 - Information Literacy for the Fine Arts  
 (3.0 credit hours)

One of:

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

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

Two electives at the 5000 level (6.0 credit hours)

**M.F.A. - New Media majors**

Fine Arts 5020 - Information Literacy for the Fine Arts (3.0 credit hours)

New Media 5148 - Graduate Studio I (6.0 credit hours)

New Media 5149 - Graduate Studio II (6.0 credit hours)

New Media 5151 - New Media Theory and History (3.0 credit hours)

Two electives at the 5000 level (6.0 credit hours)

**Note:** *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 **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 Procedures* manual available at [www.uleth.ca/graduate-studies](http://www.uleth.ca/graduate-studies).

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 6002 - Thesis (18.0 credit hours)

**M.F.A. - Theatre and Dramatic Arts majors**

Drama 6002 - Thesis (18.0 credit hours)

**M.F.A. - New Media majors**

New Media 6002 - Thesis (18.0 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 Procedures* manual available at [www.uleth.ca/graduate-studies](http://www.uleth.ca/graduate-studies).

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 Procedures* manual. Once the Thesis is final (i.e., assessed and corrected, if necessary), it must be submitted in both print and electronic formats.

**6. COURSES**

See **Course Catalogue** on page 163. A listing of all University of Lethbridge courses is available online at [www.uleth.ca/ross/courses](http://www.uleth.ca/ross/courses).

**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 required courses 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 School of Graduate Studies' Dean or Designate may allow a longer extension.

A student who does not register in the program in any term will be considered to have withdrawn, unless a leave of absence has been approved. Residence requirements must still be met.

With the permission of the student's supervisor, 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 student's supervisor must approve proposals for these courses.

**c. Leave of Absence**

See **Academic Regulations, Leave of Absence** on page 38.

**d. Academic Standards**

A student must receive a minimum grade of 'B-' (2.70 on a 4.00 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 3.00 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.

**e. 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.

Students should consult the full description of the University policies on Appeal of Grade in the Calendar (see **Academic Regulations, Grade Appeal Policy, p. 40**).

**f. 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.

**g. Fees**

See **Fees, Graduate Programs 2017/2018 Fee Schedule** on page 27.

For fee payment deadlines, see **Fees, Important Dates and Fee Deadlines** on page 33.

**8. 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 Procedures* manual available at [www.uleth.ca/graduate-studies](http://www.uleth.ca/graduate-studies).

**9. FINANCIAL OPPORTUNITIES**

For information on financial opportunities, please see [www.uleth.ca/graduate-studies](http://www.uleth.ca/graduate-studies) or contact the Graduate Studies Awards Advisor at [sgs.awards@uleth.ca](mailto:sgs.awards@uleth.ca).

**10. AWARDS AND SCHOLARSHIPS**

See **Awards and Scholarships** on p. 195. Additional information regarding awards and scholarships is available at [www.uleth.ca/graduate-studies](http://www.uleth.ca/graduate-studies) or by contacting the Graduate Studies Awards Advisor at [sgs.awards@uleth.ca](mailto:sgs.awards@uleth.ca).

**11. ENGLISH LANGUAGE PROFICIENCY**

English is the primary language of instruction and communication at the University of Lethbridge. Prior to registration, all applicants to the School of Graduate Studies must demonstrate English Language Proficiency (ELP) sufficient to meet the demands of classroom instruction, written assignments, research, and participation in tutorials and discussions, regardless of their citizenship status or country of origin.

The ELP requirement must be met prior to registration in a graduate program (see **Graduate Conditional English Proficiency Admission, p. 109**). The University reserves the right to use discretion in determining adequate levels of language proficiency to ensure success in academic programs. In all cases, the decision of the School of Graduate Studies shall be final.

**a. English Language Proficiency Requirement**

ELP may be demonstrated by any of the following:

- I. Successful completion of a baccalaureate or master's degree at a recognized institution in Canada or another country where English is recognized as the primary language (see **Recognized Countries**,

below). The student's work must have been in English.

2. Successful completion of a baccalaureate or master's degree at a recognized institution where the language of instruction is English. For a list of recognized institutions, see [www.uleth.ca/ross/admissions/elp\\_exempt](http://www.uleth.ca/ross/admissions/elp_exempt). Other institutions will be considered on a case-by-case basis. The student's work must have been in English.
3. Successful completion of the Advanced Level of the University of Lethbridge English for Academic Purposes (EAP) program (see **English for Academic Purposes (EAP), p. 62**).
4. Test of English as a Foreign Language (TOEFL), taken within the last two years, with minimum scores of:
  - a. 580 on the paper-based TOEFL and 5.0 on the Test of Written English (TWE); or
  - b. 93 on the Internet-based TOEFL (iBT).  
Website: [www.toefl.org](http://www.toefl.org) (University of Lethbridge Destination Institution (DI) code: 0855)
5. Academic International English Language Testing System (IELTS) test, taken within the last two years, with a minimum overall score of 6.5, and a minimum of 5.5 in each band.  
Website: [www.ielts.org](http://www.ielts.org)
6. Academic Pearson Test of English (PTE), taken within the last two years, with a minimum overall score of 63.  
Website: [www.pearsonpte.com](http://www.pearsonpte.com)
7. Canadian Academic English Language (CAEL) Assessment, taken within the last two years, with a minimum overall score of 70.  
Website: [www.cael.ca](http://www.cael.ca)

**b. Recognized Countries**

For the purposes of administering the ELP for Graduate Students requirement, the University of Lethbridge recognizes the following as countries where the primary language is English:

Anguilla	Ireland (Republic of)
Antigua and Barbuda	Jamaica
Australia	Kenya
Bahamas	Malta
Barbados	Mauritius
Belize	Montserrat
Bermuda	New Zealand
British Virgin Islands	St. Helena
Canada	St. Kitts and Nevis
Cayman Islands	St. Vincent and the Grenadines
Dominica	Trinidad and Tobago
Falkland Islands	Turks and Caicos Islands
Grenada	United Kingdom
Guam	United States of America
Guyana	

**c. Required Documentation**

All proof of English proficiency must be provided on official academic transcripts or standardized test score reports. Standardized test scores must be valid and verifiable.

**d. Graduate Conditional English Proficiency Admission**

The University of Lethbridge may extend a conditional *Offer of Admission* to highly-qualified graduate applicants who do not meet the minimum ELP requirement for admission to graduate programs. This policy is intended to facilitate admission of academically qualified, degree-seeking students who have not satisfied the minimum ELP requirement, but are being considered for admission by a graduate program.

Conditional admission allows students to apply for a study permit (if necessary) and begin their studies in the University's English for Academic Purposes (EAP) program (see **English for Academic Purposes (EAP), p. 62**) only. Concurrent registration in an EAP program and graduate program is not permissible nor is it permissible to complete graduate program requirements. Upon successful completion of the prescribed terms of study in the EAP program, the student will proceed directly into the graduate degree program in the next term of admission.

To be considered for Conditional English Proficiency Admission, the applicant must meet the following criteria:

1. Have academic qualifications that satisfy the requirements of the graduate program they seek;
2. Have a minimum score of 5.5 in each band of the IELTS test or a minimum overall score of 80 on the iBT TOEFL, with minimum scores of 16 in each of Listening, Reading, and Speaking, and a minimum score of 18 in Writing; and
3. Be recommended for Conditional English Proficiency Admission by a graduate program committee.

The applicant must submit results for an IELTS or iBT TOEFL exam taken within the last two years and indicate in their *Letter of Intent* that they are seeking Conditional English Proficiency Admission.

Applicants admitted via the Conditional English Proficiency Admission route will normally be placed in the Advanced Level of the EAP program, though the University reserves the right to move the applicant to a lower level if deemed necessary. Applicants admitted via the Conditional English Proficiency Admission route may be permitted to begin their studies in the graduate program, provided that the ELP requirement is met by one of the other approved means no later than: August 1 for the fall term, November 15 for the spring term, or April 15 for the summer term.

In accepting an offer of Conditional English Proficiency Admission to a graduate program, the applicant is expected to successfully complete the Advanced Level of the EAP program in the term indicated in the *Offer of Admission* and begin their graduate program the following term. Applicants who do not fulfill the language proficiency requirement during the specified period will have their *Offer of Admission* to a graduate program rescinded. Such students may choose to continue in the

EAP program and reapply for admission to a graduate program for the next term of admission.

**Students admitted via the Conditional English Proficiency Admission route may not make academic progress toward their graduate degree or engage in academic research before fulfilling the ELP condition of the *Offer of Admission*. The School of Graduate Studies does not provide any financial support for students while they are enrolled in the EAP program.**

Students admitted via the Conditional English Proficiency Admission route are considered to be full-time EAP students while continuously enrolled in the EAP program.



# 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 Procedures* manual available at [www.uleth.ca/graduate-studies](http://www.uleth.ca/graduate-studies).

**4. ADMISSION REQUIREMENTS**

Please refer to **Part I - Admissions of the Undergraduate Calendar and Course Catalogue** for University policies regarding: Procedure for Readmission; Year of the Calendar; Simultaneous Enrolment; Misrepresentation/Falsified

Admission Documents; and Authority to Rescind Admission/Registration Privileges.

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

All applicants must meet the English Language Proficiency (ELP) Requirement for Graduate Studies through recognized study or a valid standardized test (see **English Language Proficiency, p. 116**).

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.

**b. Application Deadlines**

A student may be admitted to the M.Mus. program in order to begin their studies as a full-time student for the fall term (September) only (see **Table I: Application Deadlines**).

Applications and all required admission decision documentation (see **Table 2: M.Mus. Program Application Process, p. 113**), with the possible exception of final term grades for those currently enrolled, must be submitted electronically via the online application system no later than the deadline. Successful applicants must arrange to have official documents sent from the issuing institution to the University of Lethbridge Admissions Office.

Application deadlines and application deadline extensions for all Graduate Studies programs are available at [www.uleth.ca/ross/admissions/grad/deadlines](http://www.uleth.ca/ross/admissions/grad/deadlines).

**Table I: Application Deadlines**

Program	Term of Admission		
	Spring (January to April)	Summer (May to August)	Fall (September to December)
Master of Music	N/A	N/A	February 1

**c. Process for Application/Admission**

Applicants apply via the online application system available at [www.uleth.ca/graduate-studies/apply](http://www.uleth.ca/graduate-studies/apply).

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 employees of the University as required by University procedures regarding admission, registration, and awards and financial support administration.

**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.Mus. Program Application Process (p. 113)**(see also **Academic Qualifications for Admission, p. 112**).

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 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 \$200 deposit to confirm their acceptance of their admission. This deposit is credited toward the tuition fee upon registration in the program.

**Table 2: M.Mus. Program Application Process**

<b>STEP 1 - Applicant submits the application online</b>	The following required admission decision documents must be submitted via the online application system available at <a href="http://www.uleth.ca/graduate-studies/apply">www.uleth.ca/graduate-studies/apply</a> :	
	Unofficial academic transcripts	Admission decisions may be made on the basis of unofficial transcripts submitted via the online application system.
	Curriculum Vitae (c.v.)	The applicant's c.v. includes academic background, work experience, awards, scholarships, and publications.
	Letter of Intent	A Letter of Intent indicating 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 1,500 words.
	Three references	Contact information for three referees who are willing to submit a confidential assessment via the online system.  Three academic references (each referee submits a confidential letter of reference articulating the student's background preparation and suitability for graduate work). The applicant must have studied with at least two of the referees.
	English Language Proficiency (ELP)	All applicants must meet ELP through recognized study or a valid standardized test (see <b>English Language Proficiency, p. 116</b> ). Student copies of test scores, if available, should be submitted via the online application system.
	Online portfolio submission	Submits a portfolio including material relevant to their area of studies. Applicants focusing on performance will submit a video that displays a professional level of repertoire. Applicants focusing on composition will submit scores and sound files. Applicants focusing on audio engineering or electronic instrument interface will submit materials to support the proposed area of research.  Applicants will submit their portfolio online at: <a href="http://ulethbridge.slideroom.com">http://ulethbridge.slideroom.com</a>
Submission process	Completion of the online application form requires uploading the required admission documents, providing referee names and contacts, and paying the application fee by midnight (MST/MDT) on the deadline date (see <b>Table 1: Application Deadlines, p. 112</b> ).  By submitting this application, applicants authorize the University of Lethbridge to request transcripts on their behalf from institutions participating in ApplyAlberta (Alberta Post-Secondary Application System).	
<b>STEP 2 - Audition</b>	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.	
<b>STEP 3 - Applicant arranges for official documents</b>	Official documents, including proof of graduation for the baccalaureate degree and transcripts of all post-baccalaureate work, if any, are required prior to course registration.  Applicants, who have attended or are currently attending institutions NOT participating in ApplyAlberta, must arrange to have official transcripts sent directly from the issuing institutions to the Admissions Office. A list of participating institutions is available at <a href="http://www.applyalberta.ca">www.applyalberta.ca</a> .	
<b>STEP 4 - Admission decision process</b>	The Department Review Committee reviews the application and makes a recommendation on admission to the Program Committee. The office of the School of Graduate Studies, on behalf of the Dean of the School of Graduate Studies, unofficially informs the applicant of the admission decision. An official admission decision will be sent electronically from the Admissions Office. Applicants will be notified of their official admission status by the Admissions Office no later than April 1. Successful applicants will be advised of registration procedures at that time.	

#### 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.

#### e. Admission After an Approved Master's Degree

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 University of Lethbridge master's degree 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; 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 **Registration, Western Deans' Agreement, p. 22**). Contact the School of Graduate Studies at [sgsinquiries@uleth.ca](mailto:sgsinquiries@uleth.ca) for application and registration information. Admission is contingent upon satisfying academic qualifications for admission (see **Academic Qualifications for Admission, p. 112**).

#### 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. Contact the School of Graduate Studies at [sgsinquiries@uleth.ca](mailto:sgsinquiries@uleth.ca) for application and registration information. Admission is contingent upon satisfying academic qualifications for admission (see **Academic Qualifications for Admission, p. 112**).

## 5. REQUIREMENTS FOR DEGREE

The total credit hours for the M.Mus. program is 54.0 credit hours.

### a. Course Work (30.0 credit hours)

The required courses for the M.Mus. program are as follows:

Fine Arts 5020 - Information Literacy for the Fine Arts (3.0 credit hours)

Music 5000 - Musicology Seminar (Series) (3.0 credit hours)

Music 5010 - Music Theory Seminar (Series) (3.0 credit hours)

Music 5748 - Graduate Studio I (3.0 credit hours)

Music 5758 - Recital (3.0 credit hours)

Music 5848 - Graduate Studio II (3.0 credit hours)

### Electives:

A minimum of 12.0 credit hours chosen with the approval of the Supervisory Committee. Possible courses may include:

Music 5000 - Musicology Seminar (Series) (3.0 credit hours)

Music 5010 - Music Theory Seminar (Series) (3.0 credit hours)

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 5871 - Opera Workshop I (3.0 credit hours)

Music 5872 - Opera Workshop II (3.0 credit hours)

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)

Approved non-Music elective (3.0 credit hours)

**Note:** *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.

Music 6001 - Research Project (12.0 credit hours)

**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 Procedures* manual available at [www.uleth.ca/graduate-studies](http://www.uleth.ca/graduate-studies).

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 **Final Written Thesis Defence/Oral Examination**).

Music 6002 - Written Thesis (12.0 credit hours)

**d. Final Written Thesis Defence/Oral Examination**

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 Procedures* manual available at [www.uleth.ca/graduate-studies](http://www.uleth.ca/graduate-studies).

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 Procedures* manual.

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.

**6. COURSES**

See **Course Catalogue** on page 163. A listing of all University of Lethbridge courses is available online at [www.uleth.ca/ross/courses](http://www.uleth.ca/ross/courses).

**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 an extension up to one academic year. The maximum time limit for degree completion shall be three academic years. All required courses, 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 School of Graduate Studies' Dean or Designate may allow a longer extension.

A student who does not register in the program in any term will be considered to have withdrawn, unless a leave of absence has been approved. Residence requirements must still be met.

With the permission of the student's supervisor, 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 student's supervisor must approve proposals for these courses.

**c. Leave of Absence**

See **Academic Regulations, Leave of Absence** on page 38.

**d. Academic Standards**

A student must receive a minimum grade of 'B-' (2.70 on a 4.00 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 3.00 in all courses in order to graduate from the M.F.A. 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.

**e. 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.

Students should consult the full description of the University policies on Appeal of Grade in the Calendar (see **Academic Regulations, Grade Appeal Policy, p. 40**).

**f. 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.

**g. Fees**

See **Fees, Graduate Programs 2017/2018 Fee Schedule** on page 27.

For fee payment deadlines, see **Fees, Important Dates and Fee Deadlines** on page 33.

## 8. 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 Procedures* manual available at [www.uleth.ca/graduate-studies](http://www.uleth.ca/graduate-studies).

## 9. FINANCIAL OPPORTUNITIES

For information on financial opportunities, please see [www.uleth.ca/graduate-studies](http://www.uleth.ca/graduate-studies) or contact the Graduate Studies Awards Advisor at [sgs.awards@uleth.ca](mailto:sgs.awards@uleth.ca).

## 10. AWARDS AND SCHOLARSHIPS

See *Awards and Scholarships* on p. 195. Additional information regarding awards and scholarships is available at [www.uleth.ca/graduate-studies](http://www.uleth.ca/graduate-studies) or by contacting the Graduate Studies Awards Advisor at [sgs.awards@uleth.ca](mailto:sgs.awards@uleth.ca).

## 11. ENGLISH LANGUAGE PROFICIENCY

English is the primary language of instruction and communication at the University of Lethbridge. Prior to registration, all applicants to the School of Graduate Studies must demonstrate English Language Proficiency (ELP) sufficient to meet the demands of classroom instruction, written assignments, research, and participation in tutorials and discussions, regardless of their citizenship status or country of origin.

The ELP requirement must be met prior to registration in a graduate program (see **Graduate Conditional English Proficiency Admission**, p. 116). The University reserves the right to use discretion in determining adequate levels of language proficiency to ensure success in academic programs. In all cases, the decision of the School of Graduate Studies shall be final.

### a. English Language Proficiency Requirement

ELP may be demonstrated by any of the following:

1. Successful completion of a baccalaureate or master's degree at a recognized institution in Canada or another country where English is recognized as the primary language (see **Recognized Countries**, below). The student's work must have been in English.
2. Successful completion of a baccalaureate or master's degree at a recognized institution where the language of instruction is English. For a list of recognized institutions, see [www.uleth.ca/ross/admissions/elp\\_exempt](http://www.uleth.ca/ross/admissions/elp_exempt). Other institutions will be considered on a case-by-case basis. The student's work must have been in English.
3. Successful completion of the Advanced Level of the University of Lethbridge English for Academic Purposes (EAP) program (see **English for Academic Purposes (EAP)**, p. 62).
4. Test of English as a Foreign Language (TOEFL), taken within the last two years, with minimum scores of:
  - a) 580 on the paper-based TOEFL and 5.0 on the Test of Written English (TWE); or
  - b) 93 on the Internet-based TOEFL (iBT).

Website: [www.toefl.org](http://www.toefl.org) (University of Lethbridge Destination Institution (DI) code: 0855)
5. Academic International English Language Testing System (IELTS) test, taken within the last two years, with a minimum overall score of 6.5, and a minimum of 5.5 in each band.
 

Website: [www.ielts.org](http://www.ielts.org)

6. Academic Pearson Test of English (PTE), taken within the last two years, with a minimum overall score of 63.

Website: [www.pearsonpte.com](http://www.pearsonpte.com)

7. Canadian Academic English Language (CAEL) Assessment, taken within the last two years, with a minimum overall score of 70.

Website: [www.cael.ca](http://www.cael.ca)

### b. Recognized Countries

For the purposes of administering the ELP for Graduate Students requirement, the University of Lethbridge recognizes the following as countries where the primary language is English:

Anguilla	Ireland (Republic of)
Antigua and Barbuda	Jamaica
Australia	Kenya
Bahamas	Malta
Barbados	Mauritius
Belize	Montserrat
Bermuda	New Zealand
British Virgin Islands	St. Helena
Canada	St. Kitts and Nevis
Cayman Islands	St. Vincent and the Grenadines
Dominica	Trinidad and Tobago
Falkland Islands	Turks and Caicos Islands
Grenada	United Kingdom
Guam	United States of America
Guyana	

### c. Required Documentation

All proof of English proficiency must be provided on official academic transcripts or standardized test score reports. Standardized test scores must be valid and verifiable.

### d. Graduate Conditional English Proficiency Admission

The University of Lethbridge may extend a conditional *Offer of Admission* to highly-qualified graduate applicants who do not meet the minimum ELP requirement for admission to graduate programs. This policy is intended to facilitate admission of academically qualified, degree-seeking students who have not satisfied the minimum ELP requirement, but are being considered for admission by a graduate program.

Conditional admission allows students to apply for a study permit (if necessary) and begin their studies in the University's English for Academic Purposes (EAP) program (see **English for Academic Purposes (EAP)**, p. 62) only. Concurrent registration in an EAP program and graduate program is not permissible nor is it permissible to complete graduate program requirements. Upon successful completion of the prescribed terms of study in the EAP program, the student will proceed directly into the graduate degree program in the next term of admission.

To be considered for Conditional English Proficiency Admission, the applicant must meet the following criteria:

1. Have academic qualifications that satisfy the requirements of the graduate program they seek;
2. Have a minimum score of 5.5 in each band of the IELTS test or a minimum overall score of 80 on the iBT TOEFL, with minimum scores of 16 in each of Listening, Reading, and Speaking, and a minimum score of 18 in Writing; and
3. Be recommended for Conditional English Proficiency Admission by a graduate program committee.

The applicant must submit results for an IELTS or iBT TOEFL exam taken within the last two years and indicate in their *Letter of Intent* that they are seeking Conditional English Proficiency Admission.

Applicants admitted via the Conditional English Proficiency Admission route will normally be placed in the Advanced Level of the EAP program, though the University reserves the right to move the applicant to a lower level if deemed necessary. Applicants admitted via the Conditional English Proficiency Admission route may be permitted to begin their studies in the graduate program, provided that the ELP requirement is met by one of the other approved means no later than: August 1 for the fall term, November 15 for the spring term, or April 15 for the summer term.

In accepting an offer of Conditional English Proficiency Admission to a graduate program, the applicant is expected to successfully complete the Advanced Level of the EAP program in the term indicated in the *Offer of Admission* and begin their graduate program the following term. Applicants who do not fulfill the language proficiency requirement during the specified period will have their *Offer of Admission* to a graduate program rescinded. Such students may choose to continue in the EAP program and reapply for admission to a graduate program for the next term of admission.

**Students admitted via the Conditional English Proficiency Admission route may not make academic progress toward their graduate degree or engage in academic research before fulfilling the ELP condition of the *Offer of Admission*. The School of Graduate Studies does not provide any financial support for students while they are enrolled in the EAP program.**

Students admitted via the Conditional English Proficiency Admission route are considered to be full-time EAP students while continuously enrolled in the EAP program.



# MASTER OF NURSING (M.N.) PROGRAMS

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**1. M.N. PROGRAM GRID**

**Degree**

Master of Nursing (M.N.) (offered in the Faculty of Health Sciences)

**Major**

Nursing

**2. STATEMENT OF PURPOSE**

The purpose of this program is to meet the demand for an accessible and relevant Master of Nursing (M.N.) degree that addresses the needs of adult learners in the nursing profession who wish to continue life-long learning, gain additional credentials, and become leaders in nursing practice, education and research. The program is delivered by a variety of electronic learning and face-to-face strategies and culminates with either a Thesis or major Project in an area of each student's preferred focus.

**3. ADMISSION REQUIREMENTS**

Please refer to **Part I - Admissions of the Undergraduate Calendar and Course Catalogue** for University policies regarding: Procedure for Readmission; Year of the Calendar; Simultaneous Enrolment; Misrepresentation/ Falsified Admission Documents; and Authority to Rescind Admission/Registration Privileges.

**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 Nursing 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.
2. A minimum grade point average (GPA) of 3.00 (based on the University of Lethbridge 4.00 scale) on the last 20 graded university-level term courses.
3. A regulated member in good standing in a Canadian jurisdiction on the Registered Nurse, Psychiatric Nurse, Graduate Nursing Practitioner, or Nurse Practitioner Register.
4. All applicants must meet the English Language Proficiency (ELP) Requirement for Graduate Students through recognized study or a valid standardized test (see **English Language Proficiency, p. 124**).

**Note:** *Since the number of qualified applicants can exceed the number of places available, fulfillment of the minimum requirements does not guarantee admission. The M.N. Program Committee reserves the right of selection for admission and readmission.*

**b. Application Deadlines**

Students may be admitted to the M.N. program in order to begin their studies for the fall term only (see **Table 1: Application Deadlines, p. 120**).

Application deadlines and application deadline extensions for all graduate studies programs are available at [www.uleth.ca/ross/admissions/grad/deadlines](http://www.uleth.ca/ross/admissions/grad/deadlines).

Applications and all required admission decision documentation (see **Table 2: M.N. Program Application Process, p. 121**), with the possible exception of final term grades for those currently enrolled, must be submitted electronically via the online application system by the deadline. Successful applicants must arrange to have official documents sent from the issuing institution to the University of Lethbridge Admissions Office prior to course registration.

**c. Process for Application/Admission**

Applicants apply via the online application system available at [www.uleth.ca/graduate-studies/apply](http://www.uleth.ca/graduate-studies/apply).

Applicants are advised to begin work on the application well in advance of the application deadline and submit it as soon as possible (see **Application Deadlines, p. 120**).

No application can receive formal consideration until all admission decision 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 employees of the University as required by University procedures regarding admission, registration, and awards and financial support administration.

**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.N. Program Application Process (p. 121)** (see also **Academic Qualifications for Admission, p. 120**).

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.N. program are required to pay a non-refundable \$200 deposit to confirm their acceptance of their admission. This deposit is credited toward their registration in the program.

**Table 1: Application Deadlines**

Program	Term of Admission		
	Spring (January to April)	Summer (May to August)	Fall (September to December)
Master of Nursing	N/A	N/A	February 1

**Table 2: M.N. Program Application Process**

<b>STEP 1 - Applicant submits the application online by the application deadline date</b>	The following required admission decision documents must be submitted via the online application system, available at <a href="http://www.uleth.ca/graduate-studies/apply">www.uleth.ca/graduate-studies/apply</a> . <i>(Note: A supervisor will be identified post-admission)</i>
	Unofficial academic transcripts      Admission decisions may be made on the basis of unofficial transcripts submitted via the online application system.
	Three references      Contact information for three referees who are willing to submit a confidential assessment via the online system.  Three referees, two must be academic (each referee submits a confidential letter of reference articulating the student's background preparation and suitability for graduate work). The applicant must have studied with at least one referee.
	Curriculum Vitae (c.v.)      The applicant's c.v. includes academic background, work experience, awards, scholarships, and publications.
	Letter of Intent      The Letter of Intent indicates the applicant's reasons for applying (e.g. goals or objectives for seeking a graduate degree in the chosen discipline).
	Nursing Registration      Evidence of being a regulated member in good standing in a Canadian jurisdiction on the Registered Nurse, Psychiatric Nurse, Graduate Nursing Practitioner, or Nurse Practitioner Register.
	English Language Proficiency (ELP)      All applicants must meet ELP through recognized study or valid standardized test (see <b>English Language Proficiency, p. 124</b> ). Student copies of test scores, if available, should be submitted via the online application system.
	Additional documentation      If additional documentation is required, the School of Graduate Studies will contact the applicant.
Submission Process      Completion of the online application form requires uploading the required admission documents, providing referee names and contacts, and paying the application fee by midnight (MST/MDT) on the deadline date (see <b>Table 1: Application Deadlines, p. 120</b> ).  By submitting this application, applicants authorize the University of Lethbridge to request transcripts on their behalf from institutions participating in ApplyAlberta (Alberta Post-Secondary Application System).	
<b>STEP 2 - Applicant arranges for official documents</b>	Official documents, including proof of graduation for the baccalaureate degree and transcripts of all post-baccalaureate work, if any, are required prior to course registration.  Applicants who have attended or are currently attending institutions NOT participating in ApplyAlberta must arrange to have official transcripts sent directly from the issuing institution to the Admissions Office. A list of participating institutions is available at <a href="http://www.applyalberta.ca">www.applyalberta.ca</a> .
<b>STEP 3 - Admission decision process</b>	The M.N. Program Committee reviews the application package and unofficially informs the applicant of the Committee's decision. Official admission decision will be sent electronically from the Admissions Office. Applicants will be notified of their official admission status from the Admissions Office by April 1. Successful applicants will be advised of registration procedures at that time.

**d. Admission Criteria**

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

The student's record and letters of recommendation will be used to rank applicants for admission.

**e. Admission After an Approved Master's Degree**

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 University of Lethbridge master's degree 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; 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.N. 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 **Registration, Western Deans' Agreement, p. 22**). Contact the School of Graduate Studies at [sgsinquiries@uleth.ca](mailto:sgsinquiries@uleth.ca) for application and registration information. Admission is contingent upon satisfying academic qualifications for admission (see **Academic Qualifications for Admission, p. 120**).

**g. Visiting Students**

Where applicable, with 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. Contact the School of Graduate Studies at [sgsinquiries@uleth.ca](mailto:sgsinquiries@uleth.ca) for application and registration information. Admission is contingent upon satisfying academic qualifications for admission (see **Academic Qualifications for Admission, p. 120**).

#### 4. REQUIREMENTS FOR DEGREE

The program consists of the equivalent of 11 courses (33.0 credit hours) including course work and a culminating activity as outlined below:

##### a. Course Work (18.0 credit hours)

- Nursing 5100 - Nursing Ethics, Policy, and Politics (3.0 credit hours)
- Nursing 5110 - Health Research: Critique, Synthesis, and Application (3.0 credit hours)
- Nursing 5120 - Nursing as Art and Science (3.0 credit hours)
- Nursing 5130 - Practice Experience (3.0 credit hours)
- Nursing 5140 - Populations and Places for Nursing Practice (3.0 credit hours)
- Non-nursing elective (3.0 credit hours)

**Note:** *The frequency in which courses are offered may change depending on resource availability.*

##### b. Culminating Activity (15.0 credit hours)

Student may choose either a Thesis or Project option.

###### 1. Project Option

- Nursing 5150 - Project Development Seminar (3.0 credit hours)
- Nursing 5170 - Teaching and Learning in Nursing (3.0 credit hours)
- Nursing 5180 - Concepts and Innovations in Nursing Practice (3.0 credit hours)
- Nursing 6002 - Final Project (6.0 credit units)

Students choose a Project topic of interest to them, in consultation with the instructor of the Nursing 5150 - Project Development Seminar. Students will have opportunities to discuss and explore possible topic ideas with their instructor and colleagues in the Project Proposal Seminar. The Project topic must be selected by the end of the second week of Nursing 5150 - Project Development Seminar.

###### 2. Thesis Option

- Nursing 5160 - Thesis Proposal Seminar (3.0 credit hours)
- Nursing 6001 - Thesis (12.0 credit hours)

##### Thesis Proposal

The student must complete a Thesis Proposal and submit it to the M.N. Program Committee. Full-time M.N. students must submit their Thesis Proposal by the end of the second term of their program. Part-time M.N. students must submit their Thesis Proposal by the end of the fourth term of their program. Thesis proposal details are outlined in the *University of Lethbridge M.N. Program: Policies and Procedures* manual available at [www.uleth.ca/graduate-studies](http://www.uleth.ca/graduate-studies).

##### Written Thesis

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.N. Program: Policies and Procedures* manual available at [www.uleth.ca/graduate-studies](http://www.uleth.ca/graduate-studies).

#### Thesis Oral Defence

When the Thesis 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.N. Program: Policies and Procedures* manual. The final version of the Thesis (i.e., assessed and corrected, if necessary) must be submitted to the School of Graduate Studies for approval by the Dean.

#### 5. COURSES

See **Course Catalogue** on page 163. A listing of all University of Lethbridge courses is available online at [www.uleth.ca/ross/courses](http://www.uleth.ca/ross/courses).

#### 6. 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.N. program. For part-time students, the minimum time limit for degree completion shall be 48 months continuous registration in the program. Maximum time for completion will be three years for full-time study or six years for part-time study. If needed, a graduate student may apply for an extension up to one academic year. All required courses, including the Research Project or Written Thesis, must be successfully completed and submitted within the maximum time limit. Failure to complete within this period may 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 term will be considered to have withdrawn, unless a leave of absence has been approved. Residence requirements must still be met.

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. Leave of Absence

See **Academic Regulations, Leave of Absence** on page 38.

##### 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 M.N. 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 M.N. 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.

**e. Standards of Professional Conduct**

The Faculty of Health Sciences at the University of Lethbridge is committed to maintaining freedoms of thought, belief, opinion and expression for students. The M.N. program also has an obligation to foster academic freedom within the context of relevant professional standards of conduct and ensure that students practice within the scope of professional nursing standards and adhere to all relevant ethical and research guidelines. The standards outlined below give direction to behaviours that must be visible to all instructors within the program and related courses, and to agency personnel during practice courses. These standards are in addition to the standards of academic and non-academic conduct for the University of Lethbridge, (see Academic Regulations, Student Discipline Policy - Academic Offences (p. 45) and Student Discipline Policy - Non-Academic Offences (p. 50)). Appropriate demonstration of these professional standards will be judged by program faculty and practice agency personnel.

1. The student acts in a manner that respects the dignity and rights of all persons without prejudice as to race, religious beliefs, colour, gender, sexual orientation, physical characteristics, ability, age, ancestry or place of origin.
2. The student treats clients, peers, practice agency personnel, and faculty with dignity and respect and is considerate of their circumstances.
3. The student acts in a responsible manner, which includes being punctual, dependable, trustworthy, consistent and reliable.
4. Recognizing that active engagement in courses and attendance at practicum placements is a professional responsibility, students apprise appropriate personnel at the University and/or the practice agency in advance of unavoidable absences.
5. The student responds to feedback by listening to, evaluating, and responding to suggestions.
6. The student maintains positive, interpersonal relationships with peers, faculty, practice agency personnel and clients by contributing, co-operating, participating and working with others in a flexible and adaptable way.
7. The student demonstrates maturity and sound judgment in accordance with the standards of professional conduct.
8. The student respects the confidentiality of information about clients, peers, practice agency personnel and faculty received in confidence in the course of professional duties.

9. The student acts in a manner that maintains the honour and dignity of the profession and the University of Lethbridge.
10. The student adheres to the Standards of Practice of their jurisdictional professional regulatory body (e.g. College and Association of Registered Nurses of Alberta [CARNA], College of Registered Psychiatric Nurses of Alberta [CRPNA]) and the Canadian Nursing Association Code of Ethics.

**f. Required Withdrawal**

The M.N. Program Committee will make a recommendation to the Dean of the School of Graduate Studies for a student to be required to withdraw from the program if any of the following occurs:

- the GPA falls below 2.70;
- the student fails the nursing practicum course; or
- the student fails to meet the Standards of Professional Conduct (see p. 123).

**g. 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.

**h. Appeals**

Some appeals in the M.N. program should be directed to the Program Committee. Grade appeals for courses in the M.N. 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.

Students should consult the full description of the University policies on Appeal of Grade in the Calendar (see **Academic Regulations, Grade Appeal Policy, p. 40**).

**i. Time Limits**

Students must complete their program between a minimum of two years (four years for part-time study) and a maximum of three years (six years for part-time study).

**j. Fees**

See **Fees, Graduate Programs 2017/2018 Fee Schedule in Fees on page 27**.

For fee payment deadlines, see **Fees, Important Dates and Fee Deadlines on page 33**.

**k. 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 M.N. Program Committee, 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. SUPERVISION

Guidelines for supervisory procedures, including the conduct of a supervisor and suggestions for good practice, are contained in the *University of Lethbridge M.N. Program: Policies and Procedures* manual available at [www.uleth.ca/graduate-studies](http://www.uleth.ca/graduate-studies).

## 8. FINANCIAL ASSISTANCE

For information on financial opportunities, please see [www.uleth.ca/graduate-studies](http://www.uleth.ca/graduate-studies) or contact the Graduate Studies Awards Advisor at [sgs.awards@uleth.ca](mailto:sgs.awards@uleth.ca).

## 9. AWARDS AND SCHOLARSHIPS

See *Awards and Scholarships* on p. 195. Additional information regarding awards and scholarships is available at [www.uleth.ca/graduate-studies](http://www.uleth.ca/graduate-studies) or by contacting the Graduate Studies Awards Advisor at [sgs.awards@uleth.ca](mailto:sgs.awards@uleth.ca).

## 10. ENGLISH LANGUAGE PROFICIENCY

English is the primary language of instruction and communication at the University of Lethbridge. Prior to registration, all applicants to the School of Graduate Studies must demonstrate English Language Proficiency (ELP) sufficient to meet the demands of classroom instruction, written assignments, research, and participation in tutorials and discussions, regardless of their citizenship status or country of origin.

The ELP requirement must be met prior to registration in a graduate program (see **Graduate Conditional English Proficiency Admission, p. 124**). The University reserves the right to use discretion in determining adequate levels of language proficiency to ensure success in academic programs. In all cases, the decision of the School of Graduate Studies shall be final.

### a. English Language Proficiency Requirement

ELP may be demonstrated by any of the following:

1. Successful completion of a baccalaureate or master's degree at a recognized institution in Canada or another country where English is recognized as the primary language (see **Recognized Countries**, below). The student's work must have been in English.
2. Successful completion of a baccalaureate or master's degree at a recognized institution where the language of instruction is English. For a list of recognized institutions, see [www.uleth.ca/ross/admissions/elp\\_exempt](http://www.uleth.ca/ross/admissions/elp_exempt). Other institutions will be considered on a case-by-case basis. The student's work must have been in English.
3. Successful completion of the Advanced Level of the University of Lethbridge English for Academic Purposes (EAP) program (see **English for Academic Purposes (EAP), p. 62**).
4. Test of English as a Foreign Language (TOEFL), taken within the last two years, with minimum scores of:
  - a) 580 on the paper-based TOEFL and 5.0 on the Test of Written English (TWE); or
  - b) 93 on the Internet-based TOEFL (iBT).Website: [www.toefl.org](http://www.toefl.org) (University of Lethbridge Destination Institution (DI) code: 0855)
5. Academic International English Language Testing System (IELTS) test, taken within the last two years, with a minimum overall score of 6.5, and a minimum of 5.5 in each band.

Website: [www.ielts.org](http://www.ielts.org)

6. Academic Pearson Test of English (PTE), taken within the last two years, with a minimum overall score of 63.

Website: [www.pearsonpte.com](http://www.pearsonpte.com)

7. Canadian Academic English Language (CAEL) Assessment, taken within the last two years, with a minimum overall score of 70.

Website: [www.cael.ca](http://www.cael.ca)

### b. Recognized Countries

For the purposes of administering the ELP for Graduate Students requirement, the University of Lethbridge recognizes the following as countries where the primary language is English:

Anguilla	Ireland (Republic of)
Antigua and Barbuda	Jamaica
Australia	Kenya
Bahamas	Malta
Barbados	Mauritius
Belize	Montserrat
Bermuda	New Zealand
British Virgin Islands	St. Helena
Canada	St. Kitts and Nevis
Cayman Islands	St. Vincent and the Grenadines
Dominica	Trinidad and Tobago
Falkland Islands	Turks and Caicos Islands
Grenada	United Kingdom
Guam	United States of America
Guyana	

### c. Required Documentation

All proof of English proficiency must be provided on official academic transcripts or standardized test score reports. Standardized test scores must be valid and verifiable.

### d. Graduate Conditional English Proficiency Admission

The University of Lethbridge may extend a conditional *Offer of Admission* to highly-qualified graduate applicants who do not meet the minimum ELP requirement for admission to graduate programs. This policy is intended to facilitate admission of academically qualified, degree-seeking students who have not satisfied the minimum ELP requirement, but are being considered for admission by a graduate program.

Conditional admission allows students to apply for a study permit (if necessary) and begin their studies in the University's English for Academic Purposes (EAP) program (see **English for Academic Purposes (EAP), p. 62**) only. Concurrent registration in an EAP program and graduate program is not permissible nor is it permissible to complete graduate program requirements. Upon successful completion of the prescribed terms of study in the EAP program, the student will proceed directly into the graduate degree program in the next term of admission.

To be considered for Conditional English Proficiency Admission, the applicant must meet the following criteria:

1. Have academic qualifications that satisfy the requirements of the graduate program they seek;
2. Have a minimum score of 5.5 in each band of the IELTS test or a minimum overall score of 80 on the iBT TOEFL, with minimum scores of 16 in each of Listening, Reading, and Speaking, and a minimum score of 18 in Writing; and
3. Be recommended for Conditional English Proficiency Admission by a graduate program committee.

The applicant must submit results for an IELTS or iBT TOEFL exam taken within the last two years and indicate in their *Letter of Intent* that they are seeking Conditional English Proficiency Admission.

Applicants admitted via the Conditional English Proficiency Admission route will normally be placed in the Advanced Level of the EAP program, though the University reserves the right to move the applicant to a lower level if deemed necessary. Applicants admitted via the Conditional English Proficiency Admission route may be permitted to begin their studies in the graduate program, provided that the ELP requirement is met by one of the other approved means no later than: August 1 for the fall term, November 15 for the spring term, or April 15 for the summer term.

In accepting an offer of Conditional English Proficiency Admission to a graduate program, the applicant is expected to successfully complete the Advanced Level of the EAP program in the term indicated in the *Offer of Admission* and begin their graduate program the following term. Applicants who do not fulfill the language proficiency requirement during the specified period will have their *Offer of Admission* to a graduate program rescinded. Such students may choose to continue in the EAP program and reapply for admission to a graduate program for the next term of admission.

**Students admitted via the Conditional English Proficiency Admission route may not make academic progress toward their graduate degree or engage in academic research before fulfilling the ELP condition of the *Offer of Admission*. The School of Graduate Studies does not provide any financial support for students while they are enrolled in the EAP program.**

Students admitted via the Conditional English Proficiency Admission route are considered to be full-time EAP students while continuously enrolled in the EAP program.



# MASTER OF SCIENCE (M.Sc.) PROGRAM

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## I. M.Sc. PROGRAM GRID

### Degree

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

### Majors Delivered by the Faculty of Arts and Science

Agricultural Biotechnology  
 Agricultural Studies  
 Archaeology  
 Biochemistry  
 Biological Sciences  
 Chemistry  
 Computer Science  
 Computer Science and Geographical Information Science  
 Environmental Science  
 Exercise Science  
 Geography  
 Kinesiology  
 Mathematics  
 Individualized Multidisciplinary  
 Neuroscience  
 Physics  
 Psychology

### Majors Delivered by the Faculty of Health Sciences

Addictions Counselling  
 Health Sciences  
 Nursing

## 2. ALL MAJORS DELIVERED BY THE FACULTY OF ARTS AND SCIENCE

### a. Statement of Purpose

The Master of Science (M.Sc.) 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 term 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.

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.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.

### b. Admission Requirements

Please refer to **Part I - Admissions of the Undergraduate Calendar and Course Catalogue** for University policies regarding: Dual Admissions; Procedure for Readmission; Year of the Calendar; Simultaneous Enrolment; Misrepresentation/Falsified Admission Documents; and Authority to Rescind Admission/Registration Privileges.

#### 1. Academic Qualifications for Admission

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

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

All applicants must meet the English Language Proficiency (ELP) Requirement for Graduate Studies through recognized study or a valid standardized test (see **English Language Proficiency, p. 137**).

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.

#### 2. Application Deadlines

Students may be admitted to the M.Sc. program in order to begin their studies for the spring term (January to April), summer term (May to August), or fall term (September to December). Some majors within the M.Sc. program only admit students for the fall term (see **Table I: Application Deadlines, p. 128**).

**Table 1: Application Deadlines**

Program	Term of Admission		
	Spring (January to April)	Summer (May to August)	Fall (September to December)
Master of Science – All majors except for Addictions Counselling, Health Sciences, and Nursing.	October 1	February 1	February 1 (First Round) OR May 1 (Second Round)

Application deadlines for all Graduate Studies programs and application deadline extensions are available at [www.uleth.ca/ross/admissions/grad/deadlines](http://www.uleth.ca/ross/admissions/grad/deadlines).

**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 required admission decision documentation (see **Table 2: M.Sc. Program with Majors Delivered by the Faculty of Arts and Science Application Process, p. 130**) with the possible exception of final term grades for those currently enrolled, must be submitted electronically via the online application system by the deadline. Successful applicants must arrange to have official transcripts sent from the issuing institution to the University of Lethbridge Admissions Office prior to course registration.

3. Process for Application/Admission

Applicants apply via the online application system available at [www.uleth.ca/graduate-studies/apply](http://www.uleth.ca/graduate-studies/apply).

Applicants are advised to begin work on the application well in advance of the application

deadline and submit it as soon as possible (see **Application Deadlines, p. 128**).

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 employees of the University as required by University procedures regarding admission, registration, and awards and financial support administration.

**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.Sc. Program with Majors Delivered by the Faculty of Arts and Science Application Process (p. 130)** (see also **Academic Qualifications for Admission, p. 128**).

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.Sc. program are required to pay a non-refundable \$200 deposit to confirm their acceptance of their admission. This deposit is credited toward their registration in the program.

**Table 2: M.Sc. Program with Majors Delivered by the Faculty of Arts and Science Application Process**

<p><b>STEP 1 - Applicant finds a potential supervisor</b></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, visit <a href="http://www.uleth.ca/graduate-studies/content/finding-supervisor">www.uleth.ca/graduate-studies/content/finding-supervisor</a>.</p> <p>The University of Lethbridge Experts Database (<a href="http://www.uleth.ca/experts-database">www.uleth.ca/experts-database</a>) is an information source that enables users the opportunity to search a wide variety of subjects and research areas.</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>														
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4. 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

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5. Admission After an Approved Master's Degree

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 University of Lethbridge master's degree program provided he/she meets all of the admission requirements.

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requirements of the second master's degree; 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.

6. Exchange Students

Under approved exchange arrangements, 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 **Registration, Western Deans' Agreement, p. 22**). Contact the School of Graduate Studies at [sgsinquiries@uleth.ca](mailto:sgsinquiries@uleth.ca) for application and registration information. Admission is contingent upon satisfying academic qualifications for admission (see **Academic Qualifications for Admission, p. 128**).

7. Visiting Students

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c. Requirements for Degree

For the M.Sc. program, students are required to complete courses, a Thesis, and a Thesis Oral Defence. Students develop their programs in consultation with their supervisors.

1. Course Work

For an M.Sc. student who is admitted unconditionally, from two to six graduate term courses or equivalent (6.0 to 18.0 credit hours) are required. The program 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.

Certain majors, and concentrations within majors, have required courses, as listed below:

a) **Biological Sciences Major**

Biology 5500 - Graduate Seminar Series:  
Current Topics in Biological Sciences (3.0 credit hours)

b) **Chemistry Major**

Chemistry 5250 - Advanced Contemporary Chemistry (3.0 credit hours)

c) **Computer Science Major**

Two of:  
Computer Science 5110 - Studies in Algorithms (Series) (3.0 credit hours)  
Computer Science 5210 - Studies in Systems (Series) (3.0 credit hours)

Computer Science 5310 - Studies in Computational Intelligence (Series) (3.0 credit hours)

Two additional courses (6.0 credit hours) at the 5000 level

**Note:** Students must complete at least two separate Computer Science Series courses for the major, as identified by the course number (e.g. two offerings of Computer Science 5110 do not satisfy the "Two of:" requirement).

d) **Kinesiology Major**

Kinesiology 5901 - Interdisciplinary Research Dialogues I (0.75 credit hours)

Kinesiology 5902 - Interdisciplinary Research Dialogues II (0.75 credit hours)

Kinesiology 5903 - Interdisciplinary Research Dialogues III (0.75 credit hours)

Kinesiology 5904 - Interdisciplinary Research Dialogues IV (0.75 credit hours)

e) **Mathematics Major**

Mathematics 5405 - Algebra (Series) (3.0 credit hours)

Mathematics 5505 - Analysis (Series) (3.0 credit hours)

One additional course (3.0 credit hours) in Mathematics at the 5000 level

f) **Physics Major**

Physics 5005 - Advanced Electrodynamics (3.0 credit hours) (3.0 credit hours)

Physics 5015 - Advanced Quantum Mechanics (3.0 credit hours)

2. Thesis (90.0 credit hours)

**Thesis Proposal**

The Student must complete a Thesis Proposal and submit it to the School of Graduate Studies.

Full-time M.Sc. students must submit their Thesis Proposal by the end of the second term of their program.

Part-time M.Sc. students must submit their Thesis Proposal by the end of the fourth term of their program.

Thesis Proposal details are outlined in the *University of Lethbridge M.Sc. Program: Policies and Procedures* manual available at [www.uleth.ca/graduate-studies](http://www.uleth.ca/graduate-studies).

**Written Thesis**

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.Sc. Program: Policies and Procedures* manual available at [www.uleth.ca/graduate-studies](http://www.uleth.ca/graduate-studies).

3. Thesis Oral Defence

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.Sc. Program: Policies and Procedures* manual. The final version of the Thesis (i.e., assessed and corrected, if necessary) must be submitted to the School of Graduate Studies for approval by the Dean.

### 3. ALL MAJORS DELIVERED BY THE FACULTY OF HEALTH SCIENCES

#### a. Statement of Purpose

The Master of Science program with majors delivered by the Faculty of Health Sciences 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 term 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.

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.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.

#### b. Admission Requirements

Please refer to **Part I - Admissions of the Undergraduate Calendar and Course Catalogue** for University policies regarding: Procedure for Readmission; Year of the Calendar; Simultaneous Enrolment; Misrepresentation/Falsified Admission Documents; and Authority to Rescind Admission/Registration Privileges.

##### 1. Academic Qualifications for Admission

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

- 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.

- A minimum grade point average of 3.00 (based on a 4.00 scale) on the last 20 graded university-level term (semester) courses.
- Evidence of meeting the Spoken English Language Proficiency requirement (SELP) must be presented prior to admission and may be shown in one of the following ways:
  1. At least six consecutive years of full-time study in a country where the primary language is English from a recognized institution where the language of instruction is English (see **Recognized Countries, p. 138**). These studies must include satisfactory completion of English Language Arts 30-1 or its equivalent, or satisfactory completion of a university-level course in English (minimum 3.0 credit hours).
  2. A minimum score of 50 on the TSE (Test of Spoken English).
  3. A minimum score of 26 on the iBT TOEFL Speaking section.
  4. A minimum score of 7.5 on the IELTS band for Speaking.
  5. A minimum score of 70 on the CAEL sub-test for Speaking.
  6. A minimum score of 3 on the MELAB Speaking section.

**Note:** Admission may not be granted or may be revoked if contradictory evidence exists (e.g., low TOEFL scores, low grades on an English course, or significant communication difficulties).

All applicants meet the English Language Proficiency (ELP) Requirement for Graduate Studies through recognized study or a standardized test (see **English Language Proficiency, p. 137**).

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.

##### 2. Application Deadlines

Students may be admitted to the majors delivered by the Faculty of Health Sciences in the M.Sc. program in order to begin their studies for the fall term (September to December) (see **Table 3: Application Deadlines**).

**Table 3: Application Deadlines**

Program	Term of Admission		
	Spring (January to April)	Summer (May to August)	Fall (September to December)
Master of Science – Addictions Counselling, Health Sciences, and Nursing.	N/A	N/A	February 1

Application deadlines for all Graduate Studies programs and application deadline extensions are available at [www.uleth.ca/ross/admissions/grad/deadlines](http://www.uleth.ca/ross/admissions/grad/deadlines).

**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 required admission decision documentation (see **Table 4: M.Sc. Program with Majors Delivered by the Faculty of Health Sciences Application Process, p. 134**) with the possible exception of final term grades for those currently enrolled, must be submitted electronically via the online application system by the deadline. Successful applicants must arrange to have official documents sent from the issuing institution to the University of Lethbridge Admissions Office prior to course registration.

3. Process for Application/Admission

Applicants apply via the online application system available at [www.uleth.ca/graduate-studies/apply](http://www.uleth.ca/graduate-studies/apply).

Applicants are advised to begin work on the application well in advance of the application deadline and submit it as soon as possible (see **Application Deadlines, p. 132**).

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 employees of the University as required by University procedures regarding admission, registration, and awards and financial support administration.

**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 4: M.Sc. Program with Majors Delivered by the Faculty of Health Sciences Application Process (p. 134)** (see also **Academic Qualifications for Admission, p. 132**).

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.Sc. program are required to pay a non-refundable \$200 deposit to confirm their acceptance of their admission. This deposit is credited toward their registration in the program.

**Table 4: M.Sc. Program with Majors Delivered by the Faculty of Health Sciences Application Process**

<p><b>STEP 1 - Applicant finds a potential supervisor</b></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, visit <a href="http://www.uleth.ca/graduate-studies/content/finding-supervisor">www.uleth.ca/graduate-studies/content/finding-supervisor</a>.</p> <p>The University of Lethbridge Experts Database (<a href="http://www.uleth.ca/experts-database">www.uleth.ca/experts-database</a>) is an information source that enables users the opportunity to search a wide variety of subjects and research areas.</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>																
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c. Requirements for Degree

For the M.Sc. program, students are required to complete courses, a Thesis, and a Thesis Oral Defence. Students develop their programs in consultation with their supervisors.

1. Course Work

For an M.Sc. student who is admitted unconditionally, four graduate term courses or equivalent (12.0 credit hours) are required, as listed below:

- Health Sciences 5100 - Research Methods
- Health Sciences 5200 - Philosophy of Inquiry
- Health Sciences 5300 - Advanced Statistics
- Health Sciences 5400 - Advanced Qualitative Analysis

2. Thesis (90.0 credit hours)

**Thesis Proposal**

The Student must complete a Thesis Proposal and submit it to the School of Graduate Studies.

Full-time M.Sc. students must submit their Thesis Proposal by the end of the second term of their program.

Part-time M.Sc. students must submit their Thesis Proposal by the end of the fourth term of their program.

Thesis Proposal details are outlined in the *University of Lethbridge M.Sc. Program: Policies and Procedures* manual available at [www.uleth.ca/graduate-studies](http://www.uleth.ca/graduate-studies).

**Written Thesis**

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.Sc. Program: Policies and Procedures* manual available at [www.uleth.ca/graduate-studies](http://www.uleth.ca/graduate-studies).

3. Thesis Oral Defence

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.Sc. Program: Policies and Procedures* manual. The final version of the Thesis (i.e., assessed and corrected, if necessary) must be submitted to the School of Graduate Studies for approval by the Dean.

4. COURSES

See **Course Catalogue** on **page 163**. A listing of all University of Lethbridge courses is available online at [www.uleth.ca/ross/courses](http://www.uleth.ca/ross/courses).

5. CO-OPERATIVE EDUCATION/INTERNSHIP OPTION

The Co-operative Education/Internship Option is available to students for the M.Sc. program.

Co-operative Education is an educational model that formally integrates academic study at the master's level with relevant, paid work experience in appropriate employment fields such as government, institutions and industry. The University, the employer, and the student are in partnership to ensure an enriching experience toward the student's professional development.

Further information and details concerning admission and requirements may be obtained from the Faculty of Arts and Science Office of Co-operative Education/Internship Programs (AH154; tel. 403-382-7154; email: [artsci.coop@uleth.ca](mailto:artsci.coop@uleth.ca); website: [www.uleth.ca/coop/fas](http://www.uleth.ca/coop/fas)).

a. Admission

Students may be accepted into the Co-op Option in the first term of their graduate program. Students are therefore encouraged to contact the Faculty of Arts and Science Co-operative Education Office as soon as possible upon admission to their graduate program.

The criteria for admission include:

1. Admission to a M.Sc. program
2. Grade point average and academic standing
3. A resumé and application form
4. A personal interview



5. Approval of the student's supervisor, in consultation with the School of Graduate Studies and the Arts and Science Co-operative Education Office

Other factors such as labour market conditions, work experience, volunteer experience, and extracurricular activities are also considered when selecting participants for the program.

**b. Requirements**

Normally, students are required to complete successfully two work terms of four months each (or one of eight months) to earn the Co-op designation for the M.Sc. degree.

To receive the Co-op designation for the degree, students must complete successfully, in addition to the course, major, and degree requirements, two work terms:

Arts and Science 5011 - Co-op Work Experience I  
Arts and Science 5012 - Co-op Work Experience II

Students may also opt for a maximum of two additional work terms:

Arts and Science 5013 - Co-op Work Experience III  
Arts and Science 5014 - Co-op Work Experience IV

Students must be registered for the entire duration of the work term(s) applied for through the Co-op program, including extensions, and, once registered, are not permitted to withdraw from the work placement without penalty of failure. A grade of 'F' (fail) will be entered on the transcript for the whole term(s) unless extenuating circumstances warrant granting of a Withdrawal with Cause ('WC'), in accordance with University of Lethbridge policy (see **Academic Regulations, WC - Withdrawal with Cause, p. 37**). Where approval is granted by the Coordinator of Co-operative Education and the Dean of Graduate Studies, a 'WC' will be entered on the transcript. Tuition fees will be assessed as per the University's Withdrawal with Cause policy. Students may consult the Co-op student handbook for further information/regulations and should contact the Coordinator of Co-operative Education for assistance with the procedure.

**c. Continuation in the Programs**

Students must acknowledge, accept and abide by the requirements and regulations as outlined in the Calendar and the *Co-op Student Handbook*.

**d. Transfer of Co-op Terms**

Students enrolled in a M.Sc. program may not transfer Co-op terms from other institutions.

**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 terms per year). Residence 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 required and/or specified courses must be completed and the Thesis submitted within the maximum time limit. Except with the written permission of the School of Graduate Studies' Dean or Designate, 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 School of Graduate Studies' Dean or Designate 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 term will be considered to have withdrawn unless a leave of absence has been approved. Residence requirements must still be met.

With the expressed permission of the student's supervisor, 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 student's supervisor, and the residence requirements may be adjusted, if necessary.

**c. Leave of Absence**

See **Academic Regulations, Leave of Absence** on page 38.

**d. Academic Standards**

Students must receive a minimum grade of 'B-' (2.70 on a 4.00 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.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.

#### e. Appeals

All appeals in the M.Sc. program should be directed to the Chair of the M.Sc. program. Grade appeals for courses in the 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 **Academic Regulations, Grade Appeal Policy, p. 40**).

#### f. 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.

#### g. Fees

Fees are charged on a program basis. Fees for full-time students are assessed for the first calendar year (three terms of study) and to be paid over three terms of study—once in each of the three terms. Full-time students are assessed a Continuation Fee per term effective in their second year of study. Part-time students are assessed fees over the first six terms of their program. Part-time students are assessed a Continuation Fee per term 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 term while a student remains in the program, whether the student is resident for all or part of that term. The term fee shall be set each year by the Board of Governors.

See the **Fees, Graduate Programs 2017/2018 Fee Schedule** on page 27.

For fee payment deadlines, see **Fees, Important Dates and Fee Deadlines** on page 33.

#### 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.

### 7. 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. Program: Policies and Procedures* manual available at [www.uleth.ca/graduate-studies](http://www.uleth.ca/graduate-studies).

### 8. FINANCIAL OPPORTUNITIES

For information on financial opportunities, please see [www.uleth.ca/graduate-studies](http://www.uleth.ca/graduate-studies) or contact the Graduate Studies Awards Advisor at [sgs.awards@uleth.ca](mailto:sgs.awards@uleth.ca).

### 9. AWARDS AND SCHOLARSHIPS

See *Awards and Scholarships* on p. 195. Additional information regarding awards and scholarships is available at [www.uleth.ca/graduate-studies](http://www.uleth.ca/graduate-studies) or by contacting the Graduate Studies Awards Advisor at [sgs.awards@uleth.ca](mailto:sgs.awards@uleth.ca).

### 10. ENGLISH LANGUAGE PROFICIENCY

English is the primary language of instruction and communication at the University of Lethbridge. Prior to registration, all applicants to the School of Graduate Studies must demonstrate English Language Proficiency (ELP) sufficient to meet the demands of classroom instruction, written assignments, research, and participation in tutorials and discussions, regardless of their citizenship status or country of origin.

The ELP requirement must be met prior to registration in a graduate program (see **Graduate Conditional English Proficiency Admission, p. 138**). The University reserves the right to use discretion in determining adequate levels of language proficiency to ensure success in academic programs. In all cases, the decision of the School of Graduate Studies shall be final.

#### a. English Language Proficiency Requirement

ELP may be demonstrated by any of the following:

1. Successful completion of a baccalaureate or master's degree at a recognized institution in Canada or another country where English is recognized as the primary language (see **Recognized Countries**, below). The student's work must have been in English.
2. Successful completion of a baccalaureate or master's degree at a recognized institution where the language of instruction is English. For a list of recognized institutions, see [www.uleth.ca/ross/admissions/elp\\_exempt](http://www.uleth.ca/ross/admissions/elp_exempt). Other institutions will be considered on a case-by-case basis. The student's work must have been in English.
3. Successful completion of the Advanced Level of the University of Lethbridge English for Academic Purposes (EAP) program (see **English for Academic Purposes (EAP), p. 62**).
4. Test of English as a Foreign Language (TOEFL), taken within the last two years, with minimum scores of:
  - a) 580 on the paper-based TOEFL and 5.0 on the Test of Written English (TWE); or
  - b) 93 on the Internet-based TOEFL (iBT).
 Website: [www.toefl.org](http://www.toefl.org) (University of Lethbridge Destination Institution (DI) code: 0855)
5. Academic International English Language Testing System (IELTS) test, taken within the last two years, with a minimum overall score of 6.5, and a minimum of 5.5 in each band.
 Website: [www.ielts.org](http://www.ielts.org)
6. Academic Pearson Test of English (PTE), taken within the last two years, with a minimum overall score of 63.
 Website: [www.pearsonpte.com](http://www.pearsonpte.com)
7. Canadian Academic English Language (CAEL) Assessment, taken within the last two years, with a minimum overall score of 70.
 Website: [www.cael.ca](http://www.cael.ca)

**b. Recognized Countries**

For the purposes of administering the ELP for Graduate Students requirement, the University of Lethbridge recognizes the following as countries where the primary language is English:

Anguilla	Ireland (Republic of)
Antigua and Barbuda	Jamaica
Australia	Kenya
Bahamas	Malta
Barbados	Mauritius
Belize	Montserrat
Bermuda	New Zealand
British Virgin Islands	St. Helena
Canada	St. Kitts and Nevis
Cayman Islands	St. Vincent and the Grenadines
Dominica	Trinidad and Tobago
Falkland Islands	Turks and Caicos Islands
Grenada	United Kingdom
Guam	United States of America
Guyana	

**c. Required Documentation**

All proof of English proficiency must be provided on official academic transcripts or standardized test score reports. Standardized test scores must be valid and verifiable.

**d. Graduate Conditional English Proficiency Admission**

The University of Lethbridge may extend a conditional *Offer of Admission* to highly-qualified graduate applicants who do not meet the minimum ELP requirement for admission to graduate programs. This policy is intended to facilitate admission of academically qualified, degree-seeking students who have not satisfied the minimum ELP requirement, but are being considered for admission by a graduate program.

Conditional admission allows students to apply for a study permit (if necessary) and begin their studies in the University's English for Academic Purposes (EAP) program (see **English for Academic Purposes (EAP), p. 62**) only. Concurrent registration in an EAP program and graduate program is not permissible nor is it permissible to complete graduate program requirements. Upon successful completion of the prescribed terms of study in the EAP program, the student will proceed directly into the graduate degree program in the next term of admission.

To be considered for Conditional English Proficiency Admission, the applicant must meet the following criteria:

1. Have academic qualifications that satisfy the requirements of the graduate program they seek;
2. Have a minimum score of 5.5 in each band of the IELTS test or a minimum overall score of 80 on the iBT TOEFL, with minimum scores of 16 in each of Listening, Reading, and Speaking, and a minimum score of 18 in Writing; and

3. Be recommended for Conditional English Proficiency Admission by a graduate program committee.

The applicant must submit results for an IELTS or iBT TOEFL exam taken within the last two years and indicate in their *Letter of Intent* that they are seeking Conditional English Proficiency Admission.

Applicants admitted via the Conditional English Proficiency Admission route will normally be placed in the Advanced Level of the EAP program, though the University reserves the right to move the applicant to a lower level if deemed necessary. Applicants admitted via the Conditional English Proficiency Admission route may be permitted to begin their studies in the graduate program, provided that the ELP requirement is met by one of the other approved means no later than: August 1 for the fall term, November 15 for the spring term, or April 15 for the summer term.

In accepting an offer of Conditional English Proficiency Admission to a graduate program, the applicant is expected to successfully complete the Advanced Level of the EAP program in the term indicated in the *Offer of Admission* and begin their graduate program the following term. Applicants who do not fulfill the language proficiency requirement during the specified period will have their *Offer of Admission* to a graduate program rescinded. Such students may choose to continue in the EAP program and reapply for admission to a graduate program for the next term of admission.

**Students admitted via the Conditional English Proficiency Admission route may not make academic progress toward their graduate degree or engage in academic research before fulfilling the ELP condition of the Offer of Admission. The School of Graduate Studies does not provide any financial support for students while they are enrolled in the EAP program.**

Students admitted via the Conditional English Proficiency Admission route are considered to be full-time EAP students while continuously enrolled in the EAP program.

# MASTER OF SCIENCE (MANAGEMENT) PROGRAMS

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## 1. M.Sc. (Mgt.) PROGRAM GRID

### Degree

M.Sc. (Mgt.) (offered in the Faculty of Management)

### Majors

Accounting

Finance

Human Resource Management and Labour Relations

Information Systems

International Management

Marketing

Policy and Strategy

## 2. CAMPUSES

The Faculty of Management offers the M.Sc. (Mgt.) program on two campuses: Calgary and Lethbridge (main). The Finance and Accounting majors are not available on the Calgary campus.

## 3. STATEMENT OF PURPOSE

The M.Sc. (Mgt.) 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 M.Sc. (Mgt.) program involves an orientation, several courses and workshops, and culminates in a significant Master's Thesis. The program may be delivered using a variety of blended learning technologies including videoconferencing and face-to-face instruction.

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.

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 complete all required course work in the first 32 months, with the subsequent months committed to continued research and production of the Thesis.

## 4. ADMISSION REQUIREMENTS

Please refer to **Part I - Admissions of the Undergraduate Calendar and Course Catalogue** for University policies regarding: Dual Admission; Procedure for Readmission; Year of the Calendar; Simultaneous Enrolment; Misrepresentation/Falsified Admission Documents; and Authority to Rescind Admission/Registration Privileges.

### 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. 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 (GPA) of 3.00 (based on a 4.00 scale) on the last 20 graded university-level term courses.

3. A standardized graduate achievement test is normally required. A minimum test score of 550 on the Graduate Management Admission Test (GMAT) and a minimum score of 4.0 on the Analytical Writing portion is required. Although the GMAT is preferred, the Graduate Record Exam (GRE) or alternative graduate entrance exam will be considered where circumstances merit the substitution. GRE scores or alternative graduate entrance exam scores will be reviewed on a case-by-case basis.

### Special Case GMAT Waiver for M.Sc. (Mgt.)

- a. Students with an excellent academic record may qualify for a Special Case GMAT Waiver. Students qualifying for a Special Case GMAT Waiver must:
  - have 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 completed elsewhere are equivalent to University of Lethbridge baccalaureate degrees.
  - have a minimum GPA of 3.70 or equivalent (based on a 4.0 scale) on the last 10 graded university-level term courses.
- b. GMAT requirements will be reviewed on a case-by-case basis for applicants who already have a graduate degree.

A Special Case GMAT Waiver does not guarantee admission to the M.Sc. (Mgt.) program.

Applicants interested in a Special Case GMAT Waiver should contact the Management Graduate Programs Office (phone: 403-380-1819; email: [m.sc.management@uleth.ca](mailto:m.sc.management@uleth.ca)) prior to the application deadline for additional information.

4. All applicants must meet the English Language Proficiency (ELP) requirement for Graduate students through recognized study or a valid standardized test (see **English Language Proficiency, p. 144**).

### 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 term grades for those currently enrolled, must be received no later than February 1 for admission to the fall term (see **Table 1: Application Deadlines, p. 141**).

Application deadlines and application deadline extensions for all Graduate Studies programs are available at [www.uleth.ca/ross/admissions/grad/deadlines](http://www.uleth.ca/ross/admissions/grad/deadlines).

Applications and all required admission decision documentation (see **Table 2: M.Sc. (Mgt.) Program Application Process, p. 141**), with the possible exception of final term grades from those currently enrolled, must be submitted electronically via the online application system not later than the deadline listed above. Successful applicants must arrange to have official documents sent from the issuing institution to the University of Lethbridge Admissions Office prior to course registration.

**Table 1: Application Deadlines**

Program	Term of Admission		
	Spring (January to April)	Summer (May to August)	Fall (September to December)
Master of Science (Management) – All majors	N/A	N/A	February 1

**c. Process for Application/Admission**

Applicants apply via the online application system available at [www.uleth.ca/graduate-studies/apply](http://www.uleth.ca/graduate-studies/apply).

Applicants are advised to begin work on the application well in advance of the application deadline and submit it as soon as possible (see **Application Deadlines, p. 140**).

No application can receive formal consideration until all admission decision 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 employees of the University as required by University procedures regarding admission,

registration, and awards and financial support administration.

**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.Sc. (Mgt.) Program Application Process (p. 141)** (see also **Academic Qualifications for Admission, p. 140**).

Newly admitted students in the M.Sc. (Mgt.) program are required to pay a non-refundable \$200 deposit to confirm their acceptance of their admission. This deposit is credited toward their registration in the program.

**Table 2: M.Sc. (Mgt.) Program Application Process**

<b>Step 1 - Applicant submits the application online by the application deadline date</b>	The following required admission decision documents must be submitted via the online application system, available at <a href="http://www.uleth.ca/graduate-studies/apply">www.uleth.ca/graduate-studies/apply</a> :
	Unofficial academic transcripts      Admission decisions may be made on the basis of unofficial transcripts submitted via the online application system.
	Three references      Contact information for three referees who are willing to submit online a confidential assessment articulating the applicant's background preparation and suitability for graduate work. Three referees (each referee submits a confidential letter of reference articulating the student's background preparation and suitability for graduate work).
	Curriculum Vitae (c.v.)      The applicant's c.v. includes academic background, work experience, awards, scholarships, and publications.
	Letter of Intent      A 500-word Letter of Intent, outlining the applicant's interest in pursuing graduate studies, their career goals, and research interests within the selected management major.
	GMAT or GRE      Official Graduate Management Admission Test (GMAT) or Graduate Record Exam (GRE) scores are to be sent directly from the testing agency to the Admissions Office. Student copies of test scores should be submitted via the online application system.
	Additional documentation      If additional documentation is required, the M.Sc.(Management) Program Office will contact the applicant.
	English Language Proficiency      All applicants must meet ELP through recognized study or a valid standardized test (see <b>English Language Proficiency, p. 144</b> ). Student copies of test scores, if available, should be submitted via the online application system.
	Submission Process      Completion of the online application form requires uploading the required admission documents, providing referee names and contacts, and paying the application fee by midnight (MST/MDT) on the deadline date (see <b>Table 1: Application Deadlines, p. 141</b> ).  By submitting this application, applicants authorize the University of Lethbridge to request transcripts on their behalf from institutions participating in ApplyAlberta (Alberta Post-Secondary Application System).
<b>Step 2 - Applicant arranges for official documents</b>	Official documents, including proof of graduation for the baccalaureate degree and transcripts of all post-baccalaureate work, if any, are required prior to course registration.  Applicants, who have attended or are currently attending institutions NOT participating in ApplyAlberta, must arrange to have official transcripts sent directly from the issuing institution to the Admissions Office. A list of participating institutions is available at <a href="http://www.applyalberta.ca">www.applyalberta.ca</a> .
<b>Step 3 - Admission decision process</b>	The Management Graduate Programs Office unofficially informs the applicant of the Program Committee's decision. Official admission decisions will be sent electronically by the Admissions Office. Successful applicants will be advised of registration procedures at that time.

#### 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.

Students judged to be of suitable calibre, 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 for full-time students and 48 months for part-time students. 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 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 University of Lethbridge master's degree 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; 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 M.Sc. (Mgt.) consists of 36.0 credit hours of full-time study involving an orientation, course work, several research-focused workshops and a Master's Thesis. The program is divided into four modules running over a two-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) AND Management 5130 - Ways of Knowing (1.5 credit hours), OR  
Management 5225 - Major Seminar II (Series) (3.0 credit hours) if required by supervising area

Management 5115 - Research Workshops (0.0 credit hour)  
Management 5120 - Thinking by Design I (1.5 credit hours)  
Management 5150 - Research Methods in Management (3.0 credit hours)  
Management 5170 - Data Management and 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 - Thinking by Design II (1.5 credit hours)  
Management 5160 - Qualitative Methods and Analysis (3.0 credit hour) OR  
Economics 3950 - Econometrics I (3.0 credit hours) at the graduate level if required by supervising area OR  
Economics 5960 - Econometric Theory and Applications (3.0 credit hours) if required by supervising area  
Management 5175 - Data Management and Statistical Techniques II (1.5 credit hours)  
Management 5300 - Major Seminar III (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 Examination 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.

### 6. COURSES

See **Course Catalogue** on page 163. A listing of all University of Lethbridge courses is available online at [www.uleth.ca/ross/courses](http://www.uleth.ca/ross/courses).

## 7. 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 for full-time students shall be 12 months full-time continuous registration in the program (three terms per year). Residence 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 required and/or specified courses 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 to 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.

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).

### c. Leave of Absence

See **Academic Regulations, Leave of Absence** on page 38.

### d. Academic Standards

Students must receive a minimum grade of 'B-' (2.70 on a 4.00 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. (Mgt.) 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.

### e. Appeals

All appeals in the M.Sc. (Mgt.) program should be directed to the Faculty of Management's Graduate Programs and Research Office. Grade appeals for courses in the M.Sc. (Mgt.) 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 **Academic Regulations, Grade Appeal Policy, p. 40**).

### f. 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.

### g. Fees

Fees are charged on a program basis. Fees for full-time students are assessed for the first calendar year (three terms of study) and to be paid over three terms of study—once in each of the three terms. Full-time students are assessed a continuation fee per term effective in their second year of study. Part-time students are assessed fees over the first six terms of their program. Part-time students are assessed a continuation fee per term effective in their third and fourth 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 term while a student remains in the program, whether the student is resident for all or part of that term. The term fee shall be set each year by the Board of Governors.

See the **Fees, Graduate Programs 2017/2018 Fee Schedule in Fees** on page 27.

For fee payment deadlines, see **Fees, Important Dates and Fee Deadlines** on page 33.

### h. 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, space being available within the class size quota, and upon satisfying academic qualifications for admission (see **Academic Qualifications for Admission, p. 140**). 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 **Registration, Western Deans' Agreement, p. 22**).

Contact the Management Graduate Programs Office (phone: 403-380-1819; email: [msc.management@uleth.ca](mailto:msc.management@uleth.ca)) for application and registration information.



### i. Full- and Part-Time Studies

Students continue with the participation status under which they started (i.e., full-time or part-time studies)

0. 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. 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 Procedures* manual, which is available from the Faculty of Management's Graduate Programs and Research Office.

### 9. FINANCIAL OPPORTUNITIES

For information on financial opportunities, please see [www.uleth.ca/graduate-studies](http://www.uleth.ca/graduate-studies) or contact the Graduate Studies Awards Advisor at [sgs.awards@uleth.ca](mailto:sgs.awards@uleth.ca).

### 10. AWARDS AND SCHOLARSHIPS

See *Awards and Scholarships* on p. 195. Additional information regarding awards and scholarships is available at [www.uleth.ca/graduate-studies](http://www.uleth.ca/graduate-studies) or by contacting the Graduate Studies Awards Advisor at [sgs.awards@uleth.ca](mailto:sgs.awards@uleth.ca).

### 11. ENGLISH LANGUAGE PROFICIENCY

English is the primary language of instruction and communication at the University of Lethbridge. Prior to registration, all applicants to the School of Graduate Studies must demonstrate English Language Proficiency (ELP) sufficient to meet the demands of classroom instruction, written assignments, research, and participation in tutorials and discussions, regardless of their citizenship status or country of origin.

The ELP requirement must be met prior to registration in a graduate program (see **Graduate Conditional English Proficiency Admission, p. 145**). The University reserves the right to use discretion in determining adequate levels of language proficiency to ensure success in academic programs. In all cases, the decision of the School of Graduate Studies shall be final.

#### a. English Language Proficiency Requirement

ELP may be demonstrated by any of the following:

1. Successful completion of a baccalaureate or master's degree at a recognized institution in Canada or another country where English is recognized as the primary language (see **Recognized Countries**, below). The student's work must have been in English.
2. Successful completion of a baccalaureate or master's degree at a recognized institution where the language of instruction is English. For a list of recognized institutions, see [www.uleth.ca/ross/admissions/elp\\_exempt](http://www.uleth.ca/ross/admissions/elp_exempt). Other institutions will be considered on a case-by-case basis. The student's work must have been in English.

3. Successful completion of the Advanced Level of the University of Lethbridge English for Academic Purposes (EAP) program (see **English for Academic Purposes (EAP)**, p. 62).
4. Test of English as a Foreign Language (TOEFL), taken within the last two years, with minimum scores of:
  - a. 580 on the paper-based TOEFL and 5.0 on the Test of Written English (TWE); or
  - b. 93 on the Internet-based TOEFL (iBT).  
Website: [www.toefl.org](http://www.toefl.org) (University of Lethbridge Destination Institution (DI) code: 0855)
5. Academic International English Language Testing System (IELTS) test, taken within the last two years, with a minimum overall score of 6.5, and a minimum of 5.5 in each band.  
Website: [www.ielts.org](http://www.ielts.org)
6. Academic Pearson Test of English (PTE), taken within the last two years, with a minimum overall score of 63.  
Website: [www.pearsonpte.com](http://www.pearsonpte.com)
7. Canadian Academic English Language (CAEL) Assessment, taken within the last two years, with a minimum overall score of 70.  
Website: [www.cael.ca](http://www.cael.ca)

#### b. Recognized Countries

For the purposes of administering the ELP for Graduate Students requirement, the University of Lethbridge recognizes the following as countries where the primary language is English:

Anguilla	Ireland (Republic of)
Antigua and Barbuda	Jamaica
Australia	Kenya
Bahamas	Malta
Barbados	Mauritius
Belize	Montserrat
Bermuda	New Zealand
British Virgin Islands	St. Helena
Canada	St. Kitts and Nevis
Cayman Islands	St. Vincent and the Grenadines
Dominica	Trinidad and Tobago
Falkland Islands	Turks and Caicos Islands
Grenada	United Kingdom
Guam	United States of America
Guyana	

#### c. Required Documentation

All proof of English proficiency must be provided on official academic transcripts or standardized test score reports. Standardized test scores must be valid and verifiable.

**d. Graduate Conditional English Proficiency Admission**

The University of Lethbridge may extend a conditional *Offer of Admission* to highly-qualified graduate applicants who do not meet the minimum ELP requirement for admission to graduate programs. This policy is intended to facilitate admission of academically qualified, degree-seeking students who have not satisfied the minimum ELP requirement, but are being considered for admission by a graduate program.

Conditional admission allows students to apply for a study permit (if necessary) and begin their studies in the University's English for Academic Purposes (EAP) program (see **English for Academic Purposes (EAP), p. 62**) only. Concurrent registration in an EAP program and graduate program is not permissible nor is it permissible to complete graduate program requirements. Upon successful completion of the prescribed terms of study in the EAP program, the student will proceed directly into the graduate degree program in the next term of admission.

To be considered for Conditional English Proficiency Admission, the applicant must meet the following criteria:

1. Have academic qualifications that satisfy the requirements of the graduate program they seek;
2. Have a minimum score of 5.5 in each band of the IELTS test or a minimum overall score of 80 on the iBT TOEFL, with minimum scores of 16 in each of Listening, Reading, and Speaking, and a minimum score of 18 in Writing; and
3. Be recommended for Conditional English Proficiency Admission by a graduate program committee.

The applicant must submit results for an IELTS or iBT TOEFL exam taken within the last two years and indicate in their *Letter of Intent* that they are seeking Conditional English Proficiency Admission.

Applicants admitted via the Conditional English Proficiency Admission route will normally be placed in the Advanced Level of the EAP program, though the University reserves the right to move the applicant to a lower level if deemed necessary. Applicants admitted via the Conditional English Proficiency Admission route may be permitted to begin their studies in the graduate program, provided that the ELP requirement is met by one of the other approved means no later than: August 1 for the fall term, November 15 for the spring term, or April 15 for the summer term.

In accepting an offer of Conditional English Proficiency Admission to a graduate program, the applicant is expected to successfully complete the Advanced Level of the EAP program in the term indicated in the *Offer of*

*Admission* and begin their graduate program the following term. Applicants who do not fulfill the language proficiency requirement during the specified period will have their *Offer of Admission* to a graduate program rescinded. Such students may choose to continue in the EAP program and reapply for admission to a graduate program for the next term of admission.

**Students admitted via the Conditional English Proficiency Admission route may not make academic progress toward their graduate degree or engage in academic research before fulfilling the ELP condition of the Offer of Admission. The School of Graduate Studies does not provide any financial support for students while they are enrolled in the EAP program.**

Students admitted via the Conditional English Proficiency Admission route are considered to be full-time EAP students while continuously enrolled in the EAP program.



# DOCTOR OF PHILOSOPHY (Ph.D.) PROGRAMS

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## I. Ph.D. PROGRAM GRID

A Doctor of Philosophy (Ph.D.) degree may be completed in one of the following majors. The major is the primary academic focus of the program while a concentration is a secondary focus related to the major. Concentrations are available as applicable to the major.

<b>Major</b>	Biomolecular Science
<b>Concentrations</b>	Biochemistry Bioinformatics Biophysics Biotechnology Molecular and cellular biology Molecular genetics and development Structural biology

The Ph.D. in Biomolecular Science is delivered by the Faculty of Arts and Science. Students in this program are normally supervised by faculty members in the following contributing departments/areas: Biological Sciences, Chemistry and Biochemistry, Mathematics and Computer Science, and Physics and Astronomy.

<b>Major</b>	Biosystems and Biodiversity
<b>Concentrations</b>	Biogeography Ecology Environmental science Evolutionary biology Global change Physiology Resource ecology Systematics Water resource policy and management

The Ph.D. in Biosystems and Biodiversity is delivered by the Faculty of Arts and Science. Students in this program are normally supervised by faculty members in the following contributing departments/areas: Biological Sciences, Chemistry and Biochemistry, and Geography.

<b>Major</b>	Cultural, Social, and Political Thought
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The Ph.D. in Cultural, Social, and Political Thought is delivered by the Faculty of Arts and Science. Students in this program are normally supervised by faculty members in the following contributing departments/areas: Humanities and Social Sciences.

<b>Major</b>	Earth, Space, and Physical Science
<b>Concentrations</b>	Astrophysics Biophysics Climate change Condensed and soft matter Earth systems Geomatics Geophysics Inorganic chemistry Materials science Nanoscience Organic chemistry Organometallic chemistry Physical chemistry Remote sensing Spectroscopy Water and environmental science

The Ph.D. in Earth, Space, and Physical is delivered by the Faculty of Arts and Science. Students in this program are normally supervised by faculty members in the following contributing departments/areas: Biological Sciences, Chemistry and Biochemistry, Geography, and Physics and Astronomy.

<b>Major</b>	Education
<b>Concentrations</b>	Counselling Psychology Formal and Distributive Leadership Learning, Teaching, and Curriculum

The Ph.D. in Education is delivered by the Faculty of Education.

<b>Major</b>	Evolution and Behaviour
<b>Concentrations</b>	Animal behaviour Behavioural ecology Ethology and comparative psychology Evolution and cognition Evolutionary ecology Evolutionary psychology Language development Sexuality

The Ph.D. in Evolution and Behaviour is delivered by the Faculty of Arts and Science. Students in this program are normally supervised by faculty members in the following contributing departments/areas: Biological Sciences, Neuroscience, and Psychology.

<b>Major</b>	Neuroscience
<b>Concentrations</b>	Behavioural neuroscience Cell and molecular neuroscience Cognitive neuroscience Computational neuroscience Neuroimaging Neuropsychology

The Ph.D. in Neuroscience is delivered by the Faculty of Arts and Science. Students in this program are normally supervised by faculty members in the following contributing departments/areas: Neuroscience and Psychology.

<b>Major</b>	Population Studies in Health
<b>Concentrations</b>	Diversity, disparities, inequalities & social determinants of health Global population health Life course, aging, and health Policies, policy analysis, and population health Population health and demographic change Sustainability and population health

The Ph.D. in Population Studies in Health is interdisciplinary in nature and delivered jointly by the Faculty of Health Sciences and the Faculty of Arts and Science. Students in this program are normally supervised by faculty members in the Health Sciences and Social Sciences disciplines.

<b>Major</b>	Theoretical and Computational Science
<b>Concentrations</b>	Applied mathematics Bioinformatics Biophysics Computational and theoretical chemistry Computer science Geophysics Mathematical biology Nanoscience Pure mathematics Statistics Theoretical physics

The Ph.D. in Theoretical and Computational Science is delivered by the Faculty of Arts and Science. Students in this program are normally supervised by faculty members in the following contributing departments/areas: Chemistry and Biochemistry, Mathematics and Computer Science, and Physics and Astronomy.

## 2. ALL MAJORS EXCEPT EDUCATION

### a. 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 areas of study (see **Ph.D. Program Grid, p. 148**). 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 the website at [www.uleth.ca/graduate-studies](http://www.uleth.ca/graduate-studies)

The Ph.D. program is administered centrally by the School of Graduate Studies rather than by individual departments or Faculties.

### b. Admission Requirements, Application Deadlines and Processes

Please refer to **Part I - Admissions of the Undergraduate Calendar and Course Catalogue** for University policies regarding: Dual Admissions; Procedure for Readmission; Year of the Calendar; Simultaneous Enrolment; Misrepresentation/Falsified Admission Documents; and Authority to Rescind Admission/Registration Privileges.

#### I. Academic Qualifications for Admission

##### a. Master's Degree Route

Normally, applicants holding a master's degree 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 master's degrees.
- Evidence of scholarly competence (minimum cumulative GPA of 3.00, on the University of Lethbridge 4.00 scale, on all graded master's-level courses).

##### b. Master's Degree Holder - Cultural, Social, and Political Thought Major

Normally, applicants holding a master's degree 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 master's degrees.

- Evidence of scholarly competence (minimum cumulative GPA of 3.50, on a 4.00 scale, on all graded master's-level courses).

All applicants must meet the English Language Proficiency (ELP) requirement for Graduate Studies through recognized study or a valid standardized test (see **English Language Proficiency, p. 160**).

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.

##### c. Master's Transfer Route

Applicants who intend to transfer from a University of Lethbridge master's degree 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 a master's program at the University of Lethbridge, have completed a minimum of 12 months\* and a maximum of 24 months of the master's program, and have completed the program's required coursework;
- be in good standing in the master's program;
- have demonstrated research and academic excellence; and
- agree to work with the same supervisor(s).

\* A master's 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 master's program, all Ph.D. degree requirements apply.

The proposed research interest of the applicant must complement the supervisor's current, active research program.

All applicants must meet the English Language Proficiency (ELP) requirement for Graduate Studies through recognized study or a valid standardized test (see **English Language Proficiency, p. 160**).

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

## 2. Application Deadlines

Students may be admitted to the Ph.D. program in order to begin their studies for the spring term (January to April), summer term (May), or fall term (September).

Table 1: Application Deadlines

Program	Term of Admission		
	Spring (January to April)	Summer (May to August)	Fall (September to December)
Doctor of Philosophy – All majors except Education and Cultural, Social, and Political Thought	October 1	February 1	February 1 (first round) OR May 1 (second round)
Doctor of Philosophy – Cultural, Social, and Political Thought	October 1	N/A	February 1 (first round) OR May 1 (second round)

Application deadlines for all Graduate Studies programs are available at [www.uleth.ca/ross/admissions/grad/deadlines](http://www.uleth.ca/ross/admissions/grad/deadlines).

**Because spaces are limited in this program, not all students meeting the minimum admission requirements can be admitted. Hence, 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 required admission decision documentation (see **Table 2: Ph.D. Program Application Process for Master's Degree Holders, p. 151**, or **Table 3: Ph.D. Program Application Process for Master's Transfer Route, p. 152**), with the possible exception of final term grades for those currently enrolled in a master's degree, must be submitted electronically via the online application system by the deadline. Successful applicants must arrange to have official documents sent from the issuing institution to the University of Lethbridge Admissions Office prior to course registration.

Application deadlines for all Graduate Studies programs are available at [www.uleth.ca/ross/admissions/grad/deadlines](http://www.uleth.ca/ross/admissions/grad/deadlines).

### 3. Process for Application/Admission

Applicants apply via the online application system available at [www.uleth.ca/graduate-studies/apply](http://www.uleth.ca/graduate-studies/apply).

Applicants are advised to begin work on the application well in advance of the application deadline and submit it as soon as possible (see **Application Deadlines, p. 149**).

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 employees of the University as required by University procedures regarding admission, registration, and awards and financial support administration.

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

#### a. Master's Degree Route

Eligible applicants must apply for admission by following the process outlined in **Table 2: Ph.D. Program Application Process for Master's Degree Holders (p. 151)**. Refer to **Academic Qualifications for Admission, Master's Degree Route (p. 149)** to ensure academic qualifications for admission requirements are met.

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 \$200 deposit to confirm their acceptance of their admission. This deposit is credited toward their tuition in the program.

#### b. Master's Transfer Route

Applicants can use this admission route if they satisfy the four basic criteria outlined in **Academic Qualifications for Admission, Master's Transfer Route (p. 149)**.

Eligible applicants must apply for admission by following the process outlined in **Table 3: Ph.D. Program Application Process for Master's Transfer Route (p. 152)**.

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 \$200 deposit to confirm their acceptance of their admission. This deposit is credited toward their tuition in the program.

**Table 2: Ph.D. Program Application Process for Master's Degree Holders**

<b>STEP 1 - Applicant finds a potential supervisor</b>	<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 visit <a href="http://www.uleth.ca/graduate-studies/content/finding-supervisor">www.uleth.ca/graduate-studies/content/finding-supervisor</a>. The University of Lethbridge Experts Database (<a href="http://www.uleth.ca/experts-database">www.uleth.ca/experts-database</a>) is an information source that enables users the opportunity to search for a wide variety of subjects and research areas.</p> <p>The applicant is advised to provide the potential supervisor a copy of unofficial transcripts in the consultation process.</p>														
<b>STEP 2 - Applicant submits application online by the application deadline</b>	<p>The following required admission decision documents must be submitted via the online application system, available at <a href="http://www.uleth.ca/graduate-studies/apply">www.uleth.ca/graduate-studies/apply</a>:</p> <table border="1" data-bbox="289 333 1410 895"> <tr> <td data-bbox="289 333 438 394">Unofficial academic transcripts</td> <td data-bbox="462 333 1410 394">Admission decisions may be made on the basis of unofficial transcripts submitted via the online application system.</td> </tr> <tr> <td data-bbox="289 404 438 496">Three references</td> <td data-bbox="462 404 1410 496"> <p>Contact information for three referees who are willing to submit a confidential assessment via the online system:</p> <p>Three academic referees (each referee submits a confidential letter of reference articulating the student's background preparation and suitability for graduate work. The applicant must have studied with at least one referee).</p> </td> </tr> <tr> <td data-bbox="289 506 438 568">Curriculum Vitae (c.v.)</td> <td data-bbox="462 506 1410 568">The applicant's c.v. includes academic background, work experience, awards, scholarships, and publications.</td> </tr> <tr> <td data-bbox="289 578 438 629">Letter of Intent</td> <td data-bbox="462 578 1410 629">A one-page Letter of Intent indicating in general terms the reasons, goals or objectives for seeking a graduate degree in the chosen discipline.</td> </tr> <tr> <td data-bbox="289 639 438 701">English Language Proficiency</td> <td data-bbox="462 639 1410 701">All applicants must meet ELP through recognized study or a valid standardized test (see <b>English Language Proficiency, p. 160</b>). Student copies of test scores, if available, should be submitted via the online application system.</td> </tr> <tr> <td data-bbox="289 711 438 762">Additional documentation</td> <td data-bbox="462 711 1410 762">If additional documentation is required, the School of Graduate Studies will contact the applicant.</td> </tr> <tr> <td data-bbox="289 772 438 895">Submission Process</td> <td data-bbox="462 772 1410 895"> <p>Completion of the online application form requires uploading the required admission documents, providing referee names and contacts, and paying the application fee by midnight (MST/MDT) on the deadline date (see <b>Table 1: Application Deadlines, p. 150</b>).</p> <p>By submitting this application, applicants authorize the University of Lethbridge to request transcripts on their behalf from institutions participating in ApplyAlberta (Alberta Post-Secondary Application System).</p> </td> </tr> </table>	Unofficial academic transcripts	Admission decisions may be made on the basis of unofficial transcripts submitted via the online application system.	Three references	<p>Contact information for three referees who are willing to submit a confidential assessment via the online system:</p> <p>Three academic referees (each referee submits a confidential letter of reference articulating the student's background preparation and suitability for graduate work. The applicant must have studied with at least one referee).</p>	Curriculum Vitae (c.v.)	The applicant's c.v. includes academic background, work experience, awards, scholarships, and publications.	Letter of Intent	A one-page Letter of Intent indicating in general terms the reasons, goals or objectives for seeking a graduate degree in the chosen discipline.	English Language Proficiency	All applicants must meet ELP through recognized study or a valid standardized test (see <b>English Language Proficiency, p. 160</b> ). Student copies of test scores, if available, should be submitted via the online application system.	Additional documentation	If additional documentation is required, the School of Graduate Studies will contact the applicant.	Submission Process	<p>Completion of the online application form requires uploading the required admission documents, providing referee names and contacts, and paying the application fee by midnight (MST/MDT) on the deadline date (see <b>Table 1: Application Deadlines, p. 150</b>).</p> <p>By submitting this application, applicants authorize the University of Lethbridge to request transcripts on their behalf from institutions participating in ApplyAlberta (Alberta Post-Secondary Application System).</p>
Unofficial academic transcripts	Admission decisions may be made on the basis of unofficial transcripts submitted via the online application system.														
Three references	<p>Contact information for three referees who are willing to submit a confidential assessment via the online system:</p> <p>Three academic referees (each referee submits a confidential letter of reference articulating the student's background preparation and suitability for graduate work. The applicant must have studied with at least one referee).</p>														
Curriculum Vitae (c.v.)	The applicant's c.v. includes academic background, work experience, awards, scholarships, and publications.														
Letter of Intent	A one-page Letter of Intent indicating in general terms the reasons, goals or objectives for seeking a graduate degree in the chosen discipline.														
English Language Proficiency	All applicants must meet ELP through recognized study or a valid standardized test (see <b>English Language Proficiency, p. 160</b> ). Student copies of test scores, if available, should be submitted via the online application system.														
Additional documentation	If additional documentation is required, the School of Graduate Studies will contact the applicant.														
Submission Process	<p>Completion of the online application form requires uploading the required admission documents, providing referee names and contacts, and paying the application fee by midnight (MST/MDT) on the deadline date (see <b>Table 1: Application Deadlines, p. 150</b>).</p> <p>By submitting this application, applicants authorize the University of Lethbridge to request transcripts on their behalf from institutions participating in ApplyAlberta (Alberta Post-Secondary Application System).</p>														
<b>STEP 3 - Applicant arranges for official documents</b>	<p>Official documents, including proof of graduation for the master's degree and transcripts of all post-baccalaureate work, if any, are required prior to registration.</p> <p>Applicants who have attended or are currently attending institutions NOT participating in ApplyAlberta must arrange to have official transcripts sent directly from the issuing institution to the Admissions Office. A list of participating institutions is available at <a href="http://www.applyalberta.ca">www.applyalberta.ca</a>.</p> <p>Applicants may also be called for an interview with the Ph.D. Program Committee.</p>														
<b>STEP 4 - Admission decision process</b>	<p>The Academic Unit or Departmental Review Committee reviews the application and makes a recommendation on admission to the Program Committee. The office of the School of Graduate Studies, on behalf of the Dean of the School of Graduate Studies, unofficially informs the applicant of the admission decision. Official admission decision will be sent electronically from the Admissions Office. Applicants will be notified of their official admission status by the Admissions Office no later than April 1, July 1, or December 1. Successful applicants will be advised of registration procedures at that time.</p>														



**Table 3: Ph.D. Program Application Process for Master's Transfer Route**

<b>STEP 1 - Program Committee and applicant complete transfer evaluation and approval</b>	Assign Transfer Committee	The relevant Academic Unit or Department Graduate Education Committee assigns a Transfer Committee to oversee the transfer evaluation and approval. The Transfer Committee consists of a non-voting chair and three (3) members. One (1) member should be from outside the applicant's discipline. The supervisor or co-supervisor may not be a part of the Transfer Committee. The relevant doctoral program committee must approve the assigned Transfer Committee.
	Provide evidence of research and academic excellence	The applicant and their Supervisor provide the Transfer Committee 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 Supervisor/Co-Supervisors prepares a letter that indicates the applicant is worthy of consideration for transfer to the Ph.D. program without completing an Master's degree. The Supervisor/Co-supervisors forward(s) this letter to the Transfer Committee.
	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 relevant doctoral program committee. 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 defence 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 relevant doctoral program committee indicating whether the applicant should be approved for transfer. If they agree, then the relevant doctoral program committee recommends that the applicant be approved for transfer to the School of Graduate Studies. If approved, the admission process continues at step 2.
<b>STEP 2 - Applicant submits the application online by the application deadline</b>	The following required admission decision documents must be submitted via the online application system, available at <a href="http://www.uleth.ca/graduate-studies/apply">www.uleth.ca/graduate-studies/apply</a> .	
	Unofficial academic transcripts	Admission decisions may be made on the basis of unofficial transcripts submitted via the online application system.
	Three references	Contact information for three referees who are willing to submit a confidential assessment via the online system:  Three referees (each referee submits a confidential letter of reference articulating the student's background preparation and suitability for graduate work. The applicant must have studied with at least one referee).
	Curriculum Vitae (c.v.)	The applicant's c.v. includes academic background, work experience, awards, scholarships, and publications.
	Letter of intent	A one-page Letter of Intent indicating in general terms the reasons, goals, or objectives for seeking a graduate degree in the chosen discipline.
	English Language Proficiency	All applicants must meet ELP through recognized study or a valid standardized test (see <b>English Language Proficiency, p. 160</b> ). Student copies of test scores, if available, should be submitted via the online application system.
	Additional information	If additional documentation is required, the School of Graduate Studies will contact the applicant.
<b>STEP 3 - Applicant arranges for official documents.</b>	Official documents, including proof of graduation for the baccalaureate degree and transcripts of all post-baccalaureate work, if any are required prior to course registration.	
	Applicants who have attended or are currently attending institutions NOT participating in ApplyAlberta must arrange to have official transcripts sent directly from the issuing institution to the Admissions Office. A list of participating institutions is available at <a href="http://www.applyalberta.ca">www.applyalberta.ca</a> .  Applicants may also be called for an interview with the relevant doctoral program committee.	
<b>STEP 4 - Admission decision process</b>	The relevant Academic Unit or Department Graduate Education Committee reviews the application and makes a recommendation on admission to the relevant doctoral program committee. The office of the School of Graduate Studies, on behalf of the Dean of the School of Graduate Studies, unofficially informs the applicant of the doctoral program committee's decision. Official admission decision will be sent electronically the Admissions Office. Applicants will be notified of their official admission status by the Admissions Office no later than April 1, July 1, or December 1. Successful applicants will be advised of registration procedures at that time.	

#### 4. 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.

#### 5. 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 **Registration, Western Deans' Agreement, p. 22**). Contact the School of Graduate Studies at [sgsinquiries@uleth.ca](mailto:sgsinquiries@uleth.ca) for application and registration information. Admission is contingent upon satisfying academic qualifications for admission (see **Academic Qualifications for Admission, p. 149**).

#### 6. Visiting Students

Where applicable, with 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. Contact the School of Graduate Studies at [sgsinquiries@uleth.ca](mailto:sgsinquiries@uleth.ca) for application and registration information. Admission is contingent upon satisfying academic qualifications for admission (see **Academic Qualifications for Admission, p. 149**).

#### c. Requirements for Degree

The degree requirements for the Ph.D. program consist of successful completion of courses, a comprehensive examination, a Thesis, and a Thesis Oral Defence. Students develop their program in consultation with their supervisors. The Ph.D. Program Committee approves the program for each student.

##### I. Course Work

Depending on their academic background, students may be required to complete up to six courses (18.0 credit hours) as recommended by the Supervisory Committee and approved by the Ph.D. Program Committee.

Certain departments/areas and majors within a Faculty have required courses or specify the number of required courses as listed below:

##### a. Biological Sciences

Biology 7500 – Graduate Seminar Series:  
Current Topics in Biological Sciences

*Students who have previously completed Biology 5500 (Graduate Seminar Series: Current Topics in Biological Sciences) are exempt from this requirement.*

##### b. Chemistry

Chemistry 7250 – Advanced Contemporary Chemistry

*Students who have previously completed Chemistry 5250 (Advanced Contemporary Chemistry) are exempt from this requirement.*

##### c. Computer Science

Two courses (6.0 credit hours) in Computer Science at the 7000 level

*A maximum of one Independent Study course may be counted towards this requirement.*

##### d. Cultural, Social, and Political Thought Major

Cultural, Social, and Political Thought 7101/  
Cultural, Social, and Political  
Thought 5101 - Research Methodology  
(1.5 credit hours)

Cultural, Social, and Political Thought 7701 -  
Professional Skills Seminar (1.5 credit  
hours)

##### One of (1.5 credit hours):

Cultural, Social, and Political  
Thought 7103/Cultural, Social, and  
Political Thought 5103 - Qualitative  
Interviewing

Cultural, Social, and Political  
Thought 7105/Cultural, Social, and  
Political Thought 5105 -  
Ethnographic Methods

Cultural, Social, and Political  
Thought 7107/Cultural, Social, and  
Political Thought 5107 - Discourse  
Analysis

##### Three of (4.5 credit hours):

Cultural, Social, and Political  
Thought 7201/Cultural, Social, and  
Political Thought 5201 - Feminism,  
Gender, and Sovereignty

Cultural, Social, and Political  
Thought 7203/Cultural, Social, and  
Political Thought 5203 - Historical  
Materialism

Cultural, Social, and Political  
Thought 7205/Cultural, Social, and  
Political Thought 5205 -  
Structuralism/Functionalism

Cultural, Social, and Political  
Thought 7207/Cultural, Social, and  
Political Thought 5207 - Culture and  
History

Cultural, Social, and Political  
Thought 7301/Cultural, Social, and  
Political Thought 5301 - Queering  
Feminism, Gender, and Power

Cultural, Social, and Political  
Thought 7303/Cultural, Social, and  
Political Thought 5303 - Critical  
Theory

Cultural, Social, and Political  
Thought 7305/Cultural, Social, and  
Political Thought 5305 -  
Postmodernism/Poststructuralism

Cultural, Social, and Political Thought 7307/Cultural, Social, and Political Thought 5307 - Postcolonialism

Up to nine additional credit hours chosen in consultation with the supervisor. These courses may include independent study courses, additional offerings from the Cultural, Social, and Political Thought course offerings or other graduate courses offered in other Faculties/departments on campus.

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.

Students who have completed the M.A. Cultural, Social, and Political Thought at the University of Lethbridge may not repeat course offerings but must take an additional minimum of 9.0 credit hours in the areas outlined above. If Cultural, Social, and Political Thought 5101/Cultural, Social, and Political Thought 7101 was completed in the M.A. major, another 71xx 1.5-credit course must be substituted.

## 2. Comprehensive Examination

The student must pass a comprehensive examination, set by the Supervisory Committee and approved by the relevant Doctoral Program Committee, within two years of registration as a Ph.D. student (please refer to the *University of Lethbridge Ph.D. Program: Policies and Procedures* manual available at [www.uleth.ca/graduate-studies](http://www.uleth.ca/graduate-studies)). In cases where there are approved major-specific, department-specific, or Faculty-specific comprehensive examination guidelines for the department or Faculty of the supervisor or primary co-supervisor, then the supervisory committee will normally set the comprehensive examination in accordance with major-, department- or Faculty-specific guidelines.

The results of all comprehensive examinations must be reported to the relevant Doctoral Program Committee Chair and to the Dean of the School of Graduate Studies.

A student who fails either portion of the comprehensive exam (written or oral component) for the second time may complete a master's degree, subject to approval by the respective Program Committee and the Dean of the School of Graduate Studies, or may be required to withdraw from the Ph.D. program.

## 3. Thesis (135.0 credit hours)

### Thesis Proposal

The student must complete a Thesis Proposal, successfully defend it, and submit the document to the School of Graduate Studies within one year after the student registers in his or her first term.

## Written Thesis

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 Procedures* manual available at [www.uleth.ca/graduate-studies](http://www.uleth.ca/graduate-studies).

## 4. Thesis Oral Defence

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 Procedures* manual available at [www.uleth.ca/graduate-studies](http://www.uleth.ca/graduate-studies). The final version of the Thesis (i.e., assessed and corrected, if necessary) must be submitted to the School of Graduate Studies for approval by the Dean.

## d. General Regulations

### 1. 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 the University of Lethbridge 4.00 scale) or higher. Students are responsible for providing adequate information on course content and its relevance to their proposed program of study.

### 2. 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.

### 3. 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 required and/or specified courses must be completed and the Thesis submitted within the maximum time limit allowed. Students must maintain continuous registration in their program.

At the end of the maximum time limit, in cases where there is judged to be cause and where completion is foreseeable, the School of Graduate Studies' Dean or Designate may approve a leave of absence or extend the time limit normally for a maximum period of 12 months. Failure to complete within this period will normally result in the candidate being required to withdraw from the program.

Students who do not register in the program in any term will be considered to have withdrawn unless a Leave of Absence has been approved.

4. **Leave of Absence**  
See **Academic Regulations, Leave of Absence on page 38.**
5. **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.
6. **Academic Standards**  
Students must receive a minimum grade of 'B' (3.00 on the University of Lethbridge 4.00 scale) in all graded courses. A designation of a Pass ('P') for the Thesis requirement and, if applicable, a minimum cumulative GPA of 3.00 for all letter-graded courses completed and included in GPA calculations is required to graduate.  
In addition to the minimum grade point requirement, research work that is satisfactory to the Supervisory Committee must be maintained.
7. **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 terms, they will be required to withdraw from the program.
8. **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.
9. **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.
10. **Fees**  
Fees are assessed for the first two years (24 months or six terms of study) of enrolment in the program.  
A Continuation Fee shall be assessed for each subsequent term while a student remains in the program, whether the student is resident for all or part of that term. The term fee shall be set each year by the Board of Governors.  
See **Fees, Graduate Programs 2017/2018 Fee Schedule on page 27.**  
For fee payment deadlines, see **Fees, Important Dates and Fee Deadlines on page 33.**

### 3. MAJOR IN EDUCATION

#### a. Statement of Purpose

The main purpose of the Ph.D. in Education is to provide a theory-rich, research-intensive, Thesis-focused series of study, learning and research activities that will advance knowledge and contribute to the improvement of professional practice.

Students will study theory and identify critical problems, issues and questions in one of three concentrations: Learning, Teaching, and Curriculum; Formal and Distributive Leadership; or Counselling Psychology.

Completing a minimum number of courses; acquiring expertise in their specialized content area; and building skills in research will enable students to conduct original research and complete a Ph.D. in Education Thesis.

A minimum of six courses (18.0 credit hours) is required for the Learning, Teaching, and Curriculum and the Formal and Distributive Leadership concentrations, and a minimum of 10 courses (30.0 credit hours) is required for the Counselling Psychology concentration.

Graduates of the Ph.D. in Education will be well prepared to conduct and provide leadership in research in a variety of settings and in their career contexts.

The Ph.D. in Education program is administered by the Faculty of Education, under the auspices of the School of Graduate Studies.

#### b. Admission Requirements

Please refer to **Part I - Admissions of the Undergraduate Calendar and Course Catalogue** for University policies regarding: Dual Admission; Procedure for Readmission; Year of the Calendar; Simultaneous Enrolment; Misrepresentation/Falsified Admission Documents; and Authority to Rescind Admission/Registration Privileges.

##### 1. Academic Qualifications for Admission

###### **M.Ed. or M.A. in Education Degree Holder**

Normally, applicants holding a M.Ed. or M.A. in Education 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 master's degrees.
- Evidence of scholarly competence (cumulative grade point average of 3.50, on the University of Lethbridge 4.00 scale, on all graded master's-level courses).
- Evidence of success as professional educators or counsellors with at least two years of experience (applicants from other education-related contexts may be considered).
- Evidence to demonstrate research skills, in the form of a Master's Thesis, an outstanding Research Project, or peer-reviewed journal publications.

- All applicants must meet the English Language Proficiency (ELP) requirement for Graduate Studies through recognized study or a valid standardized test (see **English Language Proficiency, p. 160**).

Students pursuing M.Ed. or M.A. degrees in Education are not normally permitted to transfer into the Ph.D. in Education program. They may apply for admission to the Ph.D. in Education program and are admitted once they have completed an M.A. in Education or an M.Ed. 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.

## 2. Application Deadlines

Dependent upon the concentration, students will be admitted to the Ph.D. in Education program in order to begin their studies as full-time students in Summer II term (July) or fall term (September).

**Table 4: Application Deadlines**

Program	Term of Admission		
	Spring (January to April)	Summer Session II (July)	Fall (September to December)
Doctor of Philosophy in Education			
Concentrations Learning, Teaching, and Curriculum Formal and Distributive Leadership	N/A	November 1	N/A
Concentration Counselling Psychology	N/A	N/A	November 1

Application deadlines and application deadline extensions for all Graduate Studies programs are available at [www.uleth.ca/ross/admissions/grad/deadlines](http://www.uleth.ca/ross/admissions/grad/deadlines).

**Spaces are limited in the Ph.D. in Education program. The Faculty of Education 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 required admission decision documentation (**Table 5: Ph.D. in Education Program Application Process for M.Ed. or M.A. in Education Degree Holder, p. 157**), with the possible exception of final term grades for those currently enrolled, must be submitted electronically via the online application system by the deadline. Successful applicants must arrange to have official documents sent from the issuing institution to the University of Lethbridge Admissions Office prior to course registration.

Application deadlines for all graduate studies programs are available at [www.uleth.ca/ross/admissions/grad/deadlines](http://www.uleth.ca/ross/admissions/grad/deadlines).

## 3. Process for Application/Admission

Applicants apply via the online application system available at [www.uleth.ca/graduate-studies/apply](http://www.uleth.ca/graduate-studies/apply).

Applicants are advised to begin work on the application well in advance of the application deadline and submit it as soon as possible (see **Application Deadlines, p. 156**).

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 employees 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.Ed. or M.A. in Education Degree Holder

Eligible applicants must apply for admission by following the process outlined in **Table 5: Ph.D. in Education Program Application Process for M.Ed. or M.A. in Education Degree Holder (p. 157)**. Refer to **Academic Qualifications for Admission, M.Ed. or M.A. in Education Degree Holder (p. 155)** to ensure academic qualifications for admission requirements are met.

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 \$200 deposit to confirm their acceptance of their admission. This deposit is credited toward their tuition in the program.

**Table 5: Ph.D. in Education Program Application Process for M.Ed. or M.A. in Education Degree Holder**

<b>STEP 1 - Applicant finds a potential supervisor</b>	<p>Potential candidates contact the University of Lethbridge, Faculty of Education, Graduate Studies and Research in Education Office in order to seek suggestions of appropriate faculty members who may be available as Ph.D. supervisors in the candidate's preferred area of study. The research areas of faculty members interested and eligible to participate in Graduate Studies are available from the Faculty of Education (<a href="http://www.uleth.ca/education/programs/graduate-studies/faculty-expertise">www.uleth.ca/education/programs/graduate-studies/faculty-expertise</a>).</p> <p>The applicant is advised to provide the potential supervisor copies of documents, as required, to support their application in the consultation process (e.g., a copy of unofficial transcripts, evidence to demonstrate research skills).</p>														
<b>STEP 2 - Applicant submits application online by the application deadline</b>	<p>The following required admission decision documents must be submitted via the online application system, available at <a href="http://www.uleth.ca/graduate-studies/apply">www.uleth.ca/graduate-studies/apply</a>:</p> <table border="1" data-bbox="289 384 1410 1009"> <tr> <td data-bbox="289 384 443 445">Unofficial academic transcripts</td> <td data-bbox="466 384 1410 445">Admission decisions may be made on the basis of unofficial transcripts submitted via the online application system.</td> </tr> <tr> <td data-bbox="289 455 443 615">Three references</td> <td data-bbox="466 455 1410 615"> <p>Contact information for three referees who are willing to submit a confidential assessment via the online system:</p> <p>Two academic referees (each referee submits a confidential letter of reference articulating the student's background preparation and suitability for graduate work. The applicant must have studied with both referees).</p> <p>One professional referee (referee submits a confidential letter of reference. The applicant must have worked professionally with the referee).</p> </td> </tr> <tr> <td data-bbox="289 625 443 686">Curriculum Vitae (c.v.)</td> <td data-bbox="466 625 1410 686">The applicant's c.v. includes academic background, work experience, awards, scholarships, and publications.</td> </tr> <tr> <td data-bbox="289 697 443 737">Letter of Intent</td> <td data-bbox="466 697 1410 737">Letter of Intent indicating in general terms the reasons, goals or objectives for seeking a graduate degree in the chosen discipline. Include a tentative research agenda.</td> </tr> <tr> <td data-bbox="289 758 443 809">English Language Proficiency</td> <td data-bbox="466 758 1410 809">All applicants must meet ELP through recognized study or a valid standardized test (see <b>English Language Proficiency, p. 160</b>). Student copies of test scores, if available, should be submitted via the online application system.</td> </tr> <tr> <td data-bbox="289 829 443 880">Additional documentation</td> <td data-bbox="466 829 1410 880">If additional documentation is required, the Graduate Studies and Research in Education Office will contact the applicant.</td> </tr> <tr> <td data-bbox="289 901 443 1009">Submission Process</td> <td data-bbox="466 901 1410 1009"> <p>Completion of the online application form requires uploading the required admission documents, providing referee names and contacts, and paying the application fee by midnight (MST/MDT) on the deadline date (see <b>Table 4: Application Deadlines, p. 156</b>).</p> <p>By submitting this application, applicants authorize the University of Lethbridge to request transcripts on their behalf from institutions participating in ApplyAlberta (Alberta Post-Secondary Application System).</p> </td> </tr> </table>	Unofficial academic transcripts	Admission decisions may be made on the basis of unofficial transcripts submitted via the online application system.	Three references	<p>Contact information for three referees who are willing to submit a confidential assessment via the online system:</p> <p>Two academic referees (each referee submits a confidential letter of reference articulating the student's background preparation and suitability for graduate work. The applicant must have studied with both referees).</p> <p>One professional referee (referee submits a confidential letter of reference. The applicant must have worked professionally with the referee).</p>	Curriculum Vitae (c.v.)	The applicant's c.v. includes academic background, work experience, awards, scholarships, and publications.	Letter of Intent	Letter of Intent indicating in general terms the reasons, goals or objectives for seeking a graduate degree in the chosen discipline. Include a tentative research agenda.	English Language Proficiency	All applicants must meet ELP through recognized study or a valid standardized test (see <b>English Language Proficiency, p. 160</b> ). Student copies of test scores, if available, should be submitted via the online application system.	Additional documentation	If additional documentation is required, the Graduate Studies and Research in Education Office will contact the applicant.	Submission Process	<p>Completion of the online application form requires uploading the required admission documents, providing referee names and contacts, and paying the application fee by midnight (MST/MDT) on the deadline date (see <b>Table 4: Application Deadlines, p. 156</b>).</p> <p>By submitting this application, applicants authorize the University of Lethbridge to request transcripts on their behalf from institutions participating in ApplyAlberta (Alberta Post-Secondary Application System).</p>
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<b>STEP 4 - Admission decision process</b>	<p>The Ph.D. in Education Committee reviews the application and makes a recommendation on admission to the Graduate Programs in Education Committee. The Graduate Studies and Research in Education Office, on behalf of the Dean of the School of Graduate Studies, unofficially informs the applicant of the admission decision. Official admission decision will be sent electronically from the Admissions Office. Applicants will be notified of their official admission status by the Admissions Office no later than April 1. Successful applicants will be advised of registration procedures at that time.</p>														

#### 4. 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.

#### 5. 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 **Registration, Western Deans' Agreement, p. 22**). Contact the School of Graduate Studies at [sgsinquiries@uleth.ca](mailto:sgsinquiries@uleth.ca) for application and registration information. Admission is contingent upon satisfying academic qualifications for admission (see **Academic Qualifications for Admission, p. 155**).

#### 6. 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. Contact the School of Graduate Studies at [sgsinquiries@uleth.ca](mailto:sgsinquiries@uleth.ca) for application and registration information. Admission is contingent upon satisfying academic qualifications for admission (see **Academic Qualifications for Admission, p. 155**).

### c. Requirements for Degree

The degree requirements for the Ph.D. in Education program consist of successful completion of courses, a comprehensive examination, a Thesis, and a Thesis Oral Defence. Students develop their program in consultation with their supervisors. The Ph.D. in Education Committee approves the program for each student.

#### 1. Course Work

Students completing a Ph.D. in Education must complete a minimum number of courses. A minimum of six courses (18.0 credit hours) is required for the Learning, Teaching, and Curriculum and the Formal and Distributive Leadership concentrations, and a minimum of 10 courses (30.0 credit hours) is required for the Counselling Psychology concentration.

#### 2. Comprehensive Examination

The student must pass a comprehensive examination, set by the Supervisory Committee and approved by the Ph.D. in Education Committee, within two years of registration as a Ph.D. in Education student (please refer to the *University of Lethbridge Ph.D. in Education Program: Policies and*

*Procedures* manual available from the Faculty of Education, Graduate Studies and Research in Education or online at [www.uleth.ca/education/grad](http://www.uleth.ca/education/grad) for details).

The Ph.D. in Education 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 Assistant Dean, Graduate Studies and Research in Education.

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. in Education program.

#### 3. Thesis

##### Thesis Proposal

The student must complete a Thesis Proposal, successfully defend it, complete revisions required by the Supervisory Committee, and submit the document to the Ph.D. in Education Committee for a preliminary review prior to final submission to the School of Graduate Studies within two years after the student registers in his or her first term.

##### Written Thesis

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. in Education Program: Policies and Procedures* manual, available from the Faculty of Education, Graduate Studies and Research in Education or online at [www.uleth.ca/education/grad](http://www.uleth.ca/education/grad).

#### 4. Thesis Oral Defence

When the Thesis is complete the candidate must defend it in an oral examination. The Ph.D. in Education Committee appoints a Thesis Examination Committee to conduct the examination in accordance with the procedures described in the *University of Lethbridge Ph.D. in Education Program: Policies and Procedures* manual, available from the Faculty of Education, Graduate Studies and Research in Education or online at [www.uleth.ca/education/grad](http://www.uleth.ca/education/grad). The final version of the Thesis (i.e., assessed and corrected, if necessary) must be submitted to the School of Graduate Studies for approval by the Dean.

### d. Standards of Professional Conduct

As a Faculty within the University of Lethbridge, the Faculty of Education is committed to maintaining its students' freedom of thought, beliefs, opinions and expressions. As a professional Faculty, the Faculty of Education is committed to assisting students to become professionals. The Faculty, then, has the responsibility of fostering the academic freedom of students within the context of the Standards of Professional Conduct. The standards describe professional characteristics and behaviours that students are expected to develop and demonstrate during all field and on-campus components within the program. Appropriate demonstration of these professional standards will be judged by instructors and school/counselling psychology agency personnel.

1. The student acts in a manner that respects the dignity and rights of all persons without prejudice as to race, religious beliefs, colour, gender, sexual orientation, physical characteristics, age, ancestry or place of origin.
2. The student treats pupils/clients, peers, school/counselling psychology agency personnel and faculty with dignity and respect and is considerate of their circumstances.
3. The student acts in a responsible manner which includes being punctual, dependable, trustworthy, consistent and reliable.
4. Recognizing that attendance in courses and practicum placements is a professional responsibility, students apprise appropriate personnel at the University and/or school/counselling psychology agency in advance of unavoidable absences.
5. The student demonstrates empathy for others by showing concern for and having an understanding of others' feelings and/or ideas.
6. The student responds to feedback by listening to, evaluating and responding to suggestions.
7. The student maintains positive interpersonal relationships with peers, faculty, school/counselling psychology personnel and pupils/clients by contributing, co-operating, participating and working with others in a flexible and adaptable way.
8. The student shows enthusiasm and initiative by being actively involved as a participant while encouraging the involvement and participation of others.
9. The student shows maturity and sound judgment in accordance with the Standards of Professional Conduct.
10. The student demonstrates a commitment to teaching through interest in learning about the field of teaching/counselling psychology, consulting, questioning, reading and discussing.
11. The student criticizes (verbally or in writing) the professional competence or professional reputation of others only in confidence to proper officials and only after the other person has been informed of the criticism.
12. The student respects the confidentiality of information about pupils/clients, peers, school/counselling psychology personnel or faculty received in confidence or in the course of professional duties.
13. The student acts in a manner which maintains the honour and dignity of the profession and the University of Lethbridge.
14. The student does not make representations on behalf of the Faculty of Education, the University of Lethbridge, the school or the profession.
15. The student adheres to the Code of Professional Conduct as outlined by the Alberta Teachers' Association, the Standards of Practice of the Canadian Counselling and Psychotherapy Association, and/or the Code of Ethics of the Canadian Psychological Association.

#### e. General Regulations

##### 1. Credit for Previous Work

With the express permission of the Ph.D. in Education 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. in Education 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 the University of Lethbridge 4.00 scale) or higher. Students are responsible for providing adequate information on course content and its relevance to their proposed program of study.

##### 2. Student Status

Full-time Ph.D. in Education students are considered to be those who are actively engaged in coursework or research on a regular, daily basis.

##### 3. 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.

For students pursuing a Ph.D. in Education, the minimum residence requirement shall be 24 months full-time continuous registration in the program and the maximum time limit shall be 84 months full-time continuous registration in the program. The courses specified by the Ph.D. in Education Committee must be completed and the Thesis submitted within the maximum time limit allowed (with the exception of approved Leaves of Absence).

Students who do not register in the program in any term will be considered to have withdrawn unless a Leave of Absence has been approved.

##### 4. Leave of Absence

See **Academic Regulations, Leave of Absence on page 38.**

##### 5. Program Changes

The Ph.D. in Education 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.

##### 6. Academic Standards

Students must receive a minimum grade of 'B' (3.00 on the University of Lethbridge 4.00 scale) in all courses. A cumulative GPA of 3.00 is required to graduate.

In addition to the minimum grade point requirement, research work that is satisfactory to the Supervisory Committee must be maintained.

##### 7. Probation/Required to Withdraw

Students with unsatisfactory performance (see **Academic Standards**) in the program may be put on probationary status or required to withdraw by the Graduate Programs in Education Committee. If students are on probation for two consecutive terms, they will be required to withdraw from the program.



A student is required to withdraw from the Ph.D. in Education program if the student fails to meet the Standards of Professional Conduct (see **Standards of Professional Conduct, p. 158**).

#### 8. Readmission After Withdrawal

Students who withdraw or who are required to withdraw from the Ph.D. in Education program must successfully apply for readmission by the appropriate deadline. Readmission is not guaranteed. Students are advised to consult with the Assistant Dean, Graduate Studies and Research in Education as early as possible.

#### 9. Practicum and Internship Placement Policy

While in program and during practica/internships, students are expected to adhere to the Standards of Professional Conduct set out by the Faculty of Education (see **Standards of Professional Conduct, p. 158**). The Faculty of Education reserves the right to deny or terminate a placement in any practicum/internship course to any student if the Dean, Faculty of Education or Designate has reasonable grounds:

- the student has violated any part of the Faculty of Education's Standards of Professional Conduct;
- the student is unable to carry out the responsibilities of that practicum/internship; or
- the Dean, Faculty of Education or Designate believes denial or termination of a placement is necessary in order to protect the public interest.

Students whose practicum/internship placements have been denied or terminated will be informed of the reasons in writing.

#### 10. Appeals

All appeals in the Ph.D. in Education program should be directed to the Dean, Faculty of Education. Grade appeals for courses in the Ph.D. in Education program will be processed through the School of Graduate Studies. Other appeals will be heard by the Ph.D. in Education 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 **Academic Regulations, Grade Appeal Policy, p. 40**).

#### 11. 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.

#### 12. Fees

Fees are assessed for the first four years (48 months or 12 terms of study) of enrolment in the program. These fees provide for the student's registration in a maximum of six (18.0 credit hours) courses toward their Ph.D. in Education program. Course registrations beyond six courses (18.0 credit hours) will result in additional graduate course tuition fees.

A Continuation Fee shall be assessed for each subsequent term while a student remains in the

program, whether the student is resident for all or part of that term. Fees shall be set each year by the Board of Governors.

See the **Fees, Graduate Programs 2017/2018 Fee Schedule** on page 27.

For fee payment deadlines, see **Fees, Important Dates and Fee Deadlines, p. 33**.

#### 4. COURSES

See **Course Catalogue** on page 163. A listing of all University of Lethbridge courses is available online at [www.uleth.ca/ross/courses](http://www.uleth.ca/ross/courses).

#### 5. 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 Procedures* manual or in the *University of Lethbridge Ph.D. in Education Program: Policies and Procedures* manual for the Education major, available from the Faculty of Education, Graduate Studies and Research in Education or online at [www.uleth.ca/education/grad](http://www.uleth.ca/education/grad).

#### 6. FINANCIAL OPPORTUNITIES

For information on financial opportunities, please see [www.uleth.ca/graduate-studies](http://www.uleth.ca/graduate-studies) or contact the Graduate Studies Awards Advisor at [sgs.awards@uleth.ca](mailto:sgs.awards@uleth.ca).

#### 7. AWARDS AND SCHOLARSHIPS

See **Awards and Scholarships** on p. 195. Additional information regarding awards and scholarships is available at [www.uleth.ca/graduate-studies](http://www.uleth.ca/graduate-studies) or by contacting the Graduate Studies Awards Advisor at [sgs.awards@uleth.ca](mailto:sgs.awards@uleth.ca).

#### 8. ENGLISH LANGUAGE PROFICIENCY

English is the primary language of instruction and communication at the University of Lethbridge. Prior to registration, all applicants to the School of Graduate Studies must demonstrate English Language Proficiency (ELP) sufficient to meet the demands of classroom instruction, written assignments, research, and participation in tutorials and discussions, regardless of their citizenship status or country of origin.

The ELP requirement must be met prior to registration in a graduate program (see **Graduate Conditional English Proficiency Admission, p. 161**). The University reserves the right to use discretion in determining adequate levels of language proficiency to ensure success in academic programs. In all cases, the decision of the School of Graduate Studies shall be final.

##### a. English Language Proficiency Requirement

ELP may be demonstrated by any of the following:

1. Successful completion of a baccalaureate or master's degree at a recognized institution in Canada or another country where English is recognized as the primary language (see **Recognized Countries**, below). The student's work must have been in English.
2. Successful completion of a baccalaureate or master's degree at a recognized institution where the language of instruction is English. For a list of recognized institutions, see [www.uleth.ca/ross/admissions/elp\\_exempt](http://www.uleth.ca/ross/admissions/elp_exempt). Other institutions will be considered on a case-by-case basis. The student's work must have been in English.

3. Successful completion of the Advanced Level of the University of Lethbridge English for Academic Purposes (EAP) program (see **English for Academic Purposes (EAP)**, p. 62).
4. Test of English as a Foreign Language (TOEFL), taken within the last two years, with minimum scores of:
  - a. 580 on the paper-based TOEFL and 5.0 on the Test of Written English (TWE); or
  - b. 93 on the Internet-based TOEFL (iBT).
 Website: [www.toefl.org](http://www.toefl.org) (University of Lethbridge Destination Institution (DI) code: 0855)
5. Academic International English Language Testing System (IELTS) test, taken within the last two years, with a minimum overall score of 6.5, and a minimum of 5.5 in each band.  
Website: [www.ielts.org](http://www.ielts.org)
6. Academic Pearson Test of English (PTE), taken within the last two years, with a minimum overall score of 63.  
Website: [www.pearsonpte.com](http://www.pearsonpte.com)
7. Canadian Academic English Language (CAEL) Assessment, taken within the last two years, with a minimum overall score of 70.  
Website: [www.cael.ca](http://www.cael.ca)

#### b. Recognized Countries

For the purposes of administering the ELP for Graduate Students requirement, the University of Lethbridge recognizes the following as countries where the primary language is English:

Anguilla	Ireland (Republic of)
Antigua and Barbuda	Jamaica
Australia	Kenya
Bahamas	Malta
Barbados	Mauritius
Belize	Montserrat
Bermuda	New Zealand
British Virgin Islands	St. Helena
Canada	St. Kitts and Nevis
Cayman Islands	St. Vincent and the Grenadines
Dominica	Trinidad and Tobago
Falkland Islands	Turks and Caicos Islands
Grenada	United Kingdom
Guam	United States of America
Guyana	

#### c. Required Documentation

All proof of English proficiency must be provided on official academic transcripts or standardized test score reports. Standardized test scores must be valid and verifiable.

#### d. Graduate Conditional English Proficiency Admission

The University of Lethbridge may extend a conditional *Offer of Admission* to highly-qualified graduate applicants who do not meet the minimum ELP requirement for admission to graduate programs. This policy is intended

to facilitate admission of academically qualified, degree-seeking students who have not satisfied the minimum ELP requirement, but are being considered for admission by a graduate program.

Conditional admission allows students to apply for a study permit (if necessary) and begin their studies in the University's English for Academic Purposes (EAP) program (see **English for Academic Purposes (EAP)**, p. 62) only. Concurrent registration in an EAP program and graduate program is not permissible nor is it permissible to complete graduate program requirements. Upon successful completion of the prescribed terms of study in the EAP program, the student will proceed directly into the graduate degree program in the next term of admission.

To be considered for Conditional English Proficiency Admission, the applicant must meet the following criteria:

1. Have academic qualifications that satisfy the requirements of the graduate program they seek;
2. Have a minimum score of 5.5 in each band of the IELTS test or a minimum overall score of 80 on the iBT TOEFL, with minimum scores of 16 in each of Listening, Reading, and Speaking, and a minimum score of 18 in Writing; and
3. Be recommended for Conditional English Proficiency Admission by a graduate program committee.

The applicant must submit results for an IELTS or iBT TOEFL exam taken within the last two years and indicate in their *Letter of Intent* that they are seeking Conditional English Proficiency Admission.

Applicants admitted via the Conditional English Proficiency Admission route will normally be placed in the Advanced Level of the EAP program, though the University reserves the right to move the applicant to a lower level if deemed necessary. Applicants admitted via the Conditional English Proficiency Admission route may be permitted to begin their studies in the graduate program, provided that the ELP requirement is met by one of the other approved means no later than: August 1 for the fall term, November 15 for the spring term, or April 15 for the summer term.

In accepting an offer of Conditional English Proficiency Admission to a graduate program, the applicant is expected to successfully complete the Advanced Level of the EAP program in the term indicated in the *Offer of Admission* and begin their graduate program the following term. Applicants who do not fulfill the language proficiency requirement during the specified period will have their *Offer of Admission* to a graduate program rescinded. Such students may choose to continue in the EAP program and reapply for admission to a graduate program for the next term of admission.

**Students admitted via the Conditional English Proficiency Admission route may not make academic progress toward their graduate degree or engage in academic research before fulfilling the ELP condition of the *Offer of Admission*. The School of Graduate Studies does not provide any financial support for students while they are enrolled in the EAP program.**

Students admitted via the Conditional English Proficiency Admission route are considered to be full-time EAP students while continuously enrolled in the EAP program.



# COURSE CATALOGUE

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**Note:** The courses given in this part of the Calendar are graduate-level courses available to students after admission to a graduate program and available to other students only with Faculty/School permission. Graduate students may take senior undergraduate courses for credit at the graduate level (see p. 165). For a complete listing of all University of Lethbridge Courses, see [www.uleth.ca/ross/courses](http://www.uleth.ca/ross/courses).

## 1. COURSE SUBJECT ABBREVIATIONS

The University assigns an abbreviated designation to each course subject. These subject abbreviations are listed in parentheses for subjects included in this Calendar's course listings.

Other subjects that do not appear in the course listings in this Calendar are abbreviated as follows:

Biomolecular Science	BMOL
Biosystems and Biodiversity	BSBD
Earth, Space, and Physical Science	ESPS
Evolution and Behaviour	EVBH
Population Studies in Health	POSH
Theoretical and Computational Science	TCSC

## 2. WHERE TO GET MORE INFORMATION

Students may obtain information about the content of a specific course by inquiring at the academic unit—Department, School or Faculty—which offers that course.

Information about which courses will be offered—when, where and by which instructor—is provided in the current term timetable, available online at [www.uleth.ca/ross/timetable](http://www.uleth.ca/ross/timetable).

## 3. COURSE NUMBERING SYSTEM

The first digit indicates the level of the course:

**3000 - 3998**

Senior courses usually taken during the third year. Graduate students may take senior undergraduate courses for credit at the graduate level (see **Graduate Level, p. 165**).

**4000 - 4998**

Senior courses usually taken during the fourth year. Graduate students may take senior undergraduate courses for credit at the graduate level (see **Graduate Level, p. 165**).

**5000 - 5998**

Master's-level courses taken after admission to a graduate program and available to other students only with Faculty/School permission.

**6000 - 6014, 6100**

Master's-level courses which designate thesis and project work.

**6600 - 6999**

Master's-level courses in the Campus Alberta Applied Psychology program.

**7000 - 7998**

Doctoral-level courses taken after admission to a graduate program.

**8000**

Doctoral-level courses which designate thesis.

**5850, 7850**

Numbers which designate Topics courses in various disciplines.

**5980-85**

Numbers which designate Applied Research Studies in various disciplines.

**5990, 7990**

Numbers which designate Independent Study courses in various disciplines (3.0 credit hours).

**5991, 7991**

Numbers which designate Independent Study courses in various disciplines (1.5 credit hours).

**5999, 9999**

Placeholder courses.

## 4. DEFINITIONS

### a. Term

Term refers to a period of study. Students should consult the **Academic Schedule (p. 17)** at the front of this Calendar to learn the specific dates for the start and end of each term.

### b. Course

Course refers to a unit of study (called a course or course equivalent) normally studied for one term. A course normally carries a weighting of three credit hours. The University offers some units of study which deviate from this norm.

### c. Course Types

#### 1. Applied Research Studies

An opportunity for graduate students to gain applied research credit for unpaid internship-based experience. Contact the School of Graduate Studies for specific information ([sgs@uleth.ca](mailto:sgs@uleth.ca)).

#### 2. Independent Study

A course for which credit is earned through individual study under the supervision of an instructor.

#### 3. Series

A course that is offered regularly at the University of Lethbridge, but whose content may vary with different offerings. Each Series has one number and different offerings in the series are indicated by the title of the course, as listed in the current term timetable. Students may take more than one offering of a Series course for credit if the offerings are distinct (i.e., if each offering taken has a different title).

Students wishing to improve their grade in a Series course must repeat the section with the identical title (for more information, see **Academic Regulations, Repeat of a Course, p. 38**).

A Series course may be specified as a required course in a major or program.

#### 4. Topics

A course that is not offered regularly at the University of Lethbridge and whose content varies with different offerings. Any Faculty or School may offer Topics courses. Each Topics course is identified by the number 5850 or 7850, and different offerings are indicated by the title of the particular section, as listed in the current term timetable. Students may take more than one offering of a Topics course for credit if the offerings are distinct (i.e., if each offering taken has a different title).

Contact hours for Topics courses may vary according to the nature of the course. Check the specific Topics offering for complete information.

Students wishing to improve their grade in a Topics course must repeat the section with the identical title. From time to time, Topics offerings are made into regularly scheduled courses and listed in the Calendar. In this case, students must complete the regularly scheduled course that corresponds to the particular Topics offering in order to improve their grade (for more information, **Academic Regulations, Repeat of a Course, p. 38**).

A Topics course cannot be specified as a required course in any major or program.

## 5. Online

Courses may be offered online or have online components. Such courses are identified in the current term timetable. The course information listed in the Calendar (e.g., credit hours, course description) applies to all offerings of that course.

## 6. Placeholder

## a. Active Student Status

A Placeholder course (e.g., Education 5999) that enables students not registered in credit courses to maintain active student status in their program. No credit hours are attached to this Placeholder.

## b. Continuing Student Status

A Placeholder course (e.g., Visiting 9999, Exchange 9999) that enables students registered elsewhere to maintain continuing student status for registration purposes. No credit hours are attached to this Placeholder.

## 7. Graduate Level

Students in certain Master's and Doctoral programs may be permitted to take senior undergraduate courses for credit at the graduate level. For more information on which programs may permit enrolment in senior undergraduate courses, students should consult the applicable program-specific part of the University of Lethbridge Graduate Studies Calendar and Course Catalogue. Prior to registration, students must complete the required form available at [www.uleth.ca/graduate-studies/forms](http://www.uleth.ca/graduate-studies/forms) and then submit it to the School of Graduate Studies for approval consideration. If permission to take a senior level undergraduate course is granted, the graduate student may enrol in a section of the course numbered either 5xxx or 7xxx, whereas the undergraduate students may enrol in the section numbered 3xxx or 4xxx.

## d. Course Elements

## 1. Subject and Course Number

The subject identifies the course discipline, and the course number identifies the course level (see **Course Numbering System, p. 164**).

## 2. Course Title

A descriptive title is given for each subject and course number. The title of a given course may occasionally change. A change in course title does not constitute a new course. Accordingly, students who repeat a course with the same subject and course number, regardless of the course title, are bound by the regulations given in **Academic Regulations, Repeat of a Course (p. 38)**.

Special regulations apply to Topics and Series courses (see **Series, p. 164** and **Topics, p. 164**).

## 3. Credit Hours

The weighting factor of a course when determining GPA. Regular full-term credit courses carry a weighting of 3.0 credit hours, while half-credit courses carry a weighting of 1.5 credit hours. Some courses carry non-standard credit hours.

## 4. Contact Hours

There are two types of contact hours: (1) hours per week, and (2) other hours. 'Hours per week' are regularly scheduled weekly meeting times, while 'other hours' are meeting times that are scheduled at irregular times over the term.

Hours per week (regular): a-b-c

- a - number of required lecture or studio\* hours per week
- b - number of required laboratory hours per week
- c - number of required hours per week in a different setting (e.g., tutorial)

Other hours (irregular): d-e-f

- d - number of required lecture or studio\* hours per term
- e - number of required laboratory hours per term
- f - number of required hours per term in a different setting (e.g., tutorial, field trip, rehearsal)

All contact hours may be delivered by a number of means, including, but not limited to, the following:

- a regular University classroom
- a University computer lab
- online
- an off-campus location

\* Studio courses are identified as such in the offering note for the course.

## 5. Prerequisite(s), Corequisite(s), Recommended Background, and Other Registration Restrictions

Some courses require an appropriate background of knowledge as indicated by the prerequisite(s), corequisite(s) and recommended background. A prerequisite must be completed successfully before a student is eligible to register in a given course. A corequisite must be taken prior to or in conjunction with another course. Students who have previously passed such a course will be deemed to have met the corequisite requirement.

A student lacking the prerequisite or corequisite for a particular course may apply for a waiver of prerequisite/corequisite from the Faculty/School offering the course.

For some courses, a recommended background is listed instead of, or in addition to, prerequisite(s) and corequisites(s) so that the student may judge his or her own academic preparation.

Prerequisites, corequisites and recommended backgrounds are normally expressed in terms of Alberta high school subjects, one or more courses, admission to programs offered by the University of Lethbridge, year of standing, and/or other special requirements.

A prerequisite or recommended background that specifies year of standing indicates that students are expected to have attained a certain level of academic or intellectual advancement prior to registering in a particular course.

For some courses, students may not exceed a defined year of standing prior to registering in the course. These courses are closed to students who have taken more than the specified number of courses or who are beyond the determined year of

standing at the time of registration. These limits are applied when a course is targeted to a specific group of junior students.

Although students may choose to have their program requirements governed by the Calendar in effect at the time of their most recent admission to the University, all students are bound by the current Calendar with regard to prerequisites, corequisites and recommended backgrounds for individual courses.

6. Equivalent

Equivalent courses can be substituted, one for the other, to meet any specified course requirement. The regulations that apply to repeated courses also apply to equivalent courses. Students should note, in particular, the calculation of GPA (see **Academic Regulations, Repeat of a Course, p. 38**).

7. Substantially Similar

Substantially similar courses contain a high percentage of similar course content but are not deemed equivalent. Students cannot use a substantially similar course to replace another course specified as a prerequisite. Students completing substantially similar courses must complete more than the minimum number of courses required in the program .

8. Grading

Grading indicates what type of grade will be awarded as defined in **Academic Regulations (p. 35)**. The standard grading mode employed by instructors is a letter grade; the alternative grading mode is Pass/Fail.

5. **TIMETABLE**

Normally classes start at 8:00 a.m. on a 50-minute schedule Mondays, Wednesdays and Fridays, and on a 75-minute schedule Tuesdays and Thursdays. Some classes may be scheduled on Saturdays, if necessary, or in the evenings. Normal lecture time is three hours per week, excluding laboratories. Special timetabling is arranged for summer session.

6. **DISCLAIMER**

The appearance of a course in this Calendar does not guarantee that the course will be offered during the academic year for which this Calendar is published.

The University reserves the right to add, modify or withdraw any course or courses without notice.

## 7. HOW TO READ A COURSE DESCRIPTION

See examples below. See also Additional Prerequisite(s)/ Corequisite(s)/Recommended Background examples on the next page.

Indicates graduate course level

Subject and Course Number → **EDUCATION 5637**

Course Title → **Educational Leadership Internship II**

Weighting factor of the course. See Credit Hours (p. 165). → *Credit hours: 3.0*

Course description → *Contact hours per week: 1.5-0-0*

→ *Other hours per term: 0-0-120*

Preliminary requirement which must be met or waived before course can be taken. See Prerequisite(s), Corequisite(s), Recommended Background, and Other Registration Restrictions (p. 165). → *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 cohort for which the course is being offered or consent of the Assistant Dean of Graduate Studies and Research (Faculty of Education)*

Grading mode is pass/fail. See Grading (p. 166). → *Corequisite(s): Education 5635*

→ *Grading: Pass/Fail*

Hours per week (regular): a-b-c

a - number of required lecture or studio\* hours per week

b - number of required laboratory hours per week

c - number of required hours per week in a different setting (e.g., tutorial)

\* Studio courses are identified as such in the offering note for the course.

Other hours per term (irregular): d-e-f

d - number of required lecture or studio\* hours per term

e - number of required laboratory hours per term

f - number of required hours per term in a different setting (e.g., tutorial, field trip, rehearsal)

\* Studio courses are identified as such in the offering note for the course.

A course which must be taken prior to or in conjunction with another course. To meet the corequisite requirements for Education 5637, students must complete Education 5635 before or at the same time as Education 5637.

Indicates graduate course level

Subject and Course Number → **HEALTH SCIENCES 5300**

Course Title → **Advanced Statistics**

Weighting factor of the course. See Credit Hours (p. 165). → *Credit hours: 3.0*

Course description → *Contact hours per week: 3-2-0*

Preliminary requirement which must be met or waived before course can be taken. To meet the prerequisite requirements for Health Sciences 5300, students must be admitted to the M.Sc. program in the Faculty of Health Sciences AND have completed an undergraduate Statistics course within the last five years AND have basic computer literacy. See Prerequisite(s), Corequisite(s), Recommended Background, and Other Registration Restrictions (p. 165). → *This course addresses descriptive statistics and statistical inference followed by a comprehensive study of statistical tests appropriate for most types of research questions and data sets. By the end of the course students will have fluency in univariate and multivariate tests, parametric and nonparametric tests, and the application of SPSS for statistical testing.*

→ *Prerequisite(s): Admission to the M.Sc. program in the Faculty of Health Sciences*

→ *Recommended Background: Completion of an undergraduate Statistics course within the last five years AND Basic computer literacy*

→ *Equivalent: Health Sciences 5850 (Advanced Statistics) (prior to 2011/2012)*

→ *Substantially Similar: Health Sciences 5850 (Statistics in Health Sciences Research) (prior to 2011/2012)*

Health Sciences 5300 is 'substantially similar' to the "Statistics in Health Sciences Research" offering in the Health Sciences 5850 Topics Course, which was discontinued effective May 1, 2011. See Substantially Similar (p. 166) and Topics (p. 164).

Hours per week (regular): a-b-c

a - number of required lecture or studio\* hours per week

b - number of required laboratory hours per week

c - number of required hours per week in a different setting (e.g., tutorial)

\* Studio courses are identified as such in the offering note for the course.

Course description

Health Sciences 5300 is equivalent to the "Advanced Statistics" offering in the Health Sciences 5850 Topics Course, which was discontinued effective May 1, 2011. See Equivalent (p. 166) and Topics (p. 164).



## ADDITIONAL PREREQUISITE(S)/COREQUISITE(S)/RECOMMENDED BACKGROUND EXAMPLES

Prerequisite(s), corequisite(s) and recommended background may require a single item or more than one item.

A specified item may be a single course, a course chosen from a list, year of standing, admission to a University of Lethbridge program or some other special requirement (for example, an audition, an interview, a specified cumulative grade point average).

When a student must complete two or more prerequisites, items are separated by "AND" (see examples #1 and #2 below).

When a student must complete one course chosen from a list, the items are normally preceded by "One of".

When a student may satisfy the prerequisite(s)/corequisite(s) by alternate methods, the alternatives are normally separated by "OR" (see example #3 below).

### EXAMPLE 1

*Prerequisite(s): Education 5621 AND  
Education 5622 AND  
Education 5623 AND  
Education 5704 AND  
Education 5705 AND  
Education 5706 AND  
Education 5707 AND  
Education 5708*

In this example, all eight of the courses listed must be completed prior to registering in the course.

### EXAMPLE 2

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

In this example, two corequisites must be met to register in the course. Students must complete or have previously completed both Education 5704 and Education 5705.

### EXAMPLE 3

*Prerequisite(s): Management 5100  
OR  
Admission to another graduate program at the University of  
Lethbridge*

To meet the prerequisites, students must have completed Management 5100 OR have been admitted to a graduate program at the University of Lethbridge.

## APPLIED RESEARCH STUDIES (APRS)

Faculty of Arts and Science

### APPLIED RESEARCH STUDIES 5980

#### Applied Research Studies I

Credit hours: 0.00

Other hours per term: 0-0-120

Using a suitable internship experience as a basis, a learning plan and learning outcomes within a particular disciplinary perspective are prepared for Applied Research Studies I. Depending upon the discipline, students may be required to review and complete risk management and safety materials, manuals, and tests.

Prerequisite(s): Admission to a graduate program AND  
Permission of the School of Graduate Studies Dean or Designate

Grading: Pass/Fail

### APPLIED RESEARCH STUDIES 5981

#### Applied Research Studies II

Credit hours: 0.00

Other hours per term: 0-0-120

Using a suitable internship experience as a basis, a learning plan and learning outcomes within a particular disciplinary perspective are prepared for Applied Research Studies II. Depending upon the discipline, students may be required to review and complete risk management and safety materials, manuals, and tests.

Prerequisite(s): Admission to a graduate program AND  
Permission of the School of Graduate Studies Dean or Designate

Grading: Pass/Fail

### APPLIED RESEARCH STUDIES 5982

#### Applied Research Studies III

Credit hours: 0.00

Other hours per term: 0-0-120

Using a suitable internship experience as a basis, a learning plan and learning outcomes within a particular disciplinary perspective are prepared for Applied Research Studies III. Depending upon the discipline, students may be required to review and complete risk management and safety materials, manuals, and tests.

Prerequisite(s): Admission to a graduate program AND  
Permission of the School of Graduate Studies Dean or Designate

Grading: Pass/Fail

### APPLIED RESEARCH STUDIES 5983

#### Applied Research Studies IV

Credit hours: 0.00

Other hours per term: 0-0-120

Using a suitable internship experience as a basis, a learning plan and learning outcomes within a particular disciplinary perspective are prepared for Applied Research Studies IV. Depending upon the discipline, students may be required to review and complete risk management and safety materials, manuals, and tests.

Prerequisite(s): Admission to a graduate program AND  
Permission of the School of Graduate Studies Dean or Designate

Grading: Pass/Fail

### APPLIED RESEARCH STUDIES 7980

#### Applied Research Studies I

Credit hours: 0.00

Other hours per term: 0-0-120

Using a suitable internship experience as a basis, a learning plan and learning outcomes within a particular disciplinary perspective are prepared for Applied Research Studies I. Depending upon the discipline, students may be required to review and complete risk management and safety materials, manuals, and tests.

Prerequisite(s): Admission to the Ph.D. program AND  
Permission of the School of Graduate Studies Dean or Designate

Grading: Pass/Fail

### APPLIED RESEARCH STUDIES 7981

#### Applied Research Studies II

Credit hours: 0.00

Other hours per term: 0-0-120

Using a suitable internship experience as a basis, a learning plan and learning outcomes within a particular disciplinary perspective are prepared for Applied Research Studies II. Depending upon the discipline, students may be required to review and complete risk management and safety materials, manuals, and tests.

Prerequisite(s): Admission to the Ph.D. program AND  
Permission of the School of Graduate Studies Dean or Designate

Grading: Pass/Fail

### APPLIED RESEARCH STUDIES 7982

#### Applied Research Studies III

Credit hours: 0.00

Other hours per term: 0-0-120

Using a suitable internship experience as a basis, a learning plan and learning outcomes within a particular disciplinary perspective are prepared for Applied Research Studies III. Depending upon the discipline, students may be required to review and complete risk management and safety materials, manuals, and tests.

Prerequisite(s): Admission to the Ph.D. program AND  
Permission of the School of Graduate Studies Dean or Designate

Grading: Pass/Fail

### APPLIED RESEARCH STUDIES 7983

#### Applied Research Studies IV

Credit hours: 0.00

Other hours per term: 0-0-120

Using a suitable internship experience as a basis, a learning plan and learning outcomes within a particular disciplinary perspective are prepared for Applied Research Studies IV. Depending upon the discipline, students may be required to review and complete risk management and safety materials, manuals, and tests.

Prerequisite(s): Admission to the Ph.D. program AND  
Permission of the School of Graduate Studies Dean or Designate

Grading: Pass/Fail

**ARCHAEOLOGY (ARKY)**  
Faculty of Arts and Science

**ARCHAEOLOGY 5010**  
**Cultural Resource Management**

*Credit hours: 3.00*  
*Contact hours per week: 3-0-0*  
Survey of international heritage law and Canadian (provincial) legislation. Particular attention is paid to how archaeological practice is geared towards practical elements of cultural resource management work and professional strategies involving diverse stakeholders.  
*Prerequisite(s): Admission to the M.A. program*

**ART (ART)**  
Faculty of Fine Arts

**ART 5148**  
**Graduate Studio I**  
*Credit hours: 6.00*  
*Contact hours per week: Variable*  
Self-directed study focusing on conceptual and material development in studio practice.  
*Prerequisite(s): Admission to the M.F.A. program with a major in Art*  
*Substantially Similar:*  
*Art 5048 (prior to 2015/2016)*

**ART 5149**  
**Graduate Studio II**  
*Credit hours: 6.00*  
*Contact hours per week: Variable*  
Self-directed study focusing on conceptual and material development in studio practice.  
*Prerequisite(s): Art 5148*  
*Substantially Similar:*  
*Art 5049 (prior to 2015/2016)*

**Note:** All prerequisite courses must have a minimum 'B-' grade.

**ART 5160**  
**Theory in Art Studio**  
*Credit hours: 3.00*  
*Contact hours per week: 3-0-0*  
An exploration of the role of theory in contemporary art practices. Through seminar-style presentations, discussions, and various approaches to writing, students will critically examine how art production can engage with diverse fields of literary fiction, film, artist writings, popular culture, science, philosophy and theory.  
*Prerequisite(s): Admission to the M.F.A. program with a major in Art*

**ART 5261**  
**Art NOW Graduate Seminar**  
*Credit hours: 3.00*  
*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. program with a major in Art*

**ART 5850**  
**Topics in Art**  
*Credit hours: 3.00*  
*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. program with a major in Art*

**ART HISTORY (ARHI)**  
Faculty of Fine Arts

**ART HISTORY 5150**  
**Art History Graduate Seminar (Series)**  
*Credit hours: 3.00*  
*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. program with a major in Art*  
*Equivalent: Art History/Museum Studies 5150 (prior to 2016/2017)*

**ARTS AND SCIENCE (ASCI)**  
Faculty of Arts and Science

**ARTS AND SCIENCE 5011**  
**Co-op Work Experience I**  
*Credit hours: 0.00*  
Co-op Work Experience I requires the student to complete a Work Term successfully, be evaluated by the Co-op Coordinator and employer and complete a Work Term report graded by an assigned faculty member.  
*Prerequisite(s): Admission to the Co-operative Education Option in the Master of Arts or Master of Science program*  
*Grading: Pass/Fail*

**ARTS AND SCIENCE 5012**  
**Co-op Work Experience II**  
*Credit hours: 0.00*  
Co-op Work Experience II requires the student to complete a Work Term successfully, be evaluated by the Co-op Coordinator and employer and complete a Work Term report graded by an assigned faculty member.  
*Prerequisite(s): Arts and Science 5011*  
*Grading: Pass/Fail*

**ARTS AND SCIENCE 5013**  
**Co-op Work Experience III**  
*Credit hours: 0.00*  
Co-op Work Experience III requires the student to complete a Work Term successfully, be evaluated by the Co-op Coordinator and employer and complete a Work Term report graded by an assigned faculty member.  
*Prerequisite(s): Arts and Science 5012*  
*Grading: Pass/Fail*

**ARTS AND SCIENCE 5014**  
**Co-op Work Experience IV**  
*Credit hours: 0.00*  
Co-op Work Experience IV requires the student to complete a Work Term successfully, be evaluated by the Co-op Coordinator and employer and complete a Work Term report graded by an assigned faculty member.  
*Prerequisite(s): Arts and Science 5013*  
*Grading: Pass/Fail*

**BIOLOGY** (BIOL)  
Faculty of Arts and Science

**BIOLOGY 5010****Advances in Molecular and Cellular Biology (Series)**

Credit hours: 3.00

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: 3.00

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: 3.00

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: 3.00

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 7010****Advances in Molecular and Cellular Biology (Series)**

Credit hours: 3.00

Contact hours per week: 3-0-0

Recent advances in the field of Biomolecular Science, including genetics, molecular biology, bioinformatics, and cellular biology, with an emphasis on primary literature and modern techniques.

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

**BIOLOGY 7410****Advances in Organismal Biology (Series)**

Credit hours: 3.00

Contact hours per week: 3-0-0

Recent advances in the field of Biosystems, including developmental biology, animal physiology, and plant physiology, with emphasis on the primary literature and modern techniques.

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

**BIOLOGY 7500****Graduate Seminar Series: Current Topics in Biological Sciences**

Credit hours: 3.00

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

**Note:** This course is required for all students in Ph.D. programs under direct supervision of a member or adjunct member of the Department of Biological Sciences.

**BIOLOGY 7710****Advances in Ecology and Evolution (Series)**

Credit hours: 3.00

Contact hours per week: 3-0-0

Recent advances in the fields of Ecology and Evolution, including biodiversity, systematics, evolutionary biology, behavioural ecology, molecular evolution, and environmental science, with an emphasis on primary literature and modern techniques.

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

**CAMPUS ALBERTA APPLIED  
PSYCHOLOGY** (CAAP)  
Faculty of Education

**CAAP 6601****Theories of Counselling and their Application to Client Change**

Credit hours: 3.00

Contact hours per week: Online facilitated instruction

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.

Prerequisite(s): Admission to the cohort for which the course is being offered

Equivalent: CAAP 601; Education 5705

**CAAP 6603****Professional Ethics and Conduct**

Credit hours: 3.00

Contact hours per week: Online facilitated instruction/face-to-face summer institute

Addresses legal and ethical issues in the practice and regulation of counselling in a variety of contexts including school counselling, private practice and non-profit agencies. The focus is on ethical decision-making models and codes of conduct, professional standards and guidelines, federal and provincial laws/statutes, and the impact of counsellor's values on the counselling process.

Prerequisite(s): Admission to the cohort for which the course is being offered

Equivalent: CAAP 603; Education 5621; Education 5620 (Ethics and Professional Practice) (prior to 2012/2013)

**CAAP 6605**

**Foundational Counselling and Conflict Resolution Skills**

Credit hours: 3.00

Contact hours per week: Online facilitated instruction/face-to-face summer institute

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.

Prerequisite(s): Admission to the cohort for which the course is being offered

Equivalent: CAAP 605; Education 5704

**CAAP 6607**

**Counselling Diverse Clients**

Credit hours: 3.00

Contact hours per week: Online facilitated instruction

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.

Prerequisite(s): Admission to the cohort for which the course is being offered

Equivalent: CAAP 607; Education 5622; Education 5620 (Gender and Culture) (prior to 2012/2013)

**CAAP 6611**

**General Counselling Practicum**

Credit hours: 3.00

Contact hours per week: 2-0-0 Online facilitated instruction/face-to-face seminar

Other hours per term: 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): Admission to the cohort for which the course is being offered AND CAAP 6601 (CAAP 601) AND CAAP 6603 (CAAP 603) AND CAAP 6605 (CAAP 605) AND CAAP 6607 (CAAP 607) AND CAAP 6613 (CAAP 613) AND CAAP 6615 (CAAP 615)

Equivalent: CAAP 611; Education 5709

Grading: Pass/Fail

Note: All prerequisite courses must have a minimum 'B-' grade.

**CAAP 6613**

**Assessment: Processes and Application**

Credit hours: 3.00

Contact hours per week: Online facilitated instruction/face-to-face summer institute

Addresses the measurement of characteristics of individuals across the life span and diverse groups in a variety of contexts. Assessment models, psychometric theory and concepts, ethics of testing, and utilization of various classification systems for diagnosing client functioning are addressed. Standardized and non-standardized assessment techniques are examined to measure client change and individual characteristics.

Prerequisite(s): Admission to the cohort for which the course is being offered AND CAAP 6601 (CAAP 601) AND CAAP 6605 (CAAP 605)

Equivalent: CAAP 613; Education 5707

Note: All prerequisite courses must have a minimum 'B-' grade.

**CAAP 6615**

**Counselling Strategies and Interventions**

Credit hours: 3.00

Contact hours per week: Online facilitated instruction/face-to-face summer institute

An intensive study of a variety of counselling techniques arising from counselling theories to address common presenting problems in children, youth and adults. Skill development in laboratory settings emphasizes counsellor self-evaluation, case conceptualization, the ethical practice of delivering the treatment plan, intervention efficacy, matching of interventions to client issues, and consultation issues.

Prerequisite(s): Admission to the cohort for which the course is being offered AND CAAP 6601 (CAAP 601) AND CAAP 6605 (CAAP 605)

Equivalent: CAAP 615; Education 5706

Note: All prerequisite courses must have a minimum 'B-' grade.

**CAAP 6617**

**Research and Program Evaluation Skills**

Credit hours: 3.00

Contact hours per week: Online facilitated instruction

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

Prerequisite(s): Admission to the cohort for which the course is being offered

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

**CAAP 6619****Specialized Counselling Practicum**

Credit hours: 3.00

Contact hours per week: 2-0-0 Online  
facilitated  
instruction/face-to-  
face seminar

Other hours per term: 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):* Admission to the cohort for which the course is being offered

*Corequisite(s):* CAAP 6611 (CAAP 611)

*Equivalent:* CAAP 619;  
Education 5711

*Grading:* Pass/Fail

**Note:** Students must have a minimum 'B-' grade in CAAP 6613 (CAAP 613) AND CAAP 6615 (CAAP 615).

**CAAP 6631****Cognitive and Affective Bases of Behaviour**

Credit hours: 3.00

Contact hours per week: Online facilitated  
instruction

Focuses on theories of cognition and affect by examining how humans process information and organize their knowledge and emotional experiences. Contemporary issues will be addressed in several areas of application including regulation of affect and behaviour in everyday life and in unusual circumstances.

*Prerequisite(s):* Admission to the cohort for which the course is being offered

*Equivalent:* CAAP 631;  
Education 5623;  
Education 5620 (Learning Processes) (prior to 2012/2013)

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

Credit hours: 3.00

Contact hours per week: Online facilitated  
instruction

In-depth study of human development and functioning across the lifespan. Focus is on normative life transitions, the family life cycle, atypical developmental risk factors, and selected emotional and behavioral disorders in children and adolescents. Special attention is given to attachment theory across the life span and implications for relational development.

*Prerequisite(s):* Admission to the cohort for which the course is being offered

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

**CAAP 6635****Biosocial Foundations of Health Psychology**

Credit hours: 3.00

Contact hours per week: Online facilitated  
instruction

Current research in biosocial health psychology is addressed including the study of behavioural responses to stress, addictions and chronic illness. Emphasis is on interpersonal emotional processes and lifestyle modifications to adjust to health-related stressors. Additional topics include consequences of common psychophysiological reactions and syndromes such as anxiety disorders; eating disorders; and depressive disorders including grief and loss.

*Prerequisite(s):* Admission to the cohort for which the course is being offered AND  
CAAP 6601 (CAAP 601) AND  
CAAP 6607 (CAAP 607) AND  
CAAP 6617 (CAAP 617)

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

**Note:** All prerequisite courses must have a minimum 'B-' grade.

**CAAP 6637****Group Counselling and Process Skills**

Credit hours: 3.00

Contact hours per week: Online facilitated  
instruction/face-to-  
face summer  
institute

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):* Admission to the cohort for which the course is being offered AND  
CAAP 6601 (CAAP 601) AND  
CAAP 6603 (CAAP 603) AND  
CAAP 6605 (CAAP 605) AND  
CAAP 6607 (CAAP 607)

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

**Note:** All prerequisite courses must have a minimum 'B-' grade.

**CAAP 6681****Clinical Supervision**

Credit hours: 3.00

Contact hours per week: Online facilitated  
instruction

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):* Consent of the Assistant Dean of Graduate Studies and Research (Faculty of Education) AND  
CAAP 6601 (CAAP 601) AND  
CAAP 6603 (CAAP 603) AND  
CAAP 6605 (CAAP 605) AND  
CAAP 6607 (CAAP 607)

*Equivalent:* CAAP 681

**Note:** All prerequisite courses must have a minimum 'B-' grade.

**CAAP 6695**

**Graduate Practicum: Selected Topics**

Credit hours: 3.00

Contact hours per week: Online facilitated instruction

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

Prerequisite(s): Consent of the Assistant Dean of Graduate Studies and Research (Faculty of Education)

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

**CAAP 6850**

**Graduate Seminar: Selected Topics**

Credit hours: 3.00

Contact hours per week: Online facilitated instruction

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

Prerequisite(s): Consent of the Assistant Dean of Graduate Studies and Research (Faculty of Education)

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: 3.00

Contact hours per week: Online facilitated instruction

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

Prerequisite(s): Consent of the Assistant Dean of Graduate Studies and Research (Faculty of Education)

**CAAP 6999**

**CAAP Placeholder**

Credit hours: 0.00

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

Prerequisite(s): Consent of the Assistant Dean of Graduate Studies and Research (Faculty of Education)

Grading: 'X' grade

Note: No fees are assessed for this registration.

**CHEMISTRY**

(CHEM)

Faculty of Arts and Science

**CHEMISTRY 5250**

**Advanced Contemporary Chemistry**

Credit hours: 3.00

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

**CHEMISTRY 7250**

**Advanced Contemporary Chemistry**

Credit hours: 3.00

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

**COMPUTER SCIENCE**

(CPSC)

Faculty of Arts and Science

**COMPUTER SCIENCE 5110**

**Studies in Algorithms (Series)**

Credit hours: 3.00

Contact hours per week: 3-0-0

Advanced topics in algorithms. Subjects may include, but are not limited to, discrete and continuous optimization, computational geometry, computational mathematics.

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

**COMPUTER SCIENCE 5210**

**Studies in Systems (Series)**

Credit hours: 3.00

Contact hours per week: 3-0-0

Advanced topics in the design of systems. Subjects may include, but are not limited to, database systems, computer networks, operating systems, topics related to circuit design, compilers and compilation techniques, parallel and distributed systems.

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

**COMPUTER SCIENCE 5310**

**Studies in Computational Intelligence (Series)**

Credit hours: 3.00

Contact hours per week: 3-0-0

Advanced topics in computational intelligence. Subjects may include, but are not limited to, artificial intelligence, data mining, image processing, audio processing, natural language processing, human-computer interaction, bioinformatics, computer vision, machine learning.

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

Equivalent: Computer Science 5850 (Advanced Artificial Intelligence) (prior to 2012/2013) is equivalent to the same offering in the Computer Science 5310 Series

**CULTURAL, SOCIAL, AND POLITICAL THOUGHT**

(CSPT)

Faculty of Arts and Science

**CULTURAL, SOCIAL, AND POLITICAL THOUGHT 5101/ CULTURAL, SOCIAL, AND POLITICAL THOUGHT 7101**

**Research Methodology**

Credit hours: 1.50

Contact hours per week: 3-0-0

Advanced investigation of epistemological, ontological, and ethical concerns relating to research methodology.

Prerequisite(s): Admission to a graduate program

Equivalent: Social Sciences 5101 (prior to 2016/2017)

**CULTURAL, SOCIAL, AND POLITICAL THOUGHT 5103/  
CULTURAL, SOCIAL, AND POLITICAL THOUGHT 7103**

**Qualitative Interviewing**

*Credit hours: 1.50*

*Contact hours per week: 3-0-0*

Advanced exploration of methodological, epistemological, and practical techniques in qualitative interviewing. Emphasis is placed on interview technique, reflexivity, transcription, and interpretation.

*Prerequisite(s): Admission to a graduate program*

*Corequisite(s): Cultural, Social, and Political Thought 5101/Cultural, Social, and Political Thought 7101*

*Equivalent: Social Sciences 5103 (prior to 2016/2017)*

**CULTURAL, SOCIAL, AND POLITICAL THOUGHT 5105/  
CULTURAL, SOCIAL, AND POLITICAL THOUGHT 7105**

**Ethnographic Methods**

*Credit hours: 1.50*

*Contact hours per week: 3-0-0*

Advanced exploration of core ethnographic techniques and approaches. Includes consideration of critical issues concerning the positioning of the researcher (in terms of 'insider' and 'outsider' perspectives) and the transformation of qualitative data into text.

*Prerequisite(s): Admission to a graduate program*

*Corequisite(s): Cultural, Social, and Political Thought 5101/Cultural, Social, and Political Thought 7101*

*Equivalent: Social Sciences 5105 (prior to 2016/2017)*

**CULTURAL, SOCIAL, AND POLITICAL THOUGHT 5107/  
CULTURAL, SOCIAL, AND POLITICAL THOUGHT 7107**

**Discourse Analysis**

*Credit hours: 1.50*

*Contact hours per week: 3-0-0*

Advanced exploration of the concept of discourse, theoretical models of discourse, and the different approaches used in the analysis of discourse.

*Prerequisite(s): Admission to a graduate program*

*Corequisite(s): Cultural, Social, and Political Thought 5101/Cultural, Social, and Political Thought 7101*

*Equivalent: Social Sciences 5107 (prior to 2016/2017)*

**CULTURAL, SOCIAL, AND POLITICAL THOUGHT 5201/  
CULTURAL, SOCIAL, AND POLITICAL THOUGHT 7201**

**Feminism, Gender, and Sovereignty**

*Credit hours: 1.50*

*Contact hours per week: 3-0-0*

Advanced exploration of texts, theories, and actions that animate feminist thought and interrogate gender as a form of social order and control, as well as the social conditions and conflicts in which feminist ideas and practice arise and circulate.

*Prerequisite(s): Admission to a graduate program*

*Equivalent: Social Sciences 5201 (prior to 2016/2017)*

**CULTURAL, SOCIAL, AND POLITICAL THOUGHT 5203/  
CULTURAL, SOCIAL, AND POLITICAL THOUGHT 7203**

**Historical Materialism**

*Credit hours: 1.50*

*Contact hours per week: 3-0-0*

Advanced exploration of Marxist traditions. Topics may include theory and practice, ideology, objectification, commodification and commodity fetishism, modes of production, exchange and consumption, and alienation.

*Prerequisite(s): Admission to a graduate program*

*Equivalent: Social Sciences 5203 (prior to 2016/2017)*

**CULTURAL, SOCIAL, AND POLITICAL THOUGHT 5205/  
CULTURAL, SOCIAL, AND POLITICAL THOUGHT 7205**

**Structuralism/Functionalism**

*Credit hours: 1.50*

*Contact hours per week: 3-0-0*

Advanced exploration of theories of structure and/or function in social thought including structural-functionalism, structuralism and systems analysis, and critiques or revaluations of these theories.

*Prerequisite(s): Admission to a graduate program*

*Equivalent: Social Sciences 5205 (prior to 2016/2017)*

**CULTURAL, SOCIAL, AND POLITICAL THOUGHT 5207/  
CULTURAL, SOCIAL, AND POLITICAL THOUGHT 7207**

**Culture and History**

*Credit hours: 1.50*

*Contact hours per week: 3-0-0*

Advanced exploration of cultural theory and history in Weberian and related traditions. Topics may include historical relations between culture and social practice, and processes of modernization and rationalization as they apply to identity, status, and power.

*Prerequisite(s): Admission to a graduate program*

*Equivalent: Social Sciences 5207 (prior to 2016/2017)*

**CULTURAL, SOCIAL, AND POLITICAL THOUGHT 5301/  
CULTURAL, SOCIAL, AND POLITICAL THOUGHT 7301**

**Queering Feminism, Gender, and Power**

*Credit hours: 1.50*

*Contact hours per week: 3-0-0*

Advanced exploration of texts and theories that disrupt social normativities, as well as the study of the social conditions and conflicts in which queer and feminist thought arise and circulate.

*Prerequisite(s): Admission to a graduate program*

*Equivalent: Social Sciences 5301 (prior to 2016/2017)*

**CULTURAL, SOCIAL, AND POLITICAL THOUGHT 5303/  
CULTURAL, SOCIAL, AND POLITICAL THOUGHT 7303**

**Critical Theory**

*Credit hours: 1.50*

*Contact hours per week: 3-0-0*

Advanced exploration of critical theories of society, culture, and communications. Topics may include hegemony, legitimation, transgression, ideology, and reification.

*Prerequisite(s): Admission to a graduate program*

*Equivalent: Social Sciences 5303 (prior to 2016/2017)*



**CULTURAL, SOCIAL, AND POLITICAL THOUGHT 5305/  
CULTURAL, SOCIAL, AND POLITICAL THOUGHT 7305**

**Postmodernism/Poststructuralism**

*Credit hours: 1.50*

*Contact hours per week: 3-0-0*

Advanced exploration of key debates concerning representation, power, identity, and late capitalism. This course may outline postmodernism and poststructuralism as distinct but overlapping philosophical and artistic traditions that inform the politics of signification, discourse, ideology, and recent economic transformations.

*Prerequisite(s): Admission to a graduate program*

*Equivalent: Social Sciences 5305 (prior to 2016/2017)*

**CULTURAL, SOCIAL, AND POLITICAL THOUGHT 5307/  
CULTURAL, SOCIAL, AND POLITICAL THOUGHT 7307**

**Postcolonialism**

*Credit hours: 1.50*

*Contact hours per week: 3-0-0*

Advanced exploration of historical conditions of (post) Colonialism and Colonial dimensions of multiculturalism. This course may examine the complexities and contradictions within black liberation discourse, diasporic studies, critical multiculturalism, anti-Colonial struggle, and recent discussions of hybridity.

*Prerequisite(s): Admission to a graduate program*

*Equivalent: Social Sciences 5307 (prior to 2016/2017)*

**CULTURAL, SOCIAL, AND POLITICAL THOUGHT 5701  
Professional Skills Seminar**

*Credit hours: 1.50*

*Contact hours per week: 3-0-0*

A series of workshops and presentations relating to the practical aspects of academic study, the development of professional skills, and the enhancement of critical scholarly practices.

*Prerequisite(s): Admission to a graduate program*

*Equivalent: Social Sciences 5701 (prior to 2016/2017)*

*Grading: Pass/Fail*

**CULTURAL, SOCIAL, AND POLITICAL THOUGHT 5850/  
CULTURAL, SOCIAL, AND POLITICAL THOUGHT 7850**

**Topics in Cultural, Social, and Political Thought**

*Credit hours: 1.50*

*Contact hours per week: 3-0-0*

Selected topics to be offered as determined by student program needs and available University resources. Topics may include auto-ethnography, archival research and historical methods, and visual methods.

*Prerequisite(s): Admission to a graduate program (Additional Prerequisites may be specified, including any recommended background, for individual offerings)*

**CULTURAL, SOCIAL, AND POLITICAL THOUGHT 7101/  
CULTURAL, SOCIAL, AND POLITICAL THOUGHT 5101**

**Research Methodology**

*Credit hours: 1.50*

*Contact hours per week: 3-0-0*

Advanced investigation of epistemological, ontological, and ethical concerns relating to research methodology.

*Prerequisite(s): Admission to a graduate program*

*Equivalent: Social Sciences 5101 (prior to 2016/2017)*

**CULTURAL, SOCIAL, AND POLITICAL THOUGHT 7103/  
CULTURAL, SOCIAL, AND POLITICAL THOUGHT 5103**

**Qualitative Interviewing**

*Credit hours: 1.50*

*Contact hours per week: 3-0-0*

Advanced exploration of methodological, epistemological, and practical techniques in qualitative interviewing. Emphasis is placed on interview technique, reflexivity, transcription, and interpretation.

*Corequisite(s): Cultural, Social, and Political Thought 7101/Cultural, Social, and Political Thought 5101*

*Equivalent: Social Sciences 5103 (prior to 2016/2017)*

**CULTURAL, SOCIAL, AND POLITICAL THOUGHT 7105/  
CULTURAL, SOCIAL, AND POLITICAL THOUGHT 5105**

**Ethnographic Methods**

*Credit hours: 1.50*

*Contact hours per week: 3-0-0*

Advanced exploration of core ethnographic techniques and approaches. Includes consideration of critical issues concerning the positioning of the researcher (in terms of 'insider' and 'outsider' perspectives) and the transformation of qualitative data into text.

*Corequisite(s): Cultural, Social, and Political Thought 7101/Cultural, Social, and Political Thought 5101*

*Equivalent: Social Sciences 5105 (prior to 2016/2017)*

**CULTURAL, SOCIAL, AND POLITICAL THOUGHT 7107/  
CULTURAL, SOCIAL, AND POLITICAL THOUGHT 5107**

**Discourse Analysis**

*Credit hours: 1.50*

*Contact hours per week: 3-0-0*

Advanced exploration of the concept of discourse, theoretical models of discourse, and the different approaches used in the analysis of discourse.

*Corequisite(s): One of Cultural, Social, and Political Thought 7101/  
Cultural, Social, and Political Thought 5101*

*Equivalent: Social Sciences 5107 (prior to 2016/2017)*

**CULTURAL, SOCIAL, AND POLITICAL THOUGHT 7201/  
CULTURAL, SOCIAL, AND POLITICAL THOUGHT 5201**

**Feminism, Gender, and Sovereignty**

*Credit hours: 1.50*

*Contact hours per week: 3-0-0*

Advanced exploration of texts, theories, and actions that animate feminist thought and interrogate gender as a form of social order and control, as well as the social conditions and conflicts in which feminist ideas and practice arise and circulate.

*Prerequisite(s): Admission to a graduate program*

*Equivalent: Social Sciences 5201 (prior to 2016/2017)*

**CULTURAL, SOCIAL, AND POLITICAL THOUGHT 7203/  
CULTURAL, SOCIAL, AND POLITICAL THOUGHT 5203  
Historical Materialism**

*Credit hours: 1.50*

*Contact hours per week: 3-0-0*

Advanced exploration of Marxist traditions. Topics may include theory and practice, ideology, objectification, commodification and commodity fetishism, modes of production, exchange and consumption, and alienation.

*Prerequisite(s): Admission to a graduate program*

*Equivalent: Social Sciences 5203 (prior to 2016/2017)*

**CULTURAL, SOCIAL, AND POLITICAL THOUGHT 7205/  
CULTURAL, SOCIAL, AND POLITICAL THOUGHT 5205  
Structuralism/Functionalism**

*Credit hours: 1.50*

*Contact hours per week: 3-0-0*

Advanced exploration of theories of structure and/or function in social thought including structural-functionalism, structuralism and systems analysis, and critiques or revaluations of these theories.

*Prerequisite(s): Admission to a graduate program*

*Equivalent: Social Sciences 5205 (prior to 2016/2017)*

**CULTURAL, SOCIAL, AND POLITICAL THOUGHT 7207/  
CULTURAL, SOCIAL, AND POLITICAL THOUGHT 5207  
Culture and History**

*Credit hours: 1.50*

*Contact hours per week: 3-0-0*

Advanced exploration of cultural theory and history in Weberian and related traditions. Topics may include historical relations between culture and social practice, and processes of modernization and rationalization as they apply to identity, status, and power.

*Prerequisite(s): Admission to a graduate program*

*Equivalent: Social Sciences 5207 (prior to 2016/2017)*

**CULTURAL, SOCIAL, AND POLITICAL THOUGHT 7301/  
CULTURAL, SOCIAL, AND POLITICAL THOUGHT 5301**

**Queering Feminism, Gender, and Power**

*Credit hours: 1.50*

*Contact hours per week: 3-0-0*

Advanced exploration of texts and theories that disrupt social normativities, as well as the study of the social conditions and conflicts in which queer and feminist thought arise and circulate.

*Prerequisite(s): Admission to a graduate program*

*Equivalent: Social Sciences 5301 (prior to 2016/2017)*

**CULTURAL, SOCIAL, AND POLITICAL THOUGHT 7303/  
CULTURAL, SOCIAL, AND POLITICAL THOUGHT 5303  
Critical Theory**

*Credit hours: 1.50*

*Contact hours per week: 3-0-0*

Advanced exploration of critical theories of society, culture, and communications. Topics may include hegemony, legitimation, transgression, ideology, and reification.

*Prerequisite(s): Admission to a graduate program*

*Equivalent: Social Sciences 5303 (prior to 2016/2017)*

**CULTURAL, SOCIAL, AND POLITICAL THOUGHT 7305/  
CULTURAL, SOCIAL, AND POLITICAL THOUGHT 5305  
Postmodernism/Poststructuralism**

*Credit hours: 1.50*

*Contact hours per week: 3-0-0*

Advanced exploration of key debates concerning representation, power, identity, and late capitalism. This course may outline postmodernism and poststructuralism as distinct but overlapping philosophical and artistic traditions that inform the politics of signification, discourse, ideology, and recent economic transformations.

*Prerequisite(s): Admission to a graduate program*

*Equivalent: Social Sciences 5305 (prior to 2016/2017)*

**CULTURAL, SOCIAL, AND POLITICAL THOUGHT 7307/  
CULTURAL, SOCIAL, AND POLITICAL THOUGHT 5307**

**Postcolonialism**

*Credit hours: 1.50*

*Contact hours per week: 3-0-0*

Advanced exploration of historical conditions of (post) colonialism and colonial dimensions of multiculturalism. This course may examine the complexities and contradictions within black liberation discourse, diasporic studies, critical multiculturalism, anti-colonial struggle, and recent discussions of hybridity.

*Prerequisite(s): Admission to a graduate program*

*Equivalent: Social Sciences 5307 (prior to 2016/2017)*

**CULTURAL, SOCIAL, AND POLITICAL THOUGHT 7701  
Professional Skills Seminar**

*Credit hours: 1.50*

*Contact hours per week: 3-0-0*

A series of workshops and presentations relating to the practical aspects of academic study, the development of professional skills, and the enhancement of critical scholarly practices.

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

*Grading: Pass/Fail*

**CULTURAL, SOCIAL, AND POLITICAL THOUGHT 7850/  
CULTURAL, SOCIAL, AND POLITICAL THOUGHT 5850  
Topics in Cultural, Social, and Political Thought**

*Credit hours: 1.50*

*Contact hours per week: 3-0-0*

Selected topics to be offered as determined by student program needs and available University resources. Topics may include auto-ethnography, archival research and historical methods, and visual methods.

*Prerequisite(s): Admission to a graduate program (Additional prerequisites may be specified, including any recommended background, for individual offerings)*

**DRAMA** (DRAM)  
Faculty of Fine Arts

**DRAMA 5148**  
**Graduate Studio I**

Credit hours: 6.00  
Contact hours per week: Variable  
Self-directed study focusing on conceptual and material development in studio practice.  
Prerequisite(s): Admission to the M.F.A. program with major in Theatre and Dramatic Arts

**DRAMA 5149**  
**Graduate Studio II**

Credit hours: 6.00  
Contact hours per week: Variable  
Self-directed study focusing on conceptual and material development in studio practice.  
Prerequisite(s): Drama 5148

**DRAMA 5150**  
**Graduate Theatre Studies (Series)**

Credit hours: 3.00  
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. program with major in Theatre and Dramatic Arts

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

Credit hours: 3.00  
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. program with major in Theatre and Dramatic Arts

**DRAMA 5600**  
**Theatre Studio Performance**

Credit hours: 3.00  
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. program with major in Theatre and Dramatic Arts

**DRAMA 5850**  
**Topics in Dramatic Arts**

Credit hours: 3.00  
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. program with major in Theatre and Dramatic Arts

**DRAMA 5990**  
**Independent Studies in Dramatic Arts**

Credit hours: 3.00  
Contact hours per week: Variable  
Independent studies of any topic in the Dramatic Arts.  
Prerequisite(s): Admission to the M.F.A. program with major in Theatre and Dramatic Arts

**ECONOMICS** (ECON)  
Faculty of Arts and Science

**ECONOMICS 5010**  
**Microeconomic Theory**

Credit hours: 3.00  
Contact hours per week: 3-0-0  
An introduction to graduate-level microeconomic theory, including topics such as utility maximization and individual choice, decision-making under uncertainty, producer theory (technology, costs and profit maximization), alternative market structures (competition, monopoly and oligopoly), general equilibrium, game theory and the economics of information.  
Prerequisite(s): Admission to the M.A. program  
Recommended Background:  
One course (3.0 credit hours) in Microeconomics at the senior undergraduate level AND  
One course (3.0 credit hours) in Mathematics for Economics

**ECONOMICS 5012**  
**Macroeconomic Theory**

Credit hours: 3.00  
Contact hours per week: 3-0-0  
An introduction to graduate-level macroeconomic theory, including topics such as economic growth, consumption, investment, real and nominal frictions in the goods, labour, and credit markets, models of short-run economic fluctuations, and monetary and fiscal policy design. Mathematical treatments of current macroeconomics models that are popular in the literature, including classical and new-Keynesian rational expectations models, real business cycle models, and models that can generate multiple equilibria, as well as empirical evidence.  
Prerequisite(s): Admission to the M.A. program  
Recommended Background:  
One course (3.0 credit hours) in Macroeconomics at the senior undergraduate level AND  
One course (3.0 credit hours) in Mathematics for Economics

**ECONOMICS 5960**  
**Econometric Theory and Applications**

Credit hours: 3.00  
Contact hours per week: 3-0-0  
Introduction to the specification, estimation and testing of economic models. Topics include the classical linear regression model, t tests, structure tests, specification error, the consequences of the violation of the classical assumptions, detection and correction of autocorrelation, and heteroscedasticity. Additional topics such as asymptotic theory, maximum likelihood estimation, instrumental variables, simultaneous equation models, and selected topics such as models for limited dependent variables, models for panel data, ARCH models, units roots, and error correction models may be added at the discretion of the instructor.  
Prerequisite(s): Admission to the M.A. or M.Sc. (Management) program

**EDUCATION** (EDUC)  
Faculty of Education

**EDUCATION 5200**  
**Curriculum Studies and Classroom Practice (Series)**

*Credit hours: 3.00*

*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.

*Prerequisite(s): Admission to the cohort for which the course is being offered*

**EDUCATION 5210**  
**Graduate Seminar in Curriculum Studies (Series)**

*Credit hours: 3.00*

*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.

*Prerequisite(s): Admission to the cohort for which the course is being offered*

*Equivalent: Education 5850 (Critical Thinking) is equivalent only to the "Critical Thinking: Issues and Approaches" offering in the Education 5210 Series;*

**EDUCATION 5300**  
**The Foundations of Modern Educational Theory and Practice (Series)**

*Credit hours: 3.00*

*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.

*Prerequisite(s): Admission to the cohort for which the course is being offered*

**EDUCATION 5310**  
**Graduate Seminar in Foundational Studies (Series)**

*Credit hours: 3.00*

*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.

*Prerequisite(s): Admission to the cohort for which the course is being offered*

**EDUCATION 5400**  
**The Nature of Educational Research (Series)**

*Credit hours: 3.00*

*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.

*Prerequisite(s): Admission to the cohort for which the course is being offered*

**EDUCATION 5410**  
**Graduate Seminar in Educational Research (Series)**

*Credit hours: 3.00*

*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.

*Prerequisite(s): Admission to the cohort for which the course is being offered*

*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 5500**  
**Understanding Professional Practice and Professional Development (Series)**

*Credit hours: 3.00*

*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.

*Prerequisite(s): Admission to the cohort for which the course is being offered*

**EDUCATION 5510**  
**Graduate Seminar in the Practice of Teaching (Series)**

*Credit hours: 3.00*

*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.

*Prerequisite(s): Admission to the cohort for which the course is being offered*

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

**EDUCATION 5550**  
**Practicum in Education**

*Credit hours: 3.00*

*Other hours per term: 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.

*Prerequisite(s): Admission to the cohort for which the course is being offered*

*Grading: Pass/Fail*

**EDUCATION 5551**

**Educational Supervision: Effective Mentoring Relationships**

*Credit hours: 3.00*

*Contact hours per week: 3-0-0*

This course will help teacher mentors and other educators become more knowledgeable and skillful in teacher supervision in general and mentoring in specific. It will explore some of the challenges and issues in beginning teacher induction as well as examine current research about mentoring, classroom observations, analysis of teaching and professional growth.

*Prerequisite(s): Admission to the cohort for which the course is being offered*

*Equivalent: Education 5510 (Educational Supervision: Effective Mentoring Relationships) (prior to 2012/2013)*

*Grading: Pass/Fail*

**EDUCATION 5560**

**Internship in Education**

*Credit hours: 3.00*

*Other hours per term: 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.

*Prerequisite(s): Admission to the cohort for which the course is being offered*

*Grading: Pass/Fail*

**EDUCATION 5610**

**Graduate Seminar in Educational Leadership and Administration (Series)**

*Credit hours: 3.00*

*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.

*Prerequisite(s): Admission to the cohort for which the course is being offered*

**EDUCATION 5620**

**Graduate Seminar in Counselling Psychology (Series)**

*Credit hours: 3.00*

*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.

*Prerequisite(s): Admission to the cohort for which the course is being offered*

*Equivalent: CAAP 6625 (CAAP 625) is equivalent to Education 5620 (Systemic Community Change: A Comprehensive Approach to Human Service Delivery) (prior to 2014/2015); CAAP 6633 (CAAP 633) is equivalent to Education 5620 (Human Development); Education 5621 is equivalent to Education 5620 (Ethics and Professional Practice) (prior to 2012/2013); Education 5622 is equivalent to Education 5620 (Gender and Culture) (prior to 2012/2013); Education 5623 is equivalent to Education 5620 (Learning Processes) (prior to 2012/2013); CAAP 6603 (CAAP 603) is equivalent to Education 5620 (Ethics and Professional Practice) (prior to 2012/2013); CAAP 6607 (CAAP 607) is equivalent to Education 5620 (Gender and Culture) (prior to 2012/2013); CAAP 6631 (CAAP 631) is equivalent to Education 5620 (Learning Processes) (prior to 2012/2013); Any CAAP course with the same title as the offering in the Education 5620 Series*

**EDUCATION 5621**

**Counselling Psychology: Ethics and Professional Practice**

*Credit hours: 3.00*

*Contact hours per week: 3-0-0*

This course addresses professional, legal and ethical issues in the practice, science and regulation of Counselling Psychology. Course topics include but are not limited to: ethical decision-making models, codes of conduct, and professional standards; informed consent issues across many domains of practice; counsellor's values and attitudes; dual relationships; ethical issues with vulnerable populations; and consequences of unethical conduct. Extensive reference will be made to the Canadian Code of Ethics for Psychologists.

*Prerequisite(s): Admission to the cohort for which the course is being offered*

*Equivalent: CAAP 6603 (CAAP 603); Education 5620 (Ethics and Professional Practice) (prior to 2012/2013)*

**EDUCATION 5622**

**Counselling Psychology: Gender and Cultural Issues**

*Credit hours: 3.00*

*Contact hours per week: 3-0-0*

This course examines unique gender and cultural issues faced when working with diverse populations. Multicultural competence is enhanced by studying the historical, sociological, familial and societal influences placed upon each ethnic or minority group. Strengths and weaknesses of current therapeutic models will also be discussed along with the recognition of one's own ethnicity, prejudices and beliefs that may have an impact on the therapeutic relationship. Multicultural interventions, trends, research and future directions will also be explored while the important topic of ethics is prominent throughout the course.

*Prerequisite(s): Admission to the cohort for which the course is being offered*

*Equivalent: CAAP 6607 (CAAP 607); Education 5620 (Gender & Culture) (prior to 2012/2013)*

**EDUCATION 5623****Counselling Psychology: Learning Processes***Credit hours: 3.00**Contact hours per week: 3-0-0*

In-depth study of the major theories of learning as well as current research in the area. The practical implications of learning theory in educational and Counselling Psychology settings are explored.

*Prerequisite(s): Admission to the cohort for which the course is being offered*

*Equivalent: CAAP 6631 (CAAP 631); Education 5620 (Learning Processes) (prior to 2012/2013)*

**EDUCATION 5630****Educational Leadership and the Change Process***Credit hours: 3.00**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 cohort for which the course is being offered*

**EDUCATION 5631****School Culture and the Instructional Program***Credit hours: 3.00**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 cohort for which the course is being offered*

**EDUCATION 5632****Managing the Organization***Credit hours: 3.00**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 cohort for which the course is being offered*

**EDUCATION 5633****Governance, Collaboration and Community Engagement***Credit hours: 3.00**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 cohort for which the course is being offered*

**EDUCATION 5634****Collaborative Problem Solving***Credit hours: 3.00**Contact hours per week: 1.5-0-0**Other hours per term: 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 cohort for which the course is being offered*

**EDUCATION 5635****Educational Leadership Internship I***Credit hours: 3.00**Contact hours per week: 1.5-0-0**Other hours per term: 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 cohort for which the course is being offered*

*Grading: Pass/Fail*

**EDUCATION 5636****Advanced Seminar in Educational Leadership***Credit hours: 3.00**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 cohort for which the course is being offered*

**EDUCATION 5637****Educational Leadership Internship II***Credit hours: 3.00**Contact hours per week: 1.5-0-0**Other hours per term: 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 cohort for which the course is being offered*

*Corequisite(s): Education 5635*

*Grading: Pass/Fail*

**EDUCATION 5701****Gender and Educational Practice***Credit hours: 3.00**Contact hours per week: 3-0-0*

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

*Prerequisite(s): Admission to the cohort for which the course is being offered*

**EDUCATION 5703****Pedagogy and Global Culture***Credit hours: 3.00**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.

*Prerequisite(s): Admission to the cohort for which the course is being offered*

**EDUCATION 5704****Counselling Psychology: Skills***Credit hours: 3.00**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.

*Prerequisite(s): Admission to the cohort for which the course is being offered*

*Equivalent: CAAP 6605 (CAAP 605)*

**EDUCATION 5705**

**Counselling Psychology: Theory**

*Credit hours: 3.00*

*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.

*Prerequisite(s): Admission to the cohort for which the course is being offered*

*Equivalent: CAAP 6601 (CAAP 601)*

**EDUCATION 5706**

**Counselling Psychology: Interventions**

*Credit hours: 3.00*

*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.

*Prerequisite(s): Admission to the cohort for which the course is being offered*

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

*Equivalent: CAAP 6615 (CAAP 615)*

**EDUCATION 5707**

**Counselling Psychology: Assessment**

*Credit hours: 3.00*

*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.

*Prerequisite(s): Admission to the cohort for which the course is being offered*

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

*Equivalent: CAAP 6613 (CAAP 613)*

**EDUCATION 5708**

**Counselling Psychology: Career Counselling**

*Credit hours: 3.00*

*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.

*Prerequisite(s): Admission to the cohort for which the course is being offered*

*Corequisite(s): Education 5704*

*Equivalent: CAAP 6621 (CAAP 621) (prior to 2014/2015)*

**EDUCATION 5709**

**Counselling Psychology: Practicum I**

*Credit hours: 3.00*

*Contact hours per week: 2-0-0*

*Other hours per term: 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.

*Prerequisite(s): Admission to the cohort for which the course is being offered AND*

*Education 5621 AND*

*Education 5622 AND*

*Education 5623 AND*

*Education 5704 AND*

*Education 5705 AND*

*Education 5706 AND*

*Education 5707 AND*

*Education 5708*

*Equivalent: CAAP 6611 (CAAP 611)*

**Note:** All prerequisite courses must have a minimum 'B-' grade.

**EDUCATION 5711**

**Counselling Psychology: Practicum II**

*Credit hours: 3.00*

*Contact hours per week: 2-0-0*

*Other hours per term: 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.

*Prerequisite(s): Admission to the cohort for which the course is being offered*

*Corequisite(s): Education 5709*

*Equivalent: CAAP 6619 (CAAP 619)*

**EDUCATION 5712**

**Counselling Psychology: Research Methods**

*Credit hours: 3.00*

*Contact hours per week: 3-0-0*

This core course will introduce students to the basic principles of research methods and design as applied to counselling psychology research. The course will address research both for critical consumption and for practice.

*Prerequisite(s): Admission to the cohort for which the course is being offered*

*Equivalent: CAAP 6617 (CAAP 617); EDUC 5400 (The Nature of Educational Research) (prior to 2014/2015); EDUC 5400 (Research Methods in Counselling Psychology)*

**EDUCATION 5762**

**Problem Solving with Communication Technologies**

*Credit hours: 3.00*

*Contact hours per week: 3-0-0*

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

*Prerequisite(s): Admission to the cohort for which the course is being offered*

*Substantially Similar: Education 4762*

**EDUCATION 5763****Communication Technologies in the Curriculum**

*Credit hours: 3.00*

*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.

*Prerequisite(s): Admission to the cohort for which the course is being offered*

*Substantially Similar:*  
*Education 4760*

**EDUCATION 5764****The Internet and Education**

*Credit hours: 3.00*

*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.

*Prerequisite(s): Admission to the cohort for which the course is being offered*

*Substantially Similar:*  
*Education 4764*

**EDUCATION 5765****New Media and Learning**

*Credit hours: 3.00*

*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.

*Prerequisite(s): Admission to the cohort for which the course is being offered*

*Substantially Similar:*  
*Education 4765*

**EDUCATION 5766****Web-Based Learning**

*Credit hours: 3.00*

*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.

*Prerequisite(s): Admission to the cohort for which the course is being offered*

*Substantially Similar:*  
*Education 4766*

**EDUCATION 5767****Web-Based Teaching**

*Credit hours: 3.00*

*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.

*Prerequisite(s): Admission to the cohort for which the course is being offered*

*Substantially Similar:*  
*Education 4767*

**EDUCATION 5769****Educational Issues in Communication Technologies (Series)**

*Credit hours: 3.00*

*Contact hours per week: 3-0-0*

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

*Prerequisite(s): Admission to the cohort for which the course is being offered*

*Substantially Similar:*  
*Education 4769*

**EDUCATION 5850****Special Topics**

*Credit hours: 3.00*

*Contact hours per week: 3-0-0*

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

*Prerequisite(s): Admission to the cohort for which the course is being offered*

**EDUCATION 5960****Professional Development**

*Credit hours: 1.50*

*Other hours per term: 20-0-0*

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

*Prerequisite(s): Admission to the cohort for which the course is being offered*

**EDUCATION 5990****Independent Study**

*Credit hours: 3.00*

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.

*Prerequisite(s): Consent of the Assistant Dean of Graduate Studies and Research (Faculty of Education)*

**EDUCATION 5999****Master of Education Placeholder**

*Credit hours: 0.00*

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

*Prerequisite(s): Admission to the cohort for which the course is being offered*

**EDUCATION 7210****Contemporary Issues in Formal and Distributive Leadership**

*Credit hours: 3.00*

*Contact hours per week: 3-0-0*

An intensive critical study of major issues within theories, conceptual frameworks, concepts, research, institutional policies, programs and professional practices in the student's dissertation research area within the concentration of formal and distributive leadership.

*Prerequisite(s): Admission to the Ph.D. in Education cohort for which the course is being offered*



**EDUCATION 7211**

**Contemporary Issues in Learning, Teaching, and Curriculum**

*Credit hours: 3.00*

*Contact hours per week: 3-0-0*

An intensive critical study of major issues within theories, conceptual frameworks, concepts, research, institutional policies, programs and professional practices in the student's dissertation research area within the concentration of learning, teaching and curriculum.

*Prerequisite(s): Admission to the Ph.D. in Education cohort for which the course is being offered*

**EDUCATION 7212**

**Counselling Psychology: Contemporary Issues in Counselling Psychology**

*Credit hours: 3.00*

*Contact hours per week: 3-0-0*

A critical study of major theories, practices, conceptual frameworks, and concepts in counselling psychology to identify substantive issues, problems and questions. Students will identify and address issues which relate to their research interests and specific research study.

*Prerequisite(s): Admission to the Ph.D. in Education cohort for which the course is being offered*

**EDUCATION 7300**

**Theories in Formal and Distributive Leadership**

*Credit hours: 3.00*

*Contact hours per week: 3-0-0*

Advanced theoretical studies within the major interactive elements of formal and distributive leadership in a variety of contexts and educational organizations.

*Prerequisite(s): Admission to the Ph.D. in Education cohort for which the course is being offered*

**EDUCATION 7301**

**Theories in Learning, Teaching, and Curriculum**

*Credit hours: 3.00*

*Contact hours per week: 3-0-0*

Advanced theoretical studies within the major interactive elements of learning, teaching and curriculum.

*Prerequisite(s): Admission to the Ph.D. in Education cohort for which the course is being offered*

**EDUCATION 7400**

**Advanced Qualitative Research Methods**

*Credit hours: 3.00*

*Contact hours per week: 3-0-0*

A critical examination and application of paradigms, concepts, and assumptions within qualitative research approaches in education, including epistemologies, ethics, and the relationship between research interests, qualitative research questions, methods, data interpretation and analysis.

*Prerequisite(s): Admission to the Ph.D. in Education cohort for which the course is being offered*

**EDUCATION 7401**

**Advanced Quantitative Research Methods**

*Credit hours: 3.00*

*Contact hours per week: 3-0-0*

A critical examination and application of paradigms, concepts, and assumptions within quantitative research approaches in education, including epistemologies, ethics, and the relationship between research questions, methods, data interpretation and analysis.

*Prerequisite(s): Admission to the Ph.D. in Education cohort for which the course is being offered*

**EDUCATION 7402**

**Counselling Psychology: Advanced Qualitative Research Methods**

*Credit hours: 3.00*

*Contact hours per week: 3-0-0*

A critical examination and application of paradigms, concepts, and assumptions within qualitative research approaches in counselling psychology, including epistemologies, ethics, and the relationship between research interests, qualitative research questions, methods, data interpretation and analysis.

*Prerequisite(s): Admission to the Ph.D. in Education cohort for which the course is being offered*

**EDUCATION 7403**

**Counselling Psychology: Advanced Quantitative Research Methods**

*Credit hours: 3.00*

*Contact hours per week: 3-0-0*

A critical examination and application of paradigms, concepts and assumptions within quantitative research approaches in counselling psychology, including epistemologies, ethics and the relationship between research questions, methods, data interpretation and analysis.

*Prerequisite(s): Admission to the Ph.D. in Education cohort for which the course is being offered*

**EDUCATION 7410**

**Doctoral Seminar One**

*Credit hours: 3.00*

*Contact hours per week: 3-0-0*

An orientation to doctoral studies in education, exploration of candidates' research interests, refinement of research topics, and exploration of the broader responsibilities within the research community.

*Prerequisite(s): Admission to the Ph.D. in Education cohort for which the course is being offered*

**EDUCATION 7411**

**Doctoral Seminar Two**

*Credit hours: 3.00*

*Contact hours per week: 3-0-0*

Research proposal development and exploration of the broader responsibilities of successful participation within the research community.

*Prerequisite(s): Education 7410*

**EDUCATION 7412**

**Counselling Psychology: Doctoral Seminar One**

*Credit hours: 3.00*

*Contact hours per week: 3-0-0*

An orientation to doctoral studies, exploration of candidates' research interests, refinement of topics, and exploration of the broader responsibilities within the research community.

*Prerequisite(s): Admission to the Ph.D. in Education cohort for which the course is being offered*

**EDUCATION 7413****Counselling Psychology: Doctoral Seminar Two***Credit hours: 3.00**Contact hours per week: 3-0-0*

Research proposal development and exploration of the broader responsibilities of successful participation within the research community within Counselling Psychology.

*Prerequisite(s): Education 7412***EDUCATION 7510****Counselling Psychology: Theory and Practice of Clinical Supervision***Credit hours: 3.00**Contact hours per week: 3-0-0*

An introduction to theory and practice of clinical supervision.

*Prerequisite(s): Admission to the Ph.D. in Education cohort for which the course is being offered***EDUCATION 7550****Practicum in Education***Credit hours: 3.00**Contact hours per week: 3-0-0**Other hours per term: 10-0-100*

This course enables doctoral students to engage in field studies by developing and experimenting with innovative professional practices within appropriate professional contexts.

*Prerequisite(s): Admission to the Ph.D. in Education cohort for which the course is being offered**Grading: Pass/Fail***EDUCATION 7551****Advanced Collaborative Research Practicum***Credit hours: 3.00**Contact hours per week: 3-0-0**Other hours per term: 0-0-100*

An aggregation of practical research experiences of increasing complexity across the broad variety of tasks involved in implementing and conducting research.

*Prerequisite(s): Admission to the Ph.D. in Education cohort for which the course is being offered**Grading: Pass/Fail***EDUCATION 7560****Internship in Education***Credit hours: 3.00**Other hours per term: 10-0-100*

This course enables doctoral students to engage in field studies and explorations in a particular professional role with a view to understanding and learning new professional/developmental skills and/or innovative ways to improve or transform that role.

*Prerequisite(s): Admission to the Ph.D. in Education cohort for which the course is being offered**Grading: Pass/Fail***EDUCATION 7705****Counselling Psychology: Historical, Philosophical, and Theoretical Foundations***Credit hours: 3.00**Contact hours per week: 3-0-0*

The evolution of Counselling Psychology as a distinct discipline, the influence of diverse theoretical and philosophical paradigms; and contemporary theories of counselling psychology.

*Prerequisite(s): Admission to the Ph.D. in Education cohort for which the course is being offered***EDUCATION 7709****Counselling Psychology: Doctoral Practicum I***Credit hours: 3.00**Contact hours per week: 2.5-0-0**Other hours per term: 0-0-200*

Advanced professional development and supervised practice for doctoral students in Counselling Psychology (Part I).

*Prerequisite(s): Admission to the Ph.D. in Education cohort for which the course is being offered***EDUCATION 7711****Counselling Psychology: Doctoral Practicum II***Credit hours: 3.00**Contact hours per week: 2.5-0-0**Other hours per term: 0-0-200*

Advanced professional development and supervised practice for doctoral students in Counselling Psychology (Part II).

*Prerequisite(s): Admission to the Ph.D. in Education cohort for which the course is being offered***EDUCATION 7713****Counselling Psychology: Advanced Collaborative Research Practicum***Credit hours: 3.00**Contact hours per week: 3-0-0*

An aggregation of experiences designed to acquire practical research skills of increasing complexity across the broad variety of tasks involved in preparing, implementing, conducting, completing, and disseminating research in Counselling Psychology.

*Prerequisite(s): Admission to the Ph.D. in Education cohort for which the course is being offered**Grading: Pass/Fail***EDUCATION 7990****Independent Study***Credit hours: 3.00**Contact hours per week: 3-0-0*

This course enables doctoral students in Education to undertake independent study of a topic not covered under regular electives or special topics courses.

*Prerequisite(s): Consent of the Assistant Dean of Graduate Students and Research (Faculty of Education)*

**FINE ARTS (FA)**  
Faculty of Fine Arts

**FINE ARTS 5020**  
**Information Literacy for the Fine Arts**

Credit hours: 3.00

Contact hours per week: 3-0-0

A course designed to provide the M.F.A./ M.Mus. graduate student with the conceptual framework and skills necessary to identify, locate, evaluate and use a variety of information sources. Emphasis is on sound decision-making in information-seeking behavior across the rapidly changing information landscape.

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

Equivalent: Art 5850 (Research Methods in the Fine Arts) (prior to 2011/2012);  
Art 5850 (Information Literacy for the Fine Arts) (prior to 2011/2012);  
Drama 5850 (Research Methods in Dramatic Arts) (prior to 2011/2012);  
Drama 5850 (Information Literacy for the Fine Arts) (prior to 2011/2012);  
Music 5020 (prior to 2011/2012)

**GEOGRAPHY (GEOG)**  
Faculty of Arts and Science

**GEOGRAPHY 5025**  
**Graduate Research Methods**

Credit hours: 3.00

Contact hours per week: 3-0-0

Overview of contemporary research methods in Geography and/or Archaeology. Students will complete a number of assignments that will allow them to apply their acquired knowledge and skills directly to their research. Students will be assessed based on written components and oral presentations, including a research proposal and thesis outline.

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

Equivalent: Geography 5850 (Graduate Research Methods) (prior to 2011/2012)

**GEOGRAPHY 5753**  
**Graduate Seminar in Remote Sensing**

Credit hours: 3.00

Contact hours per week: 3-0-0

Contemporary issues in remote sensing and image analysis. Advanced approaches to classification, modelling, change detection, and scaling. The role of remote sensing science in integrated studies of global change. Research and new directions.

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

Recommended Background:  
Two undergraduate courses in remote sensing or related areas, including one at the 3000 or 4000 level

Substantially Similar:  
Geography 4753

**GEOGRAPHY 7025**  
**Graduate Research Methods**

Credit hours: 3.00

Contact hours per week: 3-0-0

Overview of contemporary research methods in Geography and/or Archaeology. Students will complete a number of assignments that will allow them to apply their acquired knowledge and skills directly to their research. Students will be assessed based on written components and oral presentations, including a research proposal and Thesis outline.

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

**HEALTH SCIENCES (HLSC)**  
Faculty of Health Sciences

**HEALTH SCIENCES 5100**  
**Research Methods**

Credit hours: 3.00

Contact hours per week: 3-0-0

Students are offered an in-depth examination and comparison of qualitative, quantitative and mixed methods designs. Specific areas emphasized in the course include: evidence justifying the research enterprise; developing research questions and hypotheses as appropriate; establishing a research design; reviewing data analysis; and understanding knowledge translation. Students will have the opportunity to apply their course-acquired knowledge of research designs toward their thesis, i.e., conduct a literature review and development of methodology.

Prerequisite(s): Admission to a graduate program

Equivalent: Health Sciences 5850 (Research Methods) (prior to 2011/2012)

**HEALTH SCIENCES 5200**  
**Philosophy of Inquiry**

Credit hours: 3.00

Contact hours per week: 3-0-0

Students are exposed to perspectives in philosophy of science. Students will explore ways in which philosophies underpin methods of inquiry and knowledge development. The focus will be on assisting students to discover and articulate the philosophies (values, beliefs and assumptions) that inform the development of their individual, emerging research projects.

Prerequisite(s): Admission to a graduate program

Equivalent: Health Sciences 5850 (Philosophy of Inquiry) (prior to 2011/2012)

**HEALTH SCIENCES 5300****Advanced Statistics**

Credit hours: 3.00

Contact hours per week: 3-2-0

This course addresses descriptive statistics and statistical inference followed by a comprehensive study of statistical tests appropriate for most types of research questions and data sets. By the end of the course students will have fluency in univariate and multivariate tests, parametric and nonparametric tests, and the application of SPSS for statistical testing.

*Prerequisite(s):* Admission to a graduate program AND Health Sciences 3450/ Psychology 3450 or equivalent

*Equivalent:* Health Sciences 5850 (Advanced Statistics) (prior to 2011/2012)

*Substantially Similar:*  
Health Sciences 5850 (Statistics in Health Sciences Research) (prior to 2011/2012)

**HEALTH SCIENCES 5400****Advanced Qualitative Analysis**

Credit hours: 3.00

Contact hours per week: 3-0-0

Major theoretical and philosophical aspects of various qualitative methodologies such as phenomenology, hermeneutics, narrative, ethnography, and grounded theory will be discussed. Each student will generate a qualitative research proposal.

*Prerequisite(s):* Admission to a graduate program

*Equivalent:* Health Sciences 5850 (Advanced Qualitative Analysis) (prior to 2011/2012)

**HISTORY****(HIST)**

Faculty of Arts and Science

**HISTORY 5000****Historiography**

Credit hours: 3.00

Contact hours per week: 3-0-0

The history of thinking and writing about the past. Topics will include some of the key texts, authors, concepts, theories, methods, and debates in the development of the historical discipline.

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

*Equivalent:* History 5850 (Historiography and Historical Methods) (prior to 2017/2018)

**KINESIOLOGY****(KNES)**

Faculty of Arts and Science

**KINESIOLOGY 5901****Interdisciplinary Research Dialogues I**

Credit hours: 0.75

Other hours per term: 0-0-12

Seminar-based course. Research questions and conventions from across the disciplines (Humanities, Science, and Social Science) in Kinesiology. Emphasis is on creating productive research dialogues within and between students, faculty and diverse disciplinary approaches to the field.

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

*Grading:* Pass/Fail

**Note:** Students will normally be required to attend and contribute to four scheduled three-hour seminars over the course of the term.

**KINESIOLOGY 5902****Interdisciplinary Research Dialogues II**

Credit hours: 0.75

Other hours per term: 0-0-12

Continuation of Kinesiology 5901.

*Prerequisite(s):* Kinesiology 5901

*Grading:* Pass/Fail

**Note:** Students will normally be required to attend and contribute to four scheduled three-hour seminars over the course of the term.

**KINESIOLOGY 5903****Interdisciplinary Research Dialogues III**

Credit hours: 0.75

Other hours per term: 0-0-12

Continuation of Kinesiology 5902.

*Prerequisite(s):* Kinesiology 5902

*Grading:* Pass/Fail

**Note:** Students will normally be required to attend and contribute to four scheduled three-hour seminars over the course of the term.

**KINESIOLOGY 5904****Interdisciplinary Research Dialogues IV**

Credit hours: 0.75

Other hours per term: 0-0-12

Continuation of Kinesiology 5903.

*Prerequisite(s):* Kinesiology 5903

*Grading:* Pass/Fail

**Note:** Students will normally be required to attend and contribute to four scheduled three-hour seminars over the course of the term.

**MANAGEMENT****(MGT)**

Faculty of Management

**MANAGEMENT 5100****Orientation**

Credit hours: 0.00

Other hours per term: 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: 1.50

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: 0.00

Other hours per term: 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**

**Thinking by Design I**

*Credit hours: 1.50*

*Contact hours per week: 3-0-0*

This course is the first of a pair of courses that aim to equip the graduate student with the necessary divergent and convergent thinking skills useful for the rigorous critique of research problems and the generation and extension of new ideas. Management 5120 begins with a review of reasoning. The course then explores why the world is not always as rational, normal and linear as we might hope such that the tools of traditional reasoning must often be augmented with other techniques. Chief among these techniques will be the exploration and 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**

**Thinking by Design II**

*Credit hours: 1.50*

*Contact hours per week: 3-0-0*

The second course begins with mapping mental states and processes to ensure that students share a common language as they get deeper into 'thinking about thinking.' The course then moves into Design Thinking to bring together divergent and convergent thinking through the Inspiration - Ideation - Implementation process. Initially developed for product design use, the course strives to demonstrate how this approach can yield payoffs that extend far beyond the marketplace to general research endeavours and broad social concerns.

*Prerequisite(s): Successful completion of previous M.Sc. (Management) module  
OR  
Admission to another graduate program at the University of Lethbridge*

**Note:** *Students must have a minimum 'B-' grade in Management 5110, Management 5120, Management 5130, Management 5170, and Management 5200.  
Management 5125 is a six-week course.*

**MANAGEMENT 5130**

**Ways of Knowing**

*Credit hours: 1.50*

*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: 3.00*

*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 and Analysis**

*Credit hours: 3.00*

*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*

**Note:** *Students must have a minimum 'B-' grade in Management 5110, Management 5120, Management 5130, Management 5170, and Management 5200.*

**MANAGEMENT 5170**

**Data Management and Statistical Techniques I**

*Credit hours: 1.50*

*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 and Statistical Techniques II**

*Credit hours: 1.50*

*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:** *Students must have a minimum 'B-' grade in Management 5110, Management 5120, Management 5130, Management 5170, and Management 5200.  
Management 5175 is a six-week course.*

**MANAGEMENT 5200**

**Major Seminar I (Series)**

*Credit hours: 3.00*

*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 5225****Major Seminar II (Series)***Credit hours: 3.00**Contact hours per week: 3-0-0*

Students will be exposed to various research topics in their chosen major/area to provide sufficient instruction in their area of research.

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

OR

*Admission to another graduate program at the University of Lethbridge***Note:** *Students must obtain approval of their supervising area before registering.***MANAGEMENT 5300****Major Seminar III (Series)***Credit hours: 3.00**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***Note:** *Students must have a minimum 'B-' grade in Management 5110, Management 5120, Management 5130, Management 5170, and Management 5200. Students must have a minimum 'B-' grade in all graded courses in the previous module.***MATHEMATICS****(MATH)***Faculty of Arts and Science***MATHEMATICS 5405****Algebra (Series)***Credit hours: 3.00**Contact hours per week: 3-0-0*

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

*Prerequisite(s): Admission to the M.Sc. program***MATHEMATICS 5460****Advanced Number Theory (Series)***Credit hours: 3.00**Contact hours per week: 3-0-0*

Topics in analytic and algebraic number theory, elliptic curves and modular forms.

*Prerequisite(s): Admission to the M.Sc. program***MATHEMATICS 5505****Analysis (Series)***Credit hours: 3.00**Contact hours per week: 3-0-0*

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

*Prerequisite(s): Admission to the M.Sc. program***MATHEMATICS 7460****Advanced Number Theory (Series)***Credit hours: 3.00**Contact hours per week: 3-0-0*

Topics in analytic and algebraic number theory, elliptic curves, and modular forms.

*Prerequisite(s): Admission to the Ph.D. program***MUSIC****(MUSI)***Faculty of Fine Arts***MUSIC 5000****Musicology Seminar (Series)***Credit hours: 3.00**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: 3.00**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 5450****Collaborative Piano/Guitar - Voice***Credit hours: 3.00**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: 3.00**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: 3.00**Contact hours per week: 1-4-0*

One hour 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: 3.00**Contact hours per week: 1-4-0*

One hour 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***Note:** *All prerequisite courses must have a minimum 'B-' grade.***MUSIC 5848****Graduate Studio II***Credit hours: 3.00**Contact hours per week: 1-4-0*

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

*Prerequisite(s): Music 5748***Note:** *All prerequisite courses must have a minimum 'B-' grade.***MUSIC 5850****Special Topics in Music***Credit hours: 3.00**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: 3.00*

*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: 3.00*

*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 ENSEMBLE ACTIVITY**

**(MUSE)**

*Faculty of Fine Arts*

**MUSIC ENSEMBLE ACTIVITY 5770**

**Ensemble I**

*Credit hours: 1.50*

*Contact hours per week: 0-0-4*

Participatory ensemble studies in a Department of Music approved ensemble. 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: 1.50*

*Contact hours per week: 0-0-4*

Participatory ensemble studies in a Department of Music approved ensemble. 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: 1.50*

*Contact hours per week: 0-0-4*

Participatory ensemble studies in a Department of Music approved ensemble. 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: 1.50*

*Contact hours per week: 0-0-4*

Participatory ensemble studies in a Department of Music approved ensemble. Weekly rehearsals with supplementary rehearsals and performances as required.

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

**NEUROSCIENCE**

**(NEUR)**

*Faculty of Arts and Science*

**NEUROSCIENCE 5025**

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

*Credit hours: 3.00*

*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: 3.00*

*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.*

**NEUROSCIENCE 5901**

**Neuroscience Research Dialogues I**

*Credit hours: 0.75*

*Other hours per term: 0-0-12*

Seminar-based course. Research questions and conventions from across disciplines (Humanities, Science, and Social Science) in Neuroscience. Emphasis is on creating productive research dialogues within and between students, faculty and diverse disciplinary approaches to the field.

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

*Grading: Pass/Fail*

**Note:** *Students will normally be required to attend and contribute to scheduled seminars over the course of the term.*

**NEUROSCIENCE 5902**

**Neuroscience Research Dialogues II**

*Credit hours: 0.75*

*Other hours per term: 0-0-12*

Continuation of Neuroscience 5901.

*Prerequisite(s): Neuroscience 5901*

*Grading: Pass/Fail*

**Note:** *Students will normally be required to attend and contribute to scheduled seminars over the course of the term.*

**NEUROSCIENCE 5903**

**Neuroscience Research Dialogues III**

*Credit hours: 0.75*

*Other hours per term: 0-0-12*

Continuation of Neuroscience 5902.

*Prerequisite(s): Neuroscience 5902*

*Grading: Pass/Fail*

**Note:** *Students will normally be required to attend and contribute to scheduled seminars over the course of the term.*

**NEUROSCIENCE 5904**

**Neuroscience Research Dialogues IV**

*Credit hours: 0.75*

*Other hours per term: 0-0-12*

Continuation of Neuroscience 5903.

*Prerequisite(s): Neuroscience 5903*

*Grading: Pass/Fail*

**Note:** *Students will normally be required to attend and contribute to scheduled seminars over the course of the term.*

**NEUROSCIENCE 7025**

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

*Credit hours: 3.00*

*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*

**NEUROSCIENCE 7901****Neuroscience Research Dialogues I**

Credit hours: 0.75

Other hours per term: 0-0-12

Seminar-based course. Research questions and conventions from across disciplines (Humanities, Science, and Social Science) in Neuroscience. Emphasis is on creating productive research dialogues within and between students, faculty and diverse disciplinary approaches to the field.

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

Grading: Pass/Fail

**Note:** Students will normally be required to attend and contribute to scheduled seminars over the course of the term.

**NEUROSCIENCE 7902****Neuroscience Research Dialogues II**

Credit hours: 0.75

Other hours per term: 0-0-12

Continuation of Neuroscience 7901.

Prerequisite(s): Neuroscience 7901

Grading: Pass/Fail

**Note:** Students will normally be required to attend and contribute to scheduled seminars over the course of the term.

**NEUROSCIENCE 7903****Neuroscience Research Dialogues III**

Credit hours: 0.75

Other hours per term: 0-0-12

Continuation of Neuroscience 7902.

Prerequisite(s): Neuroscience 7902

Grading: Pass/Fail

**Note:** Students will normally be required to attend and contribute to scheduled seminars over the course of the term.

**NEUROSCIENCE 7904****Neuroscience Research Dialogues IV**

Credit hours: 0.75

Other hours per term: 0-0-12

Continuation of Neuroscience 7903.

Prerequisite(s): Neuroscience 7903

Grading: Pass/Fail

**Note:** Students will normally be required to attend and contribute to scheduled seminars over the course of the term.

**NEW MEDIA**

(NMED)

Faculty of Fine Arts

**NEW MEDIA 5148****Graduate Studio I**

Credit hours: 6.00

Contact hours per week: Variable

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

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

Substantially Similar:

New Media 5048 (prior to 2015/2016)

**NEW MEDIA 5149****Graduate Studio II**

Credit hours: 6.00

Contact hours per week: Variable

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

Prerequisite(s): New Media 5148

Substantially Similar:

New Media 5049 (prior to 2015/2016)

**Note:** All prerequisite courses must have a minimum 'B-' grade.

**NEW MEDIA 5151****New Media Theory and History**

Credit hours: 3.00

Contact hours per week: 3-0-0

A critical survey of canonical writings and prominent developments in the history of New Media as a field of study, creative sphere, and catalyst for socio-cultural transformation.

Prerequisite(s): Admission to the M.F.A. program with a major in New Media

Equivalent: New Media 5850 (New Media Theory and History) (prior to 2013/2014)

**NEW MEDIA 5850****Topics in New Media**

Credit hours: 3.00

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. program with major in New Media

**NURSING**

(NURS)

Faculty of Health Sciences

**NURSING 5100****Nursing Ethics, Policy, and Politics**

Credit hours: 3.00

Contact hours per week: 3-0-0

This course uses advanced studies in nursing ethics as a foundation for understanding the nursing profession in the context and politics of the health care system. Critical reasoning will be key to discussions of ethical dilemmas arising from nursing practice. Trends and issues within the nursing profession will be explored in relation to the politics of health care at the micro and macro level. The influence of nursing on social and health policy will be used to inspire student accountability and responsibility within health care environments.

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

**NURSING 5110****Health Research: Critique, Synthesis, and Application**

Credit hours: 3.00

Contact hours per week: 3-0-0

In this course, students will examine the research process in-depth and develop an advanced understanding of both qualitative and quantitative methodology. Students will critique study designs, methodology, and conclusions, synthesize these understandings, and apply that knowledge to nursing problems and issues using principles of knowledge translation and uptake. The course will address the challenges of implementing evidence-informed nursing practice.

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

**NURSING 5120****Nursing as Art and Science**

Credit hours: 3.00

Contact hours per week: 3-0-0

Students will explore the foundations of the nursing profession by discussing the work and contributions of nursing philosophers, theorists and scientists. Nursing knowledge will be discussed as a product of the interaction between nursing philosophy, theory, practice and research. The complexity of nursing as an artistic expression of nursing knowledge in practice will be revealed in discussions of nursing care situations.

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



**NURSING 5130**

**Practice Experience**

*Credit hours: 3.00*

*Other hours per term: 8-0-48*

Students gain focused practice experience in a health/ social service/educational setting under the supervision of a professional who will facilitate the student's learning goals in that environment. This experience is supplemented by regularly scheduled tutorial sessions during which students are expected to share insights and learning with classmates. Students explore a nursing role new to them or study a familiar nursing role in depth. Participation in this course will likely generate ideas for subsequent student project or Thesis topics.

*Prerequisite(s): Nursing 5100 AND  
Nursing 5110 AND  
Nursing 5120*

*Grading: Pass/Fail*

**NURSING 5140**

**Populations and Places for Nursing Practice**

*Credit hours: 3.00*

*Contact hours per week: 3-0-0*

Students will learn about the nuances of practising nursing with a variety of client populations in a diverse range of settings. The variation in populations may be based on age, race, culture, education, economic status or place of residence. This analysis of differences will be the foundation for an identification of the commonalities of nursing practice in all settings, with all populations. Knowledge gained may be directly relevant to subsequent student project or thesis topics.

*Prerequisite(s): Admission to the M.N. program*

**NURSING 5150**

**Project Development Seminar**

*Credit hours: 3.00*

*Contact hours per week: 3-0-0*

This course is for students who have selected the project route. Participants will engage in student-led dialogue and debate about the process and components of developing and executing a project. Included will be key issues such as project format standards, time management, interdisciplinary integration of knowledge, and knowledge-to-action strategies. Students will participate in peer review and presentation activities in a blended learning format.

*Prerequisite(s): Admission to the M.N. program*

*Grading: Pass/Fail*

**NURSING 5160**

**Thesis Proposal Seminar**

*Credit hours: 3.00*

*Contact hours per week: 3-0-0*

This course is intended to support and assist students in the preparation of a Thesis proposal and to facilitate the transition from course work to a masters-level research study. Participants will engage in student-led dialogue and debate about the process and components of designing, developing, and executing a scientific inquiry. Included will be key issues such as Thesis format standards, psychological and time management demands, committee formation, human subject research committee (ethics) review preparation, and project management. Students will participate in peer review and presentation activities in a blended learning format.

*Prerequisite(s): Admission to the M.N. program*

*Grading: Pass/Fail*

**NURSING 5170**

**Teaching and Learning in Nursing**

*Credit hours: 3.00*

*Contact hours per week: 3-0-0*

Students in this course will examine the integration of learning-teaching principles and theory into the practice of nursing in clinical and educational settings. The use of creative approaches to support the growth of learner knowledge and skills will be emphasized. Students will select a focus for their assignments - clients and families, healthcare staff members or nursing students.

*Prerequisite(s): Admission to the M.N. program*

**NURSING 5180**

**Concepts and Innovations in Nursing Practice**

*Credit hours: 3.00*

*Contact hours per week: 3-0-0*

This course gives students an opportunity to explore an aspect of nursing practice or health care delivery in depth. The aspect selected could be related to the client/patient/family, the care provider/ health care team, and/or the health care system. Knowledge of change and leadership theories will provide a foundation for understanding how nurses can demonstrate leadership and innovation related to the aspect of focus.

*Prerequisite(s): Admission to the M.N. program*

**NURSING 5999**

**Master of Nursing Placeholder**

*Credit hours: 0.00*

This is a placeholder for students admitted to the M.N. program who are not registered in a course in a particular term.  
*Prerequisite(s): Admission to the M.N. program*  
*Grading: 'X' grade*

**NURSING 6001**

**Thesis**

*Credit hours: 12.00*

*Contact hours per week: Variable*

Satisfactory Thesis will include a written report and an oral defence examination that meets expectations of the School of Graduate Studies.

*Prerequisite(s): Nursing 5130 AND  
Nursing 5140 AND  
Nursing 5150 AND  
Non-nursing elective*

*Grading: Pass/Fail*

**NURSING 6002**

**Final Project**

*Credit hours: 6.00*

*Contact hours per week: Variable*

The project involves the development of a product or process that could be used to improve a nursing practice or nursing education setting. Students may focus the project on topics related to the client/patient/family, the care provider/ health care team, the health care system, or the nursing education setting.

*Prerequisite(s): Nursing 5130 AND  
Nursing 5140 AND  
Nursing 5150 AND  
Nursing 5170 AND  
Nursing 5180 AND  
Non-nursing elective*

*Grading: Pass/Fail*

**PHYSICS****(PHYS)**

Faculty of Arts and Science

**PHYSICS 5005****Advanced Electrodynamics**

Credit hours: 3.00

Contact hours per week: 3-0-0

Advanced topics in theoretical electrodynamics. General topics covered will include Green's functions, boundary value problems, multipole expansions, waveguides, resonant cavities, radiating systems, scattering, dynamics of relativistic particles, collisions, and radiation damping. More advanced and special topics may include optical properties of matter, non-linear optics, plasmonic lenses, optoelectronic devices, frequency doubling in lasers, metamaterials, and photonic crystals.

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

**PHYSICS 5015****Advanced Quantum Mechanics**

Credit hours: 3.00

Contact hours per week: 3-0-0

Advanced topics in quantum mechanical theory. General topics will include path integrals, perturbation theory, semi-classical approximation, and quantum angular momentum. More advanced and special topics may include quantum statistical mechanics, Dirac equation and relativistic quantum mechanics, Aharonov-Bohm effect, quantum optics, coherent states, Casimir effect, quantum entanglement, and quantum computing.

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

Equivalent: Physics 5850 (Advanced Quantum Mechanics) (prior to 2016/2017)

**PHYSICS 5300****Theoretical Physics I**

Credit hours: 3.00

Contact hours per week: 3-0-0

Advanced topics in theoretical physics relevant to current research. Independent thinking, presentation and writing skills.

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

**PHYSICS 5325****Theoretical Physics II**

Credit hours: 3.00

Contact hours per week: 3-0-0

Advanced topics in theoretical physics relevant to current research. Independent thinking, presentation and writing skills.

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

**PHYSICS 5500****Experimental Physics I**

Credit hours: 3.00

Contact hours per week: 3-1.5-0

Advanced topics in experimental physics relevant to current research. Independent thinking, presentation and writing skills.

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

**PHYSICS 5525****Experimental Physics II**

Credit hours: 3.00

Contact hours per week: 3-1.5-0

Advanced topics in experimental physics relevant to current research. Independent thinking, presentation and writing skills.

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

**PHYSICS 7300****Theoretical Physics I**

Credit hours: 3.00

Contact hours per week: 3-0-0

Advanced topics in theoretical physics relevant to current research. Independent thinking, presentation and writing skills.

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

**PHYSICS 7325****Theoretical Physics II**

Credit hours: 3.00

Contact hours per week: 3-0-0

Advanced topics in theoretical physics relevant to current research. Independent thinking, presentation and writing skills.

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

**PHYSICS 7500****Experimental Physics I**

Credit hours: 3.00

Contact hours per week: 3-1.5-0

Advanced topics in experimental physics relevant to current research. Independent thinking, presentation and writing skills.

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

**PHYSICS 7525****Experimental Physics II**

Credit hours: 3.00

Contact hours per week: 3-1.5-0

Advanced topics in experimental physics relevant to current research. Independent thinking, presentation and writing skills.

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

**PSYCHOLOGY****(PSYC)**

Faculty of Arts and Science

**PSYCHOLOGY 5050****Graduate Seminar (Series)**

Credit hours: 3.00

Contact hours per week: 3-0-0

Contemporary and historically important topics in psychology. Offerings will vary according to the interests of incoming students and expertise of the instructor(s).

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

**PSYCHOLOGY 7050****Graduate Seminar (Series)**

Credit hours: 3.00

Contact hours per week: 3-0-0

Contemporary and historically important topics in psychology. Offerings will vary according to the interests of incoming students and expertise of the instructor(s).

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



# AWARDS AND SCHOLARSHIPS

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## I. APPLICATION FOR AWARDS

### a. Introduction

These guidelines are intended to ensure consistency and equity in the administration of awards and financial aid. The guidelines also assist students in developing an argument to defer or appeal an award decision. The Student Awards Committee is at liberty to set these guidelines aside when extenuating circumstances arise.

### b. Eligibility

#### 1. Application and Application Deadlines

To be eligible for awards and scholarships, application forms must be completed and received in the appropriate office, either the School of Graduate Studies or Scholarships and Student Finance no later than the designated date and time (if indicated). Only in circumstances that are substantially beyond the student's control will an appeal be considered for an application submitted after the stated deadline date.

When the deadline falls on a holiday or weekend, applications will be accepted until closing the next business day.

Successful applicants will be notified as soon as possible following the deadline.

When no application is required, the award is made automatically on the basis of academic achievement.

When an award recipient is to be nominated and no nomination is received, where appropriate, the University reserves the right to make a selection based on academic achievement.

#### 2. Tenure of Awards

Scholarships administered by the University of Lethbridge are available only to those students pursuing University of Lethbridge programs. All awards are contingent upon students proceeding with their University program in the next academic session and are payable only when the student is registered in a program at the University of Lethbridge.

Exceptions to this requirement are:

- a. **Part-time Awards** - If an award has been granted to a part-time student, the award will be payable when the student is in actual attendance at the University of Lethbridge.

If a student withdraws from full-time studies after having received a payment for an award, unpaid balances of awards outstanding are forfeited.

#### 3. Payment of Awards

- a. **Replacement** - Any award administered by the University of Lethbridge is subject to replacement by an award of equal or greater value.
- b. **Payment Schedule** - Awards may be paid out in monthly installments or in two or three installments (one per term).
- c. **Students Graduating Early** - If the award is paid in two payments, the student must be registered in all applicable terms. However, students who graduate early may receive future payment upon written request to the Graduate Award Advisor.
- d. **Deductions** - The University may deduct from award payments any funds owed to the University.
- e. According to Canadian Tax regulations, all financial awards granted to a student may be considered taxable income. Students will receive a T4A information slip for awards paid to them in the calendar year (January - December).

#### 4. Interruption of Program with Approved Leave of Absence

All graduate award holders must maintain continuous registration during the tenure of their award. Students may interrupt their award only for the reasons of maternity, child rearing, illness, or health-related family responsibilities. Requests for a leave of absence must be approved by both the Supervisory Committee and the Office of the Dean of Graduate Studies, and may require additional documentation.

5. **Returning After an Approved Leave of Absence**  
Students who return after an approved leave of absence shall be considered for University of Lethbridge awards, subject to the rules guiding graduate awards.  
To re-instate award payments following an interruption or leave of absence, award holders must notify the Graduate Award Advisor of their planned return six weeks prior to their return to their program. Every effort will be made to re-instate the same award or a replacement award of equal value.
6. **Posthumous Awards**  
Financial awards will not be disbursed posthumously.
7. **Note of Appreciation**  
Where a donor contact is available, award recipients will be expected to write a note of appreciation to the donor.

**c. Measuring Academic Performance for Scholarship Purposes**

1. **Academic Records**  
Complete academic records from all applicable institutions may be considered for measurement of academic achievement.

**d. Disclaimer**

Since the University of Lethbridge Calendar is published a considerable time before the beginning of the academic year, the University reserves the right to make whatever changes circumstances may require, including cancellation of particular awards or changes to the minimum grade point average required for awards.

**e. Definition of Terms**

**Note:** Award is used generically throughout to describe non-repayable financial support.

1. **Academic Medals** - Academic medals are awarded to the most distinguished students graduating from the University of Lethbridge. Medals are presented at spring Convocation and all students who have completed degree requirements since the previous spring Convocation are considered for medals. Students receiving academic medals are nominated by their supervisors. See **Medals** listed on **page 197**.
2. **Award** - An award is non-repayable financial support provided to a student who demonstrates academic achievement and/or meets additional defined criteria. These criteria may include participation in extracurricular activities, demonstrated leadership, contribution to the campus community and/or the local community, and financial need.

3. **Award Grade Point Average (GPA)** - For award purposes, the award GPA is generally but not always calculated on the previous two academic years with the exception of Audit and Credit/Non-Credit course designation.
4. **Bursary** - A bursary is non-repayable financial support provided to a student who demonstrates financial need and who is in good standing academically.
5. **Deferral** - A deferral is a postponement of a payment of an award, scholarship, or bursary until the student is registered full-time in a graduate program at the University of Lethbridge.
6. **Fellowship** - A fellowship is merit-based, non-repayable financial support provided to a graduate student enrolled in a Thesis-based program.
7. **Prize** - A prize is awarded for outstanding achievement in a course or a set of courses or an academic competition. A prize may be monetary or a gift-in-kind.
8. **Scholarship** - A scholarship is non-repayable financial support provided to a student primarily on the basis of academic achievement. Additional defined eligibility or criteria may include program, year of program, major, demonstrated leadership, or artistic excellence.
9. **Service Award** - A service award is for students in good academic standing who have demonstrated excellence in a range of non-academic fields, such as community service, student leadership, volunteerism, and athletic or artistic performance.

**2. GRADUATE AWARDS**

There are many different awards and scholarships available to graduate students based on specific areas of research, as well as financial need. A complete listing of graduate awards, including deadlines and criteria, administered by the University of Lethbridge can be found on the School of Graduate Studies website ([www.uleth.ca/graduate-studies/awardopportunities](http://www.uleth.ca/graduate-studies/awardopportunities)).

**a. Entrance Awards**

These awards are typically for students entering a graduate program at the University for the first time and for those without previous participation in a graduate program at that degree level.

**b. Entrance or Continuing Awards**

These awards are typically for students continuing in a graduate program at the University for the first time and for those without previous participation in a graduate program at that degree level. Students are not on extensions beyond the time of the graduate program (24 full-time months for master's; 48 full-time months for doctoral).

### 3. ACADEMIC MEDALS

TITLE AND DONOR	VALUE AND NUMBER	ELIGIBILITY	CRITERIA	APPLICATION
<b>School of Graduate Studies Medals of Merit</b> (University of Lethbridge)	Number: Variable	<ul style="list-style-type: none"> <li>• Must have completed degree requirements in the current academic year</li> </ul>	<ul style="list-style-type: none"> <li>• Awarded to the most distinguished students graduating with a master's or doctoral degree</li> </ul>	<ul style="list-style-type: none"> <li>• Nominated by their Supervisors</li> </ul>
<b>The Gold Medal of the Governor General of Canada</b> (The Governor General of Canada)	Number: One	<ul style="list-style-type: none"> <li>• Must have completed degree requirements in the current academic year</li> </ul>	<ul style="list-style-type: none"> <li>• Awarded to the graduating student with the highest academic standing in a graduate-level program</li> </ul>	<ul style="list-style-type: none"> <li>• Nominated by their Supervisors</li> </ul>

### 4. FINANCIAL ASSISTANCE

Application forms and information for Government Student Financial Assistance Programs are available from Scholarships and Student Finance (AH115, tel. 403-329-2585). General eligibility for full-time assistance is:

- Canadian Citizen or Permanent Resident of Canada;
- a valid Social Insurance Number;
- study in an approved post-secondary program of at least 12 weeks in length;
- courses must be applied to a recognized degree; and
- demonstrated financial need.

Most government financial aid programs are need-based. Students apply for the program through a provincial/territorial application form. One application encompasses the Canada Student Loans and Grants program and Provincial/Territorial Loans and Grants. Scholarships and Student Finance will assist students to determine which application to use. Students must apply to the province/territory which they are considered residents of, not necessarily the province/territory they are attending school in.

The government determines financial need by assessing costs the student will incur for tuition, fees, books and moderate living costs. Savings, part-time earnings, scholarships, assets and parental contributions may be assessed as resources and formulated as to whether a student has need. Students may appeal the outcome of the government needs assessment.

Allow four to eight weeks for an application to be processed. Students are advised to apply before July 1 for fall funding. Students will receive directions from the lender on where the loan, grant payments or documents will be sent. Tuition and fees owing will be deducted from the loan payments.

**Students are strongly advised to read all applications and documents before submitting. Know your rights and responsibilities!**

When a returning student who has previous government student loans does not take out additional student loans, it is essential the student request and submit a *Confirmation of Enrolment* form. This will protect the student (interest-free) status of the loan. *Confirmation of Enrolment* forms must be filed for both Canada and Provincial student loans, if both have been previously issued to the student.

General eligibility for part-time financial assistance is the same as full-time assistance. Check with the staff at Scholarships and Student Finance for further details.

Financial assistance programs for students with permanent disabilities are also available. Check with the staff at Scholarships and Student Finance for further details.

The following websites have more information on the Government Financial Assistance Programs for students:

- Alberta residents:  
[www.studentaid.alberta.ca](http://www.studentaid.alberta.ca)
- All other provincial/territory links can be accessed from:  
[www.esdc.gc.ca/en/student\\_loans/provincial.page](http://www.esdc.gc.ca/en/student_loans/provincial.page)
- The University of Lethbridge does not participate in the U.S. Department of Education (USDE) Federal Student Aid programs. Students can receive *Confirmation of Enrolment* for existing USDE-issued loans, but cannot access new USDE loans to attend the University of Lethbridge.

#### a. Repayment

Students are responsible for repaying their student loans. However, loans are not repayable during periods of full-time studies and for six months after graduation or withdrawal. In certain cases repayment may be deferred for additional periods after the six months' exemption, upon successful application for the Repayment Assistance Program.

#### b. Withdrawal While on Government Student Assistance (Loans/Grants Program)

Students must maintain registration to stay eligible for government student assistance. When on full-time government student assistance, a student must remain a full-time student throughout the funded period of study. If a student withdraws or drops below full-time standing, the student may be required to repay some or all funding received. Grant money may be converted to loan money. Students may be restricted from further government student assistance for 12 months. Check with the staff at Scholarships and Student Finance before withdrawing or dropping registration. Part-time funding programs are available for students who are studying part-time.

**c. Emergency Student Loan Fund**

The purpose of the fund is to provide temporary assistance to full-time University of Lethbridge students to meet expenses related to an unexpected shortfall in their personal finances or an unanticipated delay in their receipt of financial assistance funding.

An emergency is defined as an unexpected shortfall in finances that has caused an inability to meet the rent payments when due, lack of adequate food supplies, and any other type of expenses related to the necessities of life that cannot be delayed. Students will not receive emergency financial assistance to cover registration deposits, tuition fees, books, fines or debts to other University departments.

Emergency loans are available to assist students experiencing delays in the normal disbursement of their confirmed government student loans or grants. These advances are also available, in extenuating circumstances, to those students ineligible for government financial aid. In such cases, students must have written proof of their ability to repay the loan.

The full policy is available online at [www.uleth.ca/policy/emergency-student-loan-fund](http://www.uleth.ca/policy/emergency-student-loan-fund).

# GENERAL SERVICES AT THE UNIVERSITY OF LETHBRIDGE

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## 1. ACCOMMODATED LEARNING CENTRE

### Students with Disabilities

The Accommodated Learning Centre provides various accommodations for students with a wide range of documented conditions, including learning disabilities, ADHD, psychiatric disorders, as well as medical and mobility conditions. Supports include: exam accommodations, assistive technologies, specialized supports (tutors, strategists and notetakers) as well as Schedule 4 funding support. The Accommodated Learning Centre develops individual learning plans that correspond with a prospective registrant's official documentation. This documentation may include: a psycho-educational assessment, psychological report, psychiatric report, medical letter, counsellor's letter or any other diagnostic document from a health professional. For more information and possible assistance with these matters, contact the Accommodated Learning Centre.

Office: B760

Phone: 403-329-2766

Website: [www.uleth.ca/ross/accommodated-learning-centre](http://www.uleth.ca/ross/accommodated-learning-centre)

## 2. BOOKSTORE

### Retail Services

The University Bookstore is located on Level 2 of the Students' Union Building. It stocks all required course materials as well as a full line of general reading books, stationary, art supplies, University apparel and giftware.

### Textbook Reservation Service

The Bookstore can do your textbook shopping for you. Access the Bookstore's website for information as it becomes available. Textbook reservation sign-up occurs in April and is only available for the fall term for the Lethbridge campus only.

### Returns Policy

The Bookstore's policy for returning textbooks and other materials is clearly stated on the *Return Policy* attached to the receipt with your purchase. If you are unsure whether an item is returnable, please ask the Bookstore staff for clarification.



### Used Book Sell Backs

If a textbook is going to be used the following term, and the Bookstore requires inventory, we will purchase good-quality used copies from students. This service is available daily, except during term opening (watch for time changes). As well, the Bookstore sponsors semi-annual 'Used Book Sell Backs' during exam week in April and December. Exact dates and times are posted on campus and on the Bookstore website.

### Various Forms of Course Materials Available

The bookstore staff are continually reviewing various opportunities to provide cost savings to our students. Watch for options as they become available such as rental for new and used books, digital formats and special requests from instructors.

Website: [www.uleth.ca/bookstore](http://www.uleth.ca/bookstore)

### 3. BUS SERVICE

The City of Lethbridge operates a regular bus service between west Lethbridge and downtown in accordance with a published schedule, including one stop at the campus.

Bus passes and additional information on schedules are available from the Students' Union *Rockerman's Service Centre* (SU232) and the City of Lethbridge.

### 4. CAMPUS ID CARD

The University of Lethbridge Campus ID Card is the official picture identification of the University of Lethbridge. All students, faculty and staff need this card in order to access vending, printing, photocopying, food services, recreation facilities, athletic events, the Library and some off-campus services.

Campus ID Cards may be obtained at the ITS Solutions Centre in University Hall. Government-issued photo ID is required. For more information contact the ITS Solutions Centre (tel. 403-329-2490). The initial card is free—replacing a damaged, lost or stolen card is \$10.

Office: TH218

Phone: 403-329-2490

Website: [www.uleth.ca/information-technology/services/campus-id-cards](http://www.uleth.ca/information-technology/services/campus-id-cards)

### 5. CAMPUS SAFETY

Campus Safety is primarily a service-oriented department committed to providing a safe environment for our community and meeting the specialized needs of the University. In order to address specific needs and concerns, Campus Safety is divided into four divisions: Emergency Management, Parking Services, Risk and Safety Services, and Security Services.

Website: [www.uleth.ca/campus-safety](http://www.uleth.ca/campus-safety)

#### Emergency Management

Emergency Management is responsible for developing plans for all hazardous situations that might occur at the University of Lethbridge and plan training to ensure our Campus Incident Response Team and Emergency Management Team have the resources and information they require to make decisions to keep you and the University safe. In the event of an on-campus incident, Emergency Management is responsible for alerting the campus community with the appropriate information. Prepare, Plan, and Practice!

Website: [www.uleth.ca/campus-safety/emergency-management](http://www.uleth.ca/campus-safety/emergency-management)

#### Parking Services

Anyone intending to park a vehicle on the University of Lethbridge campus must purchase a parking permit. Permits are available in person at the Cash Office, or may be reserved

online using the Bridge ([www.uleth.ca/bridge](http://www.uleth.ca/bridge)). Please note, parking stalls on campus are a finite resource and the availability of a stall is not guaranteed; early online reservation is strongly recommended. Current permit rates can be accessed on the Bridge or the Parking Services website. Individuals holding a current disabled license plate and/or parking placard requiring specific needs should contact Parking Services for a permit to park in a pre-assigned area.

Short-term visitor Pay & Park is also available in various lots around campus, ranging from one hour to all day. Pay & Park permit dispensers are located in Lots C, D, G, H, and N. Students living in residence purchase parking permits via Housing Services.

Website: [www.uleth.ca/facilities/parking](http://www.uleth.ca/facilities/parking)

### Risk and Safety Services

Risk and Safety Services (RSS) is committed to the education and promotion of risk control and a strong safety culture for all members of the campus community who attend and use University facilities and services. RSS is responsible for oversight of the University's laboratory safety programs as well as managing the University's Environment and Occupational Health and Safety program. RSS also assists other departments by conducting safety audits, assisting with hazard assessments, and providing mandatory safety training such as WHMIS, Laser Safety, Radiation Safety, and Transportation of Dangerous Goods. Aside from safety, the department is also responsible for the administration of the University's insurance portfolio, risk management services for University activities, claims management, contract review relating to insurance and indemnity agreements, and the administration of the University's Alcohol Policy.

Website: [www.uleth.ca/risk-and-safety-services](http://www.uleth.ca/risk-and-safety-services)

### Security Services

Security Services patrol the campus 24 hours a day and are responsible for promoting a safe campus environment with the assistance and support of the campus community. In addition to foot and CCTV patrols, Security Services also delivers the following programs: Safe Walk, Working Alone, Crime Prevention, First Aid, Incident Investigation and the campus Lost and Found service.

Website: [www.uleth.ca/security](http://www.uleth.ca/security)

### 6. CAMPUS WOMEN'S CENTRE (CWC)

The Campus Women's Centre offers many services to the University and its surrounding community. It's a safe, quiet place where all students can come to talk. Student volunteers, experienced with student life on campus, are easy to talk to and can relate to issues such as frustrations with roommates, juggling home life with school life, and personal conflict. Although the Campus Women's Centre is not a licensed counselling centre, student volunteers are trained to recognize when someone is in need of counselling services and will direct them accordingly. The Campus Women's Centre can facilitate help for students through contact with local organizations such as the YWCA, the Womanspace Resource Centre, shelters and food banks.

The Women's Centre has a wide range of pamphlets and information about topics including sexual health, birth control, cancer, STI's, pregnancy, nutrition, HIV and AIDS, drug and alcohol abuse, sexual abuse, mental health, spirituality, feminism, daycare services, self-esteem, losing weight and piercings.

Throughout the year, the Women's Centre organizes and participates in a variety of events impacting women in our society today. These events include National Day of

Remembrance and Action on Violence Against Women, International Women's Day, Breast Cancer Awareness Month and AIDS Week.

Currently, each student contributes a levy fee of one dollar in the fall and spring terms. Since the Women's Centre fee is not compulsory, students may choose to opt out. To do so, students must submit a formal email request, indicating their full name and University ID number from a valid 'uleth.ca' account. Alternatively, students may stop by the office and fill out an opt-out form. Refunds will be administered during the last week in October for the fall terms and the last week in February for the spring terms. Applications and requests for opt out must be submitted prior to the refund dates. Students will receive an email confirmation instructing them to come to the Women's Centre in person to receive their refund in cash. A valid University ID card is required.

Office: SP150

## 7. CHAPLAINCY

Chaplains provide private consultation to any University student or staff in relation to spiritual or religious needs.

The Chaplaincy consists of Ministers of many faiths. Participating Chaplains have regularly scheduled hours for consultation.

Office: MH4054

Phone: 403-317-2849

## 8. CKXU RADIO

CKXU 88.3 FM is a community-based campus station with a mandate to showcase, promote and enhance southern Alberta's diversity.

The station and its volunteers are committed to serving the interests of both the University community and the community at large. In addition to its musical programming, the station is dedicated to giving voice to issues and points of view under-represented in mainstream media.

CKXU offers many opportunities apart from on-air programming, including advertising, fundraising and assisting with production, as well as news, sports and spoken-word programming. An interest in diversity and a willingness to learn is all that is required.

Office: SU164

Website: [www.ckxu.com](http://www.ckxu.com)

## 9. CONFERENCE AND EVENT SERVICES

Conference and Event Services provides support for the extended learning of faculty and students enabling the most recent research and knowledge to be shared on campus with both our on-campus and local communities. Conference and Event Services coordinates conferences, meetings, special events, the on-campus LUX Hotel, and provides support within a sustainable environment for the University, southern Alberta community, and casual guests.

Conveniently located, the on-campus LUX Hotel provides easy access to University facilities as well as the downtown core. We aim to provide comfortable accommodations at affordable prices. Providing full accommodations May to August and limited accommodations September to April, we are the only hotel on the west side of Lethbridge.

Conference and Event Services can help coordinate every aspect of your event, from setup to take down. Our on-campus meeting spaces can be rented to accommodate groups of five to 450 people. Our rooms are located across campus and can provide you with cost-effective, state-of-the-art

venues that can accommodate all the requirements of your next meeting, conference or group event.

Phone: 403-329-2244

Fax: 403-329-5166

Email: [cnf@uleth.ca](mailto:cnf@uleth.ca)

Website: [www.uleth.ca/conference](http://www.uleth.ca/conference)

## 10. CONVOCATION

Convocation represents the culmination and celebration of a student's academic accomplishments at the University of Lethbridge; it is the formal ceremony where students don caps and gowns and receive their degrees, diplomas or certificates. University of Lethbridge Convocation ceremonies are held in the spring and fall, and are memorable and grand occasions. We strongly encourage all graduating students to attend and celebrate this important milestone with family, friends, faculty and University staff.

## 11. COUNSELLING AND CAREER SERVICES

Counselling and Career Services provides personal counselling and career services to students.

Office: AH153

### Counselling Services

Counselling services are provided free of charge to registered students. The purpose of the counselling services provided is to contribute to the total well-being and development of individual students. Individual personal counselling and career counselling, as well as group and wellness workshops are offered to assist students in realizing their educational and personal potential.

Although Counselling and Career Services normally operates on an appointment basis, counsellors see students experiencing a personal crisis as quickly as possible. After-hours and weekend emergencies should be handled through Campus Security (403-329-2345) or the emergency service at Chinook Regional Hospital (403-388-6300). Personal crisis situations experienced after hours should be directed to the Distress Line of Southwestern Alberta (403-327-7905 or 1-888-787-2880).

Students with career and/or personal concerns are encouraged to make a counselling appointment before the situation becomes overwhelming. Students are required to come to our office (AH153) to schedule an appointment.

For employees of the University, personal counselling is available through the Employee and Family Assistance Program. Call 403-329-2480 or 1-800-663-1142 (24 hours) for further information.

Email: [counselling.services@uleth.ca](mailto:counselling.services@uleth.ca)

Website: [www.uleth.ca/counselling](http://www.uleth.ca/counselling)

### Career Services

Career services are provided free of charge for students and graduates. The following career services are available:

*Career Exploration/Job Search Techniques* - Support gathering occupational information such as qualifications, job duties, educational requirements and labour market conditions. We assist students in any aspect of the job search process (e.g., resume writing, interview techniques) either on an individual appointment basis or in a group workshop.

*Job Postings* - Students/graduates looking for a job, whether it is part-time, temporary, summer or full-time after graduation, can view job postings online on our job board. Go to our website to view all our services including a link to the career services job board. Log onto the job board with your University of Lethbridge username and password.

**On-Campus Recruitment (OCR)** - We assist employers in recruiting University of Lethbridge students throughout the year. On-campus recruiting (OCR) postings can be found on our job board. Students may sign up on our website to attend OCR sessions.

**Career Resources** - Visit our homepage for listings of online resources for career and employment opportunities.

**Career Events** - Each fall, we coordinate the annual University of Lethbridge Career Fair. The Fair is open to all students and provides an exceptional opportunity to gather information on career paths and to network with potential employers. Other events are offered throughout the year.

**Graduate Employment Services** - Upon graduation, students can continue to utilize all the services of Counselling and Career Services. Alumni are encouraged to contact us before leaving campus to ensure they continue to receive relevant career-related information.

**Note:** For further information on all programs, please contact Counselling and Career Services at 403-317-2845, visit us in Anderson Hall (AH153), or access additional information through the following:

Email: [ces.students@uleth.ca](mailto:ces.students@uleth.ca); [ces.graduates@uleth.ca](mailto:ces.graduates@uleth.ca)

Website: [www.uleth.ca/ross/ces](http://www.uleth.ca/ross/ces)

Blog: [blogs.ulethbridge.ca/ces](http://blogs.ulethbridge.ca/ces)

## 12. ENROLMENT SERVICES

The Enrolment Services department includes student recruitment, student engagement and student communications. The department is responsible for events, programming and support for prospective students and their families, high school and college guidance counsellors, new and current University of Lethbridge students, as well as University Faculties and staff. Events include Open House, Information Evenings, New Student Orientation and Convocation. Programming includes prospective student advising, Mentor Mail, student communications, campus tours, Student-for-a-Day, tutoring, study skills and learning strategies, as well as mental health awareness and education. Resources such as the Viewbook, Parent and Family handbook, To-do List, prospective student website and the off-campus housing directory are created and maintained by Enrolment Services.

Phone: 403-329-2762

Email: [inquiries@uleth.ca](mailto:inquiries@uleth.ca)

Website: [ulethbridge.ca/future-student](http://ulethbridge.ca/future-student)

## 13. FIRST NATIONS, MÉTIS AND INUIT STUDENT SERVICES

The First Nations, Métis and Inuit Student Services (FNMISS) is a free, confidential service housed in the Paterson Center, that is also the site of Ikaisskini FNMI Gathering Place, for those students who self-identify as First Nations, Métis, and Inuit. The primary role of the FNMISS office is to guide, encourage and empower students in the university environment.

FNMISS can help you make the transition to the University of Lethbridge by helping you access services such as:

- Housing Information ([www.uleth.ca/housing](http://www.uleth.ca/housing))
- Off-Campus Housing ([www.uleth.ca/offcampushousing](http://www.uleth.ca/offcampushousing))
- Parking ([www.uleth.ca/facilities/parking](http://www.uleth.ca/facilities/parking))
- Academic Advising ([www.uleth.ca/ross/academic-advising](http://www.uleth.ca/ross/academic-advising))
- Scholarships and Loans information ([www.uleth.ca/graduate-studies/funding-fees](http://www.uleth.ca/graduate-studies/funding-fees))([www.uleth.ca/ross/student-finance](http://www.uleth.ca/ross/student-finance))
- Elder Support Program ([www.uleth.ca/future-student/elder-support-program](http://www.uleth.ca/future-student/elder-support-program))
- Counselling Services ([www.uleth.ca/counselling](http://www.uleth.ca/counselling))
- Career Bridge

- Student Success Centre ~ Tutors, Learning Strategies, Study Skills, Mental Health ([www.uleth.ca/student-success-centre](http://www.uleth.ca/student-success-centre))
- Accommodated Learning Centre ([www.uleth.ca/ross/accommodated-learning-centre](http://www.uleth.ca/ross/accommodated-learning-centre))
- Academic Writing Centre ([www.uleth.ca/artsci/academic-writing/writing-centre](http://www.uleth.ca/artsci/academic-writing/writing-centre))
- University of Lethbridge First Nations', Métis, and Inuit Alumni Chapter ([www.uleth.ca/alumni/first-nations-metis-inuit-fnmi-alumni-chapter](http://www.uleth.ca/alumni/first-nations-metis-inuit-fnmi-alumni-chapter))

The Eaglesnest listserv is the primary email communication highway for registered University of Lethbridge FNMI students who have self-identified on their application form. University announcements, community resources, and job postings are some of the communications that the Eaglesnest forwards. Updates to events are also available on the University of Lethbridge FNMI website.

Phone: 403-394-3904 or 403-332-4455

Website: [www.uleth.ca/first-nations-metis-inuit](http://www.uleth.ca/first-nations-metis-inuit)

## 14. FOOD SERVICES AND CATERING

Food Services offers an enhanced dining and catering experience to our students, faculty, staff and guests of the University of Lethbridge.

Delivered in an a-la-carte style with a variety of retail food outlets on campus, choices include a contemporary range of healthy menu options to meet most dietary requirements and fully satisfy the needs of our residence students on our mandatory dining plans.

### Retail Food Locations

Urban Market (University Hall, 6th floor)

Our signature dining outlet, Urban Market, is located adjacent to the Atrium on Level 6 of University Hall. This contemporary concept includes personal service stations offering fresh, made-to-order selections such as hand-made pizzas, calzones and bakery items; a Euro-style deli featuring a daily selection of soups, salads and sandwiches; a "home-style" entree station; sushi made fresh daily; custom stir-fry station; and full-service BBQ grill. Menus are rotated weekly featuring traditional favourites as well as new and innovative menu ideas.

Other locations include:

Starbucks (Library Building, 9th floor)

Cinnamon Cafe (Markin Hall, Atrium)

Subway (University Hall, 6th floor)

Tim's Express (University Hall, 6th floor)

Tim Horton's' (1st Choice Savings Centre, 2nd floor)

### Catering

Catering services offers a choice of three professional catering partners providing a full range of services to suit any occasion on campus.

Services range from refreshments for small groups, luncheons, full-services formal banquets and receptions. Menus can be customized to meet individual client requirements and budgets.

*Aramark Catering*

Phone: 403-332-4475

Email: [catering@uleth.ca](mailto:catering@uleth.ca)

*LA Chefs*

Phone: 403-320-7702

Email: [lacheefs@lacheefs.ca](mailto:lacheefs@lacheefs.ca)

*Country Kitchen Catering*

Phone: 4030328-7756

Email: [booking@countrykitchencatering.ca](mailto:booking@countrykitchencatering.ca)

## 15. GRADUATE STUDENTS' ASSOCIATION

The Graduate Students' Association (GSA) mandate is to identify graduate student needs in order to ensure policies align appropriately. The GSA represents all academically employed graduate students including all students who are registered as graduate students at the University of Lethbridge and pay either full-time or part-time GSA fees.

The priorities identified by the GSA include:

- a. Providing an orientation for new members
- b. Organizing social, academic and special events for graduate students
- c. Enhancing financial opportunities available to graduate students
- d. Supporting academic skills development among graduate students independently or in collaboration with other University groups
- e. Promoting the general welfare of members and acting to serve and further the intellectual, cultural, social and recreational activities of its members
- f. Lobbying on behalf of graduate students at the local and provincial level
- g. Negotiating and upholding the terms and conditions of the graduate students' Collective Agreement with the University Board of Governors
- h. Improving communication with members by various means
- i. Acting as the official interface between students and administration

Office: M2041

Phone: 403-329-2132

Website: [www.ulgsa.ca](http://www.ulgsa.ca)

### University of Lethbridge Committees and Internal GSA Committees

The GSA represents graduate students and their interests on a variety of University of Lethbridge committees as well as on committees internally within the GSA Council. University of Lethbridge committees the GSA has a vote on include: a variety of General Faculties Council (GFC) Committees and Senate Committees, Alumni Association, Animal Welfare, Blood Services, Board of Governors, Budget Advisory Committee, CKXU, Lecture Series Committee, Teaching Centre Advisory Council, and more. Internal GSA committees include: Awards Committee, Collective Agreement Committee, Mental Health Steering Committee, Social Events Committee, Meeting of the Minds Conference Committee, etc.

Website: [www.ulgsa.ca/gsa-committees](http://www.ulgsa.ca/gsa-committees)

### Awards and Funding

The GSA has several awards in order to accommodate circumstances specific to graduate students. Applications for the following awards and funding are available through the GSA website ([www.ulgsa.ca](http://www.ulgsa.ca)).

- GSA Travel Award
- GSA Emergency Bursary Fund
- GSA Student Event Financial Assistance
- Government of Alberta Graduate Citizenship Award

### Provincial and National Affiliations

The GSA is a member of the Alberta Graduate Provincial Advocacy Council (Ab-GPAC), an organization focused on

lobbying the provincial government on behalf of graduate students' interests. Several current priorities include: reforming part-time student loans, international student fees, mandatory non-instructional fees regulation, reviewing the post-secondary funding model, mental health initiatives and the Alberta Immigrant Nominee Program.

### Social Events

The GSA offers a variety of social events regularly throughout the semester, such as a trip to Waterton, bowling, pub nights and a variety of other activities. All graduate students are welcome and encouraged to attend. Students are also invited to email us regarding any events they would like us to coordinate.

### Services provided by the GSA:

#### Collective Agreement

This agreement governs the employment of graduate students as graduate assistants at the University of Lethbridge. As required by the *Post-secondary Learning Act* of the Province of Alberta, this agreement was reached between the Governors of the University of Lethbridge ('the Board') and the University of Lethbridge GSA on behalf of all graduate students. This agreement recognizes the importance of graduate assistant positions to both graduate students as an apprenticeship in preparation for further academic or professional careers and to the University to assist with the volume of work associated with academic positions.

Website: [www.ulgsa.ca/governance](http://www.ulgsa.ca/governance)

#### Classifieds

This page features classified postings intended for University of Lethbridge graduate students. To post a classified advertisement to this page, please email us with all information you would like in your ad (including pictures). You must be a current University of Lethbridge graduate student or alumni, or a University of Lethbridge staff or faculty member to post on this page.

We are happy to post any advertisement ranging from residences to rent to babysitting requests, or even the sale of textbooks or electronics for graduate students.

Email: [gsa@uleth.ca](mailto:gsa@uleth.ca)

Website: [www.ulgsa.ca/gsa-classifieds](http://www.ulgsa.ca/gsa-classifieds)

#### First Impressions Orientation Program

The GSA First Impressions program is designed to make the move to Lethbridge, or the move from undergraduate to graduate student life, smoother for new students. We pair an incoming student with a current student to provide someone to whom questions can be directed and information sought, usually via email. Questions can range from: supervisor/student relationships, best cafes, cheapest groceries, public transportation, how/where to get a SIN card, how to fill out paperwork/register in courses.

We pair students based on department, Faculty, or common interest, depending on who our volunteers are.

Website: [www.ulgsa.ca/first-impressions-orientation-program](http://www.ulgsa.ca/first-impressions-orientation-program)

#### Meeting of the Minds Annual Conference:

Meeting of the Minds is held in March each year and represents an opportunity for University of Lethbridge students to showcase their research to the University community and the broader community of Lethbridge. Both communities benefit from this exchange of ideas. In particular, people from outside the University gain an opportunity to learn about the high calibre research taking place at the University of Lethbridge, much of which is (a) funded by their tax dollars, and (b)

applicable to their everyday lives. The University community also benefits from the all too rare opportunity for a free exchange of ideas between academics and the general public, and among Faculties and disciplines that do not often come together. Finally, student presenters benefit from the opportunity to practice placing their research into a context that is accessible to a diverse but informed audience.

### **GSA/L.A. Transit U-Pass Program:**

The Universal Transit Pass (U-Pass) program gives students enrolled in participating post-secondary institutions unlimited access to local transit. Because fees are collected from a large participant base, U-Pass prices are lower than the amount students would otherwise pay for monthly passes or tickets over the course of a term. U-Pass programs offer students a way to lower their transportation costs while at school and also benefit the local community and the environment.

Graduate students cannot opt out of the U-Pass unless they: (a) are completing practicum work or field work outside the City of Lethbridge for more than three quarters of the fall or spring/summer term, or (b) live outside of the Lethbridge transit area.

Students can pick up U-Passes or replace their defective U-Pass by visiting our office. Our office hours are listed on our website.

*Email: [www.ulgsa/ulgsa-transit-u-pass-program](http://www.ulgsa/ulgsa-transit-u-pass-program)*

### **SGS/GSA Study Carrel Space**

This space has been created for graduate students who do not have an office space on campus. Respectful use of the space is required so that future graduate students will also be able to use this space. There is a \$25 key deposit required. This deposit can be given to the SGS once the application has been accepted.

The GSA is currently accepting applications. There is no deadline for applications.

*Website: [www.ulgsa.ca/sgsgsa-study-carrels](http://www.ulgsa.ca/sgsgsa-study-carrels)*

### **Grad Student Lounge**

Grad students can use the Grad Student Lounge space in many ways! Studying, storing food (fridge and freezer provided), making tea or coffee (kettles and coffee makers provided), playing foosball, having group meetings, and more!

**Booking:** Please email [gsa@uleth.ca](mailto:gsa@uleth.ca) or visit us during our office hours.

**Using the space:** If you would like to use the space, please visit our office in M2041 to receive the access code. As this is a grad student space only, please bring your student ID!

*Location: M3005*

### **Grade Appeals**

Grade Appeals deal with claims where a student feels his or her course grade has been improperly determined. The GSA is here to help students through the grade appeal process. Students can book an appointment with the President or Vice-President (Academic) of the GSA by emailing them to discuss any questions they may have.

*Email: [gsa.pres@uleth.ca](mailto:gsa.pres@uleth.ca) or [gsa.internal@uleth.ca](mailto:gsa.internal@uleth.ca)*

### **Health and Dental Coverage**

Our health and dental coverage is handled by the Students' Union administration. For further details, please contact the Students' Union Health and Dental Plan Office.

*Office: SU180*

*Phone: 403-329-2039*

## **16. HEALTH CENTRE**

Confidential medical services include the following:

- Medical clinic (Monday - Friday, 9 a.m. to 4 p.m.) - a Doctor's office for students. You can book a doctor's appointment in this on-campus medical clinic for students.
- Psychiatrist clinic (limited appointments and by referral only) - talk to us if you require an appointment
- Mental Health Assistance - a mental health nurse, mental health therapist, behaviourist, addictions and wellness coordinator, and a dietitian are available to assist students
- Dietitian service (talk to us about making an appointment)
- Nursing Assessment and Care - one-on-one education, treatments and questions
- Communicable Disease Management
- Basic Health Insurance Inquiries (for International Students)
- First Aid Coordination - First Aiders and first aid kits are embedded on campus. If you need immediate assistance, call Security at 403-329-2345.

### **On-Campus Medical Clinic**

Don't have a family physician? Students can see a physician on campus Monday through Friday. Book an appointment for any health concern or your yearly physical. The clinic also accommodates needs for allergy and other injections, specific treatments, third party medicals, etc. (talk to us about planning your specific health needs).

*Phone: 403-329-2484 (extension 1)*

### **On-Campus Mental Health Assistance**

The Health Centre and Counselling Services work to assist students with mental health care. At the Health Centre we have a mental health team to assist with care, which includes a mental health nurse, a mental health therapist, a behaviourist, a dietitian, addictions and wellness coordinator, administrative support, a physician and two part-time psychiatrists. Psychiatrists are physicians who have extra training/expertise in mental health. Appointments are by referral; talk to us if you believe you need one.

### **Nursing Assessment and Care**

Nurses are available for discussions on health issues and health planning for specific subjects. If you have a chronic health issue that requires medical plans while you are at the University, come to see one of the nurses. Drop into the Health Centre to book an appointment to discuss your needs.

### **On-Campus First Aid**

Call 911 for an ambulance if emergency medical aid is required. When directed to hang up by the 911 Operator, call Campus Security at extension 2345 or 403-329-2345 at any time during the day or night. For any on-campus first aid, call Security at 403-329-2345 for immediate first aid service.

### **Communicable Disease Management**

The Health Centre will inform the University community about specific disease management for campus-wide illnesses. Remember, the first defence against viruses is simply washing your hands and protecting others from your cough or sneeze. Consider a flu shot. Check out our website for more information about specific concerns.

### **Health Education**

Campus-wide health education events are held throughout each term and are located in a variety of places on campus.

## Health Insurance

There are two types of health insurance. First, by law, all students **MUST** have basic provincial health insurance (this pays for doctor's bills, hospital care and most medical tests). Usually, this insurance is from your home province. If you have questions about the Alberta Health Care Insurance Plan (AHCIP) or your home province insurance, please ask the Health Centre staff. Second, there is an extended benefit plan that assists in paying for items not covered by provincial health insurance.

Students should either have an extended benefit plan from their work or family or have the Students' Union Health and Dental Plan. The Students' Union Health and Dental Plan assists with the cost of medications, ambulance rides, therapies and dental costs. If you have questions about the Students' Union Health and Dental Plan, drop by SU180.

**Note:** *The University does not assume responsibility for the cost of medical treatment or hospitalization.*

We want you to learn about your own health as you grow academically. Please ask for help when you need it!

Office: SU0209

Phone: 403-329-2484

Email: [health.centre@uleth.ca](mailto:health.centre@uleth.ca)

Website: [www.uleth.ca/hr/health-centre](http://www.uleth.ca/hr/health-centre)

## 17. HOUSING SERVICES

*'Come Live With Us!'*

Our focus in Housing Services is to provide students with the best possible environment for academic success and personal development. Residence Life programming is offered and coordinated through live-in Residence Assistants. Some examples of the programs and workshops offered in the past include: time management, physical activities, health and nutrition, alcohol awareness, study skills, exam preparation, library use, tutoring, movie nights, cabarets, resumé writing, and effective interview and job search skills.

The convenience of living on campus, together with access to the University's services and programs, gives students educational, social and cultural advantages. Residents tend to be more involved in campus life, build stronger friendships than their off-campus counterparts and develop greater tolerance and understanding. All this adds up to an enhanced opportunity to graduate from the University of Lethbridge.

### Campus Housing Choices

The University provides campus housing for single students in fully-furnished bedrooms, self-contained apartment units and townhomes. For mature and graduate students, we provide unfurnished townhomes. Units meeting the needs of students with physical challenges are also available.

The Tsuu T'ina House, Residence Village (RV), a portion of the units in Siksika House, and Mount Blakiston House units are furnished and assigned to students in their second and subsequent years of study.

The remaining portion of the units in Siksika House are unfurnished and generally for graduate and mature students.

**Aperture Residential Park Single Housing Apartments and Townhomes** - Our apartment and townhouse-style buildings accommodate 542 students in studio, one-, two- and four-bedroom, fully-furnished units. All bedrooms are single occupancy and suites are assigned on a bedroom-by-bedroom basis. Study areas, swipe-card and coin-operated laundry facilities, and barbeques are provided in each residential area. These buildings include a fitness room, study and meeting rooms, television lounge, and games room which are available to all residence students. The Tsuu T'ina House, Residence

Village and Mount Blakiston House buildings are located south of Aperture Drive.

**Please not that Kainai House will be closed for the 2017/2018 academic year for renovations and improvements.** This will reduce the number of available units for students from 566 to 417.

### Aperture Park Graduate and Mature Student Townhouses

Housing for mature and graduate students with or without families is provided in Siksika House with two- and three-bedroom townhome units. All townhomes have a refrigerator, stove and window coverings. The three-bedroom units include a washer and dryer. Central, coin-operated laundry facilities are available in each of the buildings for the other tenants. Each home has its own entrance and balcony, with living room and kitchen on one floor and bedrooms on a separate level. The townhomes are located just south of the two apartment buildings in Aperture Residential Park.

### What You Should Bring for Comfort

The following items are suggestions only: personal computer, circuit breaker-equipped power bar, extension cords, alarm clock, hair dryer, towels, toiletry items, athletic gear, laundry soap, cleaning supplies, vacuum cleaners and bedding.

**Note:** *All electrical appliances must be CSA approved.*

Please refer to our website for more information.

Website: [www.uleth.ca/housing/what-bring](http://www.uleth.ca/housing/what-bring)

### Application Process

Applications are accepted starting in September for the following September occupancy. Applications may be obtained online. You must apply to the University of Lethbridge for Admission prior to being eligible to apply for campus housing. Once you have received your University of Lethbridge ID number you may log on to the Housing Residence Portal to apply. All applications must be accommodated with a non-refundable application fee plus deposit payable online. **Students are advised to apply as early as possible to improve their chances for accommodation.** Newly admitted applicants applying before April 1 will have their names entered into an accommodation lottery. Approximately 75% of the allocated beds will be randomly selected. The names drawn will be guaranteed accommodation prior to June 15. Returning students whose applications are received by January 16 will participate in the lottery draw for 75% of the allocated beds. Others will have their names placed on the application list in priority order according to date received. Offers will be based on roommate compatibility, application profiles and unit availability.

### Offer of Accommodation

Once accommodation is assigned, the student is advised through an *Offer of Accommodation* letter via email. This letter must be signed and returned, along with the second advance payment, by the deadline date as stated in the offer. Failure to meet this deadline will result in cancellation of the application and loss of the first advance payment.

### Security Deposit

All students staying in campus accommodation will be required to submit a security deposit of \$300 for single student housing or the equivalent of one month's rent for family housing. Interest will be payable on any unused amount if applicable under Provincial Government Statute. Security deposits will be used to cover any outstanding housing-related charges deemed payable upon termination of occupancy, including cancellation fees, damage, cleaning, lost keys, dining plan, etc.

**The security deposit shall not be deemed to constitute a limit for any charges which may be incurred under the lease.**

### Cancellations

Applicants who are declined admission to the University, who cannot be accommodated by Housing Services by the first day of classes, or who cancel their application in writing prior to receiving a room offer may request a refund of all advance payments. Cancellation for any other reason will be subject to forfeiture of the advance payments according to the cancellation schedule as outlined in the *Offer of Accommodation*. The refund amount for these cancellations is based on the date upon which written notice is received by Housing Services; therefore, students are advised to contact Housing Services as soon as their plans change. (Cancellation over the Christmas break may be submitted by email to [housing@uleth.ca](mailto:housing@uleth.ca).) All cancellations received after a student has moved into residence are subject to one calendar month's notice. Failure to provide this notice will result in next month's rent charges.

### Fees

Rates for single student housing (Apartments and Townhomes) must be paid at the beginning of each term.

A utility surcharge may be levied to offset increased utility costs due to the effects of deregulation and the resulting inflationary impact.

Rental rates include all utilities except telephone line and Internet access and are based on a two-term (single) or 12-month (family) contract. Arrangements may be made with Housing Services for a summer contract for single students (May-August).

### Emergency Response/Internet Digital System Fee

All residence bedroom spaces are equipped with the VoIP (Voice over Internet Protocol) communication system, which provides each resident with Internet access and a telephone in their room. The system allows for efficient communication within residence for emergency response in the event of critical incidents. A mandatory \$72 fee is levied to each resident per term for this service.

### Organization of Residence Students (ORS)

The ORS (a Students' Union club) provides community development opportunities to meet, interact and socialize in the academic atmosphere for the benefit of each member and the community as a whole. A \$45 membership fee is levied to each resident per term.

### Policies

The University has policies, regulations and programs to provide for students' personal, academic, social and cultural growth, as well as their privacy and well-being. Breach of these policies and certain Criminal Code offences will be grounds to terminate the students' use agreements and evict them from University Housing. Housing policies are available online (refer to *Residence Community Handbook*).

### Summer Housing

Students working or studying in Lethbridge over the summer are invited to stay in our residence. Special contract terms and rates are available. Accommodation is available in residence from approximately May to August for summer session students.

Mailing Address:

Housing Services  
University of Lethbridge  
4401 University Drive  
Lethbridge, Alberta, T1K 3M4

Office: C420

Phone: 403-329-2584

Fax: 403-329-2030

Email: [housing@uleth.ca](mailto:housing@uleth.ca)

Website: [www.uleth.ca/housing](http://www.uleth.ca/housing)

## 18. INFORMATION TECHNOLOGY SERVICES

The Department of Information Technology Services provides computer support to the University community.

Student computing facilities are supported by the ITS

Department at the following locations:

AH147 lab	1 general purpose PC lab	Open 24 hours
E6 labs	3 general purpose PC labs	Open 24 hours
B5 labs	3 PC labs and 1 Mac lab (after hours with card access)	Office hours
W650 lab	Mixed PC/Mac study lab	Open 24 hours
Library	50 PC computers	Library hours
Email stations	50 PC computers	Open 24 hours

Additional lab information can be found on the Information Technology website ([www.uleth.ca/information-technology/resources/lab-resources](http://www.uleth.ca/information-technology/resources/lab-resources)).

All computer facilities are equipped with a broad selection of current software that include Office Suite, productivity and creative packages, as well as a large selection of class-specific software. Printing is available for a nominal fee using the campus *Bridgebucks* card system. Scanners are available for student use in the main lab locations.

A number of other departments maintain additional computing facilities, including Computer Science (60 Linux stations), Geography (25 PC computers), and Modern Languages (36 PC computers).

Wireless networking is available in most areas on campus.

Service is available via two different methods:

### Enhanced Wireless (Student @ UofL)

The enhanced network will require you to enter your student username and password and provides access to additional services that are not available to guests. This is the preferred network for general student use.

### Hot Spot Wireless (Guest @ UofL)

This service is a general-use public Internet connection. Simply connect to the "Guest @ UofL" wireless network and you will be able to browse the web and access email.

All students on campus automatically receive an email account at no charge. Check out the Computer Use Policy:

[www.uleth.ca/policy/computer-use-policy](http://www.uleth.ca/policy/computer-use-policy)

Phone: 403-329-2490

Website: [www.uleth.ca/it](http://www.uleth.ca/it)

## 19. LIBRARY

The University of Lethbridge Library promotes personal learning through rich and relevant collections, innovative technologies, exemplary assistance, quality instruction and varied learning and study spaces.

### Library Website

The Library's website provides access to resources and services available both on and off campus. These resources and services include access to electronic indexes and databases; the library catalogue; e-journals, e-books and other electronic resources; a virtual tour; help guides; and electronic reference services. Off-campus access to licensed online resources such as e-books, online journals and electronic indexes/databases is restricted to current University of Lethbridge faculty, staff and students.

## On-Site Services

**Assistance:** Library staff members are here to assist Library users with class assignments, research questions, and can provide instruction in the effective use of information resources and the tools available to locate them. To get help with your information needs, submit a question via our online “Ask Us” reference service ([www.uleth.ca/lib/Ask\\_Us](http://www.uleth.ca/lib/Ask_Us)), use our instant messaging reference service, or stop by the Information and Research Assistance Desk on Level 10 to talk with one of our talented reference staff. A variety of tours of physical and virtual resources are offered at the beginning of the fall and spring terms, or by special request.

**Collections:** The Library provides access to educational materials in a variety of formats that support the University’s academic and research programs. There are roughly 1.4 million physical items in the collection including books, journals, government publications, audiovisuals, maps and microforms. The Library subscribes to electronic resources in a variety of disciplines including indexes and databases, e-books, e-journals and government documents.

**Borrowing:** Individuals with a validated University of Lethbridge Campus ID Card (including alumni) are entitled to borrow circulating materials from the Library. Also available is The Alberta Library (TAL) card, which can be used to borrow books directly from participating libraries throughout Alberta. Community members may purchase a membership or use their TAL cards from their home libraries to borrow books.

Loan periods vary depending on the type of material borrowed; some items are non-circulating. Materials in heavy demand, such as required readings for courses, may be placed on reserve and are subject to shortened loan periods. For further information regarding borrowing privileges, you can visit the General Services Desk on Level 10 or go to the “Services” section of the Library website.

**Interlibrary Loans:** The Library will try to obtain—for faculty, staff and students —materials required for study and research that are not available at the University of Lethbridge Library. To request an Interlibrary Loan, go to the “Services” section of the Library website.

**Media:** A collection of equipment is available for use on site as well as for loan (pc/mac laptops, projectors, digital and analog camcorders, audio recorders, etc). Visit the General Services Desk on Level 10 to book, borrow, or obtain assistance in using available equipment. Some services are restricted to faculty, staff and students of the University. For more information on Media, go to the “Services” section of the Library website.

**Study and Creative Facilities:** The Library provides a variety of individual and group learning study spaces including study tables, carrels and group work rooms. The Library provides access to general-use computers equipped with a variety of productivity software and applications. The Library also provides access to hardware and software to support production of multimedia projects. Listening and viewing equipment is available for use with a variety of media types. Group work rooms are equipped with wall-mounted monitors for connection to laptops (perfect for collaboration or practicing presentations). Wireless network access is available on all three levels of the Library. A number of computers with specialized software and devices are also available to assist faculty, staff and students with accommodation needs. Copiers/printers are available on all three levels of the Library.

### Faculty of Education Curriculum Laboratory

The Curriculum Laboratory, located on Level 11, is a learning resource centre designed to support the Faculty of Education’s teacher education program. Multi-format materials relevant to the Alberta school curriculum are available for preview and/or

loan. Collections and facilities include group study spaces, Mac computers, a scanner, and other preview and materials preparation equipment that are available to users when the Library is open. Circulating materials are signed out and returned at the Library’s General Services Desk.

Website: [www.uleth.ca/education/currlab](http://www.uleth.ca/education/currlab)

### Policies

The University has policies, plans and publications to provide users with fair and equitable access to Library materials, resources and services in a productive and safe environment. Users and visitors are expected to engage in behaviour consistent with these goals. Library policies are available online.

### Library Hours

The Library’s hours vary throughout the year. Please check the Library’s website for current Library hours.

Phone: 403-329-2265

Email: [gsd.library@uleth.ca](mailto:gsd.library@uleth.ca)

Website: [www.uleth.ca/lib](http://www.uleth.ca/lib)

## 20. MAIL SERVICES

The Mail Services Office, located in the Park Way Service Complex, is not a full-service outlet for the public. Pre-stamped outgoing mail may be deposited any time in the red mail boxes located in the following places:

- University Hall - Level 6 (across from east patio)
- Students’ Union Building - Level 2 (across from the Bookstore)
- Physical Education Building - Level 2 (across from the Recreation Services Office)

Postage stamps may be purchased at the Students’ Union Rockerman’s Service Centre (SU232).

## 21. OFF-CAMPUS HOUSING

Enrolment Services maintains a current off-campus housing registry listing properties available for rent in Lethbridge. You can access the list online. We can also mail you an up-to-date list of available options. Please contact Off-Campus Housing for more information.

Phone: 403-329-2092

Website: [www.uleth.ca/offcampushousing](http://www.uleth.ca/offcampushousing)

## 22. OFFICE OF THE ASSOCIATE VICE-PRESIDENT (STUDENTS)

The Office of the Associate Vice-President (Students) includes the Registrar’s Office, Enrolment Services, and Student Services (RESS). Student Services includes the Accommodated Learning Centre, Counselling and Career Services, the First Nations, Métis, and Inuit Student Services, and Scholarships and Student Finance. Details of services provided by each of these units, as well as by the Registrar’s Office, are available elsewhere in this Part of the Calendar.

Office: AH148

Phone: 403-332-4432

## 23. PRINTING SERVICES

Printing Services provides quality material and service in the following areas: offset printing and design, wide-format printing, custom learning resources, high-speed copying and vanda card-operated copiers.

### Copy Centre (Park Way Service Complex)

With fast turnaround times, the Copy Centre offers high-speed photocopying, digital printing, black and white and/or



colour copies, collating, folding, stapling, hole punching, and a number of different covers and bindings.

**Note:** Copyright permission is the responsibility of the individual requesting copies and must be obtained from the author and/or publisher of the work. For more information regarding copyright, please contact the Office of the University Copyright Advisor (email: [copyright@uleth.ca](mailto:copyright@uleth.ca); phone: 403 332-4472).

### Offset Printing and Design (Park Way Service Complex)

Typesetting and design, offset printing and Printing Services administration are located in the Park Way Service Complex. Everything from business cards and forms to full-colour posters, (including wide-format printing up to 42 inches), banner stands, and complete book production may be accommodated. We can take any printing project from an idea to the design and layout stage through to production, finishing, and binding.

### Venda Photocopiers/Printers

Venda card-operated photocopiers/printers are located throughout the Library, in the Level 6 Atrium, in Anderson Hall, and in University Hall, E6, and computer labs. The venda copiers accept Bridge Bucks—using your University of Lethbridge Campus ID Card. For more information regarding Bridge Bucks and adding value to your account, please visit [www.uleth.ca/my-card/bridge-bucks-information](http://www.uleth.ca/my-card/bridge-bucks-information).

Hours: Monday to Friday 8:30 am - 12:00 pm, 1:00 - 4:30 pm

Location: Park Way Service Complex

Phone: 403-329-2625

Website: [www.uleth.ca/printing](http://www.uleth.ca/printing)

## 24. REGISTRAR'S OFFICE

The Registrar's Office (RO) houses a number of units that assist students with everything from an introduction to the University, to registering in courses and applying for graduation. The units located in the Registrar's Office include Admissions; Curriculum Management Services; the Information Centre; the Student Information System (SIS) team; and Student Records/Registration. This office is responsible for producing the Calendar and the Timetable; managing admissions, registration, and Convocation; maintaining the official student record; responding to inquiries about student records; providing access to grades at the end of each term; and issuing transcripts.

Website: [www.uleth.ca/ross](http://www.uleth.ca/ross)

## 25. SPORT AND RECREATION SERVICES

### Pronghorn Athletics (403-329-2681)

The intercollegiate athletics program has been an integral part of student life at the University of Lethbridge since 1969. Any full-time student interested in participating in an athletic activity at a high competitive level is eligible to try out.

Currently, the University of Lethbridge has the following athletic teams:

- Men's and Women's basketball
- Men's and Women's ice hockey
- Men's and Women's soccer
- Men's and Women's swimming
- Men's and Women's track and field
- Women's rugby

The University of Lethbridge Pronghorns compete in the Canada West Conference of USports (formerly Canadian Interuniversity Sport). The Pronghorns are full members of USports, which represents universities across Canada and operates annual National Championships for the four university conferences across the country.

As a result of the high level of athletic competition, many Pronghorn athletes have represented the province and the country in national and international competitions. This speaks well for the calibre of coaching and the quality of athletes at the University of Lethbridge.

All student athletes who maintain the appropriate academic standing are eligible for financial assistance, in the form of scholarships, awards and grants through Scholarships and Student Finance.

For those students who are interested in athletics but are not able to compete, the Athletics program offers other opportunities, such as team managers, athletic trainers, game day staff, event coordinators and volunteers.

University of Lethbridge students are entitled to reduced admission prices to all Pronghorn home athletic events.

Website: [www.gohorns.ca](http://www.gohorns.ca)

### Facilities and Services

The 1st Choice Savings Centre for Sport and Wellness and Community Stadium facilities at the University of Lethbridge include the following (hours of operation may vary):

- Fitness Centre
- Ascent Climbing Centre
- Max Bell Aquatic Centre
- Triple gymnasium (seating for 2,000 spectators)
- 4-lane 200-metre indoor track
- Multi-purpose rooms
- Dance and fitness studio
- Research laboratories
- Kinesiology classrooms
- Pronghorn Ticket Centre
- Stadium - artificial turf, lights, 8-lane, 400-metre track

### Customer Service Centre

The Customer Service Centre is located on Level 1 of the 1st Choice Savings Centre for Sport and Wellness. Memberships, lockers and registrations for recreation programs are sold at this location. This is also the controlled access point to all facilities and locker rooms. Your Campus ID Card is required for ALL access. This includes all academic classes, locker room access and casual use.

### Fitness Centre/Indoor Track

The Fitness Centre is located in PE156. Access to the indoor track is via the stairwell in the Fitness Centre.

### Max Bell Aquatic Centre

This 50-metre training facility features several springboards, a 3-metre and 5-metre dive tower, and a 12.5-metre x 21-metre movable floor.

Please visit our website for swim times.

### Triple Gymnasium

Please visit our website for Open Gym times.

### Ascent Climbing Centre

Come check out the 53-foot-high wall and additional bouldering cave.

Please visit our website for Climbing Centre times.

### Stadium

Located on the south end of the campus. Please visit our website for open times and details ([www.uleth.ca/sportrec](http://www.uleth.ca/sportrec)).

## Locker Rooms - Men and Women

Both men's and women's main locker rooms have steam rooms. Access to the locker rooms requires your Campus ID Card as these rooms are beyond the Customer Service Centre, which is our controlled access point. We also have a dedicated family change room as well as day use locker rooms for men and women.

- Towel service lockers
  - Available for one-, two- or three-term rental
- Textbook lockers
  - Level 2 - PE Building
  - Level 4 – University Centre for the Arts (Music Department)
  - Level 7 – University Centre for the Arts (stairwell overlooking Atrium)
  - Level 8 – University Centre for the Arts (Art Department)
- Bike lockers
  - Available at various locations on campus.

Office: PE160

## Risk Awareness

Sport and Recreation Services will not be held liable for any injury or death resulting from the use of Sport and Recreation Services equipment or participation in any activity/program nor will be responsible for: medical or dental expenses; ambulance expenses; or damage, theft or loss of personal equipment, eye glasses or contact lenses incurred while participating in any activity/program.

Each person has a different capacity for participating in physical activities, programs and services. You should be aware that all activities, services and programs offered are educational, recreational or self-directed and may involve inherent risks, and that your participation in any and all activities, facilities, programs and services provided by Sport and Recreation Services is strictly voluntary.

Your participation in any and all activities, facilities, programs and services provided by Sport and Recreation Services is at your own risk and you assume full responsibility for your choice to use and/or apply the information or instruction you receive and assume any and all risk of injury, illness, damage, loss or expense that might result.

Part of the risk involved in undertaking any exercise activity or program is related to your own state of fitness or health. It is understood that your choice to participate in any activity, service or program brings with it the assumption of those risks stemming from your choices and the fitness, health, awareness, care and skill that you possess and use. If any risk factors related to engaging in physical exercise pertain to you, it is to be understood that you should have received clearance from your physician to engage in physical activities of the sort or type you have chosen to participate in.

## Facility Bookings

For all facility bookings and rentals, please contact us.

Phone: 403-329-2658

## Programming

Sport and Recreation Services offers a diverse selection of seasonal recreation and fitness activities and programs including, but not limited to, the following:

- Swim lessons - private and group for both children and adults
- Climbing courses
- Dance classes

- First Aid and CPR courses
- Fitness - personal training and assessments
- Fitness classes
  - Aqua aerobics
  - Cycling
  - Group
  - Prenatal
  - Seniors
    - Fitball
    - Walking
- Golf lessons
- Gymnastics (at off-campus location, Northside Recreation Facility)
- High-performance training
- Intramural sports
- Sport clubs
  - Badminton
  - Curling
  - Dance/Cheer
  - Field lacrosse
  - Golf
  - Ringette
- Walking
- Kayaking
- Lifeguarding and instructing courses
- Martial arts
- Sport camps
- Yoga

NOW AVAILABLE – Online registration for most programs.

For further information or to register for programs please contact the Customer Service Centre.

Full programming information is described in our free Activity Guide as well as on our website.

Phone: 403-329-2706

Website: [www.uleth.ca/sportrec](http://www.uleth.ca/sportrec)

## 26. STUDENT AWARDS - SCHOLARSHIPS AND BURSARIES

The University of Lethbridge offers a wide range of awards that serve to recognize the achievements of students who pursue their university education at the University of Lethbridge. These awards are granted based on academic achievement as well as other factors (e.g., financial need, leadership potential, community involvement, artistic ability).

Graduate students are eligible to apply for awards if they are:

- an applicant entering the University from another post-secondary institution; or,
- a student continuing his/her studies at the University of Lethbridge.

While not all awards require the student to apply, an application is strongly recommended for students who feel that they may qualify for awards. Application forms for most awards are online on the School of Graduate Studies website: [www.uleth.ca/graduate-studies/funding-fees](http://www.uleth.ca/graduate-studies/funding-fees).

### Scholarships General Policies and Procedures

For a complete description of awards administered by the University of Lethbridge, please refer to the School of Graduate Studies website: [www.uleth.ca/graduate-studies/award-opportunities](http://www.uleth.ca/graduate-studies/award-opportunities).

**Liability** - The University assumes liability for the payment of scholarships, bursaries, prizes and other awards only to the extent that expected gifts from donors or returns from particular investments of endowed funds are realized.

**Application** - To be eligible for awards, application forms must be submitted no later than the designated date. Application forms and information are available from the website [www.uleth.ca/graduate-studies/funding-fees](http://www.uleth.ca/graduate-studies/funding-fees).

A student who has not applied for awards cannot claim for the right of consideration by the University.

**Academic records** - Only academic records from the last five years will be considered for measurement of academic achievement for University awards.

**Interrupted studies** - Students who interrupt post-secondary studies and return after an absence shall be considered for University of Lethbridge awards. Evaluation will be based on the student's last year of attendance at the University of Lethbridge subject to the rules guiding Graduate awards.

**Conditions** - Unless otherwise stated, awards made to full-time students are conditional on the student proceeding with full-time studies at the University of Lethbridge in the terms following the award. Failure to meet this condition may result in the forfeiture of any unpaid balance.

**Replacement** - Any award administered by the University of Lethbridge is subject to replacement by an award of equal or greater value.

**Payment schedule** - Awards equaling \$1,000 or less are paid on October 1. Awards totaling more than \$1,000 are disbursed in two equal payments: the first on October 1 and the second on February 1.

**Deductions** - The University may deduct from award payments any funds owed to the University.

**Tax receipts** - T4A forms will be issued to award recipients by the University or any other issuing agency in the spring following the year of the award.

**Government Student Loan Programs** - It is the responsibility of the student receiving an award, who is currently receiving financial assistance in the form of student loans and grants, to notify the applicable government student loan program as soon as possible regarding the number and value of scholarships, bursaries and other awards.

**Deferral** - A deferral postpones the payment of a financial award until a student is registered full-time at the University of Lethbridge. A request for a deferral must be submitted in writing by the student to the Graduate Awards Advisor by September 15 for the fall term and January 15 for the spring term or May 15 for the summer term. Justifiable reasons for deferral include:

- unavoidable circumstances; an award may be deferred when circumstances which are substantially beyond the student's control prevent his/her full-time registration in the term for which an award was made.

## 27. STUDENT FINANCE - GOVERNMENT STUDENT LOANS AND GRANTS

The Federal, Provincial and Territorial governments of Canada provide financial assistance to help residents in the pursuit of post-secondary education. This assistance is provided in the form of loans and grants. Scholarships and Student Finance provides advising concerning these government student assistance programs.

The level of government financial assistance awarded to a student depends on evidence of financial need and on personal circumstances. In Alberta, parental income is no longer used to determine the loan funding a student can receive. During the 2016/2017 academic year, the maximum amount an Alberta resident was eligible to receive was \$15,000 in combined Canada and Alberta student loan funding. Students may also

qualify for low or middle income grants in their first and subsequent years of study. Grants are also available for students with dependents and students with permanent disabilities.

Financial assistance is also available to students who are considered to be residents of other provinces and territories. The amount and type of provincial or territorial funding available for out-of-province students varies according to the appropriate provincial or territorial guidelines.

Government student loans are interest-free while students are attending full-time at a post-secondary institution. To ensure that interest-free status continues during full-time study, it is the student's responsibility to provide appropriate proof of enrolment to all lenders holding the student's loan(s). Repayment of government student loans begins six months after ceasing to be a full-time student.

Students in receipt of financial assistance to attend full-time studies who withdraw completely or revert to part-time studies may be required to repay a proportionate amount of their assistance granted for the current academic session. Furthermore, such assistance for the next term is automatically cancelled and students may be ineligible to receive further funding for a 12-month period. Students intending to return to full-time studies in the next term and who require financial assistance must submit a new financial assistance application for the appropriate period of studies.

Students who need to apply for financial assistance should apply prior to the term in which assistance will be required. Many provinces and territories do have deadlines and it is advisable to check the deadlines in advance of application. Processing of an application can take four to six weeks and processing must be completed prior to the end of the term to which it pertains.

Payment of tuition and fees are a first charge against assistance received from government student loans and grants. Refunds of tuition and fees are subject to be returned to the lender.

For application forms and more information, please visit Scholarships and Student Finance, located in Anderson Hall.

More information on Government Student loan programs is available from the following website:

[www.esdc.gc.ca/en/student\\_loans/provincial.page](http://www.esdc.gc.ca/en/student_loans/provincial.page)

Office: AH115

Phone: 403-329-2585

Website: [www.uleth.ca/ross/student-finance](http://www.uleth.ca/ross/student-finance)

## 28. TEACHING CENTRE

**Mission:** To promote and enhance outstanding and inspirational teaching in a vital and engaging learning environment.

### Teaching Centre Vision:

Through its commitment to scholarship, research, and best practice in teaching and learning, the Teaching Centre is committed to promoting and enhancing the professional development of university-level instructors. The Teaching Centre is also committed to the advancement of creativity, originality and discovery in teaching. A commitment to excellence in teaching will ensure that, in a rapidly changing educational environment, the University of Lethbridge will provide outstanding learning experiences for students and promote the development of faculty that are founded on these principles:

- Teaching and learning are fundamental to the purpose of the University, and the University community is committed to excellence in teaching.

- All students must be provided opportunities to learn in ways consistent with most effective instructional practices.
- Effective university teaching can be defined, learned, demonstrated and continually enhanced.
- Scholarly inquiry is fundamental to the enhancement of teaching effectiveness.
- Teaching development is most likely to occur in a collaborative community characterized by trust and mutual respect.

#### Teaching Centre Goals:

- Foster a culture of excellence in teaching and learning inside and outside the classroom.
- Coordinate and facilitate professional development opportunities for the teaching community.
- Develop, identify and support innovative teaching practices.
- Deepen the University's commitment to a scholarship of teaching and learning.
- Investigate innovative educational practices, strategies, technologies and processes.

#### Graduate Assistant Teaching Development Program

Many graduate students at the University of Lethbridge are assigned work as a Graduate Assistant during the course of their graduate program. Graduate Teaching Assistants (GTAs) may be required to grade examinations and assignments, instruct laboratory and tutorial classes, lead discussion groups, or teach an undergraduate-level class. In order to be adequately equipped for these duties, and to acquire significant skills for their future academic careers, all graduate students are strongly encouraged to participate in the Graduate Assistant Teaching Development Program (GATD) throughout the fall and spring terms.

The Graduate Assistant Teaching Development Program provides an opportunity for professional development in critical teaching skills, equipping graduate students to carry out their teaching duties effectively. Graduate students who participate in these sessions receive formal recognition of their participation in this academic professional development program via a *Certificate of Participation*. This program addresses essential aspects of good teaching, equipping GTAs to carry out their teaching duties effectively and enhance their teaching skills as their careers advance.

GATD workshops address topics such as professional expectations and responsibilities, establishing a productive learning environment, dealing with students, classroom management, grading and assessment, leading discussion groups, preparing a presentation, the multicultural classroom, teaching and learning styles, and other topics of importance to GTAs. Graduate students are also strongly encouraged to attend other Teaching Centre events, such as the Talking about Teaching Seminar Series and the "SPARK" Teaching Symposium.

Participation in the GATD Program and attendance at other Teaching Centre events provides an opportunity for professional development as well as formal recognition of participation. The *Certificate of Participation* formally documents hours of completed participation in the GATD program. Attendance at other Teaching Centre events is also recognized. This certificate is a valuable addition to a graduate student's curriculum vitae when applying for academic positions, doctoral programs and post-doctoral placements.

The Teaching Centre additionally provides support for graduate students through assistance with:

- course and lesson planning

- effective student assessment
- student engagement strategies
- effective classroom management
- teaching with technology
- blended and online learning
- one-to-one teaching consultation

#### 29. THE MELIORIST (STUDENT NEWSPAPER)

*The Meliorist* has been the student newspaper at the University of Lethbridge since 1967. It offers a bi-weekly newspaper service and provides an open forum for all members of the University community and the surrounding area of southern Alberta. *The Meliorist* Publishing Society is an autonomous body that determines the editorial direction of the paper, with students providing the content. *The Meliorist's* staff members gain first-hand knowledge in writing, editing, photography, layout and management of a weekly newspaper. State-of-the-art computer equipment is used in the production of *The Meliorist*.

Since its inception, the newspaper has embraced the philosophy of Meliorism, which holds that the world naturally tends to get better as the result of human effort.

Office: SU172

Email: [contactmeliorist@gmail.com](mailto:contactmeliorist@gmail.com)

Website: [www.themeliorist.ca](http://www.themeliorist.ca)

#### 30. UNDERGRADUATE STUDENTS' UNION SERVICES FOR GRADUATE STUDENTS

##### Students' Union Building (SUB)

Opened in the fall of 1990, the SUB is a joint project of the Students' Union, the University of Lethbridge and the Government of Alberta. Overlooking the Oldman River Valley, the Students' Union occupies 56 percent of the SUB, featuring a retail floor, The Zoo pub, conference and major event facilities, food kiosks, convenience store, office suite, club rooms and Alumni offices. *The Meliorist*, CKXU, Campus Women's Centre, Pride Centre, Lethbridge Public Interest Research Group (LPIRG), University of Lethbridge Bookstore, Health Centre, Enrolment Services and the Registrar's Office are also located in the SUB.

##### Social and Cultural Events

The Students' Union sponsors many social and cultural events, such as Fresh Fest, cabarets, concerts, speakers' series and a variety of other student-oriented activities.

##### Services provided by the Students' Union:

###### Clubs

There are over 90 Students' Union ratified clubs on campus covering many areas of interest. Clubs are the best way to pursue an interest in a non-academic setting, meet people, have fun and expand horizons. All clubs welcome new members with innovative ideas.

To get involved with a club, watch for clubs rush week in the Atrium during the second week of the fall and spring terms. Here, clubs will have information tables promoting their organizations. To start a new club, come to our office and ask for a Clubs Handbook. This guide contains information about how to start and maintain a club and lists the many advantages associated with being an active club on campus. More information can also be obtained at the Students' Union office, on our website or by contacting the VP Internal Affairs.

Phone: 403-329-5155

Website: [www.ulsu.ca](http://www.ulsu.ca)

## Grade Appeals

Grade Appeals deal with claims when a student feels his or her course grade has been improperly determined. The Students' Union is here to help students through the grade appeal process. Come to our office to pick up pamphlets with advice, sample letters and a checklist to help you in organizing your appeal. We encourage students to seek counsel from the VP Academic at the Students' Union concerning any inquiries about the grade appeal process.

Phone: 403-329-2770

## Food Bank

The Students' Union operates a Food Bank on campus to help students when they are in financial need. Any student with a valid University ID card may access the campus Food Bank. Students must come to our office and fill out a form in order to receive a package filled with a variety of food items. Users are limited to a maximum of two packages per month (10-visit maximum) and will remain confidential. Users are asked to contact the Students' Union at least 24 hours before the time they would like to pick up the hamper to ensure availability. Email: [food.bank@uleth.ca](mailto:food.bank@uleth.ca)

## Handbook

The Students' Union Handbook is available free of charge to all students from the Students' Union office while quantities last. The Handbook is a great way for students to stay organized, as it includes a day timer as well as a weekly list of important deadlines. It also contains a variety of local advertisements and coupons to help orientate new students to Lethbridge.

## Health and Dental Coverage

All full-time students at the University of Lethbridge who pay Students' Union fees are automatically included in an extended health and dental care program.

The coverage period is from September 1 to August 31. Optional family coverage is also available for an additional fee.

The health coverage includes prescription drugs (80% on a managed formulary), ambulance benefit, physiotherapy, chiropractic services, massage therapy, naturopath, speech therapy, medical equipment and appliances, dental accident benefit, accidental death and dismemberment and emergency travel medical coverage. This plan does not replace provincial health care.

The dental care coverage includes basic and preventative services (75%) such as checkups, cleanings and X-rays; minor restorative services (50%) such as fillings and extractions; endodontic services (75%) such as root canal therapy; and periodontal services (75%) such as scaling and gum treatment. The coverage period is from September 1 to August 31.

Optional family coverage is also available for an additional fee. Full-time students enrolled in the fall term pay premiums for the Health and Dental Plan for the full year. Full-time students enrolled in the spring pay premiums for the spring semester only. Regardless of a change in status (e.g., full-time to part-time or student to non-student), all students enrolled at the beginning of their respective term will retain their coverage until August 31.

Students can opt out of the Student Health and/or Dental Plan if proof of comparable coverage and a completed waiver form is presented to the Students' Union Health and Dental Plan office. Students may opt out online using the Bridge ([www.uleth.ca/bridge](http://www.uleth.ca/bridge)). The opt-out deadlines for the fall and spring semesters will be posted at the Students' Union office and throughout the University (see **Fees, Important Dates and Fee Deadlines, p. 33**). The opt-out procedure is annual and must be done each year of the student's enrolment. The

deadline set for January is for newly registered full-time students and students upgrading from part-time to full-time only.

Part-time students and students' dependents may add on to the Student Health and/or Dental Plan.

Phone: 403-329-2039

## Photocopying and Faxes

The Students' Union *Rockerman's Service Centre* provides photocopy service located outside Galileo's. Fax service is also available in the *Rockerman's Service Centre*.

## Recycling

The Students' Union is responsible for campus can and bottle recycling. Recycling bins are located throughout campus. Proceeds from this recycling are used to create and enhance scholarships for University of Lethbridge students.

## Speaker Series

Established in June of 1990, the Students' Union Speaker Series has brought in such noteworthy Canadians as Ben Wicks, Dr. Lloyd Axworthy, Stephen Lewis, Fred Penner, Jacques Parizeau, Peter Mansbridge and Gwynn Dyer as well as international figures such as Dr. Jane Goodall, William Sampson and Bill Nye. For more information or to submit suggestions, please contact the Students' Union Office.

## Student Employment

The Students' Union provides part-time employment in many of the Students' Union operations. Applications are accepted in our office from students throughout the year.

## The Zoo

As the campus pub, The Zoo is wholly owned and operated by the Students' Union. It is THE place for meeting friends and having a good time.

The Zoo is open daily at 8:00 a.m. to serve breakfast. Our experienced staff prepare great and affordable meals all day. Featured menu items include a variety of appetizers, pizzas, burgers, sandwiches and vegetarian choices. Food and drink specials are offered on a daily basis.

The Zoo is more than just great food as it offers a friendly atmosphere in a smoke-free environment. The pub has a balcony offering a fantastic view of Lethbridge. Enjoy some downtime by watching your favourite sports program on the largest screen in Lethbridge or by playing games on the widescreen TV in one of two sofa lounges. The Zoo also hosts a wide range of activities including cabarets, live bands, comedians and theme nights.

By combining two other ballrooms to create a massive hall, The Zoo has the capacity to hold almost any size of event. The public may rent one or more of these rooms for events such as business meetings, conventions, trade shows, or weddings.

## Rockerman's Service Centre

Rockerman's Service Centre, located on Level 2 of the Students' Union Building, is the campus convenience store. Students can purchase confectionary items, concert and cabaret tickets, newspapers, magazines and much more. Students also have access to fax and photocopier services as well as microwaves.

## Lethbridge Transit Breeze

The Breeze card provides riders with the most economical and convenient method of taking the bus. To purchase your monthly or semester Breeze card, visit the Students' Union *Rockerman's Service Centre* (SU232).

## Food Court

The Food Court is located on Level 2 of the Students' Union Building and offers a variety of food to please your palate.

*Baadshah Cafe:* Indian Cuisine.

*Tivoli:* Includes a salad bar, chicken and fries as well as a number of pasta dishes and finger foods.

*Hiroba:* Chinese food with your choice of buffet-style or made-to-order menu and daily specials.

*Smoothie Hut:* Smoothies, wraps and pitas.

*Icy's:* A variety of tacos and similar-type salads. Includes a breakfast menu and healthy frozen yogurt treats.

*The Coffee Company:* An assortment of specialty coffees, espresso drinks and muffins.

*Subway:* Gourmet submarine sandwiches on fresh-baked bread, soups and cookies.

## Galileo's Lounge

The north end of the Food Court has been converted to a friendly, soft and quiet space. With wireless Internet, computer receptacles and cushy seating, this is the place to unwind, catch up on reading, take a catnap and meet new friends. This space also boasts a sofa lounge/living room, student gallery, movie wall and observation deck. If you are interested in reserving this room for an art show or maybe showing a movie, please contact us.

## Additional Information Resource

Visit our website to find more information about our organization, the council and staff and more details about the services we have to offer.

*Office:* SU180

*Website:* [www.ulsu.ca](http://www.ulsu.ca)

## 31. UNIVERSITY ADVANCEMENT

University Advancement works to enhance the reputation, build relationships and seek resources necessary to support the student experience, teaching, and research goals of the University of Lethbridge.

Comprised of the Departments of Alumni Relations, Advancement Services, Development, Communications and Marketing, and Public Affairs and Government Relations, University Advancement reports to the Vice-President (Advancement) and are responsible for the coordination and management of the following:

- alumni relations activities and the Alumni Association;
- fundraising and sponsorship activity;
- government relations;
- media relations and public affairs activities;
- social media coordination and management;
- institutional marketing;
- visual identity and branding;
- internal and external communication coordination and management; and
- publications and graphic design.

*Office:* A735 (Level 7)

*Phone:* 403-329-2582

*Fax:* 403-329-5130

*Email:* [advancement@uleth.ca](mailto:advancement@uleth.ca)

## 32. WRITING CENTRE

The University's Writing Centre offers individual consultations with trained academic writing instructors and tutors to students from all Faculties and programs. The Centre provides practical writing support that supplements in-class instruction and helps students understand a wide variety of writing assignments including research papers, summaries, critical essays, literature reviews, annotated bibliographies and lab reports. It also provides assistance with formatting, thesis development, essay organization and grammar and punctuation.

Appointments can be made online by visiting the Writing Centre website.

*Office:* L1006A (Library)

*Website:* [www.uleth.ca/artsci/academic-writing/writing-centre](http://www.uleth.ca/artsci/academic-writing/writing-centre)



# ACADEMIC STAFF

## PROFESSORS EMERITI

<b>AITKEN, Nola</b>	Education	<b>HURLY, T. Andrew</b>	Biological Sciences
<b>ALLEN, Jeremiah Mervin</b>	Economics	<b>ICHIKAWA, Akira</b>	Political Science
<b>ALI, M. Keramat</b>	Physics	<b>INDRA, Doreen M.</b>	Anthropology
<b>ARMS, Robert Louis</b>	Psychology and Neuroscience	<b>JACKSON, John-Paul Christopher</b>	Music
<b>ARMSTRONG-ESTHER, Christopher</b>	Health Sciences	<b>KENYON, Gerald Sidney</b>	Sociology
<b>AUFRECHT, Walter Emanuel</b>	Geography	<b>KUIJT, Job</b>	Biological Sciences
<b>AXFORD, Herbert Melvin</b>	Economics	<b>KULIG, Judith</b>	Health Sciences
<b>BAIN, John</b>	Biological Sciences	<b>KWONG, Luke</b>	History
<b>BAKER, William</b>	History	<b>LAPADAT, Judith</b>	Education
<b>BALDERSON, Wesley</b>	Management	<b>LETKEMANN, Peter Jacob</b>	Sociology
<b>BENDER, Christopher Owen</b>	Chemistry and Biochemistry	<b>LITTLE, Neil G.</b>	Kinesiology and Physical Education
<b>BLAIR, Dean</b>	Music	<b>LITTLE BEAR, Leroy</b>	Native American Studies
<b>BOLDT, Menno</b>	Sociology	<b>LOEWEN, Arthur</b>	Education
<b>BOWIE, Garald William</b>	Physical Education	<b>LONG, John Anthony</b>	Political Science
<b>BUCHIGNANI, Norman L.</b>	Anthropology	<b>LOO, Robert</b>	Management
<b>BUHRMANN, Hans Gunther</b>	Physical Education	<b>MACLACHLAN, Ian</b>	Geography
<b>BULLOCK, Robert Earl</b>	Biological Sciences	<b>MANN, George A.</b>	Sociology
<b>BURNETT, Dale</b>	Education	<b>MCCARROLL, Billy</b>	Art
<b>BUTTERFIELD, Philip</b>	Philosophy	<b>MCCORMICK, Peter</b>	Political Science
<b>CADE, William</b>	President and Vice-Chancellor	<b>MCKENNA, Ian</b>	Management
<b>CAMPBELL, Gordon</b>	Education	<b>MCCURDY, Keith Gordon</b>	Chemistry and Biochemistry
<b>CASSIS, Awny Fayez</b>	English	<b>MICHENER, Gail Rosalind</b>	Biological Sciences
<b>CANTELON, Hart</b>	Kinesiology and Physical Education	<b>MIKHAIL, Edward Halim</b>	English
<b>CHAMBERS, Cynthia</b>	Education	<b>MOKOSCH, Eric</b>	Education
<b>COOK, William Aubrey</b>	Education	<b>NAKAMURA, Kazuo</b>	Biological Sciences
<b>COSGROVE, Ronald Michael</b>	Education	<b>NELSON, Toni L.</b>	Management
<b>CRANE, Charlie</b>	Art	<b>NICOL, Ken</b>	Management
<b>DANIELS, Dayna</b>	Kinesiology and Physical Education	<b>ORCHARD, George Edward</b>	History
<b>DAY, James Albert Peter</b>	Kinesiology and Physical Education	<b>O'DEA, Jane</b>	Education
<b>DAYKIN, Phillip Norman</b>	Computer Science	<b>O'SHEA, Seamus</b>	Chemistry and Biochemistry
<b>DOLMAN, Douglas</b>	Chemistry and Biochemistry	<b>PARKINSON, Brian</b>	Drama
<b>DOOLITTLE, Lisa</b>	Drama	<b>PENTON, M. James</b>	History
<b>DUA, Bhagwan D.</b>	Political Science	<b>PETHERBRIDGE, Douglas Lawrence</b>	Education
<b>ELTON, David Kitchener</b>	Political Science	<b>PIMENTEL, Linda</b>	Education
<b>EPP, Richard Allen</b>	Drama	<b>POPE, Timothy</b>	Modern Languages
<b>EVELYN, George Elbert</b>	Music	<b>PREUSS, Peter Siegfried</b>	Philosophy
<b>FALKENBERG, Eugene Edward</b>	Education	<b>READ, J. Donald</b>	Psychology and Neuroscience
<b>FISKE, Jo-Anne</b>	Biological Sciences	<b>RIDLEY, Una</b>	Health Sciences
<b>FLETCHER, Roy Jackson</b>	Geography	<b>ROCHFORD, Desmond</b>	Art
<b>FOWLER, Leah</b>	Education	<b>ROGERSON, Robert</b>	Geography
<b>FRANTZ, Donald Gene</b>	Native American Studies	<b>ROBINSON, Thomas</b>	Religious Studies
<b>FREASE, Dean Ellis</b>	Sociology	<b>ROBISON-GREENE, Leslie</b>	Drama
<b>GALL, Robert Stephen</b>	Education	<b>ROOD, Stewart</b>	Biological Sciences
<b>GANSKE, Ludwig</b>	Education	<b>SANDILANDS, Mark Lawson</b>	Psychology and Neuroscience
<b>GREENE, Myrna Lorraine</b>	Education	<b>SHIMAZAKI, Hiroshi</b>	Management
<b>GREENSHIELDS, Malcolm</b>	History	<b>SIMINOVITCH, David</b>	Physics & Astronomy
<b>HAGEN, Brad</b>	Health Sciences	<b>SKINNER, Ches</b>	Drama
<b>HALL, Ronald</b>	Philosophy	<b>SMITH, W.A.S. (Sam)</b>	Psychology and Neuroscience
<b>HEFFERNAN, Peter</b>	Education	<b>STAENZ, KARL</b>	Geography
<b>HENSLOWE, Shirley Anne</b>	Education	<b>STANLEY, Sara Ann</b>	Drama
<b>HESSE, M. Gudrun</b>	Modern Languages	<b>STAPLES, Tom</b>	Music
<b>HICKEN, Ken</b>	Music	<b>STEBBINS, Lucius LeBaron</b>	Biological Sciences
<b>HICKS, Herb</b>	Art	<b>TAGG, James D.</b>	History
<b>HOLMES, Owen Gordon</b>	Chemistry and Biochemistry	<b>TEILLET, Philippe</b>	Physics and Astronomy
<b>HOLZMANN, Wolfgang H.</b>	Mathematics and Computer Science	<b>TENNANT, Howard E.</b>	Management
<b>HOYE, Laurence George</b>	Mathematics and Computer Science	<b>THOMSON, Colin Argyle</b>	Education
<b>HUEL, Raymond A.J.</b>	History	<b>TITLEY, Brian</b>	Education
<b>HUNTER, M. Gordon</b>	Management	<b>TYSON, Brian Fergus</b>	English



**UPTON, Paul Stanley**  
**WADE, Nick**  
**WAGENAAR, Emile B.**  
**WEAVER, Larry**  
**WHITEHEAD, Judith**  
**WILLIAMS, Albert Warren**  
**WINSOR, Pamela**

English  
 Art  
 Biological Sciences  
 Art  
 Anthropology  
 History  
 Education

**WINZER, Margret**  
**WISMATH, Stephen**  
**WOODS, John Hayden**  
**YOSHIDA, Ronald Mamoru**  
**YOUNG MAN, Alfred**  
**ZAHIR, Sajjad**

Education  
 Mathematics and Computer Science  
 Philosophy  
 Philosophy  
 Native American Studies  
 Management

**IN MEMORIAM, 2016**

**DAWN, Leslie Allan**

Art

**FACULTY OF ARTS AND SCIENCE**

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**ARCHAEOLOGY - SEE GEOGRAPHY**

**ART - SEE FACULTY OF FINE ARTS**

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July 1, 2017 - June 30, 2018

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## CHEMISTRY AND BIOCHEMISTRY

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July 1, 2017 - June 30, 2019

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July 1, 2015 - June 30, 2018

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**DRAMA - SEE FACULTY OF FINE ARTS**

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### **LANYI, Michael G.**

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### **LE ROY, Danny Gilbert**

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B.A. (Stirling), M.A., Ph.D. (Queen's); Professor of Economics, Professor of Women and Gender Studies, and University Librarian

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### **TRAN, Kien C.**

B.Sc. (Saskatchewan), M.A. (Rochester), Ph.D. (Western Ontario); Professor of Economics

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### **GALWAY, Elizabeth**

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### **GAMBLE, Jay**

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### **LADD, Heather**

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### **McADAM, R. Ian**

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### **MORGENTALER, Goldie** (Leave: July 1 - December 31, 2017)

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### **O'DONNELL, Daniel P.**

B.A. (St. Michael's College at Toronto), M.A., Ph.D. (Yale); Professor of English

## GEOGRAPHY

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July 1, 2015 - June 30, 2018

### ASSOCIATE CHAIR - S. Bubel

July 1, 2017 - June 30, 2018

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B.Sc. (Lethbridge), M.Sc. (Delft), Ph.D. (Queen's); Professor of Geography

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B.Sc., M.Sc., Ph.D. (Ottawa); Assistant Professor of Geography

### **BUBEL, Shawn T.**

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### **COBURN, Craig A.** (Leave: July 1, 2017 - June 30, 2018)

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## HISTORY

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July 1, 2015 - June 30, 2018

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**TBA** (July 1, 2016 - June 30, 2019)

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July 1, 2015 - June 30, 2018

**ASSOCIATE CHAIR - H. Cheng**

July 1, 2015 - June 30, 2018

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**WILSON, L. Nicole**

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**WISMATH, Shelly L.**

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**ZHANG, John**

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**MODERN LANGUAGES****CHAIR - S. Urquhart**

July 1, 2017 - June 30, 2019

**ASSOCIATE CHAIR - R. Trillia**

July 1, 2017 - June 30, 2019

**COLLADO, Melanie E.**

M.A. (Calgary), Ph.D. (British Columbia); Associate Professor of Modern Languages

**DEVOS, Brent W.**

B.A. (Guelph), M.A. (Western Ontario), Ph.D. (Ottawa); Assistant Professor of Modern Languages

**GENEE, W. B.A. (Inge)**

B.A., M.A., Ph.D. (Amsterdam); Associate Professor of Modern Languages

**GERWIN, Elisabeth M.**

B.A. (Toronto), D.E.A. (France), Ph.D. (Buffalo); Associate Professor of Modern Languages

**McMEEKIN, Abigail** (*Leave: July 1, 2017 - June 30, 2018*)

B.S., M.A. (Iowa), Ph.D. (Hawaii); Assistant Professor of Modern Languages

**OSPINA, Luz Janeth**

B.A., M.A. (Columbia); Instructor in Modern Languages

**RODRIGUEZ, Omar**

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**TAKAM, Alain**

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**TRILLIA, Raquel**

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**URQUHART, Steven**

B.A., B.Ed. (Waterloo), M.A. (Penn State), Ph.D. (Queen's); Associate Professor of Modern Languages

**MUSIC - SEE FACULTY OF FINE ARTS****NATIVE AMERICAN STUDIES****CHAIR - TBA****BEAULIEU, Hendrika**

B.A., M.A. (Lethbridge), Ph.D. (Netherlands); Assistant Professor of Native American Studies

**MANY GUNS, Linda**

B.A. (St. Thomas), L.L.B. (Ottawa), M.A. (Carleton), Ph.D. (Trent); Assistant Professor of Native American Studies

**NEUROSCIENCE****CHAIR - M. Tata**

July 1, 2015 - June 30, 2018

**ASSOCIATE CHAIR - A. Iwaniuk**

July 1, 2015 - June 30, 2018

**EUSTON, David R.** (*Leave: July 1, 2017 - June 30, 2018*)

B.A.Sc. (California), M.A. (New Mexico), Ph.D. (Oregon); Associate Professor of Neuroscience

**GIBB, Robbin L.**

B.Sc., M.Sc., Ph.D. (Lethbridge); Associate Professor of Neuroscience

**GRUBER, Aaron**

B.S. (Cincinnati), M.S. Ph.D. (Northwestern); Associate Professor of Neuroscience

**IWANIUK, Andrew Nicholas**

B.Sc. (Monash), M.Sc. (Lethbridge), Ph.D. (Monash); Associate Professor of Neuroscience

**KOLB, Bryan Edward**

B.Sc., M.Sc. (Calgary), Ph.D. (Pennsylvania State), F.R.S.C.; Professor of Neuroscience

**LUCZAK, Artur**

M.A., Ph.D. (Poland); Associate Professor of Neuroscience

**McDONALD, Robert J.** (*Leave: July 1, 2017 - June 30, 2018*)

B.Sc. (Lethbridge), M.Sc., Ph.D. (McGill); Professor of Neuroscience

**McNAUGHTON, Bruce L.** (*Leave: July 1, 2017 - June 30, 2018*)

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**PELLIS, Sergio M.**

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**TATA, Matthew S.**

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**TATSUNO, Masami**

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**WHISHAW, Ian Quentin Addison**

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B.A. (Lethbridge), M.A. (Dalhousie), Ph.D. (Calgary); Instructor in Philosophy

**BROWN, Martin Bryson**

B.A. (Trent), M.A., Ph.D. (Pittsburgh); Professor of Philosophy

**PEACOCK, Kent A.**

B.A., M.A., Ph.D. (Toronto); Professor of Philosophy

**RODYCH, Victor**

B.A. (Brandon), M.A., Ph.D. (York); Professor of Philosophy

**STINGL, Michael**

B.A. (Madison), M.A., Ph.D. (Toronto); Associate Professor of Philosophy

**VIMINITZ, Paul Kenneth**

B.A. (Regina), M.A. (Dalhousie), Ph.D. (Alberta); Assistant Professor of Philosophy

**PHYSICS AND ASTRONOMY****CO-CHAIRS - TBA****DAS, Saurya** (Leave: July 1 - December 31, 2017)

B.Sc. (Presidency College, Calcutta), M.Sc., Ph.D. (Institute of Mathematical Sciences, Chennai); Professor of Physics

**DASGUPTA, Arundhati**

B.Sc. (Presidency College, Kolkata, India), M.Sc. (Anna University, India), Ph.D. (Madras University, India); Associate Professor of Physics

**FURGASON, Daniel John**

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**NAYLOR, David Andrew**

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**PATITSAS, Stathis (Steve) N.**

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**POVEY, Chad**

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**PREDOI-CROSS, Adriana** (Leave: July 1 - December 31, 2017)

B.Sc. (Bucharest), Ph.D. (New Brunswick); Professor of Physics

**SEYED-MAHMOUD, Behnam**

B.Sc. (Lethbridge), M.Sc. (Memorial), Ph.D. (York); Associate Professor of Physics

**SPENCER, Locke**

B.Sc. (Alberta), M.Sc., Ph.D. (Lethbridge); Assistant Professor of Physics

**TIPPER, Mark**

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**VOS, Kenneth J.E.**

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**WALTON, Mark Allan**

B.Sc. (Dalhousie), M.Sc., Ph.D. (McGill); Professor of Physics

**POLITICAL SCIENCE****CHAIR - H. Jansen**

July 1, 2015 - June 30, 2018

**BELANGER, Yale D.**

B.A. (Lethbridge), M.A. (Manitoba), Ph.D. (Trent); Professor of Political Science

**HALE, Geoffrey** (Leave: January 1 - June 30, 2018)

B.A. (Princeton), M.B.A., Ph.D. (Western Ontario); Professor of Political Science

**JANSEN, Harold J.**

B.A. (Alberta), M.A. (Carleton), Ph.D. (Alberta); Professor of Political Science

**KUKUCHA, Christopher J.**

B.A. (British Columbia), M.A. (Windsor), Ph.D. (Alberta); Professor of Political Science

**SIAROFF, Alan R.**

B.A. (McMaster), M.A. (McGill), Ph.D. (Yale); Professor of Political Science

**VON HEYKING, John F. K.**

B.A., M.A. (Calgary), Ph.D. (Notre Dame); Professor of Political Science

**PSYCHOLOGY****CHAIR - J. Vokey**

May 1, 2016 - June 30, 2019

**ALLEN, Scott W.**

B.A. (Victoria), Ph.D. (McMaster); Associate Professor of Psychology

**BARRETT, Louise** (Leave: July 1, 2017 - June 30, 2018)

B.Sc., Ph.D. (London); Professor of Psychology

**FORGIE, Margaret L.**

B.A. (Simon Fraser), M.A., Ph.D. (Concordia); Instructor in Psychology

**HANCOCK, Stephanie**

B.A. (Mount Allison), M.A. (Queen's), Ph.D. (Newfoundland); Instructor in Psychology

**HENZI, S. Peter**

B.A., Ph.D. (South Africa); Professor of Psychology

**LECA, Jean-Baptiste**

B.Sc., M.Sc., Ph.D. (France); Assistant Professor of Psychology

**LI, Fangfang** (Leave: July 1, 2017 - December 31, 2018)

B.A. (Beijing), Ph.D. (Ohio State); Assistant Professor of Psychology

**LOGUE, David**

B.Sc. (San Diego), Ph.D. (Colorado); Assistant Professor of Psychology

**MATHER, Jennifer Ann**

B.Sc. (British Columbia), M.Sc. (Florida State), Ph.D. (Brandeis); Professor of Psychology

**SADR, Javid**

B.Sc. (Simon Fraser), Ph.D. (Massachusetts); Assistant Professor of Psychology

**VASEY, Paul L.**

B.A. (Alberta), M.A. (Simon Fraser), Ph.D. (Montreal); Professor of Psychology

**VOKEY, John Richard**

B.A. (Winnipeg), Ph.D. (McMaster); Professor of Psychology

**RELIGIOUS STUDIES****CHAIR - H. Rodrigues**

July 1, 2016 - June 30, 2018

**HARDING, John S.** (Leave: July 1 - December 31, 2017)

B.A. (Puget Sound), Ph.D. (Pennsylvania); Associate Professor of Religious Studies

**KHALIL, Atif**

B.A., M.A., Ph.D. (Toronto); Associate Professor of Religious Studies

**LINVILLE, James R.**

B.A. (Alberta), Ph.D. (Edinburgh); Associate Professor of Religious Studies

**ROBINSON, Thomas Arthur**

B.A. (New Brunswick), M.C.S. (Regent College), Ph.D. (McMaster); Professor of Religious Studies

**RODRIGUES, Hillary P.** (Leave: January 1 - June 30, 2018)

B.Sc. (McGill), B.A., M.A., Ph.D. (McMaster); Professor of Religious Studies

**SOCIOLOGY****CHAIR - J. Laurendeau**

July 1, 2015 - June 30, 2018

**ASSOCIATE CHAIR - A. Kazempur**

July 1, 2016 - June 30, 2019

**BIBBY, Reginald Wayne**

O.C., B.A. (Alberta), B.D. (Southern Seminary), M.A. (Calgary), Ph.D. (Washington State), D.Litt. (h.c.) (Laurentian); Professor of Sociology

**GRANZOW, Kara**

B.A. (Lethbridge), M.A. (Waterloo), Ph.D. (Alberta); Assistant Professor of Sociology

**HARRISON, Trevor W.**

B.A. (Winnipeg), M.A. (Calgary), Ph.D. (Alberta); Professor of Sociology

**KAZEMPUR, Abdolmohammad**

B.A., M.A. (Tehran), Ph.D. (Manitoba); Professor of Sociology

**LAURENDEAU, Jason E.**

B.Kin., M.A., Ph.D. (Calgary); Associate Professor of Sociology

**MAIR, Kimberly** *(Leave: July 1 - December 31, 2017)*

B.A., M.A., Ph.D. (Alberta); Associate Professor of Sociology

**MALACRIDA, Claudia A.**

B.A., M.A., (Calgary), Ph.D. (Alberta); Professor of Sociology and Associate Vice-President (Research)

**McDANIEL, Susan** *(Leave: July 1 - December 31, 2017)*

B.A. (Massachusetts), M.A. (Cornell), Ph.D. (Alberta); Professor of Sociology, and Director, Prentice Institute and Prentice Research Chair in Global Population and Economy

**MELLOW, Muriel**

B.A. (Toronto), M.A., Ph.D. (McGill); Associate Professor of Sociology and Associate Dean, Arts and Science

**PERKS, Thomas A.**

B.A., M.A. (Western Ontario), Ph.D. (Waterloo); Associate Professor of Sociology

**RAMP, William J.**

B.A. (Trent), M.A., Ph.D. (York); Associate Professor of Sociology

**VALLEE, Mickey**

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**WOOD, Robert T.**

B.A. (Alberta), M.A. (Toronto), Ph.D. (Alberta); Professor of Sociology, and Dean of School of Graduate Studies

**WOMEN AND GENDER STUDIES**

**CHAIR - S. Lenon**

July 1, 2017 - June 30, 2020

**BONIFACIO, Glenda L.**

B.A., M.A. (Philippines), Ph.D. (Australia); Associate Professor of Women and Gender Studies

**FISKE, Jo-Anne**

B.Ed., M.A., Ph.D. (British Columbia); Professor of Anthropology, and Women and Gender Studies

**HODES, Caroline**

B.A. (Hons.), B.Ed. (Toronto), M.A., Ph.D. (York); Assistant Professor of Women and Gender Studies

**LENON, Suzanne J.**

B.A. (Calgary), M.A. (Carleton), Ph.D. (Toronto); Associate Professor of Women and Gender Studies

**NICOL, Christopher J.**

B.A. (Stirling), M.A., Ph.D. (Queen's); Professor of Economics, Professor of Women and Gender Studies, and University Librarian

**STINGL, Michael Joseph**

B.A. (Wisconsin-Madison), M.A., Ph.D. (Toronto); Associate Professor of Philosophy, and Women and Gender Studies

**WILLIAMS, Carol J.**

B.A. (Simon Fraser), M.A. (Leeds), Ph.D. (Rutgers); Professor of Women and Gender Studies

**WISMATH, Shelly L.**

B.Sc. (Queen's), M.Sc., Ph.D. (Simon Fraser); Professor of Mathematics, and Women and Gender Studies

**ARTS AND SCIENCE PROGRAMS****COORDINATORS:**

**Academic Writing - TBA**

**Agricultural Biotechnology - TBA**

**Agricultural Studies - TBA**

**Applied Studies - TBA**

**Asian Studies - TBA**

**Biochemistry - TBA**

**Canadian Studies - TBA**

**Co-operative Education - TBA**

**Environmental Science - C. Goater**

**Liberal Education - TBA**

**Urban and Regional Studies - T. Johnston**

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**ACTING ASSOCIATE DEAN - N. Grigg**

**Assistant Dean, Graduate Studies and Research in Education - K. Bernes**

**Assistant Dean, Student Program Services - N. Grigg**

**Assistant Dean, Field Experiences - R. Bright**

**ADAMS, Pamela**

B.Ed., M.Ed. (Lethbridge), Ph.D. (Calgary); Associate Professor of Education

**BALDERSON, Daniel Wesley**

B.A., B.Ed. (Lethbridge), M.Sc., Ph.D. (Nevada-Las Vegas); Associate Professor of Education

**BEAUDIN, Lorraine C.**

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**BERNES, Kerry** *(Leave: January 1 - June 30, 2018)*

B.Ed., M.Sc., Ph.D. (Calgary); Professor of Education

**BRIGHT, Robin**

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**BUTT, Richard**

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**CORMIER, Elizabeth A.**

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**DIXON, Sandra**

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**GREIDANUS, Elaine J.**

B.Sc. (Hons.), M.Ed., Ph.D. (Alberta); Assistant Professor of Education

**GRIGG, Lance M.**

B.A. (Hons.) (Saskatchewan), B.Th. (Newman), Ph.D. (Calgary); Associate Professor of Education

**GRIGG, Nancy C.**

B.Ed. (Lethbridge), M.Ed. (Alberta), Ph.D. (Virginia); Associate Professor of Education

**GUNN, Thelma M.** *(Leave: January 1, 2017 - December 31, 2017)*

B.A. (Hons.), B.Ed. (Saskatchewan), M.Ed. (Sydney), Ph.D. (Saskatchewan); Associate Professor of Education

**HASEBE-LUDT, Erika L.**

B.A. (Universität des Saarlandes), B.Ed., M.A., (Freie Universität Berlin), Ph.D. (British Columbia); Professor of Education

**HEIDEBRECHT, Kenneth P.**

B.Ed., B.Sc., M.Ed. (Lethbridge); Instructor in Education

**LOEWEN, Craig**

B.Ed. (Lethbridge), M.Ed., Ph.D. (Alberta); Professor of Education

**MACCORMACK, Jeffrey**

B.A. (Hons.); B.Ed. (York); M.Ed. (Nippissing); Ph.D. (Queen's); Assistant Professor of Education

**MARYNOWSKI, Richelle M.**

B.Ed. (Lethbridge), M.Ed., Ph.D. (Alberta); Assistant Professor of Education

**MATTATALL, Christopher**

Religious Studies Diploma (Kingswood), B.Ed., M.Ed., (New Brunswick), Ph.D. (Queen's); Assistant Professor of Education

**MAZUREK, Kasper** (Leave: July 1 - December 31, 2017)

B.A., B.Ed., M.Ed., Ph.D. (Alberta); Professor of Education

**McBRIDE, Dawn**

B.A. (Hons.) (Winnipeg), M.Sc., Ph.D. (Calgary); Associate Professor of Education

**MOMBOURQUETTE, Carmen** (Leave: July 1, 2017 - June 30, 2018)

B.A., B.Ed., (St. Francis Xavier), M.Ed., Ed.D. (Montana - Missoula); Associate Professor of Education

**OGILVIE, Gregory S.**

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**PELECH, Sharon**

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**PIQUETTE, Noella**

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**POULSEN, John C.**

B.Ed. (Calgary), M.A. (London), Ph.D. (Calgary); Associate Professor of Education

**SHEPARD, Blythe C.**

B.A. (Waterloo), M.A., Ph.D. (Victoria); Associate Professor of Education

**SLOMP, David H.**

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**SPROULE, Leonard C.**

B.Sc., B.Ed. (Saskatchewan), M.Ed. (Lethbridge); Instructor in Education

**STEED, Marlo**

B.Ed. (Alberta), M.Ed. (OISE Toronto), Ed.D. (Amherst); Associate Professor of Education

**VON HEYKING, Amy**

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**FACULTY OF FINE ARTS****DEAN - E. Jurkowski****ASSOCIATE DEAN- D. Olsen****Assistant Dean, Student Program Services:****DOBBIE, James A.** B.A. (Lethbridge), M.A. (Simon Fraser)

---

**ART****CHAIR - TBA****2BEARS, Jackson**

B.A. (Toronto), M.F.A., Ph.D. (Victoria); Assistant Professor of Art

**ALLAN, Ken** (Leave: July 1 - December 31, 2017)

B.A. (Hons.) (Guelph), M.A. (York), Ph.D. (Toronto); Associate Professor of Art

**BASTER, Victoria**

M.A. English, (University of Reading); Instructor in Art

**CAMPBELL, Michael**

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**DAHLE, Dagmar**

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**DYMOND, Anne**

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**FREDRICKSON, Denton** (Leave: July 1, 2017 - June 30, 2018)

M.F.A., (Nova Scotia College of Art and Design); Associate Professor of Art

**GILL, Don** (Leave: January 1 - June 30, 2018)

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**KAVANAGH, Mary**

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**MARTIN, Annie**

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**MILLER, David**

B.F.A. (NSCAD), M.A.A. (Emily Carr); Assistant Professor of Art

**MILLS, Josephine**

B.A. (High Hons.) (Saskatchewan), M.A. (Simon Fraser), Ph.D. (Concordia); Associate Professor of Art, Director/Curator Art Gallery

**SMITHER, Devon**

B.A. (Distinction) (Alberta), M.A. (British Columbia); Assistant Professor in Art

**DRAMA****CHAIR - TBA****BURCKES, LEE**

B.A. (Georgia College &amp; State), M.F.A. (Indiana); Instructor in Drama

**BLUM, Justin**

B.F.A. (NYU), M.A. (Washington), Ph.D. (Toronto); Assistant Professor of Drama

**CHAMBERS, Ron**

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**DOBBIN, Jim**

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**HANRAHAN, Gail**

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**HANSON, Nicholas**

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**MacARTHUR, Douglas** (Leave: July 1, 2017- June 30, 2018)

B.A., B.A. (Graceland University), M.F.A. (York); Assistant Professor of Drama

**SANDOVAL, Jorge**

B.F.A. (UNAM), B.F.A. (Concordia), M.F.A. (Regina); Instructor in Drama

**SCOTT, Shelley**

B.A.Sc., B.A. (Lethbridge), M.A., Ph.D. (Toronto); Professor of Drama

**TAYLOR, Aaron**

B.A. (Western), M.A. (Carlton), Ph.D. (Kent); Associate Member of Drama

**WHITEHEAD, Jay**

M.F.A. (York); Associate Professor of Drama

**MUSIC****CHAIR - D. Oye****BLACK, Brian**

B.Mus., Ph.D. (McGill); Associate Professor of Music

**BOEHM, Norbert**

B.Mus. (Alberta), M.Mus. (Oregon); Adjunct Assistant Professor of Music

**BOENN, Georg**

Diploma in Music (Musikhochschule), Coursus d'Informatique Musicale (IRCAM), Ph.D. (Bath); Assistant Professor of Music

**BOON, Rolf**

A.R.C.T. (Toronto), B.Mus. (Queen's), B.Ed., M.Mus. (British Columbia), Ph.D. (Alberta); Associate Professor of Music



**BOUTIN, Lise**  
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**DAVIES, Josh**  
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**HANSEN, Bente**  
B.Mus. (Lethbridge), M.Mus. (Michigan State); Instructor in Music

**HENDSBEE, Blaine**  
B.Mus.Ed. (Dalhousie), M.Mus., Ph.D. (British Columbia); Professor of Music

**HUGHES, Bryn**  
B.Mus. (Honors) (Western Ontario), M.A. (Western), Ph.D. (Florida State); Assistant Professor of Music

**JABLONSKI, Krystof**  
M.A., Ph.D. (Poland); Assistant Professor of Music

**JURKOWSKI, Edward Martin**  
B.Mus. (Manitoba), M.A., Ph.D. (Rochester); Professor of Music

**MASON, Adam**  
B.Mus., M.M.Ed. (West Virginia); Instructor in Music

**OYE, Deanna**  
A.Mus. (Western), H.B.Mus. (Lakehead), M.Mus. (Brandon), D.M.A. (Eastman); Associate Professor of Music

**PRAS, Amandine**  
M.Mus. (Paris Conservatoire); Ph.D. (McGill); Assistant Professor of Music

**RODGERS, Mark**  
B.Mus. (Brandon), M.Mus. (Western); Adjunct Assistant Professor of Music

**SANDEN, Paul**  
B.Mus. (Calgary), M.Mus. (McMaster), Ph.D. (Western Ontario); Assistant Professor of Music

**SCHULTZ, Arlan**  
B.Mus. (Manitoba), M.Mus. (McGill), Ph.D. (California, San Diego); Assistant Professor of Music

**STEWART, Andrew** (*Leave: January 1 - June 30, 2018*)  
B.Mus. (Wilfred Laurier), M.Mus. (British Columbia), D.M.A. (McGill); Assistant Professor of Music

**STRINGER, Sandra**  
D.M.A., Voice Performance (University of British Columbia); Instructor in Music

**TAGG, Graham**  
DRSAM (Scotland); Adjunct Assistant Professor of Music

**VISENTIN, Peter Allan**  
B.Mus., M.Mus. (Toronto); Professor of Music

**YOUNGDAHL, Janet**  
B.Mus. (Ohio), M.Mus. (Michigan), D.M.A. (Case Western); Associate Professor of Music

**NEW MEDIA  
CHAIR - A. Taylor**

**CHONG, LANCE**  
B.F.A. (Beijing), M.F.A. (Illinois at Urbana-Champaign); Instructor in New Media

**CLARK, Christine**  
B.F.A., M.F.A. (Lethbridge); Assistant Professor of New Media

**CLEARWATER, David**  
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**COOLEY, Dana**  
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**COUSINS, Bob**  
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**ELIAS, Leanne**  
M.Ed., (Lethbridge); Associate Professor of New Media

**EVERNDEN, Blake**  
B.F.A.; M.F.A. (Lethbridge); Assistant Professor of New Media

**GRAHAM, James R.C.**  
Dip. (Victoria College of Art), Dip. (Emily Carr), M.F.A. (Nova Scotia College of Art and Design), 3D Studio Max (Toronto), Cert. (Algonquin College); Associate Professor of New Media

**HARPER-BROWN, Ryan**  
B.A. (Concordia), M.A. (Bond), M.F.A. (Victoria); Instructor of New Media/ Internship Coordinator

**OLSEN, Deric**  
M.F.A., (Regina); Associate Professor of New Media

**SIRBU, Daniela**  
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William H. Cade  
(President and Vice-Chancellor, 2000–2010)

### **VICE-PRESIDENTS EMERITI**

Owen Holmes  
(Academic)  
Gerald S. Kenyon  
(Academic)  
Seamus O'Shea  
(Academic)  
Eric Hillman  
(Administration)  
Dennis Fitzpatrick  
(Research)

### **ASSOCIATE VICE-PRESIDENTS EMERITI**

Leslie Lavers  
(Student Services and Registrar)  
Don MacDonald  
(Human Resources)  
Karen Clearwater  
(Financial Planning)

### **DEANS EMERITI**

Awny F. Cassis (Faculty of Arts and Science)  
Robert Cook (Faculty of Fine Arts)  
Bhagwan Dua (Faculty of Arts and Science)  
George Lermer (Faculty of Management)  
Keith McCurdy (Student Affairs)  
Myrna Green (Faculty of Education)  
Vondis Miller (Faculty of Fine Arts)  
Eric Mocosch (Faculty of Education)  
Una Ridley (School of Health Sciences)  
Chesley Skinner (Faculty of Fine Arts)

### **CHIEF LIBRARIAN EMERITUS**

Donald Wick

### **ASSOCIATE DEANS EMERITI**

Laurence Hoye (Faculty of Arts and Science)  
Christopher Bender (Faculty of Arts and Science)  
Brian Parkinson (Faculty of Fine Arts)

### **EXECUTIVE DIRECTOR EMERITI**

Doug Parker  
(Facilities)

### **STUDENTS' UNION PAST PRESIDENTS**

John Brocklesby (1967–1968)  
Richard Wutzke (1968–1969)  
Lamont Nielson (1969–1970)  
Robin Dann (1970–1971)  
Ken Runge (1971–1972)  
Jessie Snow (1972–1973)  
Khym Goslin (1973–1974)  
Darryl Ross (1974–1975)  
Lee Ens (1975–1976)  
Wayne Mackay (1976–1977)  
Howard Reid (1977–1978)  
Pat Dortch (1978–1979)  
Alan Murray (1979–1980)  
Rudy Peters (1980–1981)  
Barry Weintraub (1981–1982)  
Chuck Cosgrove (1982–1983)  
Mike McPhail (1983–1984)  
Larry Glazer (1984)  
Tracy Hembroff (1984–1985)  
Aaron Engen (1985–1986)  
Dan Laplante (1986–1987)  
JASON SLEMKO (1987–1988)  
Jon Oxley (1988–1990)  
Terry Whitehead (1990–1991)  
David Legg (1991–1992)  
Justin Penny (1992–1993)  
Poul Mark (1993–1994)  
Humberto Aspillaga (1994–1995)  
Arthur Wong (1995–1996)  
Jason Shriner (1996–1997)  
Jon Wescott (1997–1998)  
Ryan Dunford (1998–1999)  
Bonnie Androkovich (1999–2000)  
Dezmond Belzeck (2000–2001)  
Matthew McHugh (2001–2002)  
Melanee Thomas (2002–2003)  
Paul Daniels (2003–2004)  
Loralee Edwards (2004–2005)  
Tyler Tanner (2005–2006)  
Dustin Fuller (2006–2007)  
Kelly Kennedy (2007–2008)  
Adam Vossepoel (2008–2009)  
Jeremy Girard (2009–2010)  
Taz Kassam (2010–2011)  
Zack Moline (2011–2012)  
Armin Escher (2012–2013)  
Shuna Talbot (2013–2014)  
Sean Glydon (2014–2015)  
Brenna Scott (2015–2016)

### **GRADUATE STUDENTS' ASSOCIATION PAST PRESIDENTS**

Jason Schleppe (2001–2002)  
Nicole Rabe (2002–2003)  
Jon Doan (2003–2005)  
Preston Williams (2005–2006)  
Loralee Edwards (2006–2007)  
Nafisa Jadavji (2007–2008)  
Shannon Digweed (2008–2009)  
Richard Querel (2009–2010)  
Paul Walz (2010–2013)  
Fahid Naeem (2013–2014)  
Mark Carrell (2014–2015)  
Kayla Ueland (2015–2016)



## FACULTY ASSOCIATION (ULFA) PAST PRESIDENTS

Alan M. MacEwan (1967)  
Bernard J. Gorrow (1967)  
M. James Penton (1968)  
Douglas L. Petherbridge (1969)  
Joseph L. Rood (1970)  
Philip Butterfield (1971)  
Frank J. Papp (1972)  
Edwin W. Webking (1972–1973)  
Frank J. Schaffer (1973–1974)  
William M. Baker (1974–1975)  
Roger H. Barnsley (1975–1976)  
Robert S. Gall (1976)  
Philip Butterfield (1976–1977)  
Steve C. Patten (1977–1978)  
Eugene E. Falkenberg (1978–1979)  
Douglas L. Petherbridge (1979–1980)  
D. Alan Aycocock (1980–1981)  
Ian Q.A. Wishaw (1981–1982)  
Allan S. Hunter (1982–1983)  
Lucius L. Stebbins (1983–1984)  
Jeremiah M. Allen (1984–1985)  
Mark L. Sandilands (1985–1986)  
Michael P. Kubara (1986–1988)  
William M. Baker (1988–1989)  
Eldon J. Gardner (1989–1990)  
Chesley J. Skinner (1990–1991)  
Patricia M. Chuchryk (1991–1992)  
Bernd J. Ebel (1992–1993)  
Carl E. Granzow (1993–1994)  
Frank J. Sovka (1994–1995)  
Siu-Cheung Chau (1995–1997)  
Thomas A. Robinson (1997–1999)  
E. Brian Titley (1999–2000)  
Richard A. Epp (2000–2001)  
Andrew W. Hakin (2001–2002)  
Christopher P. Hosgood (2002–2003)  
M. Bryson Brown (2003–2004)  
Thomas R. Johnston (2004–2005)  
Peter J. McCormick (2005–2006)  
Steven F. Ferzacca (2006–2008)  
Ilsa E. Wong (2008–2009)  
Bryson Brown (2009–2010)  
Robert Sutherland (2010–2012)  
John Usher (2012–2015)  
David Kaminski (2015–2016)

## ALUMNI ASSOCIATION PAST PRESIDENTS

Hugh A. Arnold (1967–1968)  
R. Douglas Hall (1968–1969)  
Stan W. Sawicki (1969–1970)  
Harold Lynn Stuckey (1970–1972)  
Jack (John) Fulwiler (1972–1975)  
Catherine Khan (1975–1977)  
Jessie Snow (1977–1979)  
Richard Mrazek (1979–1983)  
Craig Whitehead (1983–1985)  
Marija Boh (1985–1987)  
Shaun Ward (1987–1990)  
Richard Paziuk (1990–1991)  
Randall Spohn (1990–1991)  
Jill Kotkas (1991–1993)  
Art Ferrari (1993–1996)  
Geri Hecker (1997–1999)  
Ken McInnes (1999–2001)  
Art Ferrari (2001–2003)  
Douglas McArthur (2003–2005)  
John Gill (2005–2007)  
Sheila McHugh (2007–2009)  
Donald Chandler (2009–2011)  
Kathy Lewis (2011–2013)  
Grant Adamson (2013–2015)  
Randy Kobbert (2015–2017)

# AWARDS OF DISTINCTION

## UNIVERSITY OF LETHBRIDGE AWARDS

### HONORARY DEGREE RECIPIENTS

- 1968** None awarded
- 1969** *Doctor of Laws*  
James Gladstone  
J.H. Sissons, B.A.
- 1970** *Doctor of Laws*  
Murray Adaskin, D.Mus., O.C.  
A.E. Palmer, B.Sc., M.Sc.
- 1971** *Doctor of Laws*  
Anora Brown
- 1972** *Doctor of Laws*  
Roloff Beny, B.A. (Fine Arts),  
M.A. (Fine Arts), O.C.  
Ernest Manning, C.C.  
Chester Ronning, C.C.  
W.H. Swift, B.A., M.A., Ph.D.  
L.S. Turcotte, LL.B.  
*Doctor of Literature*  
Claude Bissell, M.A., Ph.D., C.C.
- 1973** *Doctor of Laws*  
James Cousins, B.A., M.A.  
Farley Mowat, B.A., O.C.
- 1974** *Doctor of Arts and Science*  
Immanuel Velikovsky, M.D.  
*Doctor of Laws*  
Gerald Tailfeathers
- 1975** *Doctor of Laws*  
N.D. Holmes, B.Sc., M.Sc., Ph.D.  
H.K. Rasmussen, B.Sc., M.Sc., Ph.D.
- 1976** *Doctor of Laws*  
Alex Johnston, B.Sc., M.Sc.  
Gabrielle Roy, C.C.
- 1977** *Doctor of Laws*  
Andrew Russell, C.M.  
*Doctor of Science*  
Ruby Larson, B.A., M.A., Ph.D.
- 1978** None awarded
- 1979** *Doctor of Dramatic Arts*  
John Neville  
*Doctor of Laws*  
Harry Strom
- 1980** *Doctor of Laws*  
Hedwig D. Bartling  
*Doctor of Science*  
Max Wyman, B.Sc., Ph.D., O.C.
- 1981** *Doctor of Laws*  
Liona Boyd, B.Mus., C.M.  
Arthur Erickson, B.Arch., D.Eng.,  
C.C.  
Barbara Elizabeth Hope Johnson  
Cleo Mowers, B.A.  
Frank Lynch-Staunton, B.Eng.  
Peter Ustinov  
*Doctor of Letters*  
Robertson Davies, B.Litt., C.C.
- 1982** *Doctor of Humanities*  
Terence M. Penelhum, B.Phil., M.A.  
*Doctor of Laws*  
Gwen Pharis Ringwood, B.A., M.A.  
Nettie Ware
- 1983** *Doctor of Laws*  
Anne Campbell, C.M.  
*Doctor of Letters*  
Albert Bandura, B.A., M.A., Ph.D.
- 1984** *Doctor of Laws*  
Dale B. Bartlett  
V.E. Christou, D.D.S.  
*Doctor of Science*  
Archibald Stalker, B.A., M.Sc., Ph.D.
- 1985** *Doctor of Laws*  
A.C. Anderson, Phm.C., C.M.  
S. Robert Blair, B.Sc., Ph.D., C.C.  
H. Martin Kenney, C.M.  
*Doctor of Science*  
Helen Hogg, A.M., Ph.D., C.C.
- 1986** *Doctor of Laws*  
Eva Brewster  
Mel Hurtig, O.C.  
Peter McLaren Roberts, M.A., M.A.  
*Doctor of Science*  
Brenda Atkinson Milner, B.A., M.A.,  
Ph.D., O.C.
- 1987** *Doctor of Laws*  
W.Z. Estey, B.A., LL.B., LL.M., C.C.  
Y. Kawamura, C.M.  
Colin Low, C.M.  
*Doctor of Science*  
J.C. Polanyi, B.Sc., M.Sc., Ph.D., C.C.
- 1988** *Doctor of Laws*  
Tetsuo Aoki, B.Comm., B.Ed., M.Ed.,  
Ph.D.  
Islay May Arnold, O.C.  
Onkar Prasad Dwivedi, B.Sc., M.A.,  
M.A., Ph.D.  
Peter Loughheed, B.A., LL.B., M.B.A.,  
C.C.
- 1989** *Doctor of Laws*  
James Valentine Hogarth Milvain,  
LL.B., O.C.  
Masao Morimoto, B.A., M.A.  
Yoshio Senda  
*Doctor of Letters*  
Sydney Wayne Jackman, B.S., M.A.,  
M.A., Ph.D.  
*Doctor of Science*  
Loren Hepler, B.Sc., Ph.D.
- 1990** *Doctor of Laws*  
Reed Cowley Ellison  
Donald Southam Harvie, B.Sc.,  
M.B.A., P.Eng., O.C.  
Walter Alvah Samuel Smith, B.A.,  
M.A., Ph.D.  
*Doctor of Letters*  
Robert Steven Patterson, B.Ed.,  
M.Ed., Ph.D.  
*Doctor of Science*  
Frank Moore Cross, A.B., B.D., M.A.,  
Ph.D.
- 1991** *Doctor of Laws*  
Lawrence D. Halmrast  
Joy Nozomi Kogawa, B.A., C.M.  
Mary Elizabeth Munn, L.R.A.M.,  
M.Mus., D.M.A., C.M.  
*Doctor of Letters*  
Harry William Arthurs, B.A., LL.B.,  
LL.M., O.C.  
*Doctor of Science*  
Johan F. Dormaar, B.S.A., Ph.D.
- 1992** *Doctor of Laws*  
Helen Manyfingers, C.M., B.Ed.  
Keith Victor Robin, B.Ed., M.A., D.Ed.  
William Stafford Russell, B.A., LL.B.  
*Doctor of Letters*  
Douglas Sanders, B.A., LL.B., LL.M.  
*Doctor of Science*  
Jan Bures, Ph.D.
- 1993** *Doctor of Laws*  
Florence Dorothy Dalglish  
Russell J. Leskiw, M.Ed., Ph.D.  
Anne Wheeler, B.Sc., O.C.  
*Doctor of Science*  
Richard Edward Taylor, B.Sc., M.Sc.,  
Ph.D.
- 1994** *Doctor of Humanities*  
Douglas Joseph Cardinal,  
B.Arch. (Hons.), O.C.
- 1995** *Doctor of Fine Arts*  
Takao Tanabe, C.M.  
*Doctor of Laws*  
William E. Beckel, B.A., M.Sc., Ph.D.  
Irene E. McCaugherty
- 1996** *Doctor of Humanities*  
Donald H. Akenson, B.A., Ed.M.,  
Ph.D.  
*Doctor of Laws*  
Cornelius Martens  
*Doctor of Science*  
Robert T. Golembiewski, B.A., M.A.,  
Ph.D.
- 1997** *Doctor of Arts and Science*  
Bertram Neville Brockhouse, B.Sc.,  
M.Sc., Ph.D., C.C.

# UNIVERSITY OF LETHBRIDGE AWARDS

- Doctor of Laws*  
Richard Keith Downey, Ph.D., O.C.  
Margaret Elizabeth Southern, B.Ed., O.C.  
George Millard Watson, B.Arch.
- Doctor of Science*  
Earle Frederick Zeigler, B.A., M.A., Ph.D.
- 1998** *Doctor of Arts*  
Gordon Kiyoshi Hirabayashi, B.A., M.A., Ph.D.
- Doctor of Laws*  
Robert Bertram Church, B.Sc., M.Sc., Ph.D., C.M.  
David William Hughes
- Doctor of Science*  
Dorothy May Pringle, B.Sc.N., M.S., Ph.D.
- 1999** *Doctor of Laws*  
Ovide Mercredi, LL.B.  
Ralph Thrall Jr., B.Sc., M.B.A., B.S.
- Doctor of Letters*  
Bas van Fraassen, B.A., M.A., Ph.D.
- Doctor of Science*  
Keith Laidler, M.A., Ph.D.
- 2000** *Doctor of Laws*  
Leonard Marvin Blumenthal, B.Ed.  
William Maurice Sibley, B.A., M.A., Ph.D.
- Doctor of Science*  
Marie Elizabeth Sanderson, B.A., M.A., Ph.D.  
Cornelius Hendrik Vanderwolf, B.Sc., M.Sc., Ph.D.
- 2001** *Doctor of Fine Arts*  
Lois Choksy, B.S., M.S.  
Dennis Reid, B.A., M.A.
- Doctor of Laws*  
Nellie Joy Cournoyea  
Beverley Marian McLachlin, B.A., M.A., LL.B.  
Ingrid Marie Speaker, B.A., B.Ed.
- Doctor of Science*  
Marc Garneau, B.Eng., Ph.D., O.C.  
Laughlin Barker Taylor, B.Sc., B.Ed., M.Sc.
- 2002** *Doctor of Fine Arts*  
Howard Cable, C.M.  
Joan Stuart Barclay Waterfield
- Doctor of Laws*  
Orville Kope
- Doctor of Science*  
Robert Hironaka, B.Sc., M.Sc., Ph.D.  
Jonathan Schaeffer, B.Sc., M.Math., Ph.D.
- 2003** *Doctor of Arts*  
John Hayden Woods, B.A., M.A., Ph.D., LL.D. (h.c.), F.R.S.C.
- Doctor of Fine Arts*  
Zoran Kacic-Alesic, B.Eng., M.Sc.
- Doctor of Laws*  
Donald Ross Getty, H.B.A., O.C.  
Lanny King McDonald  
Gwyn Morgan, P.Eng.  
Ludvik Pahulje, Sr.  
Ronald Satoshi Sakamoto  
Raymond Albert Speaker, B.Ed., P.C., O.C.
- 2004** *Doctor of Arts and Science*  
Leroy Robert Little Bear, B.A., J.D.
- Doctor of Fine Arts*  
Susan Aglukark Poirier  
Margaret Perkins Hess, B.A., B.F.A.
- Doctor of Laws*  
Joyce Fairbairn, B.A.  
Lois Elsa Hole, C.M., A.O.E.  
James Deverell Horsman, C.M., Q.C., B.Comm., LL.B.  
Thomas Dale Jackson  
Kathleen Isobel Kerr  
Yoshitaka Kinjo  
Valerio Angelo Matteoti  
Roland Philip Muir North, B.Sc., LL.B.
- Doctor of Science*  
Maurice Martin Moloney, B.Sc., Ph.D.
- 2005** *Doctor of Arts and Sciences*  
Owen Gordon Holmes, Ph.D.
- Doctor of Fine Arts*  
William Fruet
- Doctor of Humanities*  
Romeo Dallaire, B.Sc.
- Doctor of Laws*  
Leonard Kane Haney  
Edward Elliott McNally, LL.B.  
Eric Patrick Newell, B.Sc., M.Sc.  
Dennis Sidney O'Connell  
Judith Grunfeld Shamian, B.A., M.P.H., Ph.D.  
Howard Edward Tennant, C.M., M.B.A., Ph.D.  
Pamela Dawn Wallin, B.A.
- Doctor of Science*  
Julie Payette, B.E., M.App.Sc.
- 2006** *Doctor of Laws*  
Thomas Wilhelmus Droog  
Catherine Anne Fraser, B.A., LL.D.  
Allan Paul Markin, B.Sc.  
John Digby Prentice, B.Sc.  
Chava Rosenfarb  
Lena Heavy Shields Russell  
Blaine Allen Thacker, Q.C.  
Willard H. Yuill
- Doctor of Science*  
David William Schindler, B.Sc., Ph.D., O.C.  
Roger Tomlinson, B.Sc., M.Sc., Ph.D.
- 2007** *Doctor of Arts and Science*  
James Fraser Mustard, C.C., O.Ont., M.D., Ph.D., F.R.C.P.(C.), F.R.S.C.
- Doctor of Fine Arts*  
John McEwen
- Doctor of Laws*  
Gerald Thomas Conaty, B.A., M.A., Ph.D.  
John A. Gogo  
Harley Norman Hotchkiss, B.Sc., LL.D., O.C., P.Geol., A.O.E.  
Terrance E. Royer, B.Asc. (B.A.)
- Doctor of Science*  
Ronald James Gillespie, B.Sc., Ph.D., D. Sc.  
James Edgar Till, B.A., M.A., Ph.D., O.C., O.Ont., F.R.S.C., D.Sc.
- 2008** *Doctor of Fine Arts*  
Ben Heppner, O.C., B.Mus.
- Wendy Louise Nielsen, B.Mus., M.Mus.
- Doctor of Laws*  
Henry John Bergen, C.M.  
Shirley DeBow, B.A.  
Roelof Adriaan Heinen  
Constance Prentice, B.Ed.  
Sheila Weatherill, C.M., B.Sc.N.
- Doctor of Science*  
Ian Q. Whishaw, B.A., M.Sc., Ph.D., F.R.S.C.
- 2009** *Doctor of Fine Arts*  
Paul Brandt  
Joan Marie Stebbins, C.M., B.F.A.
- Doctor of Laws*  
Robert Samuel Best, B.A., M.A.  
Ralph Eugene Himsl, B.A., B.Ed., M.Ed.  
Mobina Serali Bandali Jaffer, LL.B., Q.C.  
Samantha Joan Nutt, M.D., M.Sc., CCFP, F.R.C.P.(C), LL.D.  
Son Soubert, M.A.  
Ross Wade Watson, B.A.
- 2010** *Doctor of Laws*  
Ike A. Lanier, B.A.  
Shirley Anne Margaret McClellan  
Michael Thomas Melling, B.Sc., M.B., Ch.B., F.R.C.S.(Glas.), F.R.C.S.(C.), F.A.C.S., Certfd.ASAM  
Hank A. Margolis, B.Sc., M.F., Ph.D.
- Doctor of Science*  
Vincent Di Lollo, B.A., Ph.D.
- 2011** *Doctor of Arts*  
John S. Kloppenborg, B.A., M.A., Ph.D.
- Doctor of Laws*  
Maude Victoria Barlow  
Clinton E. Dunford, B.A.  
Phan Thi Kim Phuc, LL.D.  
George V. Gemer
- Doctor of Science*  
Gordon Walter Semenoff, B.Sc., Ph.D.
- 2012** *Doctor of Laws*  
William H. Cade, B.A., M.A., Ph.D.  
James Coutts, C.M.  
W.C. Richard Davidson, Q.C.  
Pete Standing Alone
- Doctor of Science*  
Patrick O'Farrell, B.Sc., Ph.D.
- 2013** *Doctor of Laws*  
Gary Bowie, B.Sc., M.Sc., Ph.D.  
Richard Lloyd Casson, P.C.  
Robert J. Turner, B.Comm., LL.B., Q.C.  
Neil C. Wittman, B.Comm., LL.B., Q.C.
- Doctor of Fine Arts*  
Rivka Golani, B.A., M.A.
- 2014** *Doctor of Laws*  
Amanda Lindhout  
Austin Mardon, B.A., M.Sc, M.Ed., Ph.D.  
Seamus O'Shea, B.Sc., Ph.D.
- Doctor of Science*  
Barbara Hohn, Ph.D.

# UNIVERSITY OF LETHBRIDGE AWARDS

- 2015** *Doctor of Laws*  
Victor Stanley Buffalo, O.C., A.O.E.,  
LL.D., B.A.T.  
Ian Tyson  
Cor Van Raay
- Doctor of Science*  
Xiaoyi Bao, B.Sc., M.Sc., Ph.D.  
Gregory Fahlman, B.Sc., M.Sc., Ph.D.  
Bryan Kolb, B.Sc., M.Sc., Ph.D.,  
F.R.S.C.
- 2016** *Doctor of Laws*  
Robert Brawn, B.Sc., P.Eng.  
Gordon E. Jong, FCA  
J. Wilton Littechild, O.C., A.O.E.,  
Q.C., Ph.D.
- Doctor of Science*  
Nancy Edwards, B.Sc.N., M.Sc., Ph.D.  
Terry E. Robinson, B.A., M.A., Ph.D.

## DISTINGUISHED TEACHING AWARD

Sponsored by Miss A.M. 'Dolly' Tennant

- 1987** David Spinks, L.T.C.L., F.R.S.A.  
*Dramatic Arts*  
Paul Upton, M.A.  
*English*
- 1988** Robert Anderson, Ph.D.  
*Education*  
Ronald Yoshida, Ph.D.  
*Philosophy*
- 1989** Robert Arms, Ph.D.  
*Psychology*  
Shelly Wismath, Ph.D.  
*Mathematical Sciences*
- 1990** Keith Parry, Ph.D.  
*Anthropology*  
Brian Tyson, Ph.D.  
*English*
- 1991** Patricia Chuchryk, Ph.D.  
*Sociology*  
Bryan Kolb, Ph.D., F.R.S.C.  
*Psychology*
- 1992** Richard Arnold, Ph.D.  
*English*  
Malcolm Greenshields, D.Phil.  
*History*
- 1993** Alan Aycock, Ph.D.  
*Anthropology*  
Gail Michener, Ph.D.  
*Biological Sciences*
- 1994** William Baker, Ph.D.  
*History*  
John Donald Read, Ph.D.  
*Psychology*
- 1995** Jane O'Dea, Ph.D.  
*Education*  
Lucius Stebbins, Ph.D.  
*Biological Sciences*
- 1996** Martin Oordt, M.A.  
*English*  
John Woods, Ph.D., LL.D. (h.c.), F.R.S.C.  
*Philosophy*
- 1997** Norman Buchignani, Ph.D.  
*Anthropology*

- Ian Wishaw, Ph.D., F.R.S.C.  
*Psychology*
- 1998** Rick Mrazek, Ph.D.  
*Education*
- 1999** George Evelyn, D.M.A.  
*Music*  
John Vokey, Ph.D.  
*Psychology and Neuroscience*
- 2000** Andrew Hakin, Ph.D.  
*Chemistry and Biochemistry*  
Hillary Rodrigues, Ph.D.  
*Religious Studies and Anthropology*
- 2001** Douglas Bray, B.Sc.  
*Biological Sciences*
- 2002** Christopher Armstrong-Esther, Ph.D.  
*Health Sciences*
- 2003** Hiroshi Shimazaki, Ph.D.  
*Management*
- 2004** David Townsend, Ph.D.  
*Education*
- 2005** Robin Bright, Ph.D.  
*Education*
- 2006** Craig Loewen, Ph.D.  
*Education*
- 2007** Craig Monk, D.Phil.  
*English*
- 2008** Kenneth Vos, Ph.D.  
*Physics*
- 2009** Ian McAdam, Ph.D.  
*English*
- 2010** Leah Fowler, Ph.D.  
*Education*
- 2011** Hans-Joachim Wieden, Ph.D.  
*Chemistry and Biochemistry*
- 2012** David Hay, Ph.D.  
*History*
- 2013** Hadi Kharaghani, Ph.D.  
*Mathematics and Computer Science*
- 2014** Ute Weiden-Kothe, Ph.D.  
*Chemistry and Biochemistry*
- 2015** Jan Newberry, Ph.D.  
*Anthropology*
- 2016** Janay Nugent, Ph.D.  
*History*
- SPEAKER MEDAL FOR  
DISTINGUISHED RESEARCH,  
SCHOLARSHIP, OR PERFORMANCE**  
Sponsored by Dr. Ingrid Speaker, Chancellor Emerita
- 1995** Menno Boldt, Ph.D.  
*Sociology*
- 1996** Ian Wishaw, Ph.D., F.R.S.C.  
*Psychology*
- 1997** John Woods, Ph.D., LL.D. (h.c.), F.R.S.C.  
*Philosophy*
- 1998** Reginald Bibby, O.C., Ph.D., D. Litt. (h.c.)  
*Sociology*

- 1999** Bryan Kolb, Ph.D., F.R.S.C.  
*Psychology and Neuroscience*
- 2000** Raymond Huel, Ph.D.  
*History*
- 2001** Keramat Ali, Ph.D.  
*Physics*
- 2002** David Naylor, Ph.D.  
*Physics*
- 2003** Gail Michener, Ph.D.  
*Biological Sciences*  
Margret Winzer, Ed.D.  
*Education*
- 2004** Kurt Klein, Ph.D.  
*Economics*
- 2005** Hadi Kharaghani, Ph.D.  
*Mathematics and Computer Science*
- 2006** Stewart Rood, Ph.D.  
*Biological Sciences*
- 2007** Robert James Sutherland, Ph.D.  
*Neuroscience*
- 2008** Lawrence Flanagan, Ph.D.  
*Biological Sciences*
- 2009** Brian Titley, Ph.D.  
*Education*
- 2010** Dave Morris, Ph.D.  
*Education*
- 2011** Jennifer Mather, Ph.D.  
*Psychology*
- 2012** Joseph Rasmussen, Ph.D.  
*Biological Sciences*
- 2013** Cynthia Chambers, Ph.D.  
*Education*
- 2014** Sergio Pellis, Ph.D.  
*Neuroscience*
- 2015** Igor Kovalchuk, M.D., Ph.D.  
*Biological Sciences*
- 2016** Susan McDaniel, Ph.D., F.R.S.C.  
*Sociology*

## UNIVERSITY OF LETHBRIDGE BOARD OF GOVERNORS RESEARCH CHAIRS

- 2000** Ian Wishaw, Ph.D., F.R.S.C.  
*Psychology and Neuroscience*
- 2001** Reginald Bibby, O.C., Ph.D., D. Litt. (h.c.)  
*Sociology*  
Bryan Kolb, Ph.D., F.R.S.C.  
*Psychology and Neuroscience*  
Stewart Rood, Ph.D.  
*Biological Sciences*  
Randall Weselake, Ph.D.  
*Chemistry and Biochemistry*
- 2003** Larry Flanagan, Ph.D.  
*Biological Sciences*  
Kurt Klein, Ph.D.  
*Economics*  
Gail Michener, Ph.D.  
*Biological Sciences*  
David Naylor, Ph.D.  
*Physics*

# UNIVERSITY OF LETHBRIDGE AWARDS

- 2005** Ian Wishaw, Ph.D., F.R.S.C.  
*Neuroscience*
- 2006** Reginald Bibby, O.C., Ph.D., D. Litt. (h.c.)  
*Sociology*  
Bryan Kolb, Ph.D., F.R.S.C.  
*Neuroscience*  
Stewart Rood, Ph.D.  
*Biological Sciences*
- 2007** Sergio Pellis, Ph.D.  
*Neuroscience*  
Igor Kovalchuk, M.D., Ph.D.  
*Biological Sciences*  
Olga Kovalchuk, M.D., Ph.D.  
*Biological Sciences*
- 2008** Larry Flanagan, Ph.D.  
*Biological Sciences*
- 2011** Robert McDonald, Ph.D.  
*Neuroscience*  
Reginald Bibby, O.C., Ph.D., D. Litt. (h.c.)  
*Sociology*  
Bryan Kolb, Ph.D., F.R.S.C.  
*Neuroscience*  
Stewart Rood, Ph.D.  
*Biological Sciences*
- 2012** David Naylor, Ph.D.  
*Physics and Astronomy*  
Sergio Pellis, Ph.D.  
*Neuroscience*  
Olga Kovalchuk, Ph.D.  
*Biological Sciences*  
Igor Kovalchuk, Ph.D.  
*Biological Sciences*
- 2014** Robert Sutherland, Ph.D.  
*Neuroscience*
- 2015** Tier 1  
Larry Flanagan, Ph.D.  
*Earth and Environment*  
Claudia Malacrida, Ph.D.  
*Organizations, Culture and Society*  
Gerlinde Metz, Ph.D.  
*Healthy Futures*  
Paul Vasey, Ph.D.  
*Organizations, Culture and Society*
- 2016** Tier 1  
Reginald Bibby, Ph.D.  
*Sociology*  
Bryan Kolb, Ph.D.  
*Neuroscience*  
Robert McDonald, Ph.D.  
*Neuroscience*  
Stewart Rood, Ph.D.  
*Biological Sciences*
- Tier 2  
Carly Adams, Ph.D.  
*Organizations & Society*  
Rob Laird, Ph.D.  
*Orgins & Explorations*  
Bonnie Lee, Ph.D.  
*Healthy Futures*  
Pei Shao, Ph.D.  
*Organizations & Society*
- 2017** Tier 1  
Stacey Wetmore, Ph.D.  
*Orgins & Explorations*
- Tier 2

- Richelle Marynowski, Ph.D.  
*Organizations & Society*  
D. Andrew Stewart, Ph.D.  
*Creativity & Performance*  
Suzanne Lenon, Ph.D.  
*Organizations & Society*

## UNIVERSITY OF LETHBRIDGE BOARD OF GOVERNORS TEACHING CHAIRS

- 2007** Shelly Wismath, Ph.D.  
*Mathematics and Computer Science*
- 2008** Rick Mrazek, Ph.D.  
*Education*
- 2009** Hillary Rodrigues, Ph.D.  
*Religious Studies*
- 2010** Robin Bright, Ph.D.  
*Education*
- 2011** Janice Newberry, Ph.D.  
*Anthropology*
- 2012** Lance Grigg, Ph.D.  
*Education*
- 2013** Harold Jansen, Ph.D.  
*Political Science*
- 2014** Sheila McManus, Ph.D.  
*History*
- 2015** Lisa Doolittle, M.A.  
*Theatre and Dramatic Arts*
- 2016** David Slomp  
*Education*

## UNIVERSITY OF LETHBRIDGE BOARD OF GOVERNORS UNIVERSITY SCHOLARS

- 2008** Brian Titley, Ph.D.  
*Education*  
Lisa Doolittle, M.A.  
*Fine Arts*  
Claudia Malacrida, Ph.D.  
*Social Sciences*
- 2009** Judith Kulig, D.N.Sc  
*Health Sciences*  
Heidi MacDonald, Ph.D.  
*Humanities*  
Marc Roussel, Ph.D.  
*Sciences*  
Mahfooz Ansari, Ph.D.  
*Management*
- 2010** Amy von Heyking, Ph.D.  
*Education*  
Catherine Kingfisher, Ph.D.  
*Social Sciences*
- 2011** Debra Basil, Ph.D.  
*Management*  
Maria Ng, Ph.D.  
*Humanities*  
Louise Barrett, Ph.D.  
*Sciences*
- 2012** Janice Rahn, Ph.D.  
*Education*  
Judith Whitehead, Ph.D.  
*Social Science*

- Peter Visentin, Ph.D.  
*Fine Arts*

- 2013** Michael Basil, Ph.D.  
*Management*  
Judith Kulig, D.N.Sc.  
*Health Science*  
Mark Walton, Ph.D.  
*Sciences*  
Carol Williams, Ph.D.  
*Humanities*
- 2014** Kaz Mazurek, Ph.D.  
*Education*  
Josie Mills, Ph.D.  
*Fine Arts*  
Abdie Kazempur, Ph.D.  
*Social Sciences*

## PRESIDENT'S AWARD FOR SERVICE EXCELLENCE

- 2003** Debi Sandul  
*Associate Registrar, Records and Registration*
- 2004** Sharon Stevenson-Ferrari  
*Library Collections and Database Services (AUPE)*  
Terry Kirkvold  
*Telecom Manager (APO)*
- 2005** Catherine Ross  
*Fine Arts Technician (AUPE)*  
Peter Haney  
*Assistant Registrar, Admissions (APO)*
- 2006** Penny Secretan  
*Information Centre, Supervisor (AUPE)*  
Carrie Takeyasu  
*Associate Director, Financial Services (APO)*
- 2007** Carl Budny  
*Building Maintenance (AUPE)*
- 2008** Jane Allan  
*Grant Facilitator (APO)*  
Teresa Heyburn  
*Manager, Costume Shop (AUPE)*  
Lynn Hopkins  
*Costume Shop Assistant (AUPE)*
- 2009** Naomi Cramer  
*Administrative Assistant, Canadian Centre for Behavioural Neuroscience (AUPE)*  
Charlene Janes  
*International Liaison Officer, International Centre (APO)*
- 2010** Facilities  
*Major Building Construction Team Team Recipient*  
Calvin Toth  
*Audio Visual Production, Curriculum Re-Development Centre (APO)*  
Kim Fowler  
*Administrative Support (AUPE)*
- 2011** Jaime Chinn  
*Business Systems Analyst, Information Technology (APO/ESS)*

# UNIVERSITY OF LETHBRIDGE AWARDS

- Dana Corbin, Kristin Galicia, Ghazia Kirn and Kelly Reid  
*Calgary Campus Administrative Team (AUPE)*
- 2012** Kathleen Schrage  
*Manager, School of Graduate Studies (APO)*  
Linda Sebastian  
*Timetable and Convocation Officer (AUPE)*
- 2013** Barbara Williams  
*Coordinator, Counselling Services (APO/ESS)*  
Barbara Hodgson  
*Administrative Support (AUPE)*  
Printing Services  
*Team Recipient*
- 2014** Margaret Cook  
*Administrative Assistant, Department of Geography (AUPE)*  
Steve Craig  
*Director of External Relations & Communications, Faculty of Management (APO)*  
Erin Crane and Melissa Wiebe  
*Conference and Event Services Team*
- 2015** John Kometz  
*Educational Technologist, Teaching Centre (AUPE)*  
Isabelle Gauthier  
*Veterinarian, Animal Care Services (APO)*  
Linda Gilbert, ChiChi Cameron, and Kim Skura  
*Arts & Science, Dean's Office Team*
- 2016** Jadranka Smiljanec  
*Housekeeping, Housing Services (AUPE)*  
Rosemary Howard  
*Library - Client Services & Facilities (AUPE)*  
Aaron Tamayose  
*Manager, Accomodated Learning Centre (APO)*  
The Teaching Centre  
*Team Recipient*

## KEY TO THE UNIVERSITY OF LETHBRIDGE

Val and Flora Matteoti  
*Friends*

- Tony Rose and Rocco Sirriano  
*Friends*
- Robert Tarleck  
*Former Mayor of Lethbridge*
- Rick Casson  
*Former MP Lethbridge*
- Ed Stelmach  
*Former Alberta Premier*
- Robert Hironaka  
*Chancellor Emeritus*
- Richard Davidson  
*Chancellor Emeritus*
- Robert J. Turner  
*Board of Governors Chair Emeritus*
- Shirley McClellan  
*Chancellor Emerita*
- Gordon Jong  
*Board of Governors Chair Emeritus*
- Marnie Hess  
*Friend*

## UNIVERSITY OF LETHBRIDGE VOLUNTEER AWARD

*Sponsored by the University of Lethbridge Senate*

- 2005** Sharon Tennant
- 2006** Knud Petersen
- 2007** Judith Ann O'Shea
- 2008** Daniel Douglas Laplante
- 2009** Dennis M. Connolly
- 2010** Robert Hironaka  
Elsa Cade
- 2011** Elisha Rasmussen
- 2012** George Evelyn and Lottie Austin
- 2013** Alberta Summer Games Team:  
Jochen Bocksnick, Deb Marek, Cheryl Meheden, and Nancy Walker
- 2014** Dory Rossiter
- 2015** Debby Steacy
- 2016** Erin Phillips

## DISTINGUISHED ALUMNI

*Sponsored by the University of Lethbridge Alumni Association*

- 1989** Don A. Vanden Berg, Ph.D.
- 1990** Clint Brooks, Ph.D.
- 1992** Terrance Earl Robinson, Ph.D.
- 1993** Rick Mrazek, Ph.D.
- 1994** Quentin J. Pittman, Ph.D.
- 1995** Madeleine Dion Stout, M.A.
- 1996** Wendy Nielsen, M.Mus.
- 1997** Brent A. Reynolds, Ph.D.
- 1998** Alfred Bogusky, B.F.A.
- 1999** Glen Prusky, Ph.D.
- 2000** Anil H. Pereira, B.Mgt.
- 2001** Lorraine Major, M.A.
- 2002** Austin Mardon, Ph.D.
- 2003** Leroy Little Bear, J.D.
- 2004** David Iwaasa, M.A.
- 2005** Raymond Romses, B.A.Sc. (B.A.)
- 2006** Shirley Steinberg, Ph.D.
- 2007** Trevor David Legg, Ph.D.
- 2008** Douglas Schmitt, Ph.D.
- 2009** Cheryl Jayne Misak, Ph.D.
- 2010** Blair R. McMurren, Ph.D.
- 2011** J. Michael Miltenberger, B.A.Sc. (B.A.)
- 2012** Kathryn Preuss, Ph.D.
- 2013** Robert Morrison, Ph.D.
- 2014** Lawrence Johnson, B.A.Sc., B.Sc.
- 2015** Andrew Staniland, B.Mus., Ph.D.
- 2016** Ronald Skolrood, B.A.

## DISTINGUISHED YOUNG ALUMNI

*Sponsored by the University of Lethbridge Alumni Association*

- 2016** Danielle Tait, B.Mgt.

## DISTINGUISHED ACHIEVEMENTS

### 3M TEACHING AWARD

1999 Patricia Chuchryk, Ph.D.

### ALBERTA HERITAGE FOUNDATION FOR MEDICAL RESEARCH POLARIS RESEARCH CHAIR

2008 Bruce McNaughton

### ALBERTA GAMBLING RESEARCH INSTITUTE GAMBLING RESEARCH CHAIR

2014 Darren Christensen

### ALBERTA INNOVATES - HEALTH SOLUTIONS NEW INVESTIGATOR AWARD

2016 Julia Brassolotto, Ph.D.  
*Healthy Futures and Wellness*

### ALBERTA INNOVATES - TECHNOLOGY SOLUTIONS STRATEGIC CHAIR

2013 Hans-Joachim Wieden, Ph.D.  
*RNA Bioengineering*

2015 Ute Wieden-Kothe, Ph.D.  
*Transcriptomics of RNA (Tier 2)*

### CAMPUS ALBERTA INNOVATES PROGRAM CHAIRS

2013 Christopher Hopkinson, Ph.D.  
*Terrestrial Ecosystems*

Majid Mohajerani, Ph.D.  
*Brain Health and Dementia*

Gregory Pyle, Ph.D.  
*Aquatic Health*

2014 Nehal Thakor, Ph.D.  
*Synthetic Biology*

### CANADA COUNCIL KILLAM RESEARCH FELLOWSHIP

1998/1999 Bryan Kolb, Ph.D., F.R.S.C.

2007/2008 Stewart Rood, Ph.D.

2008-2010 Stewart Rood, Ph.D.

### CANADA RESEARCH CHAIRS

2003 Alice Hontela, Ph.D.  
*Ecotoxicology (Tier 2)*  
Joseph B. Rasmussen, Ph.D.  
*Aquatic Ecosystems (Tier 1)*

2004 Dan L. Johnson, Ph.D.  
*Sustainable Grassland Ecosystems (Tier 1)*  
Robert McDonald, Ph.D.  
*Behavioural Neuroscience (Tier 2)*

2005 Henning Bjornlund, Ph.D.  
*Water Resource Economics (Tier 2)*  
Hans-Joachim Wieden, Ph.D.  
*Physical Biochemistry (Tier 2)*

2006 Deborah Saucier, Ph.D.  
*Neuroscience (Tier 2)*  
Stacey Wetmore, Ph.D.  
*Chemistry and Biochemistry (Tier 2)*

2009 Claudia Gonzalez, Ph.D.  
*Kinesiology (Tier 2)*

2010 Henning Bjornlund, Ph.D.  
*Water and the Economy (Tier 2)*

2012 Louise Barrett, Ph.D.  
*Cognition, Evolution and  
Behaviour (Tier 1)*

2013 Kristine Alexander, Ph.D.  
*Child and Youth Studies (Tier 2)*

2014 Andrew Iwaniuk, Ph.D.  
*Comparative Neuroanatomy (Tier 2)*

### CANADA'S TOP 40 UNDER 40 (TM)

2010 Olga Kovalchuk, Ph.D.

### CANADIAN ASSOCIATION FOR COOPERATIVE EDUCATION (CAFCE), CO-OP STUDENT OF THE YEAR

2000 Russell Goodman

2003 Marc Slingerland

### CANADIAN INSTITUTES OF HEALTH RESEARCH CHAIR IN GENDER, WORK, AND HEALTH

2013 Olga Kovalchuk, M.D., Ph.D.

### EMMY DROOG CHAIR IN COMPLEMENTARY AND ALTERNATIVE HEALTH CARE

2014 Brenda Leung, Ph.D.

### FULBRIGHT SCHOLARS

1999/2000 Derek R. Peddle, Ph.D.

2005/2006 Geoffrey Hale, Ph.D.

2007/2008 Christopher Kukucha, Ph.D.

2010/2011 Trevor Harrison, Ph.D.

### PRENTICE INSTITUTE RESEARCH CHAIR

2009 Susan McDaniel, Ph.D.

### ORDER OF CANADA

1986 Islay M. Arnold, O.C., LL.D. (h.c.)

2003 Howard E. Tennant, C.M., Ph.D., LL.D.  
(h.c.)

2006 Reginald Bibby, O.C., Ph.D., D. Litt. (h.c.)  
*Officer (Social Sciences)*

James D. Horsman, C.M., A.O.E., Q.C.,  
B.Comm., LL.B., LL.D. (h.c.)  
*Member (Public Service)*

2007 Yoshio Senda, C.M., LL.D. (h.c.)

2016 Brian Kolb, O.C., Ph.D., D.Sc. (h.c.)

### RESEARCH CHAIR IN POTATO SCIENCE

2016 Dmytro Yuvteshenko, Ph.D.

### RHODES SCHOLARS

1984 Cheryl Misak

1998 Blair McMurren

2001 Russell Goodman

### THE ROYAL SOCIETY OF CANADA

1990 John Woods, Ph.D., LL.D. (h.c.), F.R.S.C.  
*Fellow (Academy of Humanities and  
Social Science)*  
*Vice President of Academy II (1994–  
1996)*  
*President of Academy II (1996–1998)*

1994 Susan McDaniel, Ph.D., F.R.S.C.  
*Fellow (Academy II, Academy of Social  
Science)*  
*Director, Social Sciences Division, 2007–  
2009*

1998 Ian Wishaw, Ph.D., F.R.S.C.  
*Fellow (Academy of Science)*

2000 Bryan Kolb, Ph.D., F.R.S.C.  
*Fellow (Academy of Science)*

2014 Andrew Iwaniuk, Ph.D.  
*Member (College of New Scholars,  
Artists and Scientists)*

2016 Louise Barrett, Ph.D.  
*Fellow (Academy of Social Sciences)*  
Artur Luczak, Ph.D.  
*Member (College of New Scholars,  
Artists and Scientists)*  
Bruce McNaughton, Ph.D.  
*Fellow (Academy of Science)*  
Joe Rasmussen, Ph.D.  
*Fellow (Academy of Science)*



**Registrar's Office**

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